



## Collection Development Stephen B. Luce Library Procedures

SUMMARY: To build, organize and maintain a comprehensive collection of print and nonprint materials in support of the undergraduate and graduate programs, faculty study and research, and to provide information and other user services which will encourage optimum use of library materials and facilities ashore and afloat.

1. Acquire materials needed to support the academic, professional, research, cultural and administrative needs of students, faculty and staff at the Maritime College. All proposed acquisitions by faculty and students will be reviewed and considered in accordance to budget availability and collection development priorities.

Priority 1. current English language publications, world-wide, to support the graduate program and undergraduate academic and professional majors.

Priority 2. current publications to support non-degree curricula.

Priority 3. technical reports, world-wide, of maritime research.

Priority 4. representative publications in non-curricular areas of interest for general cultural and intellectual enrichment.

Priority 5. faculty research materials in non-maritime subject areas which are also relevant to graduate or advanced undergraduate courses.

Priority 6. retrospective maritime historical materials.

Priority 7. publications relevant to student interests and authorized student activities.

2. Organize, maintain, preserve these materials and provide bibliographic access to them.

3. Facilitate the utilization of these materials by reference assistance, bibliographic instruction, open-shelf access, loans to users, publication of user guides, and outreach programs.

4. Obtain by inter-library loan materials required by users which are not in the library's collection.

5. Provide support services such as faculty reserve book collections and routing of periodicals to faculty and administration.