



## A STUDENT'S ROLE IN COLLECTION DEVELOPMENT

### UNT's Collection Development:

The Collection Development Department identifies appropriate scholarly resources, acquires or licenses the use of library materials, and performs collection assessments.

### Systems and Tools

Sierra (Integrated Library System), Adobe, OCLC, ExLibris, Microsoft Office, and more.

### Material Process

Process books, check in periodicals, place property stickers and route material. Verify and edit fields for music scores, LPs, and EPs.

### Communication

Claim late or missing materials through suppliers or directly with publishers.  
Open and route materials to staff at the Annex.  
Identify and distribute catalogs to subject librarians.

### Edit and Verify Information

Update holdings for books and periodicals in OCLC.  
Check subscription status and running of E-journals.  
Create minimal bibliographic records for art books.  
Receive and update information for newly acquired firm orders.

### Stats from Fiscal Year 2023

**Books Processed:  
Over 2000 books**

**Periodical Processed  
Over 1900  
periodicals**

### Purpose

We aim to provide a variety of resources for all UNT members.  
You can submit an item request to UNT library to purchase materials that reflect your interests!