

STOCKTON UNIVERSITY



PROCEDURE

Library Collection Development

Procedure Administrator: Associate Provost

Authority: N.J.S.A. 18A:64-8

Effective Date: March 21, 1978; February 9, 2011; October 4, 2011;

I. PROCEDURE:

- A. The Library is responsible to acquire material needed by faculty, students and staff. Funds for this purpose are allocated and expended by the Library within University and state fiscal guidelines.
- B. The Library reserves the right to make the final decision concerning all Library acquisitions, including all purchases, gifts, materials for the University archives, subscriptions and memberships. Media streamed via streaming platforms may require consultation from the Associate Director for Technical Services.
- C. In order to have a balanced collection, the Library welcomes all users to participate in the collection development process.
- D. Duplicate or multiple copies of Library materials will not be purchased unless warranted by user demand.
- E. Books and periodicals purchased by other divisions and sent to the Library will be recorded and inventoried by the Library, and will be controlled by the Library upon receipt.
- F. Gifts
 - 1. The University welcomes and encourages gifts to the Library. The Associate Provost and the Associate Director for Technical Services are authorized to consider all proposed gifts to the Library to determine whether the material is appropriate for the collection. The Library may solicit the opinions of librarians, as well as University staff and faculty.
 - 2. Upon receipt of gift material, the disposition and use of that material becomes the sole responsibility of the library.
 - 3. The library does not place a monetary value on gifts it receives. All gifts, however, are duly acknowledged by the library. It is the giver's responsibility to assign any value to a gift prior to donating it to the library.
- G. University Archives

