Collection Management

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Incorporating a Japanese Material Approval Plan in a Changing Collection Development Environment at the University of Arizona 3
Hitoshi Kamada

A widening gap between acquisition capabilities and increasing information growth in Japan has posed a great challenge for Japanese studies collection development at the University of Arizona. This gap precluded the direction of moving toward comprehensive coverage of all major subjects in Japanese studies, and required delimiting the focus of collection development to the immediate needs of the Japanese studies community at the University of Arizona. The changing collection development environment has prompted the development and implementation of a pilot approval plan for Japanese materials. While this approval plan helped raise the level of efficiency and effectiveness of collection development efforts, it also highlighted the difficulties and limitations of incorporating an approval plan in the collection development program for a small Japanese studies collection.

KEYWORDS. Approval plans, Japanese studies, collection development

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An Experiment with Brief Records, Blueprints and SIRSI at the University of Oklahoma Architecture Branch Library 19
Susan Booker
Tim Miller

The University of Oklahoma Architecture Branch Library received 325 blueprints and architectural drawings from the College of Architecture as a gift in summer 2002. Several of these items had historical value since they were connected with works by Frank Lloyd Wright, Bruce Goff, and Wright's engineer, Mendel Glickman, among others. Many items were in need of reassembly and repair after extensive classroom use. One hundred twenty-one items were routed to the Orville S. Wist collection representing the history of architecture, and the balance became reference materials. This article describes the process used by the branch staff to organize and manage this new collection.

KEYWORDS. Blueprints, cataloging, preservation, Frank Lloyd Wright, Bruce Goff, Mendel Glickman

Bibliographer's Manual: A New Life, a New Process 31
Nancy F. Carter

While there was a time when bibliographer's manuals were somewhat common, little has been said about them in over a decade. Not only was writing such a manual a problem, but also distribution and maintenance were major deterrents. The author reports on how, after many attempts, the University Libraries at the University of Colorado in Boulder filled a need for such a manual in a way that bypassed committees, meetings, printings, and opposing factions. By using one person to write and the technology that we all use every day, a Bibliographer's Manual was produced and is now in use by the Libraries' personnel.

KEYWORDS. Bibliographers, manuals, collection development, reference, training

When Your Mission Changes: Heave Ho! It's Time to Reevaluate and Move the Collection 43
Charlotte M. Fowles

Moves occur due to a variety of reasons. There can be changes in the mission, budget cuts, restructuring issues, changes in the staff, or the changes that technology brings about that are either forced on or desired by the library. Acceptance, helpful participation, and a conscious effort must be made to engage the staff in accepting what will be happening, participating in the areas that affect them, directly or indirectly, and motivating them to buy into the process. This is necessary or the success of the move will be in jeopardy. The level of change that occurs is more than what you might expect. Maneuvering between mission changes and having

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the collection reflect those changes takes planning, teamwork, use of volunteers, and some hard work.

KEYWORDS. State libraries, collections, collection restructuring, moving collections, organizing collection moves, collection disposal, mission changes, space reorganization, volunteers

Providing Access to Atypical Items in an Academic Library 57
Anne Maureen Hyland

In response to the University of Calgary librarians' concerns regarding access policies for atypical items, the relevant literature was examined and Canadian universities surveyed. Operating within the specific university context and the general principle of maximization of access and availability, guiding principles and specific criteria were developed for four categories of atypical items (controversial and desirable; items that need special handling; costly items; and collections of special significance). Recommendations are made for controlled access for each category.

KEYWORDS. Controlled access, atypical items, medium rare items, open stacks, closed stacks

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