

EASTERN UNIVERSITY

WARNER MEMORIAL LIBRARY POLICIES AND PROCEDURES

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| DIVISION: Academic Affairs/Warner Memorial Library | |
| SUBJECT: Collection Development Policy | Page 1 of 6 |
| Policy Number: | Supersedes: 2016 |
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1. Statement of Policy – Purpose & Goals

Warner Library's Collection Policy governs the acquisition, disposition, placement and access to materials that support research and teaching needs of students and faculty, in accordance with the missions of the University and the Library. The Library's goal is to serve the students, faculty, and communities of Eastern University through access to excellent scholarly materials; access is made possible through traditional purchasing as well as subscriptions to electronic resources, user-driven selection programs, and open access materials.

Recognizing that Warner Library serves a diverse constituency with varied experiences, background, abilities, and needs, we strive to attain equity of ideas and diversity in voices in the research materials provided to users of the library's collections. We affirm our alignment with the *Association of College & Research Library's Diversity Standard 4*: "Librarians and library staff shall develop collections and provide programs and services that are inclusive of the needs of all persons in the community the library serves."

Our collections support the research and teaching work of individuals of all ages, representing a multiplicity of racial and ethnic backgrounds, economic and educational levels, and physical and mental abilities. Warner Library builds collections that mirror and support this diversity, and our collection attempts to integrate faith, reason, and justice issues.

Goals include:

- To provide an excellent user experience
- To provide access and discoverability to collections that respond quickly at the point-of-need
- To use new technologies to prudent stewardship of funding
- To collaborate with Faculty and students to determine user needs

2. Overview of the Collection

The primary subject areas collected are those that serve to support the instructional, research, and information needs of the University community. Materials are organized by discipline and subject topics. Warner Memorial Library services are driven by our curriculum, academic user demand, and accessibility methods.

Electronic resources include, but are not limited to, electronic serials or collections of serials; online databases; electronic reference materials; electronic monographs; or collections of e-monographs. Warner Memorial Library intentionally limits its physical collection while building a significant online collection and providing various accessibility methods.

3. Languages

The main language of the collection is English. Criteria considered for acquisition of foreign language materials are their usefulness to the University community and the reputation of the work.

4. Selection Responsibility

The ultimate responsibility for the development and maintenance of the Library collection rests with the Director of the University Library. However, anyone, including students, may recommend materials for selection by the Library. The teaching faculty and librarians are encouraged to recommend materials that serve to support the courses they teach and supplement the general library collections appropriate to their disciplines and specialties.

Funds available for collection development are allocated to address users' needs and are spent in the most cost-effective manner possible.

Selection Guidelines

A. General

- **Support for curriculum and research:** Materials must relate to the teaching and research of current Eastern students and faculty. The Library's acquisition/database budget will support access to and/or discovery of materials available for use by students.
- **Lasting Value:** The value of materials is determined by: longevity of the content, including but not limited to interdisciplinary resources that can be used by many researchers; the anticipated value to the current patron population based on need; and the appropriateness of the level of treatment (breadth, depth, etc.) Full text access is preferred to indexing/abstracts only. Currency of information and/or frequency of updating, as assessed within the context of the subject, and the quality of the physical condition of the product (if applicable) are also important.
- **Organization:** i.e. how the information is organized and retrieved, including the quality of indexing or MARC records.

- **Usability and accessibility:** The Library will purchase materials that meet accessibility standards for users.
- **Cost and terms:** When purchasing, consideration is given to overall cost, purchasing method, and predicted cost-per-use.
- **Strength** of present holdings in subject areas or similar subject areas.
- **Authoritativeness** of the author and/or reliability of the publisher, compiler, producer, vendor, etc.
- **Format:** Preference will be given to materials in electronic format.
- **Consortial holdings:** Holdings of libraries or consortia with which the Library have cooperative agreements or of libraries within the Library system must be considered when making selection decisions. Consortial or system agreements may override local requests for ownership.
- **Multiple copies:** More than one print copy of any title shall not be purchased. Print & e-format monographs are often available at one price. Purchasing an electronic version is preferred to purchasing multiple print copies.
- **Consumable materials:** The Library will not purchase materials intended to be consumed (e.g. workbooks, tests, software, etc.).
- **Textbooks:** Course textbooks used for the university are not acquired routinely. Purchas may be made for those textbooks which have earned a reputation as 'classics' in their field, or when a textbook is the only or best source of information on a particular topic. Requests for the purchase of textbooks are reviewed on an individual basis.
- **Print/physical formats vs. electronic formats.** The Library recognizes that the shift from print to electronic publication formats is different across disciplines and communities of practice, and is sometimes different for monographic literature than it is for serial/journal/periodical literature even within a discipline. For some areas of scholarship, print publications remains primary and critical to supporting the work of students and faculty. In many areas of the world, print is not merely the most reliable but is often the only available format. Some areas, while slower to move to electronic formats, are seeing a gradual but steady move in that direction; the Library carefully monitors this evolution for its impact on collecting decisions and will be responsive over time to changing needs and preferences of students and faculty. For yet other areas of collecting, the shift to electronic has been well established by both publishers and scholars alike, and preference is given to monographic and/or serial collections in electronic format.

When electronic access becomes available in sustainable, affordable, and persistently- accessible platforms, the Library will weigh carefully whether or not to move to e-only access. The Library will generally continue to acquire the print format when there are demonstrable and substantive differences in content; when canceling the print would negatively impact scholarship and/or stewardship; or when faculty have expressed important reasons for the Library to continue to support acquisition and/or retention of the print (or other tangible, physical formats, including microfilm) in certain disciplines. Consideration of the constraints of space and financial resources will also be important factors in determining which formats to acquire and/or retain from existing collections over time.

