Collection-Related Duties of Faculty Representative of an Academic Department* To University Libraries

The Southern Association of Colleges and Schools urges university libraries to involve both their librarians and university teaching faculty in developing balanced and high-quality collections. To that end, each department at WKU appoints a faculty member as library representative to be paired with a liaison or subject librarian who then works together to select materials sustaining the department's full array of curricular and research interests. Liaison librarians have the ultimate responsibility to expend annual allocations for books and other library resources but rely heavily upon recommendations from departmental faculty. Thus, a faculty representative may be expected to:

1. Access the collecting profile for programs within the department as expressed in the University Libraries' Collection Development Statement and in current profiles with book vendors, helping to revise either one as needed. [Each liaison librarian has a copy of this Statement and also can access our profile with our primary vendor electronically.]
2. Share with departmental colleagues information on the materials budget and other Library Public Services updates coming from the University Libraries.
3. Encourage colleagues to request books, new serials and other media through him/her to be funneled to the liaison librarian. [The liaison librarian routinely routes notices of new books to the representative to disseminate to faculty for consideration.] Then, relay these requests to the liaison librarian at a steady pace for ordering.
4. Be aware of new course proposals originating in department, although the representative does not "sign off" on the "Adequacy of Library Resources" form. [The liaison librarian will inform the representative of the results of each review, if the latter wishes.]
5. Furnish counsel and act as liaison between department and the WKU Libraries during collection review projects overseen by the Libraries, including book weeding and serial review projects, as necessary.
6. Review requests for new print or electronic subscriptions proposed by faculty in department. See Procedures for Selection and Purchase of Electronic Information Resources.
7. Represent interests of department on its college library advisory committee (which meets once per semester).
8. Communicate to liaison librarian concerns expressed within the department regarding operations of the Libraries for discussion and possible resolution.

* 'Department,' as used here, refers to any separate book/serial account in the Colleges, including six Area Studies programs.