Collection development is a shared responsibility of librarians and the teaching faculty, coordinated by the Library Director. However, the librarians are responsible for the overall balance and quality of the collection. Therefore, all requests for purchases must be submitted through a liaison librarian. Materials are selected by librarians based on known needs, faculty requests, the curriculum, and other needs.

Purchases in all formats will be covered by the main materials budget, with the exception of items covered by specific memorial/fee funds. Once the fiscal year's materials allotment is established, the cost of ongoing commitments (non-departmental standing orders, continuations, reference, replacements, etc.) is then determined and overall budget projections are made. Funds remaining after these ongoing library obligations are met are allocated to the colleges/schools and their departments so that faculty may provide input in their specific subject areas to the library acquisitions process.

Librarians spend the in-house portion of the materials budget on the following:

- General and specialized reference materials;
- Notable general collection and interdisciplinary works;
- Materials to support the function of the library; and
- Non-academic materials of general interest (works that do not support the curriculum).

The teaching faculty, working with a liaison librarian, may submit print and non-print orders in accordance with the acquisition policies below. These orders will be charged against an academic department fund. All materials paid for with library funds must be housed in the library collections so that full access is provided to the entire ECU community.

**Acquisition Policies**

*CD-ROMs and Online Databases:* Preference for purchase is online databases through the Internet with IP authentication. However, CD-ROMs may be purchased under special circumstances and with the approval of the Library Director.

*Copyright:* The library respects and adheres to applicable copyright laws of the United States of America. Unpublished or copied materials in any form will be added to the collections only when copyright compliance can be verified.

*Gifts:* See the Gift and Donations policy.
Government Documents: The library is a selective federal depository, and an Oklahoma state depository, currently acquiring 41% of federal depository materials, and 100% of print Oklahoma state depository materials. Acquisition of government document materials is the responsibility of all liaison librarians and overseen by the Technical Services Librarian.

Microforms: For most items, online or paper is the preferred format unless the work is only available as a microform. Microforms may be purchased under special circumstances and with the approval of the Library Director.

Multiple Copies: Ordering more than one copy of an item should be done only when need is certain. As an alternative, faculty are encouraged to place items on reserve. An exception would be to purchase multiple copies for separate collections, such as Special Collections and the general collection.

Out-of-Print Books: The library utilizes Alibris, Abebooks.com, and various other out-of-print (OP) vendors to require OP books. Due to the high cost of some OP materials, justification of the purchase is required.

Ephemera: Due to the costs of processing, storage, and preservation, ephemeral items, such as pamphlets and workbooks, should not be purchased unless they meet a specific need.

Periodicals: Periodicals are ordered once a year (around September) with input from faculty through the appropriate liaison librarian. All orders and cancellations are done through the Collection Services Department. Due to rising costs, periodicals must undergo an annual assessment review, which takes into consideration use statistics, electronic availability, costs, and need.

Replacements: Any lost or stolen materials will be considered for replacement and purchased from the replacement fund. Outdated or superseded editions will not be reordered unless there is a specific need. See the Lost, Missing, Billed & Claims Returned policy.

Textbooks: Textbooks required for East Central University courses will not be added to the collection except as personal copies in the Reserves Collection. Optional materials for courses can be purchased if there is a specific need.

Audiovisual: Audiovisual materials are charged against the same budget as books and periodicals. Priority is given to items requested for educational rather than public use. However, when funds are available, popular items will be purchased. All copyright restrictions must be respected.
Link Selection

Links to web sites not affiliated with East Central University have been placed throughout the Linscheid Library web site. All sites chosen by ECU librarians to be linked from the library site are deemed to support the missions of East Central University, and the Linscheid Library, and are evaluated for authority, objectivity, accuracy, currency, and usability.

Because these web sites are not under the control of the library, they may change or disappear without the library’s knowledge. Faculty, students, and community patrons are welcome to request the addition of links, and other materials, to the library’s collections. Materials will be added at the discretion of the appropriate liaison librarian.