

I. Statement of Purpose

The Library at Saint Mary's College of California commits to disrupting societal constraints and structural inequalities that limit intellectual freedom and equitable access to reliable information. This policy provides a framework for the systematic selection, evaluation, and maintenance of library resources that supports this commitment. It is a plan for curating a collection that not only supports the curriculum and research of the Saint Mary's community, but also communicates the values and objectives of the Library.

II. Mission and Guiding Principles

As the Library's purpose flows forth from the mission of the College, so too do the guiding principles of the Collection Development Policy. The collection actively supports the mission of Saint Mary's College to probe deeply the mystery of existence by cultivating the diverse ways of knowing and arts of thinking in our students and faculty, as well as all who support them.

Traditions: The collection reflects the College's Liberal Arts, Catholic, and Lasallian traditions, promoting the dialogue of faith and reason and fostering a distinctive awareness of social and economic injustice.

Social Justice: Aligned with our Lasallian commitment to the poor, we prioritize social justice, community action, and the ethical aspects of every discipline taught at the College.

Equity and Intersectionality: We are committed to curating resources that reflect diverse academic needs, learning modalities, and presentations of wisdom. We recognize intersectionality and address historical gaps to include voices from underrepresented or historically oppressed communities in our collection.

Stewardship: To ensure the long-term sustainability of the collection, the Library carefully observes its share of the physical and financial resources of the College, and strives to maintain productive partnerships with the other academic and co-curricular departments on campus.

III. Intellectual Freedom and Library Endorsements

The Library's support of intellectual freedom reflects the principles of the American Library Association's Library Bill of Rights and the Freedom to Read Statement. We believe that the Library is a place of intellectual and personal discovery and growth through scholarship and literature. The Library does not prescribe a particular point of view through its collection development, instead seeking to represent diverse perspectives, recognizing that there are many valid methods and means of seeking truth or achieving justice. However, we do not collect works whose positions undermine or contradict the core principles of the College's mission, such as the pursuit of truth and recognizing the inherent goodness, dignity, and freedom of each person. Furthermore, the inclusion of a resource in the collection provides access for discovery and research, but does not imply that the Library endorses the specific ideas contained within that resource.

IV. Selection Responsibility

The process of selecting materials for inclusion in the Library's collection involves all of the librarians as part of the collection development responsibilities of their position, in dialogue with the faculty of their assigned departments and the leadership of the Library.

Librarians: Collection development is primarily driven by the librarians assigned as selectors to designated subject areas. Selectors will develop subject statements for their assigned areas detailing specific criteria and methodologies for their collections that align with this collection development policy.

Library leadership: The Head of Technical Services, acting in their role as overseer of overall collection development, will establish general policies, as well as financial and physical parameters for the librarian selectors.

Faculty: Faculty advice and partnership is encouraged in the material selection and deselection processes, with all final decisions resting with the librarian selector.

Additional participants: Selectors may also consider, at their discretion, recommendations from students, staff, alumni, and others connected with the Library in their collection development decisions through appropriate channels such as request forms and interlibrary loan requests.

V. Selection Criteria and Priorities

Priorities include materials supporting undergraduate and graduate curricula, faculty research, and the student experience. The decision to select a resource should include as many of the below as applicable:

Authority and Standards: Selected resources are authored by subject matter experts through reputable publication channels, presenting relevant and recent (or foundational) research or creative work, using a clear and consistent style.

Relevance and Interdisciplinarity: Direct support of academic or co-curricular programs with a focus on inclusion, belonging, and identity as emphasized by the College's mission.

Inherent value in format: Consideration of the benefits and drawbacks of acquiring a particular resource in a physical or electronic format. These criteria include price point, content type, accessibility, enduring and broad appeal, and appearance.

Textbooks: The Library does not collect books expressly designed to be used as classroom textbooks, although faculty may arrange to have their textbooks placed on reserve for short-term loans as a convenience for their students.

VI. Electronic Resource Management (ERM)

The Library strives to expand the electronic collection to facilitate uninterrupted access and meet a diverse range of research needs. A large, efficient electronic collection will allow our users to access needed information more quickly and spend more of their research time with relevant resources instead of struggling to find information. Our strategy is built around the following:

Access and Licensing: We advocate for fair licensing, including perpetual access and interlibrary loan rights, while streamlining the patron experience between library content and external resources.

