

Western Illinois University Libraries Collection Development Policy
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Collection Development Policy

I. Introduction

A. Purpose of the Collection Development Policy

The purpose of the Western Illinois University Libraries Collection Development Policy is to provide a coherent and connected description of the collection development activities at WIU Libraries. This document serves to guide faculty and staff of WIU Libraries in their selection and deselection processes, collection maintenance, and other collection related activities. It also serves as a training document and for clarification for entities and persons other than WIU Libraries.

II. WIU Libraries Mission and a Description of Collections and Patrons

A. Mission of WIU Libraries

The mission of WIU Libraries is to support the strategic goals of WIU through the collection, maintenance, distribution of academic resources and support of academic research activities of students, faculty, staff, and administrators of WIU while also administering the Bachelor of Arts in General Studies. Through dedicated professional librarianship, WIU Libraries acts as the academic heart of WIU by service through instruction, collection development, reference, and exceptional research support at both the graduate and undergraduate levels.

B. Description of the Library Collection and Patrons

1. Collection description

The collections at WIU Libraries consist of physical and digital resources located across four library locations and one website. The Malpass Library houses the general collection, six area studies collections, Special Collections and Archives, reference collection, and map collection. Faculty and staff at Malpass Library also administer the digital resources, including WIU Libraries website, databases, and other electronic resources. The Music Library on the Macomb campus houses a collection of books, scores, and recordings that supports the School of Music and Department of Theatre and Dance curricula. The Curriculum Library on the Macomb campus houses books, tests, textbook series, and teaching aids that support the students and faculty of the College of Education and Human Services and its Teacher Education Program. The Quad Cities Library on the Quad Cities campus holds a subset of the general collection and an area studies collection.

2. Patron description

Patrons of WIU Libraries primarily consist of students, faculty, staff, and administrators of Western Illinois University. Secondly, the library also serves alumni, retired employees of WIU, and the community at large. For the purposes of collection development, the library focuses on enrolled students, faculty of all statuses, staff, and university administration.

C. Description of the Collection Development process and organization

1. Intellectual and Academic Freedom standards

The faculty and staff of WIU Libraries support the intellectual and academic freedom standards of patrons. These standards are outlined effectively in the American Library Association library Bill of Rights.¹

2. Diversity, Equity, and Inclusion

The faculty and staff of WIU Libraries strongly support diversity, equity, and inclusion. WIU Libraries Diversity Plan details specific efforts, principles, and directions through which the libraries move toward and achieve diversity, equity, and inclusion.

3. Copyright

WIU Libraries use copyright laws to effectively serve patrons. Educational, fair use, and creative commons standards are applied and used. WIU Libraries instructs and expects patrons to use copyright standards consistent with academic, educational, and legal expectations.

III. **Collection Development Environment**

A. Description of Patron Needs

1. Student

WIU Libraries faculty and staff serve graduate and undergraduate students at WIU through instruction, reference, collection development, circulation services, electronic resources, and more. Student needs are primarily academic in nature as it relates to the curricular and academic activities and goals. Student business and/or extensive personal research is not prioritized over academic needs.

2. Faculty, Staff, and Administration

WIU Libraries faculty and staff support the faculty, staff, and administration at WIU through research support, collection development, circulation services, and instruction.

3. Community Patrons, Employee Dependents, Alumni, WIU retired employees and others

These patrons are served on an availability basis only. Collection Development processes do not prioritize community patrons, non-student employee dependents, alumni, or WIU retired employees.

¹ *Library Bill of Rights*, American Library Association, June 30, 2006.
<http://www.ala.org/advocacy/intfreedom/librarybill> (Accessed July 26, 2022) Document ID: 669fd6a3-8939-3e54-7577-996a0a3f8952

B. Collection Level

1. Faculty and staff of WIU Libraries collection materials at the Study or Instructional Support Level. Librarians may collect at the Research Level or at the Basic Level depending on academic needs and decisions made by the library faculty. WIU Libraries do not collect at the Comprehensive Level.²

C. Formats

1. Print material

Print material collected by WIU Libraries includes monographs, serials, reference materials, and other resources. Books in non-durable formats (loose leafs, spiral bound, flap books, etc.) are not added to the collection.

2. Archives and Special Collection Materials

The Archives and Special Collection unit of WIU Libraries collects and manages materials based on their policies.

3. Audiovisual material

These materials are collected in limited physical formats as digital collections offer greater access, availability, and updated playback methods. License, technology, and budget considerations are important aspects of our collection decisions. Life of File licensing arrangements are used. Short-term licensed resources are not collected.

4. Electronic Resources

WIU Libraries subscribes to, and purchases access to electronic resources that support the graduate and undergraduate academic needs of students and faculty at large and for specific academic offerings that are cost effective and/or essential to a specific academic program.

