

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 future growth and maintenance of the collection. Recognizing that the collection is constrained by both budgetary realities and space limitations, it is essential that the policy provide guidelines for decisions regarding the selection and deselection (withdrawal) of materials. In addition, the policy should facilitate an evaluation of the collection and enable the library to build upon the existing strengths and weaknesses of the collection. Finally, the policy will promote a consistent and balanced approach to the development and maintenance of the collection. The policy is intended to be a flexible and vital document, responsive to changes in the curriculum or the college community. A review of this policy by the Collection Development Team is required every five years.

II. OVERVIEW

As an academic resource which supports the College's mission, one goal of the library is to develop a collection presenting a sampling of all points of view on a broad range of subjects, current and historical, in support of the present and anticipated teaching and research responsibilities of Saint Mary's College. The scope of the collection will be necessarily broad to accommodate the range and diversity of fields of scholarship. Breadth and comprehensiveness will be limited at a level appropriate to the requirements of a non-research-oriented institution. 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 addition to the collection include many formats, especially books, periodicals, non-print media, digital resources, and microforms. (See also Format sections C5 and D)

The basic collection should support varied undergraduate instructional programs in the Humanities, Sciences and Social Sciences. Particular areas of the collection have been developed to support graduate programs in Business, Education and Counseling, Creative Writing (MFA), Liberal Studies and Health, Physical Education and Recreation (HPER). (For a complete list of degrees supported see Appendix A).

The collection reflects the College's commitment to three great traditions: Liberal Arts, Catholic, and Lasallian. In the spirit of the Liberal Arts tradition, the collection goes beyond supporting specific coursework and serves as a resource where students pursue individual interests, self discovery, and seek knowledge and understanding through interaction with ideas preserved and presented in print and non-print sources. Representative holdings in religious works, with particular attention to Catholic sources, provide a resource for the campus community. In support of the Catholic tradition, the library makes special effort to purchase materials promoting social justice and community action, and the ethical aspects of each discipline and subject area taught in the curriculum. The collection also includes the Library for Lasallian Studies and John Henry Newman

Special Collections in support of scholarly research. In addition, the general collection promotes the Lasallian tradition both by serving as a student and faculty resource for discovery about teaching and through the library's efforts to teach students independent use of library resources as a means towards lifelong learning.

In accordance with the library's Essential Services Policy (1989), the development of the collection is intended to serve the needs of the primary clientele--SMC students, faculty, and staff. Therefore, the primary objective of collection development is to select a variety of materials relevant to the college curriculum. The secondary objectives are as follows: to develop a basic collection providing information on general or current topics which may not be directly related to the curriculum; to support research efforts of faculty and administrators by providing bibliographic access, and selection of essential, scholarly works; and to collect and preserve all important materials related to the history and development of Saint Mary's College.

The library seeks to be an active participant in library consortia that provide direct benefits to the College. Examples include the Library of California regional group, the Golden Gate Library Network, and the LINK+ Consortia. Consortial arrangements extend the Library's ability to provide specialized resources through resource sharing and direct borrowing agreements, but do not affect the continuing need for the development of a local collection to support the College's needs. As a means of extending the College's buying power, consortial purchasing often provides excellent savings on electronic resources (2001).

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. In addition to working with the faculty to select materials related to curriculum, subject selectors are responsible for selecting materials for the contemporary issues and topics on which students are likely to develop papers or projects, and for developing basic collections for academic disciplines, even those not specifically taught in the current curriculum. Subject selectors also 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' participation in the Educational Policies Board and its curriculum-focused subcommittees is one channel through which the library is kept informed about curricular changes, and provides faculty with input regarding the strength and use of the Library collections.

The Collection Development Team approves periodical and electronic resources selection and deselection decisions, and provides a forum for discussing any other selection issues. Final decisions regarding collection development selections are the responsibility of the Dean for 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 is cross-disciplinary and has wide potential use.
Work broadens knowledge of cultural diversity.
Work does not duplicate materials already in collection.
Work provides alternate views or new perspectives 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 specific 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, maps, printed music, government documents, realia, games, specimens, or kits. All other formats will be considered; however, 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. However, contemporary issues and social problems not directly taught in the curriculum may form the subject of frequent student research, and the 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. Books: Printed books make up the most extensive portion of library materials expenditures. Circulating books in the general collection are supplemented by reference and reserve materials. In addition to meeting the general selection criteria, all books selected should be of the best physical quality available. Electronic reference books will be selected when the electronic version provides additional benefits at a reasonable cost. Individual electronic books are currently being considered on an experimental basis.
2. Periodicals: Periodicals are a significant component of library holdings and represent an ongoing commitment of funds. Therefore, selection of new titles must be done with care and in collaboration with faculty. Current subscriptions and back-files are purchased and maintained in electronic format as a general rule. Some titles are preferred in print format, such as daily newspapers, current awareness / browsing titles, and those which are primarily graphic illustrations or photographic essays. In addition, both print and electronic subscriptions may be purchased for a select group of high-use titles to provide a representative group of core research journals in print. Print subscriptions are also purchased when electronic subscriptions are not available, or when license agreement terms are not acceptable. Some back-file holdings are in microfilm, but as much as possible these will be replaced by the electronic equivalent. In general, when duplicate copies of a periodical are held in multiple formats, one format will be retained.

