

**Long Island University**

**C. W. Post Campus**

**Collection Policy Statement of the  
B. Davis Schwartz Memorial Library**

submitted to

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by the

**Ad Hoc Committee on the Collection Policy Statement**

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**Adopted May 2005  
Revised March 2006**

## Table of Contents

I. Introduction . . . . .	4
A. Purpose of the Policy Statement . . . . .	4
B. General Description of the Institution and Clientele Served . . . . .	4
C. Goals of the Collection Development Program . . . . .	5
D. Intellectual Freedom and Censorship . . . . .	6
E. Brief Overview of the Collection . . . . .	7
F. Organization of the Collection Development Program . . . . .	8
G. Budget Structure and Allocation Policy . . . . .	8
H. Policy Concerning Deaccessioning Library Materials . . . . .	9
I. Cooperative Collection Development Agreements . . . . .	9
II. General Collection Development Policies . . . . .	9
A. Types of Publications . . . . .	9
B. Languages and Translations . . . . .	10
C. Local Authors' Publications . . . . .	10
D. Multiple Copies . . . . .	10
E. Interlibrary Loan . . . . .	11
III. Electronic Resources Collection Development Policy . . . . .	11
A. Description . . . . .	11
B. Selection Process for Online Databases . . . . .	11
C. Selection Criteria . . . . .	12
D. Access . . . . .	12
E. Format . . . . .	13
F. Cost and Pricing Considerations . . . . .	13
G. Licensing . . . . .	13
H. Archival Issues . . . . .	14
I. Renewal and Retention . . . . .	14

IV. Individual Departments and Collections . . . . .	15
A. Main Circulating Collection . . . . .	15
B. Reference Services Department . . . . .	16
1. General Reference Collection . . . . .	16
2. Business Reference Collection . . . . .	17
3. Library and Information Science Collection . . . . .	18
C. Periodicals Department . . . . .	18
D. Instructional Media Center. . . . .	20
E. Art Slide Library . . . . .	21
F. Government Information Department . . . . .	21
G. Special Collections Department . . . . .	22

# **Collection Policy Statement of the Library**

## **I. Introduction**

### **A. Purpose of the Policy Statement**

This Collection Policy Statement provides a framework of procedures, definitions, and guiding principles governing the selection, acquisition, and deaccessioning of library materials in both traditional and electronic formats at the B. Davis Schwartz Memorial Library of the C.W. Post Campus of Long Island University. This statement has been written in an effort to communicate library policy to faculty, administrators, staff, and students within the Post community, and also to serve as a working document to assist in the decision-making process for developing and shaping the collection.

### **B. General Description of the Institution and Clientele Served**

Educating approximately 12,000 full- and part-time students on both undergraduate and graduate levels, C.W. Post offers degree programs in accountancy, business, computer science, education, health professions and nursing, liberal arts and sciences (including Psy.D. in psychology), library and information science, public service, and the visual and performing arts.

The Library serves the students, faculty, administration, and alumni of the C.W. Post campus and Long Island University. Members of the Post Library Association and the neighboring community also make use of the Library's collections.

### **C. Goals of the Collection Development Program**

The Library acquires materials and provides access to information resources in support of, and appropriate to, the level of the instructional programs of the Campus and the University. Strong consideration is given to titles and resources fulfilling the accreditation needs of schools, departments, and programs.

The Library also acquires materials and provides access to resources in support of the research needs of the faculty, when feasible.

Where possible, the Library also takes into consideration the collections of the other campuses of Long Island University, at Brooklyn, Southampton, Brentwood, Rockland, Westchester, and Manhattan.

The process of selection is ongoing, enabling the Library to develop both strength in special areas and balance in the general collection across all formats. While the emphasis is on current needs, long term needs are also taken into consideration. Therefore the pattern of acquisitions and access to resources changes to reflect changes in the curriculum. The Library also takes into consideration its space limitations.

This policy statement will be reviewed every three years to ensure that it continues to support the mission and reflect accurately the academic profile of the C.W. Post Campus, the content of the Library's collections, the organizational structure of the Library, the range of library materials actually being acquired, technological changes affecting library collections and services, and the goals of the Library.

