

## Busse Library Selection Policy

Busse Library selects and maintains materials that support the curricular and research needs of the students, faculty, and staff of Mount Mercy University.

Specifically, the library:

- Acquires materials to meet the curricular and research needs of students, faculty, and staff
- Acquires a limited number of materials to meet the informational, cultural, spiritual and recreational needs of the Mount Mercy community
- Acquires materials in a variety of formats, selecting the format that best fits the needs of the institution
- Does not exclude materials based on the race or nationality of the author, or on the political, religious, or moral views expressed therein. Busse Library endorses the following statements from the American Library Association: The Library Bill of Rights; the Freedom to Read Statement; the Freedom to View Statement; the Access to Electronic Information, Services, and Networks Statement; and the Intellectual Freedom Principles for Academic Libraries Statement.
- Encourages faculty to select materials for the library collection. Materials selection is a joint endeavor of the faculty and the library staff. The final decision regarding acquisitions rests with the librarians.
- Bases its selection decisions on the following criteria:
  - Pertinence to the curricular and research needs of the institution
  - Authority of the author and publisher
  - Accuracy and timeliness of the information
  - Technical quality of the material
  - Cost effectiveness
  - Need for balance in the collection
  - Special or unique features
- Adheres to the following selection guidelines:
  - Gives priority to materials published in English
  - Acquires duplicate copies only when the requestor can justify the purchase
  - Purchases textbooks only when they have earned a reputation as classics in the field or when they are considered the best sources on a particular topic
  - Purchases both hardback and paperback books; cost and anticipated demand are considered when determining the format

- Normally does not purchase alternate versions of texts (audio editions, large print editions, abridgements, etc.)
- Gives preference to media produced in proven formats
- Accepts materials as gifts, in accordance with the following guidelines:
  - Accepts gifts with the understanding that the library is free to use the gifts in any way deemed best for the library
  - Evaluates the gift in terms of its pertinence to the curricular and research needs of the institution
  - Reviews gifts according to the same standards applied to new materials being selected for purchase
  - Considers the physical condition of the materials
  - Weighs the contribution to the collection against the cost of processing the materials, space limitations, and staffing
  - Acknowledges the gift and retains a record of the gift but does not advise on the monetary value of the gift. The determination of market value of the gift is the responsibility of the donor.
  - In the case of a large donation, asks the prospective donor to provide a list of materials in advance
- Deselects materials which are worn, outdated, of little historical significance, or no longer in demand
- Acquires for the Curriculum Collection materials that support the elementary, secondary, and graduate teacher education programs at the University. These include fiction, nonfiction, and realia. Materials are classified and arranged according to several systems including the Dewey Decimal System.
- Acquires for the Archives primary source material related to the University, its faculty, alumni, and the Sisters of Mercy. Materials in the Archives include institutional records, photographs, media, staff publications, and campus memorabilia. Materials are acquired from the University's administrative units.
- Encourages departments to submit student theses to the library. The theses are bound, catalogued, and maintained as part of the library collection.

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