New periodical subscriptions will be initiated when funds are available to continue the subscription and subscriptions will be paid at the library or institutional rate. Preference is given to periodicals previously determined to be Core. New subscriptions will be charged to the appropriate subject allocation on an annual basis.

Periodicals 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

(See also Definition of Core Periodicals, 1991; revised 2007)

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3. Pamphlets: Material for inclusion in the pamphlet file includes booklets, brochures and other brief, typically less than 50 pages, printed information sources that are acquired inexpensively through the book budget, from free sources, and items received as supplements to paid subscriptions or book purchases. Examples of pamphlets are brief government documents, brochures, guidelines, and statistical reports.

Items selected for inclusion as pamphlets must meet selection objectives as stated in the General Collection Development Policy, and the relevant subject statements.

4. Digital Library Resources: Digital Library resources should provide general information for all subject areas, undergraduate level reference and research materials to support our undergraduate programs, and graduate level reference and research materials to support graduate programs. Digital Library resources are created to enhance access to special collections, and to further the aims of the curriculum. The collection should be composed of textual, graphic, image, audio, geographic and numerical data resources, and include monographic and periodical literature. Selection decisions must take into consideration the quality (content and features) of the specific products, and cost, consortial opportunities, and access requirements. (See "Building the Digital Library: Selection Guidelines and Process", June 2001.)
5. Media Resources: Materials are selected for in several formats: videocassettes and DVD's, music CD's and laser discs, slides, etc. Selection criteria include, for example: pedagogical value inherent in the material, anticipated level of cross-disciplinary interest, and technical quality. Films acquired for the Byron Bryant Collection must 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. (See Guidelines for Collecting Nonprint Resources, currently under revision.)
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 Digital Dissertations, and selectively purchases faculty-produced dissertations. Masters' theses and Dissertations are acquired from St. Mary's College graduate programs.

9. Printed Music: Printed music is not actively collected. However, the library maintains a small collection of scores and songbooks including classical music, operas, sacred music and some folk and popular songbooks. New printed music is occasionally selected to support some specific project or course offering of the college.
10. Maps: We actively collect and retain current atlases and folding maps to ensure access to current geographic and political information. A collection of wall maps is maintained to enhance in-class instruction, and is selectively updated.

E. SPECIAL CONSIDERATIONS

1. Reference Materials: The reference collection primarily supports the curricular and informational needs of the primary clientele and, to a limited extent, the research needs of the faculty. (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 Publications: The library selects publications of members of the SMC faculty where works support the general collection as described by the criteria stated above. The library accepts gifts of 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. (approved by CD Team 7/04; pending Library Committee Approval.)

IV. COLLECTION ASSESSMENT AND MAINTENANCE

The continuing selection of appropriate materials is complemented by regular programs of evaluation to insure the maintenance of a current, active, useful collection. These programs may include quantitative and qualitative surveys, comparison studies, statistical analyses, and preservation assessments.

Collection evaluation and analysis shall be the responsibility of subject selectors working with appropriate faculty. Examples of evaluative measures include compilation of statistics on 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 may be determined through user surveys and/or focus groups.

Searches for lost or damaged items are conducted out annually after the annual shelf-reading. Decisions to delete lost items from the collection, or to repair or replace them, are made by the Head of Cataloging in consultation with the appropriate subject selector. Inventories are carried out irregularly.

Deselection (withdrawal) of items no longer appropriate to the collection is an essential function of collection maintenance. The process for identifying candidates for withdrawal uses the same criteria as the original selection process for the format in question. In addition, withdrawal decisions are based upon history of actual use, physical condition, presence of multiple copies or new editions, and historical significance. Faculty library liaisons will be consulted when appropriate, especially during any major deselection projects.

Off-site storage is an option when building space is limited and deselection is not appropriate. Material in storage is regularly reviewed to assure continued usefulness and/or possible deselection.

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 curriculum committee (Undergraduate or Graduate Curriculum Committee, or the Program Review Committee). This mechanism is designed to inform faculty of the strengths and weaknesses of the library's current collection, the need for budgetary support for library materials to support the 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 the inclusion of a particular item in the library collection shall notify the Dean for Academic Resources by way of the written form, Library Material: Statement of Concern (Appendix D). The Dean for Academic Resources will review the material with the Collection Development Team to ensure that it was selected in accordance with this General Collection Development Policy.

The decision to retain or withdraw the material rests with the Dean for Academic Resources in consultation with the Collection Development Team.

The individual who challenges the material will be notified of the final decision. Copies of the Statement of Concern form, complete with response from the Dean for Academic Resources will be sent to the Provost and Chair of the Library Committee.

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