

**REEVES LIBRARY
COLLECTION DEVELOPMENT
SUPPLEMENT FOR MEDIA**

SCOPE OF COLLECTION

The videocassette and DVD collection is intended primarily to support the teaching needs of the faculty. Over 95% of the collection is housed in Reeves Library Closed Stacks and is limited to faculty or staff use. The remaining 5% includes items of general interest to students in the Reeves Library Book Stacks, and items of special interest in the Children's, Educational Curriculum Materials, and the Groenfeldt Moravian Collection. Items are often placed on Reserve for student viewing in the library.

The audiocassette and CD collection contains music and spoken word. The Music Department Library houses the music. The rest of the audiocassettes and CDs are housed in Reeves in the Book Stacks. There are some items in the special collections.

SELECTION

Faculty members are responsible for selection of videos and DVDs for use in their classes. Items for the general or special collections are selected by the librarians. Gifts from faculty members for use in their classes will be accepted. Other gifts will be evaluated for usefulness by the librarians. If a title cannot be purchased, rental will be considered.

The Music Department faculty and staff select audiocassettes and CDs for their collection in support of their curriculum. Items for Reeves are selected by the faculty or the librarians following the general Collection Development Policy.

FORMATS

Videotape is being phased out and will eventually not be available at all. DVD is the preferred format to purchase whenever possible. Some material is still being produced only on videocassette and will be purchased.

Audiotapes and CDs will be added with preference given to CD format because the audiocassette format is also being phased out.

Video- and audiotape players will become obsolete.

GENERAL

- All languages will be collected as specified by the faculty.
- Public performance rights will not be purchased at the time the material is purchased. See Copyright Guidelines for Media for further information.
- Country of origin is important and US produced items are preferred. PAL and other alternative formats will be added as needed by the faculty. The playing of alternative formats requires special equipment.

- All genres will be collected including Hollywood titles, plays and other performances, documentaries, educational and instructional material.
- Closed captioning will be purchased whenever available.
- Items will be withdrawn when damaged. An attempt will be made to replace withdrawn items if necessary.

LVAIC

- LVAIC colleges' media collections are an important supplement to our collection.
- Interlibrary Loan of media is an accepted practice among all of the schools and is easily accomplished. (See the Faculty Library Handbook for information.)
- LVAIC catalogs should be consulted before purchasing a title for a one-time or limited number of uses to see if the title can be borrowed.
- LVAIC supports cooperative collection development. The other colleges' catalogs should be consulted before purchasing an expensive title (over \$200) to see if the item can be borrowed instead.