

## Acquisitions and Collection Development Policy & Procedures

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### 1.0 Purpose

- 1.1 The Library Acquisitions policy outlines the framework and procedures in selecting and acquiring print and digital material and all educational and research resources which support the university's mission.
- 1.2 This policy aims to ensure that library policies are consistent, well-formulated, and aligned with the library's and the university's mission, values, and legal obligations.

### 2.0 Scope

- 2.1 This policy applies to the selection and acquiring of all library resources including books, journals, reference books, theses, dissertations, conference proceedings in print and digital formats, multimedia resources and other relevant materials.

### 3.0 Policy

- 3.1 The Dean of the Library, in cooperation with the Head of Technical Services, establishes and executes the library acquisitions policy.
- 3.2 Selections for the library's digital and print collections are made in support of the university's colleges, departments, programs, curriculum, and mission.
- 3.3 The criteria used for selection includes relevance to the university research interests, academic majors, curriculum or courses, scholarly significance, authority of the author or publishers, currency, demand, faculty or staff recommendation, value as classic or outstanding work in its field, artistic value, and anticipated use.
- 3.4 Books and other material about Iraq in any discipline or by Iraqi authors are generally acquired by the library.
- 3.5 Selections are also made from library user purchase requests if a substantial portion of the selection criteria applies to the suggestion.
- 3.6 Books requested by faculty for departmental use may require college dean approval.
- 3.7 Budget considerations may determine whether a suggested title is purchased by the library.
- 3.8 Faculty, students, and staff may provide feedback on the library collections to help inform future acquisitions and to develop the library collection.



- 3.9 Selection of material will reflect diverse viewpoints, encourage intellectual curiosity, promote critical thinking, invite self-discovery, and continue to stimulate an interest in reading.
- 3.10 The library will periodically evaluate its collections to ascertain currency, relevance, condition, and to address shelf-space issues.
- 3.11 The library acquires material primarily in English. Material in Arabic and in other languages may be acquired if it meets selection criteria.
- 3.12 Textbooks are purchased for course reserves and not for use in classrooms.
- 3.13 Textbooks may also be purchased for the research needs of faculty or students.
- 3.14 Textbooks written by faculty may be acquired for the library collection.
- 3.15 Gifts and donations are evaluated using the selection criteria applied to purchased material, with the physical condition of the book also given consideration for inclusion.
- 3.16 When replacing a lost copy, the library will attempt to purchase the latest edition available through vendors.
- 3.17 If a lost book is out-of-print or no longer available for purchase, the library will attempt to purchase a book with similar subject matter in the same discipline.

#### **4.0 Procedures**

- 4.1 Purchase requests are processed throughout the semester and submitted once a semester to Procurement.
- 4.2 Purchase requests are reviewed and approved by applying the selection criteria.
- 4.3 Most purchases are made through a contracted vendor which provides many resources in academic and scholarly subjects.
- 4.4 Usage statistics of print and digital resources are used to determine which subject areas require further development.

#### **Related Policies and Documents**

Record Retention Policy & Procedures