

JAMES WHITE LIBRARY RESOURCES DEVELOPMENT POLICY

PART C. SPECIFIC GUIDELINES

8. MARY JANE MITCHELL MULTIMEDIA CENTER

1-0 MISSION STATEMENT

The purpose of the Mary Jane Mitchell Multimedia Center is to provide a variety of non-print information resources, with emphasis on audio-visual media and multimedia, for Andrews University faculty and students in all programs. Training and support for developing multimedia instructional and courseware is also available.

2-0 GOALS

- 2-0-1 To acquire resources in a variety of non-book formats: microform, audio, video, graphic, computer software, and other electronic resources including multimedia.
- 2-0-2 To encourage use of these resources by providing up-to-date equipment as well as adequate facilities and instruction for their in-house use.
- 2-0-3 To provide, in cooperation with the Computing Center, assistance and training, in the creation and effective use of multimedia.
- 2-0-4 To serve special needs of the School of Education by acquiring and housing K-12 textbooks and resource materials.
- 2-0-5 To provide a collection of representative children's and young adult literature in support of classes within the Department of English.
- 2-0-6 To house and manage the library's vertical file collections.

3-0 DEFINITIONS

3-0-1 Clientele

The students and faculty of Andrews University are the primary clientele of the Center. Community patrons are also served.

3-0-2 Collection Levels

Since the TMC collections are mainly format-specific, they serve as appropriate all academic programs at all levels.

4-0 SPECIFICATIONS

4-0-1 Location of Collections.

James White Library media resources are housed within TMC, with these exceptions:

- The Adventist Heritage Center may elect to house its own media resources.
- The Architecture Resource Center houses EDRA materials in all formats, as well as video recordings that meet criteria in the ARC policy.
- The Information Services Department keeps some electronic resources that serve reference purposes.
- The Music Materials Center houses most music recordings.

4-0-3 Responsibility for Resources Development.

The director of TMC coordinates the development of resources, and strives to develop a balanced collection. Selection is a shared responsibility of librarians and classroom faculty.

4-0-4 Nature and Level of Programs.

Refer to statement at 3-0-2.

4-0-5 Formats Collected.

All non-book formats that contain materials in support of the university's academic programs and interests are collected.

Videos that support the curriculum are collected. Videos are previewed by the selector to determine whether they meet criteria of curriculum support, content, presentation, and technical quality. Selection is based on these criteria rather than solely for entertainment.

4-0-7 Electronic Access.

Electronic resources, both on-site and through remote access, are available.

4-0-8 Donations.

Gift materials are accepted in accordance with the James White Library policy on donated materials.

4-0-9 Duplicate and Multiple Copies.

These are handled in accordance with James White Library policies.

4-0-10 Priorities, Limitations.

Except for print and microforms, TMC does not usually make its materials available through interlibrary loan.

5-0 SELECTION CRITERIA

5-0-2 Languages.

English is the primary language for acquisitions. Media in foreign languages are acquired for language learning.

5-0-3 Geographical, Cultural.

5-0-4 Recency.

Priority is given to acquiring media produced within the last five years. Historical microform is acquired for research. The K-12 curriculum collection is kept up-to-date with newly published textbooks.

5-0-5 Periodicals.

Microform formats include some periodical titles.

6-0 DE-SELECTION CRITERIA

De-selection is carried out in line with the James White Library policy on de-selection. Specific de-selection criteria include obsolete format, and inadequate technical quality.

7-0 MATERIALS REVIEW

James White Library has a materials review procedure if there is written objection to

specific library material.