

INDIANA UNIVERSITY EAST  
RICHMOND, INDIANA

LIBRARY NEWSLETTER

Number 2

October 1974

RECOMMENDATIONS FOR LIBRARY MATERIALS

1. Attached is a sample copy of the Book Order Card. Submit a Book Order Card for each book you'd like to have in the library collection, or give us a list of titles. Either way, include as much information as you have available.
2. Whether you use Book Order Cards, Purchase Request forms, a list, or a catalog, indicate the priority you give this purchase. We will definitely order all No. 1 priority titles, and will send the No. 2 and No. 3 priority titles later in the spring or after July first.
3. If you plan to use any title for Reserve use, indicate the course. These orders will be marked "Rush" in the hope the books will be returned in time for use in January.
4. Route your requests through your division Coordinator.
5. If it is possible for a division typist to prepare orders, we will supply multi-copy Purchase Request forms. Lynn Condon will complete the necessary ordering information. This would be very helpful to us now and especially when we are open for business in the new building.
6. Please send us publishers' catalogs, flyers, announcements-- anything you think would be of interest. Your suggestions about series, publishers, sources, etc. will be valuable.
7. When we begin to receive processed materials on a routine basis, we hope to send a notice with the call number to the person who recommended the book.

THE TIME IS NOW

We need your orders for library materials.

While you have been shifting into high gear for the Fall term, Lynn has caught up with all the purchase requests. Since the "period of adjustment" will be longer in the new building next January, and it may be well into the Spring term before you can spend time selecting materials, we'd appreciate your devoting a substantial amount of time and energy now ordering materials you will need for the Spring term and for next year, too. In order to expend all our funds, we should place our orders with central processing office in Bloomington by March. Having your orders now will help us plan our work load, too.

## WHAT HAS BEEN ORDERED?

Books ordered from February to May have been listed for many subjects; these bibliographies are available in the Library. Also, copies of the purchase request forms have been filed by subject area for books ordered during that period. Because the collection has grown to almost 6,000 titles, we are suggesting other ways of learning what has been prepared for the "Opening Day Collection."

The cards in the public card catalog are generated by a computer and look very much alike in format (subject cards are no longer identified by red typed headings.) For that reason as well as others, we have divided the card catalog into two sections: one section will have author and title cards filed in one alphabet while the other section will have subject cards only. The shelflist card catalog files cards by call number. We are planning to interfile with the author and title cards a copy of the purchase request form for books which are "on order."

## Rx TO AVOID HARDENING OF THE CATEGORIES

\$50,000 was provided to begin the reference collection of the Library, and this money had to be spent in a short time--February till May. It was necessary to allocate the money by department both to insure a balanced collection and to enlist the help of the whole staff. The trend among the campus libraries is not to allocate library funds rigidly. If the funds are kept in a general category, materials can be purchased to support new programs, for example, we may need to buy heavily in the health field one year and in theater arts another. We are not allocating specific amounts of money to departments or divisions. When we have more staff, we will begin keeping track by department of expended funds, which we hope will be a compromise between the two accounting systems.

Each professor is expected to order materials needed to support his field(s) as part of his professional obligation. This is true in every college, but IUE's Library is a beginning one. Faculty participation in collection building is vital.

## SUPPORT THAT COUNTS

In addition to the materials budget of \$50,000 for 1974-1975, the IUE Library has been awarded \$5,000. Dr. William Studer, director of Regional Campus Libraries, said "This ad hoc increment should help to provide for that much-needed extra measure of collection development as I.U. East strives to build respectable and adequate library resources for its new campus."

The I.U. East Library also has been awarded \$4235 by the U.S. Office of Education under the provisions of Higher Education Act of 1965 (Title II). We have decided to use this money to purchase audio-visual materials, such as slides for art and biology classes and phonodisc recordings for the music appreciation classes. Please recommend slides, tapes, film loops, filmstrips, microfilms, etc. This particular fund must be totally expended including the payment of invoices by April. Barbara Henn, ~~Acquisitions~~ Librarian for RCL has asked us to submit orders charged to this fund by February to allow time for the accounting operations.

Loretta Kelner  
Coordinator of Learning Resources

Please TYPE or PRINT

Indicate priority

① Essential

② Useful

③ Nice to have

Full name, last name first

Publishing company only,  
not dealers or distributors

|                       |                        |              |             |                        |
|-----------------------|------------------------|--------------|-------------|------------------------|
| Class No.             | AUTHOR (Surname first) |              |             | Date of publication    |
| Accession No.         | TITLE                  |              |             |                        |
| Date Ordered          |                        |              |             |                        |
| Date Received         | Edition or Series      | Year         | Volumes     | Indicate if applicable |
| Dealer                | Place and Publisher    | Year         | List Price  |                        |
| No. of Copies Ordered | No. of Copies          |              | Illustrator | Indicate if applicable |
| Cost                  | Recommended by         | Approved by  |             |                        |
| L.C. Card No.         | Reviewed in            | Fund Charged |             |                        |

Indicate if applicable

Date of publication

Indicate if applicable

Source of your information about the book

Your name

Departmental budget which is charged for the item

DEMCO 13-257

This space might be used to indicate Course for which title should be placed on Reserve.