OBJECTIVE: To provide guidelines for both the selection of materials to be added to the collection and for assessing the collection to ensure the development and maintenance of a complete, current, easily accessible collection.

Criteria for selection: Additions to collections will be based on: support of curriculum and accreditation; patron interest, need, or demand; contemporary significance; popular interest; permanent value; timeliness of material with emphasis on items published within five years or less; accessible for multiple concurrent users; e.g. eBooks and databases; accessibility compliant with ADA standards. Items weeded from other library collections will not be considered for addition to the collection.

Date of Publication Guidelines: Emphasis of acquisitions is on current publications, specifically copyrights of three years or newer or five years when no other option is available. Older publications are acquired selectively as needed and as requested by faculty. Older copyrights require justification and the final decision will be made by the Collection Development team. Faculty requests with older copyrights need justification that includes the course that will be assigned to use the resource.

Editions: Order newest available. Look to see if a newer edition is going to be released soon. Look at publication cycles for predicting new releases of editions. If there is an older edition in the current collection without recent use, the newer edition will not be ordered. If there are paperback and hardcover, check the copyright for reprints and use the date of publication guidelines, selecting the newest publication date available.

Federal Depository Library Program: As a member of the FDLP, B.D. Owens Library maintains access to the collection of freely available federal depository collections. Anyone can visit federal depository libraries and use these collections which contain information on careers, business opportunities, consumer information, health and nutrition, legal and regulatory information, demographics, and numerous other subjects. A full list of these resources is available here http://libguides.nwmissouri.edu/c.php?g=659241.

Geographical: Missouri, Nodaway County, Maryville, and Northwest Missouri State University related items will be assessed for inclusion in the collection or to the archives when appropriate.

Gifts: Donations will be accepted at the Library Services Desk with a signed gift slip acknowledging that the item becomes the property of B.D. Owens Library. Retiring/outgoing faculty/staff’s small donations may be left with the Library Services Desk. Donors with larger collections, twenty or more items, to donate should contact
Collection Development. Large on campus donations from faculty or staff will need to be boxed and then transported to the library by Facility Services. Large donations from off campus will need to be assessed by Collection Development.

ALL donations will be assessed and considered for addition to the collection based on copyright date, comparison for replacement of current copy based on condition, need of the collection: Does the item support current programs or needs? Is the item a type or format the library collects? ALL donations become the property of B.D. Owens Library and will be utilized in a way that best supports the needs of the collection which may include being sent for resale or recycling.

**Linguistic:** Most resources are English language, with the exception of those foreign language materials purchased for the Department of Language, Literature and Writing and select materials for the popular reading collection.

**New Books Shelving vs Display:** The New Book location, w4nii, will be referred to as *new book shelving* which includes the front two ranges on first floor. Books with copyright dates from the current year plus one year will go to new book shelving. Older copyright dates will go directly to third or start on book display based on space available. *Book display* is the two sided display that may contain new books as well as featured books for various holidays and events, and items will be marked “display” as the status in Sierra.

**Ordering plan/schedule:** Each selection area is given an annual budget amount for ordering books and audio visual materials. Order placement occurs each month for the months of September through April. The area budget allocation amount will be divided by eight to determine the dollar amount to be ordered each month keeping in mind to set a portion aside for faculty ordering. The faculty amount should be based on the previous year’s requested amount. This will ensure that acquisitions, processing, and cataloging can maintain a steady pace and workflow; that there is constant movement of new items for all areas during the main academic year; and that funds are available for new spring publications and faculty requests throughout the entire year.

**Replacements:** When replacing high use items, hardback is preferred. Use, copyright, and availability will determine replacement versus withdraw for missing, lost, and damaged items.

**Series:** Selection of items to complete a collection, refrain from selecting one of a series. Do not weed part of a series. There is a difference between a series that has a set end and a series that is ongoing when choosing to add to the collection. An Excel file with record of currently collected series is located in the library file server. An example of complete series is Hunger Games, Catching Fire, and Mockingjay. An example of an ongoing series is Janet Evanovich’s Stephanie Plum series.
Transfer of Locations: Items on new book shelving will be transferred to third floor after six months with the exception of over the summer when there is no ordering so that the shelves remain full. Student workers in cataloging will do this with supervision from the cataloger. If shelves start to fill up, usage of older books will be reviewed for books to transfer sooner.

Types/Formats collected: Books in both print and electronic formats, music scores, databases, academic journals, DVD, and Blue-ray.

Types/Formats NOT collected: Textbooks, encyclopedia sets, pamphlets, maps, flashcards, spoken audio, cassette tapes, Compact discs, CD–ROMS, video cassettes, other outdated media formats, CreateSpace publications, self-published, and items requiring an online access code for more information.

Volumes: Numbered volumes need to stay in a set, but unnumbered volumes may be separated to different catalog records and collected individually.

Assessing process: All Dewey areas are assigned to a main and secondary librarian for assessing. The areas are tracked in a Google Spreadsheet; the librarian completing the assessing is responsible to update the spreadsheet as each area is completed. Rationale for deselecting an item includes: erroneous information; content is no longer relevant to current curricular or future research needs; lack of circulation or in-house use; very poor physical condition, if high use, give to Collection Development to consider for replacement; multiple copies, superseded edition of the title; or narrowly focused title that can be obtained for future research needs through MOBIUS or ILL. Rationale for keeping an item include: high circulation or in-house use, the title is considered a primary source material for historical research, or the resource is by a local author, illustrator, or producer. Faculty authored and/or signed resources are considered on a case by case basis by the collection team for archives or withdrawing.