

**COLLECTION DEVELOPMENT POLICY**  
**John U. Tomlinson Library**  
**Mesa State College**  
**Revised 2003**

**Table of Contents**

1. General mission
2. Purpose
3. Collection development responsibilities
4. Clientele
5. Collection intensity levels
6. Collection guidelines
7. Detailed analysis of subject or form collection
8. Retention of library materials
9. Additional criteria for online resources selection & retention
10. Additional criteria for selection journals (print & online)

Appendices

- A. Periodical selection form
- B. Gift policy  
    Gifts form
- C. Special collections policy
- D. Government publications policy
- E. Online database selection form

Approved by Library Faculty Senate Committee on 11/03

## 1) GENERAL MISSION

The mission and purpose of Mesa State College, as established by the General Assembly of Colorado, “shall be a general baccalaureate and specialized graduate institution with moderately selective admissions. Mesa State College shall offer liberal arts and science programs and a limited number of professional, technical, and graduate programs. Mesa State College shall also maintain a community college role and mission, including vocational and technical programs.”

The library’s mission statement was adopted in 1998. It reads: “The mission of the Tomlinson Library is to advance the academic and technical education endeavors of Mesa State College by providing quality information resources and services that support the instructional and research needs of the campus, and secondarily, of the community.”

The primary purpose of the library is to support the instructional programs of the college. The library provides access to resources needed to meet the instructional requirements of the students, faculty and staff. In addition, the library provides materials to support the research, professional, general information and limited recreational needs of the college community. The library will enter into cooperative collection development endeavors to provide materials for the students and faculty of the college and the local, regional and statewide communities.

## 2) PURPOSE

The collection development policy of Tomlinson Library at Mesa State College is a written guide pertaining to the development of the library collection. The desired outcomes are the growth of a quality and reputable library collection through the use of defined and consistent selection criteria. The provision of the following guidelines will assist in the budgetary allocation process and ensure the expedient use of funds.

## 3) COLLECTION DEVELOPMENT RESPONSIBILITY

Responsibility for implementation of this policy is held by the Director of the Library who has been delegated budgetary authority for expending the resource funds for the library. Selection responsibility lies with the professional library staff in conjunction with the faculty. It is the responsibility of the library staff to bring materials which could be considered for the collection to the attention of faculty members and to work with them wherever possible to ensure the development of subject collections which support the MSC curriculum.

Selection of materials to support the Non-MS C programs offered by other academic institutions is in direct relation to the library materials funding provided by those institutions specifically for their programs.

#### 4) CLIENTELE

The primary clientele to be served by the library is the students, faculty and staff of the college. As the college and library are supported by the taxes of the people of Colorado, the facility is open for in-house use by anyone who wishes to use the collection.

Additional library privileges may be extended to non-MSU patrons through programs and agreements such as the Colorado Library Card, Friends of the Mesa State College Library, and other reciprocal borrowing agreements.

#### 5) COLLECTION INTENSITY LEVELS

The majority of materials the library collects will be adequate to support undergraduate course work and independent study directly linked to the established curriculum such as representative works of important writers, selected works of secondary writers, core journals and reference tools. The collection will also include major source materials sufficient to support upper division curricular requirements, independent research and appropriate graduate study. Additionally, the library will collect materials in subject areas that may not be directly relevant to curricular or instructional requirements but are considered a necessary contribution to the general knowledge of college library users, scholars, and historians.

#### 6) COLLECTION GUIDELINES

- a. Language - As a general principle, publications in the English language shall be given priority, except when the primary purpose is to provide instruction in a foreign language. Acquisition of library materials in a foreign language will be made when appropriate.
- b. Geography - Library resources shall be collected with subject discipline being the primary consideration. Materials will reflect world-wide coverage with a natural emphasis on the United States.
- c. Chronology – The library will focus on the acquisition of currently published materials. The purchase of retrospective and out-of-print works will be based on established needs and reflect budgetary constraints.
- d. Treatment of Subject - Treatment of subject will vary considerably based on the discipline and subject areas covered. Scholarly and popular works which support the curriculum may be purchased at levels suitable for basic, undergraduate and beginning research levels. Purchase of popular materials normally provided by

public libraries for personal enjoyment and instruction shall be limited.

