

LIBRARY AND INFORMATION TECHNOLOGY 1103

Acquisition of Library Materials

This is an information sheet only, not the course syllabus.

COURSE DESCRIPTION

Introduces the Library Technical Assistant to the process of how to acquire materials from the decision to obtain them to the time they are ready to be cataloged. Automation processes and techniques are incorporated. Prerequisite: Library and Information Technology 1101 with a grade of C or better. (3 credit hours)

COURSE MATERIALS

Introduction to Technical Services. G. Edward Evans, Sheila S. Intner, and Jean Weihs. Seventh edition. Greenwood Village, CO: Libraries Unlimited, 2002.

COURSE OUTLINE

Unit Lesson	Topic
1	Acquisitions Overview
2	Material Selection Policies, Censorship, and Challenged Materials
3	The Publishing Industry and Library Vendors in the U. S
4	Selection and Verification Tools
5	Basic Ordering, Accounting, and Receiving Procedures
6	Weeding the Collection
7	Serials and Bindery Operations
8	Library Supplies and Vendors
9	Preservation and Shelving: Collection Management Issues

EVALUATION/GRADING

Students will be evaluated on discussions, group assignments, and projects.

Total grading points = 350

Grade	Points
A	315 - 350 points
B	280 - 314 points
C	245 - 279 points
D	210 - 244 points
F	209 or under pts

SATISFACTORY/FAIL OPTION

The S/F grade option is not available to students in this course.

INCOMPLETE GRADE POLICY

If you may find that you are unable to complete the course by the end of the semester for some unavoidable reason you may request an Incomplete grade. Contact the instructor or refer to the course syllabus for details.