## **D. Intellectual Freedom and Censorship**

The C.W. Post Library subscribes to the American Library Association's "Library Bill of Rights."

### **Library Bill of Rights**

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948.  
Amended February 2, 1961, and January 23, 1980,  
inclusion of "age" reaffirmed January 23, 1996,  
by the ALA Council.

## **E. Brief Overview of the Collection**

### **1. History of the Collection**

The Library at the C.W. Post Campus was founded in 1955, the year the first undergraduate liberal arts students began their studies here in Brookville. As the campus added academic programs, the Library broadened its collection goals. The campus offered its first professional courses, in business and education, in 1957, and began graduate work (in education) a year later.

The growth of the Library over the years is summarized in the following table.

Year	Number of volumes	Number of periodical titles
1957	10,000	75
1965	100,000	1,300
1975	380,000	3,800
1985	700,000	4,430
1995	1,000,000	5,000

At the present time C.W. Post's Library owns 1,132,000 print volumes, 834,000 microforms, and 9,600 audiovisual items, and has access to 10,900 periodicals, either in paper or electronic formats.

### **2. Broad Subject Areas Emphasized**

The collections deal with the liberal arts and sciences, and the professional fields of education, business, public administration, health sciences, psychology, and library and information science.

### **3. Collection Locations**

Since 1969 all of the Library's collections have been located in the B. Davis Schwartz Memorial Library. The Library's holdings are housed in several separate departments and service areas: the main circulating collection, the Reference Services Department, the Periodicals Department, the Instructional Media Center, the Art Slide Library, the Library and Information Science Collection, the Government Information Department, and the Special Collections Department. (See below, "IV. Detailed Analysis of Individual Departments and Collections.")

## **F. Organization of the Collection Development Program**

### **1. Staffing and Assigned Responsibilities**

The classroom and library faculties share the responsibility for recommending materials for purchase. Members of many campus departments read *Choice* reviews, as well as book reviews in journals, in their subject fields. Faculty requests and recommendations for purchase of titles are encouraged and given strong consideration.

A significant number of items for purchase are recommended by the library faculty, who read reviews in *Choice* in specific areas of their expertise and interest, as well as in various other book reviewing sources.

### **2. Liaison with User Groups**

The librarians who act as liaisons to academic departments solicit and encourage suggestions for items to be added to the Library's collections.

## **G. Budget Structure and Allocation Policy**

The scope of the curricula, research and reserve needs, and budgetary limitations determine what can actually be purchased. The Library gives high priority to acquiring materials which faculty list in course syllabi (with the exception of required textbooks).

The Dean of University Libraries allocates funds from the Library's budget for materials by format and by library department. All expensive purchases from library funds must receive the prior approval of the Dean.

New titles needed for new programs must be considered within the budget linked to existing programs. The funding for any new programs should include adequate funding for library materials.

The Library has received and from time to time continues to receive gifts or grants of funds from individuals, organizations, and governmental agencies. By accepting these funds the Library obligates itself to expend these funds according to the wishes of the donors.

Special sources of funding are available. Since 1990, the Palmer endowment has provided funds for materials in the humanities and the arts, with particular emphasis in drama, poetry, and French and Irish literature.

While the vast majority of materials purchased are current, in-print publications, the Library attempts to purchase out-of-print materials upon request to further research needs or to enhance the breadth and depth of collections.

## **H. Policy Concerning Deaccessioning Library Materials**

The factors used in making acquisitions decisions are also taken into consideration when making deaccessioning decisions.

## **I. Cooperative Collection Development Agreements**

The Library participates in several cooperative collection development agreements with other libraries on Long Island.

# **II. General Collection Development Policies**

## **A. Types of Publications**

The Library acquires materials in various formats. When the same work is available in more than one format, several factors should be balanced in choosing the format to be acquired: ease of access, space considerations, durability, and cost.

Recreational reading needs of the campus and the community are generally not considered unless the resource is academic or scholarly in nature.

### **1. Books**

The Acquisitions Department is responsible for the purchase of print titles for the Library, and for the receipt, selection, and processing of gifts for the collection. The Instructional Media Center is responsible for the selection of books for children and adolescents and professional resources for students training to be educators.

