LIBRARY AIDE BASICS

Supplemental

Consideration File

Your consideration file is more than just a wish list. This file is intended to help you organize materials you would consider for purchase based on your collection development plan. In your consideration file, you might keep several separate lists or one running list of materials you come across that could enhance the library collection. If you keep multiple lists in your consideration file, you might consider including recommendations from students and faculty. Regardless, take note of recommendations that come from faculty and students, and pay special attention to materials that fit into your collection development plan. Before purchasing materials from your consideration file, note the order of priority. One way you might choose to prioritize is marking anything that fits you collection development plan and immediate school library needs as a number 1. Then mark any desirable items (if there is money left over after the number ones) with a number 2. Finally, anything else on your consideration file that does not fit into these first two categories can be marked with a number 3 and can be purchased if by some miracle there is extra money at the year's end. Titles you may not have been able to purchase can roll over year to year in your consideration file.

Materials that Could Enhance the Collection

Priority	Item	Notes

Student Recommendations

Priority	Item	Notes

Faculty Recommendations

Priority	Item	Notes