

Merged Collection Development Policy
July 26, 2012

I. INTRODUCTION

The university libraries support the mission of University of North Georgia by meeting the instructional and research needs of students, faculty, staff, and the community through the provision of appropriate collections, services, staff and facilities. The selection, management, and evaluation of library books, media, journals and electronic resources is undertaken to support present and future programs. These activities are carried out in collaboration with the faculty and other members of the university community. In an environment of rapidly shifting patterns of information delivery, it is critical that decisions in the selection and management of library materials be based on sound principles that have the support of all stakeholders in the community. This document outlines those principles.

II. MISSION STATEMENTS

The University of North Georgia: Mission Statement

The University of North Georgia, a premier senior military college and regional multi-campus institution, provides a culture of academic excellence in a student-focused environment that includes quality education, service, inquiry and creativity. This is accomplished through broad access to comprehensive academic and co-curricular programs that develop students into leaders for a diverse and global society. University of North Georgia is a University System of Georgia leadership institution and is The Military College of Georgia.

The University of North Georgia Libraries: Mission Statement

The libraries of the University of North Georgia foster learning and academic excellence through diverse collections, services and teaching. This is accomplished by creating a culture of inquiry, research and lifelong learning in the academic and regional communities. The libraries support and extend the University of North Georgia's student-focused and global mission.

III. PURPOSE AND OBJECTIVES OF COLLECTION DEVELOPMENT POLICY

Policy Purpose

The purpose of this document is to provide a best practice to guide librarians, departmental faculty and others in developing and maintaining a balanced collection. These guidelines will be used to support the Mission Statements of the University of North Georgia and University of North Georgia Libraries and to help meet the changing needs of this vibrant institution.

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Policy Objectives

This policy is intended to define a collection development practice that meets the following objectives:

- To provide a current, diverse, and balanced collection through the acquisition of materials in a variety of formats which support the instructional, institutional, and individual needs of the Library community.
- To acquire a variety of materials for use outside of the areas of academic instruction including general reference and information and popular reading in order to provide an information resource for the Library community and promote a life-long reading habit
- To provide access to resources and collections of materials in appropriate formats for the Library community.
- To provide a variety of materials which represent diverse perspectives on controversial issues.
- To ensure faculty participation in collection development and management.
- To consolidate and centralize access to resources whenever appropriate to serve all collection campuses.
- To ensure collection development activities are sustainable with regard to the Libraries' budget.

The UNG Libraries are committed to providing the best, most appropriate information regardless of format, and every effort is made to meet the needs of the library community through the purchase of appropriate materials, however budgetary constraints may affect the selection process.

IV. SELECTION RESPONSIBILITY

Building the libraries' collections is the product of cooperative work between the library faculty and the faculty and staff in the Colleges and academic departments. Faculty members, in partnership with librarians, are responsible for contributing recommendations for library acquisitions to support course requirements, students' research needs, and their own research needs. Student, staff, and community requests for acquisition of library materials are also welcomed and are reviewed by the same standards as requests from other sources.

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Each department at each campus in the University has a liaison librarian who coordinates collection development, ensuring that the Libraries acquire materials to meet the needs of the University. Librarian liaisons maintain communication between the Libraries and faculty in the academic departments and assist faculty in developing collections by

- identifying and providing reviews of new materials from which they can select items for purchase
- recommending materials by discipline
- assessing collection strengths and weaknesses
- making final selection and deselection decisions for materials in the discipline

The UNG Dean of Libraries has final responsibility for expenditures and will designate budget managers as needed.

V. FUND ALLOCATION

The goal of fund allocation for collection development is to equitably distribute funds to support academic and degree programs and university initiatives (CURCA, FYE and Transfer Students Program, Honors program etc.) The [University Librarian - insert title here] is responsible for the allocation of funds and ensuring that the process is efficient, responsive to needs of the institution as a whole, transparent, and fair. Funds are allocated to support:

- a. centralized subscriptions and purchases that benefit all campuses.
- b. collection development efforts that support individual campuses.
- c. new programs & new courses. NOTE: Requires advanced budgeting and special allocations.
- d. discipline-specific accreditation reviews. NOTE: Requires advanced budgeting and special allocations.

