COLLECTION DEVELOPMENT POLICY

Doherty Library

This policy has been in effect since June 1987
It was reviewed without revision in September 1991
Revised October 1997
Revised September 2001
Revised April 2003
Revised November 2004
Revised March 2013

COLLECTION DEVELOPMENT POLICY -- Doherty Library
March 2013

Introduction:

The library book and journal collection has resided in three locations: The Link-Lee mansion from 1947-1960, Murphy Hall from 1960-1972 and the Doherty Library since 1972. Throughout the course of its history, the library has maintained subject strengths in the liberal arts, with especially strong collections in theology, philosophy, British and American Literature, Medieval European History, and American History. The collections are entirely housed at the Doherty Library. One exception is the Irish Studies gift books that are housed with the Irish Studies Department.

The Collection Development Department is staffed by one full-time collection development librarian, a full-time acquisition assistant and student assistants. The Collection Development Librarian, Library Dean and the Reference Librarians serve as the liaisons with user groups.

The annual budget is determined by the University Administration with approval from the Board of Trustees. The Library Dean is responsible to administer the budget. Allocations are divided into five general categories: monographs, serials, online resources, non-print (non-online), and binding. Allocations among these five categories are determined as follows:

The monograph budget is calculated by taking the average cost of a book from the previous year, adjusting for inflation, and multiplying by the expected number of books to be acquired. The serials budget is determined by taking the previous year's total costs, adding funds to adjust for inflation, and adding funds for new subscriptions due to expanding or new academic programs. The non-print budget (online resources) is calculated in a similar manner. The remaining funds are given to the remaining two areas (non-print non online resources and binding). The Library Dean in consultation with the Collection Development Librarian determines allocations. Allocations can be moved from one area of the budget to another at any time. In fact, the University accounting practices consider the acquisition budget to be a single account.

Cooperative collection development agreements do not exist at the Doherty Library. However, consortium subscription agreements for a growing number of online databases are currently in effect.

Libraries document their collection policies through one or more of three means: a conspectus approach, a combination of conspectus-like data and narrative statements, or narratives alone. The University of St. Thomas uses the combination approach with an emphasis on the narrative statements. (Refer to Part II, section 2.1.4 in the Guide For Written Collection Policy Statements, published by the ALA, 2nd edition, 1996).

A. Purpose or objective: To acquire material that will support the library and research needs of the students and faculty at the University of St. Thomas, a comprehensive Catholic liberal arts institution with graduate and undergraduate programs.

B. Scope of coverage:

- The language covered is predominately English; although material written in the Romance Languages is acquired in consultation with faculty and with curriculum needs. Other language material is not acquired unless a faculty member requests specific items written in other languages.

- There are no restrictions on geographical areas covered. Curriculum needs and faculty are consulted regularly.

- There are no restrictions on chronological periods. However, the medieval period is emphasized in the Graduate Philosophy collection. Curriculum needs and faculty are consulted regularly.

C. Types of material: There are no restrictions on the type (format) of material acquired.

D. Collection development and subject areas: The Collection Development Librarian maintains conspectus subject headings and worksheets.

E. Selectors responsible for collection development: The Collection Development Librarian and the reference librarians are ~~is~~ the primary selectors for the library collection. This is done in consultation (as needed) with the Library Dean and/or faculty. Reference librarians will divide the subject areas of the collection among themselves so that each librarian is responsible for specific areas of the collection. The Collection Development Librarian will serve as coordinator for all selected material and will be responsible for their specific collection development subject areas.

Source: *Guide for Written Collection Policy Statements*, 2nd edition. American Library Association, 1996. Section 2.2.3.2 "Narrative statement approach" has been consulted for items A-E.

F. SELECTION CRITERIA

The variables considered when selecting monographs, serials, nonprint and online resources include:

1. University curriculum as described in the most recent undergraduate bulletin and graduate catalogs;
2. Depth of study offered in a subject (undergraduate, graduate, doctoral);
3. Number of students majoring in a subject area;
4. Faculty and graduate research, insofar as it is made known to the library;
5. Reviews in such evaluative tools as *Choice, Library Journal, Booklist, Magazines for Libraries, ARBA,* etc.;
6. Faculty recommendations;
7. Format; For example, ease of use.
8. Lasting value of the information;
9. Potential use;
10. Availability of similar material in the existing collection;
11. Access to information contained in the item; for example, indexing of the material.
12. Prominence of the author;
13. Physical quality;
14. Language (English or foreign). Foreign language items will be acquired in consultation with the appropriate faculty;
15. Cost (including processing and maintenance) and budgetary constraints;
16. The library typically acquires a single copy of a title. If necessary, additional copies may be purchased for the Graduate Philosophy Library or for Special Collections;
17. The library does not acquire textbooks for the collection.
18. The library typically does not acquire popular works and government documents as these materials are more suitably found at public libraries and government document depositories.

