# National University of Health Sciences
## General Policies

| | |
|---|---|
| Title: **James F. Winterstein Library Selection for Non-Print Materials** | Page     **1**    of    **2** |
| Date Adopted:     **09/27/89** | Date(s) Revised: **08/04/92, 12/07/95, 07/30/24** |
| President | Date    *07/30/24* |

## POLICY STATEMENT

All non-print materials (audiovisual programs, computer programs, etc.) purchased for the James F. Winterstein Library collection must be approved for purchase by the Library Selection Committee.

Selection of non-print materials follows the general James F. Winterstein Library procedures on selection (2A-39, and 4G-12) and collection development (2A-38, 4G-16). The following guidelines also apply:

1. Preference is given to programs that meet specific course requirements. Programs requested for other purposes will be purchased as library funds and space permit.

2. Preference is shown for programs in underdeveloped areas of the non-print collection.

3. Preference is shown where non-print materials are the most effective means of instruction (e.g., video demonstration of techniques, computer assisted instructing for self-directed learning and review).

4. Programs that are not quickly outdated are preferred.

5. Preference is given to programs of interest to more than one group or department (i.e., the instructional value must justify the expense).

6. The format will be selected based upon projected use and available equipment.

Selection of computer programs will be done in cooperation with the Computer Services Department to ensure compatibility with existing hardware and software.

The Library Selection Committee will determine the need for previews and/or on-approval orders on a case-by-case basis. The following guidelines will apply:

1. Expensive programs will usually be previewed and/or ordered on approval.

2. When the Library Selection Committee decides that a preview is necessary, a faculty member or other subject specialist will be asked to review the program for subject content, effectiveness, authority, intended audience, currency and suitability for the curriculum.

3. Before approving payment, James F. Winterstein Library staff will review all programs for technical quality, even when formal previews are not required.