

## **Collection Development Policy**

### **Introduction.**

This Library collection development policy sets forth guidelines for the selection, evaluation, and deselection of Library resources. This policy lays out the Library's objectives in developing a collection that best serves the mission of the University, and the goals of the Welder Library. The policy defines the rationale for collecting or not collecting different types of resources in relation to academic program needs. Library staff and faculty can refer to these guidelines for assistance in making individual selection decisions. Additionally, it is the purpose of this policy to communicate these objectives and guidelines clearly to all members of the University of Mary community. This will foster a better understanding of the nature of the Library and assist in the future development of Library resources.

The Library staff developed this policy in conjunction with appropriate faculty in the University's academic departments and divisions. The University Library Committee will review the collection development policy annually and propose changes as needed. A collection development policy is a "working document" that must change as the University's curriculum changes. This policy will be distributed as both a printed document and made accessible electronically via the Library's webpage.

### **Statement of Purpose.**

The Welder Library works in partnership with faculty, administrators, students, and other members of the University community to anticipate the community's information needs and to respond in a timely manner to requests for resources and services. Primary emphasis is placed on resources and services that expand the undergraduate and graduate curricula and support faculty teaching in those programs. Additionally, the Library seeks to provide selected resources in support of faculty research and to assist faculty in obtaining resources from other colleges and universities. Further, the Library serves as a resource for faculty and staff to assist them in the conduct of their official duties and/or to support individual professional goals. Finally, the Library offers some services to the larger community of the University of Mary – the Sisters of Annunciation Monastery, alumni, friends, and the general public.

### **Collection Development Process.**

The Welder Library aims to provide access to resources of the highest possible quality that are relevant to the mission of the University of Mary. This includes building on-site collections, providing access to electronic resources from publishers and aggregators, and borrowing resources through cooperative ventures to fulfill short-term needs. For the first two components, the Welder Library's major responsibility is to support the University curriculum by obtaining the resources needed by undergraduate and graduate students. The Library also provides

resources needed to support and improve faculty teaching and scholarship in all programs offered by the University.

### **Staff and Faculty Collaboration on Selection of Library Materials.**

The Library employs the expertise of the Library staff, the Academic Council and Graduate Council, the University Library Committee, and faculty to implement its collection development policy. Students are encouraged to make recommendations for improving Library resources. The respective responsibilities of each group are:

#### *Director of Library Services*

Selection of library materials is the responsibility of the Director of Library Services. Materials selected for library purchase must always be those of the greatest use to the University, faculty, students, and staff. Acquisition of library materials is accomplished through consultation with faculty specialists and experts; reference to publications such as Books for College Libraries, Choice, Best Books for Academic Libraries, Magazines for Libraries; subject lists for college libraries prepared by learned associations; dependable review journals; and lists of publications considered to be outstanding by authoritative boards of review.

#### *Faculty*

Faculty are encouraged to recommend library materials for addition to the collection. They may direct recommendations to the Director of Library Services. It is expected materials recommended by faculty will be promptly approved, provided the library book budget can support purchase.

#### *Academic Council and Graduate Council.*

These bodies serve in an advisory role to the President of the University and have numerous roles including addition or deletion of individual courses and modification of undergraduate programs, and addition and deletion of courses from graduate programs and development of new graduate programs. The Director of Library Services serves as a member of both Councils and reviews changes and provides an initial determination on the supportability of academic programs by the Library collection.

#### *University Library Committee.*

The University Library Committee shall review the collection development policy annually and make recommendations for changes as needed.

### *Student Input.*

Students are encouraged to submit requests for new information resources by contacting the Instruction Librarian. Student recommendations will be given serious consideration when the requested resource is consistent with this collection development policy.

### **Sources for Acquisition of Library Materials.**

#### *Fund Allocation.*

It is the responsibility of the Director of Library Services to allocate the Library budget in such a way as to fulfill collection development goals. The Library's budget is divided into three parts: books, audiovisual materials, and serials/databases. Library acquisition funds are not allocated to departments. Accordingly the Director of Library Services has spending discretion as needs and demands change.

