

# STOCKTON UNIVERSITY



## PROCEDURE

### **Library Collection Development**

Procedure Administrator: Director of Learning Resources

Authority:

Effective Date: March 21, 1978; February 9, 2011; October 4, 2011

Index Cross-References:

Procedure File Number: 4121

Approved By: Dr. Herman J. Saatkamp, Jr., President

### Procedure:

- A. It is the library's responsibility to acquire material needed by faculty, students and staff. Funds for this purpose are allocated and expended by the library within University and state fiscal guidelines.
- B. The library reserves the right to make the final decision concerning all library acquisitions, including all purchases, gifts, materials for the University archives, subscriptions and memberships.
- C. In order to have a balanced collection, the library welcomes all users to participate in the collection development process.
- D. Duplicate or multiple copies of library materials will not be purchased unless warranted by user demand.
- E. Books and periodicals purchased by other divisions and sent to the library will be recorded and inventoried by the library, and will be owned by the library upon receipt.
- F. Media purchases will be made on the recommendation of any member of the Stockton University community providing the requested material has been reviewed or previewed by the requestor, or that the material is known by the requestor to be of value to the University. In general, consultation about proposed purchases should be made with the Associate Director for Technical Services

## G. Gifts

1. The University welcomes and encourages gifts to the library. The Director of Learning Resources and the Associate Director for Technical Services are authorized to consider all proposed gifts to the library to determine whether or not the material is appropriate for the collection. When desirable, the opinions of librarians, as well as University staff and faculty, will be solicited.
2. Upon receipt of gift material, the disposition and use of that material becomes the sole responsibility of the library.
3. The library does not place a monetary value on gifts it receives. All gifts, however, are duly acknowledged by the library. It is the giver's responsibility to assign any value to his gift prior to donating it to the library.

## H. University Archives

1. It is the responsibility of the library to maintain and house archival records of the University, both of a formal and informal nature, and make these available to the public.
2. Collection Development
  - a. The individual offices of the University have the responsibility of sending archival materials generated by them to the library.
  - b. Decisions as to what materials will be placed in the University archive collection and the format in which they will be kept are the responsibility of the library.
  - c. The University archive collection is public in nature, and therefore materials of a confidential nature will not be placed in the archive collection.
  - d. Materials in the University archive collection are intended for use in the library. They may be removed from the archive collection or the library only with the permission of the Associate Director for Public Services or the Director of Learning resources.

## I. Subscriptions

Except under extraordinary circumstances, the library will not approve or pay for a journal, newspaper or other subscription unless the item is to be placed in the library as part of its collections and be generally available to the public.

J. Memberships

The library will enter an institutional membership when it is the only means of acquiring needed library subscriptions or if the savings are sufficient to cover the additional cost of the membership as opposed to a regular subscription.

K. Withdrawal of Library Materials

Materials are withdrawn from the collections at the discretion of the library.

Approval History:

|           | Date    |
|-----------|---------|
| President | 10/4/11 |