

Ohio Wesleyan University Collection Development Policies, revised 100607

## **Collection Development Policy**

### **INTRODUCTION**

This policy has been developed to provide guidelines for collection development in all media. The process of developing this policy focuses the thinking of library staff, faculty and administrators on the nature of and rationale for the collection. Policy development is an ongoing process; thus, policy is subject to periodic review to determine if it is still consistent with the teaching library philosophy as it evolves and to assure that it continues to allow the library system to support the University's goals and objectives as fully as possible.

Policy review is expected to occur through discussions:

- 1) between librarian liaisons and departmental representatives;
- 2) among the library staff; and
- 3) when significant alterations to the policy are required, with the Provost, teaching and learning library subcommittee, or the full committee.

The Teaching and Learning Committee shall carry this discussion to the full faculty if deemed appropriate.

### **PURPOSE OF COLLECTION DEVELOPMENT**

The purpose of collection development is to create a "living collection" which not only contains important materials of the past but which is flexible enough to respond to changes in curricula, and to the development of new disciplines and new formats of information. Selection of materials, evaluation and conservation of the collection are integral parts of the process of collection development.

### **OHIO WESLEYAN UNIVERSITY LIBRARY SYSTEM**

This policy addresses collection development for Beeghly Library, the Hobson Science Library, and the Kinnison Music Library and the Audio-Visual Center. All of these units report

to the Director of Libraries and share common funding and support systems. The phrase “Ohio Wesleyan University Library System” is used in this policy to designate this relationship.

The following statement on the role of the Ohio Wesleyan University Library System was passed by the faculty on April 15, 1985.

The role of the Ohio Wesleyan University Library System is to participate actively in the instructional process as a “teaching library.” A “teaching library” is a library which is integrally and directly involved in implementing the University Statement of Aims, in addition to serving as a support service for academic programs. The library system carries out the role of “teaching library” by:

- a) Encouraging and facilitating life-long learning through the development of instructional programs which emphasize investigative skills.
- b) Providing distinctive programs and services designed to meet the intellectual and cultural needs of our students, faculty, staff, alumni, and community; and
- c) Developing an organized collection of materials and equipment and establishing information services which best satisfy the present and future needs of the University relating to teaching, research, and community service.

### **Clientele**

The libraries at Ohio Wesleyan University are open to all those who wish to make use, within the constraints of library policies, of the collection, services, and buildings. The libraries serve three major user groups. Our priority is the Ohio Wesleyan Community: students, faculty, staff, alumni, and retirees. The second user group is the Delaware Ohio Community: adult residents, advanced high school students, and corporate users such as businesses and organizations. Our third user group consists of scholars and students elsewhere whom we serve through interlibrary loan, cooperative and reciprocal agreements with other libraries, and by opening our collections for appropriate on-site use.

### **Collections**

The Ohio Wesleyan University library system has several collections that are unique because of special physical format, historical value, or specialized content. These collections include: Archives of Ohio United Methodism, Ohio Wesleyan University Historical Collection, Rare Books, Manuscripts, and Artifacts, the government documents collection, and the audio-visual collection. These collections have special criteria for determining selection, acquisition, circulation, and conservation of materials. Policies for these areas are outlined elsewhere. (Note – at this point these policies are in draft form or as yet not written.)

### **Selection**

### **Principle**

Consistent with the teaching mission of the University and the role of a teaching library, the primary objective of selection at Ohio Wesleyan University is to support the academic instructional program. Integral parts of that program are the various curricula; the encouragement of independent learning, intellectual curiosity, and creative thinking; faculty development in both pedagogic and disciplinary fields; and related student and faculty independent study.

Secondary objectives of selection are to support the information needs of the University, research interests of the faculty, the non-curricular of the University, and lastly, the information needs of Delaware County.

### **Who selects**

An outstanding library in a strong liberal arts college is a reflection of the successful cooperation of faculty and library staff in developing the library collection.

Since faculty members are most directly involved with teaching and independent study programs of the University, they play a major role in selecting materials which directly support the curriculum. Faculty in the various departments recommend library purchases in support of the new courses, research and independent study, to update those areas of the collection directly supportive of the curriculum, and to support special programs of the University.

A liaison program has been developed as a mechanism for successful fulfillment of the joint responsibility of faculty and library staff for collection development. Each department; has a specific librarian designated as liaison for the purpose of collection development and bibliographic instruction. Librarian liaisons advise faculty of new publications, solicit purchase recommendations from faculty, students and staff, identify gaps in the collection, and work with faculty to select appropriate materials to fill those gaps. The deeper knowledge of the collection gained by the librarians in their individually assigned disciplines facilitates the coordination of the variety of demands placed upon the collection by each discipline.

In addition to their responsibilities as liaisons, librarians have the primary responsibility for selecting materials in areas not specifically represented by the curriculum and in areas that support the service and administration programs of the University. It is also the librarians' responsibility to select a reference collection appropriate to the needs of faculty, students, and staff. Both of these responsibilities should be carried out in a consultative manner.

