

Leonard Lief Library

Collection Development/Donations Policy

Collection Development

Based on the annual allotment of funds, the Library's top priority is to support Lehman College's undergraduate and graduate curriculum and instruction. In addition, the Library acquires print and electronic resources to support faculty research and scholarship. Our overall objective is to build a balanced and comprehensive collection of quality, authoritative and current research, reflecting a multiplicity of viewpoints and perspectives.

Purchase of course textbooks is limited by budget and the number of students enrolled in the course. Faculty is encouraged to provide a desk copy of the required text when the publisher supplies one.

Multimedia

The Library collects multimedia resources to support Lehman's curriculum across all disciplines, foster research, as well as enhance student learning, cultural enrichment, and intellectual advancement.

The multimedia subject librarian welcomes purchase recommendations from faculty, though breadth is limited by the budget for multimedia resources.

Selection criteria include:

- Capacity to support curricula or faculty research
- Potential active use by Lehman community
- Faculty recommendation
- Quality and cultural enrichment value

Generally, the Library does not collect commercial or feature films, unless they have cultural value or are being used within a course. Faculty will be referred to their local public library or commercial resources for these products. Most films based on literary works will be purchased.

The primary collection format is DVD, with VHS as a backup when DVD is not available. Currently we do not support high definition formats or computer application software.

Donations

While we welcome donations of appropriate materials, gifts should be directed to the appropriate subject librarian. Before delivering materials, donors should prepare a list of the items including author, title, publisher, publication date, and condition. The subject librarian reviews this list and determines whether or not material will be accepted.

Donors will receive an acknowledgement letter from the Library noting the number of books donated. The Library reserves the right to incorporate materials into the collection, or may sell or dispose of it at its discretion.