Information and Digital Technologies
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RBR Software Manuals Procedures

Adding Software Manuals

Manuals are available for the following software packages and are available in the Reserve Book Room (RBR):

- Maple
- Matlab
- Oracle
- SAS
- SPSS

Ron Nash or Celia Chavez will provide the manuals to Information Support and request that these new, updated, or replacement manuals be placed in RBR. Update the appropriate html file with the new or updated information. (Pull down the latest html file from the ROHAN server and store on ARWEN under SHARE/INFOSYS/INFOSUP/ROHANWEB/ROHAN Manuals.) After the html files are updated, take or mail the manuals to Ann Nevitt in Cataloging. Indicate in a note to her if the manuals are new, replacements or updates and if you want the old manuals returned. After she catalogs them, she will give them to RBR for placement.

Ann will call and inform Information Support that the manuals have been cataloged. FTP the appropriate html file to ROHAN. After processing the removal of the old manuals, they will be returned (if requested) to Information Support. This process may take a few weeks.

Loan Period

Faculty, staff, and students can checkout the software manuals for a 3-day period by presenting their valid ID Card. If the borrower requests a loan period longer than 3 days, the RBR will check the item out for 1 week. Renewals (1 week) will be allowed if no one has put a hold on the manual. The software manuals are listed on PAC (Library's catalog); copies 1 and 2 will be in the RBR and a third copy (if any) will be in the circulating collection. If you need information on checking out these manuals, call 594-6740.

Library Agreement for RBR Manuals

The Library will catalog the manuals for RBR and include them on the PAC. The Library will review usage data in the future to determine when specific manuals can be permanently weeded from the collection. The manuals are intended to meet urgent and short-term needs of faculty, staff, and students (e.g., to look things up if they had left their manuals at home, if their personal or office

copies of the manuals were still on order, etc.). Individuals and departments that need manuals on an ongoing basis will obtain their own copies.

Multiple Copies
The Library will keep a maximum of 3 copies as follows: a maximum of 2 cataloged copies in RBR, and 1 cataloged copy in the stacks.

Inventory/Weeding
This collection of computer manuals in the library is intended as a practical collection rather than a historical collection. Once the campus has no further ongoing need for a manual (to be determined by Information Support on the basis of RBR usage statistics plus knowledge of campus computing activities) the title will be withdrawn from the library's collection.

The RBR will compile usage statistics on the manuals at the time of the end of the year inventory (usually done in June). Information Support will be sent a list of those that have not circulated. A decision will be made to remove a specific computer manual from the library's collection and notify RBR and/or Cataloging.

Publicity
Information Support will take care of the publicity for this collection. Several avenues will be used (e.g., Web page, an online notice, etc.) to be sure faculty, staff, and students get the message that these computer manuals are now available in the library. A list of software manuals in RBR can be found on the web at URL – http://rohan.sdsu.edu/sunmanuals.html.