

# **Collection Development Policy**

## **Western Illinois University Libraries**

### Introduction

#### General Statement of the Collection Development Policy

Provided below are the policies guiding the development and maintenance of Western Illinois University Libraries' collections. As the library is primarily responsible for serving the needs of the university, its faculty and its students, this policy aims to create a collection containing those materials best serving the university's mission, both now and in the future. Additionally, WIU Libraries will collect in other appropriate areas of inquiry, for reference collections, and for recreational purposes.

The Library provides equal access to its collections, programs, and services. It is dedicated to serving the information needs of a diverse, multicultural community. The library intends to build the most effective collection possible with available funds. Accordingly, this policy reflects the current practices of the Library in pursuit of these goals within the means at its disposal. Because of changes in programs, information needs, and technology, as well as changing fiscal constraints, the library anticipates that this policy, too, will be subject to change.

### Guiding Principles

#### Western Illinois University Mission Statement

Western Illinois University, a community of individuals dedicated to learning, will have a profound and positive impact on our changing world through the unique interaction of instruction, research and community service as we educate and prepare a diverse student population to thrive and contribute to our global society.

#### Mission of the Western Illinois University Libraries

The University Libraries is committed to identifying, collecting, organizing, preserving, and providing access to information supporting the instructional programs of the university. The Libraries pledge to make available essential resources in each curricular field and to participate in the education of its users. As a secondary mission, the Libraries will support the research and informational needs of the faculty, the university administration and staff, and the people of the region.

#### Professional Obligations and Ethics

WIU Library fully complies with the American Library Association Bill of Rights and Code of Ethics (see Appendix)

While our collections are open to those members of the public over the age of fourteen, and while we welcome and encourage the public's use of the collections, parents are advised that the collections may contain materials that is neither appropriate for nor intended for children. Moreover, in accordance with ALA (American Library Association) policies promoting wide access of materials, WIU Libraries does not act *in loco parentis* and will circulate materials to members of the public over the age of 14.

The Western Illinois University Libraries do not accede to requests of individuals or groups seeking removal of materials from the collection which have been chosen according to this collection development policy, nor do they yield to requests to add to the collection materials if the addition contradicts this collection development policy.

## Allocation of Funds

### Reporting Lines for Collection Development

The Western Illinois University administration allocates funds to the library. The Dean of Libraries, as the fiscal agent for the library, then allocates funds for the Library Materials Budget. Areas in the Materials Budget include Library Allocations, the General Fund, and the Academic Departments.

The Collection Development Librarian working with the Library Liaisons will monitor the selection process, evaluation of the collection, and allocation of the materials budget. Preservation and the process by which materials are withdrawn are also essential maintenance tasks.

### Resource Allocation

Resources are allocated based on the current needs of our institution and with the awareness that WIU contributes to, and benefits from, CARLI (the College and Research Libraries of Illinois), a regional and state library system. Through CARLI, our library participates with other institutions in cooperative collection agreements whenever possible. We recognize such alliances are a wise use of fiscal resources, giving us access to databases and collections which we could otherwise not afford.

The Library considers many factors when allocating funds to academic departments including cost of library materials essential for the instructional needs of each department, number of faculty in each department, number of courses taught (graduate and undergraduate), new courses offered, deficiencies in the existing collection, number of students enrolled, and the average prices of books and other materials in the subject area.

Departmental allocations are a guideline, and it remains a right of the library to shift funds to areas of priority when necessary. The purpose of the allocation is to purchase materials recommended by departmental faculty working with their library liaisons. All

funds remain a part of the Libraries' budget and under the control of the Dean of Libraries as fiscal agent of the library. All materials purchased by the library become state property, available for the use of the entire campus community and citizens of Illinois.

## Resource Selection: General Principles

The Collection Development Librarian and the Library Liaisons are responsible for the selection of all materials. Library Liaisons work in conjunction with the academic faculty to assure the libraries' collection meets the university's curricular needs. Library Liaisons have oversight of departmental allocations and are responsible for seeing the funds are spent as best suits their assigned department.

