

Contents

Collection Development

Responsibility for Selection

Selection Process

Accreditation

Formats

Duplicate Copies

Reference Materials

Serials

Children's Literature

Textbooks

Study Guides

Gift Policy

University Archives

Rare Book Collection

Health Sciences Collection

Collection Evaluation

Collection Development

Responsibility for Selection

Anyone, including students, may recommend materials for purchase. The primary responsibility for selection, however, rests with the teaching faculty and the librarians of USF. Library Liaison assignments allow professional library staff to focus on a discipline or set of disciplines and fosters a working relationship between library professionals and faculty. Library Liaisons also ensure the purchase of core materials in each discipline as provided for by the budget. Further, faculty has a responsibility to recommend those materials needed to support the courses they teach and which supplement the general library collections appropriate to their disciplines and specialties. The library will attempt to acquire through interlibrary loan those materials needed for research by students, faculty or staff which cannot be secured through purchase or which fall outside collection guidelines.

Selection Process

Recommendations will be accepted at any time during the year; however, current year purchase requests that meet established deadlines and unfilled requests from the previous year have priority. Faculty requests are honored before all others, subject to the constraints of the budget and ongoing commitments to purchase basic reference materials and to maintain a reasonable level of currency and balance in the collections.

Accreditation

In order for the library collections to best fulfill the needs of the USF community, Library notification must be included in any plans to add, drop or change programs, majors or courses. In order for the library to address the creation of new programs, program plans should include funding to establish new collection areas. It is recommended that departments or schools contact their Library Liaison to help determine collection level and funding needs for new programs. Likewise, departments and programs planning for accreditation reviews should inform the Library well in advance in order to ensure that appropriate subject areas of the collection can be assessed and strengthened as needed.

Formats

All formats of information should be considered for selection, providing the content falls within the guidelines given in this document. Consideration should, however, be given to the condition and durability of the materials. Materials which require special handling or which are delicate may not be appropriate for our collection.

Non-print materials will be added to the collections according to the same criteria as materials in print formats. Digital formats and other developing technologies may be added if they meet the guidelines of this policy. The following should also be given

consideration in the selection of non-print materials:

- Availability and expense of hardware required to use the item
- Cost
- Timeliness
- Technical quality
- Aesthetic appeal
- Ease of use
- Licensing Requirements

Duplicate Copies

It is the policy of the USF library to acquire duplicates only in rare instances when need is clearly demonstrated.

Reference Materials

Additions to the Reference Collection are selected according to the same criteria as materials for the circulating collection. Items are selected to support the curriculum and to meet the informational needs of the USF community. The library must place high priority on monitoring and replacing dated materials in the reference collection. The professional library staff shares the responsibility of maintaining and selecting materials for this collection.

Serials

New subscription requests are reviewed by the Serials Librarian and the Director and recommendations are made to the professional staff. Serial selections are based on the same criteria as outlined for other materials in this policy statement. In addition to those guidelines, the following must be taken into account:

1. Indexing and the availability of the index in the USF library
2. Cost and serials budget
3. Accessibility through consortial agreements
4. Frequency of interlibrary loan requests for title
5. Requestor or department requesting or number of faculty requesting
6. Subject emphasis (see collection intensity levels); interdisciplinary usefulness of the publication; size of enrollments in requesting program; potential usage
7. Availability: subscription service vs. publisher
8. Foreign language/publisher
9. Frequency of publication

The decision to purchase a new serial implies a commitment on the part of the institution to retain this title on an ongoing basis. Other decisions such as whether to bind or purchase electronic format should also be made at this time. In order to maintain the integrity of the collection, serials cannot and will not be selected and dropped on a yearly basis.

Children's Literature

Children's books are purchased to support the children's literature courses included in the Education Department's curriculum. Caldecott and Newberry Award winners and Honor Books are given greatest weight in purchase decisions. Other recommended titles, including appropriate reference books, will be added each year.

Textbooks

The Library does not routinely purchase textbooks that are used in the classes taught at the University of Saint Francis. Students are expected to purchase their own textbooks as required in their courses. Library resources are used instead to purchase materials which complement and supplement the textbooks and lectures and to further coursework and research. In some instances, textbooks may be accepted as gifts, if they meet the selection criteria of this policy. Textbooks not used in classes may be purchased in those subject areas that fall within the basic level of the collection, or in those disciplines for which textbooks provide the best overview.

Study Guides

Study guides such as *Monarch Notes* or *Cliffs Notes* will not be purchased and are not considered suitable for inclusion in the collection, even as gifts. Test preparation guides will be purchased in support of the curriculum for licensure programs. Due to the nature of the demand for these materials, students should not rely on library holdings for personal test preparation.

Gift Policy

The Library welcomes gifts of various kinds, including books and other library materials, equipment, monetary donations, and endowment funds. Such gifts enable the Library to provide materials and services that might not otherwise be possible.