- e. Gift and Exchange Materials - The library encourages, solicits and administers gifts of funds, books, and other resources from a variety of private sources in accordance with the Gift Policy of the library. Gift materials will be selected and added to the collection based on appropriate collection guidelines. (See Gift Policy in Appendix)
- f. Duplication of Resources - As a general rule, the library shall not acquire duplicate materials. Should multiple copies be requested and justified, the decision will be considered on a title by title basis. In certain instances, duplicate publications may be acquired for the sake of preservation and ease of use by patrons.
- g. Replacement of Lost or Damaged Materials - As funding permits, the library will replace lost materials that are in print and available. The library will repair damaged resources whenever possible and practical.
- h. Cooperative Agreements - The libraries within the state participate in cooperative ventures. When deemed appropriate, Tomlinson Library will join such agreements.
- i. The library is a member of the Pathfinder Regional Library System, the Marmot Library Network, Western Colorado Academic Library Consortium, and others. The libraries within the region do participate in cooperative ventures but there is no formal policy on mutual collection development. The library would participate in a formal collection development agreement should a project develop.

## 7) DETAILED ANALYSIS FOR SUBJECT OR FORM COLLECTIONS

The resources placed in the collection will include materials commonly retained to support the curriculum of the college. The materials will come in a variety of formats as information used in the instructional and scholarly process is produced using many mediums.

- a. Abstracting and Indexing Services. The library shall develop and maintain collections of abstracting and indexing services at the appropriate level of collecting intensity in accordance with curricular needs. Current subscriptions or standing orders shall be maintained for selected titles. Materials shall be purchased in the most appropriate format as determined by the library staff.
- b. Archival Materials. Archival materials are those selected resources produced by Mesa State College and its staff and student body which are to be preserved as part of the historical record of the institution. (See Special Collections Policy in Appendix)
- c. Government Publications. The library is a selective depository for federal publications. Non-depository publications shall be purchased as needed to meet instructional needs. Materials will be acquired in an appropriate physical

format as established by availability, space needs, ease of access and frequency of use. (See Government Publications Policy in Appendix)

- d. Maps. Maps may be collected in a variety of formats and shall be acquired selectively depending on specific curricular needs.
- e. Monographs. Books shall be purchased in accordance with the collection intensity levels and guidelines previously established in this policy.
- f. Music Scores. Music scores shall be purchased to support specific curricular objectives.
- g. Newspapers. Newspaper subscriptions shall provide local, state, regional and national coverage on a highly selective basis. Selection of newspaper titles shall be based on curriculum support needs and faculty, student, and/or staff requests and are subject to budgetary limitations.
- h. Non-print Materials. Non-print materials shall be acquired to support curricular activities in accordance with collection guidelines and intensity levels previously established in this policy.
- i. Office Copy Materials. These materials are defined as those needed by a particular academic or administrative unit of the college for its own distinct use and are not library materials. These shall be purchased by the unit involved using its own operating funds.
- j. Periodicals. Subscriptions to periodicals are placed in response to faculty, student and staff requests. These requests shall be evaluated according to the established criteria and guidelines. (See Periodical Selection Form in Appendix)
- k. Reference Collection. The library will collect general reference materials at intensity levels from basic through research levels depending on the curricular and informational requirements of the college.
- l. Reserve Materials. The reserve book collection is a constantly changing set of materials gathered from the library's existing holdings and faculty personal copies to provide limited loan periods and maximum access to students.
- m. Special Collections. Special collection materials include rare and unusual items which will be collected because of specific subject content, or as a unique example of printing, binding, etc. Manuscripts, papers and other materials will also be collected. (See Special Collections Policy in Appendix)
- n. Textbooks. As a general rule, the library does not purchase textbooks adopted for courses by the academic units. The acquisition of specific titles may take

place if faculty members recommend them specifically as important resources for the library collection.

- o. Vertical Files. Vertical file materials are primarily ephemeral, non-cataloged materials which focus on Colorado topics, regional travel and outdoor activities.
- p. Juvenile Collection. Books appropriate for children from pre-school through 12th grade will be collected to provide instructional support upon the recommendation of faculty and/or staff.
- q. Other. New technology results in the development of new formats for the delivery of information. It is the intent of the library to consider content, format, and funding available when considering these materials. The appropriate collection intensity levels and guidelines shall be used in decisions to add, delete and modify the collection.

