

Directive about the participation of students in references procurement

Revised version of the directive about the participation of students in references procurement - draught for scheduling from 10 June 2014

The library receives from the University means to procure technical references. These shall be issued on inquiry. Student representatives have suggested establish principles by which the media should be procured.

The library prefers direct participation of students in assessing the demand. A background for selecting references is defined, and a guideline presented, in the following to assess the references requested by students more specifically.

Background of selecting references

The background for building stock on demand (target group: students) comprises in particular:

- Purchase proposals and lists of books of the professors
 - Notes on references adjoining the lectures
- Order requests by students
 - in counselling interviews or by request on the library homepage
 - reservation lists and interlibrary loaning orders according to the IT system of the library
 - notes on insufficiently developed supplies
 - information by publishers about new releases

Guideline for the specific identification of references requested by students

- Request of references recommended by professors and match against the present stock of the library.
- Parallel collection of references requested by students (title and subject) at the beginning of the semester by the student mail distributor or suitable communication devices.

Deadline: Submission of the gathered reference requests within a deadline to be set by the library so that there is enough time for ordering and registering the media.

How to obtain new media: Requests are processed by order of input in the library and first matched against the available stock. - The library reserves the right to set priorities by weighting requests that overarch studies and semesters, changing amounts, postponing purchases and rejecting very special items, if unavoidable. The library cannot guarantee quick availability of foreign-language books.

Transparency: A list of new purchases may be linked in the web catalogue of the library per course of studies. When new media are registered, they are associated with individual courses of studies lists. This way, students and teachers can trace the current state of acquisitions for their course of studies any time.

Feedback of the library: The library sends concise information about the total expenditures for every faculty to the faculty deans at the end of a semester. At the same time it informs professors and students that total overviews of recently bought media can be viewed in the web catalogue.

Aalen, 10 June 2014

signed. Prof. Dr. Gerhard Schneider

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