The Library accepts gifts of library materials only with the understanding that it reserves the right to use those gifts according to its needs. Those items not needed will be offered to other libraries or institutions, or sold, if possible. In some cases, materials may be discarded.

Donors will fill out a Gift-in-Kind form for gifts and donations, whether seeking a tax benefit or not. These forms will be forwarded to the Development Office and a letter of acknowledgement will be sent to the donor on behalf of the University.

Gifts of books or cash may be made in memory or in honor of an individual. The Library will place book plates in these items as directed by the donor.

Gifts of cash or endowment funds are normally used for the purchase of materials or equipment, at the discretion of the Library, unless the funds are designated for a

specific use.

According to tax code, the Library cannot make an estimate of the value of any gift, since the Library is a party to the gift.

University Archives

The USF Archives collection is made available via the Library. This collection is not yet organized or cataloged. All materials related to the history of Saint Francis College and the University of Saint Francis will continue to be gathered and stored in the USF Archives until such a time as resources are available to provide the attention and expertise needed to evaluate, restore, catalog and properly house this collection.

Rare Book Collection

In the absence of proper facilities, the library has chosen to designate some materials as "Permanent Reserve". A book is considered for this status if it meets any of the following criteria:

1. Published before 1899
2. Materials whose market value meets or exceeds \$500
3. Tipped-in art plates, loose plates, portfolios
4. Direct connection with an archival collection
5. Recommended by librarian, faculty or student for extra protection, even though it may not meet any other of the above criteria

Health Sciences Collection

A core collection of nursing and allied health materials is maintained using a variety of selection tools for these specific areas. The library's participation in vendor programs for the automatic shipment of new editions of select titles as they are released ensures the collection's currency and quality. Additional titles are selected based on faculty recommendations and standard lists such as the *Doody's Core Title List/Brandon Hill Title List*.

Collection Evaluation

"The library collection should be continually evaluated against standard bibliographies and evolving institutional requirements for purposes both of adding new titles and identifying for withdrawal those titles which have outlived their usefulness. No title should be retained for which a clear purpose is not evident in terms of academic programs or extra-curricular enrichment." (*Standards for College Libraries*, 1986: approved by the Association of College and Research Libraries Board of Directors, 1986.)

Consistent with the standards adopted by the ACRL and the USF Collection Development Policy, the Library will maintain an ongoing evaluation of the collection that will provide for the removal of outdated and worn-out materials, ensuring the

currency and quality of the holdings.

The library staff will be responsible for the overall evaluation and weeding of the library collection. When materials need to be recataloged for any reason, they will be evaluated for retention by those on the library staff with the most expertise in that subject area. In some cases, knowledgeable faculty members may be asked for help. Materials that have been returned in poor condition after circulating will be similarly evaluated for retention, replacement, rebinding or withdrawal.

Materials to be withdrawn will be marked and placed in a designated area. In instances when there is a question about whether to withdraw an item, appropriate faculty may be asked to review the material before a final decision is made.

Monographs:

In addition to the collection development criteria previously outlined, some of the factors to be considered when evaluating materials for retention/removal include the following:

1. Is the item unnecessarily duplicated?
2. Is the item in poor condition?
3. Does the Library have a later edition of the item?
4. Does the item contain technical material that is out of date, perhaps dangerously so?
5. Has the item circulated in the past five years?
6. Is the item part of an incomplete set (which cannot or probably will not be completed)?
7. If the item is to be withdrawn, should a replacement be purchased? Is a replacement available?

When appropriate, titles marked for withdrawal should be checked against relevant lists of recommended books. Whether a book is still in print and whether it appears on a list of recommended titles should be considered in the weeding process. If for some reason a needed title cannot be replaced (out of print, too expensive, etc.), the library staff person with the most expertise in the subject area or a knowledgeable faculty member may be asked to make the decision.

Some materials, though old, may be of special interest to the collection. Archival materials, fiction and works by classic theorists should be retained, if at all possible.

Serials:

In evaluating serials, other considerations in addition to the basic collection development criteria should be taken into account. These include:

1. Is the serial covered in an index to which the library subscribes?
2. Does the serial have its own indexing?
3. Does the serial contain artwork or color pictures of a unique or valuable nature?
4. How complete and what is the length of the run of the serial?
5. Can missing issues or volumes be filled in?

6. Can the serial be replaced in microform?
7. If the library no longer receives the serial, how long has it been since it ceased or was cancelled?
8. Is the serial readily available from other sources?

Microforms and items in other non-print media should be evaluated according to criteria similar to those described for books and serials.

USF Library Services is indebted to Northwestern State University's *Collection Development Policy, Revised*, 9 February 1993, Natchitoches, Louisiana, EDRS ED 284 575, which is the model upon which much of this document is based.

(Updated: 02/18/09)