

Friends of the Library of the University of Central Oklahoma Materials Grants Purpose and Guidelines

The Friends

The Friends of the Library of the University of Central Oklahoma (FOL/UCO) is an organization dedicated to enriching the services of Chambers Library to the University and community. The Friends sponsor events and programs at the library, and also provide financial support for library collections beyond the university budget. Memberships, donations and the annual book sale are the major sources of income for the Friends.

Procedure

In 2004, FOL/UCO began offering annual grants for library materials to be added to the Chambers Library collections. Two grants of \$1,000 will be awarded each spring semester. Funds will be transferred in July, at the turn of the following fiscal year, and available for expenditure that summer and fall. Applicants may be faculty members or librarians who identify a specific subject area that needs enhancement. The applicant must submit a one page essay describing the need for additional collection development in a subject area. A list of suggested items should accompany the application, but is not required. Applications must be submitted electronically on the Chambers Library web site at <http://library.uco.edu/support/bookgrant.cfm>. Winners will be notified by email.

Criteria for Selection

A subcommittee of FOL/UCO Governing Board members and UCO librarians will judge the applications. The major criterion for winning the grants is a demonstrated information need, which could be because of the addition of a new program to the curriculum, lack of current materials in library collections, recent growth of the scholarly literature in the discipline, etc.. Applicants should refer to the Collection Development Policy Guidelines for Materials Selection questions, available on the Library's web site, or contact their departments Liaison Librarian.

Each winner will be able to place orders for books up to \$1,000. Each winner will work with their Library Liaison for the subject area in developing the final list of materials, to avoid duplication and to be sure the new additions are consistent with the general scope of the library's collections. The Acquisitions Department of the Library will follow their usual procedures in ordering FOL grant materials.

Guidelines for Materials Selection

A. General Guidelines for Materials the Library Selects

These guidelines apply to all purchased materials. See Section VI for more detail about purchasing circulating materials. Guidelines for Specific Collections are covered in Section VII, and they may vary some from those listed below. Otherwise, selectors should consider the following factors when purchasing materials:

1. Is the material appropriate for the information needs at the University of Central Oklahoma?
2. Is the material useful in more than one course or discipline?
3. Does the material fill an identified need within the collection?
4. Is the material costly? Does the expected use of the material justify purchasing the item? Would Interlibrary Loan be more appropriate?
5. Will the material be useful to the collection over a period of years?
6. Does the material have literary merit, a reputable author, or other criteria that would justify purchase?
7. Is the format appropriate for the subject? (Refer to Section VI for complete guidelines for selecting multimedia materials.)

B. General Guidelines for Materials the Library Does Not Select

The Library collection does not select the following types of materials unless they fulfill a demonstrated research need within an academic discipline. Some criteria may not apply to specific library collections detailed in Section VII.

1. Materials too obscure or specialized for the degree programs offered.
2. Materials written for a juvenile audience rather than for an academic audience.
3. Materials for recreational reading with little value as academic resources.
4. Textbooks, excepting when textbooks are the most appropriate source for patrons.
5. Outdated materials unless a recognized classic with demonstrable research value.
6. Duplicate copies, unless the material is in high demand.
7. Materials in formats where no equipment is available on campus, or where the technology for use is either obsolete or obsolescent.
8. Vanity press books without academic value.