Collection Development Policy for Process Technology

The collection development policy for Process Technology exists as a subject collection guideline to guide the development and management of the library’s Process Technology materials collection. This policy is for the use of the Process Technology subject liaison and the library’s users. The policy will be updated as needed. Faculty and students are encouraged to provide recommendations for library materials.

GENERAL PURPOSE OF THE COLLECTION

The Process Technology Collection supports the educational needs and specific areas of interest of teaching faculty and students at the college. The primary purpose of the collection is to support the curricula in Process Technology, which include monographs, trade journals, scholarly journals, practitioner/professional oriented publications, newsletters, handbooks, manuals, conference proceedings, technical reports, standards, dictionaries, technical encyclopedias, directories, videos, DVDs, survey analysis, literature produced by specialized publishers in this area and professional associations and societies (NAIT (National Association of Industrial Technology), IET (Institution of Engineering and Technology), NICET (National Institute for Certification in Engineering Technologies), Plant Maintenance Resource Center, ISA, ASTM, SIAM (the Society for Industrial and Applied Mathematics), ASFA, ASPRI (Association of Process Industry), AIST (Association for Iron and Steel Technology), AMT (the Association For Manufacturing Technology), ASME (American Society of Mechanical Engineers), SAMPE (The Society for the Advancement of Material and Process Engineering), TMTA (Tooling, Manufacturing & Technologies Association), MTA (The Manufacturing Technologies Association), MTTA (Machine Tools Technologies Association), (NIST) National Institute of Standards and Technology, IIE (Institute of Industrial Engineers), ACM (Association for computing Machinery), etc or classes in interdisciplinary courses such as Environment, Construction Management, Computer sciences, Chemistry, Physics, Economics, Business, Mathematics, etc.

The Process Technology collection that will be housed in the Magnolia Library is incorporated into the circulating, reference, and periodical collections. The collection primarily reflects the interests of the faculty and students in Process Technology program from introductory coursework through practical internship in this program.

SCOPE OF COVERAGE

1. Readership level: College and professional level, but entry level materials would also be acquired to support fundamental courses fulfilling distribution requirements.
2. **Languages collected (primary and selective) or excluded**: Emphasis is placed on English language materials.

3. **Geographical areas covered by the collection in terms of intellectual content, publication sources, or both, and specific areas excluded, as appropriate**: The collection is no restriction in terms of intellectual content, publication sources, and specific areas. However, the primary collection focuses on the applied and theoretical technology system concepts and contemporary issues in manufacturing and engineering technology system and management as well as practical professional development according to current course offerings. Due to the Process Technology collection relating to a variety of subjects, there is considerable overlap with other collection areas, including, but not limited to information sciences and technology, mechanical and industrial engineering, operations research, system analysis, management information systems, statistics, mechanical engineering and machinery, environmental technology, control and steam engineering, computer, chemical technology, production management, etc.

4. **Chronological periods covered by the collection in terms of intellectual content, movements or schools, and specific periods excluded, as appropriate**: The collection emphasizes current material, but the past period publications as requested by the departmental faculty and students would be acquired, with the primary purpose of supporting teaching and learning of this program.

5. **Chronological periods collected in terms of publication dates**: Current material is generally focused for almost all purchasing, except for those materials are continuously met with educational needs of the faculty and students in this program.

**GENERAL SUBJECT BOUNDARIES**

The subject scope of this collection is determined by the Library of Congress classifications:

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<thead>
<tr>
<th>Code</th>
<th>Description</th>
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<tbody>
<tr>
<td>T</td>
<td>General Technology</td>
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<tr>
<td>TA</td>
<td>General Engineering, General Civil Engineering</td>
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<td>TC</td>
<td>Hydraulic and Ocean Engineering</td>
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<td>TD</td>
<td>Environmental Technology, Sanitary Engineering</td>
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<td>TH</td>
<td>Buildings</td>
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<td>TN</td>
<td>Mining, Metallurgy</td>
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<td>TP</td>
<td>Chemical Technology</td>
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<td>TS</td>
<td>Manufactures</td>
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**TYPES OF MATERIALS**

**Books**

Text and practice manual, practitioner/professional oriented publications, handbooks, selective textbooks, career-related materials, technical guidebooks, conference proceedings, technical reports, standards, practitioner oriented publications, current trade, survey analysis, literature produced by university press, specialized publishers in this area and professional associations and societies, etc.

**Serials/Series**

Trade journals, scholarly journals, newsletters, and professional magazines

**Reference Materials**

Up-to-date encyclopedias, dictionaries, directories, technical encyclopedias, profession reference, certification exam guide, etc.

**Electronic Resources**

Specialized indexing and abstracting, full text journals, electronic books, internet resources relating to company information, industry analysis, government standard guidelines, and marketing data, etc.

**Audio visual Materials**

Acquisition is primarily curriculum-based as requested by faculty to support teaching and learning of this program. The general materials would be collected selectively with a specific interest of the Process Technology faculty and students and additionally enhance general collection of the program.

**Exclusions**

Dissertations and theses, working papers, advanced research papers, case studies are not generally collected.