The [University Librarian] allocate funds using the following factors:

- funds available
- schools and
- student headcount per department and/or degree program
- student FTE per department and/or degree program
- student majors per department and/or degree program
- graduate student FTE per department and/or degree program
- faculty (excluding adjunct) per department and/or degree program
- average cost of materials (books & journal) by discipline as reported annually

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The funding formula is reviewed and revised annually to ensure institutional needs are met.
*Timing of allocations and recipients of funding information TBD.

VI. SELECTION GUIDELINES

A. Ethical and Legal Principles

The University Libraries supports the standards for collection development contained within the Standards for Libraries in Higher Education - (<http://www.ala.org/acrl/standards/standardslibraries>) - adopted by the American Library Association's Association of College and Research Libraries October 2011. The Libraries also adhere to the standards expressed by the American Library Association's Library Bill of Rights - (<http://www.ala.org/advocacy/intfreedom/librarybill>) - which include the statement that "Books and other Library resources should be provided for the interest, information and enlightenment of all people of the community the Library serves." As such "Materials should not be excluded because of the origin, background, or views of those contributing to their creation..." but should present "all points of view on current and historical issues."

The University Libraries comply fully with the provisions of the U. S. copyright law (<http://www.copyright.gov/title17/>).

B. Requests for Reconsideration

In addition to supporting the Library Bill of Rights the Libraries also support the standards and principles expressed in the Intellectual Freedom Manual , (<http://www.ifmanual.org/>) and the Challenged Materials: An Interpretation of the Library Bill of Rights statement - (<http://www.ala.org/Template.cfm?Section=interpretations&Template=/ContentManagement/ContentDisplay.cfm&ContentID=31881>). The Libraries will purchase materials that represent a wide range of opinion on moral social political philosophical and religious issues. Selection is made without partisanship regarding matters of gender, race, sexual orientation, religion, or moral philosophy. These differences will be recognized in impartial collection practices. The libraries will not, at the request of any individual or group, automatically withdraw any item that has been added on the basis of the stated selection criteria or add any item that has been excluded on the basis of the stated criteria. Patrons who wish to challenge a material's inclusion in the collection will be asked to fill out a Request for Reconsideration form (see Appendix A). Completed forms will be forwarded to the Dean of Libraries.

Standards for Libraries in Higher Education
<http://www.ala.org/acrl/standards/standardslibraries>

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Library Bill of Rights

<http://www.ala.org/advocacy/intfreedom/librarybill>

Intellectual Freedom Manual

<http://www.ifmanual.org/>

Challenged Materials: An Interpretation of the Library Bill of Rights

<http://www.ala.org/Template.cfm?Section=interpretations&Template=/ContentManagement/ContentDisplay.cfm&ContentID=31881>

Request for Reconsideration

[http://www. ???](http://www.???)

Copyright Law of the United States

<http://www.copyright.gov/title17/>

C. Criteria for Selection of All Materials

Institutional goals, relevancy to the curriculum, quality of content and fulfillment of academic need are the primary factors taken into consideration when selecting materials. Specific considerations in choosing individual items include some or all of the following:

- Timeliness and lasting value of the content
- Inclusion in recognized bibliographies and indexes
- Authority/reputation of the author, issuing body, and/or publisher
- Availability of materials on the subject
- Strength of present holdings in same or similar subject areas
- Aesthetic considerations: literary, artistic, or social value; appeal to the imagination, senses or intellect
- Suitability of format to content
- Demand, as determined by factors such as circulation data, interlibrary loan, or purchase requests for material on the same or similar subjects
- Physical and technical quality; paper, typography and design; physical size; binding quality and durability – material in spiral binding or in three ring binders is avoided, if possible
- Special features such as detailed and logical indexes, bibliographies, footnotes and illustrations
- Cost of material relative to the budget and other available materials
- Reviews in subject-specific and standard library reviewing sources
- Holdings at other libraries

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Textbooks:

The Libraries do not ordinarily purchase textbooks used for courses. However, textbooks may be selected if they enhance the collection as a whole or when a textbook is the best or only source of information on a particular topic.

