

**IOWA STATE UNIVERSITY  
PARKS LIBRARY RESERVE AND MEDIA SERVICES (RMS)  
MEDIA COLLECTION  
COLLECTION DEVELOPMENT POLICY**

**AUDIO-VISUAL, COMPUTER, NON-BOOK FORMATS**

**I. General Purpose**

Iowa State University (ISU) is a major research university located in Ames, Iowa. In 1858 building began on ISU, which is one of the nation's first land-grant institutions. Colleges include Agriculture, Business, Design, Education, Engineering, Human Sciences, Liberal Arts and Sciences, Veterinary Medicine, and the Graduate College. Number of students is approximately 26,000, and faculty and staff approximately 6,000.

RMS primarily supports the individualized study and research needs of Iowa State University students, faculty, and staff. RMS provides students with media, services and systems that supplement formal study, encourage informal self-education, and for use as a leisure collection. The Class of 1978 gifted RMS with funds, now expended, to develop a music and spoken word collection for patron leisure use. All curriculum areas are covered with emphasis on supplemental materials brought in or requested for reserve by instructors. In addition, RMS houses mixed format items received with a book purchase, or as part of the Library's Government Document Depository status.

**II. History**

The Media Center (now RMS) was formed in 1975 after agreeing with university administration to restrict itself to student "reserve" use.) i.e., in-house use, one or two copies for students to review, leisure items, etc.). In 1984, the Library opened a newly constructed Media Center with 88 carrels of equipment to accommodate a growing reserve collection. The Class of 1978 gift fund was used to provide for the facilities, furnishings, equipment and audio materials of music and spoken word. In 2000, the Reserve Room merged with the Media Center to form the existing Reserve and Media Services (RMS) unit. RMS currently has a booking module used by instructors to request audio visual materials for classroom viewing. CDs circulate outside of the building for a 2 week loan period and feature films on VHS/DVD circulate outside of the building on a 3 day loan period. Material formats currently housed in RMS include slides, audio cassettes, computer software, VHS, and DVDs. Examples of collection size in 2006 include 2500 audiocassettes, 6500 CDs, 6600 VHS, and 1500 DVDs.

**III. Iowa State University Program**

All teaching and research programs needing supplemental individualized study and research audio-visual or non-book formats are eligible.

**IV. Subject Boundaries**

Funds are used to purchase materials that are put on reserve for University courses, films, popular music, and replacement items. In addition, the Iowa State University Library divides responsibility for selection among its bibliographers, each of whom is responsible for choosing library materials on one or more subjects or service-oriented collections. It is the obligation of these bibliographers to determine which information sources the library will acquire. All bibliographers may purchase audio-visual, non-book formats from their subject funds. The Media Bibliographer supports the Media leisure collections.

RMS houses mixed format material, for example, computer disks, CD-ROMs, A/V material, etc. that accompanies purchased books. The print material goes to the general collection and the mixed format is housed in RMS (if no special location has been identified). Government Document computer software or CD-ROMs also may be housed in the RMS.

## **V. Collection Management**

An ongoing weeding process is essential to the media collection. A working collection, as opposed to an archival collection, media must be kept current, relevant, and in optimum condition. The Instructional Technology Center (part of **University** IT Services) may be able to provide assistance in improving the condition of media material. Criteria for weeding include:

1. Appearance, condition, garbled sound tracks, dropouts on video, etc.
2. Poor content, out-of-date, mediocre presentation, false or misleading information.
3. Inappropriate for the specific collection, never used, unneeded duplicates, level inappropriate, no longer needed in the curriculum.
4. Age of materials.
5. **Because of the need for current materials as well as space considerations, it is critical that the media collection be regularly weeded.**

Although continuous weeding and maintenance takes place, each summer the Media Center conducts a detailed inventory and examination of materials.

## **VI. General Collection Guidelines**

- A. Linguistic. No restrictions. English language is primary, but we support the foreign language curriculums offered on campus. RMS also offers a selection of self-education foreign language tapes, and ESL materials.
- B. Geographical Areas. Worldwide with no restrictions.
- C. Types of Materials Collected. Films (all types), ESL, TOEFL, material related to ISU curriculum or research, and leisure/recreational material such as books on CDs, and music (all types). RMS houses serials only if the library already subscribes and they happen to come in a mixed format. Emphasis is on materials currently issued. Retrospective materials are acquired to replace lost or damaged items or to fulfill specific instructional requests.
- D. Format of Materials Collected. Audiocassettes, CD-ROM, Compact Disc, DVD (preferred for feature films), DVD-ROM, Slides, Software (Windows preferred, MAC acceptable), Video (1/2 inch VHS). Consult IT Division before ordering hardware. Print materials only if they accompany these formats. As new media formats are developed and made available, they are to be considered for addition to the collection, as soon as compatible playback equipment is purchased. All items will be fully cataloged and accessible via the Library's online catalog.

## **VII. Specific Collection Guidelines**

Reserve material has usage precedence over Leisure material.

## **VIII. Detailed Subject Areas**

All teaching and research programs needing supplemental individualized study and research audio-visual or non-book formats are eligible. A working collection, as opposed to an archival collection, RMS focuses on current, and relevant materials needed to supplement course-related studies.

**IX. Cross-references to Collection Policies**

Because the Iowa State University Library divides responsibility for selection among its bibliographers, and each may purchase A/V materials, please review all subject related collection policies available on our web site.

**X. Creation date**

Created in May 2000 by Pam Williams, Library Service Desks Coordinator

**XI. Revision History**

Revised in May 2006 by Karen Lawson, Head, Digital Services Department

**XII. LC Class(es)**

Any LC class is eligible.

**XII. Bibliographer name**

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