

SAINT MARY'S COLLEGE LIBRARY

GENERAL COLLECTION DEVELOPMENT POLICY

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I. INTRODUCTION

The purpose of the collection development policy is to guide the growth and content of the collection. Recognizing that the collection is con-strained by both budget and space, this policy provides guidelines for selec-ting and deselecting materials. In addition, the policy facilitates evaluation of the collection and enables the library to build upon the existing collection strengths and weaknesses. The policy promotes a consistent and balanced approach to the collection. The policy is a flexible and vital document, responsive to changes in the curriculum or the college community. The Collection Development Team is required to review this policy every five years.

II. OVERVIEW

As an academic resource integral to the College's mission, one goal of the library is to collect a sampling of points of view on a broad range of subjects. The scope of the collection reflects the range and diversity of fields of scholarship at Saint Mary's College, at a level appropriate to the requirements of an institution supporting undergraduate and graduate programs of study. In affirmation of intellectual freedom, the library staff will NOT censor materials. As long as they are within the parameters of collection development criteria, all points of view and subjects will be considered without prejudice or censorship. (*Library Bill of Rights*, Appendix C)

Materials selected for the collection include many formats, including books, periodicals, non-print media, and databases of electronic books, electronic periodicals, and digital media. (See also Format sections C5 and D)

The collection supports current undergraduate and graduate instructional programs in the Schools of Liberal Arts, Science, Education, Economics & Business. (For a complete list of degrees supported see Appendix A).

The Library strives to support faculty research, and collaborates with faculty to select library materials in faculty areas of interest aligned with the curriculum. Consortial agreements and direct borrowing agreements provide faculty access to resources beyond the Library's collection. Specialized resources that support individual faculty research should be brought to the attention

of the Librarian Subject Selector for the department. The Library collaborates with faculty to define the resources necessary to advance faculty scholarship, and works with the College administration to obtain the necessary funding.

The collection reflects the College's three great traditions: Liberal Arts, Catholic, and Lasallian, and supports Core Curriculum goals including critical thinking, written communication and information evaluation and research practices. In the spirit of these traditions and goals the collection goes beyond supporting specific coursework and serves to support students pursuing individual interests, self discovery, and seeking knowledge and understanding. The collection promotes the study of social diversity and its impact, social justice, community action, and the ethical aspects of each discipline and subject area taught in the curriculum. In addition, the general collection serves as a resource for discovery about teaching, service learning, and independent use of library resources as a lifelong learning skill.

Representative holdings in religious works, with particular attention to Catholic sources, provide a resource for the campus community.

The research-level collections include the Library for Lasallian Studies and the John Henry Newman Collections. The College Archives collects and preserves all important materials related to the history and development of Saint Mary's College.

To provide resources beyond the Library's collection, the Library is an active participant in consortia, such as the Statewide California Electronic Library Consortium (SCELC); Califa, a multi-type California library consortium, and the LINK+ Consortium. These extend the Library's ability to provide specialized resources through resource sharing and direct borrowing agreements, and augment but do not replace our local collection to support the College's needs.

III. SELECTION

A. SELECTION RESPONSIBILITY:

Responsibility for the selection of materials is shared between librarian subject selectors and faculty. Librarian subject selectors work closely with faculty to select materials that meet current and anticipated needs particularly in support of curriculum. Subject selectors are also responsible for selecting materials to support the contemporary issues and topics on which students are likely to develop papers or projects. Subject selectors also develop basic collections for academic disciplines, even those not specifically taught in the current curriculum. Subject

selectors coordinate the selection of cross-disciplinary materials. (A current list of librarian subject selectors by discipline and subject area can be found in Appendix B.)

Librarians participate in the curriculum-focused subcommittees of the Academic Senate to keep informed about curricular changes and provide input regarding the strength and use of the Library collections.

The Collection Development Team approves periodical and electronic resources selection and de-selection decisions, and provides a forum for discussing other selection issues. Final decisions regarding collection development selections are the responsibility of the Dean for Library and Academic Resources.

B. GENERAL SELECTION CRITERIA:

While it is recognized that different criteria may apply to various formats or that different fields of scholarship may weigh criteria differently, the following criteria are guidelines for evaluating materials to be added to the collection:

1. Subject:
 - Supports the curriculum, or
 - Provides basic information in non-curricular areas.

2. Intellectual Content:
 - Author is known scholar or authority.
 - Publisher is reputable.
 - Information is written at appropriate level for intended audience.
 - Bibliographic references are provided to encourage extended research.
 - Information is timely.
 - Material makes significant contribution to a field of knowledge.

