

**Instructional Media Resources Media Library
Collection Development Policy
May 4, 2004**

Mission

As the University's multi-media library, IMR provides quality and timely audio visual materials and equipment to

- Support the growing excellence of MTSU's academic core;
- Support the growth of the University's undergraduate and graduate programs;
- Support a student-centered learning environment that is responsive to the needs of a diverse student population, and
- Provide resources that encourage research and individual learning.

Goals

Instructional Media Resources strives to fulfill its mission in building the audio visual collection by

- Purchasing audio visual materials that support existing and new curriculum objectives;
- Purchasing audio visual materials that encourage individual learning;
- Evaluating current formats and identifying new formats that will make the collection more valuable to our patrons;
- Purchasing audio visual materials and equipment in prevailing formats and in new formats as need is demonstrated;
- Purchasing audio visual equipment and technology that support materials in the collection;
- Collaborating with other University Libraries and Archives to avoid replicating materials and services;
- Maintaining a collection that is balanced and of adequate size, quality and diversity to meet the needs of the faculty, students, and staff;

Patron profile

The Media Library serves Middle Tennessee State University's faculty, students, and staff.

Collection guidelines

- Materials are collected primarily in these formats:
 - VHS videocassettes
 - DVD video recordings
 - Audio cassettes
 - CD audio recordings
 - CD-ROM data files

- DVD-ROM video data files
- Print materials supporting non-print programs are collected and circulated;
- Purchase of materials to support curricula are made on the following criteria:
 - Faculty evaluation and request
 - Departmental sharing of cost
 - When an individual program exceeds \$500 *or*
 - When a series exceeds \$750
 - Manager's recommendation based on:
 - Evaluation of current collection holdings
 - Nationally recognized sources of media reviews
 - Peer recommendations
 - Media Coordinator's recommendation based on:
 - Evaluation of current collection holdings
 - Nationally recognized sources of media reviews
 - Peer recommendations
- Purchase of audio books are based on:
 - Funds available at end of fiscal year
 - Patrons' recommendations (includes students and staff)
 - Manager's recommendations
 - Media Coordinator's recommendations
- Lost/damaged materials are replaced based on:
 - Classroom need
 - Program availability
 - Funds available