Utah Tech University Library Internal Guidelines & Procedures

Collection Development

1. Introduction

    1.1. The collection development guidelines of the Utah Tech University Library attempts to outline the selection criteria and standards used in the acquisition of all library resources. Within the context of this guideline, the term "collection development" is understood to encompass the selection of both materials owned by and housed in the library and those electronic resources to which the library provides access.

    1.2. In order to keep the library's guidelines responsive to changes in library science, technology, institutional goals and objectives, the curriculum and the college population, this guideline will be revised and updated as necessary.

2. Purpose and Goals

    2.1. The library collections support the university's mission and the mission, vision and values of the library.

    2.2. Goal 1: Ensure that the library collection provides sufficient information and materials, in multiple formats, to support the curriculum of the university.

    2.3. Goal 2: Provide general information, recreational reading materials, and support for faculty and student research.

    2.4. Goal 3: Provide materials to meet the cultural and intellectual needs of the community.

    2.5. Goal 4: Be actively involved in planning library support for any new curriculum and/or programs.

    2.6. Goal 5: Participate in cooperative collection development and resource sharing, especially in cooperation with UALC (Utah Academic Library Consortium).

    2.7. Goal 6: Ensure a high quality collection through ongoing evaluation.

    2.8. Goal 7: Ensure effective funding for collection development.

3. General Guidelines

3.1.   Clientele: The primary clientele of the library is the university faculty, students and staff. Secondary clientele includes the people, agencies, institutions, and businesses of the surrounding area.

3.2.   Priorities and Criteria

    3.2.1.   The needs of the library's users for materials and electronic resources will often exceed the capacity of the library to meet those demands. The library applies consistent practices and priorities in the expenditure of its finite resources. It projects use from the frequency of use of similar materials in the recent past and assesses their value through consultation with the appropriate faculty members. During the selection process, these priority levels are applied to potential acquisitions:

- Priority 1: Materials necessary to support the current university curriculum and items which should be part of any standard collection.
- Priority 2: Materials to support research and enhance teaching and learning.
- Priority 3: Materials desirable for collection enrichment and balance.

    3.2.2.   The following criteria are used in the selection of library resources:

- Timeliness or permanence of the material
- Authoritativeness
- Accuracy of information
- The technical excellence, durability, and readability/accessibility of the format
- The author's or producer's reputation and significance
- Inclusion of the title in recognized bibliographies
- Price
- Availability of materials on the subject
- Critical reviews of the material
- Projected use
- Strength of the current collection
- Appropriate format for optimum use

    3.2.3.   The library will forego the purchase of specialized or infrequently used materials if they can be readily borrowed through Interlibrary Loan or acquired through document delivery.

3.3.   Multiple Copies

3.3.1. Requests for duplicate copies are reviewed individually, but, in general, the library refrains from the purchase of duplicate copies of any given item, except where the practice is clearly justified by heavy use or for inclusion in Special Collections. The library's responsibility for ensuring availability of titles assigned for collateral reading, viewing, listening, etc. in specific courses is limited, except in unusual circumstances, to two copies that can be placed on reserve.

3.4. Exclusions

3.4.1. The library will not purchase materials that are for departmental use only.

3.4.2. Textbooks will not be purchased or added to the collection unless the instructor identifies the title as being the best source of information on the topic.

3.5. Languages

3.5.1. The library normally acquires materials in languages other than English only in support of either language curricula or reference needs (e.g., dictionaries, etc.)

3.6. Material Gifts/Donations

3.6.1. The library encourages the donations of books, monographs and other materials and will accept donations of books and other materials that support the curricular and research needs of the university. The library reserves the right to utilize donated materials in whatever way best benefits the collections and services. Applying the same criteria to individual items as it uses in purchasing new materials, the library selectively adds gifts/donations to its collection based on this collection development document.

3.6.2. By direction of the IRS, the library cannot legally appraise gifts/donations for tax or inheritance purposes nor offer to pay for them when private persons tender them. If a substantial collection is involved, the library may help the donor to procure a professional appraiser.

3.6.3. The library does not accept gifts with conditions as to their deposition or location except by permission of the Library & Learning Services Dean on a case-by-case basis with a view of making the material available to researchers within the parameters of the restrictions.

