

New Bibliographer Training Checklist

Updated June 2007

<p>___ <i>Overview Collection Development and Management</i></p> <ul style="list-style-type: none"> • Materials budget overview (e.g., allocations, calendar, monos/ serials) • Consortia • One-time/serials requests <p>Head of Collection Development</p>	<p>DATE:</p> <p>TIME:</p>
<p>___ <i>Overview Acquisitions</i></p> <ul style="list-style-type: none"> • Budget management tools (e.g., Millennium) • Relevant non-BNA approval plans/vendor databases <p>Head of Acquisitions</p>	<p>DATE:</p> <p>TIME:</p>
<p>___ <i>BNA Approval Plan/Profiles</i></p> <ul style="list-style-type: none"> • Collection Manager <p>Acquisitions, Collection Development, Blackwell</p>	<p>DATE:</p> <p>TIME:</p>
<p>___ <i>Other Purchases</i></p> <ul style="list-style-type: none"> • Firm orders, all formats • Standing orders • New faculty funds <p>Acquisitions</p>	<p>DATE:</p> <p>TIME:</p>
<p>___ <i>E-Resources</i></p> <ul style="list-style-type: none"> • Trials <p>Electronic Resources Librarian</p>	<p>DATE:</p> <p>TIME:</p>

<p>___ <i>Liaison</i></p> <p>Collection Development, Bibliographer</p>	<p>DATE:</p> <p>TIME:</p>
<p>___ <i>Preservation</i></p> <p>Preservation Librarian</p>	<p>DATE:</p> <p>TIME:</p>
<p>___ <i>Gifts</i></p> <p>Gifts Librarian</p>	<p>DATE:</p> <p>TIME:</p>
<p>___ <i>Special Collections</i></p> <p>Head of Special Collections</p>	<p>DATE:</p> <p>TIME:</p>
<p>___ <i>Cataloging</i></p> <p>Head of Cataloging</p>	<p>DATE:</p> <p>TIME:</p>
<p>___ <i>Systems</i></p> <p>Head of Systems</p>	<p>DATE:</p> <p>TIME:</p>