

# Collection Development Policy 2007

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## **Philosophy and Purpose**

The purpose of this Collection Development policy is to establish written guidelines for the development, management and preservation of the DePauw University Libraries' collections (hereafter referred to as the Libraries). These include the Main Collection (including the Curriculum Materials Center and Recreational Reading), Archives and Special Collections, Music, Periodicals, Government Documents, Instructional Media, Electronic Resources, Prevo Science Library, and the Visual Resource Center.

The mission of the Libraries is to provide library materials and services needed by the students and faculty of the University. The Libraries strive to keep the collection development policies attuned to DePauw's institutional goals by developing quality, balanced and responsive collections that support the curricular and research needs of all majors, departments and social, cultural and political interests of the DePauw Community.

The overall objective here is to articulate collection goals and policies. This policy further serves to emphasize the University's commitment to uphold and defend the principles of intellectual freedom (Intellectual Freedom Manual, 171) and to ensure that the collections reflect and support the diverse creative, intellectual and research needs of the university community. The document also covers the responsibility for the collections, general and specific collection criteria, replacements, de-selection and the Libraries' policy on gifts and challenged materials.

## **Collection Scope**

The Libraries collect a broad spectrum of information resources in a variety of formats. The formats collected include text, music scores, microforms, realia, electronic materials and audio-visual materials.

## **Collection Development Responsibilities**

Six main areas comprise collection development: collection assessment, development/selection, budget, management, de-selection, and gift evaluation. Responsibility for collection development is shared the Libraries and the teaching faculty. The Collection Development Librarian collaborates with faculty through the liaison system in developing quality collections that respond to the instructional mission of the University.

## General Selection Criteria

Quality of content and fulfillment of academic and curricular needs are crucial in determining the selection of materials. Other criteria to be considered include:

Content	Format/Life of Material
Authority	Duplication
Audience	Cost
Language	

### Content

Materials are selected using the following priorities:

Resources which support the academic and intellectual goals of DePauw University

Resources which support independent inquiry necessary for students obtaining a broad liberal arts education

Resources used by faculty in preparation for classes they teach and support

Resources used by faculty and students to support their academic research

Resources used by administrators and staff to support their professional activities

Resources used by faculty, students, and the DePauw community to support their recreational needs

Students are expected to purchase their own textbooks. Therefore, in most cases, textbooks will not be selected for library collections.

Collection Development involves a systematic process for assessment and development of collections. Collection assessment includes the current state of an area's collection. Academic departments and library staff work together to reflect changing trends and future goals in development of an area's collection. Faculty-Librarian collaboration is important in this process. Works will not be ordered en masse in a subject area based on their subject matter alone.

## **Language**

Materials are generally ordered in English. An exception is materials ordered by departments teaching a foreign language or in instances where use of original language materials is either a significant factor or required by the curriculum. For works in which presentation is of primary importance (e.g. an Italian opera), language need not be a consideration.

## **Format/Life of Material**

The Library endeavors to order materials in a form appropriate to its expected use, lifetime and circulation.

Print materials should not automatically be withdrawn or subscriptions canceled if acquired in an electronic format. Electronic formats may replace a print version or may be an additional access point, as and when it is cost-effective and appropriate to do so.

When choosing a format or deciding whether to retain an item in more than one format the following criteria should be considered:

Who are the users of this material and how important are multiple access points?

Does one format offer significant advantages to users over another format?

Is any information lost when the product is updated?

Do back file editions have to be returned to the company or can they be retained?

For electronic resources, is a Web version available?

How can this material be offered to users in the most cost effective manner?

Are the hardware and /or software necessary to provide this material currently available on campus or will it become an extra expense?

Is the desired material only available in a particular format?

What space is available for storage/access of the desired material?

## **Duplication**

Generally, duplicates are not purchased. Exceptions may be made under the following circumstances:

Items ordered for reserve

Items with documents that have heavy usage

Copies needed at more than one location

Faculty, staff or alumni publications (collected by Archives) that meet the general selection criteria

Format compliance

### **Cost**

Costs of materials vary widely by discipline, type, format and a variety of other factors. While we must recognize the necessity to maintain library budgets responsibly, we will always first consider the importance and relevance of selected materials to teaching and research needs. In cases of extraordinary cost, we will seek additional funding and cooperative purchasing arrangements in order to acquire necessary materials.

