

William Woods University

Dulany Library

Collection Development Policy

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I. Introduction

This collection development policy is a statement of the principles and guidelines used by Dulany Library in the selection, acquisition, evaluation, and maintenance of library materials. It is intended to ensure consistency of practice among those responsible for developing the library collection, and to communicate the library's policies to faculty, students, staff, and other interested persons. A separate collection development policy exists for the Library's Educational Materials Collection with specific guidelines for the development of this collection.

II. Purposes and Goals of Collection Development

The development and maintenance of the library's collection is one of the primary goals of the library's mission. Collection development includes all aspects of the process that culminates in the acquisition of informational materials, including the formulation of policies and procedures that guide the selection process, the evaluation of the existing collection, and the allocation of funds for acquisition. In addition, collection development includes the care and preservation of materials in the collection, as well as the process whereby materials are withdrawn from the collection.

The goal of Dulany Library's collection development efforts is to build a collection that supports the needs of the undergraduate and graduate programs at William Woods University and responds to the research needs of its faculty. At the same time, recognizing that no academic library can supply on-site resources that satisfy all the needs of its users, Dulany Library strives to fulfill its goal in part through the provision of access services, including the availability of electronic and digital resources, on-demand document delivery and interlibrary loan services.

The American Library Association's Freedom to Read Statement and the Library Bill of Rights are recognized as upholding the doctrine of freedom of speech and of the press. As part of its philosophy of collection development, Dulany Library supports the following statements from the American Library Association:

Library Bill of Rights
Intellectual Freedom Statement
Librarians Code of Ethics
Freedom to Read Statement

III. Audience

Students in all programs at William Woods University along with faculty and staff are the primary users of the library's resources and services. Secondly, the library serves persons who attend the other higher education

institutions in Missouri who are members of MOBIUS. Library materials are also loaned to other library patrons through their home libraries around the world using OCLC Interlibrary Loan/WorldCat.

IV. Policy Review

In order to maintain library policies that are responsive to the changing needs and objectives of the University, a review of the Collection Development Policy is conducted periodically. The Library Director, working with the library staff and Academic Council, is responsible for the updating of policy changes.

V. Responsibility for Library Collection Development

The selection of materials for acquisition by the library is the joint responsibility of the library staff and the faculty. Faculty members can submit requests for library materials via email, phone, or by sending catalogs and order cards to the Library Director or Circulation Desk.

All requests for materials are examined for their adherence to the selection guidelines and must be approved by the Library Director. Student and university staff requests for the acquisition of materials are also welcomed and encouraged by the Library and will be reviewed under the same standards as are requests from other sources.

VI. The Allocation of Library Materials Funds

The materials budget is allocated by format (e.g., periodicals, standing orders, electronic resources, monographs, etc.) and by collection (e.g., Reference). Monographic materials (books, videos, and other items not acquired on a subscription basis) are acquired based on collection strengths/weaknesses, curricular needs, and faculty requests, rather than allocations to academic divisions based on a formula. The MOBIUS database is always checked prior to the acquisition of monographic materials to determine if another MOBIUS library already owns an item. Depending on WWU curricular needs, Dulany Library may still acquire an item even if another MOBIUS library already owns it.

Requests for adjustments to funding are made in response to the creation and alteration of programs, changes in departmental size or structure, changes in the number of students, including the number of students majoring in a discipline, and other factors affecting the need for library support.

When funding is insufficient to maintain current levels of support for materials, the Library will take measures to reduce expenditures. Reductions will ordinarily be achieved by across-the-board, percentage cuts in allocations for books, periodicals and standing orders. In the case of books, the annual allocation is simply reduced by the necessary percentage. For periodical and standing orders, academic divisions may be asked to achieve the required savings through a careful choice of titles to be cancelled, selecting those the loss of which will, in their judgment, cause the least harm to curricular and research support in their subject areas.

VII. Selection of Library Materials

Selection of materials is a process affected by the changing curriculum as well as the availability of new materials. Since the library acquires materials of various levels to serve the varying abilities of students, books on advanced or specialized subjects may be purchased in limited amounts if the coursework warrants.

Each type of material is considered in terms of its own value and the audience for whom it is intended. There is no single standard that can be applied in all cases when making an acquisition decision. Materials may be

purchased for their support of a particular course or may be considered because they meet special needs not outlined below in "General Criteria".

