



## **COLLECTION DEVELOPMENT HANDBOOK**

**LINSCHIED LIBRARY**

## **University Mission Statement**

The mission of the Linscheid Library naturally follows the overall institutional mission, which is:

^East Central University's mission is to foster a learning environment in which students, faculty, staff, and community interact to educate students for life in a rapidly changing and culturally diverse society. Within its service area, East Central University provides leadership for economic development and cultural enhancement.^

(^Mission Statement,^ East Central University 2007-2008 Catalog, p.2)

## **Library Mission Statement**

Consistent with the mission of the University, and in the spirit of intellectual freedom, equal access, and cooperative stewardship, the Linscheid Library provides an information-rich environment that fosters independent learning throughout the community.

## **Collection Development**

To accomplish its mission, the library will provide:

- An easily accessible collection of print and non-print materials which are both historical and current, representing diverse points of view and all curricular areas;
- Access to information required for basic, applied, and institutional research;
- The latest in electronic and telecommunication aids to information access, and storage and retrieval materials to promote life-long learning opportunities for all patrons;
- Access to scarce materials of scholarly significance;
- Opportunities for cultural enrichment for all patrons, including book displays and traveling exhibits; and
- Cooperation with other educational institutions to create an information network and a quality system of resource sharing to help meet the information needs of all patrons served by the library.

## **Budget Allocation**

With the approval of the Library Director and input from the remaining library faculty, the Acquisitions Librarian allocates the library's Education and General Materials Budget (E&G), which is set by the University Administration. The E&G covers nonrecurring (^books^), recurring (^periodicals^), electronic, and other non-print expenditures. Additionally, a portion (determined by the professional library staff) of the funds generated by the Library Technology Fee (LTF) paid by students is allocated to cover the bulk of electronic resources expenditures. LTF

monies can only be used towards electronic resources which supplement the library's standing order account.

Library needs for ongoing commitments are determined and subtracted from the E&G and LTF budgets. The library ongoing commitment accounts include:

- General
- Library
- Non-Academic Expenditures
- Reference
- Replacements
- Standing Orders

Funds remaining in the E&G budget are then allocated to the colleges and School of Business and their departments so that faculty may provide input in their specific subject areas to the library acquisitions process. These funds are divided among the academic departmental units based on the materials allocation formula which uses weighted criteria, such as:

- Student credit hours
- Faculty FTE
- Collection use (for all media)
- Average costs of materials

### **Supplemental Funds**

The library has a limited amount of supplemental money available, generally referred to as *Gift money*. These funds consist of the proceeds of bequests from which the library receives income. These funds are limited and have restrictions.

- The **Library Memorial Fund** is used to purchase general materials (subject is usually requested by the donor).
- The **Georgia Limes Fund** is a \$12,000 endowment fund. The earnings are earmarked for the library to purchase books.

### **Selection Responsibilities**

Collection development is a shared responsibility of librarians and the general faculty, coordinated by the Acquisitions Librarian. However, the librarians are responsible for the overall balance and quality of the collection. For this reason, all requests for purchases must be submitted to a librarian.

Materials are selected by librarians based on known needs, faculty requests, the curriculum, and other needs. The E&G budget is used for all purchases in all

formats, with the exception of specific memorial funds. Periodicals and related indexes (paper and electronic) are selected by the librarians based on known needs, faculty requests, the curriculum, and other needs. Librarians spend the library portions of the book budget on the following selected materials:

- General and specialized reference materials
- Notable general collection and interdisciplinary works
- Materials to support the function of the library
- Non-academic materials (works that don't support the curriculum)
- Backfiles

The general faculty, working with a library liaison, may submit print and non-print orders in accordance with the General Acquisitions Policies. In most cases, these orders will be charged against their academic department's fund.

All materials ordered must be housed in the library so that full access is provided to the entire ECU community.

### **Selection Guidance**

Most material selection is made without the item in hand. Any or all of the following factors may be relevant in the selection or non-selection of a title:

- Reviews
- Appearance in bibliographies, recommended lists, or indexes
- Significance of the subject matter
- Importance of the author, illustrator, artist, etc.
- Literary or artistic merit
- Authority of publisher, producer, etc.
- Potential for use or known need
- Faculty, staff, student, or librarian recommendation
- Importance to entire collection
- Current and/or permanent value
- Scarcity or abundance of material on subject
- Unavailability of material elsewhere in the area
- Price or format
- Usefulness with respect to others materials in the collection (opposing viewpoints)

### **Approval Plans**

Since suggestions are primarily faculty driven, the use of approval plans is not efficient. Approval plans are setup with large vendors and are based on set criteria. Items are then automatically shipped according to preset shipping terms,

usually weekly. It would be too time consuming for librarians and faculty to sort through these preselected items and ship back what was not needed.

### **Selection Priorities**

- **Current vs. Retrospective:** Current materials should receive greater consideration than retrospective materials.
- **Popular Fiction & Nonfiction:** It is more important for the library to provide for the educational rather than the recreational needs of its patronage. However, as long as the budget allows for non-academic expenditures, popular fiction (bestsellers, Pulitzer Prize winners, etc.) and non-fiction (biographies, etc.) should be purchased accordingly.
- **Research Materials:** In general, books or other materials should not be purchased for the one-time use of a single person. Research materials that are generally useful will be ordered. Other research materials can be supplied through remote access, such as interlibrary loan or the Internet.

