



## Smith Library, High Point University

### Smith Library Collection Policy

Materials collected by Smith Library include but are not limited to the following types and guidelines.

#### Monographs (Books)

The Library collects books based upon the following guidelines:

- q Materials are selected / requested by the faculty to support their curriculum.
- q The library collects continuations of certain monographic series as standing orders to simplify the order process.
- q Reference materials are selected by appropriate Librarians to support the research needs of the faculty and students.
- q K-12 textbooks adopted by the State of North Carolina are requested or donated by the School of Education.
- q Historical items are collected on microfiche or microfilm, as being the best (or perhaps only) means of obtaining the items. Appropriate equipment for viewing the material is maintained by the library.
- q Leisure reading materials are selected based upon popular reading lists, such as the New York Times List of Bestsellers, and selected by appropriate library staff.
- q Books on tape are considered Leisure material by the library. Donations are accepted in cassette and CD formats.
- q The Reference department can and does recommend books for purchase based upon heavy Inter-Library Loan statistics. The Library cannot honor book purchase requests made by students.
- q The Library does NOT actively collect textbooks for specific classes taught at High Point University.

#### Electronic Books

E-books or electronic books are subscribed to from NetLibrary or other appropriate sources as a means of supporting the print collection and providing remote access to books. Our E-book collection includes some titles in the public domain, titles in the reference collection and titles from book vendors such as Netlibrary.

## **Media Collection (Audio-visual items)**

The Library collects media items based upon the following guidelines:

- q Educational videos are collected in VHS and DVD formats, and circulate 7 days to faculty; in house circulation only to every one else. Support materials (guides, workbooks, etc.) are classed and shelved with the video.
- q Feature films are collected in VHS and DVD formats, and circulate 2 days to faculty, staff, and students; in house circulation to every one else.
- q Sound recordings are collected in CD and LP formats. CDs are the preferred format for purchase, but the library recognizes that many older LPs are simply not available in CD format, and that they uniquely offer combinations of conductors, orchestras, and specific works. Therefore, LP donations are accepted and cataloged as deemed appropriate. We do not collect music audio cassettes for the media collection.
- q Modern Foreign Language support is provided by coursework on audio cassettes and VHS recordings, and by appropriate titles in the video collection.
- q AV Equipment is collected as deemed appropriate to the support of the curriculum. Circulation of AV Equipment is based upon the item portability, cost, and perceived need.
- q The Library currently collects selected and appropriate software on CD.

## **Organization of Library Materials**

Materials in Smith Library are organized under three different classification schemes.

- q The Dewey Decimal Classification System
- q Alphabetically by author and/or title.
- q In the case of Educational Textbooks, by adoption list, subject, publisher, year, and grade, or by adoption list, subject, grade, publisher, and year.

## **General Library Collections**

Processed books can be placed in the “general collection”, or a number of discrete collections. Most discrete collections are grouped according to subject, perceived audience, or anticipated use, and are simply a fashion of grouping like materials to encourage ease of storage or access. Some examples are:

- q Education Textbook/IMC/Juvenile collection.
- q Furniture Market Collection
- q Furniture Library Collection (historical)
- q Early American Imprints (Evans Collection)
- q North Carolina collection
- q Leisure Collection
- q Folio Collection
- q Reference Collection
- q Reserve Collection

## **Special Collections**

The Library has three notable special collection areas:

- q “Archives” contains items closely related to the history of the University and many items located in Archives also appear in the University Catalog while other pieces of realia or other paper collections may not.
- q Closed stacks is a protection location for items that are rare or old. We also shelve contemporary items there that run a perceived risk of intentional damage if not protected. Closed stacks though public is less accessible than other areas of the collection.
- q The Powell Room houses autographed copies.

The public catalog should always accurately indicate inclusion of an item in a special location.

All materials should be cataloged in a timely fashion, as much as possible in the order in which they arrived. The time required to process an item is generally dependent on software workflow limitations, and the amount of materials waiting processing. However, we recognize the occasional need to make an item available as quickly as possible, and therefore can process rush items in an expedited fashion. At a minimum this should require 2 working days. No items should circulate before they have been added to the catalog.