#### 8) RETENTION OF LIBRARY MATERIALS

As part of the collection management process, librarians will engage in continual evaluation of resources in order to remove items from the collection that are no longer useful. Titles may be identified for withdrawal for reasons including, but not limited to, the following:

- Information contained is out-of-date
- Duplicate titles without a proven demand (circulation) for multiple copies.
- Superseded editions containing no unique information
- Physical condition is damaged or deteriorated

Faculty will be encouraged to participate in this process. They, along with library staff, will have an opportunity to review and revise decisions concerning materials identified for withdrawal.

#### 9) ADDITIONAL CRITERIA FOR ONLINE RESOURCES SELECTION & RETENTION

The selection of online resources follows the same policies established elsewhere in this document. In general, online resources should also provide sufficient added value over other formats to be considered, such as to enhanced access, timeliness, and reduced costs. Though much of the same criteria for selection can be used for content, digital formats require additional selection consideration.

Selection Process: Recommendations for online resources may come from library staff, faculty, or students. Initial consideration of online resources shall be conducted by the Online Committee. At times, specific databases are

recommended for purchase, at other times, a need for information is identified and the Online Committee seeks appropriate databases. The Committee shall fill out the “Online Database Selection Form” as part of the evaluation process (See Appendix). The Form is held in the Head of Technical Service’s office. Databases that are found acceptable by the Online Committee shall be presented to the Liaisons for discussion and approval. Purchase will depend on budget availability.

#### Format Selection

- a. Resources which reflect high quality production and design are preferable.
- b. Resources that provide for multiple users are preferable to those with single-user access.
- c. Selectors may acquire more than one format of a work, depending upon technical, economic or service requirements.

#### Costs and Licensing

- a. When appropriate, the library will participate in consortial purchases when the agreement provides a significant price advantage over the cost as an individual institution.
- b. The Library will purchase available backfiles of an electronic resource if affordable and deemed bibliographically essential for the collection.
- c. Licensed content should be accessible from all campus environments and by authorized users in off-campus environments. An alternative password access is also helpful.
- d. Licenses should permit fair use of all information for non-commercial, educational, instructional and research purposes by authorized users, including viewing and output (downloading, email, and printing).
- e. Vendor should provide a license that matches the requirements of Colorado law.
- f. It is preferable to purchase the online data rather than lease it.

#### Functionality and Usability

- a. Resources should reflect the accuracy, depth of coverage, objectivity and authoritativeness expected of materials in other formats
- b. Resources should be the work of acknowledged authorities, publishers, associations, and government agencies.
- c. Resources should be updated often enough to be useful.
- d. Resources should have demonstrated accessibility, usefulness and adequate functionality for the intended use.
- e. Ideally the vendor (or some other reliable source) provides for archival access to the data.
- f. Resources provided by a vendor should:
  - be accompanied by thorough, clear documentation
  - include customer support during working hours

- be provided by a vendor whose reliability and business record suggests continued support for the product via updates or new versions
- provide reliable usage statistics

#### Implementation and Maintenance

- a. The implementation process is assigned to a number of units:
  - Administration handles contract and budget negotiations
  - Acquisitions purchases the product
  - Technical Services oversees administration of the software, cataloging of the resource, and other technical function
  - Reference places the product on the web, and with library Instruction, handles online and in person training and assistance
  - Promotion is handled by units as assigned
- b. Access shall be provided through the library's web pages, online catalog, and through mediated searching.
- c. The library will maintain the stability and consistency of electronic titles offered whenever possible.
- d. Electronic resources are subject to the same review and weeding process as other library materials.
- e. A change of vendors will occur only when a new vendor can deliver a superior search interface, enable greater and more reliable remote access at a reasonable cost, or provide other key factors, such as archival issues.

#### 10. ADDITIONAL CRITERIA FOR SELECTING JOURNALS (PRINT AND ONLINE)

Scholarly content or basic information sources which support the curriculum will be used as the criteria for selection of periodicals, whether print or online.

An electronic journal is defined as cover- to- cover, unrestricted full text accessibility online, which is based on subscription holdings held by the library, membership in an organization, Government publication, or scholarly sponsorship.

The suggested guidelines for acquiring an e-journal or e-journal package are 1) seamless access via IP address, 2) unrestricted full-text accessibility 3) up-to-date contents of e-journals and lastly, 4) information held be clearly laid out, mapped and easily retrieved.