### **2. Periodicals**

In general, the Periodicals Department is responsible for selecting and acquiring periodicals in paper or microform for the Library. However, two other areas of the Library also select and acquire periodicals: the Library and Information Science Collection, and the Government Information Department. The Library has access to an increasing number of journals in electronic formats.

### **3. Dissertations and Theses**

The Library attempts to acquire and retain copies of all doctoral dissertations and master's theses written by students at the C.W. Post Campus. The Library does not generally acquire dissertations or theses written at other academic institutions unless they are needed for instructional purposes here.

### **4. Tests**

The Library does not collect separately published psychological or other social science tests, although the Library does acquire publications on testing, test design, and related topics.

### **5. Other Printed Media**

The Government Information Department houses a large collection of sheet maps. The Instructional Media Center collection includes maps, charts, study prints, and other printed media. The Reference Services Department maintains a collection of atlases.

### **6. Audiovisual Media**

The Instructional Media Center is responsible for selecting and acquiring the Library's audiovisual materials.

### **7. Electronic Resources**

The Library's policies concerning electronic resources are described in section III, below.

## **B. Languages and Translations**

The Library purchases titles primarily in English, except for those titles needed for the curricula of languages other than English.

## **C. Local Authors' Publications**

The Library seeks to acquire monographic titles authored by the faculty of C.W. Post.

## **D. Multiple Copies**

Because of the space and budgetary limitations in the Library, duplicate copies are not usually acquired, except in cases where use is demonstrably heavy.

## **E. Interlibrary Loan**

The purpose of interlibrary loan is to supply the students, faculty, staff, and administrators of the C.W. Post Campus with library materials not available at this campus. Since interlibrary loan at any institution is inherently a reciprocal undertaking, the Library of the C.W. Post Campus has an obligation to lend its materials to other libraries. Interlibrary loan at C.W. Post is an adjunct to, and not a substitute for, collection development. Library materials constantly demanded by users at C.W. Post are purchased for Post's library collections rather than borrowed from elsewhere.

## **III. Electronic Resources Collection Development Policy**

### **A. Description**

The Library maintains a dynamic electronic resources collection with both full-text and bibliographic content. These include aggregated databases, electronic journals, and electronic reference sources.

Electronic resources are selected following the same criteria used in the selection and acquisition of materials and resources in other formats. Efforts are made to select and maintain electronic collections that support the curricular, instructional, and research interests of the students, faculty, and staff of the University.

This policy provides general guidelines for the decision-making process. The unique nature of electronic formats requires additional selection criteria, as outlined below in "Selection Criteria." At present this policy governs the selection and acquisition of, or access to, web-based electronic resources, e-journals, e-books, and databases, many of which include bibliographic and full-text products.

Balance of the entire collection is of primary importance and should be maintained among all subject areas and formats, taking into consideration the information and research needs of the students, faculty, and staff.

### **B. Selection Process for Online Databases**

Recommendations for the purchase of electronic databases are received by the Database Coordinator from the Dean, Library Faculty, faculty from other departments, staff, and students. The Database Coordinator reviews these suggestions, and consults with the Database Coordinators at the other campus libraries within the LIU system prior to presenting recommendations to the Dean of the University Libraries.

Whenever possible, the Database Coordinator sets up a trial of the electronic resource to facilitate a complete evaluation of the product with the criteria set forth below. The trial

may be set up by either IP authentication or by password. The information is distributed to all full-time and part-time Library Faculty who may inform the faculty in other departments on campus as part of their responsibilities in the Library's Liaison Program. The information is also posted on the Library's website by the Library Webmaster under the "Trial Databases" heading. If a positive recommendation is received after evaluation of the product during the trial period, the Database Coordinator recommends purchase to the Dean of University Libraries.

The Dean is responsible for reviewing, negotiating and signing all licensing agreements and for all other contractual matters pertaining to the purchase of electronic resources or access to these resources.

### **C. Selection Criteria**

The criteria used to select electronic resources are consistent with the criteria used to select materials in other formats (See General Collection Development Policies, p. 9.) and present unique challenges as described below.

