

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. Theo recls (e)4(c)4(ti)-3(o)

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 purchase 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.

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.

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 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

Print Periodicals.

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 be negotiated 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

Regular reading of review journals: Booklist, Choice, Association of College and Research Libraries, and Library Journal.



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,

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.

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,

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.