Choice Reference Cards

Acquisitions routes Choice Reference cards to all librarians for review. Librarians initial any item they recommend for addition to the collection. When review is complete, cards are returned to the Acquisitions Coordinator.

1. Titles initialed by the liaison for a subject area are purchased in the least expensive format (per the September 27, 2011 collection development meeting) and placed in the stacks, unless the liaison adds a note requesting a different format and/or location.
2. Acquisitions refers titles initialed by anyone other than the liaison to the liaison for decision about whether to add to the collection, format, and location.
3. Titles available via EBL are not purchased unless the liaison explicitly requests direct purchase.

March 2012

Choice Cards

Choice cards are forwarded to the faculty for review unless the liaison librarian has made a specific agreement with a particular academic department to do otherwise.

Here is the general process:

1. Collection Services distributes Choice cards for their disciplines to liaison librarians.
2. Liaison librarians forward Choice cards to each academic department for review.
3. Departments are asked to route the cards to all interested faculty members. Faculty members are asked to initial cards for items recommended for addition to the collection, with instructions to note any format preferences. The department is asked to return the cards to the liaison librarian.
4. The liaison librarian selects items for purchase and forwards those cards to the Acquisitions Coordinator, with a note to charge purchases to the faculty request allocation for the appropriate school.
5. After the faculty review process is complete, liaison librarians may also select items from among the Choice cards that have not been recommended for purchase. Those cards are forwarded to Acquisitions Coordinator with a note to charge purchases to the librarian request allocation.

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