C.A. KIRKENDOLL LEARNING RESOURCES CENTER (LRC)
POLICIES AND PROCEDURES
OPERATIONS MANUAL

issues; The avoidance of materials which merely duplicate, either outright or in substance materials already held; The avoidance of expensive materials of limited use when they are held by other local libraries; The scarcity of material on the subject; The price of the work in comparison with other equally useful material; The format of the work; The appropriateness of the material with respect to the curriculum.

COLLECTION DEVELOPMENT POLICIES AND PROCEDURES

Paperbacks
- When there is a choice between a hardback and a paperback copy of a book, the paperback copy will be purchased, due to cost considerations. If it is anticipated that a title will circulate numerous times, the hardback copy will be purchased due to durability.

Periodicals
- Select online periodicals are available via EBSCO Host. Print periodicals in the LRC include print journals and newspapers. The goal of the library is to maintain subscriptions to print periodicals that are necessary and vital in support of our curriculum and appropriate to the size of a small academic library collection and to supplement these with other titles as the budget allows. The library does not acquire or process any print subscriptions purchased with funds outside the library budget.

Newspapers
- The Library subscribes to representative local, regional and national newspapers. *** *look at peer institutions "Collection Development PP" on newspapers to assist with language in this section.*

Foreign Language Materials
- Materials in foreign languages are purchased to support the language curricula offered by the College and when a specific need is evident for a foreign language edition. *** *look at peer institutions "Collection Development PP" on FL to assist with language in this section.*

Ephemeral or Little-Used Materials
- Resources needed to support the research of an individual student or faculty member are obtained, whenever possible, through interlibrary loan rather than by direct purchases.

Out-of-Print Materials
- Out-of-Print materials are sought through catalogs of out-of-print book dealers or services of major jobbers.

Textbooks

- Textbooks are purchased for the collection when they supply information in areas which they may be the best and only source of information on the subject. Except in extraordinary circumstances, textbooks currently in use on the campus will not be purchased for the collection.

Media Resources

- The Library acquires a limited number of videos, DVD's and CD's based on curriculum needs of the college.

Duplicates

- The Library will purchase duplicate copies only in cases of demonstrated need.

Replacement of Missing Books

- Missing books are re-ordered and added to the collection as soon as their continued usefulness is determined.

Gifts

- The Library will accept gifts only upon the recommendation of the Development Office, Dr. Arthur Briagti, Senior Vice President of Institutional Planning and Development, who is charged with the responsibility of ascertaining the usefulness of such gifts.

Weeding/Analysis of Collection

- In an effort to maintain the vitality and usefulness of the collection, the Library will conduct a systematic program of weeding from the general collection of those items which are obsolete or are nolonger appropriate or relevant to the curriculum. As in the selection process, consideration of recommendations by faculty is essential. Generally, the Library follows the Weeding Policy recommended the Association of College and Research Libraries (ACRL) https://www.ala.org/tools/challengesupport/selectionpolicytoolkit/weeding.

Electronic Resources

- The LRC collects electronic resources to support the Miles College campus community in their instructional and research endeavors. Electronic resources are defined as resources that require electronic access. These include, but are not limited to:

  - Electronic journals or journal collections;
  - Electronic reference materials;
  - Electronic books or book collections; and
  - Streaming audio or video services.