

Policies for the Selection of Specific Materials

1. Textbooks:

As a general rule, textbooks are not purchased for the collection. As they are instructional materials for use in the classroom, they do not fall within the collection scope of the library. Exceptions may be made if the material is not available elsewhere or if the available material is too specific for a course taught at Northwestern.

2. Reference Collection:

The primary function of the reference collection is to support the college curriculum. Works that directly or indirectly provide information that meet the needs of our community will be considered for inclusion. The reference collection will also contain general standard reference tools (indexes, encyclopedias, etc.) that encompass a wide range of knowledge, as well as titles that are necessary due to a practical nature (law, business, etc.). Resources that are locally regarded as reference tools because of use patterns will also be included in the collection.

3. Periodicals

Periodicals are purchased for their currency of information, as a supplement to the book collection, and to provide another medium for students to incorporate into their research. The collection consists of scholarly journals, as well as popular, industry, and trade magazines. Each periodical has a retention schedule based on content, the availability of the information elsewhere (the electronic formats), continued relevance, and space considerations.

4. Newspapers

Newspapers are purchased on a current basis to meet the teaching and general information needs of the community. Selected titles will include both local and regional coverage, as well as major newspapers that are national and international in scope. The newspapers in the collection will represent diverse political, cultural, and social viewpoints.

5. Series

Series are generally monographic in nature and are published in successive parts on a regular basis. The titles may be purchased for either the circulating or reference collection, depending on the content of the material. Individual titles within a series may be purchased separately without establishing an order for the entire set.

6. Non-Print Materials:

Non-print materials are purchased as a normal part of the collection in order to provide the college community with a variety of media. Selection is based on the same principles as print sources. Non-print

materials may include, but are not limited to, the following:

- CD-ROMs
- On-line and electronic resources
- Videos/DVD's
- CDs

7. Government Documents

Northwestern is a Connecticut government documents depository and receives approximately 60% of the documents published by the State. Most Federal government publications are not purchased by the Library. However, certain publications may be purchased if the particular title is beneficial to the collection scope. All purchased government documents are evaluated and selected according to the general policies for selection.

8. Foreign Language Materials

In general, foreign language materials are purchased only in support of the foreign language curriculum or ESL program.

9. College Archives

The Library will purchase sources specifically for the college archives, if those sources are written by and/or signed by authors who have a connection to the College. The archives consist of newspaper clippings, photographs, slides, yearbooks, and other printed ephemera. All resources contained in the archives document the history of the College. Materials in the archives will be held indefinitely.

10. Multiple Copies

Multiple copies of items will be purchased only if there is a great and continued demand for the material.

Gift Policy

Gifts of library materials are encouraged and accepted with the understanding that there are no conditions attached to their disposition. Only those materials in good physical condition and which conform to the collection development goals and criteria will be added to the collection. All others will be sold or discarded. All gifts will be acknowledged, but will not be appraised for tax purposes, as that is the responsibility of the donor.

