

## For Public

### MARDIGIAN LIBRARY COLLECTION DEVELOPMENT POLICY

This policy provides guidelines for the systematic development of the library's collection of material in all formats. It outlines criteria to be considered by librarians and faculty members when selecting and withdrawing materials, and provides an overall framework for collection development. It also informs the university community of the library's collection goals and policies.

#### Collection Goals

- Responding to the curricular and research needs of students, and providing material that helps students broaden viewpoints
- Responding to faculty needs for instructional support and encouraging faculty input to the selection process through a system of discipline liaisons
- Maintaining a collection that provides current material, in a variety of formats, in the subject areas covered by the curriculum
- Providing access to material that we do not own through cooperative buying and interlibrary loan
- Spending funds in a timely fashion as well as showing awareness of financial constraints and fiscal responsibility
- Showing accountability by adherence to the collection policy

#### Library Faculty and Selection Areas

Faculty members may submit requests for library materials through their departmental Faculty Library Liaison. Generally, most ordering takes place from September to March. Each [liaison works with a librarian](#) assigned to the liaison's discipline. Each librarian is responsible for the overall development and management of the collection in their assigned areas.

#### Collection Policy Guidelines

In adding to the collection, selectors will:

- Assess appropriateness of each new title for supporting the curriculum at UM-Dearborn
- Choose English language material, unless it is appropriate to select foreign language material (e.g., to support the foreign language curriculum)
- Choose current publications, no out-of-print or rare material
- Choose U.S. imprints almost exclusively
- Choose paperbacks rather than hardcovers when available
- Choose e-resources considering these issues:
  - Availability
  - Usage
  - Cost for purchasing simultaneous or multiple user licensing options
  - Program preference and requirements

In addition, selectors should consider the following when choosing a new title:

- A gap in a particular subject area
- Permanence or timeliness of the book
- Positive review evaluations in one or more of the accepted reviewing media
- Student interest, if the subject matter is of a general or contemporary nature
- High standards of quality in content, format, or literary merit
- Author's reputation in the subject field
- Reputation of the publisher
- Cost

### **Textbooks**

The library does not purchase textbooks for courses offered at UM-Dearborn. Our library collection is intended to provide materials for instructional support and supplement classroom learning.

### **Material Donations**

The Mardigian Library does not accept material donations. Please consider donating to an organization that accepts books such as the [AAUW-Dearborn Branch](#), [Better World Books](#), or your [local public library](#).