

Collection Management at Rentschler Library

Faculty Information Sheet

Our Collection Policy

At Rentschler Library, we are committed to providing a variety of quality resources that will be valuable to our users. When making decisions about our collection, we actively strive to support the undergraduate academic programs of Miami University Hamilton. Details about our goals, policies, and procedures can be found in the *Collection Management Policy* for Rentschler Library.

Library selectors and their subjects

Each librarian has been assigned subject areas and is responsible for maintaining these subject areas in the library collection by adding new materials and weeding/updating older ones. The librarians serve as liaisons between the faculty who teach in these disciplines and the library.

Mark Shores (5-3203, shoresml@muohio.edu)

Anthropology, Black World Studies, Business, Computer Sciences, Finance, Geography, History, Latin American Studies, Management, and Marketing

Krista McDonald (5-3100, mcdonak@muohio.edu)

Education, Family Studies and Social Work, Law, Political Science, Psychology, Sociology, Visual Arts, and Women's Studies

Polly Whitaker (5-3229, whitakpj@muohio.edu)

Botany, Chemistry, Communication, Engineering, Film Studies, Language and Literature, Mathematics, Music, Nursing, Philosophy, Theater, Recreation, Religion, Sciences, and Zoology

Choice Online

CHOICE Magazine reviews significant current books and electronic resources in a variety of disciplines. Reviewers are subject experts and make their recommendations based on the needs of those in higher education. Rentschler Library subscribes to the online version of this review resource. (We also receive it in print). Our subscription includes 20 accounts – 3 of which are in use by library staff. The other accounts can be used by interested tenured/tenure track faculty. If you would like to sign up, please give us your name and email address. Choice will send your password directly to you once they have added you to their list. You can use this resource to make purchase recommendations to the library and/or for awareness of what is being published in your field.

What can YOU do for US?

There are some specific things that faculty members can do to assist with collection development:

1. Maintain ongoing dialogue with the library liaison assigned to your discipline through email, phone calls, or regular meetings. Let us know what you are doing and what you need to get it done.
2. Submit course syllabi and specific assignments that require library research.
3. Help us identify broad subject areas and specific topics that should be represented in the library by completing the collection development survey form at <http://www.ham.muohio.edu/library/faculty/collectionsurvey.pdf>. This is a good place to describe the content of your courses.
4. Recommend specific titles by using the *Suggest an Item for Purchase* web form at <http://www.ham.muohio.edu/library/suggest/index.htm>.
5. Seek input from your library liaison when creating assignments to ensure that the library has the resources your students will need to complete their work.
6. Promote the library as an essential source for students. Encourage them to use the library when working on assignments or doing research.
7. Participate in collection analysis projects when asked to do so. This involves working with a librarian to evaluate the materials already in the library collection and to determine what should be retained, updated, or discarded.

What can WE do for YOU?

There are a number of services the library staff can provide which relate specifically to collection development:

1. Be responsive to your suggestions by quickly ordering materials that you recommend (assuming they meet our criteria for library purchases).
2. Ask for your input regarding specific items (e.g. an expensive encyclopedia set or a new series) that we think might be beneficial to you and your students.
3. Alert you via email, blog, or notification cards when we receive new books, audiovisuals, electronic databases, etc. in your areas of interest.
4. Be your advocate when library funds are being allocated. We want to spend our money on resources that will get used. The more we work together, the more efficiently we can do this.
5. Create *Research by Course* web site highlighting library resources that will be useful for your classes.

Important URLs

Rentschler Library home page (<http://www.ham.muohio.edu/library>)

Miami University Libraries (<http://www.lib.muohio.edu>)

Collection Management Policy (<http://www.ham.muohio.edu/library/policies/collectionmgt.htm>)

Collection Development Survey (<http://www.ham.muohio.edu/library/faculty/collectionsurvey.pdf>)

Suggest an Item for Purchase (<http://www.ham.muohio.edu/library/suggest/index.htm>)

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