



Library and Media Services

Collection Development and Materials Selection Policy

May 2006

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Pierce College Library welcomes suggestions for materials that support and enhance teaching, study, and research at this institution.

Requested materials will be added to our collection if they pass our review and selection process. This process ensures that items added to our collection will be those deemed most likely to be useful for supporting teaching, studying, and research at the College. For more information about this process, visit our Collection Development and Materials Selection Policy web page.

To suggest materials for purchase, talk with any Pierce College librarian or send email to [Frank Brasile](#). Please provide as much information as possible about the items that you want us to purchase. The more information we have, the easier it will be to review your request. Searching bookstore web sites (like [Amazon.com](#) or [Powells](#)) or catalogs of other libraries (like those listed on our [Library Catalogs](#) web page) might provide you with much of the information that we will need in order to purchase books. It would greatly assist us if you could provide us with print-outs of records for items that you're requesting.

If you have a specific title in mind, provide as much of the following information as possible in order to speed up the process:

- Type of material - if you are requesting non-book materials (like, books, videos, DVDs, CDs, or computer software), please review the appropriate section of our Collection Development and Materials Selection Policy
- Title
- Author
- Date of publication
- Publisher
- ISBN or ISSN
- Price
- Course or program that this item supports
- Your name
- Your contact information
- Your affiliation with Pierce College
- Would you like to be notified if this item will be purchased? If so, how would you prefer to be contacted?

If you do not have a specific title in mind, be sure to describe the subject or topic that you would like Pierce College Library to consider buying more of.