UC Library Acquisitions

POLICIES AND PROCEDURES

The Acquisitions Department works to provide materials to the University faculty, staff, and students with the highest priority given to the materials which support the curriculum. Each fiscal year, the Library Director and the Acquisitions Supervisor will determine a budget for each department. The budget for each department is based on the average cost of materials as determined by the most current Bowker Annual Library and Book Trade Almanac, the current yearly total of academic courses offered per department, and the current yearly in-seat enrollment totals of students in these departments. The Acquisitions Department will also acquire materials supporting the research interests of the faculty as well as current reference reading and popular reading materials after research and curricular needs are met and as the budget permits. **However, the Acquisitions Department is not permitted to place any orders for curriculum based textbooks or other class-assigned workbooks and materials.** Orders for materials through the Acquisitions Department may be placed by email, phone, through the campus mail system, by returned CHOICE Cards, and in person.

Ordering Books

The Acquisitions Department will use the current yearly funds for each department for ordering materials. In the beginning of each fiscal year, a budget is determined and letters are sent to each of the departments with the information for their current yearly budget allocations. The departments will then notify the Acquisitions Supervisor or the Library Director as to who is appointed to make the decisions for ordering for each department. Once these notifications have been returned, the Acquisitions department will log this information, and send ordering reviews to each department head or chair. These reviews are in the form of CHOICE cards, which detail recommending material based on reviews of subject specialists from CHOICE Magazine. A letter will be sent along with the cards for the appointed ordering faculty member to sign each card that they wish to acquire.

The Acquisitions Department will order books and other requested core specific materials that support the curriculum through many different outside vendors. The supplying vendor will be chosen by material cost as well as material condition. The Acquisitions Department’s first ordering priority is to order hardcover materials for durability and sustainability to preserve the condition of the material. The Acquisitions Department may order used books under high standards of condition and availability. Rare and out of print books are some examples of books that may be ordered in used condition. The Acquisitions Department’s procedure for ordering books consists of:

- Reviewing and making a record of the departmental request
- Researching the availability of the material through the UC Cat
- Contacting the requestor on preference of eBook or printed material if an eBook version is available in the UC Cat
- Comparing vendor costs for the materials
- Placing material orders through the vendor
If the requested material is determined by the Acquisitions Department to not be currently owned by the library, the order is placed through one of many vendors. Once the order is placed through the vendor, the Acquisitions Department keeps a record of the ordering information and the request information. Other records of the order are kept in the Sierra database as a created list and a created order. The created list keeps the date of the order and the record number for the specific order. The created order in Sierra contains the record number, ISBN number, author, title, departmental fund, price, and invoice number. Once the order is received, the material is sent for library cataloging and the instructor or department chair is notified. Order invoices are then billed to each departmental fund and then sent to the Accounts Payable Department for payment to the vendor. Once the invoice is paid, the order record is closed and kept on file for the current year’s fiscal record. The created list can be cleared in Sierra, but the created order is kept for cataloging purposes and order indexing information.

Rush Materials

The Acquisitions Department’s general policy is to use standard shipping methods as determined by the vendor to keep the cost low for the department’s budget allocations. Some vendors offer free standard shipments on bulk item orders that meet a specified cost, while other vendors offer discounted bulk order costs that negate standard shipment charges. However, special circumstances may warrant expedited shipments for the requestor’s curriculum support needs with the expedited shipment charges being billed to that department’s allocation fund.

Departmental Funds

The Acquisitions Department and the Library Director base each fund allocation on the average cost of materials per department, the current courses offered, and the current in-seat student totals of each department. The budget formula is as follows:

Departmental Budget Allocation Formula

\[ \frac{A + B + C}{3} = \text{Factor \% of Budget} \]

\[ A = \text{\% of courses given by Department} \]

\[ B = \text{\% of students serviced by Department} \]

\[ C = \text{\% cost of books by subject areas} \]

Using this formula, the funds can be allocated evenly throughout all departments. The Library Director will allocate a portion of the annual library budget for departmental library choices. Most of this allocation will be divided between departments using the above allocation formula. The remainder will be divided among the new startup programs and departments to enhance library holdings during program startup.
Special Funds

The Acquisitions Department and the Library Director also manage the allocations of curriculum supporting funds and grants such as Lend-A-Hand, Sparks, Boozer, and Phi Alpha Theta. These allow additional materials to be ordered that support and expand the departmental curriculum.