The Ohio Wesleyan University library system also welcomes advice for collection development from students, staff, alumni, and other users of the collection.

### **Collection Level**

The collection should be maintained at a level to support undergraduate coursework and independent study. Such a collection includes a wide range of basic monographs, complete collections of the works of more important scholars/writers, a broad selection of representative

journals, and the reference tools that facilitate access to the literature of various fields represented in the collection.

It is recognized that the requirements for the library materials vary in different subject areas. The librarian liaison to each department will work with each department to determine appropriate requirements and specific criteria for selection. Current and projected emphasis in the curriculum guide the intensity with which additions to the collection are made.

### **General selection for criteria**

The basic concerns of relevance, authority, reliability, literary excellence and other aspects of quality will guide selection. In addition, subject areas identified as being in need of updating or further development will receive high priority in allocation of resources for selection, but this will not be done at the expense of ongoing current collection development. The following criteria will provide basic guidelines for selection.

A. The collection should support all components of the various curricula supplying basic reference sources as well the materials supplementary to course work. Selections will include

a. materials which directly meet student curricular needs in the courses and/or programs of instruction offered, including required reading, viewing , or listening; and material to support student papers and reports, including those reference and bibliographic works which will facilitate finding and using these resources.

b. Materials which may be drawn up upon in faculty preparation of class instruction.

c. Materials that round out the collection, permitting as much latitude as possible for students pursuing course-related inquiries on both current and non-current subjects.

d. Materials for faculty development, to stay abreast of new developments in disciplinary and pedagogical fields.

B. The collection should include representative works of high caliber which arouse intellectual curiosity, counteract parochialism, help to develop critical thinking and cultural appreciation, or stimulate use of library resources for continuing education and personal development.

C. All selection decisions are made within practical constraints imposed by the budget. The following additional limitations apply.

a. Single-volumes titles which greatly exceed the average price of trade hard covers (per discipline) will require special consideration for selection. Library liaisons and individual departments may develop unique criteria for each discipline, if desired.

b. Primary emphasis in collection development is to acquire current materials; retrospective collection development normally will be undertaken only in support of a new course or program, or when necessitated by an individual gap in the collection.

c. More than one copy of a title may be acquired to meet special needs. Circulating copies of items in the reference collection, or duplicate copies of titles in heavy continuous use may be purchased as an aid to the instructional program.

d. Since most titles are acquired for their permanent value, paperbacks will usually be ordered only when no hardback edition is available.

e. Textbooks, workbooks, study guides, and the teacher's editions normally will be acquired only if the title is of value because of its content, relationship to the curriculum, and its demand by its users. These items will not be purchased merely because they have been adopted for a course offered at Ohio Wesleyan University.

## **Intellectual freedom**

In accordance with the American library association's intellectual freedom statement, the Ohio Wesleyan University library system supports the reader's right to choose. An effort is made to represent various sides of controversial issues.

While the Ohio Wesleyan University library system does recognize the fact that many library materials are controversial and may offend some users, it is not the library's responsibility to practice censorship. No library materials will be excluded from the collection because of the race, nationality, sex, or the political, social, or religious views of the author.

## **Networking**

Ohio Wesleyan University library system supports and encourages cooperative resource sharing and networking efforts with other libraries through CONSORT and OhioLink within the state of Ohio.

Participation in cooperative networking programs, which link libraries and other information sources, will provide access to resources otherwise unattainable and permit the library to direct its collection development activities in support of Ohio Wesleyan University's core programs while maintaining its ability to support peripheral areas.

Networking activities will be focused in the following areas:

- reciprocal borrowing privileges between libraries
- interlibrary loan agreements
- participation in union listing activities which will result in greater awareness of the holdings of cooperative libraries
- shared collection development programs
- integrated database systems

While these networking activities and services extend the walls of the library's collection, they do not replace an adequate basic collection.

## **Evaluation**

The library collection should be continually evaluated to ensure that collection development objectives are being met, to determine how well the collection is serving its users, and to identify and plan to remedy deficiencies.

It is the responsibility of the library administration to develop, in conjunction with the faculty, a program for systematic evaluation of the collection, and to include it in the library's long-range plans.

Collection evaluation is a time-consuming activity requiring cooperation between librarians and users, most particularly faculty and students. Librarian liaisons will work closely with departmental representatives in evaluating the collection

Criteria and procedures for collection evaluation will be designed to accomplish the following specific objectives:

1. to provide a detailing description, both qualitative and quantitative, of the present collection and its relationship to the curriculum.
2. to evaluate the quality level of the collection in order to identify strengths and weaknesses in subject areas related to the curriculum and in support areas.
3. to provide the information necessary to initiate weeding and/or rebuilding in collection areas identified as being in need of such reworking
4. to provide the information necessary to plan future budget allocations to correct weaknesses in collection areas, especially those related to rapidly changing curricula
5. to establish methods for planning collection support levels necessary to handle future changes in the curriculum.