3.6.4. Gift/donated materials not added are returned to the donor, if requested. Donors are responsible for retrieving materials not added if they have

made the request to have them returned. Materials not added may also be disposed of by sale (with proceeds to benefit the library), gift, trade, recycled, or donated to other libraries or institutions.

3.6.5.   The library will not accept periodicals that duplicate what is already part of the library holdings and/or are not indexed in any of the library's indexes.

3.6.6.   Letter to the donor will acknowledge donations of gift books, if the name and address of the donor is known. Gift plates, which include the donor's name, may be placed in each gift book selected for inclusion if such action is decided upon between the Library & Open Learning Services Dean and the donor.

3.6.7.   Materials that fall within the following categories are not added generally to the collection:

- Textbooks
- Popular magazines or periodicals
- Scattered or single volumes of multi-volume sets
- Materials in poor condition
- Pamphlets
- Publishers' preview or desk copies
- Titles that the library already owns a copy in good condition

3.6.8.   Generally, the library does not arrange for pick up of materials that are being donated. The exception can be materials to be added to Special Collections & Archives.

3.6.9.   The accepting librarian or the Library & Learning Services Administrative Specialist will complete the *Gift-In-Kind Donation Form.* The donor will sign the *Donor Information Form.* Either the *Gift-In-Kind Donation Form* or the *Donor Information Form* will be sent to the Institutional Development office, as required. A letter of acknowledgement, including a list of the materials donated, as requested, will be sent to the donor.

3.6.10.   If the donation cannot be utilized by the library, the potential donor may be referred to other organizations such as:

- Washington County Public Library
- Americorp
- Senior Citizens Center
- Purgatory Prison
- Retirement homes

- Nursing homes or care centers
- Dove Center
- Troubled youth organizations

3.7. Copyright

    3.7.1. The use of all materials will conform to copyright regulations.

4. Selection Process

4.1. Librarians and faculty cooperate to develop the collection. The selection process is coordinated by the Library & Open Learning Services Dean and all librarians who serve as liaisons to academic departments. The Library & Open Learning Services Dean is responsible for monitoring the budget for purchase of materials. Recommendations for purchase are accepted from faculty, staff and students.

4.2. Recommendations for major purchases and for all serial subscriptions, database subscriptions, and standing orders must be submitted to liaisons in the library for consideration. Final responsibility for the selection of library resources lies with the librarians.

5. Guidelines by Format

5.1. Books

    5.1.1. Hardbacks vs paperbacks: Most books are purchased in hardback based on anticipated use and long-term value of the title. Items of peripheral interest, low use or for recreational reading may be purchased in paperback.

    5.1.2. Out-of-print: A reasonable effort is made to purchase out-of-print materials if demand warrants.

    5.1.3. Textbooks: In general, books used as textbooks for courses are not acquired for the collection.

    5.1.4. Curriculum materials: Curriculum needs are met primarily through onsite availability of print subscriptions and full text electronic databases, supplemented by Interlibrary Loan. These resources also support faculty research.

5.2. Periodicals and Newspapers

    5.2.1. Periodicals: Decisions to add new periodical subscriptions are generally made once a year. Justification for new requests is required; such

requests are considered based upon criteria enumerated in <u>3.2-3.6</u> and upon the following factors:

- Support of curriculum development
- Support of general library use
- Support of the collection development process
- Support of current awareness or faculty research interests
- Cross-disciplinary usefulness
- Availability of indexing
- Availability of alternative access methods (electronic full text, Interlibrary Loan, etc.)
- Budget considerations

5.2.2.   The library acquires a limited number of newspapers covering local, state and national news. Limited back issues of newspapers are kept and supplemented with online access.

5.3.   Audiovisual

5.3.1.   Materials are acquired only in formats for which equipment is available. Standard selection criteria apply. The library does not pay preview charges. Audiovisual materials produced by faculty, staff and students are reviewed in consultation with faculty and are added to the permanent collection when they meet the needs of the collection and are of high technical quality.

5.4.   Miscellaneous materials

5.4.1.   Maps: Maps of Utah, topographic maps of contiguous states, historical maps and other selected maps (highway maps of the west) are collected.