Duplicates:

Duplicates are generally avoided unless there is perceived need.

Hardback vs. Paperback:

When there is an option of paperback or hardback, the choice is based on expected use, lasting value of content, and cost differential. As a general rule, hardback or paperbacks with library bindings are preferred over consumer market paperbacks. When possible, paper back volumes are purchased through a vendor who will also bind.

New v. Used:

The Libraries will purchase new books when possible. If a new book is not available then a used copy in good condition may be considered for purchase.

Collection Currency:

The majority of selections are current publications. The libraries recognize the need for retrospective purchases, and systematically use standard bibliographies and other evaluation tools to locate and fill gaps in the collection.

Language:

Acquired materials will primarily be in English. Non-English materials related to the curriculum may be collected.

VII. SPECIFIC COLLECTIONS

A. Serials

A serial is a publication issued in successive parts, each bearing numeric or chronological information identifying it with its series. Periodicals (journals, magazines and newspapers), annuals and indexes are all serials. Formats may vary and include paper, electronic, digital, audio, and microform. Because serials are a costly and a recurring expense, special attention is paid to the unique requirements of developing and maintaining the serial collection.

The serials collection supports the research needs of the students and faculty. All formats will be considered in the libraries' purchase and/or access decisions with special attention

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given to electronic formats because of superior access users enjoy. Bundled full-text databases providing a stable set of full-text titles will be considered as an alternate to individual electronic or print titles.

i. General Selection Criteria for Serials

Serials will be selected and deselected based on how well they support the continuing information needs of the college community. Factors to be considered are:

- Support of academic programs
- Uniqueness of subject coverage
- Standing or reputation and reviews of the journal within the professional community
- Cost, including such data as rate of price increases
- Full-text availability through electronic means
- Usage or projected usage
- Availability of indexing for the serial being considered
- Holdings at other libraries

ii. Evaluation

The high and escalating cost of serials require that care be exercised in reviewing serial titles prior to purchase and that an annual evaluation of current subscriptions be conducted. The university libraries will conduct regular serials reviews with faculty to determine which serial subscriptions should be added or cancelled and to determine the most appropriate, cost-effective format for subscriptions.

B. Media

General selection criteria apply. Current technology is given precedence. The Libraries purchase DVDs with closed captions/subtitles whenever possible. VHS/Audiotapes/MP3s/CDs are not actively acquired. Gifts in this format may be accepted if other criteria are met.

C. Juvenile Collection

With general selection criteria applied, children's books (with the intended audience of Preschool through Young Adult) are purchased to support the Education programs.

D. Leisure Reading Collection

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A small collection of leisure reading materials are maintained to encourage the reading habit. This may include popular fiction, non-fiction books, and popular magazines.

E. Electronic Formats

General selection criteria apply. Other considerations include:

- ease of access and authentication options
- the usability and functionality of the search engine, format and print interface
- requirements for technical support including bandwidth
- pricing and license options
- availability of usage or other statistical data.

F. Government Documents

The U.S. Government Printing Office designated the Dahlonega campus library a selective depository for U.S. government publications in 1966. The purpose of the depository is to collect, organize, and provide access to U.S. government publications, in all formats, in support of the current and anticipated instructional, research, and service programs of the University as well as to serve the research needs of the citizens of the 9th Congressional District of Georgia.

Collection development for government publications must be in accordance with The Federal Depository Library manual (http://www.fdlp.gov/home/repository/cat_view/79-depository-administration/240-historical-publications/241-federal-depository-library-manual-a-supplements#2) and the Instructions to Depository Libraries (www.access.gpo.gov/su_docs/fdlp/pubs/instructions/index.html). Collection development and maintenance is the responsibility of the Manager of Technical Services Librarian and the Government Documents Coordinator.

