

## **GUIDELINES FOR THE SELECTION OF LIBRARY RESOURCES BY FACULTY**

In general, requests for resources should directly support the curriculum of the College. The Faculty is encouraged to select resources in their subject areas. Selections should be made from review sources of personal knowledge. Publisher's brochures, advertisements and promotional resources generally do not contain reviews.

### Books (print & electronic)

Indicate what program(s) and course(s) the resource will benefit and how it will be used (i.e., required reading, suggested supplementary reading, required for research topics, other).

The Library does not purchase textbooks unless there is a specific purpose for the resource in that format or unless there are no non-textbook resources available for a specific subject (i.e., mathematics).

Hardcover editions of printed books are preferred over paperback. Books that are out of print may be difficult to acquire; alternative resources should be considered, if possible.

### Serials

The Serials Collection is defined as resources purchased on a subscription basis including, but not limited to magazines, journals, newspapers, continuations, and indexes, in all formats. The purchase of Serials represents an ongoing financial commitment.

If a requested print serial title is available through one of the library's licensed journal databases, indicate what program(s) and course(s) the resource will benefit and why the print version is preferred over the electronic version.

### Audio Visual

The Library will consider acquiring videos in DVD or streaming video format that support class curriculum.