The faculty, students and the public are welcomed and encouraged to recommend materials for inclusion in the libraries' collection, with the goal of maintaining a well-rounded comprehensive collection. The location of the material at the Malpass Library, a local branch library, or the Western Illinois University/Quad Cities Library will be determined by the perceived need by the greatest number of patrons.

All materials are selected in accordance with the Library's mission. Each acquisition is evaluated as to its appropriateness for the collection. Priority is given to those items that meet the needs of the curriculum, followed by other research needs. Recognized authority in a particular field is of importance, as well as currency. Cost is an important consideration. Average prices by subject are considered along with the value of the content and the item's potential use.

## Resource Selection: Policies by Format

### **Monographs / CDs / DVDs**

#### Languages

Publications in the English language are preferred. Other languages will be acquired if they are requested for specific curricular needs.

#### Requests for Rush Orders

Rush orders receive immediate handling. Because rush requests require special rather than routine attention, it is expected that discretion be used in requesting orders of this type.

#### Requests for Reserve

Additional information is needed on the book request form for a title that is to be placed immediately on reserve after being received and cataloged. The individual faculty member requesting that the title be acquired must also follow Reserve procedures and complete the Reserve Materials Request Form for this title.

### Requests for Replacement Orders

The Acquisitions Unit will try to acquire a replacement for a damaged, lost or missing book, if the title is still in print.

### Request for Notification

Generally speaking, if a faculty member is interested in tracking an item, we recommend checking WestCat for the titles on a regular basis. Acquisitions staff members can also check our computer list of orders regarding the status of a title if a faculty member wishes to phone or visit the Acquisitions Unit. However, if a title is of special need for a class or other purpose, a faculty member may be notified when a priority title is received, cataloged, and ready for circulation by filling-out a Notification Card (see Procedures).

### Multiple Copies

The University Library supports the Illinois initiative for statewide resource sharing through the statewide catalog, ISHARE. Therefore, University Library policy is to purchase one copy of a title, unless anticipated demand for a title (often across disciplines) warrants the purchase of a second copy. Placing a title on reserve, however, does not automatically warrant a second copy purchase. Request for the purchase of more than two copies requires justification.

### Textbooks

Textbooks are defined as works whose published form clearly indicates they are intended for use as principal teaching aids, and are not purchased for the Library's permanent collection. Exceptions include, but are not limited to, 1) current textbooks received as gifts; 2) titles recognized as classics by experts in the field; 3) textbooks housed in the Curriculum Library; and 4) textbooks added on a very limited basis in order to supplement limited reading material in a subject area.

Collections of readings intended for classroom use are also generally excluded from the collection because they are often pulled from other books or journals frequently found in the library collection and are primarily intended for classroom use. However, readings may be considered because of high demand or the unavailability of the included readings or original essays.

### Newspapers

Newspapers are selectively acquired to support curricular and research needs, and also to provide a source of current awareness of news and events. While many, if not most newspapers are currently available online, the Library will subscribe to newspapers, both national and regional. A few national newspapers are not available in electronic format and will remain available in paper and microform. Foreign newspapers will be acquired to meet curricular needs only.

## **Serials, Reference Works, Databases: General Principles**

Reference works, serials and electronic resources may be recommended to the Library Liaison, Reference Unit Coordinator, Electronic Resources Librarian and/or the Collection Development Librarian. Funds for these materials may come from the departmental allocation, the Reference Unit's funds or the General Fund. The Libraries maintain a constant awareness of prices and available formats, **with a priority given for online products.**

### **Print Serials Collection Development Policy**

#### Definition of a Serial

A serial is a publication issued in successive parts bearing numerical or chronological designations and intended to be continued indefinitely.

Print consumer, trade, and scholarly periodicals, newspapers, and newsletters are designated as periodicals and are treated as a unified collection. Excluded from the designation of "periodicals" are monographs published in a series, under unified or individual titles, annuals, proceedings or transactions, etc. of societies or meetings. These are treated as monographs, cataloged, and placed in the main book collection.