G. Archives and Special Collections

Printed items pertaining to the university and the surrounding communities will be added to the Archives and Special Collections using the general selection criteria for all materials. Rare and semi-valuable printed resources or objects are generally outside the scope of the Libraries' collections due to their unique and costly climatic, storage, processing, and security requirements. However, endowed collections of rare and semi-rare materials will be evaluated based on their relevance to the university, curriculum, and financial burden they may present.

VIII. GIFTS

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The University of North Georgia Libraries welcome gifts of books, manuscripts and other “gifts in kind” which enhance the existing collections or support the mission of the university. For reasons of space and in keeping with the character of the collection, however, the libraries do not generally accept textbooks, non-scholarly paperback books, books that are heavily marked, books that are in poor condition or gifts with restrictions. Potential donors and donations by mail should be directed to the Librarian-in-charge or designee.

The libraries will not return unsolicited material delivered via post. When gifts are received in person, however, the donor should be made aware that the donations not suitable for the collection will be disposed of in a manner designated by the head of the libraries.

All donors should complete a Donation form. The librarian-in-charge will keep all Donation forms on file and a copy of this form will be returned to the donor. A letter acknowledging the donation will be sent to the donor. No donation valuations will be made by library personnel.

In all cases, the librarian-in-charge will determine the appropriateness of the material based on the standard criteria for all acquisitions. Books selected for inclusion are routed to Acquisitions to be catalogued.

IX. Collection Maintenance and Weeding

Collection Maintenance is an ongoing process. Library Faculty in conjunction with the Access Services department will maintain the collection with regard to proper care and handling of materials, temperature and humidity control, and selecting damaged materials for repair. The Libraries regularly remove obsolete, damaged, and little used materials from the collection. Weeding is the responsibility of the Library Faculty in consultation with the teaching faculty. The general criteria for weeding (de-selection) include:

- Obsolescence – both in format and in data provided, especially when new editions are available
- Physical condition – this includes monographs and serials that are part of incomplete sets as well as books that are simply in poor condition
- Significance – to the discipline and the community at large
- Usage – may be determined using browsing and circulation statistics
- Faculty recommendation
- Duplication
- Accreditation requirements
- Availability of updated materials or formats

Additionally, specific considerations are applied to certain portions of the collection more so than others:

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- Reference materials are weeded based on the need for the most up to date information. As a result, not all items weeded are discarded but can be relocated to the circulating collection.
- Serials are weeded when there are only a few volumes or issues of a title, the publication has been discontinued or becomes available electronically, or no longer has value to the University.

Weeded titles, both monograph and serial, must be checked against other USG Library holdings and offered to the University of Georgia when no other Library in the USG owns a copy.

An approval process for this policy will be established and implemented by the Dean of Libraries.

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X. Appendices

A. Appendix A – Request for Reconsideration Form

University of North Georgia Libraries Request for Reconsideration

Request initiated by:

Name _____

Address _____

City _____ State _____ Zip _____

Phone _____

Do you represent? _____ Yourself _____ An organization _____ Other group

Please name the group or organization _____

Type of material: _____ Book _____ Magazine/journal _____ Video _____ Other

Title _____

Author _____

Publisher _____

Publication date _____

Please answer the following questions on the back of this form.

If you object to a work in the library's collection:

1. To what in this work do you object? Please be specific and cite pages or frames.
2. Did you examine the entire work? If not, what parts did you examine?
3. What brought this work to your attention?
4. Is there anything good about this work?
5. Are you aware of the judgment of this work in reviews or other sources? Please cite specific sources.

If you object to the library not adding a title:

1. Did you review the entire work?
2. What brought this work to your attention?

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3. Are you aware of the judgment of this work in reviews or other sources? Please cite specific sources.

Signature _____ Date _____

The evaluation of library resources at the University of North Georgia Libraries is the responsibility of [tbd] through established reconsideration procedures to address concerns about those resources. Completion of this form is the first step in that process. If you wish to request reconsideration of library resources, please return the completed form to a faculty or staff member at the service desk. This request will be forwarded to the Dean of Libraries for review.