A. Selection Objectives - The following are objectives for the library in the selection of materials:

- Responsiveness to evolving technology and changing instructional needs
- Acquisition of or access to materials of varying levels of sophistication and types of media to best serve the wide-ranging interest and abilities of the students
- Acquisition of or access to materials on opposing sides of controversial issues so that students may develop the practice of critical reading and thinking
- Acquisition of or access to materials that enhance respect for the understanding of cultural, racial, religious and other differences among people.
- Access to library materials for students with disabilities
- Access to other libraries' resources through effective participation in local, regional, state, and national networks.

B. Selection Responsibility - The library staff, aided by faculty recommendations, are responsible for general guidance in selection. Student recommendations are encouraged also. The Library Director has the responsibility for materials selection. All materials purchased with library funds become library property.

C. Catalog - The library catalogs all items according to national bibliographic standards (Anglo American Cataloging Rules and MARC formats) and classifies using the Library of Congress Classification system. The materials in Dulany Library's collection appear in the ARTHUR cluster catalog which is part of the MOBIUS catalog.

D. General Guidelines for Selecting Materials:

- 1) **Standards** - Dulany Library supports the statements on collection development contained within the latest versions of *Standards for Libraries in Higher Education* and *Guidelines for Media Resources in Academic Libraries* adopted by the Association of College and Research Libraries. Because accrediting agencies often use these standards to evaluate library collections, it is important that the library seek to abide by them.
- 2) **Intellectual Freedom and Censorship** - Dulany Library recognizes that free access to ideas and full freedom of expression are fundamental to the educational process. Accordingly, the library purchases materials that represent a wide variety of viewpoints. In so doing, the library subscribes to and complies with the American Library Association's *Library Bill of Rights* and its accompanying statements of interpretation, including, but not limited to, statements on Intellectual Freedom; the Freedom to Read; Freedom to View; Access to Electronic Information, Services and Networks. The library does not withdraw or add, at the request of any individual or group, material that has been chosen for, or excluded from, the collection on the basis of stated selection criteria. For more information, see the Library's *Challenges to Library Materials Policy and Procedure*.
- 3) **Confidentiality** – Dulany Library does not retain records of patron use of library materials once items are marked returned; retention of patron use data is determined by the MOBIUS Council and controlled through MOBIUS policies and procedures. The *Library Bill of Rights* and the *Code of Ethics* of the American Library Association, as well as the law of the State of Missouri, guide Dulany Library and MOBIUS in determining policies regarding patron privacy. Following these standards, information about patrons' use of library materials will be revealed to third parties only when a legal court order requires it and such information is available. Library staff, including student library assistants, will not reveal to

whom any item is checked out at any time without a court order. However, patrons may ask that an item be recalled after it has been in circulation for a specific period of time.

- 4) **Copyright** – Dulany Library complies fully with all of the provisions of the U.S. Copyright Law (17 U.S.C.) and its amendments. The library strongly supports the Fair Use section of the Copyright Law (17 U.S.C. §107) which permits and protects citizens' rights to reproduce and make other uses of copyrighted works for the purposes of teaching, scholarship, and research. However, WWU faculty, staff, and students are responsible for personal decisions regarding their use of copyrighted material.

E. General Criteria for Selection of All Materials (not prioritized):

- Present and potential relevance to instructional needs
- Faculty request and guidance
- Timeliness and lasting value of material
- Reputation of the author, issuing body, and/or publisher
- Author's purpose, professional competence, and writing skill
- Reviews in reputable sources
- Relation to other material in the collection and to other material available on the subject
- Literary, artistic, or social value
- Special features: detailed, logical, accurate index; bibliography; footnotes; pictorial representations
- Physical and technical quality: paper, typography, and design; physical size; binding; durability; interface with user (electronic titles)
- Suitability of content and style
- Demand, frequency of interlibrary loan requests for material on the same or similar subject
- Price/relative cost of material in relation to the budget and other available material.
- Availability in other MOBIUS libraries

F. Policies for Selection of Specific Types of Materials:

- 1) **Computer Software** – The library will acquire computer software when a) the software will be used for research and/or informational purposes, and b) the software requires accessibility in a public place other than a campus lab. Such software will reside in the library which will be responsible for providing access to the software, although not necessarily instruction as to its use. All other requests for software used in instruction and research should be submitted to the appropriate Academic Division Chair and/or Academic Council.
- 2) **Duplicates** - Duplicates are not normally purchased. However, duplicate materials will be added to the collection under certain circumstances, e.g., if there is heavy usage of copies already held by the library; if a special request is made to do so; if it is necessary in order to acquire archival or special collection copies in addition to circulating copies.
- 3) **Fiction** - The library generally will not acquire fiction that is anticipated to have only short-term interest among readers. Instead, it will attempt to select established literary works and new works of promise in the literary field, especially those works that would support literature course offerings. As part of the selection process librarians will evaluate works of fiction in terms of the author's earlier writings and current reader interest. The library maintains a Popular Fiction collection of fiction in paperback form.
- 4) **Foreign-Language Materials** - The library collects primarily English-language materials. Foreign language materials will be acquired as needed to support coursework in foreign languages and literatures.

