

Educational Resource Center

Audio Recordings Collection Development Policy

I. Purpose

The following policy has been formulated to provide consistent standards for developing and maintaining various types of audio materials for inclusion in the various collections located in the Educational Resource Center (ERC). The only audio materials not subject to the provisions delineated in this policy are those without spoken audio content. These types of materials are located in the Music Library and a separate collection development policy has been written for this collection.

II. Mission

The inclusion of audio materials in the collections located in the ERC is to support various programs offered by the university and particularly those programs in the College of Education, as well as addressing some of the requirements of the Americans with Disabilities Act (visually and reading impaired students' needs) and some the needs of students where English is not their first language. It is also the intent, albeit of secondary importance to serve the recreational needs of university students, faculty, and staff.

III. Management Responsibility

Recommendations for the purchase of audio materials for the ERC collections are solicited and accepted from faculty, students, and staff, with the selection of materials performed by the Education Librarian.

IV. Objectives

To fulfill the library's mission the ERC plans to make available, within financial and other limitations, audio materials that meet the following objectives:

1. Provide a variety of audio materials addressing the educational needs of pre-kindergarten – 12 students as a means of supporting the teacher education program curriculum.
2. Provide various types of audio materials to address the educational needs of pre-kindergarten – 12 students with learning, developmental, or cognitive disabilities, in addition to providing audio materials developed for pre-kindergarten -12 gifted and talented students as a means of supporting the special populations teacher education program curriculum.

3. Provide various types of audio materials in the different disciplines, for academic and/or recreational use, developed for an intended audience other than pre-kindergarten – 12 students.

V. Duplication

1. In general, the same criteria will be used for purchasing duplicate audio materials as for the general collection.
2. Variant formats will not be considered duplicate copies.

VI. Definitions

Consulting a number of appropriate reference sources, definitions are provided for the various physical and/or electronic formats of audio materials as a means of identifying the range of sound recordings referred to in this collection development policy. Please note this list of definitions is neither exhaustive nor comprehensive, but a representative sampling of the types of audio recording and distribution formats selected for the ERC collections. See Appendix A for this list of definitions.

VII. Scope of ERC Special Collections

1. Audiobooks

Materials selected for this collection include unabridged audio recordings of published fiction, nonfiction, poetry, drama, short stories, folktales, and historical speeches, debates and interviews, in addition to other types of audio recordings such as oral histories that serve as primary resource materials. The only exceptions to the aforementioned criterion are award winning audio titles and audio titles only available in the abridged format.

The targeted audience age range for this collection includes toddlers, children, young adults, and adults.

VIII. Selection Criteria

1. In general, the same selection criteria will apply to audio materials as to other parts of the library collection.
2. In addition, the following three criteria should be considered when selecting audio materials: the technical quality, performance of the narrator or reader (if applicable), and the physical packaging.
 - a. Technical quality
 - i. Is the sound quality clear with no background hum or any other distracting noise?
 - ii. Is the quality of the recording medium (tape or compact disc) good?
 - iii. Is the equipment required for listening to the materials commercial available?
 - iv. Is it likely that the audio technology will be long-lasting?
 - v. Is the reputation of the publisher/producer good?

- b. Quality of the performance (if applicable)
 - i. Does the reader enhance the work or detract from it?
 - ii. Does the narrator add feeling to the work and make it come alive?
 - iii. Is voice inflection used to keep the listener interested? Or does the narrator maintain an unvoiced monotone throughout the narration?
 - iv. Is inflection over-used, distracting the listener from the content of the work?
 - v. Is the narrator good at differentiating voices from different characters?
 - vi. Does the reading sound static or does it flow and enhance the text?
 - vii. Does the choice of the narrator match the book?
 - viii. Is the narrator's voice suited to the material?
- c. Physical packaging
 - i. Is the packaging sturdy enough to endure multiple circulations?
 - ii. Is the audio medium physically durable?
 - iii. Is the cover attractive?
 - iv. Does the cover provide a synopsis or description of the work?
 - v. Does the cover provide information about the narrator(s), actor(s) or actress(es), or provide context in which the title was originally recorded?
 - vi. Does the cover give an indication of the total playing time?

IX. Collection Maintenance and Preservation

1. In general, the criteria for mending/repairing and replacing of audio materials will be the same as for the general collection.
2. Weeding
 - a. In general, the criteria for the weeding of audio materials will be the same as for the general collection.
 - b. In addition, the following criteria may be used:
 1. Audio materials that are in an obsolete format.
 2. Audio formats that require obsolete equipment to listen to the material.

Appendix A

Audiobook is defined as a published book recorded onto cassettes, compact disk, MP3 disc, or recorded digitally to be downloaded to a desktop or notebook computer or any other type of listening device.

Cassette or cassette tape is a standard technology and format for recording, storing, and playing back audio sound on magnetic tape. The cassette itself is a device consisting of permanently encased magnetic tape that winds and rewinds from reel to reel.

Compact disc or CD is a small, portable, round medium made of molded polymer for electronically recording, storing, and playing back audio, video, text, and other information in digital form.

Downloadable refers to a process whereby an audio publication is available for download from the Internet or another network to a desktop or notebook computer or any other type of listening device, as well as copied to a compact or MP3 disc. This distribution process does not involve manufacturing, duplication or packaging of audio materials.

MP3 or MPEG-1 Audio Layer 3 is a standard technology and format for compressing a sound sequence into a very small electronic file while preserving the original level of sound quality when it is played.