

NON-PRINT MATERIAL POLICY

In keeping with the mission of the University Libraries and its Collection Development Policies, the Libraries will collect all applicable forms of information, regardless of format, if it is important to the curricular and research goals of the University. In this respect, non-print material is simply considered information in a different format.

The evaluation, purchase, replacement, or de-acquisition of non-print material will essentially follow the same standard practices and guidelines as that for print material. There are, however, certain inherent differences which this policy seeks to clarify.

1. Any material purchased with Libraries' funds shall:
 - a. be the property of the University Libraries
 - b. be cataloged as part of the University Libraries' collections
 - c. be housed in the Libraries
 - d. run on hardware available in the Libraries
2. Requests for the purchase of non-print material will be handled in much the same manner as that for print material.
3. Evaluative criteria for these, generally, more expensive materials will be more stringent. General criteria to be considered are:
 - a. appropriate academic level
 - b. technical quality
 - c. currency and timeliness of information
 - d. cost effectiveness
 - e. appropriateness of the format
 - f. strict compliance with copyright law
 - g. primary use and audience
4. Materials primarily intended for classroom and/or laboratory instruction will not be purchased. Curriculum Development Grants are available for the purchase of such materials.
5. It is assumed that the requestor will preview non-print material to ensure evaluative criteria are met. It is also requested that your Library Liaison be involved in this preview.
6. No material will be added to the Libraries' Collections that has not been produced in compliance with copyright statutes.
7. The Libraries have the final responsibility on the purchase decision for all materials purchased with Libraries' funds.

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