### **Serials/Periodicals**

Serials/periodicals represent long-term fiscal and physical commitments. Faculty are encouraged to request additions to the collection and justify their requests. Once a year, working with the Periodicals Librarian, library faculty should decide on periodical additions, deletions, and other changes. Factors to consider in making these decisions should include:

- Known need based on electronic or other indexing data
- Interlibrary loan
- Reference desk experience
- Favorable reviews
- Faculty requests

Serials/periodicals may be cancelled for a number of reasons:

- Fiscal considerations
- Change in or discontinuance of the program it supports
- Recommendations of librarians, faculty members, or departments
- Content or format changes in the title which make it inappropriate for inclusion in the collection
- Appearance of an alternative form of the publication

Materials recommended for cancellation may be retained at the discretion of the library faculty if available data or reference experience indicates that it is a core title and retention is advisable. In this case, the title may fall under the jurisdiction of a library account rather than an academic department's fund.

Retention of serials/periodicals is established by the library faculty with input from

the general faculty. All retention periods must be approved by the Periodicals Librarian.

## General Acquisitions Policies

- **CD-ROMs and Online Databases:** Preference for purchase is online databases through the Internet with IP authentication. However, CD-ROMs may be purchased. Hardware will not be provided for these CD-ROMs. Government Document CD-ROMs may be checked out. One stand-alone computer station will be provided for use with the Government Document CD-ROMs.
- **College Catalogs:** The library now subscribes to CollegeSource on the Internet and no longer purchases the microfiche.
- **Copyright:** The library respects and adheres to applicable copyright laws of the United States. Unpublished or copied materials in any form will be added to the collection only when copyright compliance can be verified.
- **Gifts:** See the Gifts and Exchange Policy.
- **Government Documents:** Since East Central University is a selective depository, acquisitions is left to the government documents department in conjunction with the liaison librarians.
- **Microforms:** For monographs, paper is the preferred form unless the work is only available in microform (i.e., ERIC documents). For journal retention, microfiche is the preferred format; newspapers, microfilm.
- **Multiple Copies:** A goal of acquisitions is economy; therefore, ordering more than one copy of an item should be done only when need is certain. Use of reserve services is encouraged as an alternative. An exception would be to purchase copies for multiple collections, such as, special collections and the general collection.
- **Out-of-Print Books:** Due to cost, long delays, and staff involvement, out-of-print titles will be acquired only if there is significant need.
- **Pamphlets, Workbooks, etc.:** Ephemeral type items should not be purchased unless they meet a specific need due the costs of processing, storage, and preservation.
- **Periodicals:** Periodicals are ordered once a year (around September) with input from faculty to the appropriate departmental library liaison. All orders and cancellations are done through the periodicals department. Due to rising costs, periodicals must undergo an annual assessment review utilizing use statistics, electronic availability, and need.
- **Replacements:** Any book lost or stolen will be considered for replacement and purchased from the replacement fund. Outdated or superseded editions will not be reordered unless there is a specific need.
- **Textbooks:** Monographs written primarily as instructional material are usually not considered desirable additions to the collection and should not be ordered. Exceptions should be made if the item will significantly enhance the collection. Textbooks required for East Central University courses will not be purchased, but donations may be added to the reserves collection.

- **Videos/DVDs:** Videos and DVDs are charged against the same budget as books and periodicals. All copyright restrictions are respected.

## **Weeding**

Weeding is an ongoing process and is a joint effort between liaison librarians and the general faculty. Weeding is an essential element of library service which achieves a number of goals:

- Outdated, unused, and no longer reliable materials are discarded
- Shelf space for new acquisitions is increased
- Finding and shelving materials is much easier for clientele and staff
- Deteriorated materials can be repaired, replaced, or discarded
- The collection=s reputation for reliability and currency is enhanced

The decision to dispose of certain items takes into account such factors as past circulation, date of publication, nature of the material, and the judgment of interested faculty members as to the continued usefulness of the material to their subject areas.

Most weeding decisions involve books. Periodicals and electronic resources may be weeded when:

- The library has only fragments of a title which do not justify the cost of filling out the run with an alternative format;
- A title has not been currently subscribed to for more than ten years and its value is unapparent;
- A title has not been currently subscribed to for at least five years and the related programs have been discontinued;
- A title has been replaced by electronic access (or a different form of electronic access) and its retention is no longer necessary or advisable.

While electronic methods can be devised to retrieve a list of materials which meet the criteria mentioned above, weeding is inherently a subjective process. No automatic formula can be applied. Each item is a potential candidate for weeding and must be individually examined.

To keep from attempting too much and then backsliding, it is recommended to take a Weight Watchers approach to weeding. Instead of crash weeding, adopt a slow, steady, day-a-month strategy. Create modest short-term goals and stick to them. Taking this systematic approach will result in more cohesive collections, enabling more effective use. Continuous weeding will enhance the library's reputation as a source of current reliable information. Consult the **Weeding Handbook** for more detailed instructions.