

CAROLINAS COLLEGE OF HEALTH SCIENCES POLICY AND PROCEDURE

Section II - Academic/Student

SUBJECT: ACQUISITION/DISPOSAL of LEARNING RESOURCES

REVIEWER(S): Learning Resources Committee Chair

Related Policies to Consult:

AHEC Medical Media and Library Services Acquisitions Policy (Available via AHEC Librarian)

I. POLICY

The learning resource committee (LRC) will annually solicit feedback from faculty regarding learning resources available on campus and at the AHEC library and make decisions and/or recommendations regarding the acquisition, replacement, and disposal of learning resources. Input will ensure the currency and adequacy of the collection to support the educational purposes of Carolinas College of Health Sciences (CCHS).

II. PROCEDURE

- A. Learning resources are defined as information, represented and stored in a variety of media and formats that assists student learning. This includes but is not limited to, materials in print, video, and software formats (excluding textbooks) as well as combinations of these formats intended for use by faculty and students. Learning resources available to CCHS faculty and students can be accessed either on campus or in the AHEC library.
- B. The following general criteria apply to the evaluation of learning resources:
 1. Learning resources support and are consistent with the educational goals of the college and specific academic programs.
 2. Learning resources meet high standards of quality in factual content and presentation.
 3. Learning resources that are older than five years are evaluated for currency of content or indicated as a "classic work."
- C. Acquisition and Deletion of Learning Resources Stored On Campus
 1. On an annual basis, CCHS faculty members are asked to evaluate the adequacy and currency of on-campus learning resources. Faculty members compare resources listed in course syllabi as well as other recommended resources to existing resources.
 2. Recommendations for acquisition or deletion are submitted to the learning resources committee for review.
 3. As a part of the review process, the AHEC library is consulted to determine whether similar learning resources are available at the AHEC library or if the AHEC library is able to purchase requested learning resources.
 4. As needed, faculty can request additional learning resources throughout the year by submitting a Learning Resources Committee Request Form to the chair of the learning resources committee.
 5. Once the learning resources committee has approved or rejected recommendations for acquisition and disposal, faculty are notified regarding changes in the available on-campus learning resources.
- D. Acquisition and Deletion of Learning Resources Stored in the AHEC library
 1. On an annual basis, the chair of the learning resources committee requests from the AHEC library a listing of holdings relevant to instruction at CCHS, including, but not limited to books, journal subscriptions, database access, computer software, videotapes, CD's, DVD's,

- and bibliographic information.
2. CCHS faculty members are asked to review the currency and adequacy of current AHEC library holdings.
 3. Recommendations for acquisition or deletion are submitted to the learning resources committee for review.
 4. As needed, faculty can request additional learning resources throughout the year by submitting a request to the chair of the learning resources committee.
 5. In addition to the annual review of library holdings completed by CCHS faculty, two additional processes are in place through the AHEC library to review library holdings:
 - At the beginning of each semester, AHEC library staff ensures all required and recommended readings listed in current course syllabi are available to students as reference books.
 - The AHEC Medical Media and Library Services Acquisitions Policy outlines guidelines for evaluating library holdings based on recommendations from faculty, currency of collection, as well as comparability to professional collection development sources. Acquisitions and deletions recommended based on this process that may impact CCHS faculty and students are submitted to the learning resources committee for approval.
- E. The Acquisition/Disposal of Learning Resources policy and procedure will be reviewed bi-annually.

III. APPROVAL

Name: _____ Title: President Date: _____