**Paper 5 Serial Management**

**Unit-VII Sources (Selection Aids or Tools) for Serial Selection**

General Introduction: Serial **selection** means to **select** the **appropriate serials** for a **library**. It is the professional apex in **librarianship**. Its objective is to **select** the right reading materials to the right reader at the time. It is one the most important functions of collection management librarians to determine which **books**, journals, video and sound recordings, electronic resources, and other information **sources** should be acquired or made available by the Libraries. There are some general criteria for selection that apply, but each organization will need to determine the relative importance of these criteria for their community. There are some leading principles to follow for serial selection, the selection sources (aids, or tools) have no exemption to that. Following sources (aids or tools) in one way or other are helpful in making a possible addition of serials to the library stock.

Why we need Selection Sources (selection aids or tools) for selection of serials ion a library: · **Selection sources (aid or tools)** provide necessary information about books, their contents, bibliographic characteristics, physical formats, possible uses and where they can be obtained. There is no **single selection tool** capable of providing all the information needed by the **librarian** in purchasing and acquiring serials and other materials for the **library**. Following sources may play active role to this end.

• Serial itself

• Books

• Bibliographical Lists

 Bibliography

 Index

 Abstract

 Catalogues

o Library Catalogues

o Publisher’s Catalogue

o Bookseller’s Catalogue etc.

 Accession Lists

• Review

• Newspaper

• Electronic Sources

 Television (TV)

 Radio

 Computer

• Scholars

• Subject Specialists

• Staff Members

• User Suggestions

• Vendor

• Visits to Stocks/Shops

 Library Stock

 Booksellers’ Shop

• Serial Launching Ceremony