- 5) **Gifts** - Gifts to the library are encouraged. However, gifts will be added to the collection only after the items have been evaluated to determine if they meet collection development guidelines. Gifts are accepted with the understanding that they become the property of William Woods University upon receipt, and that the Library will make all necessary decisions as to their retention, location, cataloging treatment, and other considerations relating to their use and disposition. Materials which prove not to be needed in the Library may be exchanged with other libraries, or otherwise used for the University's benefit and goodwill, in accordance with established procedures. Donors may request that books not needed be returned to them. The library accepts books, journals, media items and cash as gifts. Donors should contact the Library Director if they have materials they wish to donate or if they have any questions about the appropriateness of their gifts. All gifts are reported to University Advancement; any cash gifts are sent directly to University Advancement for deposit in one of the Library's endowment accounts. All gifts will be acknowledged with a letter from the Library that indicates the number of volumes/issues/monetary amount given. A donor must contact a professional book appraiser if they want an appraisal of the donated material as the Library staff cannot provide this service.
- 6) **Electronic media** - The library subscribes to many products accessible with a computer connected to the Internet. Such products include periodical full-text content and indexes, encyclopedias, statistical databases, and e-books. These materials are available to WWU students, faculty, and staff via the Library's web site and require a WWU username and password. There are no acquisition restrictions as to subject area. The primary criteria for the selection of any electronic product are the extent to which it is relevant to the curriculum, improves the overall library collection, and/or enhances the user's access to information. Some electronic resources, such as electronic books and electronic journals, offer distinct advantages over their paper counterparts, among them: 1) availability to users, including far-distant users, from home and office computers; 2) enhanced content; 3) rapid publication and updating; 4) savings to the library in terms of storage and re-binding costs. Such materials are particularly useful in connection with distance education programs, and in subject areas in which there is rapid obsolescence of information, such as computer science. Both electronic journals and books are often sold in "packages". The Library purchases such aggregations of titles only if the overall cost/benefit ratio is felt to be satisfactory.
- 7) **Music** - The Library does acquire music CDs to a limited extent. The library generally does not acquire music scores, although the collection does contain a collection of scores and sheet music acquired several decades ago.
- 8) **Videorecordings** - The Library acquires DVDs both in conjunction with the purchase of print materials, and as stand-alone materials and maintains a collection of videosrecordings for classroom instruction, organized by Library of Congress classification number, as well as a collection of feature films, organized by title.
- 9) **Maps** - Generally, the Library does not acquire maps, with the exception of atlases and globes in the Reference collection and selected topographic maps.
- 10) **Out-of-Print Materials** - The majority of titles selected for purchase by faculty and librarians are current publications. However, the library recognizes the need for some retrospective purchases, as well as the need to acquire replacement copies of damaged and lost books that are out-of-print. The availability of extensive online databases of used and otherwise out-of-print titles has made it both practical and fiscally attractive to buy such titles.
- 11) **Paperbacks** - The default acquisitions procedure of the Library is to purchase paperback editions of most titles whenever they are available. However, a hardback may be considered when the price differential between the editions is outweighed by the long-term value and expected use of the title. The primary

exception to this policy is that all children's literature is acquired in the hardback edition whenever possible.

- 12) **State and Regional Materials** – Such materials are acquired when they are of local or long-standing interest.
- 13) **Textbooks and Lab Manuals** -Textbooks are not normally purchased. Exceptions are those which have earned a reputation as “classics” in their fields, or which are the only or best sources of general information on a particular topic for the non-specialist. Textbooks and laboratory manuals will be evaluated and added to the collection based upon these considerations.

G. Format Guidelines - Materials are purchased as needed to support the curriculum in all formats for which the library has equipment and facilities.

H. Obsolete Formats - Normally the library will not add materials in obsolete formats to the library collection. Any addition of such materials to the collection will be at the discretion of the library staff. The primary criteria for adding these materials will be the availability of equipment for use of the material and the availability of storage space. Decisions to withdraw non-print items will be based upon the obsolescence of the format and the physical condition of the equipment required to access them. If funds are available and the contents warrant preservation, materials may be transferred to another format prior to de-selection.

I. Selection and Evaluation Tools

- 1) **Review journals** -The library receives journals with reviews for a variety of media, such as *Booklist*, *School Library Journal*, *Video Librarian*, etc.
- 2) **Publishers catalogs**

J. Acquisitions Priorities - When the library must make difficult choices in periods of financial austerity, the following factors may aid in assigning priorities.