5. Languages

English language materials are prioritized, while other language materials may be collected depending on the specific area studies, curricular, or academic needs of WIU Libraries staff and patrons.

IV. Collection Maintenance

WIU Libraries maintains a robust collection that supports the mission of WIU and the academic needs of students, faculty, and staff. Collection maintenance, which includes adding and removing materials, will occur within the context of the guidelines outlined below.

² *Collecting Levels*, Library of Congress, <https://www.loc.gov/acq/devpol/cpc.html> (Accessed 13 April 2023)

A. Considerations

1. Budgets

WIU Administration allocates funds for WIU Libraries. The Dean of Libraries, as the fiscal agent for the library, then allocates funds for collection development activities from the Library Materials Budget. The Collection Development Librarian then organizes funds for electronic resources and book allocation funds. The Collection Development Librarian, in collaboration with Acquisitions staff, helps librarians monitor their spending within the limits of each subject area, select materials for purchase, and manage other collection activities. Fund amounts and categorizations are evaluated annually by the Collection Development Librarian. Factors taken into consideration when evaluating fund amounts may include:

- Material usage
- Type of material that best supports academic curricula
- Special circumstances that may include new or removed academic programs
- Average price of a resource in a particular discipline
- Number and academic level of courses in a particular discipline
- Number of students enrolled in courses of a particular discipline
- Number of students in a particular discipline or major

2. Physical and Digital Space

WIU Libraries has four physical libraries and a digital presence that serve to house, preserve, and provide access to resources in a safe, effective, and sustainable manner. These include the Malpass Library, which has 222,000 square feet of space for library related activities, storage, and processes, the Quad Cities Library, the Music Library, the Curriculum Library.

3. Availability

Materials are not guaranteed to be available in any given format as resources are limited by budgets, printing limitations, technology barriers and advances, as well as the ability of WIU Libraries to support new or obsolete technologies.

4. CARLI (College and Research Libraries of Illinois)

WIU Libraries contributes to, and benefits from, CARLI, a regional and state library system. Through CARLI, WIU Libraries participates with other institutions in cooperative collection agreements. CARLI group acquisitions, discounts, or other activities are important collection development considerations.

B. Selection

The Collection Development Librarian and Librarians are responsible for the selection of resources at WIU Libraries. Librarians work in conjunction with departmental faculty to assure the libraries' collections meet the curricular needs of the University. Librarians have oversight of specific funds and are responsible for using the funds to best support those particular academic areas. Important factors that Librarians consider may include:

- WIU Libraries mission
- Appropriateness for the collection
- Inclusion of diverse voices, experiences, and authorship
- Extent to which it meets curricular needs first, then followed by other research needs
- Recognized authority in a particular field, including currency
- Cost, including average price by fund area
- Usage of similar materials and/or estimation of potential use

1. Faculty recommendations

Librarians consult with departmental faculty to acquire materials that support the academic needs of the fund area they manage. Faculty recommendations are not considered binding. Physical materials which faculty require students to use as part of a course - such as textbooks or class sets - are not generally collected. Requests for required digital materials will be considered on a case-by-case basis (particularly for Multiple User formats with a course that is regularly taught).

2. Patron suggestions

Patrons are encouraged to suggest materials for WIU Libraries. Suggestions are not binding and acquisition decisions must follow the collections development policies of WIU Libraries.

3. Librarian decisions

Librarians use professional practices and tools to evaluate and manage library resources. Including faculty in the acquisition process is recommended, but not required.

4. Donations and Gifts

WIU Libraries encourages donations and gifts as a means of enriching libraries' collections. Due to the time and cost of processing donations, however, WIU Libraries limits donations to items most likely to be added to the collection. WIU Libraries has complete autonomy on decisions regarding the disposal of materials donated or gifted to WIU Libraries. Donated materials will only be added to the collection if they meet the collection criteria. Donated materials may be disposed of through book

and media sales, donation to other institutions, or other means including discarding.

C. Collection Descriptions

1. Malpass Library

a. Collections

(1) General Collection

The Malpass Library houses a portion of the General Collection. This collection consists of materials organized by information professionals according to the Library of Congress Classification System (LCCS). Librarians manage this collection to support the academic needs of WIU students, faculty, and staff. Titles are available for checkout or in-house use.

(2) Reference Collection

This collection consists of materials that are non-monographic and intended for consultation. They are organized by LCCS but are located in separate stacks near the Reference Desk. These materials are used to support beginning research and general information research. Titles are not available for checkout but can be used in-house.

(3) Languages Other Than English

Materials in languages other than English are located across the collections at WIU Libraries, are organized by LCCS, and are used to support the specific academic needs of language research, learners, and area studies collections.

(4) Media (physical and digital)

In the general collection, preference is given to licensed collections of digital media. Individual titles used to address curricular needs are also considered for streaming. License, technology, and budget considerations are important aspects of collection decisions.

