

Joyner Library Procedure Manual

500.10

Subject: Collection Development

Title: General Collection Development Procedure

Operational Procedure - Date Adopted by the Library Services Faculty: 3/6/79

Administrative Procedure – Date Issued by Administration:

Date Revised: 4/27/2006, 5/6/2010, 8/27/2013

I. Purpose

The Collection Development Procedure for Joyner Library is intended to assist those persons responsible for building, maintaining, and evaluating collections that support the instructional and research programs of colleges within the Division of Academic Affairs at East Carolina University, as well as related relevant centers and institutes within the Division of Research and Graduate Studies.

This document serves as a planning document to direct future collection development and provides a way to measure progress in the collection development and management program. It also provides a method for communicating the Library's collection philosophy and principles to the University community and other users and institutions.

The Procedure will be revised periodically to reflect changing academic needs and priorities.

II. Goals of the Collection Development Program

Collection development and management activities should be conducted in support of the university's mission, goals, and strategic planning, as well as the mission of Joyner Library. Consistent with the mission of Joyner Library, the program's goal is to develop collections that support the academic programs and research conducted within the programs of the Division of Academic Affairs and the relevant centers and institutes within the Division of Research and Graduate Studies. Selectors therefore choose materials that best serve the university's missions:

Instruction: The collections include materials that reinforce and enhance the quality of instruction in all courses offered at the university. University faculty should be able to depend upon Joyner Library resources for preparing courses and student assignments; students should be able to rely on Joyner Library resources for course-related study and the completion of assigned projects.

Research: Because research is an integral university activity, Joyner Library provides resources and services to assist faculty and students in the intellectual inquiry and experimentation that

form the research process. Researchers should be able to utilize Joyner Library to obtain information essential to their investigations.

Service: In addition, Joyner Library supports the university's broader commitment to serve the region through its collection development activities, particularly in the areas of teacher education, the fine and performing arts, economic development, and the history of Eastern North Carolina.

When selecting for and managing library collections, librarians shall give primary importance to materials which meet the expressed needs of our library's patrons. Secondary importance will be given to materials which meet anticipated needs based on past use, program development, and professional experience of the librarians. Approval plans, continuations, and subscriptions should be selected according to the same criteria, and should be regularly reviewed for use and fit with the library's collections.

III. Intellectual Freedom

Joyner Library recognizes that free access to ideas and freedom of expression are fundamental to the educational process. It is committed to providing a balanced collection representing a diversity of perspectives on issues. The collection will not exclude any materials on the basis of race, gender, belief, physical and mental ability, sexual orientation, national origin or religion. To this end, Joyner Library subscribes to and supports the American Library Association's Library Bill of Rights, Freedom to Read Statement and Freedom to View Statement.

IV. Principles of Collection Development

A. Subject areas: The primary subject areas collected are those that support the instructional, research, and service activities of the departments and programs of the University served by Joyner Library. Additional details regarding the subject areas may be found in collection development procedures and guidelines for Library departments and/or units. Library selectors may also provide more information in guidelines for collecting in their subject areas.

B. Allocation of financial resources: The allocation of financial resources is dependent on several factors, including the University's mission, program strengths and anticipated growth, number of students and faculty, the degrees offered, collection use, interlibrary loan data, and research activity and publishing trends. Decisions of the Graduate and University Curriculum Committees are monitored so that allocations can be adjusted to support changes and additions to the curriculum.

C. Current and retrospective coverage: Though the emphasis is on the acquisition of current resources in all subject fields, Joyner Library will try to acquire retrospective works and backfiles as needed to strengthen and balance the collections, particularly in disciplines where retrospective materials are of special importance. Archival journal purchases are of particular interest to expand the range of materials we can make available to our patrons, and to substitute archival online holdings for print holdings when appropriate.

D. Formats: Joyner Library strives to build collections that incorporate all forms of scholarly communication, and to select content first, and the most appropriate format next. Information

resources are produced in a variety of formats, and the library will select format according to the most effective means of delivering content to users. The library may migrate formats when feasible.

The large number of courses taught online via East Carolina University's distance education programs will be taken into account when making choices among formats, giving particular weight to digital materials for degree and certificate programs that are offered completely online. Databases and other electronic resource purchases which are centrally funded are governed by the Electronic Resources Collection Development Procedure.

Individual library departments and selectors may provide more specific guidelines regarding material types and formats for their departments and subject areas. Additional guidelines regarding some formats are below.

1. Monographs: Monographic texts may be added to the collection as a result of approval plan or continuations; in general, selection decisions will be at the macro level for approval plans or continuations. Monographic purchases selected for firm orders are subject to that fund's guidelines.

2. Dissertations and Theses: Joyner Library collects dissertations and theses completed by students in programs at the University. Dissertations and theses completed outside of the University may be acquired as needed.

3. Microforms: Joyner Library may acquire items on microfilm or microfiche, at the discretion of the selector and library administration. Microforms may be particularly important for certain collections or subject areas. Microforms may also offer the library the opportunity to acquire significant sets of research materials not otherwise available. Microformats are normally reserved for reprints, and normally for sets of items, rather than individual reels/fiche.

