

MEMO

San Diego Miramar College Library / LRC

To : Contract / Adjunct Faculty

From : Mary Hart, Department Chair / Public Services Librarian
Roger Olson, Technical Services / Systems Librarian

Subject : LRC Collection Development

The LRC has received additional funding to develop our collection of books, videos, CDs, and DVDs to expand our library collection. To ensure that we acquire material that will support the curriculum for your classes, we need your input.

The LRC would appreciate it if you would:

- 1) list below the authors (producers) and titles of books, videos and/or DVDs that you know your students will need to help them complete the work you assign,
- OR** 2) attach a booklist or publisher's catalog with marked items for us to order,
- OR** 3) list specific subjects which the students need to research for your class,
- OR** 4) list any subject areas, in which the library needs more resources.

We will return any catalogs or ordering information to you once we have ordered the material and we will notify you when the material arrives and is ready for use. We cannot guarantee that we will be able to purchase all that you recommend but we will keep any suggested title on file for future consideration. Also, we may not be able to purchase certain video/DVD titles if they are not closed-captioned and the producer will not grant us the right to closed-caption the material (or the cost of closed-captioning is cost prohibitive.)

Please complete this form and return it to our mailboxes by
or feel free to email the information to us at mhart@sdccd.edu or rolson@sdccd.edu

If you have any questions or comments about this collection development project, please feel free to contact Mary at **x7614** or Roger at **x7622**. Thank you very much for your recommendations and input.

Author

Title