#### *Gifts.*

The Library accepts donations of library materials using the same standards that apply to acquisition of all library resources. Gifts requiring a continuing obligation on the part of the Library are not accepted without serious consideration of the Library's ability or desire to keep the material up to date. Individual journal issues are accepted only if they fill gaps in the collection. The retention of gifts is at the discretion of Director of Library Services, or the direction of the President of the University. The Library accepts gifts of money on behalf of the University and uses the money to purchase library resources. The Library cannot legally appraise donations; the donor is responsible for determining the fair market value of the gift for tax purposes.

### **Definition of Collecting Levels.**

The following terms are used to describe the level of collection intensity.

#### *Comprehensive Level.*

A collection in which a library endeavors, so far as is reasonably possible, to include all significant works of recorded knowledge in all possible formats for a closely-defined and limited field. This level of collecting intensity is that which maintains a "special collection." The aim is exhaustiveness. It is expected that the Welder Library will have few, if any, collections developed at this level.

#### *Research Level.*

A collection that includes the major published resources required for dissertations and extensive independent research, including research reporting, new findings, experimental results, and other information useful to advanced researchers. This level also includes a variety of subject-specific

databases, all important reference sources, a wide selection of specialized monographs and other media, as well as an extensive collection of journals. Resources may be collected in languages other than English. A collection at this level would normally support a program of study leading to the doctorate at the University of Mary.

*Advanced Study Level.*

A collection of less research intensity that is adequate to support course work for master's degree programs or independent study on the graduate level. It includes subject-specific databases, a wide range of basic monographs and other media (both current and retrospective), complete collections of the works of more important writers, a broad selection of the works of secondary writers, a wide selection of representative journals, and important reference sources in the field. Resources may be collected in languages other than English. This level pertains to University of Mary graduate programs.

*Initial Study Level.*

A collection that is adequate to support undergraduate course work and independent study. It includes some subject-specific databases, a judicious selection of currently published basic monographs and other media supported by seminal retrospective monographs, an extensive selection of works by important authors and recognized experts, a selection of the most significant works of secondary writers, a careful selection of important journals in the field, and current editions of the most significant reference sources pertaining to the subject. Resources may be collected selectively in a few languages other than English. This level of collecting pertains to University of Mary undergraduate programs.

*Basic Level.*

A highly selective collection that serves to introduce and define the subject and to indicate the variety of information available elsewhere. It includes the most important databases relevant to the subject, major dictionaries and encyclopedias, selected editions of important works, historical surveys, important bibliographies, and a few major periodicals in the field. Resources are rarely collected in languages other than English. This level relates to undergraduate programs as well.

**Resource Selection Criteria.**

The selection and deselection of resources involve a number of components. These are:

1. Supports curriculum, student research needs, and faculty research and teaching.
2. Importance of subject matter to the collection.
3. Quality and accuracy of the material presented.
4. Appropriate format to best serve users' needs.

5. Reputation of author(s) or creator(s).
6. Reputation of publisher or producer.
7. Timeliness.
8. Price.

Library staff continually evaluate collections to ensure balance and quality as outlined in the collection development policy. They hold primary responsibility for identifying areas of strength and weakness in the collection.

### **Collection Media.**

In addition to the guidelines already presented, there are special considerations that apply to the selection of certain types of resources. Policy statements for these resources are presented below.

#### *Audio-Visual Media.*

The Library acquires audio-visual materials according to the general guidelines for collection development noted above and the discipline-specific sections of this document.

#### *Children's Materials.*

The Library provides a small children's collection to support coursework and programs in elementary education.

#### *Duplicates.*

To maximize its financial resources and to provide the broadest range of materials, the Library seldom acquires duplicates of resources. Duplicates are limited to those titles justified by perceived need or by heavy and continuous use. The Library does not add duplicate serials to the collection.

#### *Reserve Materials.*

Duplicates are sometimes purchased for reserve use. The reserve specialist consults with appropriate faculty to determine the numbers of copies to purchase.