Dissertation and Presidential Scholar Thesis Binding

The Acquisitions Department also provides dissertation and thesis binding services for doctoral graduate candidates. These dissertations are collected from the department or the doctoral candidate directly and sent to a third-party bindery for multiple copy hardcover binding. The cost of dissertations per copy may increase or decrease yearly as bindery costs and shipping charges increase and decrease. The Acquisitions Department will:

- Collect the dissertation copies and make a scanned copy of the title page of the dissertation
- Log the mailing information for copies to be sent to the candidate
- Prepare and sort the copies for individual copy binding
- Prepare templates for each dissertation cover information
- Ship the dissertation copies and templates to the bindery for hardcover binding

Once the dissertation copies have returned from the bindery, the Acquisitions Department will catalog one copy for circulation research and reference needs, two copies to the specific department of the dissertation, one copy for the Office of the Vice President of Academic Affairs, and one copy to be stored in the Library Director’s Office. Multiple dissertation copies for the candidate will be available to be purchased at the candidate’s expense. The current dissertation expense for 2015-2016 is $25 per copy, but is subject to change as bindery expenses may change.

Leased Materials

The Acquisitions Department will also acquire a rotating collection of popular reading materials through a lease program with the McNaughton Service Program through Brodart Books and Library Services. These popular titles will be evaluated for permanent ordering if the demand and the usage of the material are high.

Donated Materials

The Acquisitions Department will also work with the Library Director and the Technical Services Librarian to determine donated additions to the library collection. The donated materials are recorded and inspected to meet library circulation standards. Donated books that become cataloged are affixed with a book plate that specifies the name of the donor and the year of the donation to show appreciation for the advancement of the library collection. A thank you letter is sent to each donor with an inventoried list of all the items that were received.

Rare donated materials or archival material specific to the University or the accomplishments of the alumni are housed in the rare book collection or placed on display in shelves and cabinets in the library.

Interlibrary Loan
The Acquisitions Supervisor works with the Library Director to help meet the needs of the Interlibrary Loan Program. The Library Director and the Acquisitions Supervisor are responsible for fulfilling the request of the students, faculty, staff, and patrons for materials that are not available through the current library catalog. The requesting patron will submit an Interlibrary Loan Request form with the information for the material and the delivery method preferred to the patron. The Interlibrary Loan materials are then requested from a network of participating libraries and institutions. Journals and periodical article requests are usually emailed to the patron; however a printed copy can be obtained if copyright standards permit. The Interlibrary Loan materials are mailed through USPS, and generally on a one month material loan. However, extensions can be requested and determined through the loaning library or institution. The University of the Cumberlands does not charge a fee for copies of articles, eBooks, and loaned library printed materials. However, Interlibrary Loan materials may incur a borrowing or copying fee through the loaning library or institution to obtain the material for the UC patron. The acceptance and approval of any cost incurred will be approved only by the Library Director and the Library absorbs any cost incurred on the loan request as part of the Interlibrary Loan Budget; therefore there are no costs for Interlibrary Loan services to the patrons. Interlibrary Loan materials sent from the University of the Cumberlands to the borrowing library are sent on a one month circulation period; however extensions are generously given to meet the needs of other libraries and their patrons. Interlibrary Loan records, requests, and statistics are kept by the Acquisitions Department as well as general tracking information on loaned and returned materials.

Fiscal Closure

The Acquisitions Department will notify the appointed departmental heads and chairs of the remaining funds available for their ordering needs and the order deadline date that is determined as the last week of March before the closing of each fiscal year. All ordering materials are determined by the Acquisitions Department to be received, and all invoices are determined to be paid before the closing of the fiscal year. Any pre-ordered material, or material that is not received before the closing of the fiscal year, will be evaluated to be cancelled or re-ordered using the departmental budget for the next fiscal year. Any cancelled or returned material is not billed to the departmental budget.