Criteria used for selection of electronic resources in particular include, but are not limited to: access modes and limitations; reliability; technological requirements; quality and scope of content; functionality and interface; legal/licensing issues; archival issues; services provided by vendors including quality of customer and technical support; availability of data for tracking usage statistics; training issues; and technical hardware/software requirements.

Other factors influencing the decision-making process include value-added features which may make the resource preferable to a print equivalent, remote access capability, reputation of the producer responsible for intellectual content, and flexibility of output options for documents retrieved (downloading, email, printing formats).

### **D. Access**

Access to electronic resources is available to the LIU academic community, as determined by the Dean of University Libraries. Access is provided from the Library's web pages, and is implemented and maintained by the Library Webmaster in collaboration with the Database Coordinator.

User authentication for access to resources is provided through IP address whenever possible, and is arranged by the Database Coordinator in collaboration or consultation with the Library Information Technology Manager. The Library prefers access by IP address rather than by password.

Remote access is available by referring URL or by proxy server authentication, and is implemented and maintained by the Library Information Technology Manager. Remote

access is available only to authorized users in the LIU academic community as determined by the Dean of University Libraries within the contractual guidelines set forth by the licensing agreements of the information providers or vendors, and subject to those legal and technical constraints.

### **E. Format**

The Library may provide access to both the print and electronic versions of a title. Need should be demonstrated to justify purchase of a title in more than one format by applying the following criteria: cost, scope of coverage, ease of use, ease of access, licensing requirements (whether or not online access is dependent on maintaining the print subscription), currency and frequency of updating, reliability and stability of the electronic version as related to archival or ownership issues, and value-added enhancements of the electronic product.

### **F. Cost and Pricing Considerations**

As cost is one of the important factors in the selection process, preference is given to vendors or publishers providing substantial cost savings when the Library purchases multiple titles from that publisher. Bundling of print and electronic resources subscriptions may be considered but is not necessarily preferred. If the cost is higher for the electronic version than for the print there should be a demonstrated need in terms of substantial value-added enhancements (full-text, additional content, image and graphics), and additional searching and output capabilities.

The Library belongs to several local, regional, and statewide consortia (Long Island Library Resources Council, WALDO, and Nylink) and as a member of these organizations has the opportunity to enter into cooperative purchasing agreements for subscriptions to many electronic resources. Whenever possible, the Library investigates participation in these consortial agreements and acquires access to e-resources through the consortia if the costs are lower and if the access to the product is the same as, or similar to, that offered through the publisher directly.

### **G. Licensing**

The purchase of data or access to electronic resources from publishers or vendors is contractually arranged through signed license agreements. The license agreement is negotiated and signed by the Dean of University Libraries pursuant to campus and university-wide library needs.

“Authorized users” are defined as students, faculty, and staff, or others with an affiliation with the University or campus as determined by the Dean of University Libraries. Users should be able to gain access to the resources from any networked location in the system.

Ideally, remote access from off-site locations should also be available to the entire LIU academic community.

Licenses should include provisions for “fair use” of information for non-commercial educational, instructional, and research purposes by authorized users. These provisions should include unlimited viewing, printing, and downloading of information by authorized users.

## **H. Archival Issues**

The Library takes into consideration the need for, and availability of, archival access to the electronic resources purchased or leased. Specific issues that should be addressed include whether the Library’s access to the data continues if the subscription is cancelled, the publisher or vendor changes, the publication ceases, the platform changes, or there are additional costs for access to archived material.

## **I. Renewal and Retention**

The evolving and constantly changing electronic information environment requires that databases and other electronic resources be reviewed frequently throughout the year. The selection criteria used to evaluate resources for purchase are used to determine if a resource should be renewed. Primary among these criteria are the cost effectiveness and continued relevance of resources. Usage statistics are also reviewed to determine if the level of use justifies renewal of the subscription.

