

# Responsibilities of a Departmental Library Representative

- To serve as a department's primary contact to the MSU Library regarding collections, electronic resources, and services;
- To work with the library's liaison (see <http://www.lib.montana.edu/instruction/liaisons.php>) in your subject area, as needed or desired;
- To be informed about the course content, research interests, and discipline emphasis within the department so as to be able to accurately reflect department information needs;
- To be able to prioritize materials when necessary and to understand the library's mandate to give fair consideration to the many programs within the university;
- To route email messages to appropriate colleagues regarding possible purchases, subscriptions, removal, and cancellations as requested by the library;
- To be diligent in bringing departmental requests, issues, and concerns to the attention of the library in order to maintain an open channel of communication and collaboration between the library and the department; and,
- To attend meetings with MSU librarians (each department is invited to meet with librarians at Renne Library once every few semesters) in order to touch base on how the library's services and resources align with the current needs of the department

## PROCESS FOR COLLECTION DEVELOPMENT FOR THE MSU LIBRARIES

**CONCEPT:** The process of collection development for a university library involves a variety of activities and processes including selection, acquisition, binding, replacement, conservation, de-selection, and organization for purchased donated and exchanged materials in all formats. These processes require both technical knowledge of specific disciplines and an understanding of the philosophical and practical requirements of information science. At Montana State University, the collection development process and the decisions concerning specific items are the result of a collaborative effort by the faculty researchers and teachers who are subject specialists within particular departments and colleges and the Collection Development Librarian and other library colleagues. Decisions are made within the context of this institution's goals, the present institutional, fiscal and political environment, and the instructional and research needs of the present and anticipated future users of the collections and resources. A written collection development policy guides decisions relating to all of these elements of the process (see <http://www.lib.montana.edu/about/policy.pdf>).

**PROCESS:** All faculty members are encouraged to submit suggestions for possible purchase and to participate in the evaluation of items. One designated Library Representative from each academic department serves as a liaison with the Collection Development Librarian and The Libraries' administration. Through the use of an approval plan, which relies on a profile of our academic programs and research interests, the MSU Libraries evaluate for purchase thousands of books each year. Items are placed in the Review Area (in Renne Library's Collection Development Offices) for two weeks to allow ample time for faculty, Library Representatives and librarians to express their opinions about the eventual fate of monographs, documents, and audiovisual materials. Materials in the Review Area are being considered for purchase, withdrawal, binding, transfer, or other action. The materials are arranged by Library of Congress classification to better accommodate the interdisciplinary nature of programs and the multiple interests of individuals. The Review Area serves to provide faculty with an opportunity to exercise critical judgment regarding the materials under review while informing faculty about research and publishing trends and new materials being added to the MSU collections. The Review Area also provides faculty with the opportunity to express preferences for other new materials via the use of notification information on additional titles that fit the MSU profile. Review and evaluation of electronic resources are sought in other ways and input into consideration of items in these formats by Library Representatives is encouraged.

**BUDGET:** Expenditures are monitored throughout the year and it is the responsibility of the Dean of Libraries in conjunction with Collection Development Librarian to expend available funds in response to the needs of the entire MSU community. Formulas and prior spending patterns are not the driving forces for current expenditures. Enrollment trends, degree program definition, faculty research, and strategic plans all are variables in the dynamic process of developing appropriate information resources for both the present and the future needs of the university community. The goal is to be as responsive as possible to the changing needs of faculty and students.