

Criteria for Selection of Materials

When making selections, the following criteria are used:

- Program accreditation requirements
- Consistency with the mission and goals of the college
- Currency of material
- Long term value of material
- Accuracy of content and presentation
- Current holdings in the same or similar subject
- Quality of item: paper, typography, and design; physical size; binding; durability
- Authority of the author, issuing body, and/or publisher
- Presentation in respect to style, clarity, and reading level of the material
- Aesthetic considerations: literary or artistic
- Special features: index; bibliography; footnotes; appropriate illustrations
- Interlibrary loan requests placed for material on the same or similar subject
- Expense of material relative to the budget and other available material
- Availability in alternate formats such as web-based

Selection Policy Format

Printed books are collected in hardbound editions unless cost is prohibitive. Books and materials that should be frequently updated (nursing/medical texts, computer manuals, test preparation materials) are purchased in paper formats when available.

Popular fiction, literary prizewinners are considered and purchased as funding permits. Established literary works, best sellers and new works receiving critical acclaim in the literary field are purchased as funds permit.

Textbooks are not purchased unless requested by faculty. Exceptions are classics in the field.

Reference materials are selected to support the research needs of Beaufort County Community College students, faculty, and staff. The reference collection includes encyclopedias, dictionaries, atlases, directories, indexes, bibliographies, statistical compilations, handbooks and Internet resources. Reference materials in this collection primarily support the academic programs offered at Beaufort County Community College. Reference materials in this collection do not circulate. These materials are reviewed on an annual basis for accuracy. Reference materials are collected in print, electronic, and online formats.

Serials/periodicals/journals/newspapers are issued in print and

electronic formats. Need and costs determine formats. Serials are continuously assessed in respect to cost, maintenance, and storage space.

The serial collection supports the recreational and academic needs of the Beaufort County Community College curriculum and the community the College serves. Factors to be considered in the acquisition of serials are:

- Academic support and enrichment
- Accessibility within CCLINC
- Availability through electronic means or other access
- Expense, rate of price increases,
- Reputation
- Expected use or value to collection
- Quality of indexing and abstracting
- Perceived need based upon interlibrary loan or document delivery requests

Audio-visual materials, videotapes, audiotapes, compact disks and DVDs, are purchased at the request of the faculty, staff, and students. Limited copies of telecourse videotapes are available for short-term loan to students at all locations. Recognition is given to current and changing formats in this medium.

Electronic materials (ebooks, digital audio books) are selected when that format is most effective in support of teaching and research. Online resources such as indexing and full-text databases covering journals, magazines, newspapers or reference materials are purchased when they are relevant and cost-effective. Beaufort County Community College attempts to balance print and electronic resources.

All library materials will be selected primarily in the English language, with the exception of foreign language materials supporting introductory language courses or other curriculum demands.