## **Collection Development Policy APPENDICES**

- A. Periodical Selection Form
- B. Gift Policy  
    Gifts Form
- C. Special Collections Policy
- D. Government Publications Policy
- E. Online Database Selection Form

**Appendix A**

**Electronic Journal & Print Periodical Selection Form**

Tomlinson Library, Mesa State College

**Title:** \_\_\_\_\_

Publisher: \_\_\_\_\_

ISSN: \_\_\_\_\_

Price: \_\_\_\_\_

Update Frequency: \_\_\_\_\_

Format: \_\_\_\_\_

Cost: \_\_\_\_\_

Membership (specify):

Government Documents Depository:

Recommended by: \_\_\_\_\_

Approved by: \_\_\_\_\_

What liaison area does this publication support?

What level of usage? (Check all that apply)

- Student
- Faculty
- General Interest
- Adm. / staff

Where is the publication indexed?

How much of this subject is already available in the collection?

Comments on back:

**Retention decision:**  Acquire print counterparts  Bind  Current +  
1yr  Fiche  Check with liaison in 1yr

**Shelving Location:**  Main Periodicals  Browsing  Newspaper Shelves   
Online  By Subject online (specify)

**Acquisitions:** Date purchased: \_\_/\_\_/\_\_\_\_ Vendor Source:

Gift of \_\_\_\_\_ Phone:

Subscription will begin with vol. \_\_\_\_\_ issue # \_\_\_\_\_

Standard guides publication listed  core lists  reviews (specify  
Choice, Katz, etc)

## Appendix B

# Mesa State College Tomlinson Library Gift Policy

The Tomlinson Library of Mesa State College welcomes and appreciates the contribution of gifts of resources and funds that will enhance the collections, facilities and services. Indeed, the library relies heavily upon donors to help sustain its growth. Many of the library's most valuable resources and special collections originated in this way. Gifts of money, books, periodicals, equipment, and other research materials contribute to the library's development. Modest gifts are much appreciated, as are bequests, endowments, and larger contributions. The library acknowledges all gifts it receives.

While the library encourages gifts of resources and funds, it also reserves the right to accept or reject such gifts.

The library also reserves the right to dispose of gifts that do not meet the criteria for inclusion into the collection. Resources offered with restricting conditions will be accepted only at the discretion of the Director of the Library. All gifts become property of the Mesa State College Tomlinson Library.

Appraisal: The Tomlinson Library follows the recommendations of the American Library Association concerning the appraisal of gifts.

- A. To protect the donor and the College as interested parties, the library will not establish values of gifts of resources for donors. If the donor desires an appraisal, it is his or her responsibility to estimate values or employ the services of an independent consultant. The library will assist in this matter by providing referral to such sources as auction records, dealers' catalogs, and names of professional booksellers who might be consulted.
- B. The acceptance of a gift which has been appraised by the donor or by a disinterested party does not in any way imply endorsement of the appraisal by the library.

**MESA STATE COLLEGE  
JOHN U. TOMLINSON LIBRARY**

**Donation of Library Resources**  
(General Collection)

DONOR:

ADDRESS:

TELEPHONE:

PLEASE NOTE: The Tomlinson Library does not prepare lists of materials donated but will verify lists prepared by the donor. The Tomlinson Library will not establish values of donated materials. An acknowledgement will be sent to the donor if requested.

DESCRIPTION OF MATERIALS AND NUMBER DONATED:

\_\_\_\_\_ monographs (books)

\_\_\_\_\_ periodicals (magazines)

\_\_\_\_\_ other

I hereby donate the above materials to the Mesa State College Tomlinson Library and transfer all ownership in said materials. I understand the library may elect to keep, sell or otherwise dispose of the materials without any restrictions.

**FACULTY: For special handling, see Library Director**

Signed:

\_\_\_\_\_  
Donor

\_\_\_\_\_  
Date

Accepted by:

\_\_\_\_\_  
Library

\_\_\_\_\_  
Date

## Appendix C

### Collection Development Policy Special Collections Department

The mission of the Special Collections Department is to collect and house materials for their unique and valuable nature and for reference and research use by students, faculty, alumni, local and visiting scholars, and interested citizens. The Special Collections Department will provide materials that support and enrich the library collection and the curriculum of the college.

