

LIBRARY SERVICES GUIDELINES
Materials Selection

INTRODUCTION

This guideline defines the principles used in selecting materials for the Pittsburg State University Libraries. Special Collections are covered in guidelines 30-32. Government Documents are covered in guideline 30. This guideline is meant to evolve and support the objectives of the Library and the University.

OBJECTIVES

The Library shall acquire as completely as possible within its financial limitations all resources necessary to meet its obligations to students, faculty, and administration.

The Library's first obligation is to serve the needs of students, both at undergraduate and graduate levels. Purchase priority is given to materials which meet curricular needs, including titles needed for class assignments, collateral reading, term papers and reports, and those reference and bibliographic tools which will facilitate finding these materials. Low priority is given to acquisition in subject areas not represented in the academic program of the university. In these areas only items of broad general interest will be collected.

The Library is also committed to serving the research and instructional needs of faculty, both by purchase of materials and through Interlibrary Loan.

The Library shall also provide those materials requested by administrators as needed to conduct University business.

The Library shall make a consistent effort to acquire materials relating to the history, development, and character of the University and the region of Southeast Kansas.

The Library Liaisons shall cooperate closely with the teaching faculty to coordinate efforts for the development and improvement of specific areas of the collection. For large-scale building of weak collections or developing collections for new programs or degrees, additional funds must be provided by the University.

RESPONSIBILITY FOR SELECTION

The Dean of Library Services has the responsibility, delegated by the University President, for developing and maintaining library collections, facilities and services. The Dean has assigned the responsibility of developing the general book collection to the Collection Development Librarian in coordination with the liaisons. Responsibility for the acquisitions of periodicals, government documents, and acquisition of materials for Special Collections is delegated to the librarians of those respective areas. (Guidelines?)

All Library patrons are encouraged to participate in the development of the book collections. Teaching faculty, full and part-time, should be informed about library materials available for their

own and their students' needs. Faculty may participate in collection development, by recommending titles pertinent to their teaching fields.

Librarians may request titles to supplement faculty requests and to help enhance the general collection. All Library patrons are encouraged to recommend material they feel would benefit Library patrons and further the mission of the Library and the University.

The final decision of which materials to include for the general book collection, Reference collection, and audio-visual collection rest with the Collection Development Librarian.

SELECTION AIDS

The Librarians forward Choice reviews on cards to members of the teaching faculty for consideration and recommendation for purchase. All faculty are also encouraged to use critical reviews from professional journals for making recommendations.

SELECTING LIMITATIONS BY FORMAT

The variety of materials available, along with increased prices and processing costs, make it mandatory that the Library observe certain restrictions in selection of materials. The basic criteria for selection of materials include:

- Content
- Quality
- Accuracy
- Authority
- Timeliness
- Coverage of topic in the collection

Because format does affect the cost and the use of materials, it must also be considered. The Library tries to avoid duplicating the contents of materials in varying formats in the Library.

Paperback editions will be purchased when the cost of the title plus the cost of binding or other special processing (reinforcement, pamphlet binding) is less expensive than hardbound; when the title is available only in paperback; when the anticipated use of the title is limited and/or when multiple copies are purchased.

Duplicate copies are generally not purchased unless need for more than one copy can be demonstrated by class size, previous use, or anticipated need.

Textbooks will be purchased only when there is indication that a particular title represents the only source of information available in its respective field.

Abridgements and synopses and similar short-cut materials may occasionally be purchased for reference or circulation purposes if they are of value other than as short-cuts. E.g., plot outlines of plays can serve as play selection aids to theatre groups; literary classics shortened and retold in simple prose might be recommended for less-skilled readers.

Foreign language materials are purchased only when useful to the teaching of languages offered in the curriculum.

Lost materials or damaged materials will be replaced if the items still meet selection objectives and are available for purchase.

Retrospective material purchases might be necessary to balance the collection, although recent materials are the library's first priority. Such materials must meet the other selection objectives and be available in the current market. Out-of-print titles are only considered for purchase when no currently in-print title of similar content exists to fulfill the need.

Rare book and archival materials relating to the history of the University and the region of Southeast Kansas are collected by and maintained in the Special Collections area. Rare books which do not fall into this general type are not purchased.

Research materials shall be selected in varying degrees of complexity to meet the needs of all students and faculty. The needs of students are usually given first consideration. Those research items that apply only to one person's chosen research project and will not support the curriculum will be referred to Interlibrary Loan.

Serials, annuals and multi-volume sets on automatic renewal should be evaluated each year to determine if they still meet selection objectives.

Maps and atlases may be acquired for geography and history as well as general interest.

Audiovisual materials may be purchased by the library in support of the curricular needs and general interests of the university community.

Electronic formats will be purchased, if available, in preference to printed copy in cases involving bulky, expensive, frequently mutilated, and/or infrequently used research materials. Such formats are usually less costly and save considerable space. Consideration is also given to the amount and type of equipment needed for reading the alternative formats.

SELECTION LIMITATIONS BY SUBJECT

The Reference collection will also reflect the curriculum as it is being taught. Requests for reference materials and decisions on weeding are made by the Reference Coordinator.

Music scores for use as study guides are purchased by the Library. Purchase of multiple copies of scores for performance is the responsibility of the Music Department.