## IV. Individual Departments and Collections

### A. Main Circulating Collection

#### 1. Description of the Existing Collection

The Library's main collection of circulating books is located in the book stacks. As of April 2004, the total number of volumes in the book stacks classified under each Library of Congress letter was as follows:

A	General Works	953
B	Philosophy, Psychology, and Religion	23,774
C	Auxiliary Sciences of History	2,222
D	History: General and Eastern Hemisphere	26,638
E	History: America in General and U. S. in General	15,258
F	History: U. S. Local History, Canada, and Latin America	6,367
G	Geography, Anthropology, and Recreation	6,359
H	Social Sciences, including Economics and Sociology	58,031
J	Political Science	10,590
K	Law	6,238
L	Education	14,268
M	Music	8,776
N	Fine Arts	20,073
P	Languages and Literatures, and Cinema	94,999
Q	Science and Mathematics	31,348
R	Medicine and Health	14,223
S	Agriculture	1,224
T	Technology, including Photography	8,515
U	Military Science	1,631
V	Naval Science	306
Z	Bibliography and Library Science	3,644
Total in book stacks:		355,437

#### 2. Collection Policies and Procedures

The primary selection tool is *Choice* magazine, which publishes reviews of materials for college libraries. Materials are also selected from *The New York Times Book Review* and various annual "best" lists such as the Nobel and Pulitzer prize nominees and winners. The Library also purchases titles through standing orders, subscription orders, and approval plans from the American Library Association and Kenny's Book Exports for titles on the subject of Irish art, literature, and cultural history.

The Library does not, as a rule, purchase textbooks, workbooks, or lab books for general use, as these are expenditures expected of students to forward their educational process. Financial constraints curtail textbook purchase; titles are selected to augment the educational process. Exceptions may be made if it is determined that a textbook provides background information of a reference nature.

Hardback format is preferred; soft covers may be purchased if they are significantly less expensive than hard covers. At this time, monographs are not purchased in electronic format.

## **B. Reference Services Department**

### **1. General Reference Collection**

#### **a. Description of the Existing Collection**

The department's collection of approximately 40,000 volumes of research materials is particularly strong in the areas of literature, business, law, film, biography, and bibliography. The current collection consists of three previously separate collections:

General reference	.	.	.	.	.	.	.	.	.	35,763
Business reference	.	.	.	.	.	.	.	.	.	5,107
Library and information science reference	.	.	.	.	.	.	.	.	.	290
										-----
Total volumes	.	.	.	.	.	.	.	.	.	41,160

#### **b. Collection Policies and Procedures**

The Reference Collection is primarily aimed at meeting and supporting instructional and research needs at the undergraduate and graduate levels (including doctoral students). Foreign language items are included where appropriate. The Head of Reference selects resources that support curricular needs and bases those decisions on reviews and faculty recommendations. Selection patterns vary by academic year, but generally the following areas are strongly maintained: literature, education, psychology, criminal justice, and business. Lesser-used editions of standard sources may be transferred to other Library or campus departments, and in some cases, other Long Island University campus libraries.

The Head of Reference approves all items for purchase for the Reference Collection and reviews the literature; accepts requests from faculty, staff, and administrators; meets and talks with sales representatives; and arranges demonstrations of potential sources.

Reference librarians review specific areas of the collection and make recommendations for updating, discarding, and placing in storage.

## **2. Business Reference Collection**

### **a. Description of the Existing Collection**

The Business Reference Collection supports the curricular needs of the Finance, Management, and Marketing Departments, as well as those of the School of Professional Accountancy. Its resources are also of value to students and faculty in both the public relations and public administration programs.

The Business Reference Collection's print resources include business-related reference books, currently maintained and retrospective collections of periodical indexes, and several large collections of financial services. Additionally, it includes research reports published by the Conference Board within the past ten years and resources dealing with business on Long Island.

Notable retrospective print resources may be found in the collection, such as *Moody's/Mergent's Manuals* dating back to the early 1900s. Strengths of the Business Reference Collection are its international data sources; resources for in-depth retrospective company research; and small business resources, such as business profiles, business plans, and how-to manuals.