Open Access (OA): We advocate the use and publication of OA scholarship, and the creation and adoption of Open Educational Resources (OER's) through campus-wide education and funding initiatives to promote scholarly communication.

Accessibility: The Library is mindful of its charge to eliminate societal and structural barriers to its collections, which often are technological in nature, addressing this in the following ways:

- Ensuring all of its online databases and systems conform to the latest WCAG standards to provide equitable access to patrons of all abilities
- Giving preference to content free of digital rights management (DRM) restrictions in the selection of electronic materials

Usage-Driven Acquisitions: The Library may enter into evidence-based acquisition (EBA) or demand-driven acquisition (DDA) agreements with vendors. Such decisions should be based on analysis of prior purchasing and usage history with these vendors.

VII. Collection Maintenance

The collection is managed as an active, functional resource through continuous assessment. As the amount of space available for the collection is fixed, collection growth must be offset by deselection of aging and outdated materials on a regular basis.

Weeding/Deselection: Regularly removing outdated, deteriorated, or irrelevant materials is as essential as the acquisition of new content for the collection. To this end, librarian selections should annually assess that the quantity of added and withdrawn materials are similar. Criteria for deselection shall include any or all of the following:

- Poor condition of the material (see "Retention" conditions if the item should be replaced)
- Lack of use of the material by the community over an established period of time
- Work has been superseded by a newer edition
- Content is determined to have become outdated
- Content no longer aligns with the College and Library's mission, vision, or purpose, or to classroom curricula
- Content is held in multiple formats, or excessive copies are in holdings
- Content has been rendered obsolete by technological advances

Retention: While the Library places a strong emphasis on current scholarship and literature, it also seeks to express qualities of timelessness, heritage, and stewardship within its holdings. Therefore, some items, should they meet any or all of the below criteria, may be excluded from the regular deselection criteria:

- Classic works, as determined by an authoritative body in the field
- Local significance to the history of the College and surrounding community
- Consortial obligations to retain materials as part of a shared print program (e.g. SCEL, WEST)

VIII. Gifts and Donations

The Library selectively accepts gifts that align with the Library and College's purpose, mission, and vision. If accepted, all gifts become property of the Library and are received without any conditions applied by the donor, except with the written authorization of the Dean of Library and Academic Resources. While the Library will furnish a receipt acknowledging the scope of a donation, it cannot provide an appraisal of the monetary value of the donation for tax purposes. Donated materials may be added, discarded, sold, or given away by the Library at its sole discretion. Subject librarians electing to add to the collection from donations following a physical review must ensure adequate physical space is available to receive the new volumes.

IX. Consortial Participation and Interlibrary Loan

While the Library strives to anticipate faculty, student, and staff research needs through the development of its collection, interlibrary loan is an essential component of extending the reach of library services to additional materials beyond the scope of the collection's budget or parameters. To help mitigate the costs of transportation and transmission of content between libraries, the Library participates in various consortia that promote reciprocal borrowing privileges among its membership. Interlibrary loan data is reviewed at regular intervals by selectors to guide in purchasing decisions. Interlibrary loan requests for recently published material may be referred to the appropriate selector for purchase consideration.

X. Reconsideration of Materials

Members of the community may challenge resources by completing a [Request for Reconsideration of Library Resources form](#) and submitting it to the Dean of Library and Academic Resources. An ad hoc subcommittee appointed from the Collection Development Team will review all complete submissions to ensure materials were selected in accordance with the mission and this policy. The subcommittee, led ex officio by the Head of Technical Services, will submit its recommendation to the Dean within two weeks of receiving the reconsideration form. Challenged materials will remain available during the review period, which will not exceed one month.

XI. Special Collections and Subject Area Statements

In addition to the general circulating collection, the Library also maintains the following special collections, which are governed by their own specific policies:

- Multimedia
- Library of Things
- Special Non-Circulating Collections
- Special Circulating Collections
 - Black Experience Collection

- Br. Camillus Chavez Collection
- Popular Reading Collection
- Queer & Trans Literature Collection

This document presents only general policies around the Library's collections. Selectors for various subject areas may articulate their particular methods and philosophies of collection development through specific statements that may be linked to this document, or may be made available upon request.

- Subject area statements by academic department

<https://www.stmarys-ca.edu/library>

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