LAU | Libraries
الجامعة اللبنانية الأميركية
Lebanese American University

Procedure for Library Acquisition of Faculty Authored Books and Book Chapters

The LAU Libraries' Collection and Development Unit (CDU) is committed to supporting and promoting the scholarly output of LAU's faculty. To this end, the library will acquire and catalog faculty authored and/or edited books, and maintain a dedicated collection for their discovery.

Faculty are encouraged to notify the CDU upon publication of their books. Titles may be submitted through the "**Faculty Authored Book Publication Submission Form**" and will be processed on a rolling basis.

A. Goals of the Procedure

The primary goals of the procedure for faculty publications are to strengthen the library's role in supporting and promoting faculty scholarship. The policy aims to:

- **Ensure the timely acquisition** of all books authored or edited by current faculty members, enabling their prompt inclusion in the library's collection.
- **Enhance the visibility and discoverability** of faculty publications through cataloging, promotion, and integration into relevant library platforms and displays.
- **Support institutional efforts** to document and highlight the research output of the university community, contributing to comprehensive records of scholarly activity.

B. Framework

This document guides how the LAU Libraries collect, catalog, and promote faculty book publications.

Scope, Eligibility, and Publication Format

This policy applies to works authored or edited by university faculty. Covered formats include:
- Authored books
- Edited volumes
- Book chapters (with significant contribution)
- Monographs
- Textbooks, manuals, or public-facing works related to the faculty's discipline

Within the scope of this procedure, university faculty are defined as:
- Full-time and part-time teaching faculty
- Tenured and tenure-track faculty

- Adjunct faculty
- Visiting faculty with academic responsibilities
- Emeritus faculty (with active LAU affiliation)
- Faculty members involved as co-authors or co-editors in collaborative works are eligible, provided they were affiliated with LAU at the time of publication.

The library aims to provide access to faculty publications in formats that balance accessibility, preservation, and user needs. Prioritized formats include:

- **Print editions** for physical inclusion in the faculty publications collection
- **eBooks** for broader access and integration into digital platforms
- **Open Access versions**, where available, for unrestricted online access

Final format decisions will be influenced by availability, licensing restrictions, and the library's budgetary considerations.

Acquisition

Faculty publications will be acquired for the LAU Libraries collection through one or more of the following channels:

- **Donation**: Faculty members may donate personal or publisher supplied copies.
- **Purchase**: The library can purchase available faculty works based on standard acquisition workflows.
- **LAU Repository Deposit:** Open-access works can be deposited in the LAU Repository. Titles in electronic format will be preserved and accessed in accordance with copyright regulations.

N.B.: When a title is accessible in both print and electronic formats, priority will be given to the electronic version.

Metadata Requirements

Each faculty publication must be accompanied by complete metadata for effective cataloging and discovery, including: Full author/editor names, Faculty affiliation and department, Title and subtitle, Publisher and publication year, ISBN/ISSN (if applicable), Subject headings or keywords, and Format (print, eBook, OA).

Metadata will be added to the library catalog and any relevant databases or discovery tools.

Frequency of updates

To keep the faculty publications collection current and complete, the library will:

- Review and update publication records **in Fall and Spring of each academic year,** depending on staff capacity and available resources.
- The library will also send **regular outreach reminders to faculty** encouraging them to report new publications in a timely manner.

C. Internal Workflow

An internal workflow will ensure efficiency, consistency, and accountability in managing faculty publications.

Workflow

Intake
- Faculty submit publication details via an **online form** or by email **(collectionmanagement@lau.edu.lb or gacostantine@lau.edu.lb)**
- The Collection Development Unit reviews submission completeness.

Verification
- Verify faculty affiliation and confirm publication details (ISBN, publisher, date).
- Check if the item already exists in the collection.

CDU
- Decide on the appropriate acquisition method: donation, purchase, or repository deposit.

Acquisitions
- Place orders or log donations at LAU Libraries.

Cataloging
- Create or update bibliographic records in the library catalog.
- Ensure metadata includes faculty affiliation and standardized subject terms.
- Tag records for inclusion in the library's faculty publications collection under Themed Collections.

Promotion
- Feature newly added works in physical displays, library websites, or LAU press releases.
- Announce new additions on library website or social media.
- Highlight selected publications in events or "Author Spotlight" features.

Team roles

- **Faculty Liaison Librarians**: Outreach, intake support, verification
- **Collection Development Librarian**: Review submissions, coordinate acquisition

- **Cataloging & Metadata Librarian**: Create and enhance metadata records
- Communications Team / Public Services: Promotion and outreach.

Tracking and Reporting

The library will use the library system to:
- Keep track of submitted and acquired faculty publications
- Monitor the progress of cataloging
- Record how often the materials are used or accessed
- Create reports for evaluation and university records.