

Mary and Jeff Bell Library

Standing Orders Collection Development Policy

Definition

Standing orders are placed primarily for serial items that are housed in the Main or Reference collections. Standing orders may be distinct from serials in that they can also be placed for a broader range of materials (e.g. monographic series). They represent a continuing financial commitment for the library.

Purpose

Standing orders are placed for selected titles for which it is important to ensure uninterrupted receipt of updates, new editions, or parts. Standing orders help to simplify the acquisitions process because library staff members do not have to check continuously to see if new editions or parts have been published.

Location

Titles designated as standing orders are shelved in the Main Collection, the general Reference Collection, and on the Ready Reference shelves. The shelf location depends on two factors: faculty requests, and recommendations from the Subject Liaison Librarians. The assigned location for a standing order also depends upon the type of publication. Frequency of use may also be a determining factor for location with regard to standing orders in the Reference Collection. Selected high-usage titles may be located on the Ready Reference shelves.

Format

The format of all standing orders is print. As other formats become available in the future, they will be considered.

Selection

Titles considered for the standing orders list are evaluated on the following criteria:

- The publication is issued in continuing parts and (1) needs to be updated to provide the most current information possible (such as legal resources and almanacs) or (2) continues to provide information in an academic area of study that cumulates with each volume (such as literary criticism).

- The publication meets the selection criteria for specific types of materials. For criteria for the Reference Collection, please refer to the “Criteria for Selection” section of the Reference Collection Development Policy. For criteria for Main Collection materials, please refer to the “Criteria for Selection” in the Collection Development Policy for a specific subject or academic discipline.
- The publication must be purchased on a regular basis/schedule.
- The standing order helps to achieve and maintain a current collection that covers relevant research material for a subject area (or covers multiple subject areas).

Other selection factors may include:

- The title meets the criteria to be included as a Reference item, but it may not be necessary to purchase every volume/issue every year.
- At the request of the Library Director, the professional librarians as a group will prioritize the titles on the standing orders list if availability of funds becomes an issue.

Requesting new titles:

A standing order represents a continuing financial commitment for the library. Therefore, requests that a title be placed on standing order are considered and processed equally regardless of whether the title is new to the library or is a title that the library owns but has not previously purchased on standing order.

In general, Subject Liaison Librarians will request titles to be placed on standing order. Requests are made using the Bell Library Material Order Form for Standing Orders (sample attached). Forms are completed by the Subject Liaison Librarian and delivered to the Associate Director for Collection Development and Reference Services. Requests are considered at a special meeting for standing orders, in which the entire list is reviewed. Their recommendations are then approved by the Associate Director for Collection Development and Reference Services. Once approved, the order is sent to Acquisitions for processing.

While the Associate Director for Collection Development and Reference Services generally approves the requests for new titles, the Library Director approves changes to the standing orders list under special circumstances, including, but not limited to, the following:

- The additions to the standing orders list would significantly affect the library budget, and additional funds would have to be sought to support the list.
- A Subject Liaison Librarian would like to appeal a change to the standing orders list.

Schedule and guidelines for review

Subject Liaison Librarians and Reference staff will follow a bi-annual schedule for review of standing orders. Guidelines for review include the following:

- The materials should continue to meet the criteria for selection established in this document as well as in the Reference Collection Development Policy and applicable subject collection development policies.
- The changes in frequency of publication and cost are taken into consideration.
- The materials' educational merit, and whether those titles or editions help to fill gaps in the library's collection, should be taken into consideration.

De-Selection from Standing Orders List

Reasons for removing a title from the standing orders list include, but are not limited to, the following:

- The title no longer conforms to the collection development policy for a specific subject/discipline or the general collection development policy.
- Another title (such as a related title) meets the information needs of library users in a more effective manner.
- The title becomes available in a new format that is deemed more effective.

The Subject Liaison Librarians will approve the removal of titles from the standing orders list. If there is a disagreement about whether to remove a title, the professional librarians will make a recommendation to the Associate Director for Collection Development and Reference Services; the Associate Director, in turn, will send the recommendation to the Library Director, who will make the final decision.

Weeding

The older volumes of standing orders titles may be removed from the Reference Collection during the periodic weeding of that collection. Please refer to the "Weeding" section of the Reference Collection Development Policy.

Management:

The Acquisitions Unit of the Technical Services Department accomplishes the processing of standing orders. Acquisitions is responsible for ordering standing orders titles and placing

claims for those issues or volumes that are not received. Timely and complete receipt of standing orders is monitored by the Technical Services Department and the Subject Liaison Librarians.

Staff responsibilities

Subject Liaison Librarians

- Recommend titles to be purchased on standing order;
- Collect bibliographic and other information to support recommendations;
- Serve on the committee that selects materials to be placed on standing order;
- Participate in periodic weeding/de-selection; and
- Monitor receipt of critical standing orders in liaison areas.

Associate Director for Collection Development and References:

- Recommends that titles be purchased on standing order;
- Collects bibliographic and other information to support recommendations;
- Chairs the committee that selects reference materials;
- Accepts request forms and presents them to the Reference Department at selection time;
- Approves titles recommended for standing order;
- Forwards controversial standing order decisions to Library Director.

Technical Services Department:

- Places standing orders as approved by the Library Director;
- Processes materials upon arrival, including invoice payment, check-in, placing security strips and stamping, cataloging, and authority control;
- Monitors check-in records for timely receipt of materials;
- Withdraws older editions/volumes as requested by Associate Director for Collection Development and Reference Services; and
- Cancels standing orders as requested by Associate Director for Collection Development and Reference Services.

Library Director:

- Makes the final decision on controversial standing order decisions forwarded by Associate Director.

Budgeting

The Library has continuing financial commitments to the standing order titles. In case of budget cuts, all continuing commitments would be cut last.

Approved by the Library Director 2/24/06.