#### Collection Development Policy

The cost of serials has dramatically increased over the last two decades, a trend that shows no sign of slowing. In order for the library to develop and maintain a periodicals collection that is related to the University's curriculum, programs, and mission; and is responsive to student, faculty, and administration needs, the library must seek to stabilize and control periodicals expenditures.

Controlling serial costs means the library must regularly review its current serial holdings in light of program need. While the Library is responsible for the quality of the periodicals collection and the best use of its available funds, a successful review of serials requires that the departmental faculty and library be partners in this process.

Online full text format is the format choice. However, some titles are still less expensive or only available in print.

#### Requirements for Consideration of a New Serial

The materials budget has not recently received adequate increases to offset the spiraling increases in periodical costs. Journal cancellations may result from this unfortunate trend. Given the current pressures on the materials budget, the initiation of new subscriptions will be carefully considered and made on a title-by-title basis. Therefore:

#### Cost:

The cost of a title under consideration must be reasonable in comparison to the information need that it fulfills and it must be affordable in relation to available funds.

It is the intention of the Libraries to maintain a subscription, once initiated, for at least three years, unless the publication's content or cost changes so that cancellation is recommended earlier. Runs of less than three years will be reviewed for possible weeding. If a special issue or reprint is acquired, the material will be cataloged and shelved in the monographic collection.

Back-file acquisitions of the titles are considered separately from any decision to place current subscriptions. Normally, a subscription begins with the first complete bibliographic volume to be published within the fiscal year for which funding is approved

#### *Cancellations In Order to Acquire New Serials*

Funding of new periodicals may need to come from the cancellation of the periodicals that are at least equal to or exceed the current cost of the new titles proposed. Titles recommended for cancellation/replacement will also be reviewed for current cost and indexing information; as a rule, titles basic to the curriculum will not be cancelled for new titles.

And, although a subscription for a replacement journal is approved and planned, the budget situation during that fiscal year may preclude or place on hold the initiation of any new titles.

#### *Curricular Considerations*

Titles selected for consideration must bear direct relation to specific subjects or broad bodies of knowledge that apply to the curriculum. Extremely advanced, esoteric or specialized titles that bear little relation to the curriculum will not be purchased.

#### *Additional Criteria:*

##### *Relations to Other Existing Titles in the Collection:*

Priority will be given to a periodical that is currently not covered by other publications in the discipline. It will be examined to determine what its relationship is to similar publications already being received by the Libraries.

##### *Indexes and Abstracts:*

Periodicals must, in most cases, have subject access through indexes and abstracting services, in hard copy or online, to which the university subscribes.

##### *Quality:*

A new periodical for selection may also be judged by the following criteria:

- 1) Consultation of authoritative review sources
- 2) Examination of sample copies by librarians and the proper academic faculty with knowledge of the field
- 3) Citation in standard bibliographies

## GIFTS

WIU Libraries encourages gifts as a means of enriching the libraries' collections beyond the capacity of the materials budget. However, because the processing of such material is time-consuming and costly, every effort will be made to limit donations to those items likely to be added to the collection.

1. Responsibility: the Acquisitions Unit will be responsible for providing prospective donors with relevant information concerning the Libraries' gift policy, for whatever physical arrangements are necessary, and for the acceptance and initial processing of materials. Except in cases where items to be donated will be housed in a unit other than the general stacks, (e.g., Music Library, Government Publications, Special Collections) potential donors should be referred to a designated individual in the Acquisitions Unit.
2. Prearrangement: Please advise the library if you intend to donate materials. While the library appreciates receiving gifts, not all materials are suitable for our collections. For a list of suitable and unsuitable materials, please see sections 5 and 6 below. Please also understand that the Libraries has no obligation to accept or acknowledge gifts which are not prearranged, and once accepted, materials may be utilized in any manner the Libraries deems appropriate.
3. Receipts/Acknowledgments: For all prearranged gifts, the Acquisitions Unit will prepare an acknowledgement form to be signed by an Acquisitions Unit employee.
4. Acceptable Materials: The following categories of materials, provided they are in good condition and meet the needs of the collection, will be accepted and acknowledged by the Library:
  - Hardbound or paperbound books/monographs
  - Paperback books suitable for the popular reading collection
  - Selected scholarly journals
  - Selected cds and dvds
5. Unacceptable Materials: Regardless of condition, the Libraries will not in general (see 5a) accept or acknowledge materials in the following categories:
  - Pamphlets under 15 pages
  - Commercial travel guides
  - Reader's Digest Condensed Books
  - Newspapers
  - Journals or "popular" magazines
  - Duplicates of Library holdings