#### *Faculty Publications.*

The Welder Library attempts to obtain two copies of all monographs and non-print publications authored, coauthored, or edited by current members of the faculty, even when such resources are outside the scope of the Library's usual collection development interests. One copy is added to the University Archives; the other is shelved in the general collection. Gift copies donated by the author are welcome, but not required. Works of former faculty members are obtained only if they

meet the Library's usual collection development framework. For electronic publications authored by faculty, the Library acquires one copy.

#### *Loose-Leaf and Spiral Bindings.*

Due to the nature of these formats, the Library acquires publications with loose-leaf and spiral bindings only if the resource is essential and is not available in another format.

#### *Newspapers.*

The Library subscribes to a small number of local print newspapers as a service for the University community. The Library provides access to a wide range of local, regional, national, and foreign newspapers in electronic format. Local print newspapers are retained for short term use only.

#### *Preferred Formats for Books.*

Electronic, hardcover, or paperback editions of books may be selected for the Library collection. The same selection principles apply irrespective of which format is selected. Books in any format should possess the same standards of excellence, comprehensiveness, and authority that users expect from all library acquisitions. Electronic books are preferred if they add significant value over the same content in traditional formats (e.g., simultaneous use, additional content). The Library purchases paperback editions if a hardcover edition is not available, the paperback costs significantly less than the hardcover edition, or if the expected usage will not justify the expenditure for the hardcover edition. Trade paperback books are greatly preferred over B-format paperback books.

#### *Books Preferred in Print Format*

- Books used primarily as objects (art books, fine bindings, etc.)
- Books not usable in electronic format (art books, atlases, or those which cannot be printed or downloaded easily)

#### *Books Preferred in Electronic Format*

- Reference books, or quick reference-type use
- Books with added utility in electronic format
- Books which may be required for multiple simultaneous users
- Texts which undergo frequent revisions
- Texts which may be quickly outdated/superseded
- Titles of expected heavy circulation
- Faculty preference
- Scanned public domain titles not available for purchase in print

### *Print Periodicals.*

The print periodicals collection contains a wide variety of titles that support the curriculum in all academic areas. In addition, the Library acquires a small selection of popular titles to meet the more general interests of the academic community. Since periodical subscriptions represent a significant commitment of ongoing funds, new title requests from faculty or subject specialists must include a written justification. This explanation includes factors such as the quality of scholarship in the periodical, the reputation of the publication's editor(s) and publisher, and whether the title is indexed in a library database. When the Library provides access to electronic journals, other issues (e.g., ease of access, archiving and long-term availability of the title, licensing fees, etc.) must also be considered. Electronic format for periodicals is preferred over print.

### *Graduate Theses and Dissertations.*

Two copies of all master's theses and doctoral dissertations produced at the University of Mary are deposited in the Library by the author. A copy is retained in the Reference Collection, and a copy is retained in the circulating collection. A third copy is purchased by the Library and retained in the University Archives.

### *Textbooks.*

Textbooks support classroom instructional use. By their nature, textbooks usually are didactic and introductory, frequently include questions for classroom discussion or homework assignments, and tend to become outdated quickly. Since it is the purpose of the Library's collection to augment the curriculum, textbooks adopted for current use on campus usually are not added to the collection. Exceptions may be made if there is strong evidence that the book's content is of significant value, and that it will be a useful addition to the Library's collection long after it is discontinued as an adopted text. However, textbooks are selected sparingly, usually at faculty request, and always following a title-by-title assessment of each book's potential contribution to the collection.

### *Electronic Resources.*

This section covers computer-mediated resources that require the use of electronic systems for access and processing. The Library may acquire electronic resources via purchase, subscription, or from University staff who created the resource. Digital formats include:

#### Online databases

- Electronic journals.
- Electronic books (eBooks).
- DVDs.
- Computer software that accompanies other media.

- Internet resources (including Internet linked sites).

