

# Todd Library Update

Fall 1984

Number Five

## "...thoroughly departmental"

*(Third in a series of articles dealing with various departments within Todd Library is this profile of the Acquisitions Department.—Editor)*

It could be said that library service begins in the Acquisitions Department where books and materials that make up the collection are selected and ordered. It may be of interest to faculty to know something of the routines and procedures followed in this department to acquire the books which end up on our library shelves. The Acquisitions Department of Todd Library employs two librarians, two full-time and one half-time clerk typist, and one account clerk. Approximately forty hours of student help are used each week during the academic year. The acquisitions librarian, with the approval of the di-

rector and faculty library committee, allocates funds to each department for the purchase of books for the fiscal year July 1-June 30. In most cases, a library representative coordinates book requests from the department. The acquisitions librarians also select books for the general collection and reference areas using *Library Journal*, *Choice*, and other book reviewing sources.

When order cards are received from faculty, the catalog and OCLC terminal are searched to determine if the book requested is already owned by the library and to establish an entry. This bibliographic search determines the standard way of listing the author's name, the title, series, publisher or corporate entity for producing the material, edition, and date of publication. This step is a very

important one because if the entry is not established correctly, duplication of material may result. Prices are verified by checking the latest *Books in Print*, *Forthcoming Books*, the *Publishers Trade List Annual*, publishers' catalogs, and when necessary, by inquiring directly to the publishers. The OCLC terminal links Todd Library to a nationwide database of cataloging shared by 3,000 libraries in the United States. This database consists of Library of Congress cataloging and cataloging prepared by other member libraries of OCLC as well.

Although not fully automated, the Acquisitions Department is partially so since pre-order searching is done on the OCLC terminal. Also electronic ordering is being used with Baker and Taylor via their Bataphone, a device which, when coupled to the telephone line, transmits ISBN (International Standard Book Number) directly into their computer.

Most trade, university press books, and sci-tech books are ordered through a book wholesaler. The major domestic vendors used by Todd Library are Baker and Taylor in Commerce, Georgia; Blackwell North American in Blackwood, New Jersey; and Yankee Book Peddler in Contoocook, New Hampshire. Discounts, service, turn-around time, and order fulfillment are the determining factors in choosing these vendors. Other wholesalers are used in other parts of the country to a lesser degree. Although book publishing is




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Dear Faculty,

From time to time some of you ask if there is anything that you can do to help the library staff in its efforts to provide efficient and effective service. My usual reply is that we constantly need your help in identifying important materials that need to be in our collection. Here are some other ways that you can assist us:

1. Look in the card catalog for an item before you submit a request for us to purchase it. Last year the Library received **13,276** book order request cards from faculty. Our bibliographic searchers found that **7,171** or **54 percent** of these items were already in the collection at the time of the request.
2. Submit your lists of materials to be placed on reserve as soon as possible so that our personnel will have time to locate and process the items **before** your students come to the Library to use them.
3. Due to continuing complaints of noise in the Library, we are continuing to look for ways to reduce unnecessary noise. If you have a class that meets regularly in the building, please ask your students to enter and leave quietly. If you are meeting your class at the Library, please ask them to wait for you in the lobby area or outside the front door. You may also want to take advantage of our library instruction room, which is located on the main floor.
4. Give to the Library subscriptions for needed current periodicals. This has been done by Drs. Aaron Todd and Clay Chandler and perhaps by others who have not notified us. If you are interested in this gift activity, please contact Periodicals Librarian Linda Gill.

Now, is there something we can do for you?

Cordially,  
  
J. Don Craig  
University Librarian

## Library Faculty Update



**Sharon L. Campbell** joined the Library faculty in January as assistant reference librarian (Instructor). She received the B.A. degree in English and history from Lynchburg College and the M.S.L.S. degree from the University of Kentucky. Miss Campbell is a native of Lynchburg, Virginia.



**Lynn Wilson** has been appointed librarian (Instructor) in charge of the Curriculum Library. She earned both the B.A. and the M.L.S. degrees from the University of South Florida in Tampa. Prior to her appointment as Curriculum Library librarian, she worked as a school library media specialist in Georgia. Mrs. Wilson and her husband David (a librarian with the Tennessee Department of Corrections in Nashville) are the proud parents of a nine-month-old daughter, Sandra.

