MEDIA COLLECTION: SELECTION POLICY

7.4.2 Collegiate Media Collection Development Policy

I. Mission

Livingston Lord Library will offer a college level media collection to support the academic and cultural experience of our library patrons.

II. Scope of Media Collection

a. Language – English language material is emphasized, but languages taught at MSUM may be selected.

b. Time-period – The library attempts to collect media that represents each decade since film studies began in the early 20th century, as well as newer non-fiction documentaries and how-to videos.

c. Geography – No limits placed

d. Disability – Selectors should prefer titles that include closed captioning when possible.

e. Format

   i. Media collection will emphasize visual materials but may include audio titles. Media formats for which the library lacks playback equipment are inappropriate for this collection.

   ii. DVD or streaming options may be purchased/leased preferring the most prevalent technology of the day. When possible, books with media will be shelved in the book stacks. Pamphlets will stay within media area.

f. Location – Media area will be separated from the existing juvenile collection.

III. Administration of Media

a. Maintenance

   An annual inventory will be performed by student workers under the direction of the librarian in charge of media.

   Simple repairs will be referred to IT staff. We will replace worn material when the subject matter is still relevant as funds are available.
b. **Equipment** – Media committee will recommend purchases and replacements upon consultation with IT.

IV. **Media Collection Development**

The Media librarian coordinates selections and promotion of material. S/he will field community recommendations and review lost, missing and long-term overdue lists for replacement.

V. **Selection Criteria**

*Note on feature films* – As the universe of feature films is larger than we can represent with constraints of budget, feature films that are selected will support either film studies or be relevant to at least one other discipline.

a. **Current release** – Items will be available for purchase from distributor. Normally, we will not pursue the used film market.

b. **Accuracy/Authoritativeness** – Where possible, selectors will seek reviews for materials under consideration.

c. **Timeliness**

d. **Technical quality**

e. **Aesthetic appeal**

f. **Intended audience** – collegiate audience

g. **Reputation of producer**

VI. **Weeding**

As equipment becomes outdated, repairs to material become inefficient or material becomes damaged, items will be weeded. Items may also be weeded when content becomes outdated. The committee will initiate the weeding schedule though it may involve all the librarians.

VII. **Resource Sharing** – All items will be available for inter-library loan unless needed for course reserves.