### *Criteria for Selection of Electronic Resources.*

In addition to the general guidelines for selection of library materials, the following criteria are considered in selecting electronic resources:

- Budgetary considerations, including purchase/subscription price, back file costs, hardware and software costs, and other maintenance fees.
- Technical factors, such as hardware and/or software required, digital preservation considerations, compatibility and interoperability with existing systems, and usability of the software platform.
- Staffing considerations, such as hardware and software maintenance, staff training, and patron assistance.
- Reputation of database producers/vendors.

### *Collection Guidelines for Electronic Books (eBooks).*

1. Electronic books should be selected in accordance with the same principles that guide selection of resources in other formats. They should possess the same standards of excellence, comprehensiveness, and authority that users expect from all library acquisitions.

2. Electronic books, like library resources in other formats, should be selected working in consultation with departmental faculty liaisons as appropriate.

3. The decision to acquire a title in print or electronic text is at the discretion of the Director of Library Services. Faculty members in the sciences generally prefer eBooks, whereas faculty members teaching literature generally prefer print. Different disciplines utilize different formats and different types of information in various ways, and no one solution is appropriate for every discipline or area of study.

4. Electronic resources are preferred if they add significant value over the same content in traditional formats. Such added value might include: additional content, greater functionality, greater accessibility, full-text indexing, added simultaneous use, linkages with online resources and other tools, and enabling more efficient use of faculty and student time and resources.

5. As with printed books, selection of eBooks on a title-by-title basis will usually be preferable. However, purchase of aggregated collections may sometimes be desirable if there is little duplication of titles already held in print.

6. Because readers use eBooks differently than printed books, it may be desirable to duplicate some titles in more than one format. Librarians are free to make these determinations on a title-by-title basis, balancing the need for varying uses with the additional cost of duplicating a title in another format.

7. Librarians have the same responsibility for ongoing evaluation and deselection of electronic titles, as appropriate, as for print materials, in accordance with the criteria set forth in the collection development policy.

8. eBooks selected for the library collection must be fully compatible with the technology available and supported on campus.

9. Consortia offers which impose limits on printing or downloading, the number of simultaneous users, or other restrictions, should be compared to what the Library can negotiate independently, balancing between access and cost.

10. Most aggregators or eBook vendors will require a license agreement. Licenses should allow the Library the flexibility to develop its collections to match the University's needs without forcing the library to include unwanted products, and without restricting the rights of fair use.

### **Reference Collection Guidelines.**

Over the last twenty years reference collections have changed significantly due to the shift from print to electronic formats. Many reference works once available in print are now offered only digitally or in multiple formats. Resources added to the Reference Collection are not restricted by format. Increasingly, resources published formerly in print only are being offered in electronic formats and new resources may be produced in several formats. When selecting a format, consideration is given to any equipment and staff support that may be needed to utilize the information. Care is taken to prevent duplication of information in different formats unless there is a programmatic need for the same information in more than one format. As a general rule, the electronic format is preferred, though this varies by subject discipline and anticipated use of the resource.

The Reference Collection consists of basic and in-depth information sources in the curriculum areas of the University of Mary. The collection may also provide selective coverage of subjects of current interest not directly related to the curriculum. Types of materials included in the collection are:

1. Bibliographies. General bibliographies on broad subjects, and narrower subject areas of current and continued interest, are included in the collection.

2. Biographies. Comprehensive works dealing with professional, subject, national, and international biography, including both current and retrospective biography, are collected.

3. Concordances. Only concordances for very important authors and works are included in the Reference Collection (e.g., Shakespeare, the Bible). Other concordances are housed in the circulating stacks.

4. Dictionaries. The Library provides unilingual, bilingual, and polyglot dictionaries in the languages studied at the University, as well as bilingual dictionaries for other languages. Specialized dictionaries (e.g., slang, idiomatic expressions, historical aspects of language) in English, and in specific subject areas are also collected.

5. Encyclopedias. The Reference Collection includes the major English-language general encyclopedias plus major foreign-language encyclopedias in the languages taught at the University. Also collected are authoritative specialized-subject encyclopedias.

6. Indexes and abstracts. The Library provides as many indexing and abstracting services and/or databases as possible in all subject areas covered by the curriculum. Selection of an index or abstract is closely related to existing periodical holdings and selection criteria for the subject area. Almost all indexes are now online.

