

ACQUISITIONS/SERIALS POLICY

It is the goal of the Library's Acquisitions/Serials Department to develop a collection that meets the curriculum and research needs of the University community in a timely and economical manner, while maintaining accurate accounting and inventory records. The Department will cooperate with Public Services librarians and teaching faculty in the selection of materials and accepts requests from all University faculty, staff and students. For specific information on the Library's collection, please refer to the *Houston Cole Library Collection Management and Development Policy*.

1. Considerations for Selection:

- A. Subject matter supports the University curriculum and meets the criteria for the discipline as outlined in the *Houston Cole Library Collection Management and Development Policy*.
- B. Material strengthens identified areas of weakness in the collection.
- C. Timeliness of material.
- D. Publications authored by JSU faculty members.
- E. Two copies of materials written by Alabama authors, and materials about Alabama or Alabamians, will be purchased when possible.
- F. Cost.
- G. Anticipated usage.
- H. Items cited in indexes or specialized bibliographies. Journals indexed by services available to the Library.
- I. Publisher reputation.
- J. Scholarly works, as well as a nominal number of popular works intended for the leisure and remedial reading needs of the University community.

2. Budget Structure and Allocation:

The Monographs and Serials budgets are separately maintained and further subdivided into subject fund accounts. These accounts are maintained in the acquisitions module of the Library's integrated library system (Voyager). Allocations are made in accordance with the various collection development policies and assessments.

3. Types of Publications Collected and Not Collected by the Acquisitions/Serials Department:

(Formats of collected materials may be print, electronic, or microform.)

- A. Monographs: Monographs are collected for all disciplines.
- B. Serials: Serials are collected for all disciplines.
- C. Textbooks: With the exception of the materials collected for the K-12 Textbook Collection, the purchase of textbooks is strongly discouraged. Acquisitions are allowed at the specific request of faculty member or when the work itself is seminal, historical, or otherwise significant in nature. As a library review site for the Alabama Department of Education, the Library acquires an approval copy of the student texts under consideration for adoption by the State. These are housed in a special location and do not circulate until after the adoption review period has ended. At that time the textbooks are processed into the K-12 Textbook Collection on the 5th floor.
- D. Reprints: Reprints are evaluated and collected in the same manner as other monograph and serial requests.
- E. Dissertations and Theses: Dissertations and theses are collected on a selective basis, usually at the request of a teaching faculty member. One copy of all theses from Jacksonville State University graduates is acquired for the Alabama Gallery. The JSU Graduate Office is responsible for the acquisition of the theses and payment for binding.
- F. Audio and Visual Materials: All non-print media and multimedia formats are collected.
- G. Musical Scores: Musical scores are collected.
- H. Maps: Maps and charts are collected on a selective basis.
- I. Loose-leaf Materials: Collected on a selective basis.
- J. Posters: Posters are collected on selective basis.
- K. Kits: Collected on a selective basis. In some instances, kits received as part of the State Textbook Adoption Program are housed in the Ramona Wood Teaching Learning Center. Records for these kits are entered into the Library Catalog with a special location (Teaching Learning Center) designated.
- L. Art works: Works of art are not collected.
- M. Computer Software: Software is not collected
- N. Tests: Tests are not collected.

O. Vertical File Material: Not purchased. Free materials are acquired on a selective basis.

4. Replacements:

Materials that are missing, damaged, or lost will not be replaced automatically. Replacement is dependent upon recommendation by the Public Services librarian based on the criteria in the *Houston Cole Library Collection Management and Development Policy*, and evaluation of the Acquisitions/Serials Librarian.

5. Gifts/Exchanges/Discards:

The Library will accept donations of library materials and monetary gifts designated for the purchase of library materials in accordance with the following criteria:

- A. Publications received as gifts will be evaluated by the same standards that apply to new materials being selected.
- B. The Library has the right to retain or dispose of any gift materials at the discretion of the librarians. Donors will be made aware of this.
- C. Appraisal of gift materials to the Library is the responsibility of the donor. The Library does not appraise gifts.
- D. Gift materials requiring continuing obligations on the part of the Library are not accepted without serious consideration of the Library's ability to keep the materials up-to-date.

6. Preservation/Housing:

Decisions relating to permanent housing of materials (binding, electronic or microform replacement) will be made jointly by the Acquisitions/Serials Librarian and the Public Services librarians.

The rebinding of monographs is under the direction of the Acquisitions/Serials Department, which has budgetary authority for this action.

7. Deselection:

Criteria for the deselection of materials are defined in the *Houston Cole Library Collection Management and Development Policy*. This policy varies by subject area.

8. Personal Copies:

The Acquisitions/Serials Department will make every effort to assist patrons in obtaining order information for personal purchase of in-print published materials. However, it is the policy of

the Department not to order personal copies of books for individual patrons. Exceptions are made for special circumstances.