

## Session III-1: **Freshman Seminar II, Part 3** Acquisition Practices

*Etta Gold*

**Description:** Where should I purchase books and library materials? How can I find used and out-of-print books? How do I get my new materials onto the library shelves in an efficient and timely manner? The third session of the Freshman Seminar II will focus on acquisition practices. Attendance at the 2002 Freshman Seminar is not required. Participants in the Freshman Seminar II are encouraged to attend all 4 sessions on Monday, but everyone is welcome to attend individual sessions.

**Etta D. Gold** has been head librarian at Temple Beth Am in Miami since 1996. Prior to earning her MLS in 1991, she worked for many years in Jewish education as teacher and administrator, holding an RJE (Reform Jewish Educator) award. She is currently the chair of the AJL Accreditation Committee and has served on several other national committees, including the Sydney Taylor Book Award Committee and Chapter Relations.

*The following comments are based upon the conditions under which most of us here operate; that is, we are members of the SSC Division who work in smaller, non-academic, non-public libraries. Also, the information in this session does not cover cataloging, but is limited to the actual physical shelving of the book – not the catalogue number assigned to it.*

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## **Acquisition Practices : From Vendor to Shelf**

You've carefully selected the book.  
It meets the standards set out in your library mission statement.  
You've found the perfect vendor from which to purchase,  
and your budget covers the cost.  
You've weeded sufficiently to find room on the shelf; the book arrives on your desk  
.....**and NOW what do you do?**

### **I. Own It**

- A. It is paramount that wherever this book lands, it will be readily recognized as belonging to your library.
  - 1. Stamp the title page, the due date page, and the outside pages
  - 2. Book plates (optional) must include the name of your library
  - 3. Bar codes (also optional) should include the name of the library
- B. Sources for information on this library task
  - 1. Everything You Never Wanted To Know About Barcodes  
<http://www.spatula.net/proc/barcode/index.src>
  - 2. Internet Library for Librarians  
[http://www.itcompany.com/info retriever/vend\\_sup.htm](http://www.itcompany.com/info retriever/vend_sup.htm)

### **II. Label It**

- A. Catalog according to your classification system; create records and affix labels and bar-codes; all of which can be done
  - 1. Professionally, complete -- books arrive covered, spine labeled, and bar-coded, along with disc for uploading information (MARC records, etc.)
  - 2. Professionally, semi-complete – cards printed with or without call numbers, books covered on site
  - 3. Originally – everything done on site



- B. Shelf identification – where to place variety of materials
- C. Sources for information on this library task
  - 1. Library Spot: a connection to unlimited library information and resources.

<http://www.libraryspot.com/libshelf/>



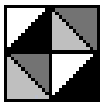
### III. Cover It

- A. To cover books, myriad options are available.
- B. Sources for information on this library task:

<a href="http://www.demco.com/">http://www.demco.com/</a>	Demco
<a href="http://www.librarystoreltd.com/">www.librarystoreltd.com/</a>	Library Store
<a href="http://www.highsmith.com/">www.highsmith.com/</a>	Highsmith
<a href="http://www.gaylord.com/">www.gaylord.com/</a>	Gaylord
<a href="http://www.brodart.com/">www.brodart.com/</a>	Brodart

### III. Shelve It

- A. These sources offer many more tips:



The Internet Public Library: On the Job Resources and links to serve every need. <http://www.ipl.org/svcs/>



Digital Librarian: a librarian's choice of the best of the Web

<http://www.digital-librarian.com/librarians.html>

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