



The Complete Guide to Acquisitions Management (Library and Information Science Text Series Library and Info)

Frances C. Wilkinson, Linda K. Lewis

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This latest addition to the internationally acclaimed *Library and Information Science Text Series* presents up-to-date information on acquisitions management. The authors provide a thorough treatment of procedural and philosophical approaches, from a discussion of the organization of acquisitions departments to an exploration of professional ethics. Organized into 12 chapters, the work covers every aspect of acquisitions management and addresses some major changes that have recently occurred in the acquisitions arena.

Chapters include:

- Organization of Acquisitions Departments
- Acquisitions Systems
- Publishing Industry
- Domestic and Foreign Vendor Selection and Evaluation
- Acquiring Books and Media
- Acquiring Serials
- Acquiring Electronic Resources
- Acquiring Out-of-Print and Antiquarian Dealers
- Gifts and Exchange Programs
- Bindery Operations
- Outsourcing Acquisitions
- Professional Ethics

An appendix offers a wealth of Web sites and print resources on topics related to acquisitions, including automated acquisitions systems, conferences and seminars, vendor sites, electronic discussion lists, journals, and organizations. A comprehensive glossary and index are also included. This standard text will prepare students to assume leadership positions in the field and help acquisitions staffs stay abreast of changes and practices.

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