## Vanderbilt University Library Implements New User Fees

On July 1, 1984, the Vanderbilt University Library System began a new policy covering the use of its libraries by persons not affiliated with Vanderbilt. The implementation of this policy was a result of two conditions—congestion around reference services and the costly process of catalog computerization, according to Malcolm Getz, Library Direc-

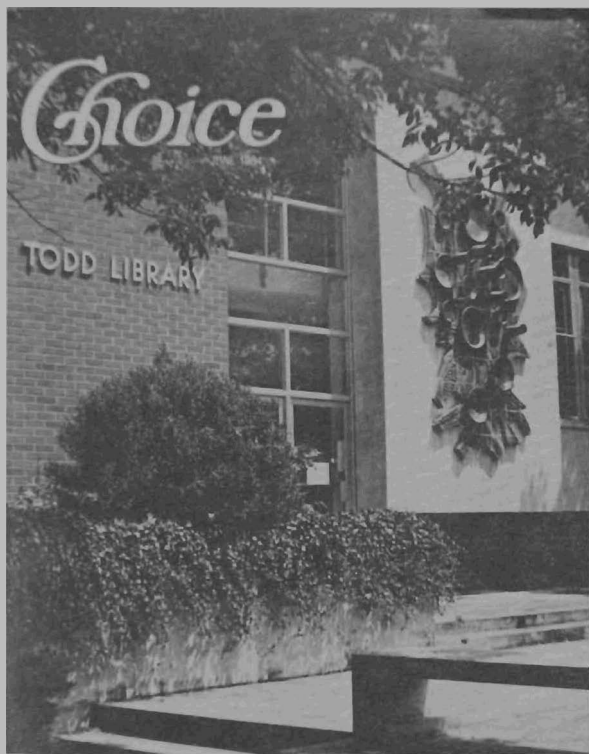
tor. Access to the libraries will be by Vanderbilt identification or by "library use card," only.

Library use cards which grant only reading privileges, will be issued at no cost, from the Vanderbilt Library Director's Office to faculty members of area institutions of higher education. These use cards will enable non-Vanderbilt

faculty to only use materials in the libraries. If check-out privileges are needed, such faculty will have to pay a **monthly** borrowing privilege fee of \$35.

Questions or comments about this new policy should be directed to Dr. Malcolm Getz at the Vanderbilt Library. (JDC) □

## Todd Library on Cover of Choice



The Andrew L. Todd Library is featured on the cover of the June issue of *Choice*, a journal published by the Association of College and Research Libraries.

For several months *Choice* has been using a photograph of an academic library on its cover. This had been noted by Mrs. Margaret Anderson (acquisitions librarian), and she suggested to Mrs. Ida D. Read (assistant catalog librarian) that she submit a photograph of Todd Library to the editor of *Choice*. Mrs. Read is a freelance photographer in her spare time and has won several awards for her photographs, including one from the *Wilson Library Bulletin*.

*Choice* is published by one of the major divisions of the American Library Association. It is widely used by academic librarians throughout the country to aid in the selection of new publications. (JDM) □

## Library Faculty Activities

**Margaret Anderson** has been appointed to a three-year term (1984-87) on the Legislative Committee of the Tennessee Library Association. She is serving a two-year term (1983-85) as president of the Murfreesboro branch of the American Association of University Women, and she is president (1984-85) of the Rutherford County Democratic Women.

**Sue Burkheart** is a member of the Advisory Council, Mid-State Library Association. She has also been named to the 1984-85 Membership Committee of the Tennessee Library Association. She attended a SOLINET M300 Microcomputer Workshop in Atlanta on August 14.

**Sue Burkheart, Sharon Campbell, In MacBeth, John David Marshall, and Virginia Vesper** attended the annual conference of the Tennessee Library Association held in Memphis in April. During this conference, **Margaret Anderson** was elected vice-chairman/chairman-elect of the College and University Libraries Section. At the second general session **John David Marshall** received the Frances Neel Cheney Award for "outstanding contributions to the World of

Books and Librarianship." Marshall is the second recipient of this TLA Award.

**Sharon Campbell** and **Linda Gill** attended a SOLINET Union Listing of Serials Workshop held on the campus of the University of Kentucky, Lexington, March 8, 1984.

**Don Craig** represented MTSU at the annual conference of the American Library Association held in Dallas in June. He is a member of the 1984-85 Finance Committee of the Tennessee Library Association.

**Harriette Gaida** attended a workshop on reference management sponsored by the Southeastern Library Association and the Reference/Adult Services Division of the American Library Association. The workshop was held in May in Atlanta. She also represented Todd Library at the annual May SOLINET membership meeting in Atlanta.

**Harriette Gaida, Rebecca Smith, and Virginia Vesper** attended on June 7 a DIALOG "Update" Seminar at Peabody College of Vanderbilt University.

**Linda Gill, Ida D. Read, and Lynn Wilson** recently attended a Conservation

and Preservation Conference sponsored by Southern Library Bindery in Nashville.

**Frances Hunter** is serving a two-year term (1984-86) as president of Delta Chapter, Delta Kappa Gamma. She attended the DKG state convention at Sewanee in June.

