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| Policy #: <b>750</b>   |
| Title: <b>MN RESOURCE LIBRARIES ACQUISITION AND COLLECTION</b>   |
| Date of Initial Approval: 03-28-2019   |
| Revision/Re-authorization Dates:   |
| Reviewers: MSA Librarian; MSA Superintendent; Minnesota Department of Education Blind/<br>Visually Impaired and Deaf/Hard of Hearing Specialists |

**I. PURPOSE**

The MN Resource Libraries (MNRL) is a partnership between the Minnesota Department of Education (MDE) and the Minnesota State Academies (MSA) to provide information and resources to help families and educators meet the educational needs of Minnesota children and youth who are Blind/Visually Impaired (B/VI); Deaf/Hard of Hearing (D/HH), or DeafBlind (DB). The purpose of the MNRL is to serve as a lending library of curriculum, assessments, printed materials, and other resources to Minnesota educators, families and children who are B/VI; D/HH; or DB. (See MN Resources Libraries link on the MSA website for additional information about resources and eligibility for patrons) The purpose of this policy is to guide the MNRL in the selection and acquisition of library materials & resources and the overall development of the library collection.

**II. ACQUISITION AND COLLECTION DEVELOPMENT PRINCIPLES**

**A. Responsibility for Acquisitions**

The MDE B/VI and D/HH specialists will submit library acquisition recommendations to the MN Resource Librarian for purchase after prior approval from each respective advisory committee. The ultimate responsibility of library material selection resides with the MSA Librarian who operates within framework of this policy.

**B.** The MDE B/VI and D/HH specialists are responsible for generating budget submittals and processing within the MDE agency framework to fund purchases for the MNRL. After budgets are determined, the specialists will communicate with the MSA Librarian to update the budget for the MNRL.

**C. Criteria for Selection**

Primary criteria considered in the acquisition of library materials:

- a. Patron requests
- b. Quality, reliability, and accessibility of the content
- c. Current and permanent value
- d. Reputation of author(s) or creator(s)
- e. Popularity
- f. Diversity in viewpoints
- g. Suitability for distribution
- h. Existing library holdings
- i. Budget

**D. Collection Maintenance**

The MSA Librarian will maintain a current and relevant collection to serve the overall mission of the MNRL. The library will remove from its collection any outdated, inappropriate, or irrelevant materials that have little or no historical or research value, according to current library standards.