Special Collections consists of a unique category of library materials of which acquisition, technical processing, storage, maintenance, and use call for special treatment. The collection will include unusual items, manuscript collections, the Mesa State College archives and books dealing with the specific subjects of:

1. Colorado history with emphasis on the Western Slope,
2. Water, as it relates to Western Colorado and the Upper Colorado River Basin
3. Geology
4. Oil Shale Industry as it relates to the Western Slope of Colorado
5. Mining industry as relates to the Western Slope of Colorado
6. Colorado railroad history
7. Ute Indians
8. Outdoor Sports as relates to Western Colorado and Eastern Utah, which includes skiing, mountain biking, hiking, extreme sports (ex. ice climbing)
9. Regional cookbooks
10. Works by local authors
11. Children's literature
12. Late 19<sup>th</sup> and early 20<sup>th</sup> century sheet music

In cooperation with the Museum of Western Colorado, the department will work to keep Western Colorado history on the Western Slope. Efforts are made to acquire personal manuscript collections of Mesa State College alumni, administration, faculty, and staff.

Materials are acquired both by purchase and through receipt of gifts. Funds from the annual resource allocation, as are available, and a portion of the money earned through the Mesa State Library Friends endowment is designated for the purchase of special collection materials.

Selection responsibility lies with the Special Collections Librarian with assistance from the library staff, faculty, administration, and students. Various bibliographies, dealer's catalogs, book fairs, personal contacts, and visit to bookstores are the source of selections.

Per the Library Gift Policy appraisals of gift material for Special Collections are not done by Mesa State library personnel. The appraisal should be done by a qualified appraiser at the donor's expense.

Special Collection material is housed in the Special Collections Department on the third floor of the John U. Tomlinson Library. Most materials are cataloged and classified to appear in the on-

line catalog. Full bibliographic description is maintained in the records of the special collections department. All materials are processed so that physical preservation is ensured. All special collection materials must be used within the special collections reading room and do not circulate. All patrons will be subject to the rules of use of materials as determined by library and college policies.

## Appendix D

# Government Publications Collection Development Policy Federal Depository Library #74-B

### Introduction

This policy serves as a guide to assist the library staff in developing and maintaining the government publications collection of the Tomlinson Library, Mesa State College.

The Tomlinson Library at Mesa State College, located in the 3<sup>rd</sup> Congressional District of Colorado, was designated a selective federal depository library in 1985. Mesa State College is a liberal arts college with an enrollment of over 5500 students that offers certificates, associate degrees, and bachelor's degrees in a variety of subjects. The College offers one masters degree in business administration.

The library's primary users are students, faculty, and staff of Mesa State College. Secondary users include citizens of local communities, Mesa County, and citizens of the 3<sup>rd</sup> congressional district of Colorado. Through interlibrary loan, the library provides publications to users throughout the state of Colorado, United States, and the world.

The primary mission of the government publication department is to provide quality reference service and free and easy access to government information, and to supplement and support the curriculum and research needs of the Mea State College community and interests of the residents of Western Colorado. These objectives will be met in accordance with the United States Code Title 44, the Instructions to Depository Libraries and the Federal Depository Library Manual.

### Selection Responsibility

The Government Publications Librarian is responsible for the development the federal publication collection in consultation with other librarians, faculty, students, staff, and local citizens. The collection supports the academic programs, research, and general interest of the students and faculty of Mesa State College. In addition the collection also supports the interests of the residents of Western Colorado. All requests are evaluated to determine the appropriateness of the purchase and possible access. Selection aids that are used are: List of Classes of United States Publications Available for Selection by Depository Libraries, the "Suggested Core Collection: Small Academic Library," the Monthly Catalog, and other collection development tools listed on GPO Access.

Each year item number selections are reviewed. A zero base review is done each year as recommended by the Government Printing Office. Individual items will be purchased, and item numbers added or dropped during GPO's Annual Selection Cycle at the discretion of the Government Publications Librarian.

## **Formats**

Tomlinson Library selects federal information in all available formats including paper, microfiche, maps, video, electronic, and online. When determining formats to be selected, a decision is based on the content and purpose of the publication.

## **Non-Depository Collecting**

The library will supplement the depository collection with commercial indexes, bibliographies, online services, periodicals, and monographs of interest to the federal depository user and which aid in locating government materials. Some services are, by contract, available only to the Mesa State community, others are available to all users.

## **Management, Weeding, and Maintenance**

The federal depository collection is managed according to guidelines established by the Library Programs Service of the Superintendent of Documents at the U.S. Government Printing Office and the regional depository at the University of Colorado-Boulder and Denver Public Library. Holds information for the collection is maintained in a shelf list housed in the acquisitions department and through OPAC cataloging records. Periodic inventory is done on selected areas as needed. Lost and damaged material is replaced as soon as identified.

