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| Owner:         | Faculty Organization   |
| Policy Area:   | College of Nursing CNG |
| References:    |                        |
| Applicability: | MVHS                   |

## Selection of Library and Media Resources, CNG-100.34

### PURPOSE

To outline the procedure for maintaining a quality collection of library and media resources that support the curriculum and achieve end of program learning outcomes. This will be accomplished through a collaboration of the Faculty, the Librarian and Coordinator of Instructional Media.

### SCOPE

Librarian, Faculty, Students

### REFERENCES

American Library Association 1981 *Evaluating library collections: An Interpretation of the Library Bill of Rights*. Retrieved January 30, 2017,

from [http://www.ala.org/Template.cfm?](http://www.ala.org/Template.cfm?Section=interpretations&Template=/ContentManagement/ContentDisplay.cfm&ContentID=76533)

[Section=interpretations&Template=/ContentManagement/ContentDisplay.cfm&ContentID=76533](http://www.ala.org/Template.cfm?Section=interpretations&Template=/ContentManagement/ContentDisplay.cfm&ContentID=76533)

Association of College and Research Libraries. (2013). *Guidelines for university library services to undergraduate students*. Retrieved

January 30, 2017, from <http://www.ala.org/acrl/standards/ulsundergraduate>

Doody's Review Service. (2021). *Core title selection process*. Retrieved June 15, 2021, from

<http://www.doody.com/dct/Content/DCTProcess.asp>

### DEFINITIONS

### PROCEDURE / DIRECTIVE

1. Maintaining the library and media collection is the joint responsibility of the librarian, the Coordinator of Instructional Media and the faculty. Students are encouraged to participate in evaluating the collection. On a yearly basis, the librarian, Coordinator of Instructional Media and the faculty will put together a list of materials

for inclusion in the library and media collection. This will be presented to the Information and Technology Literacy Committee. Once approved by the committee it will be taken to the full faculty for final approval.

2. Materials for the library and media collection are evaluated based on whether they support the curriculum, reference needs or research needs.

3. Several sources are used to evaluate resources including but not limited to Doody's Review Service, professional journal recommendations and faculty requests.

4. Emphasis is placed on materials published within the last five years. The acquisition of older materials and/or classics will depend on availability, content, and budget implications and will be labeled.

5. The criteria that apply to selection of materials also apply to gifts or donated materials. The College reserves the right to reject any material on the basis of our stated selection policy.

6. The library and media center will not make appraisals of materials either for resale value or statements of donation on income tax reports.

7. If items are lost or damaged, the selection policy will apply in determining if the material is to be replaced in the collection.

8. The need for duplicates will be determined by utilization.

9. The purchasing of library and media resources is based on student and faculty needs as well as budget implications

## **CONTENT EXPERT(S) / RESEARCHER(S) / CONTRIBUTOR(S):**

### **This Document Replaces:**

NSG-CNG-100.34

### **Attachments**

No Attachments

### **Approval Signatures**

| <b>Step Description</b> | <b>Approver</b>      | <b>Date</b> |
|-------------------------|----------------------|-------------|
| Owner                   | Faculty Organization | 6/21/2021   |

### **Applicability**

MVHS