

Akita International University Nakajima Library Acquisition Policy

I . Purpose

The purpose of the Akita International University Nakajima Library Acquisition Policy (hereinafter “the Acquisitions Policy”) is to provide a guideline in acquisitions of AIU Library materials.

II . Mission

The mission of the Acquisition Policy is to ensure that the selection of library materials supports the mission and goals of the Akita International University.

III. Objectives

The main objective of the Acquisitions Policy is to build, maintain and make available for students, faculty and staff at all levels, a wide range of educational and leisure materials; diverse in content and points of view, that will enrich and support the curricular and the extracurricular activities provided by the university.

IV. Selection Criteria

The Library provides access to collections sufficient in quality, depth, diversity, format, and currency to support the research and teaching mission of the university. The library acquires print materials, audiovisual materials, and digital resources.

General Criteria:

1. Currency and timeliness of material
2. Accuracy, quality, and depth of material
3. Relevancy of subject or title to the institution’s current and potential scholarly/curriculum needs including “standard or important works in a field”
4. Represents a variety of perspectives on controversial subjects
5. Scope and content (subject representation and diversity)
6. Cost
7. Resources in a variety of formats and accessible both virtually and physically
8. Coverage appropriate to the level of study of a subject (minimal/basic, instructional support, intermediate study, advanced study, research level)

V. Acquisition Procedures

Item selection is done by a certified professional librarian(s) or certified library staff with support from the faculty. Librarians may work with faculty members to identify materials and make purchasing decisions the best meet the mission and goals of the university. Students, faculty and staff members may request specific books or films, and other

materials. Purchase requests may be sent to the library at any time, and those requests will be reviewed by the Library Administration Committee members before purchase. Approximately 70% of collection materials should be in English and 30% in Japanese. Materials in other languages shall be reviewed based upon request.

Categories for Collections and Selection Process:

1. Collection for Teaching and Learning: Materials to support AIU's curricular needs
 - Materials listed on the syllabus and recommended by faculty
2. Collection for Research: Materials for the specialized research needs of faculty and staff and students conducting advanced research
 - Requested by faculty, staff and students, and approved by the Library Administration Committee
 - Note: Highly specialized materials which are expected to be used by a very limited number of specialists are encouraged to be purchased through faculty research funds.
3. General Collections: Materials to gain a broad knowledge of world cultures, human societies, and the natural world
 - Requested by students, faculty and staff, and approved by the Library Administration Committee
 - Selected by librarians
4. Recent academic publications
 - Selected by librarians with the consultation of faculty as needed
5. Reference Materials
 - Selected by librarians and approved by the Library Administration Committee
6. Audio Visual Materials
 - Requested by students, faculty and staff, and selected by librarians
7. Materials about AIU and Publication by AIU
 - Collected by librarians
8. Faculty and Staff Works
 - Collected upon notice or donated by faculty and staff
9. Periodicals : Domestic and international newspapers, academic journals, government documents, magazines, and other periodicals are subject to this category.
 - Selected by the Library Administration Committee
 - Periodicals shall be reviewed every three years.
10. Databases
 - Selected by the Library Administration Committee
 - Databases shall be reviewed every three years.

11. Donated materials

- Selected by librarians based on the separate guideline

VI. Collaboration with the Language Development and Intercultural Studies Center (LDIC).

Language educational materials should be acquired in collaboration with the LDIC to maximize convenience for users and avoid duplication of collections whenever appropriate.

VII. Excluded Items

As a general rule, the following will not be considered for acquisition. However, materials to be used in research shall not be automatically excluded.

1. "How-To" materials; overtly biased practical manuals (how-to, self-help, etc.)
2. Self-Published/Independent Fiction
3. Books published by a religious or political organization for the purpose of public relations or advertisement. However, works of an overtly ideological, religious, or politically-oriented nature will not automatically be excluded, in case materials can be used for research or as class materials.
4. Books that are not considered to have an academic value published by individuals or literature societies.
5. Materials for entertainment purposes with little demand from the majority of students should not be purchased.
6. Works of questionable objectivity; this includes vanity publications, among others.

VIII. Collection Maintenance and Weeding

To stay current and meet the needs of students and researchers, the library will employ a comprehensive system for updating the collection with new materials and eliminating older materials. Details of maintenance and weeding procedure are determined separately.

IX. Revision

Any revisions to the acquisition policy or the selection criteria shall be considered and decided upon by the Library Administration Committee, and shall be implemented by the Director of the Library.

The above shall be implemented from April 1, 2017.

The above shall be implemented from December 22, 2017.

The above shall be implemented from October 15, 2019