

PALMER COLLEGE OF CHIROPRACTIC  
DIVISION OF ACADEMIC AFFAIRS  
DAVID D. PALMER HEALTH SCIENCES LIBRARY  
  
DEPARTMENT OF TECHNICAL SERVICES

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Title: Acquisitions of the Library

Date Developed: 04/20/78

Date Revised: 02/10/82

Date Revised: 03/01/89

Policy Number: TS-01

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The Acquisitions Policy of the David D. Palmer Health Sciences Library shall be used as a guide for the development of the library collection so as to best support and enhance both the curriculum and research effort of Palmer College of Chiropractic, and to assist the faculty and administration in the training of Chiropractic practitioners and support personnel. This policy will cover the selection of audio-visual materials, monographs, serials, pamphlet and models for the library collection, etc.

It is the charged duty of the professional library faculty to develop an all-inclusive collection of materials in Chiropractic and related disciplines. The library faculty will purchase all materials concerning Chiropractic whether in part or in full, implied or stated. The basic and clinical sciences materials collection shall be a dynamic collection with emphasis placed upon audio-visual materials. The library faculty shall also maintain and develop a liberal arts and general materials collection for recreation and personal development.

In order to most effectively and efficiently use the funds available to the library for collection development, normally:

- No more than two copies of any item will be purchased for the collection, except in the areas of Chiropractic (Special Collections) and audio-visual.
- Serial subscriptions will be purchased for a three year subscription (if price warrants).
- Materials recommended by the instructional faculty will be considered first priority for purchase.
- Materials recommended by the library faculty and college administration will be considered second priority for purchase.
- Materials recommended by the student body or others in the Chiropractic community will be considered third priority for purchase.
- Required and recommended texts will be purchased for reference and historical purposes, (generally these materials will not be processed into the circulating collection).
- Materials will be purchased from recognized publishers and jobbers. It is understood, however, that because of the nature of the chiropractic field, materials, at times, will be purchased from individuals, authors and bookstores.
- Library funds will not be used to purchase departmental desk copy materials.
- Gifts, including personal papers and archival materials, will be sought within the scope of the collection. Useable gift materials will be accepted with the understanding that items may be added to the library collection, offered to other libraries on exchange, sold, or discarded.

- Materials are often given in memory of individuals. The library will welcome memorials of suitable materials or money for their purchase. Each item will be identified, giving the name of the donor and the name of the person being honored.
- Archival collections, including the personal papers of members of the Chiropractic community who have in some way become distinguished, will be accepted on a space available basis.
- Because the library may not appraise gift materials for tax purposes, it is suggested that the donor secure such from a reputable appraiser, (i.e., from a reputable book dealer). Upon request, a letter of receipt will be supplied to the donor.
- The de-selection of materials is a vital and important part of any aggressive acquisitions policy. Materials not useful to the collection, either because of obsolescence or condition, will be placed in storage, discarded or sold.