<u>PROCEDURE FOR THE SELECTION AND WITHDRAWAL</u>
<u>OF LEARNING RESOURCES MATERIALS</u>

<u>Selection Criteria</u>:

Applicability to the programs of the College and quality of content are the first criteria for selection. Materials may be considered appropriate purchases if they meet one or more of the following criteria:

    --author's reputation and significance
    --reputation of the publisher/producer
    --strength of the holdings in the subject
    --scarcity of material on the subject
    --timeliness and/or long-term value
    --authority
    --suitability of format
    --cost
    --use patterns
    --accessibility through other institutions

Other considerations:

    --Textbooks are not typically purchased unless they are of substantial value to the collection. No attempt is made to purchase texts that are required in classes offered at the College.

    --Fiction is purchased as a representation of major works of literary merit. No attempt is made to offer a collection that will support classroom assignments of required fiction reading.

    --Hardbound editions are generally purchased, particularly in light of the substantial discounts that the library is able to elicit from vendors. Selection between hardbound and paperbound is also determined by the long-term value of the material.

    --Single copies are the norm, but multiple copies may be purchased when usage patterns warrant.

    --Lost or stolen items are replaced when they are available, but "replacement" may constitute selection of a comparable item rather than the same item, judged by the criteria outlined above.

    --Selection of serials is based on the criteria listed above. Additionally, the library recognizes that the purchase of a serial constitutes an ongoing commitment of funding. Inclusion in major indexing/abstracting sources (preferably those owned/accessed by the library) is a consideration for purchase. Interlibrary loan request patterns are considered as well.

    --Vertical File materials, typically of an ephemeral nature, are limited to those items that provide information not likely to be available elsewhere. Selection tools include <u>Vertical File Index</u> and/or reports of materials in professional readings. Pamphlets, documents, and/or newspaper clippings of local, regional, and state-level interest are collected, but only in light of their broad appropriateness for college-level research, i.e., a newspaper report on the crime rate in Monroe County would be selected, but an article that reports a specific crime would not be.

--The library evaluates gifts with the same criteria as it does purchases. Gifts are accepted only with the stipulation that any gifts that are not added to the collection will be added to the book sale or discarded. The library does not attach a dollar value amount to gifts.

Withdrawal Criteria:

The library withdraws materials that are no longer of value, assessed against selection criteria. Primary responsibility for withdrawing rests with the librarians based on professional judgement, input from instructional staff, and aforementioned collection development tools.

The library weeds materials in the same manner that it selects; the criteria for weeding parallel the criteria for selection. For example, as part of the withdrawal process, books will be reviewed for inclusion in Books for College Libraries and/or any other professionally recognized collection tool. Books cited in Essay and General Literature Index are generally not withdrawn. Duplicate copies that may have been appropriate at one time because of demand may be withdrawn at a later date. Damaged materials are assessed for repairability, replaceability, or withdrawal. When a new edition of a title is purchased, the older edition is normally withdrawn. There are those instances when all editions are kept, i.e., when the nature of the material covered has changed substantially or when providing multiple editions is judged appropriate.

Withdrawn materials are normally offered for sale.