Library Collection Development Policy
Publication

Scope of Collection

The CCMS library exists to support the unique academic needs of CCMS students and faculty; therefore, the collection is necessarily narrow in scope. The library acquires materials in a variety of formats that focus on the embalming sciences, funeral directing arts, and other mortuary science-related topics. In addition, the library acquires and maintains a small collection of general education resources.

Criteria for Selection

In order to ensure the collection is relevant to the students and supports the curriculum, the Library Director regularly seeks the advice of the faculty in selection decisions. In addition to recommendations by faculty, acquisition input may come from student or staff requests. In considering titles for inclusion in the library, the following criteria are used: academic need, individual merit of item, currency, relevancy, existing library holdings, and budget.

Responsibility for Selection

The ultimate responsibility for selecting materials rests with the Library Director.

Collection Management

In order to ensure the collection remains current, relevant, and useful, the Library Director weeds the collection on a regular basis. Weeding criteria include relevancy, currency, usage, and condition. Weeded items are donated to local libraries or book resellers where appropriate.

Challenged Materials

The library recognizes that some materials are controversial and that any given item may offend some patrons. Selection of materials will not be made on the basis of anticipated approval or disapproval, but solely on the basis of the principles stated in this policy. Objections to particular items should be directed to the Library Director.

Gifts

The library accepts donations of books and other materials. However, the Library Director maintains the authority to reject gifts and is solely responsible for determining how the donation will be used, if at all.