Dialogue: Who is the best selector in your library? What attributes do they have? Who counts them as a success?

Starting with the Basics:
Needs Assessment
Faculty Relations
Curriculum and Degree Levels
Reference vs. rare vs. open stacks vs. electronic resources
(Content, access, support, cost, etc.)
Prepare yourself by getting an advanced degree
Collection Development Policy Statement demands updates
Gifts and Exchanges
When to Deselect

Dialogue: What is the most used collection in your library system? How does it relate to the outstanding departments in the university?

Gauging Your Effectiveness
Craft a local LibQual+ Web survey
Alerting faculty to what you’ve bought; evaluate their responses
Complaints
Circulation records
Don’t forget the undergraduate
Usage statistics
The Suggestion Box
Outside evaluators

Dialogue: Who is behind resource sharing? How much money have you saved? How much better is the aggregate collection?

Resource Sharing
The many layers of resource sharing: local → regional → international
Courier services
Shared remote storage enhances resources sharing
Partner with a like library

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Dialogue: Aside from your boss, who is the most important person to the East Asian Library? Who is good at cultivating that person? What does she do?

East Asian Library’ Relationship to Parent Institution
Good relationships must be worked at
How to maximize your slice of the budget pie
Taking your director to China
Does your president know you?
Introduce some donors to your development officer
Bridging the distance between the main library and the EAL
Have a faculty advisory committee

Dialogue: What would you save if there were a fire and you could take one book out?
What has your Preservation Department done for you lately?

Selecting for Preservation and Deselection
Conservation usually requires special funds
Stroll through your collection to learn problem books
Have your circulation staff trained in identifying books needing repair to be sent to Preservation Department
Show your Preservation Officer the gems of your collection, and the most used materials

Assignment (Week One)
If your East Asian Library has written a collection development policy statement, 1) choose one area (e.g. history, medicine) and rewrite it to reflect your current selection practices; 2) for the same area, write a viable policy for the year 2014.
If your East Asian Library does not have a written collection development policy statement, 1) prepare one for a manageable subject area, including conspectus collecting levels, and 2) for the same area, write a viable policy for the year 2014. You may follow the sample that appears on pp. 81-82 in Peggy Johnson, Fundamentals of Collection Development and Management. Chicago: American Library Association, 2004.

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Readings

CHAPTERS 1, INFORMATION AGE—INFORMATION SOCIETY; 4, SELECTION PROCESS IN PRACTICE (SKIP SECTIONS THAT DO NOT PERTAIN TO UNIVERSITY OR ACADEMIC LIBRARIES); 10, AUDIOVISUAL MATERIALS; 13, FISCAL MANAGEMENT.

CHAPTERS 3, POLICY, PLANNING, AND BUDGETS; 6, MARKETING, LIAISON, AND OUTREACH ACTIVITIES; 8, COOPERATIVE COLLECTION DEVELOPMENT AND MANAGEMENT.

READ ONE TO TWO OF THE FOLLOWING ARTICLES/PAPERS. SELECT TOPICS ABOUT WHICH YOU KNOW THE LEAST:


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