## **Overview of Branches and Collections**

### **Archives and Special Collections**

Materials documenting the history and development of DePauw University and the United Methodist Church are the basis of Archives and Special Collections. Archival and manuscript material relating to DePauw University alumni, faculty, staff and benefactors, and relating to United Methodist ministers, churches, administrative offices and agencies in Indiana is actively collected.

Published material is also collected to document the activities of DePauw University and the United Methodist Church. Actively sought by Archives and Special Collections are works created by DePauw or United Methodist authors and artists, or about the two institutions. Other collecting areas include state, county, and local history; the first editions of books by Bret Harte; the Society of Professional Journalists; and the Indiana Journalism Hall of Fame Association. Occasionally, materials from outside the previously noted collecting areas are added when warranted by their condition or monetary value.

### **Music Collection**

With a few exceptions, Music is a well-defined subject area falling within the M classification of the Library of Congress classification system. Most of these materials are located in Music Library in the Performing Arts Center.

A large portion of the collection is devoted to music literature, which includes general music (appreciation, listener's guides), bibliography and reference, music history (by period, by genre, by country, biography, performance practice), ethnomusicology (non-Western folk, popular, and art music; Western folk and popular music), notation and music theory, composition, conducting, jazz, and instrumental/vocal pedagogy. Music education literature includes history and philosophy, methodology, psychology and basic testing, administration, instrumental and vocal pedagogy (including method books).

### **Prevo Science Library**

The Prevo Science Library is located within the Percy L. Julian Science and Mathematics Center. The Prevo Library collection primarily supports the instructional and research needs of undergraduates and faculty in astronomy, biology, chemistry and biochemistry, computer science, geosciences, mathematics, and physics and astronomy; the Library also collects in interdisciplinary science subject areas (such as environmental studies) that supports a wider range of DePauw students and faculty. The Prevo Library also supports the Science Research Fellows program, which involves students and science faculty in research during the academic school year as well as over summer break.

The Prevo Library collections include print and electronic resources (including journals, monographs, serial publications, reference materials) as well as USGS maps and other publications, videos, DVDs and slides. Prevo has a print reference collection, a video/DVD/slide collection, a Career collection and a USGS Map collection, in addition to the periodical and circulating book collection. Access to the primary journal literature in the sciences is emphasized, as evidenced by the high ratio of journals to monographs. Examples of materials collected by the Prevo Library include scholarly works, entry level subject works, introductory works written for the non-scientist, and works supporting interdisciplinary study of general science topics.

### **Visual Resource Center**

Visual resource collections at DePauw University are intended to support the teaching and study needs of faculty and students by providing images for use in teaching, course study and class presentations. The Center's collection is primarily composed of images of art from prehistoric to contemporary periods in painting, sculpture, architecture, photography and the decorative arts. The majority of images are available as 35mm slides with a growing collection of digital images.

### **Campus Life Collection**

The campus life collection consists of practical works pertaining to living, working, studying and teaching on a college campus. The collection is designed to be utilized by students, faculty and staff. Paperbacks are generally ordered for this collection.

### **Careers Collection**

The careers collection is designed to provide information that relates to the career aspirations and further education of DePauw students. This includes works on student internships. Of lower priority for this collection are works of possible interest to the DePauw community, such as materials about adult career changes. Many careers collection materials become outdated quickly and are updated as soon as possible with older editions being withdrawn from the library collection.

### **Curriculum Materials Center**

Materials for the curriculum collection support DePauw's teacher education program and are designed for use by teachers in a K-12 classroom. This collection includes K-12 textbooks, teaching activity books, curriculum guides and media instructional materials.

### **Electronic Resources**

DePauw University Libraries support the instructional and research programs of the University. Toward this aim, the Libraries collect or provide access to materials in multiple formats, including electronic formats available via the World Wide Web, including: electronic serials or collections of serials; online bibliographic databases; electronic reference tools, such as encyclopedias, directories, etc.; and electronic monographs or collections of monographs.