3. Format:
 - Format is appropriate for intended use.
 - Format is of high quality.

4. Relation to Overall Collection:
 - Work presents unique content compared to the existing collection,
OR content is in high demand.
 - Work provides alternate views or presents new scholarship on subjects when several titles
are already owned.

5. Educational Level

Material is appropriate for the educational level taught.

C. SELECTION LIMITATIONS

The following limitations are general guidelines intended to define the basic parameters of the collection by identifying types of materials that will not be collected. Subject Area Collection Development Statements will: identify librarian subject selectors, programs and/or courses, and relevant standards; describe collection characteristics; and identify exceptions to the General Collection Development Policy.

1. Language: Materials will be primarily selected in English. Some basic reference sources and materials that support specific courses may be collected in other languages. A limited number of non-English language publications will be acquired to provide current regional news and support ethnic or international interests.
2. Geographic Areas: When appropriate, selectors will identify geographical areas of special interest.
3. Duplicate Copies: In general, the Library does not purchase multiple copies, except for high demand material as demonstrated by circulation records.
4. Retrospective Collecting: The major emphasis for selection activity is placed on current works. Selection of retrospective materials including reprints will be limited to areas of the collection where the basic core collection is considered weak. Out of print works will be purchased only when available at reasonable cost.
5. Format: The library does not actively collect textbooks except for the most heavily-used current textbooks on reserve, maps, government documents, realia, games, or specimens. All other formats will be considered. Formats will not be selected unless the necessary equipment to access the information is available in the library. (See also D. FORMATS below.)
6. Subject: Subjects not collected include genealogy, hobbies, cookery, gardening, vocational and technical trade manuals. Since contemporary issues and social problems not directly taught in the curriculum may form the subject of frequent student research, material is purchased to support those student research needs.

D. FORMATS

Subject area collection development statements indicate the relative importance of the following formats to each discipline; consequently materials budgets may be allocated accordingly.

1. Databases: More than half of the Library's Collection budget is spent on subscription databases. Databases consist of textual, graphic, image, audio, geographic and numerical data resources, and include monographic and periodical literature, as well as primary source documents. Selection decisions take into consideration the quality (content and features) of the specific products, and cost, consortial opportunities, and access requirements. Databases purchased or subscribed with Library funds will be accessible to the entire campus community, both on and off-campus, preferably through IP-address authentication. (See "Building the Digital Library: Selection Guidelines and Process", June 2001.)

a. Selection Guidelines.

1. Resource meets the access requirements. To ensure our collection databases are accessible to all students, faculty, and staff, whether they are on campus or off, and at the hours they choose to work, the following requirements are necessary for new resources. Current resources not meeting these requirements will be converted or exchanged for compatible resources when possible.

- a. Web-based delivery
- b. Compatible with standard browsers and plug-ins
- c. IP address authentication for remote users
- d. Multiple user access - preferable unlimited user access
- e. URL connection to resource
- f. Meets ADA requirements

2. Resource supports the curriculum

3. This resource adds substantial content to the collection. If this resource is a duplicate of a print resource, the print resource will be cancelled unless there are compelling reasons against canceling the print, such as price restrictions, access restrictions, or reliability problems (which may also caution against purchase of the electronic resource). A reasonable overlap between the subscription periods of a print and electronic resource may be advisable to ensure that the features and reliability perceived during a trial period continue. If this resource duplicates the content of another electronic resource, compelling reasons for subscribing to two overlapping databases would need to be articulated.

4. Search features of this resource are intuitive and teachable, and include the ability to broaden and narrow search results, ability to truncate terms, and to search for known items.

5. Resource allows for downloading and/or emailing search results.

6. Useful online help.

7. If unlimited user access is not allowed or affordable, an adequate number of simultaneous users - taking into consideration the potential audience - can be purchased.

8. Successful trial period has been completed. During a trial period, the selector should make note of any connection problems, searching difficulties, and faculty or patron feedback.

9. Available reviews are positive. Sources for reviews include *Choice*, *Charleston Review*.

10. Faculty supports the purchase of the resource.

11. Initial and ongoing funding sources can be identified. Currently there exists a budget for electronic resources separate from the budget allocated by subject, and an endowment Bellman fund supports some electronic resource subscriptions. However, new resources can be funded from the allocated budget for a specific or combination of subject areas, or from the general reference allocation. Some new programs may include funding of digital resources as part of their overall budget.

b. Role of Selectors / Selection Process. Subject Selectors, working with their faculty and providing reference and instruction for the students, are in the best position to recommend the most appropriate resources to support programs within their subject areas. Subject selectors can arrange and review trial subscriptions, and make those available to faculty when possible for review. The Reference Coordinator is in the best position to make recommendations and review trial subscriptions for general reference sources with the input of all reference librarians.