The Library's online databases support all business program areas by providing access to extensive full-text content. Specialized databases, such as *Mergent Online*, provide current and retrospective access to information. Additional databases provide tax research materials from the Research Institute of America (RIA) and Commerce Clearinghouse (CCH), working papers from the National Bureau of Economic Research (NBER), research reports from the Conference Board, and analytical materials on international commerce and international finance published by the Economist Intelligence Unit (EIU).

### **b. Collection Policies and Procedures**

Purchases of reference books, business periodicals subscriptions, and specialized business databases are funded through the business materials budget. Subscription costs of several business databases are shared with the Brooklyn Campus Library, which also supports a significant business program enrollment.

A business reference specialist coordinates the ordering of all business reference books. This subject specialist evaluates existing and forthcoming titles, while reviewing publishers' catalogs, reading *Choice* cards, considering recommendations from faculty members, and consulting with the Head of the Business Reference Collection, in order to use available financial resources to build the strongest possible subject collection. The business reference specialist carefully monitors the materials budget on an ongoing basis throughout the academic year.

### **3. Library and Information Science Collection**

#### **a. Description of the Existing Collection**

The Library and Information Science Collection supports the curricular and research needs of the students and faculty of the Palmer School of Library and Information Science which includes masters and doctoral degree programs, a school media specialist program, and a certificate program in archives and records management. Courses are offered at C.W. Post and at several satellite campuses. The primary users are Palmer School students and faculty, but the collection also serves those who need resources on subjects included in the collection such as children's and young adult literature, book publishing, censorship, computer systems and networks, and maintenance of business records.

The collection consists of monographs, periodicals, CD-ROMS, and online indexes and abstracts. A reference collection is maintained which includes subject encyclopedias, dictionaries, directories, and other resources. The collection includes both print and electronic journals. Journal subscriptions that include electronic remote access are especially desirable because of the program's satellite locations. Major emphasis is on English language materials with a geographical focus on the United States, but no languages or geographic areas are excluded.

#### **b. Collection Policies and Procedures**

The collection is supported by several budget lines that are exclusively for library and information science resources. The Long Island Library Resources Council has designated C. W. Post's Library to receive funds from the New York State Coordinated Collection Development Program for the subject area of library and information science. Recommendations are also made for the Library. The online indexing and abstracting services are funded from the Library's budget and suggestions for purchase of online services are made to the Database Coordinator.

### **C. Periodicals Department**

#### **1. Description of the Existing Collection**

The Periodicals Department subscribes to well over two thousand current journals supporting all fields within the C.W. Post curriculum. Education, psychology, business, and the sciences are among the subject disciplines represented in almost one thousand titles, most of which are refereed journals. The Palmer Bequest has enabled the Department to subscribe to over eight hundred titles in literature, the arts, and the humanities, substantially strengthening the collection in those areas. For budgetary reasons, over three hundred titles are received only in microform at the end of the volume year; many of these are available full-text online for the current volume. In addition, the

Library subscribes to JSTOR, a multi-disciplinary, archival collection of core scholarly journals in electronic format.

The resources housed in the Periodicals Department include almost 6,000 single titles, with many going back to the 1800s and earlier. These titles provide major research capabilities for their archival content. Some are preserved in bound volumes, others are on microfilm, and many are from the American Antiquarian Society in opaque-card format. The American Periodicals Series contains over eleven hundred titles on microfilm from 1741 to the early 1900s. In addition, the Department provides access to many specialized collections, such as Negro Periodicals in the United States, 1826-1960, Early Periodicals, 16<sup>th</sup> through 19<sup>th</sup> Centuries, and Radical Periodicals of the United States, 1890-1960. Other materials, which are in microfilm but are not periodicals, are maintained because of the availability of microfilm printers; these include Dickens Playbills in the Bodleian Library, the Bronte Manuscripts, and Manuscripts of the Irish Literary Renaissance.

## **2. Collection Policies and Procedures**

The purpose of the Periodicals Department's collection policy is to acquire appropriate journals within the scope of the curricula of C.W. Post. The major criterion for selecting and maintaining periodicals is based upon the needs of students for their educational and general knowledge. Primary selection tools include *Ulrich's Periodicals Directory* and *Katz's Magazines for Libraries*.