- Priority will be given to continuing the periodicals and indexes.
- Priorities for monograph purchases:
 - a. Faculty requests
 - b. New programs
 - c. Current topics
 - d. Relevance to class assignments

VIII. Collection Maintenance

The collection is developed systematically to provide well-rounded coverage within budget constraints. The collection is continually re-evaluated in relation to changing program content, new instruction methods and other needs.

A. Collection Inventory – Collection inventory and accompanying evaluation are ongoing.

B. Location of Materials - Information resources purchased with institutional, grant, or gift funds become part of the library's collection. The location of these resources is, for the most part, determined by the library staff.

The conditions under which electronic resources are accessible is determined by licensing agreements.

Whenever possible, the Library provides access to all students and staff, regardless of their geographical location.

C. De-selection - De-selection of library materials (the process of removing items from the collection) is essential for the maintenance of an active, academically useful library collection. De-selection provides quality control for the collection by the elimination of outdated, inaccurate, and physically deteriorated materials. Librarians are responsible for conducting an ongoing de-selection with the advice of the faculty.

General Guidelines

- 1) Superseded editions are subject to de-selection. Reasons for retention of superseded editions include the continuing relevance of their content and the desirability of having circulating copies of certain titles the current editions of which are not circulated.
- 2) Materials which cannot be repaired or rebound or for which the cost of preservation exceeds the usefulness of the information contained are de-selected.
- 3) Because currency of information is extremely important in some fields, such as the sciences, technology, and business, older materials are subject to de-selection so that outdated or inaccurate information may be removed from the collection. However, some materials, though outdated in content, may have significant historical value and will be retained.
- 4) Materials whose content is duplicated in other works may be de-selected.

Considerations for Serials

- 1) Titles previously acquired in hard copy, for which a full-text version is currently available, may be discontinued, depending on the use and relevancy of the title to the current curriculum. The hard copy may be withdrawn or retained and moved to the lower library with other print titles no longer currently received.
- 2) Incomplete and short runs of a title may be withdrawn, particularly when the title is not received currently.
- 3) Titles that contain information that does not have long-term value, such as newsletters and trade magazines, usually have automatic discard schedules, such as "latest two years only retained."
- 4) Annuals, biennials, and regularly updated editions of guidebooks, handbooks, almanacs, and directories have a de-selection pattern established depending on the value of the information contained in earlier editions. Occasionally, an older edition may be retained in the reference and/or circulating collection.
- 5) Duplicate issues of periodicals and journals are discarded when a volume is bound.

D. Conservation, Preservation, and Restoration

- 1) All library staff are responsible for bringing physically damaged materials to the attention of the Access Services Manager who will mark the item in MOBIUS as held for Bindery.
- 2) Damaged materials judged to be beyond the ability of in-house staff to repair, but worth retaining in the collection, will be rebound commercially.
- 3) In general, most periodicals and journals are bound on a regular basis. Titles will not be bound if only the current two to three years are retained. The number of issues bound together is determined on a title-by-title basis depending on the size and number of issues per volume or year. Incomplete volumes or years are bound only after being reviewed.

E. Replacement of Library Materials

- 1) Librarians are responsible for making decisions regarding the replacement of books that are lost, missing, or damaged beyond repair or rebinding. The Access Services Manager is responsible for bringing such materials to the attention of the librarians. Criteria for making replacement decisions are as follows:
 - Does the material being replaced meet the general library collection policy?
 - Does the frequency of anticipated use justify replacement?
 - Is the item used for class reserve reading or is it on a faculty recommended reading list?

- 2) The Circulation Clerk will identify lost, damaged, missing, or worn-out serials and will take steps to replace these materials. The following serial items will not be replaced:
 - newspapers and newsletters
 - titles that are not held permanently
 - titles available in electronic form

Since back issues may be expensive, the decision to replace will be guided by the following considerations:

- Does the material being replaced meet the general library collection policy?
- Is the periodical readily available elsewhere, through duplicate exchange or in electronic form?
- Does the information in the particular title have lasting value?

IX. Evaluation of the Collection

Academic program reviews are required periodically for each major and minor course of study at WWU. Each program review requires a corresponding analysis of the library's holdings. In order to provide a useful analysis, Dulany Library subscribes to a product from OCLC, called WorldCat Collection Management. The library collection analysis for each academic program review is submitted to the appropriate academic department/division chair. Through the use of WorldCat Collection Management, benchmarks have been established for library holdings supporting each academic program with analysis by material type and date of publication.