### **Government Documents**

The primary mission of the Government Documents department is to support the University's academic goals and objectives. In accordance with the requirements of the Federal Depository Library Program, this unit also serves the government information needs of the general public, primarily residents of Putnam County and the Eighth Indiana Congressional District. DePauw University Libraries provide free and unimpeded public access to United States federal government information in all formats, including Internet access. These materials remain the property of the federal government, and must legally be made available without fee or impediments to all who wish to use them.

The materials cover almost every subject area other than fiction and literature. Particular strengths include topics of government, law, crime, health, and other areas normally addressed by agencies of our federal government. Documents' formats are determined by the GPO (Government Printing Office) and can be paper, microfiche, video, or electronic. Retention and weeding practices for this collection are primarily governed by the GPO.

### **Media Materials**

The Library will collect media items in all subject areas necessary to support the curriculum. This includes feature film as well as documentary. In general, we do not collect "how to" instructional videos as they do not tend to serve the collegiate audience or mission of classroom-based instruction.

The library will not generally collect audio books in any format. (The local public library offers an extensive collection.) We will collect audio recordings as requested for support of teaching and research.

Media materials of a general or multidisciplinary nature are housed in Roy O. West Library. The Music, Archives and Prevo Science Libraries also have media collections relevant to their specific user groups. At the present time, disc-based media (such as DVD) is the preferred collecting format, although many titles in cassette (audio and video) and a smaller number of other formats are present in the collection. All materials will be catalogued by the Library, housed in a library collection and accessible through the DePauw University Library Catalog. Media material selection will adhere to the quality and content guidelines set by the general library collection development policy.

### **Recreational Reading**

The recreational reading collection is developed in accordance with the prevailing needs and interest of the DePauw community (students, faculty and staff). Reviews from such sources as *Library Journal*, *Booklist* and *New York Times Book Reviews* are consulted, and those items having starred reviews receive priority. Best-selling and/or award winning authors known to be popular with the DePauw community are also collected. Both fiction and non-fiction materials comprise the collection with a special attempt to include Hispanic, Asian, and Black American authors.

### **Reference Collections**

The Reference collections are non-circulating materials and consist of works that are overviews of subjects; fact tools such as dictionaries and statistical works; or finding tools such as research guides, bibliographies, and so on.

### **De-Selection Guidelines**

**De-selection is a closely consultative endeavor between librarians and members of the faculty aimed at:**

- **Maintaining the vitality of the Library's collections**
- **Enhancing the value, utility and relevance of the holdings.**

**Systematic weeding is undertaken regularly after due consultation with the faculty to allow space for new and needed materials and reduce the danger of disseminating incorrect information from non-current sources. We recognize that in many subject areas, such as literature and other humanities, or with regard to historical significance, "non-current" is not a consideration.**

### **Periodicals**

**The process of de-selecting or canceling journals is done collaboratively by librarians and members of the faculty. Titles no longer relevant to current needs, unused, or appropriately accessible by electronic transmission will be identified as candidates for cancellation, after due consultation with the members of the faculty.**

**Criteria for De-selection include:**

- **Relevance**

**Titles no longer relevant to curricular or research needs may be removed from the collections, or (in the case of subscriptions) cancelled.**

- **Obsolescence**

**Titles that contain obsolete information may be de-selected if the information they contain is inaccurate or incomplete (with due regard to discipline).**

- **Redundancy/Duplication**

**Titles containing information found elsewhere in the collection may be de-selected to minimize redundancy.**

- **Infrequent Use**

- **Poor physical condition**

**All tentative titles for withdrawal under these categories will then be posted to the @ faculty listserv to enable all members of the faculty in other disciplines to offer feedback.**

**Areas of Caution**

**The following are additional considerations for evaluating withdrawal of materials. Special care will be taken with:**

- **Classic works**
- **Collectable items such as autographed copies**
- **Major Publications of the school or community**
- **Memorial gifts**
- **Faculty Publications**
- **Materials of special value to a particular group or individual in the school**
- **Histories of personalities related to DePauw University**