(5) Music

Music materials are generally collected and housed at the Music Library branch and include books, scores, and media (physical and digital).

(6) Newspapers

Licensed digital collections of newspapers are collected to

meet curricular needs. Print newspapers are not collected.

(7) Serials

Preference is given to digital serials with full-text. WIU Libraries regularly reviews digital and print serials to ascertain cost and usage in relation to curricular needs. Extremely advanced, esoteric, or specialized titles that bear little relation to curricular needs will not be collected.

(8) Area Studies Collections

Area Studies Collections consist of materials that are collected to provide a centralized, coherent, and connected resource for scholarship, research, and presentations across the academic continuum that are related to a specific geographic, cultural, or identification area. Area Studies Collections are managed by librarians. These collections include:

- African-American, Africa, and African Diaspora Area Studies Collection
- Asia and Europe Areas Studies Collection
- Hispanic, Latinx, and Caribbean Area Studies Collection
- Middle East Area Studies Collection
- Women, Gender, and LGBTQ Studies Collection
- Center for Illinois Heritage Studies Collection
- Genocide, Anti-Racism, and Holocaust (*Shoah*) Studies Collection (Quad Cities Campus)

(9) Reserves

WIU Libraries collects for and manages Course Reserves to facilitate student research, faculty academic needs, and student success. WIU Libraries does not purchase textbooks for Course Reserves. Permanent Reserves are collected and managed to encourage access and student research in nursing, test prep, and other select areas.

(10) Digital Repository and Other Digital Collections

The Digital Repository offers students, faculty, and staff access to digitized and born-digital collections that reflect a variety of activities related to WIU and the surrounding communities. It has a collection policy that guides inclusion decisions. Other digital

collections are guided by their respective policies.

(11) Government Documents

WIU Libraries has maintained a Federal Depository Library and an Illinois State Depository Library Depository since 1962.

(12) Map Collection

This collection consists of a large collection of maps, in the hundreds of thousands, reference materials, and books. The collection development policy for the Map Collection guides the management of this collection.

(13) Archives and Special Collections

This unit of WIU Libraries contains the Archives, Special Collections, Records Management, and Illinois Regional Archives Depository. The collection development policy for Archives and Special Collections manages the collection activities for this area.

2. Quad Cities Library

a. Collections

(1) General Collection

The Quad Cities Library contains a portion of the General Collection. This collection consists of materials organized by information professionals according to the Library of Congress Classification System (LCCS). Librarians manage this collection to support the academic needs of WIU students, faculty, and staff. Titles are available for checkout or in-house use.

(2) Area Studies Collection

Area Studies Collections consist of materials that are collected to provide a centralized, coherent, and connected resource for scholarship, research, and presentations across the academic continuum that are related to a specific geographic, cultural, or identification area. Area Studies Collections at the Quad Cities are managed by librarians. The Quad Cities Library includes:

- Genocide, Anti-Racism, and Holocaust (*Shoah*) Studies Collection

3. Music Library

a. Collections

(1) Music Library Collection

The Music Library on the Macomb campus houses a collection of books, scores, and recordings that supports the School of Music and Department of Theatre and Dance curricula. Titles are available for checkout or in-house use.

4. Curriculum Library

a. Collections

(1) Curriculum Library Collection

The Curriculum Library on the Macomb campus houses books, tests, textbook series, and teaching aids that supports the College of Education and Human Services and its Teacher Education Program. Titles are available for checkout or in-house use.

D. Deselection

Deselection is the systematic removal of materials from a collection that are either obsolete, damaged, or otherwise recommended for removal. Deselection may result in the item being relocated to another collection, the item being sent to another state-funded library within Illinois, or the item being discarded.

1. Usage

While not the sole or primary criteria, usage is very important to assessing the usefulness, primacy, and practical academic usefulness of a resource. A general guideline for usage is that WIU Libraries will consider deselecting items that have not been checked out or used in-house in over ten years. Seldom used multiple copies of a resource will be deselected.

2. Physical quality

Materials in poor condition are considered for deselection, repair, or replacement. WIU Libraries does not automatically replace materials because of damage or wear - collection development criteria apply to any replacement consideration.

3. Content quality

Materials that have been superseded by more recent editions and/or more comprehensive works will be considered for deselection. Materials that contain outdated or inaccurate information may be considered for deselection. Textbooks are not purchased, but any which are in the current collection which have been superseded by more recent editions may be deselected.

4. Reconsideration Requests and the Library Bill of Rights

WIU Libraries adheres to the Library Bill of Rights as written by the American Library Association, and manages collections in the context of curricular and academic purposes to support the mission of WIU.³

Reconsideration requests from community or non-WIU patrons are not considered. Reconsideration requests from WIU Patrons are not considered except as part of a larger curricular and academic collection management process, of which this document is the primary source for guidance and direction.

³ *Library Bill of Rights* (accessed 24 April 2023)