7. Legal materials. The University Library collects only general and basic law materials, such as law dictionaries.

8. Style manuals. The Reference Collection includes major curriculum-related style manuals.

#### *Selection of Reference Materials.*

The following principles serve as guidelines in deciding which titles will be acquired:

- Judged usefulness of the publication, considering the existing collection and the programmatic needs of the University of Mary curriculum.
- Strengths and weaknesses of the existing collection related to current needs of the University.
- Favorable reviews or inclusion in basic reference collection guides.
- Reputation of the author and/or publisher/producer
- Currency of the topic.
- Date of publication. In general, works with the most recent publication date are preferred. Exceptions are made for standard reference works in a subject or if the older material is of current value to the collection.
- Format of the publication. Consideration is given to any equipment and/or staff support needed to utilize an unusual format.
- Price of the publication.
- Language of the publication. Works in English are purchased in preference to those in other languages.

Relevant professional literature is searched to ensure that important reference works within the subject scope of the Reference Collection are acquired. Literature searching consists primarily of the following:

- Regular reading of review journals: Booklist, Choice, Association of College and Research Libraries, and Library Journal.
- Reviewing publishers' brochures and catalogs.
- Reviewing annual lists of reference books, such as the American Reference Books Annual.

### *Reference Collection Evaluation.*

1. Periodic evaluation of the resources already in the Reference Collection is as important as selection of new materials, since it is a working collection of important, frequently consulted publications. Careful, regular, and systematic weeding removes older, less desirable works from the collection. Newer editions of standard works are increasingly being offered in electronic format.

2. Many of the same principles and guidelines are followed in evaluation as in selection of new materials. Since each discipline covered by the Reference Collection requires different types of materials, it is impossible to establish absolute standards to be followed in evaluation. For some disciplines, the Reference Collection should provide current materials only; for others it must also provide retrospective and historical works. The Reference Collection is weeded in two ways: automatic weeding of older editions of a work, and periodic review and weeding of the entire collection, both print and electronic. Some general guidelines that should be considered are the following:

- Significance of the publication.
- Age and currency of the publication.
- Availability of a later edition.
- Physical condition of the publication.
- Duplication of the content in more recent works or in another format.
- Language of the publication.
- Publication is listed in a general guide to reference works or a subject bibliography.

### **Materials Generally Excluded from the Library Collection.**

Certain categories of materials are generally not added to the library collection because they contribute little to its mission. Some of these categories are discussed below. Many of them are more appropriate to the purposes of a public library. There are several excellent public libraries, including the Bismarck Public Library, in the vicinity of the University, and students are encouraged to make full use of these collections when they wish to find such materials.

### *Cookbooks.*

Cookbooks are generally not added to the library collection, though one or two basic titles may be obtained for general reference purposes. Occasionally a cookbook may be important for ethnological study of a particular culture; it may then be obtained with that purpose in mind.

#### *Crafts Books.*

Materials on handicrafts that are not covered in the university's curriculum (e.g., building kites or crocheting) are not added to the Library's collection. If a craft is studied from an art historical or ethnological viewpoint (e.g., tapestry-making or origami), a few key works in English may be selected.

#### *Genealogy.*

The Library does not generally acquire works that are strictly genealogical. Some historical works having genealogical applications may be included if they fall within the scope of the collection policy for history. Reference works that list genealogical resources and explain how to do genealogical research may be selected for inclusion in the collection. Genealogists should be referred to the State Historical Society of North Dakota.

#### *Recreational Reading.*

No items are selected solely for entertainment or to provide popular "leisure reading" matter. All resources selected for the Library must meet the selection criteria set forth throughout this policy. The Library does maintain a collection of popular motion picture DVDs for students residing on campus.

#### *Single Issues of Journals.*

Because they are costly to acquire and difficult to locate and use effectively, single issues of journals that are not otherwise held by the Library are rarely added to the collection. Exceptions may be made for special theme issues of particular significance or for conference proceedings that are published as a regular or special issue of a serial publication. These will be fully cataloged and handled as a monographic collection of essays or proceedings, rather than as a periodical.