Tomlinson Library strives to have a comprehensive federal collection. Weeding of the collection is performed judiciously and focuses on dated and ephemeral items. Library staff and appropriate faculty are consulted as part of the process. Discarding of depository items is conducted according with the policy outlined by the Government Printing Office. Discard lists are sent to the regional libraries at the University of Colorado-Boulder and the Denver Public Library. Superseded items are discarded as appropriate as listed in the List of Superseded Depository Documents.

## **Bibliographic Access**

Records for all documents that are added to the collection are cataloged via OCLC and appear in the online catalog.

## **Preservation**

In order to preserve the collection, the federal documents staff selectively binds currently received printed materials. The department is committed to preserving federal materials in all formats and works with the appropriate library departments to ensure appropriate binding, storage and handling of materials. The department makes every effort to replace badly damaged or deteriorating materials.

## **Public Access Policies**

The primary circulating collection and document reference collection are available to all members of the public during the hours the library building is open. Rare materials located in Special Collections are available to the public during the hours the department is open.

Federal documents are located in the Tomlinson Library. The main collection resides in stacks on the third floor of the library shelved in Superintendent of Document number order. The microfiche collection is located on the second floor near the microfiche reader/printers arranged by Superintendent of Document number. Some periodicals are shelved with other commercial publications on the second floor. The reference collection resides on the first floor at the end of the Library of Congress classed material.

Federal materials considered rare and fragile are housed in the Special Collection Department.

## **Reference Service**

Reference service is provided to all during the hours the reference department is open. Phone and Internet questions are accepted, although complex reference requests will require that users come to the library.

## **Lending and Borrowing Guidelines**

Most federal documents circulate to registered borrows. Some items are identified as non-circulating and must be used in the library. Those include many serials, microfiche, rare or deteriorating materials, and reference materials.

Federal documents are lent via interlibrary loan.

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## **Colorado State Documents**

Tomlinson Library will select Colorado State documents as appropriate for the curriculum and research needs of students, faculty and staff of Mesa State College. These publications will be shelved by Colorado document numbers and can be found at the end of the federal depository collection. Those materials appropriate for the reference collection will be classed by Library of Congress classification.

Requested by:

**Title:** \_\_\_\_\_

Does the library have a current paper subscription?

Yes \_\_\_\_\_  No

Publisher \_\_\_\_\_

ISBN: \_\_\_\_\_ OCLC#

**Vendors Considered:**

***Selected Database:***

**Authorization/date:**

IP Validation      Password validation      Remote validation  
Number of users  
Access if subscription ends:  
Backfile begins  
Plug-ins required  
ILL

If bundle of titles, will individual titles be listed on e-  
journal page?      Yes      No  
Do we want MARC record for catalog?  
                         Yes      No

**If yes, does vendor provide?** Yes  
No

**If no MARC records, does vendor provide ISSN (E)?** Yes  
No

Placed on e-journal web page Yes No  
Placed on Indexes and Databases Page

Yes    No

Other:

Linda Chamberlin notified/date:

Subscription period:

License/Contract/P.O. details:

### **Implementation**

Jo Hunter notified \_\_\_\_\_ (Date)

Vendor contact \_\_\_\_\_

Ph. Customer Service \_\_\_\_\_ Ph. Technical Support \_\_\_\_\_

IP addresses given to Vendor \_\_\_\_\_

Contact name (Jo) given to vendor \_\_\_\_\_

Access verified \_\_\_\_\_

Notify Valerie \_\_\_\_\_ Linda \_\_\_\_\_ Paul \_\_\_\_\_

Becky \_\_\_\_\_ Leah \_\_\_\_\_

Notify Library Staff \_\_\_\_\_

Blurb sent to VH for Library Notes \_\_\_\_\_

Cataloged \_\_\_\_\_

LDR completed if necessary \_\_\_\_\_

EbscoOnline Activated \_\_\_\_\_

Added to Backfile & Source \_\_\_\_\_

Added to Periodical Locator \_\_\_\_\_

Access to usage statistics to Valerie \_\_\_\_\_

Subscribe to listserv \_\_\_\_\_

Added to appropriate web pages:

Statistics how will we receive?