**Momolu Massaquoi** attended in March two FEDLINK (Federal Library and Information Network) sponsored workshops, one on AACR 2 Update and the other on microcomputer applications for libraries. The two-day event was held at TVA Headquarters in Knoxville.

**John David Marshall** is president of the Friends of Linebaugh Library. He is also chairman of the 1984-85 Intellectual Freedom Committee of the Tennessee Library Association.

**Ida D. Read** attended the 20th anniversary meeting of the Association for Church Media on August 6 in Murfreesboro. Her photograph of Todd Library appears on the cover of the June 1984 issue of *Choice*.

**Rebecca Smith** is serving a second term as chairman of the Mid-State Library Association. □

## “... thoroughly departmental”

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becoming more geographically diversified, most major publishers are still concentrated in the northeast. It is also necessary to order directly from many small esoteric publishers as well as from associations, committees, and commissions.

Continuations are received on standing orders from both publishers and book wholesalers. This material includes monographs in series, yearbooks, and annuals. Todd Library receives approximately 800 titles on standing order with a portion of the budget set aside to pay for them.

Some of the sources for ordering foreign books are B. H. Blackwell in England; on the continent, the European Book Center in Bourg, Switzerland; and James Bennett in Australia. Coutts Library Services, Inc., in Lewiston, New York, can acquire most Canadian imprints. In addition we have ordered books directly from publishers in the above countries as well as from Belgium, Japan, France, Mexico, Canada, Sweden, Scotland, Spain, and Senegal.

Last year, 1983-84, 1,338 purchase orders were typed, with 12,618 books and 24,991 pieces of fiche and other microforms received. When the material is received, invoices are checked and approved. The account clerk maintains a file for payments made on purchase orders, as well as a departmental ledger in which the amount spent by each department is recorded. Invoices are sent to the business office for payment; books and materials received are sent to the cataloging department for processing.

Faculty involvement in recommending materials to be ordered is crucial for sound collection development. The acquisitions staff is pleased to work with the faculty in any way possible to acquire needed materials which will support the curriculum and necessary research and fulfill the university's mission.

(MA) □

## Curriculum Library: An Update

The Curriculum Library, located on the ground floor of Todd Library, is the repository for the library service collection of children's literature as well as a large collection of textbooks, curriculum guides, and other curriculum materials. This "library within the library" was spotlighted in the Spring 1983 issue of *Todd Library Update*. However, the Curriculum Library has seen many changes since then, beginning with the retirement of Curriculum Library Librarian Dorothy MacLean and the appointment of Lynn Wilson as the new curriculum librarian.

Since coming to the Curriculum Library in August 1983, Mrs. Wilson and her staff have been involved in an ambitious undertaking: changing the arrangement of the curriculum materials. In the past, these materials were arranged according to their format (currently adopted textbooks in one area, supplementary textbooks in another area, curriculum guides in another). Under the new system, materials are arranged by subject; thus, if you want materials on a particular subject, such as American history, you will find textbooks, guides, games, units, and all other materials on that subject in one location.

Another change in the Curriculum Library is the addition of several new titles to the children's magazine collection. This is in response to a survey conducted earlier this year to determine the strengths and weaknesses of the existing collection. In addition to the new titles, patrons will now be permitted to check out back issues for one week. Mrs. Wilson stresses that this new policy applies only to the magazines in the Curriculum Library and does not apply to those found in the Todd Library Periodicals Department.

Another change has come about in the designation of the Curriculum Library as a depository for all state-adopted textbooks, one of ten such depositories across the state. As one of two depositories in the Mid-Cumberland District, the Curriculum Library will be serving the Tennessee Department of Education and local school systems from Smyrna to Manchester to McMinnville, in addition to the students and faculty of Middle Tennessee State University.

A final change has been in the composition of the clerical staff of the Curriculum Library. Carolyn Davenport, long-time clerk in the Curriculum Library, has

been promoted to a position in the Todd Library Reserves Room. While no replacement has been found for her at present, Allen Alexander has been appointed to fill a newly-created night clerk position.

Mrs. Wilson and her staff are excited about the changes in the Curriculum Library and invite you to "check out" some of these changes in the coming year. (LW) □

### Library Committee 1984-85

#### Faculty Representatives

Dr. Ron Moser  
Management and Marketing  
Ms. Dellmar Walker  
Home Economics  
Ms. Margaret Ordoubadian  
English  
Dr. Anthony Halterlein  
Agriculture  
Dr. Nancy Bertrand  
Elementary and Special Education  
Dr. Thomas Li Tang  
Psychology

#### Ex-Officio Members

Dr. Robert Corlew  
Vice-President for Academic Affairs  
Mr. Don Craig  
University Librarian

#### Student Representatives

Undergraduate - to be appointed  
Graduate - to be appointed

**Todd Library Update** is issued from time to time for the Middle Tennessee State University community.

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John David Marshall

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