In support of the university's undergraduate, graduate and doctoral programs, primary consideration is given to journals that are refereed. Additionally, titles are considered based on whether they are indexed in the databases or print indexes that are available at C.W. Post and LIU. Journals that are not indexed are not generally chosen for inclusion. The department also provides several titles in areas of general interest for students (such as newspapers, news magazines, and sports magazines).

Current journal subscriptions must fit within the department's budget. The alternative of maintaining a title in microfilm-only or microfiche-only is used when the cost of the current subscription is high but there is value in the retrospective holding. Where possible, full-text electronic access is provided through aggregated databases and through online access to individual titles. In the future, as retention problems are resolved, there may be more subscriptions to journals through online access only.

Currently, titles are retained in paper or microform because of uncertainties in long-term electronic accessibility. Within the department's budget, choices must also include which journals to bind or to acquire in microfilm or microfiche for retention purposes; this decision is based on space restrictions, the availability of microforms, and certain unique aspects, such as illustrations in journals in art or science.

A continuous review of all journal titles includes the criteria for initial choice and usage of individual titles, while maintaining the historical and retrospective value of the periodical collection.

## **D. Instructional Media Center**

### **1. Description of the Existing Collection**

The Instructional Media Center is set up as a model school library (PreK-12) and supports programs offered by the School of Education and the Palmer School of Library and Information Science. It is also the principal media resource library for the entire campus. Its professional collection consists of bibliographies, mediagraphies, teachers' resource books, and activity books. It is especially strong in multicultural and theme-teaching resources. The children's literature collection includes picture books, fiction, biography, poetry, folklore, and other nonfiction for children and young adults. Included in this collection are Newbery and Caldecott winners and other award-winning books. The collection also houses school atlases and children's dictionaries and encyclopedias, such as *The World Book*. Children's trade books cover subjects such as folklore, geography and history, and culture. The ESL (English as a Second Language) or TESOL (Teaching English to Speakers of Other Languages) collection at IMC is used by education students and international students.

The Instructional Media Center houses a growing educational film, video, audio, CD, and DVD collection that is not only used by C.W. Post and LIU faculty but is also interloaned to other universities in the area. With over 1,500 titles, the collection has strong holdings in the fields of education, literature, nutrition, and library science.

Currently, the Instructional Media Center's collection includes approximately 42,000 books and 9,000 audiovisual items.

### **2. Collection Policies and Procedures**

The school library collection is developed through the use of selection aids and attendance at vendor showcases. The collection is also developed through recommendations and gifts. Titles are weeded periodically. Special attention is given to resources that provide coverage of underrepresented or high-priority subject areas.

Media materials are selected by the librarians of the IMC on the basis of relevancy to the curriculum and the overall quality of production. They are educational and informational rather than recreational.

Most media materials are previewed prior to purchase unless they are strongly recommended by a faculty member.

Media materials may be circulated to other LIU campuses on a case-by-case basis depending on the usage needs of the C.W. Post Campus.

## **E. Digital Initiatives and Art Slide Library**

### **1. Description of the Existing Collection**

The Digital Initiatives and Art Slide Library's collection of more than 100,000 images represents a broad spectrum of art covering prehistoric times to the present. The collection is designed to meet the research and teaching needs of faculty and students.

### **2. Collection Policies and Procedures**

Images are acquired in two ways: through in-house production and through gifts. The Digital Initiatives and Art Slide Library does not purchase individual images or collections of images. Images are produced to replace essential slides that have been damaged or have deteriorated over time. The key objective is to maintain a core of the most important and representative images from all time periods and media that fulfill the research requirements of current course curricula. Most images in the collection represent the works of established artists. Occasionally, at the discretion of the Digital Initiatives and Art Slide Library staff, new or unknown artists' work will be added. Current areas of growth are contemporary art (post World War II) and non-Western art. Weeding is primarily limited to deteriorated slides. With the exception of a very limited number of art reference books, the Digital Initiatives and Art Slide Library is dedicated to slides only. Digital initiatives are being considered for the future.

