Northwestern Oklahoma State University Library Services
Collection Development Policy

Collection development is the joint responsibility of the librarians and the full-time faculty, coordinated by the Library Services Director. With input from faculty members, the librarians strive to develop a well-balanced, quality collection. All faculty requests are submitted to the Director or one of the librarians.

Library resources are chosen for their usefulness to faculty and students and for their relevance to the curriculum. The University’s library services budget is the primary funding source for purchases of library resources. The budget is augmented by endowed funds available via the Northwestern Foundation. The fiscal year is July 1-June 30 for both entities.

At the start of the fiscal year, the library services budget is established by the administration and released to the Library Services Director. Funding for the following resource areas are then determined: electronic and online resources, print resources, nonbook materials, and faculty requests.

The librarians are responsible for selecting resources in the following areas: general and specialized reference works; print or digital works for the general collection; resources to support NW’s curricular programs; and other items needed to support the activities and functions of the NWOSU Library Services.

Each full-time faculty member, is encouraged to submit suggestion for new library material. We will support requests for non-textbook monographs in support of your courses, however in order to maximize funds, duplicates will not be purchased as a general rule. Print Journals will be considered, as a special request. Items that are generally not considered for purchase are traditional textbooks (so designated by their publishers), as these go out of date quickly and are often very costly.

All physical library materials acquired must be housed in the Alva campus library to provide maximum access by NWOSU students, faculty and staff.
Acquisition Policy

Copyright
NWOSU Library Services agrees and complies with the applicable copyright laws of the United States. Unpublished or copied materials, regardless of form, will be added to the collection only when copyright compliance can be verified. Effort will be made to only purchase video materials for classroom use that are licensed for educational use.

Multiple Copies
A goal of acquisitions is multiple viewpoints rather than multiple copies of a single view; therefore, purchasing more than one copy of an item will be done only when need is demonstrated. Placing a high-demand work on reserve is often a viable alternative to buying duplicates.

Online or Digital Resources
Online or digital resources are the preferred format for library resources because of their ease of use and availability to off-campus students.

Print Monographs
Print books will be acquired with order of precedence given to faculty requests, books on topics that are better presented in a print format, and books that are not available in digital form. Consumable materials such as workbooks are not purchased. Lost or stolen books will be considered for replacement. Outdated or superceded editions will not be reordered unless there is specific need.

Nonbook materials
Nonbook materials are acquired as requested by faculty and as part of the recreational collection for home use. All copyright restrictions are respected.

Journals/Periodicals
Journal and periodical renewals and new subscriptions are processed annually with input from faculty to the Library Services Director or Access Services Librarian. Due to price increases, print periodicals must undergo an annual assessment review utilizing use statistics, electronic availability, and demonstrated need.

Microforms
Microform materials will only be acquired if the work is not available in print or digital form; additionally, historical newspapers will be acquired in microfilm.

Textbooks
Monographs written primarily as instructional material are usually not considered desirable additions to the collection and should not be ordered. Exceptions will be made if the item will significantly enhance the collection. Current textbooks required for NWOSU classes will not be added to the collection.
Public school textbooks needed by students admitted into Northwestern’s teacher education program are acquired and housed in a separate area on the Alva campus library.
Archival Materials

Materials produced by or about Northwestern Oklahoma State University that are deemed to have historical value will be collected and preserved either in print or digitally. Decisions about specific items or areas of emphasis will be made by the Library Services Director and/or the Librarians.

Gifts

NWOSU Library Services welcomes gifts of books and other information resources that strengthen the collection and support the university’s curriculum. Such donations have significantly enriched the libraries’ holdings.

The Library Services Director and/or librarians accept the responsibility of reviewing donations and/or offers to donate. Decisions will be based on Library Services’ Collection Development Policy. Library Services reserves the right to refuse a donation; however, in these instances, the Director should provide an explanation.

Library Services reserves the right to make all decisions as to the retention, location, cataloging and other considerations relating to the donation. Materials not needed in the collection may be exchanged with other libraries, discarded, or returned to the donor at his/her request.

The following limitations are placed on the acceptance of gifts:

- all gifts accepted become the sole property of NWOSU Library Services
- the appraisal of a gift is the responsibility of the donor
- gifts offered with conditions attached (i.e. special locations or retentions) may be accepted only with the approval of the Library Services Director.

Deselection Policy

Every effort will be made to maintain both print and electronic resources that meet student and faculty needs to be successful. To that end, periodic evaluation will be made of all collections to identify items that are outdated and need to be removed from the collection. Care will be taken to retain items of historical or classic value. Faculty may be consulted about some areas, but the final decisions rest with the Library Services Director and Librarians.

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