

Library Policy - Collection Development – Materials Selection

Policy:

Collection development refers to the process of building and maintaining the library's collection. The collection development policy establishes the principles used by Bismarck State College Library in the selection, acquisition, evaluation, and maintenance of information resources in electronic, print, and non-print formats.

The Library supports the mission of Bismarck State College. The Library's primary collection development objective is to build a collection that:

- Supports learning at Bismarck State College by providing information resources in a variety of formats to meet the information needs of students, faculty, and staff, and
- Supports course offerings, programs, and the mission of Bismarck State College

Because the library recognizes its responsibility to respond to the research needs of its users and to provide access to specialized information sources, the library participates in and encourages cooperative collection development and resource sharing agreements with other libraries.

Collection Management & Selection Responsibility:

The Director of Library Services has responsibility for the management and selection of library resources and the policy decisions related to these functions. The Director will work to maintain balance, quality, and currency in the collection, and may assign specific collection management or selection responsibilities to other BSC librarians.

The Director encourages BSC faculty and staff members to participate in collection development. Deans and department chairs, in particular, are encouraged to monitor their respective disciplines and to submit requests and suggestions for library materials. Librarians will also seek the expertise of faculty members and others when appropriate.

Selection Guidelines

1. The Library Bill of Rights provides the basic principle of library selection.
2. Does the material support the educational needs and mission of the College?
3. Does the material accurately represent the subject matter?
4. Is there demand for the material? What kind of usage is expected? Does the existing collection adequately cover the subject matter of the material?
5. Is the material available in a format that will meet the needs of library users?

6. Budget and price of materials are factors in determining selection priorities.
7. The Library gives priority to current publications of lasting value.
8. The Library collects materials primarily in the English language. Materials in other languages will primarily focus on the College's foreign language instruction needs.
9. The Library does not attempt to provide a comprehensive fiction collection. The classics and representative works of outstanding authors form the basis for the fiction collection. Materials for leisure reading are collected on a limited basis.
10. The Library generally does not collect rare book materials.
11. The Library generally does not acquire textbooks adopted as required texts for any given course. Textbooks that have value as reference and research works may be acquired, if appropriate.
12. The Library does not support building departmental/office collections nor does it purchase materials for "permanent loan" to individual faculty/staff members or departments.
13. Lost or damaged materials will be replaced if they are available, affordable, and still considered appropriate or needed for the collection. If a title is unavailable, alternate titles in the same subject area may be considered.
14. The Library accepts gifts of materials and monetary donations, subject to the Library's collection development needs, selection criteria, and these stipulations:
 - a. The Library will not accept gifts with conditions as to their disposition, location, or use.
 - b. The Library is free to dispose of unneeded/unwanted gift materials.
 - c. Once accepted, gifts become the property of the Library and may not be reclaimed by the donor.
 - d. The Library will not appraise gifts for tax or inheritance purposes. The donor is responsible for determining the fair market value of donated items.

History of This Policy:

First policy draft March 21, 1979.

Revisions - May 1, 1981; October 27, 1982; December 23, 1985; August 10, 1987; August 11, 1987; July 12, 1990; August 23, 1993