#### *Sports Materials.*

The Library does not collect recreational sports materials aimed at fans or how-to materials meant for practitioners of the sport. Materials examining a specific sport or the sports world generally from the point of view of a subject taught in the University curriculum (e.g., the sociology of sport or sport's influence on the mass media) are obtained to support the curricular needs of the University.

#### *Study Guides, Instructor's Manuals, Workbooks, etc.*

The term "study guides" refers to publications such as CliffsNotes. Such publications make no serious scholarly contribution to the study of a field. Students frequently use them as a substitute for reading the assigned text or otherwise doing the course work as intended by their instructor. As it is antithetical to the goals of the Library to undermine the instructional efforts of the faculty by providing such materials, they are not included in its collection. Instructor's manuals contain teacher's aids, suggestions for class discussion, test questions with answers, etc., and are generally designed to accompany specific textbooks. Such manuals are not usually added to the Library's collection, except upon the specific request of a faculty member who believes the manual makes a significant and permanent contribution to the study of the subject. The Library does not obtain workbooks or other consumable materials meant to be written in, torn apart, or otherwise rendered unusable by subsequent users.

#### *Tests.*

The Library does not collect copies of standard psychological and educational tests. However, the Library does collect materials regarding the evaluation, interpretation, and standards of these tests; such materials are collected at the basic level in English. Resources to help students prepare for various tests such as the Graduate Record Examination or the Law School Admissions Test are acquired by the Library.

#### **University Archives and Special Collections.**

Acquisition of archives and special collections are governed by the University Archives and Special Collections Policy approved November 2016. That policy is summarized [here](#).

The University Archives is the repository for the archival records of the University of Mary that are of enduring historical, fiscal, administrative, or legal value. The University Archives identifies, collects, preserves, and provides access to archival records of the University of Mary. Archival records may take any form or media and document the governance, administration, academic pursuits, and history of the institution. Also included are the records of the schools and academic departments. University archives should be identified on a records retention schedule and transferred to the University Archives on a regular basis as part of a University records and information management program.

A component of the Welder Library program are special collections. The purpose of special collections are to collect and preserve material of historical importance to the university, and other research areas or topics that may be relevant to the mission of the University, such as documentation of student life, academic life of faculty and leadership, historical events, or the history of Catholicism in North Dakota. Special collections may consist of programs and recordings of events, news releases and clipping scrapbooks, selected faculty papers, oral histories, ephemera, and other items in various physical formats that document both the official and informal history of the University of Mary and student life. The Director of Library Services may collect personal papers of any faculty, staff, student, or other person whose papers help to

document the functions, development, or physical characteristics of the University, particularly in those subject areas or time periods in which the official University record is deficient.

### **Deselection of Resources.**

Library staff have primary responsibility for deciding which resources should be withdrawn from the collection and which periodical subscriptions should be cancelled. Physical items, whether in print or other formats, should be discarded when they are no longer useful in maintaining a collection active and responsive to student and faculty needs. The following factors may be considered for deselection of library materials:

#### *Books.*

- Unneeded duplication or availability in multiple formats.
- Obsolescence of information or edition.
- Quantity and currency of past use.
- Physical condition.
- Language.
- Relevance to the Library's mission.

#### *Periodicals.*

- Quality of publication.
- Availability of indexing.
- Citation frequency.
- Cost.
- Availability from other libraries in cooperative arrangements.
- Availability in multiple formats, with a preference for an electronic edition.
- Other Media.
- Obsolete technology.
- Availability of equipment.
- Physical condition.

When deciding to cancel subscription to an electronic journal, database, or other electronic resource, Library staff must consider whether Library users would continue to have access to the cancelled resource in some other way.

#### *Disposition of Materials / Resources.*

The Library chooses the method for disposing of deselected items based upon the type of resource. For physical materials, the library may hold a book sale, offer items to faculty, staff and students gratis, offer items to other libraries, offer items to book or journal dealers, or recycle the materials.