

## **Periodical Selection and Renewal Guidelines**

(approved June 11, 2009)

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.

### **General Collection Development Criteria:**

- Relevance to Bellevue College curriculum/programs
- Quality of contents/publisher's reputation
- General reference and research needs
- Contribution to breadth or depth of the collection
- Faculty recommendation via faculty liaison/Library Advisory Committee

### **Selection Process**

- Individual instructors request periodicals related to their disciplines. These requests may be made directly to the periodicals technician or through the librarians acting as Division liaisons.
- Students occasionally make periodical requests at the Reference Desk. These requests are addressed with the understanding that the requestor may not be attending Bellevue College in future quarters, so some judgment is exercised re wider interest in the subject matter.
- All requested titles are discussed and evaluated by librarians and the periodicals technician before submitting the final list to the Library Director, who makes the final decision.
- Approved periodical requests are transmitted to the periodicals technician who proceeds with the subscription process.

### **Periodical Selection -- Specific Considerations**

- Will faculty use the periodical in class or for assignments? Identify other potential users: instructors, courses, programs.
- Will this periodical serve the diverse needs of students and faculty?
- Is it indexed in any of the LMC databases? If it is not indexed, consider sending a copy of each issue's table of contents to potential users.
- Is it available full-text in our databases? How far back? Is there an embargo? If we have it in full-text, we might decide to cancel or not order print version.
- Cost: print-only, online-only, print + online combo.
- Is it available through EBSCO, our main subscription vendor? Consider vendor responsiveness and accountability.
- Whenever possible, LMC will purchase online version of periodicals to accommodate distance ed and online classes.
- Scope and coverage (extent of coverage; breadth & depth of coverage; timeliness of information).

