

Collection development policy

Teresa e Alexandre Soares dos Santos Library

The Library provides access to a range of materials and information to support faculty, students, and staff of the Nova School of Business & Economics.

The Head Librarian is responsible for the selection of library materials and may delegate this authority to trained professional staff members.

The Collection

The Library provides library materials in a variety of formats to our users, depending on their needs. As new formats develop, older formats may become obsolete and will be gradually withdrawn from the collections. Periodicals in paper format will be generally phased-out where online access exists. Print copies of annuals, reports, bulletins, and other freely available publications will be phased out where free online access of these collections exists.

The primary language of our material acquisitions will continue to be focused in English. Materials in Portuguese will be purchased where available and when relevant to our collection priority levels.

Collection Development

Library collections are developed based on supporting the curricula and research of faculty and students. The collection reflects faculty recommendations and publishing trends. The collection priority and allocation of resources is based on a four-level system of support, whereas Level 1 constitutes the main focus of our collection development and Level 4, the least.

- **Coursework Level:** This collection supports the undergraduate and master's level coursework, master's theses, and project-based independent study. It also supports faculty in their undergraduate and master's level course preparation

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and speciality-related research. This level supports general subject overview and some specialized knowledge but is not as in-depth as the Research level. Materials include a wide range of books, electronic full-text databases, core journals, e-journals, e-books, and reference works providing study foundations.

- **Basic Level:** Introductory collection to provide a basic subject overview. May include resources for faculty course preparation and research.
- **Research Level:** Advanced and comprehensive collection supporting independent research and doctoral-level course preparation and speciality research.
- **Support Level:** This collection of material supports other departments at NOVA SBE. It will be developed by specific requests from department heads.

Donated material becomes the property of the Nova School of Business & Economics at the time of donation. Gifted materials are evaluated on the same principles as are purchased materials. Gifts are added to the collection, sold, or discarded according to staff judgment.

Weeding

Library collections are regularly reviewed by staff based on currency, use, and physical condition. Periodically the library will withdraw items from the collection based on these criteria. Withdrawn materials may be donated, sold or recycled.

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