G. ADDITIONAL CRITERIA FOR ONLINE RESOURCES (FEE-BASED SUBSCRIPTIONS and e-books)

1. Compatibility with existing library software, hardware and network systems;
2. Consistency of product content;
3. Speed and ease of document delivery;
4. Reliability of service and technical support of the Provider;
5. Stability of the Provider;
6. Degree of value added material in the database;
7. Access to archived material in the database;
8. Restrictions of the license agreement.

H. E-BOOKS

Electronic books will be acquired in accordance with this collection development policy as outlined in sections F and G above. If an e-book is accessible through the library as a result of a subscription agreement, leased titles will be purchased in paper only if requested by current UST faculty. All other e-book purchase request will be denied if the

title(s) are available through a subscription. Exceptions to this policy can be made by the Collection Development Librarian or the Library Dean.

I. PATRON DRIVEN ACQUISITIONS

Patron driven acquisitions, and any other alternate collection development method, will be considered for use at the Doherty Library only after such alternate methods have been generally recognized by library professionals as an effective and viable option for academic libraries (for example, appearing in library science publications or discussed at conference presentations). If an alternative collection development method is adopted for use at Doherty, it must conform to the selection criteria found in this policy and its efficacy will be evaluated on an annual basis by the collection development selectors.

J. SPECIFIC SELECTION CRITERIA & EVALUATION FOR WEB SITES

Utilizing the Internet for scholarly research presents a unique set of challenges. The Internet is constantly changing, and there is no governing body or guarantor of authority on the World Wide Web. The literate web user is one who carefully assesses the accuracy, authority, objectivity, currency, coverage, and appropriateness of each site she or he encounters. The librarians at Doherty shall consider the following criteria when assessing web sites for inclusion on the library home page:

- Inclusion in standard, professional reviewing sources. These include *Choice* review cards; *American Reference Books Annual*; Reference User Services Association (RUSA) lists of "Best Free Reference Web Sites" and other reviews found in *RUSQ*; the Association of College and Research Libraries' (ACRL) "Internet Resources" columns and articles (usually published in *C&RL News*); other ALA-sponsored lists of reviewed Web sites; other professional journals (*Library Journal*, *Booklist*, *American Libraries*, etc).
- Inclusion in standard reference books and subject bibliographies.
- Relevance to the University of St. Thomas curriculum as described in the most recent undergraduate bulletin and graduate catalogs.
- Faculty recommendations.
- Demonstrated usefulness and accuracy for answering reference questions; community and student needs.
- Degree of value added to the library collections in accordance with our mission statement.
- Reliability of information and stability of site.
- Prominence and authority of sponsoring organization or institution. Non-commercial, scholarly or government sites (.edu, .org, .gov, etc) are generally preferred over ".com" sites.
- Presentation of material; site organization, ease of use, ease of output (printing or downloading) and degree of advertisement.

- Freedom of information. “For fee” and heavily commercial sites are not generally included.
- English language sites are preferred, except those for language-specific lists.
- Appropriateness of medium, i.e., use of the Web as a delivery mechanism is appropriate for the information.

Evaluation of web sites is ongoing. A site may be removed from the library home page if it no longer meets the selection criteria.

K. DE-SELECTION POLICY

Materials are removed or "weeded" from the collection on an ongoing basis. Material may be removed from the library if it no longer meets the selection criteria. Factors affecting the decision to discard an item include:

1. Continued accuracy;
2. Inclusion of outdated information, not of historical significance;
3. The changing nature of university departments and curriculum;
4. Physical deterioration;
5. Availability of similar material in more current sources;
6. Continued appropriateness to the collection;
7. Duplicate copies.

L. REPLACEMENTS

Lost, missing or damaged materials that meet the criteria of the library's collection development policy will be replaced subject to availability.

M. GIFTS

In addition to acquiring new material, the library also accepts gifts, but only on the grounds that there be no restrictions placed upon them. Gifts are evaluated by the same criteria imposed on new purchases; and those not added to the collection are placed in the library's book sale, the proceeds of which are used to buy books and material in other formats that do meet the criteria.