### **Retrospective collection development**

Even with the best collection building policy and procedures, gaps will occur in a collection or significant works will not have been acquired at the time of publication. Retrospective collection development is the systematic process of identifying the absence of, and then acquiring, significant works. Retrospective collection development is one possible outcome of collection evaluation, and should be both a part of the ongoing collection building process and the targeting of specific areas of the collection for attention.

A variety of factors may target an area for attention, including but not limited to:

- the results of an evaluation of an area of the collection
- the publication of an authoritative guide to the literature of a field
- major change in the curriculum
- addition of a new course to the curriculum
- the availability of outside funding for collection development for a specific area
- knowledge gained by faculty and/or librarians through education, research, etc.
- the addition of new faculty members to a department

Retrospective collection building on a project basis may be initiated by the faculty or by a librarian liaison, but must be a shared effort planned within the context of available human time and fiscal resources.

### **Conservation of the collection**

Preservation, withdrawal, and replacement all serve to maintain the quality of the collection. Candidates for the preservation, withdrawal, or replacement will normally be identified through the collection evaluation process. Criteria for such identification should be in

harmony with the library's goals and objectives for collection development. Materials identified as being of importance to the collection which have fallen into disrepair should be preserved, materials of no importance should be discarded, and materials missing or beyond repair should be replaced when possible.

Resources for implementing these conservation functions should be allocated within the library's operating budget and long-term plans.

## **Funding**

Collection development requires sufficient and consistent funding of the operating budget as well as significant support from endowed funds. Fiscal support of collection development for print and electronic materials, including e-journals, e-books and databases, must be sufficient to permit: 1) the achievement of a collection which broadly fulfills the criteria stated in this policy. 2) the provision of a strong reference collection which also includes the appropriate means of access to a wide range of sources required for the pursuit of excellence in undergraduate education; and 3) the participation faculty, librarians, staff and students in the collection building process. Funding must be consistent so that: 1) every effort can be made to maintain the quality of the collection through acquisition of significant works purchased at the time of publication; and 2) the library staff and faculty can plan collection development programs appropriate to the University's needs.

Special funding must also be included in the operating budget with support from endowed funds for retrospective collection building when needed, replacement of worn or missing materials, support of new courses, conservation, and for the purchase of excellent and unusually expensive works.

## **Gifts**

The Ohio Wesleyan University library system will accept gift materials which contribute to the mission and purpose of the library and which meet its criteria for selection.

The evaluation of gifts is primarily the responsibility of librarian liaisons who will work in consultation with the faculty or other subject experts when appropriate. Faculty members will generally be asked to review gift collections which are significant due to size, scope, or scholarly level.

The following general criteria will be used in evaluation of gift materials for inclusion in library collections:

- A. A gift shall be deemed suitable for inclusion in library collections if it satisfies a current or anticipated curriculum demand; is essential for overall collection development; possess definite research potential, encouraging independent study projects or use by visiting scholars; or is deemed prestigious, either due to the rare or unique characteristics of the materials or to the prestige of the donor. Where appropriate, librarian liaisons and faculty will determine whether a gift should be included in the library collection.
- B. A gift shall be deemed suitable for inclusion in the library collections if the value of the gift is commensurate with the inherent costs of acquiring and conserving the gift materials. These costs include those associated with evaluating, cataloging, processing,

and storing the materials and may also include those costs associated with any future updating necessary to maintain the quality of the collection.

The library retains the following rights in regard to the acceptance of gifts:

- A. The library will determine the classification, housing, and circulation policies of all gifts just as with purchased items.
- B. The library has the right to discard or not accept any gifts in poor physical condition.
- C. The library has the right to sell or exchange any gifts with duplicate materials already in the collection
- D. The library is not obligated to retain back issues of gift periodical subscriptions which are of limited interest or which are not indexed in any standard source.
- E. The library does not appraise materials for income tax purposes, but does acknowledge receipt of gifts.
- F. The library retains the right to refuse gifts upon which restrictions have been placed.

The Ohio Wesleyan library system is pleased to accept gifts that meet the above mentioned criteria and will send written acknowledgments upon receipt of these items. The source and/or purpose of individual gift books will be identified on the library's official bookplate or on a special bookplate supplied by the donor. The library follows IRS guidelines in accepting and acknowledging gifts.

The Ohio Wesleyan University library system may receive tax deductible gifts, donations, endowments, bequests, and trusts. These gifts are made through the development office. Gifts of amounts under \$5,000 are placed in the library general gift fund, used for the purchase of library materials. Gifts of money designated for a particular subject area or as a memorial are acceptable and labeled in a manner agreeable to the donor. Endowed funds can also be established with gifts of \$10,000 or more. The library also accepts gifts of money designated for other purposes.