The primary objective of the Lewis J. Ort Library Liaison program is to foster communication between the library and academic departments in order to support the scholarly resource needs of university programs and curriculum.

**Library Liaisons**

A library liaison is a member of the library faculty who serves as the primary contact person for the faculty of an academic department on issues related to library collections and services.

General responsibilities of library liaisons include:

- Serving as a primary communication link to assigned academic departments regarding library collections, services and instruction needs.
- Performing as subject specialist for the library in assigned fields.
- Providing reports to support the requirements of periodic academic program and accreditation reviews for assigned departments.
- Working collaboratively with faculty to address concerns or issues identified by assigned academic departments.

**Academic Department Representatives**

A department representative is a member of the faculty who represents their academic department as the primary contact person on issues related to library collections and services.

General responsibilities of department representatives include:

- Collaborating with departmental faculty to select materials for the Ort Library that reflect the curricular needs of their department as well as the discipline as a whole.
- Ensuring that book and audiovisual funds allocated to their department are expended each fiscal year by the purchasing deadline established and announced by the library.
- Communicating with their department’s library liaison to obtain required information for periodic academic program and accreditation reviews.

**Ordering Books and Audio-Visual Materials**

Requests for book and audiovisual materials may be submitted to the Ort Library Acquisitions Department by using an online form located at:

[http://www.frostburg.edu/lewis-ort-library/userserv/forms/olmof/](http://www.frostburg.edu/lewis-ort-library/userserv/forms/olmof/)
Requesting Periodicals (Journals, Magazines, Newspapers)

The library reviews its periodical subscriptions each spring and summer when renewal lists are received from its subscription agent. All new periodical requests are evaluated at these times. Due to increasing costs and a static library budget, the addition of journal subscriptions is selective with priority given to titles that will be regularly used by students for coursework and research. The library will order new subscriptions in online format unless justification is provided demonstrating a need for print due to limited shelf space and to support online courses and distance education students. The library will not subscribe directly to periodicals that are already available in full text in one or more electronic databases.

Requesting Library Databases

Library databases are evaluated each December and January as part of a coordinated review process for the members of the University System of Maryland and Affiliated Institutions and Maryland Digital Library consortia. The library realizes significant savings in its database subscriptions by negotiating database terms and conditions as a member of these consortia. While the library can arrange for database trials at any time, subscription requests are evaluated during this review period. Approved database subscriptions are initiated at the start of the upcoming university fiscal year.

Key Collection Development Policies

- All departmental book and audiovisual orders must be placed by the deadline established and announced by the library, typically on or about March 1 of each year. Faculty are encouraged to place orders well in advance of the deadline.
- The faculty member requesting a book or audiovisual item will receive an email from the Acquisitions Department when it is received by the library.
- Periodicals and database requests will be considered during the review periods described above.
- The library does not purchase textbooks.
- The purchase of multiple copies of a single item is discouraged due to budgetary challenges. If use of an item warrants the purchase of more than one copy, please contact the acquisitions librarian.
- Due to budgetary considerations, the library will order paperback format for a book, if available, unless anticipated use of the material merits purchase of a hardbound copy.
- The library does not allow for individuals to purchase materials for later reimbursement. Since this method of acquiring materials adds significant internal costs, the library orders materials directly.
- Library liaisons and department representatives are strongly encouraged to collaborate to effectively develop the library’s collections in support of university programs and curriculum.

Periodic Academic Program and Accreditation Reviews

Reports describing the library’s collections and services will be written to assist departments in meeting the requirements of periodic academic program and accreditation reviews. Please contact your library liaison or the Acquisitions Department for more information.