- **Works of historical significance in a specific field**
- **Materials with a multi-disciplinary scope**
- **Rare books and other valuable materials of limited use**
- **Works with low ownership by other libraries**
- **Graphical materials: images, illustrations, graphs that are not replicated in other ways.**
- **Materials that come with supplementary items i.e. audio, maps, compact discs, etc.**

### **Departmental Review**

**Upon completion of a departmental collection assessment process by Collection Development, members of the teaching faculty may, during their academic review, systematically analyze and evaluate the library's specific subject holdings and identify candidates for acquisition and de-selection.**

**Titles recommended by the faculty are identified and tagged on the shelf by the collection development librarian after due consultation with the library faculty and other parties concerned.**

**Items tagged recommended for withdrawal will be collaboratively reviewed by the Collection Development Librarian/or coordinator in charge, in consultation with the faculty.**

**These items will be made available for review by interested members of the teaching faculty and librarians. Withdrawn items will be sent to the Technical Services Assistant who will process the necessary bibliographic and inventory records.**

### **Other concerns**

**Appropriate consultation with faculty will be ensured through electronic notification and physical review before titles are de-selected.**

**U.S. government documents remain the property of the federal government, not the University, there may be instances in which documents otherwise subject to our collection guidelines must be withdrawn or retained in accordance with federal law.**

**De-selection decisions will be carefully considered and systematically applied and will not discourage gifts of useful materials or endanger the good will of library donors or diminish public confidence in the library.**

## **Disposal of De-Selected Materials**

**The Director of Libraries is ultimately responsible for the disposal of all de-selected materials. De-selected items will be disposed of as follows:**

- 1) Other libraries will be consulted to determine if there is interest in the de-selected materials.**
- 2) If not, de-selected materials will be offered for sale according to University policy.**
- 3) Remaining materials will be offered to the faculty.**
- 4) Materials not claimed by the faculty, after a specified period of time will be discarded as appropriate.**

## **Conservation and Preservation**

**The DePauw University Libraries will strive to maintain the physical integrity of the collection through current conservation and preservation methods. Items identified as damaged will be noted and conveyed to the Access Services Librarian.**

**Criteria for conservation and preservation:**

- Brittleness, discoloration, food stains**
- Binding Damage- books with dried-out adhesive bindings.**
- Mutilation- books with torn, missing pages, etc.**
- Poor Condition – worn-out, shabby volumes**
  - materials in need of de-acidification**
  - loose pages attached with transparent tape**
  - books with bent or splayed pages or covers**

**Conservation and preservation will include proactive measures taken to ensure the long life of the collection - minor/ major repairs; replacement or archiving of materials damaged beyond repair.**

**Materials damaged beyond repair will be referred to the Collection Development Librarian for appropriate action according to Policy guidelines.**

**Procedures for evaluating damaged or worn-out materials**

**An item will be referred to the Cataloging and Processing Librarian for review, if the following conditions exist:**

- **Multiple copies of once popular materials found in poor physical condition**
- **Old books in poor physical condition that have never circulated**
- **For a damaged or worn-out book that has circulated recently, the Preservation Assistant will refer it to Acquisitions for a replacement, if possible.**
- **A worn-out book with literary, historical, or philosophical merit, will simply be repaired, and, if necessary, sent for binding or for further preservation.**
- **A damaged copy of a frequently used book (with multiple copies) should be referred to the Collection Development Librarian who will decide whether to repair, replace or withdraw it.**

## **Replacements**

**Materials which are considered lost will be replaced in accordance with the following criteria:**

- **Importance of the item to the collection**
- **Demand for the material**
- **Availability**
- **Cost of the material**

## **Gifts**

Donations should be added to the collection if the materials fit into the collection criteria as set forth by this policy. See *Donating to the DePauw University Libraries*.

## **Challenged Materials**

The DePauw University Libraries support the American Library Association Bill of Rights, the Intellectual Freedom Statement, and the statement on Challenged Materials (*Appendix B*). The Library also 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 clients' needs. Any request for review of library materials should be made to the Director of Libraries in writing. The Library Director will involve appropriate parties in the review of the items and take action as he/she sees fit. Anonymous requests for review of materials will not be considered.