

COLLECTION MANAGER ORIENTATION CHECKLIST

What	Who
<p>First Month: Assignment of collection(s) Review Collman responsibilities Meet with former collection specialist (if still available) Orientation to collections organization: Collection groups Collection Coords Tech Services Depts.</p> <p>Review basic documents about collection: Collection policy Serials list Approval plan profile/slips Mono and Serials funds</p> <p>Introduction to faculty/faculty liaison</p> <p>Using ALEPH for collman</p> <p>How to order monographs: Approval slips Direct orders</p> <p>Reviewing approval titles (Yankee for most)</p>	<p>AUL Information Services & Collections Collections Department Head Former collection manager</p> <p>Collection Group Coordinator</p> <p>Collection Group Coordinator</p> <p>Collection Group Coordinator</p> <p>Collections Department Head</p> <p>Collection Group Coordinator/Acquisitions Order Unit</p> <p>Collection Group Coordinator/Acquisitions</p>
<p>Second Month: Review serials list How to order serials Faculty liaison best practices Link to UC Bibliographer group(s)</p>	<p>Serials Serials/Collections Group Coordinator Collections Department Head Collections Group Coordinator/CDC rep.</p>
<p>Three Months: Systemwide collections structure Gifts Storage/SRLF review Preservation Collection Assessment Discards BI orientation for one-shots</p>	<p>Collections Department Head Collections Department Head Collections Department Head Preservation Officer Collections Department Head</p> <p>Instruction Coordinator</p>
<p>Six Months: Review</p>	<p>Collections Department Head</p>