4. New and Developing Formats: As modes of scholarly communication increasingly vary, librarians may select materials in new and different formats. These selections will be subject to the same criteria of relevance to the University's teaching, research, and service missions.

E. Resource Sharing and Consortial Agreements: Academic Library Services participates in a variety of resource sharing and consortial agreements to expand access to resources. An integral part of our collection development program is an attempt to select access tools and provide services which enable our users to identify and obtain access to materials held at or in conjunction with other sites. Consequently, the library's collections are composed of resources owned and housed locally, supplemented by materials accessible from other institutions. In addition to networks involving Interlibrary Loan, consortial agreements are used to provide a cost-effective means of access to serials packages, electronic books, and/or databases. Academic Library Services is committed to developing resource sharing and consortial agreements with other higher education institutions, including but not limited to the Carolina Consortium, the Association of Southeastern Research Libraries (ASERL), KUDZU, Lyris, and the University of North Carolina University Librarians Advisory Council Cooperative Library Lending

Agreement. Particularly important for Academic Library Services is its ongoing relationship with the William E. Laupus Health Sciences Library, and the constituents it serves.

V. Collection Development Practices

A. Responsibility: Joyner Library is firm in its belief that collection management is a joint effort of library selectors and teaching faculty. Faculty members are encouraged to recommend the acquisition of specific titles through the faculty liaison program, and to work with their liaison librarians during de-selection efforts. The successful management of the collection depends on faculty involvement. Final responsibility for selection and de-selection decisions rests with the library.

B. Selection Criteria: The following factors are generally considered in selecting all library materials. Selectors may have additional or more specific criteria.

- Relevance of the subject matter to the curriculum
- Expected use of the work by students and faculty
- Appropriateness for meeting the research needs of faculty
- Quality of scholarship or literary merit as determined by bibliographic aids and review sources
- Accuracy of information and data
- Timeliness or permanence of the material
- Reputation of the author or publisher
- Quality of physical products
- Usability of online products
- Availability of other library materials on the subject
- Inclusion of the work in important bibliographies and indexes
- Costs (may include time and processing costs as well as item price)
- Format and its effect on accessibility of the information

C. Selection Tools: Include but are not limited to:

- Faculty requests
- Automatic shipments and approval slips from the library's approval plan vendor(s)
- Online selection tools, including those provided by the library's approval plan vendor(s)
- Reviews in scholarly journals, Choice, Booklist, and other sources
- Publishers' catalogs
- Indexes, bibliographies and series lists
- Interlibrary loan requests
- Email lists and postings
- Catalogs of other colleges and universities, including:
 - o ECU's peer institutions as defined by the UNC General Administration
 - o Colleges and universities within the state of North Carolina
 - o Universities affiliated with KUDZU
 - o Colleges and universities which have cognate strengths in the subject area being developed
 - o WorldCat

D. Limitations:

1. Publication Date Guidelines: Current publications will be given priority. Faculty and student requests, as well as specific projects undertaken by the library, may trigger the acquisition of a retrospective title. Retrospective coverage may be particularly important to develop support for new programs and added degrees.

2. Limitations Dependent on the Subject Area:

a. Language of publication, although the main language of this collection is English
b. Geographical focus of publication
c. Chronological focus of publication

VI. Additional Selection Guidelines:

The following guidelines apply to materials in the general circulating collection:

Multiple Copies: Joyner Library does not generally purchase multiple copies of monographs. Works for which circulation records and patron requests indicate exceptionally heavy demand are considered for duplication, especially upon recommendation by faculty. A duplicate may also be considered when justification can be made for a reserve copy in addition to a circulating copy.

Replacements: Materials that are missing or lost are not automatically replaced. Potential replacements are evaluated using the same criteria for selection as regularly purchased items, as well as the following: publication date, cost, circulation history, editions available, availability through Interlibrary Loan, and remaining books/items relevant to that subject. The library may select an alternative edition as the replacement. Heavily used materials, determined to be necessary for teaching and research, will be replaced in a timely fashion, if they are available.

Reprints: Reprints of monographs and journals are selectively collected, based upon the availability and comparative quality and price of the original or microform edition, or the existence of additional material in the reprint edition.

Textbooks: University textbooks are not usually purchased because of their changing editions, expense, and restrictions to access. Librarians may occasionally select textbooks as exceptions to this practice. These exceptions are textbooks that have earned a reputation as classics in their fields, that provide the only source of information on a topic, or that provide an important alternative presentation of information.

VII. Guidelines for Deselection of Materials

Deselection, the permanent removal of material from the collection, is essential for the maintenance of an active, useful library collection. Deselection is also made necessary by the limits imposed by the library's available space and the physical condition of the items. Selectors are responsible for conducting ongoing deselection efforts in their areas of collection responsibility. Faculty members are encouraged to give feedback regarding the deselection of titles in their areas of teaching and research. The general factors considered for deselection of monographs are listed below:

- the title is no longer germane to the curriculum or of intrinsic scholarly significance;
- the physical condition of the title makes it unusable and a decision has been made not to try to preserve it;

- the title has been in the collection for a long period of time with no evidence of recent usage and lacks scholarly, historical, or archival value;
- the title is a little used duplicate; and/or
- the edition has been superseded, and previous editions are no longer considered necessary.

Rev. draft: April 14, 2010