5a. In certain circumstances, there may be exceptions to the statements above; e.g., from area towns will be referred to Archives, and Government and Legal Information in any category will be referred to that unit for decision.

5b. Physical Condition: Because they would not be added to the collection, the Library will not accept or acknowledge materials in poor condition. This includes books and journals with broken, warped bindings; loose, torn or brittle pages; and materials that are water damaged, dirty, or odorous. Exceptions to these conditions might be made for regional or WIU-related materials, which will be referred to Archives, or for State or Federal government publications which will be referred to that unit.

6. Conditions or Stipulations: In general, the Libraries will not accept gifts with conditions or stipulations attached by the donor. Exceptions must be approved by the Dean of University Libraries. Requests for bookplates indicating the donor to be placed in gift books will be dealt with on an individual basis by the Dean.

7. Selection of Gift Journals: Donors will provide a pre-donation list of journals, from which the acquisitions staff will select titles to be accepted. Selection criteria includes:

- Individual issues needed for binding
- Incomplete run of back issues
- Back issues not available in microfilm
- Current issues of high-use items

8. Selection of Gift Books, CDs or DVDs: Once received and acknowledged, all material will be checked out by the Acquisitions staff to determine whether the titles are already in the Libraries' collection or on order. Gift materials which are specific to a particular collection, e.g., Music, Government and Legal Information, or Archives, will be referred to those areas for disposition by the appropriate Librarian(s). In general, second copies will NOT be added, except as approved by designated library faculty members. Titles not in WIU's collection will be reviewed and accepted or rejected on the basis of the Collection Development policies.

9. Disposal of Unselected Items: Gift materials not needed for the Library's collection may be disposed of by discard, or by donation to other institutions, or added to the Malpass Library Book Sale, at the discretion of the Acquisitions Unit.

10. Gifts of Cash: Gifts of cash to be used for the purchase of library materials must be handled through the WIU Foundation. Potential donors of cash should contact the Library Administrative Office to make arrangements.

## WEEDING

### Definition:

Weeding is the systematic removal of materials from the collection that are either damaged or obsolete. Removal may result in 1) relocation from one collection to another

(e.g., from the reference stacks to the circulating collection), 2) the item being offered to another state-funded library within Illinois, or 3) discard.

Purpose:

The purpose of weeding is to re-evaluate the collection in conjunction with the selection of new and replacement materials.

Responsibility:

Librarians bear primary responsibility for weeding the collection. Subject specialists will be consulted when appropriate.

Guidelines:

Three factors are considered when evaluating a title: content, past and projected use, and physical condition. The principles outlined below should be regarded as flexible guidelines to be used in conjunction with perceptive judgment.

Weeding will not be done solely on the basis of circulation statistics or past use, although these will be considered. Timeliness and obsolescence of materials will be heavily emphasized, particularly in rapidly changing fields. Materials of historical importance or classical titles may be retained in order to represent the history of a discipline while other titles may be discarded.

Criteria:

Criteria for the evaluation of candidates for weeding will be:

1. Seldom used multiple copies.
2. Superseded editions. The next-to-last edition may be considered for retention, depending on subject matter, length of time between editions, circulation, and extent of revision.
3. Works superseded by or cumulated in more comprehensive publications.
4. Textbooks and instructional materials more than five years old or previous editions of more recent texts.
5. Materials in poor condition. The library will not automatically replace materials because of damage or wear.
6. Publications in languages not supporting the Western Illinois University's curriculum.
7. Materials which contain outdated or inaccurate information.

Censorship/Intellectual Freedom Appendices must have ALA bill of rights

Dated: 7/08 -- dh