



## IE LIBRARY ACQUISITION POLICY

The IE Library will acquire any type of material that has been requested in an online format, provided that it is available. If the requested material is available in an online format and, even though, the petitioner requests paper format, the library will not assume the costs of purchasing the material.

### Development of the collection

#### 1. Definition

The development of the IE Library collection can be defined as the process through which the list of books and materials increase in relevancy and quantity with materials in electronic format in order to meet the IE community's needs for teaching and investigation. The library plans the development of its collection based on the requirements of its users, always attempting to cover the information needs.

#### 2. Structure

In order to develop this collection, as with the case of the acquisitions, the library will take into account the structure of areas, programs, schools and centers that are established in IE. Each area and/or school, via their corresponding director, will authorize the requested purchases for each professor. Likewise, the requests from professors, who teach subjects in programs that are not included in any specific area or school, must be authorized by the directors of said programs and the library direction. In this way, the requests from professors, who teach subjects in one specific center, must be authorized by the director of that center.

#### 3. Content

The first goal of developing the library's collection is to cover the required bibliographies needed for current courses and in the main areas of investigation, under the area director's authorization, of the degree, of the program or of the corresponding center.

The strategic plan for the development of the collection could start from:

- a) The start of a new degree, program, master or a research project.
- b) The analysis of a specific area of the current collection based on the circulation, comments, and suggestions of this area.
- c) The express demand for acquisition forms.
- d) Users' suggestions from various sources.

- e) The data collected from the users regarding the collections
- f) The analysis of the available electronic resources and their publishing companies.

### **3.1 Thematic content**

The collection should cover the basic requirements of the academic community, reflected in these objectives:

- The needs expressed in the requests from professors and researchers
- A basic collection of reference materials in relation to the areas, programs and existing academic schools.
- Specific material: monographs, periodicals, and other resources, in an online format, that fit the needs of the areas, programs, and schools in the IE academic community.
- General material: monographs, periodicals and other resources, in an online format, for all areas, programs and/or schools.

## **4. How to obtain the material**

### **4.1 Professor's request**

The library will receive and process the requests from professors and researchers, whether sent through the individual form or as a part of the bibliography from the syllabus. It is advised to use the form found at the end of this page.

### **4.2 Donations and Exchange**

The library receives materials donated by people or institutions, only when they meet the required academic profile of the library. There are donation and Exchange agreements with Spanish and international universities and other institutions, in order to regularly receive publications in exchange for one, or more, IE publications.

### **4.3 Purchasing materials**

It is necessary to fill out the form, found on the IE website, in order to be able to process the request to purchase any book.

The person who requests the item must indicate one of the following forms of payment:

1. Vice-dean, Area or Department's budget:
  1. Purchase for the office
  2. Resources subscription
2. For a professor's research project
3. For a seed fund
4. Other needs or investigation tools
5. For a Program or Degree

6. By the IE Library's Budget:
  1. To be available as part of the library's collection
  2. To renew the subscriptions.

**Any material requested, if available, will always be acquired in online format, providing that it is available.**

**All the materials acquired for these purposes will be cataloged and will belong permanently to IE.**

The IE Library will send all the material requests, from the IE Library's budget and from individual professors—including the statistics of material use of the library's collection—to the area directors, degree program directors and the vice-dean of research.

## **5. Assessment**

The entire library collection will be assessed periodically by the librarians. The goal of this assessment will be to:

- Update materials (new editions, subscriptions, databases, audiovisual materials, etc.)
- To relocate the aforementioned materials in order to be reviewed by the librarians
- To remove materials which, according to the cleaning policy, have met the needs to be removed from the collection after said revision

Professors and area, degree, program and center directors from each program and school must be very aware to **review the marked materials in the bibliographies each year to maintain the collection up to date**. This requirement also allows for the budget to be well managed.

## **6. Policy Review**

The present policy will be reviewed every year by the management, for the purpose of correction, emission of elements, and/or the addition of new components not currently included, after consensus from the Library Board.

Please, complete the form in this [link](#).

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