## **F. Government Information Department**

### **1. Description of the Existing Collection**

The Government Information Department administers both the Federal and New York State depository collections, having been designated as a selective Federal Depository in 1964 and as a full New York State Depository in 1989. The department selects, processes, organizes, and provides public access for these collections. As mandated by both Federal and New York State depository guidelines, access to the depository collection of approximately 1.8 million items is available free of charge to the general public as well as the students and faculty of the C.W. Post Campus.

## **2. Collection Policies and Procedures**

As of 2005, over 80% of information provided by the federal Government Printing Office is available electronically. The GPO maintains PURLs to these resources which may be accessed free of charge. One exception to the free access policy is to the National Trade Databank; the Department is provided with a password for this resource. The Department maintains its home page and bookmarks for the most useful and effective web sites to locate information generated by all levels of government.

The Department is one of twenty full research depositories of the State of New York. Through 1995, the department received microfiche copies of all the State's copyright-free documents listed in the *Checklist of the Official Publications of the State of New York*. Due to budgetary constraints, the New York State Library now produces digital publications instead of microfiche. This digitized information is accessible free of charge. In addition, about twenty major reference titles published in paper format are also automatically sent to the department.

Copies in paper format of other New York State publications and quasi-government publications (such as those issued by the Federal Reserve Banks) are solicited through contact with the sponsoring agency and through mail list subscription. Additional reference resources of a non-depository nature are purchased to augment and provide access to the collection.

Retention of the tangible Federal and New York State documents follows the shared acquisitions policy of the LILRC Committee. Federal information is to be kept for a minimum of five years and New York State microfiche distributed to research depositories held permanently. Since digitization of both retrospective Federal and New York documents is not too extensive, tangible documents of publications are retained if they have value for research.

## **G. Special Collections Department**

### **1. Description of the Existing Collection**

The Special Collections Department contains about 60,000 items. This total includes about 20,000 books, periodical issues, and documents which make up the C.W. Post Archives; 7,500 volumes of the American Juvenile Collection; 3,200 items of Irish and French literature of the Palmer Collection; 3,200 items of the Theodore Roosevelt Collection; 11,200 items of the Long Island Collection; 5,000 original movie posters; several smaller collections; and a few thousand rare items not included in specific collections.

Rare books are defined by their scarcity and by their importance or by the importance of their author or that of a contributor to the book, such as an illustrator or a translator, or

even by the previous owner's prominence and/or association with the book. Therefore, first editions, limited editions, books especially bound or designed, works printed before 1800, copies signed or inscribed by their author or by another contributor are valued because of their inherent importance or because of their essential place in a particular collection.

## **2. Collection Policies and Procedures**

The Special Collections Department of the C.W. Post Campus Library annually receives funding to develop the Winthrop Palmer Collection of French and Irish rare books. The department's central focus is on Samuel Beckett, a writer who importantly straddles both literatures. Since Mrs. Palmer also specified poetry in her will, Special Collections has pursued the poetry of William Butler Yeats, Seamus Heaney, various contemporary Irish poets, French symbolist and surrealist poetry, and other poetry of both literatures.

Irish literature is collected as comprehensively as possible. The emphasis is on 20<sup>th</sup> century writers, secondarily on the 19<sup>th</sup> century, with some examples of 18<sup>th</sup> century writings. With French literature, the department pursues an eclectic mix of cultural Everests, such as first editions of *Madame Bovary* and *Les Miserables*, certain prominent 20<sup>th</sup> century writers such as Simone de Beauvoir and Eugene Ionesco, and the poetry of the early 20<sup>th</sup> century.

Besides books, including many sumptuously illustrated tomes, the department acquires items in such varied formats as pamphlets, broadsides, correspondence, manuscripts, media productions, photographs and drawings, and theater programs and posters.

The American Juvenile Collection is a research collection of young people's fiction, folklore, and fairy tales published in the United States between 1910 and 1960. When complete, it will consist of approximately 20,000 first edition trade and ex-libris titles.

For the development of its other collections, the department mostly relies on gifts. The department seeks to continue the growth of such collections as the Theodore Roosevelt, the Long Island (from the Cedar Swamp Historical Society), the Frederick B. Lord (a fishing and hunting library), and the Underhill Quaker collection. There has been occasional and incidental funding.