

## **Collection Development Guidelines for Books and Films**

LMC Mission: The Bellevue College Library Media Center (LMC) plays a central role in accomplishing the college's mission and goals of being student-centered and committed to teaching excellence.

LMC Collection Development Goal: The primary purpose of the Library collection is support of the college curriculum. Minor allocations are made to support the extra-curricular reading interests of staff, faculty and students.

### **Selection Process**

Individual instructors request books and audio-visual materials related to their disciplines. These requests may be made directly to the Acquisitions Librarian or through the librarians acting as Division liaisons.

Frequently librarians at the reference desk become aware of student needs through course reading lists that are presented at the reference desk, and fill out order cards that are then passed to the Acquisitions Librarian.

Individual students also request materials, either via the Library Home Page or at the Reference Desk. These requests are addressed with the understanding that the requestor may not be attending BC in future quarters, so some judgment is exercised re wider interest in the subject matter.

Publishers' flyers and catalogs are used for updating reference titles that are already owned, since these new editions are often not reviewed.

### **Textbooks**

In general, textbooks are not purchased by the library. Faculty donations of current textbooks are welcomed, but these textbooks are placed on reserve for the quarters they are required. The reasons for this policy include the frequent turnover of titles and the lack of fairness if a student checks out a textbook for the quarter while other equally-deserving students purchase their own copies.

Instructors are regularly encouraged to request library purchase of books on their "recommended reading" lists. The reasons for this practice are that the "recommended reading" lists are often classics that the library ought to own, and the cost of the required textbooks often place the recommendations outside the students' budgets, so that only the more financially able students read them.

### **Standing Orders**

Standing Orders, or continuations, are books that are published on an annual basis and are received in order not to miss the new editions.

Standing Orders are reviewed each year, to ensure that we aren't simply purchasing out of habit rather than actual need.

**Gifts**

The Library Media Center welcomes gift materials, but uses the Collection Development selection policy as a guide in accepting items to be included in the collection. If gifts are not added to the collection, they may be sold at a book sale; donated to other, more appropriate institutions; or simply discarded. All gifts that are added to the collection are library property and are an integral part of the collection.

**Media**

Films that are purchased for the collection must be previewed first, unless published reviews are readily available.

Preview guidelines are provided to the requesting faculty to follow. These considerations include price, date, length, projected frequency of use and longevity.