N. GIFT BOOK COLLECTIONS FROM FACULTY:

- Typically, no more than 20% of a faculty member’s book collection will be added to the Doherty Library. This applies to UST and non-UST faculty.
- Criteria for accepting books are: curriculum needs, condition of the books and available shelf space.

- It is the responsibility of the donor to deliver the books to the Doherty Library. If the book collection is on campus, the faculty member may make an arrangement with Facilities to bring the books over to the library.
- For significant collections, a book plate may be placed in each book added to the library collection. The wording on the book plate can be written by the donor. If the donor has no preference, the library staff will choose the appropriate wording.
- The library will not plan or sponsor any recognition event for book collection gifts. If an event is planned to recognize the donor for his gift, that event is the responsibility of the academic department of the faculty member or Institutional Advancement. The library facility may be used for a recognition event.

Note: Section "N" was approved by the Library Committee 11/8/2011

O. LIBRARY COLLECTIONS

The library does not acquire material with the intent of cataloging and storing the material separately from established library collections. Requests for creating discrete collections within the Doherty Library will be declined, regardless of whether the material was purchased with library funds or was donated to the library. Exceptions to this policy will be considered by the Library Dean.

P. CENSORSHIP

The library seeks to provide opposing sides of controversial issues, as advocated by the American Library Association. Materials are evaluated solely on the above criteria, rather than value judgments on their positions. The library is not willing to withdraw or otherwise restrict access to items in the collection that meet the selection criteria.

Q. ARCHIVES

The library will acquire and preserve material relating to the history, development and character of the University. These materials may be found in the archives.

R. SPECIAL COLLECTIONS

As a general policy, material for Special Collections will be secured by donations. Some purchases may be in Special Collections because of age, value or other considerations.

CONSPECTUS REVIEW

COLLECTION DEPTH INDICATOR DEFINITIONS

1. MINIMAL INFORMATION LEVEL
Collections that support minimal inquiries about this subject and include a very limited collection of general resources, including monographs and reference works. Periodicals directly dealing with this topic and in-depth electronic information resources are not collected.

2. BASIC INFORMATION LEVEL
Limited collections: supports the needs of general library users through the first two years of college.

3. STUDY OR INSTRUCTIONAL SUPPORT LEVEL
Extensive collections: supports the needs of general library users through college and beginning graduate instruction.

3a. ADVANCED STUDY OR INSTRUCTIONAL SUPPORT LEVEL
More extensive collections, but less than those need for doctoral and independent research.

4 RESEARCH LEVEL
Very extensive collections that contain the major published source materials for doctoral study and independent research. Also, may include materials in languages other than the primary language of the country and collection.

5 COMPREHENSIVE LEVEL
Collections in a specifically defined field of knowledge that strive to be exhaustive as far as is reasonably possible (i.e., "special collections"). Exhaustive collections of published materials. Very extensive collections in all other pertinent formats.

The basis for all of the above information came from pages 27-31 of Using the Conspectus Method: A Collection Assessment Handbook published by WLN (Western Library Network) which is now part of OCL. We have condensed these indicators and their definitions to make them more manageable for our collecting purposes.
"The collection depth indicators are numerical values that are used to describe a library's collecting activity levels and goals. They are used to characterize three different aspects of collection management… current collection level (CL), acquisition commitment (AC), and collection goal (GL)" (page 27).

CONSPECTUS RANKINGS

	CL	AC	GL	COMMENTS
Art	3a	4	4	
Biology	3a	4	4	
Business Ethics (Slick Collection)	3	4	5	
Chemistry	3	3a	3a	
Children's Literature	3	3	3	
Classics	3a	3a	3a	
Communication	2	3a	3a	
Computer Science	2	3a	3a	
Drama	3	3a	3a	
Economics	3a	4	4	
Education	3a	4	4	
English	3a	4	4	
Environmental Studies (Shiffick Collection)	3	3a	3a	
French	3	3a	3a	
General	3	3a	3a	
German	3	3a	3a	
Graduate Philosophy	4	4	4	
History	4	4	4	
International Studies	3	3a	3a	
Math	3	3	3a	

Music	3	3	3a
Philosophy	3	4	4
Physics	3	4	4
Political Science	3a	4	4
Psychology	3	4	4
Sociology	3	3a	3a
Spanish	3	3a	3a
Texas History (Ellis Collection)	1	2	2
Theology	3a	4	4

March 2013