Selector Guidelines
(2017-2018)

1. This year, the biggest change is how we will handle “Patron Driven Requests.” We have reduced the amount of funds available in our patron driven fund due to our budget cuts. If you have requests from faculty, please evaluate the request and if it is suitable for the curriculum in the disciplines/fund you manage, consider assigning it as a purchase for that fund, instead of PATBK. (Incidentally this also aides in collection development, as we can better see which disciplines are being added to.) Collection Services can’t act on patron driven requests until the selector provides us with the selected fund.

For an example, if Jameson Chase requests a book on sustainability and the book will work very well to support the environmental studies program, then I will assign this purchase to my fund code (SCIBK) and not to the patron driven fund code (PATBK). I would still indicate that Chace needs to be notified when the book arrives.

2. Reference material: Material that you order that you wish to be in the reference area please indicate that with your order.

3. MUST USE FUND CODE when ordering. Please when you make your selections make sure you provide the fund code for the purchase.

4. Preferred method for ordering is using the form on the staff page (http://library.salve.edu/staff/selector.html) or by email to libacq@salve.edu

5. If you use the GOBI cart (which you may), please send a separate email to libacq@salve.edu to indicate that you have an order in your select cart.

6. Use the Notes field to indicate notifies, rush requests, or special instructions.

7. Each academic year selectors should have their funds completely spent by April 1st. Any remaining funds after that point will be opened up to selectors who have already maxed out their funds.

8. Any selectors who have not spent a reasonable amount of their funds by November 30th will have a meeting with the Associate Director to discuss any necessary assistance needed to get orders submitted.