**Collection Development Policy**

The Collection Development of the J. D. Boyd Library is intended to furnish written guidelines relating the Library’s collection effort to the research and curriculum needs of the University. The purpose of the Collection Development Policy is to serve as a guide for those responsible for and interested in developing the Library’s collection. It identifies specific interests and needs of each department as well as setting specific levels at which the Library will support these interests and needs. This revised Collection Development Policy is intended to provide statements reflecting the current information needs of the Alcorn State University’s library. It is intended to guide the acquisitions librarian and other selectors in choosing material for the collection; to assist the library director in planning and reviewing development of the collection; and to inform the university faculty, staff, library users, and other interested persons of the nature of the collection and the direction of its development.

All should have an understanding of the objects of the library and the university; how broadly subject fields are to be covered; and general policies regarding acquisitions. The development of a university collection is the responsibility of faculty members, research workers, and the library staff. Authority for the selection of materials belongs to the Acquisitions Librarian. However, the library faculty has primary responsibility to collect all types of library materials—books, pamphlets, periodicals, government documents, manuscripts, maps, atlases, microform, computer files (CD-ROM, and other machine readable data files), and audio-visual—to support effectively the instructional, research and public service programs of the university. In addition, the library faculty shall also be responsible to collect publications in various forms to provide for the general reading of students, faculty, to maintain a strong and up-to-date reference collection. Each academic department has a library representative appointed

by the department head or dean. The academic faculty is an important source of recommend-dations for the purchase of library materials. The library also strongly encourages active participation by the faculty in this process.

Within the library, individual library faculty members function as subject specialists in the various subject areas. The Acquisitions Librarian oversees and coordinates the efforts of these subject specialists. The system enables the subject specialists to work closely with departmental library representatives; with individual faculty members who identify the strengths and weaknesses of the Collection in their areas of expertise; and it acts as a further liaison between the library and the academic department. The library subject specialists enhance and supplement the collection development system; oversees areas where there is presently no teaching or research activity; and develop at all levels a balance and useful collection serving the needs of the University.

Professional materials must be collected for the use of faculty members. Standard works representing the “Heritage of Civilization” must be collected along with a wide variety of books combining timeliness with enduring value and must be chosen to arouse the intellectual curiosity of students and satisfy their recreational reading needs.

An intensive effort should be made by the library faculty to provide an excellent collection of fiction books and general periodicals. Because of the isolation of Alcorn from good public libraries and bookstores, and because of the low income of the student body, a large collection of general reading material must be maintained. Within the limitations of the books and periodicals budget, intensive efforts will be made to provide students with a wide variety of general light reading matter in both hardback and paperback editions.

The teaching faculty must be sure that the “classics in their fields” are included in the

library and that their students are acquainted with these “classics.” The teaching and library faculty have a vital role for the initial request of publications needed to serve both students and faculty. An allocation of library funds is set aside for the purchase of library materials recommended by the faculty of each such department. These recommendations are given to the department’s library representative who then forwards them to the Library to be considered for purchase.

The acquisitions librarian plays an important role in the field of collecting and collection building. It is his’ her responsibility to coordinate the selection and order process. He/she is expected to work with departmental faculty members through an established departmental library committee or a liaison member. Faculty members are expected to work closely with the Acquisitions Librarian and the Dean in building the collection to support adequately the objectives of the university. The collection must then be strong with reference, curriculum, and general reading materials.

**Collection Development Policy Revision**

The Collection Development Policy must be revised when it is necessary to keep pace with the growth and changes in the university programs. It becomes the duty of the Director of the library to initiate revision. It is also his/her responsibility to refuse making purchases that does not line up with library development policies and to establish priorities.