

LIBRARY
UNIVERSITY OF ALABAMA IN HUNTSVILLE

MEMORANDUM

TO: UAH Faculty Members

FROM: Mr. J.M. Perreault, Director of Libraries *JMP*

SUBJECT: Book and Journal Request Slips, Review Cards

As discussed in the Library Representatives meeting of July 11, 1968, certain changes will be introduced into the process of requesting materials for library purchase. These fall into two classes: (a) channeling all requests through the appropriate Library Representative; (b) expression of relative value-judgments for each request.

- (a) A stamp is being ordered for each Library Representative, to read "Screened by Library Representative". From the time that these are placed in the hands of the Library Representatives, no request slip or review card will be considered official by the acquisitions section unless so stamped.
- (b) Each request slip or review card should bear, in its lower right-hand corner, an expression of the requestor's relative value-judgment. It should be inscribed in the following manner: **(A)**, **(B)**, **(C)**, or **(D)**, which are defined as follows:

- (A)** "absolutely indispensable" or "classic in the field" or "our library cannot hold up its head without it"
- (B)** "current curricular need"
- (C)** " more than average research use likely"
- (D)** "desirable"

It is to be noted that these categories are not mutually exclusive; more than one code may be assigned: ~~A~~B, ~~A~~C or ~~B~~C. ~~D~~ does not combine with the others, as it is implied with each; its assignment by itself indicates a lower priority.

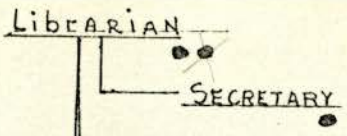
The use of this device will allow for rational choice of orders from our request backlog when funds become available; therefore, if you code every slip or card ~~A~~, no advantage is gained.

Slips or cards not bearing such a code will be assumed to fall into an un-coded and yet less desirable category than those coded ~~D~~.

The circling of the codes A, B, C, D will make their recognition by the filing clerks considerably easier.

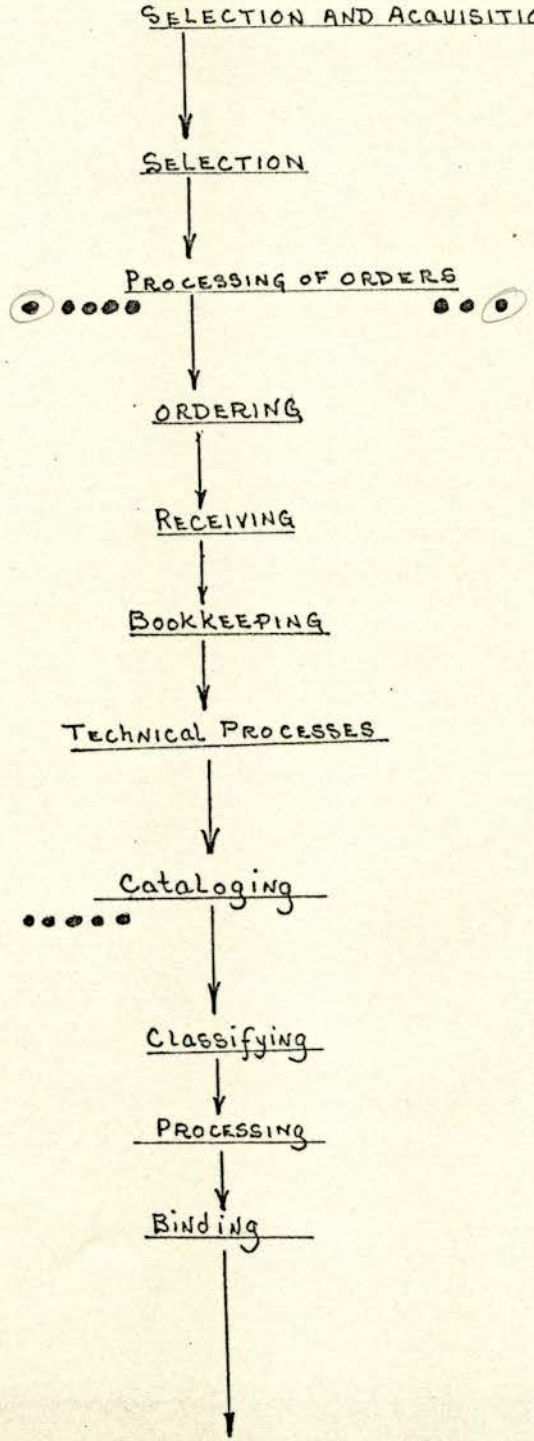
1968/VII/22

JMP/cv1

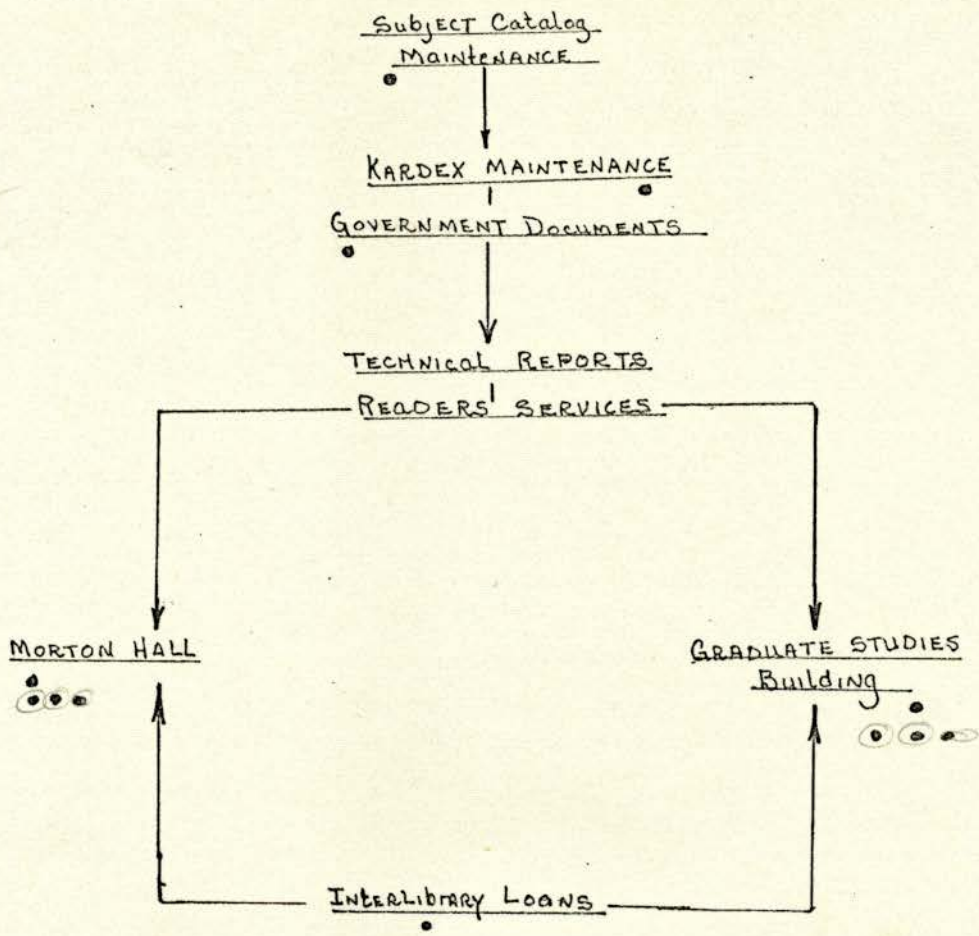


Book + Non-Book Collection

JOURNAL COLLECTION



Organizational Chart



Full time personnel ●
 Students ○