Selection of materials is an ongoing process affected by the changing curriculum as well as the availability of new materials. As with all library purchases, the primary criteria for selection is the extent to which the material is relevant to the curriculum, improves the overall library collection, and enhances access to information. This policy for selection applies equally to all types of materials being considered for the library’s collection.

While most books and media materials are acquired per request of faculty, the librarians also participate in selection of reference materials and in areas not covered by the academic departments. Library liaisons will assist with ensuring that the collection is comprehensive and balanced with the curriculum. The following criteria guide the librarians in their selection activity:

1. Possess elements of quality:
   a. Relevancy of permanent value in reference and research
   b. Accuracy
   c. Authoritativeness
   d. Format and artistic quality

2. Fulfill needs of the University based on:
   a. Curriculum and faculty requirements
   b. Administration and staff requirements
   c. Student and faculty interests
   d. Budget restrictions
   e. Maintenance of a balanced collection.

3. Satisfy the Library’s mission statement