



## **Library and Information Technology Overall Collection Development Policy**

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### **Summary**

The primary goal of the Bertrand Library is to provide seamless access to the information and technology resources that students, staff and faculty need to support and fulfill the mission of Bucknell University. This statement will serve as a guideline for library staff responsible for making decisions regarding collection development and maintenance and for communicating these decisions to other campus constituencies. The policy statement will delineate the Library's current practices regarding the types and depth of materials collected, standards for maintaining the collections and criteria used in making decisions about the collections.

### **Objective**

The purpose of this policy is to outline the principles and guidelines used by the Bertrand Library staff in its selection, acquisition, and evaluation of library materials, both print and electronic.

### **Requirements**

#### **EVALUATION CRITERIA**

Any Bucknell University faculty member, administrator, staff member, or student may initiate a request. One-time purchases may be submitted throughout the year, either via the online requests form or by submitting a written request. Students are encouraged to submit requests via the suggestion box form. All approved items will be purchased if funding is available. Requests for serials will be considered annually, during the New/Core Review process.

The following factors are considered in evaluating possible acquisitions:

- Relevancy to the curriculum
- Appropriateness for the collection
- Authoritativeness of the author, editor, publisher, and content
- Author's and publisher's reputation
- Published reviews
- Price
- Timeliness of materials
- Demand; frequency of borrowed materials (ILL or request delivery)

#### **Other Parameters**

- Duplicates are not normally purchased, although exceptions are made in accordance with warranted and documented use and available funds.
- Textbooks are not normally purchased.
- Paperbacks are usually selected over hardbound monographs.