

MARY AND JOHN GRAY LIBRARY  
MANUAL OF

## MARY AND JOHN GRAY LIBRARY MANUAL OF POLICIES AND PROCEDURES

sometimes received as gifts from members of the teaching faculty. Most gifts of materials are unsolicited and arrive unexpectedly, but gift collections may also be solicited by the library. Donated items are usually evaluated in accordance with the library's collection development policy and either added to the collection or disposed of, usually in a book sale or exchange with another library.

- Monograph - A relatively short book or treatise on a single subject, complete in one physical piece, usually written by a specialist in the field. Monographic treatment is detailed and scholarly but not extensive in scope. The importance of monographs in scholarly communication depends on the discipline. In the humanities, monographs remain the format of choice for serious scholars, but in the sciences and social sciences where currency is essential, journals are usually the preferred means of publication. For library cataloging, any nonserial publication, complete in one volume or intended to be completed in a finite number of parts issued at regular or irregular intervals, containing a single work or collection of works.
- Monographic Series - a series of monographs, usually issued under a collective title by a university press or scholarly society. Each volume in the series may contain more than one monograph, each with its own title in addition to the series title.
- Renewal - The period for which a periodical subscription is to be delivered, usually by an additional year or period of years, in exchange for payment of a renewal fee by the subscriber. A price break may be given to subscribers who renew for multiple years.
- Reference Book - A book designed to be consulted when authoritative information is needed, rather than read cover to cover. Reference books often consist of a series of signed or unsigned "entries" listed alphabetically under headwords or headings, or in some other arrangement (classified, numeric, etc.). The category includes almanacs, atlases, bibliographies, biographical sources, catalogs, concordances, dictionaries,



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### Faculty Requests:

Department representatives are encouraged to submit requests for materials using the [Faculty Purchase Request](#) form. All requests not submitted using the Faculty Purchase Request form should be forwarded to the Head of Library Technical Services. Whenever possible, faculty requests will be honored. Subject to the availability of funds, materials requested will be added to the collection in the format requested. Faculty will be notified if alternate formats present the opportunity for significant savings. Upon request, faculty requests may be added to the reserve catalog.

### Procurement:

Collection development decisions will be data-driven except when the curriculum necessitates the purchase and/or retention of specific materials. General procurement guidelines are as follows:

Reference works will be purchased to support the curriculum and research needs of the faculty and students. When appropriate and fiscally responsible, electronic reference sources will be given preference.

Continuations and standing orders will be selected and renewed in support of curriculum needs. Cost will be a major determinant for inclusion in the collection, second to necessity.

Electronic resources will be selected and renewed according to the following criteria:

- x Curriculum needs
- x Affordability
- x Accessibility (ADA compliance)
- x Availability of site license with IP recognition
- x Cost per use
- x Number of concurrent users

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Document delivery services will be used to extend our collections. Interlibrary Loan (ILL) requests will be monitored to identify content not available in the collection.





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**REVISION LOG**

REVISION NUMBER	DATE	DESCRIPTION OF ALL CHANGES
1	##/##/####*	Initial version created.
		Initial version approved by the _____.
2		Policy was revised _____.
3		The following changes were made: _____.
		Policy was approved.

[\*Date format is month/day/year]