5.4.2.   Musical scores: Musical scores are acquired to support the theater and music departments and secondarily for community use.

5.4.3.   Theses, dissertations & faculty works: Theses, dissertations, and faculty publication are solicited from faculty members and placed in the general collection with a catalog note unless they are about the local area then they would be placed in Special Collections.

5.4.4.   Government documents: The library is not a government depository library. Documents are individually selected as they meet the criteria applied to monographs and serials. Availability of access to government documents through the Internet is also taken into consideration.

5.4.4.1. State documents meeting the needs of the campus or community are acquired and are evaluated using general selection criteria.

5.4.4.2. Historical documents from government entities in Washington County are held in Special Collections and Archives, which is the Regional Repository for the county on behalf of the Utah State Historical Records Advisory Board.

6. Other Collections

6.1. Reference: The library maintains an authoritative, timely and balanced collection of non-circulating reference materials and provides access to a variety of electronic resources. The purposes of this collection are threefold:

6.1.1. To aid the library, as a teaching library, in instructing students in the use of specialized tools relevant to their majors, and to expose them to the full variety of resources available to students.

6.1.2. To serve the research needs of the library's users.

6.1.3. To serve the university, as well as its larger community, as a reference and referral center for a broad spectrum of factual reference inquiries, not necessarily related to the university curricula.

6.2. Special Collections serves the university, local community, and the state of Utah by collecting, preserving, providing access to, and interpreting primary source material on the culture and history of the university and local region, the geographically contiguous areas of Washington County, the Arizona Strip, and the Big Muddy region of Nevada. For more information see the "Special Collections & Archives Collection Development Guidelines."

7. Collection Evaluation

7.1. In order to maintain a viable and useful collection and to assure adequate space for its housing, the library systematically weeds parts of the collection. Materials, which have become obsolete, are no longer relevant, or are in poor physical condition are reviewed for discard, replacement, or repair. *See section 9 Weeding.*

7.2. Cost and availability of human resources, as well as space needs, are factors considered before any weeding of the collection is undertaken.

7.3. The weeding process is the responsibility of the librarians, in consultation with the appropriate faculty, and is an ongoing component of collection development.

7.4. Weeding, general guidelines, and liaison activities are considered when evaluating collection.

8. Interlibrary Cooperation and Collection Development

8.1. As stated previously, the library recognizes that the needs of its users for resources will often exceed the funding available to meet those demands. This discrepancy is particularly apparent in areas of relatively low collection development priority. (See Section 3.2) In order to satisfy many of these special needs, the library participates in cooperative arrangements with other libraries including reciprocal borrowing privileges with other Utah academic libraries. Specialized research materials are supplied primarily through Interlibrary Loan.

8.2. The library also cooperates with other Utah academic libraries for the purpose of resource sharing. One way in which this is done is to attempt to build a collection, which complements rather than duplicates that of other academic libraries in the southern part of the state. Participation in direct Interlibrary Loan arrangements with Utah academic libraries enables the library to fill many Interlibrary Loan requests quickly.

9. Weeding

9.1. A necessary and essential practice in any library is that of regularly weeding the collection of materials. Weeding is the evaluation process whereby materials are examined by subject specialists/librarians for potential removal (donated, distributed, recycled or discarded at the discretion of the library) from the collection to foster effectiveness, maintain viability, and maximize usefulness. Many factors influence the decision making process involved but, in general, the process is done with the teaching and research requirements of the institution in mind. An additional benefit derived from proper and regular weeding of print materials is the freeing up of shelf space for new materials.

9.2. Criteria used for weeding includes, but is not limited to the following:
- Usage
- Duplicate copies
- Information Superseded
- Curriculum Need
- Format
- Completeness
- Currency
- Special Interest
- Condition of item
- Regional Interest

- Multiple editions (keep latest)

9.3. Discarded items may be made available for free in a prominent area for the public to take. Employees are not allowed to take any discarded items until the end of their shift for the work day.

10. Addendum

10.1. American Library Association statement on Library-Initiated Programs and Displays as a Resource: An Interpretation of the Library Bill of Rights: http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/programsdisplays

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Guideline Owner: Dean, Library & Open Learning Services

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