Library Policy - Material Selection

Policy:

Bismarck State College shall establish rules and regulations for the selection of library materials.

Objectives:

1. The primary selection will be based upon provision of supplementary materials, books, periodicals and audiovisual materials, to support course offerings, programs, and the philosophy of the College.

2. The Library will include materials to provide a cultural and historical background.

3. The Library will provide professional reading for the faculty. Materials of interest to all or a majority of faculty members will receive first priority.

4. The Library will provide a limited amount of recreational reading whenever budget constraints are necessary.

Responsibility for Selection:

1. Ultimate responsibility for book selection rests with the Director of Library Services. It is the Librarian's responsibility to maintain balance in the collection, to select reference books, and to fill in the inter-departmental gaps.

2. Department Chairpersons, in particular, and faculty are expected to monitor their respective subject areas and submit relevant book periodical requests whenever necessary.

Policies of Selection:

1. The Library Bill of Rights will provide the basic principle of library selection.

2. The Library will provide reliable materials to meet the needs cited in the objectives. These characteristics of the student body must be acknowledged: that the students' courses cover freshman and sophomore years only, and that students' abilities and interests vary widely.

3. No attempt will be made to provide a comprehensive fiction collection. The classics and representative works of outstanding authors will form the basis for the fiction collection.

4. Nonfiction will be selected primarily in the fields represented by the curriculum. Factors to be considered in judging the desirability of a book's purchase include authority, scope,
reliability, treatment, and readability. Reputation and standards of the publisher, price of the book, availability of material elsewhere, and quality of writing are also factors to be considered.

5. Duplicates will be chosen carefully. There must be a shown, long range need for duplicate titles: that the assignment will be repeated for a considerable length of time, and that the class size will remain relatively stable.

Limitations:

Budget constraints as determined by the administrative staff involved will be used in determining acquisitions:

1. Current publications of lasting value will be given priority over older and out-of-print materials.

2. Publications in the English language will be given the highest priority. Foreign language publications will be limited to those directly supportive of foreign language instruction.

3. Materials will be acquired in another suitable format, as microfilms, if originals are not available, are too expensive, or require an inordinate amount of storage space.

Forms and Types of Materials:

1. Books
   
a. The book collection should contain general two-year college standards of reference books supporting the College programs.
   
b. The book collection should also contain:
      
      1. An adequate collection for each curriculum field.
      2. An adequate support collection of books concerning the fields of interest not treated in the curriculum.
      3. A limited collection of books appropriate for leisure reading.

2. Serials

Serials include periodicals, newspapers, annuals and other numbered publications which are intended to be continued indefinitely.

a. New serial titles are acquired in accordance with the general selection policy and for one of the following reasons:

   1. To keep the Library's collection up-to-date with current thinking in various fields.
   2. To provide information not available in books.
   3. To keep the faculty informed of developments in their fields.
   4. To serve the staff as book selection or reference resources.

b. Criteria which should be considered in selecting a serial title are:

   1. Is the material covered in the publication new to the library?
   2. If information contained is already covered by other titles, is the new title a better source than that already available?
   3. Is the publication indexed in a standard indexing service?
4. What is the cost in relation to its projected use?
5. Is the title available in another library in the area or state? If so, does use indicate the need for an additional copy?
6. Is there money in the budget for this item?
7. Does the work represent a point of view or a subject needed in the collection?

3. Newspapers

The Library will acquire newspapers, on a current basis, for the purpose of meeting the teaching and general information needs of the Bismarck State College community, observing the following priorities:

a. The daily papers of Western North Dakota, Fargo, Grand Forks, and Jamestown.

b. Newspapers from other areas, as financially feasible, subject to the following considerations:

1. Relevance to specific courses taught on campus.
2. Coverage of geographical area.
3. Subject/viewpoint representation.
4. Student interest.

c. Other titles will be retained for approximately six months. The Bismarck Tribune is on microfilm.

4. Audiovisual Materials

a. Sixteen millimeter films. Because of the cost and the possibility of limited usage of 16 mm films, very little purchasing will be done, but will be rented as needed.

b. Filmstrips/slides. Most filmstrips/slides will be purchased with sound (preferably cassette tape). Need must be established, but this is a desired a/v format.

c. Video-cassettes are purchased as a preferred format.

d. Microforms include microfiche, microfilm, and micro card. Certain bulky items such as the National Collection of College Catalogs and the National Collection of Educational Materials will be purchased on microfiche for reasons of economy and space. The Bismarck Tribune and the periodicals which have been purchased on microfilm will continue to be collected.

e. Cassette and phonograph formats will receive limited preference, but will be purchased as needed.

f. CD formats will be purchased subject to the following considerations:

1. Relevance to program courses
2. Subject/viewpoint representation
3. Student/faculty interest
4. Supplement or replace the phonograph format

5. Rare books will not be purchased or accepted without consulting the President and the BSC Foundation.
6. Textbooks. The Library will not acquire textbooks adopted as required texts for any given course as a general rule. Some texts are valuable as reference and research works. They will be acquired in accordance with the provisions of this policy. Textbooks may be put on reserve by the faculty.

7. Replacements.
   a. Library materials which have been lost or worn out shall be replaced if:
      1. They are available.
      2. They are still considered appropriate for selection according to criteria stated in this policy.
   b. When a title which is in heavy demand is lost, and that title is out-of-print, alternate titles in the same subject field will be considered for purchase.

8. Out-of-print Materials. The purchase of out-of-print materials will be acquired as necessary.

9. Gifts and donations are an important adjunct to the acquisitions' program. The Library solicits and encourages gifts of money and of books and other publications judged useful and suitable for the Library program. A concerted gift program should be coordinated through the BSC Foundation. All gifts are subject to the following stipulations:
   a. Gifts must meet the same requirements as materials which are purchased.
   b. The Library will not accept gifts with conditions as to their disposition, location, or use.
   c. Gifts of money may be designated for purchase of materials by form (e.g., poetry), subject (biology), or period (18th Century). Such requests will be honored if judged suitable.
   d. The Library is free to dispose of any unneeded materials in the manner most convenient for the Library.
   e. Once accepted, gifts become the property of the Library and may not be reclaimed by the donor.
   f. The Library will not appraise gifts for tax or inheritance purposes, but will assist in locating information.

History of This Policy:

First policy draft March 21, 1979.