Annually all subject selectors will meet to review results of trial subscriptions, and to establish priority for the next year's database selections.

c. Evaluation.

Use statistics will be shared annually with the Collection Development Team, and a time set aside for discussions about the actual performance of resources will be made. Decisions to cancel electronic resources will use the selection guidelines.

2. Books: Printed books take up the bulk of the Library's stack space, and selection of print and e-books is a major responsibility for subject selector librarians. Monographs and collections of essays, literature and guides are generally placed in the circulating collection and are supplemented by reference and reserve materials. In 2013, a 3-year project to add the most heavily-used current textbooks to the reserve collection was implemented, and joins an established Collegiate Seminar collection of required texts on reserve. In addition to meeting the general selection criteria, all books selected should be of very good physical quality. Quality paperbacks may be selected when cost savings are considerable, but they will normally be bound prior to adding to the collection. Reference books are selected in electronic format whenever possible. Electronic books are purchased through both database packages and individually. For electronic-format books, multiple-user access is preferable, and restrictive DRM is to be avoided. A limited number of Best Sellers are purchased in quality paperback format, using current best seller lists as selection criteria.

3. Periodicals: Periodicals are a significant component of library holdings and represent an ongoing commitment of funds. Current subscriptions and back-files are purchased and maintained in electronic format whenever possible. Print subscriptions are purchased when

electronic subscriptions are not available, or when license agreement terms are not acceptable, such as some daily newspapers. Some back-file holdings are in microfilm, but as much as possible all periodical backfiles will be replaced by electronic equivalents.

New periodical subscriptions are initiated only when funds are available to continue the subscription at the library or institutional rate. Proposals for new subscriptions may be presented to the CD Team for funding, otherwise they will be charged to the appropriate subject allocation annually. Given Library space and budgetary restrictions and priorities, periodicals are held in one format, with electronic format preferred.

Periodicals and periodical backfiles will be acquired, and /or deselected according to the following criteria:

- Relevance to the present academic curriculum
 - Strength of the existing collection
 - Quality of content and reputation of the journal and its publisher
 - Inclusion in a major index or abstracting source available at SMC and/or frequency of citations
 - Evidence of demand or projected future demand
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- When a perpetual access electronic back-file of a periodical is purchased, the print bound volumes are withdrawn. When an electronic subscription meets stability and access benchmarks, overlap with print or microfilm holdings may be withdrawn. As participants in the WEST shared print repository, low-use duplicates of verified holdings may be withdrawn.

3. Pamphlets: Pamphlets are no longer actively selected. The existing pamphlet collection is regularly reviewed for replacement with electronic equivalents.

5. Media Resources: Streaming format media, through online databases of video and music, has become the prominent format. Individual titles are primarily selected as DVD or music CD format. Individual title selection in streaming format is being explored. Some materials only available in VHS or CD-ROM may be added. The current collection also includes phonograph albums. Formats will not be selected unless the necessary equipment to access it information is available in the Library. Selection criteria is primarily anticipated use, but includes, for example: pedagogical value inherent in the material, anticipated level of cross-disciplinary interest, and

technical quality. The Byron Bryant Film Collection was created with the consultation and financial support of Dr. Robert Hass to represent a contribution to the art of filmmaking, provide important “classic” (timeless) commentary regarding historical, social, or literary issues of universal relevance, and enhance the breadth and quality of the collection. In current practice, material selected for the Byron Bryant Film Collection may include any feature film, television or theatrical performance. Materials selected for the Instructional Media Collection includes teaching/instructional videos. All media purchased with educational performance rights at an extra fee will be non-circulating outside the SMC community.

6. Microforms: Microfilm and microfiche are selected when they are the only formats available, or when budget, space, or preservation requires. Microform formats will only be selected when equipment for reading and printing is available.

7. Manuscripts & Archival Materials: The library does not select manuscripts or archival materials for the general collection. Manuscripts and archival materials may be selected in accordance with the collection development criteria of the College Archives and Special Collections departments. (under development)

8. Dissertations: The library subscribes to the full-text ProQuest Dissertations & Theses, and selectively links to faculty-produced dissertations. Current Masters' theses and dissertations from Saint Mary's College graduate programs are cataloged and accessed through ProQuest Dissertations & Theses. Older print graduate program theses and dissertations which are not available through the online database will be retained in the collection.

