

K-State Libraries Textbook Collection Guidelines

A textbook is defined as:

“An edition of a book specifically intended for the use of students who are enrolled in a course of study or preparing for an examination on a subject or in an academic discipline, ... sometimes published in conjunction with a workbook, lab manual, and/or teacher's manual. Also refers to the standard work used for a specific course of study, whether published in special edition or not.”

— Joan M. Reitz

Online Dictionary for Library and Information Science, (11/20/2017)

http://www.abc-clio.com/ODLIS/odlis_t.aspx

Following standard academic practice, K-State Libraries normally exclude textbooks from the Libraries' collections. Given our limited financial resources for library materials, staffing costs, and the high frequency of textbook revisions, it is not within the Libraries' ability to meet student demand for textbooks at K-State. The Libraries' priority are resources and other materials that supplement and enhance coursework and research.

There are exceptions to the general rule of exclusion as noted below.

1. When experts in the field recognize a particular textbook as a classic.
2. When a textbook presents material in a way that is especially valuable to users in the opinion of teaching faculty and librarians; and whose usefulness to the readers will probably outlive related course offerings.
3. When other kinds of monographic publications in a curricular area are sparse.
4. When a textbook treats an important extra-curricular subject not otherwise represented in the collection.

K-State Libraries encourages instructors to place on reserve complimentary publisher's copies or personal copies of textbooks so that all students in the class may benefit from access to these resources. [We also accept textbook donations](#) for current courses to be placed on reserve. The content development librarians will review textbooks received and those not kept will be sent to Better World Books or recycled. All acceptable textbooks will be routed through content development for review, with the inclusion of a reserves flag. This process enables content development librarians to be made fully aware of how these materials support the curriculum for current and future resource purchases, as well as future content management projects (e.g., weeding).

Textbook Reserves Annual Review

The acquisitions librarian will produce an annual report providing the full list of textbooks in the [“Textbook Affordability Project,”](#) which will be reviewed by CADS for currency. Any textbooks identified as no longer being used will be sent to the content development librarians for inclusion within the main collection or withdraw.