

APU Library Materials Acquisition Policy and Selection Criteria Proposal

I. The APU Library Approach to Information Resource Acquisition

The APU Library seeks to procure, manage, and make accessible various media for use in education and research, and also for use by those pursuing independent study.

The APU MRC will carry out its functions in strict accordance with the “Library Statement of Intellectual Freedom” (see Doc.2).

The goal of the APU MRC is to provide a first-class resource to enhance and enable all forms of research and education, and to contribute to the development of the university in as full and proactive a manner as possible. In the spirit of APU, the MRC aims to create a collection in English, Japanese, and the languages of the Asia Pacific to promote the highest standards in inter-disciplinary research and research exchange. It is vital to the success of the policy proposed herein that budgetary and financial

measures be construed so as to accommodate the establishment of a world-class facility.

II. Materials Acquisition Policy and Selection Criteria

Materials for the APU Library will be selected as outlined below.

1. Target Materials

(1) Study Materials

Materials related to the fields of study in the curriculum, and also those of emerging fields, will form the core of the APU Library collection. Emphasis will be put on literary, educational materials as opposed to popular entertainment works.

(2) Research Materials

Research materials related to the research conducted by professors, specialist researchers, and students at APU.

(3) Reference Materials

Bibliographies and book lists for use in research, in addition to indices, catalogs, and other appropriate media will be collected. Other reference materials, i.e. dictionaries, encyclopedias, atlases, etc., also fall under this category.

(4) Non-book materials

1) Language study materials

Non-book materials, especially those that are highly effective for language study, the

promotion of international students' understanding of Japan, independent study and extracurricular activities, will be collected in an effort to enrich the lives of students.

2) e-books

Keeping in mind the unique features of e-books, we will collect materials required for teaching and research; only those titles included in e-book package contracts that will not incur annual contract renewal fees shall be collected.

3) Separate policies will be stipulated for the collection of e-journals and online databases.

(5) Periodicals/Serial Publications

Domestic and international newspapers, academic journals, government documents, almanacs/yearbooks, magazines, and other periodicals fall into this category. A rolling subscription will be taken out for target materials.

2. Selection Criteria

(1) Association with the curriculum

In light of the composition of the collection, we will proactively collect materials that are closely associated to the curriculum. In particular, we will strive to enhance areas related to the major fields of study in each College.

1) Items designated as Required Reading or Further Reading in the syllabi

Two copies of items designated as Required Readings in the syllabi will be kept on hand for usage within the library. Two copies of items designated as Further Readings will also be kept on hand: One will be available for usage within the library, and one will be available for lending. However, if Required Readings or Further Readings are available for purchase as e-books, the library will not purchase print copies.

(2) Career and Life Long Learning Relevance

Materials related to students' career development and life-long learning are a target collection.

(3) While highly specialized materials will be collected in selected fields, attention will also be paid to the collection of interdisciplinary works.

(4) In order to enrich the lives of students, and to provide them with materials

associated with a cultivated, cosmopolitan education, the MRC shall seek to acquire those foundational, classic works that comprise the core of any reputable library's collection.

(5) With English and Japanese as the foci, language materials relating to the aforementioned and 8 Asia Pacific languages shall be collected. Works related to other languages shall be acquired ad hoc.

(6) Special Collections materials (some examples below)

The APU Collection

The APU collection consists of works by current professors, professors emeriti, students (graduate/undergraduate), and friends of the university. As a rule, these shall be donated materials.

The Advisory Committee Library (AC Library)

The AC Library houses works donated by members of the APU Advisory Committee.

(7) Other (to be determined ad hoc)

3. Excluded Items

As a general rule, the following will not be considered for acquisition. However, materials to be used in research or those deemed academically necessary for use in class etc. shall not be summarily excluded.

(1) "How-To" materials; overly biased practical manuals (how-to, self-help, etc.)

(2) Manga/Comics (Classic Works and Compilations Excluded)

(3) Self-Published/Independent Fiction

(4) Tendentious or propaganda publications from political parties, political groups, or religious denominations

(5) Works of questionable objectivity; this includes vanity publications, among others.

(6) Pulp Editions (Excluding Pocket Editions)

(7) Hobby-related materials (overly biased or subjective works, leisure and amusement works, domestic affairs and child-rearing works, children's books, test preparation materials(excluding those related to language tests; JLPT, TOEFL, etc.), pornographic works, etc.

(8) Works to which the APU Library cannot secure rights (For example, Microsoft Word, Excel, etc., duplicates, reproductions)

4. Considerations for Materials Acquisition

(1) Materials concerning controversial issues, or those issues which have been presented in many hues and from many perspectives, will be collected to represent the variety of opinion as completely as possible.

(2) Works of an overtly ideological, religious, or politically-oriented nature will not automatically be excluded.

(3) Those library specialists involved in materials acquisition will not select books based on personal preference or beliefs, but in accordance with the policy outlined here.

(4) Selection of materials shall not be subject to interference from outside individuals, interests, or groups; those involved in selection shall not respond to attempts to influence the selection of library materials.

(5) The above considerations also apply to materials donated to the library. The library materials selected according to the above criteria do not necessarily reflect the opinions or views of the MRC or the MRC staff.

III. New Materials and Ex-Libris Policy

In order to stay current and meet the needs of students and researchers, the APU Library will employ a comprehensive system for updating the collection with new materials and eliminating older materials. Ex-Libris procedures will be carried out in accordance with article 18 of the Regulations for the Management of APU Library Collections.

IV. Revision

Any revisions to the acquisition policy or to the selection criteria shall be considered and decided upon by the MRC Steering Committee, and shall be implemented by the Director of the MRC.

Supplementary Provision

The above shall be implemented from April 1st, 2001

*Supplementary Provision

Partial revisions in line with changes to the handling of electronic books 2.

Date Effective January 8th, 2014