

## Library Collection Development Procedures

### Introduction

The Collection Development Procedures are formulated to coordinate selection and weeding of materials for the collection of Athens State University. As a planning document, it will guide the allocation of funds in the acquisition budget in the present and future. These procedures are intended to serve as a planning tool, management tool, communication tool, and to facilitate cooperation.

A formal selection policy sets selection standards, reduces likelihood of bias, provides continuity despite staff changes, serves as an orientation device for new staff, and assists in weeding procedures. The Collection Development Policy will promote Library self-examination and assure a consistent and balanced growth for meeting immediate and long-term needs.

Library resources are typically selected to support various curricula at the upper-level undergraduate level. Material that does not support the curricula, may be purchased with the approval of the Library Director. Certain collections are developed to support targeted graduate programs offered by the University. Generally, the Library does not collect textbooks, duplicate copies of little used materials, new editions that lack substantial change from earlier editions already owned, or out-of-scope materials.

### Selection of Library Materials

The responsibility for collection development rests with the Library. The process of selecting material for the Library's collection is designed to be a cooperative relationship between faculty members and Library staff. While it is hoped that every faculty member will participate in the selection process in the areas of their expertise, the primary responsibility for the collection lies with the Library staff.

All librarians, faculty, and University administrators are encouraged to submit requests for both print and non-print materials which fall within their areas of expertise and which conform to collection policies presented in this document. Students, other members of the University community, interested townspeople, and visiting scholars may also submit recommendations for purchase consideration.

A primary duty of the Acquisitions Librarian is to assist faculty in the selection of materials and serve as coordinating librarian regarding Collection Development.

The Acquisitions/Collection Development librarian will coordinate the efforts of the library to solicit recommendations from the faculty. The Library liaisons will assist in this process. The librarians will request copies of syllabi and information regarding planned changes in curriculum as the need arises. Changes in procedures which might affect the Colleges will be communicated by the Library Director to the Deans.

All librarians, including the Library Director, will help determine whether requests received conform to the goals, qualitative guidelines, and the selection and acquisition policies presented in this document.

### Criteria for Selection of Monographs

The quality of content and fulfillment of academic curricular needs are the first criteria against which any potential item for purchase are evaluated. Due to the percentage of our students who take online classes, preference will be given to eBooks when available with appropriate licensing. Specific criteria used in selecting items for the Library's collection include:

- curricular needs
- quality of content
- lasting value of the content
- anticipated use
- appropriateness of level of treatment
- strength of present holdings in same or similar subject areas
- currency of information
- critical reviews
- cost
- suitability of format
- authoritativeness of the author
- reputation of the publisher

#### Resources for Selection

- Bibliographies
- Publisher Catalogs
- Internet Sites
- Subject Specialist Journals
- Book Selection Periodicals
- Library Catalogs
- Course Syllabi

#### **Criteria for Selection of Serials**

Serials are defined as titles issued periodically and expected to continue indefinitely, often with numbered parts. The serials collection includes newspapers, journals, annuals and monographic series. The purchase of print serial subscriptions requires special consideration regarding space, maintenance, and long-term commitments of money, unlike monographs which are one-time purchases. Most serials are now published online, with varying licenses. Titles are added very selectively, and serials are charged to special Library-controlled budget lines. Cost, ease of use, and license restrictions must be taken into consideration when determining if a new subscription will be print or online, and if an old print subscription should be moved online. Any member of the academic community may initiate recommendations for serial purchase. However, responsibility for serials collection development decisions rests with the Library Director.

#### Selection Guidelines for Serials

The Library's general framework for building, preserving, maintaining and evaluating the collection is outlined in earlier sections of this document and forms the basis for these selection guidelines.

#### Specific guidelines for the selection of serials:

- Relevance of the title to the curriculum.
- Strength of existing subject coverage in the collection and a title's ability to add to the existing coverage.
- Indexing availability. For most journals the Library acquires, there should be indexes available in sources the Library owns.

- Cost and projected availability of funds.
- Audience for whom the title is intended.
- Reputation of editors or publisher.
- Currency of information.

### **Criteria for Selection of Databases**

Databases will be selected using the same basic principles as print and non-print media. Whenever possible, the Library will cooperate with the Network of Alabama Academic Libraries (NAAL) and Lyris to take advantage of state-wide and region-wide price reductions for products meeting selection criteria.

#### Criteria to consider include:

- Appropriate retrospective and current coverage
- Spread of disciplinary coverage among selected titles
- Duplication of content with other products
- Basic and advanced search capabilities
- Economies of scale reflected in print
- Local and remote access
- Ease of user interface
- Minimal support required of Library staff
- Compatibility with current telecommunications and campus technological infrastructure
- Adequate documentation, training and bibliographic services provided by vendor
- Stability of the product
- Flexibility and responsiveness of the vendor
- Long-term support by the vendor
- High benefit but low cost threshold
- Availability of usage statistics from the vendor
- Inter-product links
- Evidence of progress by vendors to meet the accessibility needs of those with disabilities.

### **Weeding of Library Materials**

Materials are weeded from the Library in order to maintain a current, active, and useful collection, which reflects the goals of the Library and its users. Consultation with the faculty is especially important as a safeguard against withdrawal or cancellation of materials with special qualities or significance. All librarians will participate in this activity on a regular basis, under the supervision of the Library Director. Consideration of the costs of weeding of materials should be kept in mind.

The following criteria have been established to provide a guideline for weeding of materials which are not a part of a series:

- Quantity and recency of past use (browsing should be considered)
- Language
- Superseded editions
- Superseded volumes
- Obsolescence (especially in specific fields such as science, technology)
- Textbooks
- Dissertations
- Discredited materials

- Trivial material
- Appropriateness of subject matter to collection
- Likely future use. \*
- Damaged, lost, long-overdue titles
- Titles acquired more than 20 years ago that have not circulated in 20 years
- SACS standards
- Availability at area libraries
- Books on highly specialized topics essentially covered in other works
- Biographies of obscure people

\*Likely future use is established or defined as the time the material has remained on the shelf since the last circulation date, or in the case of very recently bought materials, its accession date.

Criteria to be used for cancellation of serials or series subscriptions or standing orders are:

- Existence and availability of indexes
- Language
- Appropriateness of subject matter to the collection
- Past use
- Likely future use
- Cost of continuing subscription/standing order
- Audience
- Extent of past run
- Availability of full-text online
- Binding, storage costs
- SACS standards
- Availability at area libraries

Criteria to weed audio-visual and vertical file materials are:

- Damaged materials
- Amount of use
- Obsolescence

After implementation of these criteria, the final decision to weed materials will be made on a title-by-title basis by the librarians and the Library Director.

Materials selected using the foregoing criteria will be designated to be destroyed, offered for sale, donated to other libraries, sent for rebinding, or in the case of selected reference materials, reclassified to circulation.

### **Gifts and Donations Policy**

The Library accepts gifts with the understanding that those which would enrich the Library collection, will be retained, and others will be disposed of in an appropriate manner. They may be placed in a book sale or given to other teaching/learning institutions. All donated items will be evaluated on-site by librarians and/or teaching faculty who are subject experts in the field. Materials that are not in good physical condition (e.g., contain mold or mildew, water damage, or are in any way impaired in a manner that results in limited or restricted use) will be declined.



The Library will send correspondence to the donor acknowledging receipt of the gifts; however, no monetary value will be stated. Donors are encouraged to consult the Library Director in advance concerning donations of materials.