9. Printed Music: The library maintains a small collection of scores and songbooks including classical music, operas, sacred music and some folk and popular song-books in support of the College curriculum.

10. Maps: While a small collection of wall maps and atlases is maintained and selectively updated, maps are primarily made available through online databases.

11. Test kits. In collaboration with and with funding by the departments requiring use of tests and assessments, the appropriate selectors identify a selective number of test kits.

E. SPECIAL CONSIDERATIONS

1. Reference Materials: The reference collection supports the curricular and informational needs of the College community.(See Reference Collection Development Guidelines.) The

collection includes sources "designed by their arrangement and treatment to be consulted for definite items of information rather than to be read consecutively" (A.L.A. Glossary).

2. Faculty and Staff Publications: The library purchases publications authored by members of the SMC faculty and staff, when they meet general collecting criteria, and designates them as such in the Library catalog. The library also accepts gifts of all publications by members of SMC faculty for the College Archives collection.

3. Gifts: Librarian Subject Selectors review gifts using the selection criteria in the Collection Development Policy, and take into consideration anticipated use, current collection strengths and weaknesses, date of publication, and curricular emphases. Gifts of current periodical subscriptions will be accepted when they meet the selection criteria and when there is also a commitment to continuance and timely delivery of issues. Gifts of media resources will be accepted when they meet the selection criteria, and when they are in a currently supported format.

At the Library's discretion, gifts not retained may be exchanged with other libraries or a cooperative clearinghouse, sold, donated to charitable organizations, or discarded. Alternatively, the Library may recommend that the donor redirect the gift to another institution with more appropriate holdings in the particular subject area. To protect both its donors and itself, the Library, as an interested party, does not appraise gifts.

IV. COLLECTION ASSESSMENT AND MAINTENANCE

Continuing selection of appropriate materials is balanced by continuing de-selection to maintain a current, active, useful collection.

Collection de-selection is the responsibility of subject selectors working with appropriate faculty. Examples of evaluative measures to determine potential candidates for de-selection include statistical analyses of the number and age of titles owned in specific subject areas, comparison of our holdings with similar libraries' holdings, comparison of our collection with titles recommended in the current edition of Books for College Libraries, Magazines for Libraries, and other standard lists, and physical review of materials to determine scope and content.

User satisfaction with the collection may be determined through user surveys and/or focus groups.

Searches for lost or damaged items are done annually after the annual shelf-reading. The Acquisitions Manager determines availability and cost of replacement, and subject selectors

decide whether to delete lost items from the collection or to replace them. Inventories are done irregularly.

De-selection (withdrawal) of items no longer appropriate to the collection is essential to collection management. Identifying candidates for withdrawal is informed by the same criteria as the original selection process for the format in question. In addition, withdrawal decisions are based upon use history, physical condition, presence of multiple copies or new editions, and historical significance. Faculty library liaisons are consulted when appropriate, especially during any major de-selection projects.

Off-site storage is an option when building space is limited and de-selection is not appropriate. Material in storage is regularly reviewed to assure continued usefulness and/or possible de-selection. In general, books requested from storage are returned to the circulating collection. When one or more items from multi-volume sets are requested from storage, they will be considered for return in consultation with the subject selector.

V. REVIEWS OF LIBRARY RESOURCES AND INFORMATION LITERACY

New course or program proposals and curricular program reviews require subject selectors to provide a completed Review of Library Resources and Information Literacy to the chair of the appropriate Academic Senate curriculum committee (Undergraduate Educational Policies Committee, Graduate & Professional Studies Educational Policies Committee, or the Program Review Committee). This review informs faculty of the strengths and weaknesses of the library's current collection, the need for budgetary support for library materials to support the new curriculum, the subject librarian's analysis of the current level of information literacy skills development, and recommendations for additional library instruction. (Consult the Review of Library Resources and Information Literacy).

VI. HANDLING COMPLAINTS

An individual objecting to a particular item in the library collection should notify the Dean for Library and Academic Resources using the form, Library Material: Statement of Concern (Appendix D). The Dean for Library and Academic Resources reviews the material with the Collection Development Team to determine if it was or was not selected in accordance with this General Collection Development Policy.

Retention or withdraw decision when prompted by a complaint rest with the Dean for Library and Academic Resources in consultation with the Collection Development Team.

The individual who originally stated a concern will be notified of the final decision. Copies of the Statement of Concern form, complete with response from the Dean for Library and

Academic Resources will be sent to the Provost and Chair of the Academic Senate Library Advisory Committee.

Material being challenged remains in the collection until the final decision has been made.