TOOLS and TOOLM Funds (1-7-14)

The “tool” funds are used for purchases requested by Selectors or Library Administration using collections money for serials or books and some other resources related to Collection Development or Cataloging which are not obtained for public access.

In general, tool orders included bibliographic or cataloging reference materials which are used by librarians at their desk in support of their assigned work.

Approval to use the TOOLS and TOOLM funds must be obtained from the AUL for Collections before an order is submitted to the Ordering Unit.

All tool orders must specify the fund, AUL approval, the staff member and office location where the material is to be delivered upon receipt, and any other specific information pertinent to the order.

Most materials acquired as tools are not cataloged.

TOOLS fund is used for serials or other resources with ongoing payments and is included in the annual Collections budget among the Programs. Examples include: American Library Directory; Cataloger’s Desktop; Classification Web; MARCIVE GPO Services Subscription; RDA Toolkit; Shelflife; The Bowker Annual Of Library And Book Trade Information; The Chronicle Of Higher Education; The Chronicle Of Philanthropy; Trends In Photography Special Collections Management; and Worldcat Collection Analysis Service.

TOOLM is used for resources with one-time payments, such as monographs, and is funded from the AUL discretionary reserve as needed. Examples include: Communications In Information Literacy; Critical Library Instruction; Framing Library Instruction; Information Literacy Instruction Handbook; Introducing RDA : A Guide To The Basic; Key Concepts In Ethnography; Names Of Persons : National Usages For Entry In Catalogues; Pursuing Information Literacy : Roles And Relationship; Rare Book Librarianship; RDA : Strategies For Implementation; Reconfiguring Service Delivery; Spec Kit 329 : Managing Born-Digital Special Collections; The Craft Of Research ; and The Role Of The Library In The First College Year.