B. Electronic Resources Selection

- **Data-informed collections decisions for licensed electronic resources.** The Library evaluates collections against data that can characterize the impact the resource might have on users. Specifically, and wherever possible, the Library arranges for trials of new electronic resources to gauge interest in and usage of collections in advance of possible acquisition. Turn-away statistics from vendors are also gathered, when available, to assess potential interest.
- **Accessibility.** As our investment in electronic resources grows over time, it is incumbent on the Library to ensure that the information and communication technologies it acquires are accessible to and usable by individuals with disabilities. The Library makes every attempt to ensure that the technology platforms we invest in, and the content provided within them, follow evolving national standards for accessibility.
- **Ownership vs. access.** The Library is cognizant of its dual responsibility to use the University's funds judiciously and to serve the needs of its users over time. To these ends, the Library strives to acquire collections that result in perpetual ownership of some materials. In some cases, perpetual ownership is either not available or not affordable, but leasing options exist. Leased access will be considered when resources are important to scholarship at Eastern University. In all cases, the conditions of access (e.g. read only, ability to make copies of extracts, download of full content) will be weighed carefully by librarians in the context of the users' needs.
- **Comprehensive collecting.** While comprehensiveness may be a characteristic of some distinctive collections, comprehensive collecting is not the aim of the general collections. The strengths or weaknesses of current holdings in each subject area are relative to the University's priorities, the available funding, and the scope/scale of collections available in the marketplace.
- **Consortial holdings.** The Library partners in programs that enable research libraries to achieve more comprehensive subject coverage across a network of libraries, in order to serve the diverse needs of users across those networks, and in ways that can only be accomplished collectively, not by one library alone – both through resource sharing (e.g., EZ Borrow, Rapid ILL) and shared purchasing of collections.

C. Curriculum Lab -Juvenile/Young Adult Books

- The Curriculum Lab serves the Education Department of the University. The collection is a representative collection of books recommended for ages preschool through twelfth grade. Materials are intended to support classes in education, special education, and literature, including award winning juvenile/young adult titles.

D. Periodicals

- Also referred as journals or magazines, this collection represents an ongoing funding commitment. Increasing numbers of titles are acquired as part of database packages, and some journal titles can be and are acquired separately. Because of high rates and limited budgets, periodical titles receive more consideration than acquisition of a single monograph.

- The library also provides access to the full-text of many national, international, and regional newspapers electronically via databases. Web resources for *New York Times* and the *Wall Street Journal* are available as individual subscription access. Paper subscriptions are acquired selectively and have short retention periods.
- Criteria for evaluation and acquisition/cancellation of periodicals include:
 - Support of current academic curriculum
 - Collection balance
 - Availability of electronic format and ease of user access
 - Amount of current or projected future use of specific periodicals in a subject area
 - Reputation of the periodical
 - Cost and availability of funds to support
 - Number of ILL requests for a title not owned

E. Media

The primary focus of the media collection is instructional support rather than general entertainment value, with exception to physical formats held onsite. Electronic streaming media is made available for on campus and remote users. Faculty may make requests for streaming media to support their courses.

F. Gift Materials

The Library accepts limited gift collections of books. We provide a letter of receipt when requested. We do not evaluate gift donations in terms of monetary value. Generally, the same criteria used to determine purchase of materials is used in evaluating appropriateness of gifts for the collection. Some examples of materials which are not considered viable additions include mass market paperbacks, outdated textbooks, foreign language materials which do not support the curriculum, and materials in poor condition and/or an outdated format. Since processing and housing materials is expensive, the library reserves the right to accept or discard any materials received as gifts/donations. See also Gift Policy.

5. Collection Management

A. Evaluation:

In order to determine removal or retaining material, a rigorous evaluation process is used to make the determination. Guidelines for removing and/or retaining materials are:

Removing (deselection)

- Item is out-of-date and/or contains inaccurate information
- Item is superseded with a new edition

- Item has not been used for 10 years, is not a classic work, does not have long-term value and/or falls outside of institutional research and curriculum/subject areas
- Item is a duplicate
- Item is in poor condition and the cost to repair/replace it goes beyond its usefulness
- Item is part of an incomplete set
- Item is not important to coursework, research, cross-disciplinary study, nor of general interest. Item is not likely to be used in the future
- Item can be replaced cost-effectively with a digital resource with wider availability & accessibility
- Usage statistics indicate little or no recent use, especially in comparison with usage anticipated from alternative resources

What to Retain

- Items listed on other authoritative lists such as Resources for College Libraries
- Items held by 100 or fewer libraries according to WorldCat
- Items written by key authors in a field
- Items that are important to coursework, research, cross-disciplinary study or are of general interest
- Items that are likely to be used in the future
- Items that are part of a valued donation
- Requests from faculty

B. Deselection/Deaccessioning: Deselection, deaccessioning, or weeding is an essential part of collection development. Deselection ensures that the collection remains in good physical condition, is up-to-date, and meets the content requirements as set forth by the mission statement. Review of the collection continues on a regular basis in order to determine usefulness and/or the possible relocation or disposal of materials. Department Chairs and faculty are contacted for their input prior to normal collection management procedures.

C. Preservation: Of equal importance to the selection of materials for the collection is the need to maintain the collection for both current and future use through repair, replacement with new copies, and storage in protected areas.