

LIBRARY SERVICES GUIDELINES

Materials Selection

INTRODUCTION

This guideline defines the principles used in selecting general materials in all formats for Library Services at Pittsburg State University. Special Collections are covered in guideline 32. Government Documents are covered in guideline 30. This current guideline is meant to evolve and support the objectives of the Library and the University over time.

OBJECTIVES

The Library shall acquire as completely as possible within its financial limitations all resources, regardless of format, 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 other assignments, 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 subject area liaisons shall cooperate closely with the teaching faculty to coordinate efforts for the development and improvement of specific areas of the collection. For significant additions to minimal collections or developing collections for new programs or degrees, it is expected that 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 works closely with Library faculty to ensure that books, periodicals, databases, and other resources are acquired at appropriate levels to support the instructional and research needs of students and faculty. Faculty may participate in collection development, by recommending titles pertinent to their teaching and research fields. Librarians may request titles to supplement faculty requests and to help enhance the general collection. Primary responsibility for the acquisition of government documents and materials for Special Collections is delegated to the librarians of those respective areas.

All Library patrons are encouraged to recommend material they feel would benefit and further the mission of the Library and the University. Decisions on which materials to include in the general book collection, Reference collection, and audio-visual collection are made by the Library faculty. Appeals of general collection decisions are referred to the Dean of Library Services for a final decision.

SELECTION AIDS

The Library provides access to the online resource, *Choice Reviews*, to assist faculty and library patrons more broadly in collection development. The Librarians can also forward *Choice* reviews on cards to members of the teaching faculty for consideration and recommendation for purchase in departments that want to use this process. All faculty are also encouraged to use critical reviews from professional journals for making recommendations.

SELECTING GUIDELINES AND LIMITATIONS

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 access to materials, format must also be considered. The Library tries to avoid duplicating the contents of materials in varying formats in the Library. Duplicate copies are generally not purchased unless need for more than one copy can be demonstrated by class size, previous use, or anticipated need.

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.

Abridgements and synopses and similar condensed materials may occasionally be purchased for reference or circulation purposes if they are of value other than as short-cuts. For example, 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.

Materials published in a foreign language are purchased only when useful to the teaching of languages offered in the curriculum.

Textbooks will be purchased in limited instances. Pittsburg State University's Library Services' collection of reserve textbooks is one of many initiatives implemented to help alleviate the burden of textbook costs on PSU students. This collection offers selected required textbooks and study aids that are available free of charge to students. Textbooks have been purchased primarily for Pitt State Pathway courses (general education courses) that have the highest face-to-face enrollments. These textbooks must be available in print as Library Services cannot purchase and loan textbooks with individual/single-user codes for online workbooks or assessments or other supplementary material. This approach reaches the greatest number of students possible as well as assists those students most impacted by textbook costs. Library Services is not able to purchase textbooks for every course due to the limits of library collection

budgets. Textbooks may also be purchased whenever a title represents the best, or only, source of information available in its respective field.

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 or create a foundational collection, although recently published 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 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 given first consideration. Those research items that apply only to one person's chosen research project and will not support the curriculum will usually 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.

Music scores for use as study guides are purchased by the Library. Purchase of multiple copies of scores for performance is beyond the scope of the Library's mission.

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 accessing the alternative formats.

The Reference collection will also reflect the curriculum as it is being taught. Requests to purchase reference materials and decisions on weeding of reference materials are made by the Reference Librarian in consultation with the Library faculty.