

TO: Academic Department Chairs
FROM: Calvin T. Ryan Library
University of Nebraska at Kearney
DATE: Fall 2013

WHAT: An *experiment* with requests from Academic Departments for the purchase of library resources.

WHY: Calvin T. Ryan Library has, for the past 35+ years, used the Academic Department's student credit hour production as the formula for allocating funds for the purchase of library materials. (Books and other 'one-time' purchases.)

During this third of a century, dramatic changes have occurred in information access which, in turn, impacted the reliance of some disciplines on printed materials. Other disciplines have never had the need for significant collections of books and media. Still they have been allocated funds with the expectation from the Library, and from themselves, that they should spend the money made available to them, need it or not.

To better use the limited funds available to meet Academic Department needs, the Library wants to know what departments *really* want ordered and available via the library. Will this be in excess of, or below, the average allocation made to the Department over the past years? We want to find out.

HOW: What is the process to do this?

--Departments will not receive a specific dollar amount as an allocation.

Departments should:

--Prioritize orders and send as usual to the library

--Send orders via Order Forms, Choice cards, copies of Journal or Magazine Reviews, Book or Media Catalogs or Amazon printouts.

--An Electronic Order Form is available at
<http://library.unk.edu/services/recommend.php> From the Library's main page, select "Faculty" in the blue box to be taken to the page with the form.

--try to send, by the close of the fall semester, at least half of what you think you will be requesting over the course of the full ordering period. (Now until April 2014)

--let the liaison librarian know if the Department will be making few requests so s/he can talk with you about department needs. The liaison librarian will carefully review collections and new publications to *order core materials* for the university's collections.

PLEASE NOTE:

- 1.The *Library has the same budget* for materials as last year, 2012-2013.
- 2.Departments will be able to *spend at least as much* as last year.
- 3.Departments can *choose to spend less* than last year, if needs can be met by doing so. *This will not impact their spending ability in the future – resource needs ebb and flow.*
- 4.In past years some Departments have used all of their funds and *held back* orders. If that happens this year –continue to send requests to the library. *This is really the key to our having a better understanding of what you really need.* Will all of the resources end up being ordered? See 1 and 3 above.

WHO: Who to contact with questions.

Department's liaison librarian. List at <http://guides.library.unk.edu/librariansbysubject>

Susan Mueller, Collection Services Librarian, muellersm@unk.edu , x8853

THE FUTURE:

As mentioned, this fall's process is an *experiment*. At the end of the purchasing year the process and overall outcome will be evaluated. We will likely be back to you requesting information regarding your department's experiences. All of this information will inform the continuing discussion needed to determine the best method for using limited acquisition funds.

Thank you for your help.