

PICKLER MEMORIAL LIBRARY  
TRUMAN STATE UNIVERSITY  
Library Policies  
**COLLECTION DEVELOPMENT POLICY**

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## **INTRODUCTION**

This policy outlines the guiding principles used by Pickler Memorial Library (the library) in acquiring and managing a collection of library materials in physical and digital formats.

## **I. GOALS**

The collection supports the curriculum and programs of Truman State University as defined in the university's [Mission Statement](#), [Pickler Memorial Library's Mission Statement](#), and the [library's planning documents](#).

## **II. TRENDS AND ISSUES IN LIBRARIES**

This policy is written in the context of a historical trend in which:

- library collections are moving from physical formats to electronic ones;
- ubiquitous and cheap internet-based resources displace some traditional library services;
- public institutions face increasing costs and budget pressures;
- libraries digitize unique holdings;
- institutional repositories collect and preserve local scholarship;
- digital humanities and sciences offer new models of research and scholarly communication;
- purchase-on-demand services allow patrons greater participation in selection decisions;
- print repositories centralize preservation of low-use print resources;
- libraries make the most of limited budgets through resource sharing and coordinated collection development.

These trends will affect interpretation and amendment of the collection development policy.

These trends are taken in part from the article: Lewis, David W. "From Stacks To The Web: The Transformation Of Academic Library Collecting." *College & Research Libraries* 74.2 (2013): 159-176.

### **III. PRIORITIES**

The library serves several patron communities in a variety of ways and its collections reflect a range of audience and service. Where ownership or licensing are not feasible, collections are supplemented through resource sharing. The library's priorities, in order of importance, are as follows:

- Support the curriculum
- Support students in their academic programs and research;
- Support faculty teaching and scholarship;
- Support students, faculty, and staff needs for general information and recreational media;
- Support research and general information interests of the broader academic and public communities.

### **IV. LIAISONS**

Ultimate responsibility for the development and maintenance of the library's collection rests with the Library Dean. The Library Dean assigns selection responsibilities to department liaisons.

Liaisons will:

- Identify and use selection tools appropriate to the discipline;
- Select materials;
- Manage the collection for currency and appropriateness;
- Communicate with faculty to learn program needs, solicit requests, and guide management;
- Consider discipline-related requests from students, staff, and faculty from other departments.

Requests for materials relating to a specific discipline are routed through the appropriate liaison. All requests are reviewed by the same guidelines, outlined in section (V).

### **V. SELECTION GUIDELINES**

Liaisons should consider the priorities listed in section (III) when making decisions for selection or deselection. In addition, the selector should consider factors relating to appropriateness and quality, including:

- Lasting value of the content
- Appropriate academic level
- Expected use
- Strength of present holdings in same or similar subject areas
- Cost
- Suitability of format to content
- Authoritativeness of the author
- Reputation of publisher
- Favorable reviews in standard selection tools

Other guidelines are also considered:

- Duplicates are purchased only for particular needs.
- In cases of high cost and/or low expected demand, the holdings of libraries having consortia lending agreements are considered.
- English is the preferred language for reference and research sources, except for materials specifically chosen to support foreign language programs.
- Lost or stolen materials will be replaced immediately if needed for an academic program. Otherwise, replacement decisions will be made by department liaisons.
- Recent publications are preferred to retrospective ones.
- The library also recognizes the value of primary sources and will invest in these collections as the budget allows.
- Electronic formats are preferred to physical ones in many cases, provided a satisfactory license is available.

## **VI. ELECTRONIC RESOURCE GUIDELINES**

Most electronic resources are acquired under the terms of an access license. The following factors must be considered during selection. When necessary, the Library Dean will attempt to negotiate more favorable terms.

- Authorized users (The license must allow access by all persons granted access to the

Truman network. This includes all members of the campus community and on-site (walk-in) users.)

- Number of simultaneous users
- Interlibrary loan
- Perpetual access/Archiving
- Indemnification (As a state university, we cannot indemnify the vendor.)

The library endorses [RP-7-2012, SERU: A Shared Resource for Understanding](#) as a model agreement for electronic licenses and agreements.

In addition to the guidelines in section (V) and the above licensing considerations, the following factors should also be considered in selecting electronic collections of any kind.

- Quality of the collection
- Long-term stability of the collection
- Start-up and maintenance costs
- Archiving and preservation plans
- Usability (accessibility, readability, searching features, and ability to interface with other resources)
- Availability of cataloging records

The library will work with established agencies such as Amigos and MOBIUS to obtain the best possible pricing.

## **VII. COLLECTIONS**

### **a. ART PRINTS**

- The framed art prints are a unique collection for the university community providing a resource for course support as well as being suitable for public and home display.
- The media/curriculum librarian has primary selection responsibility for the framed art print collection.
- While the major portion of the collection represents western art and artists, efforts have been made to collect prints that represent a variety of artistic styles, periods and cultures.

### **b. BOOKS (PRINT AND EBOOK)**

Books continue to hold a central place in the library's collections. Books will be acquired in print or electronic format depending on availability and expected use, primarily to support the university's academic curriculum and research needs. A smaller number of books will also be selected for the library's Popular Reading collection.

- Textbooks are not normally purchased, except those recognized as "classics" in their fields and those which represent the only or best source of information on a topic. The library also maintains a small collection of elementary and secondary-level textbooks in the Curriculum collection to serve the Education programs.
- In case of physical formats, hardcover bindings are mildly preferred to paperback. Expected use, expected longevity of content, and relative cost are considered when choosing binding.
- E-book collections will be reviewed by the library faculty.
- E-books should be readable on common e-readers and mobile devices.

#### **c. CURRICULUM LIBRARY**

- The primary purpose of the Curriculum Library collection is to provide materials which support the needs of undergraduate and graduate students going into the fields of elementary and secondary education.
- The collection consists of basic elementary and secondary level teaching texts, manipulatives, games, and other supplementary resource materials in language arts, social studies, the sciences, and the fine arts.

The media/curriculum librarian has primary selection responsibility for curriculum materials and works closely with the education faculty in selecting materials for the collection

#### **d. DATABASES**

Subscriptions to electronic databases represent an ongoing financial investment. It is imperative that great care be given to the purchase of databases. All requests will be channeled through the Head of Public Services, who will work with the library's liaison for the discipline involved to investigate access issues, licensing, costs, etc., and will attempt to obtain temporary free trial access. The reference librarians will

bring their final recommendations to the library faculty for approval.

**e. GOVERNMENT DOCUMENTS**

- The library is a selective (15-20%) depository for federal government documents, serving not only the Truman State University community, but also the citizens of the 9<sup>th</sup> U.S. Congressional District.
- Selection of government documents and supporting materials is made by the documents coordinator in conjunction with other librarians.
- Documents will be selected to support the academic programs of the university, as well as select sources of popular interest to all citizens of the Congressional District.
- Maps and posters are largely obtained through the U. S. Federal Documents Depository program.

**f. JUVENILE LITERATURE COLLECTION**

- The juvenile literature collection primarily supports courses in both children's literature and education.
- The media/curriculum librarian has primary selection responsibility for juvenile literature materials and relies on recommendations from the children's literature instructors, selected award winners, and other standard selection tools.

**g. MEDIA**

- The Media Library provides access to a variety of media in physical and digital formats. Acquisitions may be evaluated by the same collecting criteria established for library materials in the General Collection.
- The media/curriculum librarian has primary selection responsibility for the media collection.

**h. MICROFORMS**

- Microforms are acquired to supplement print and electronic collections and in place of some titles in paper.
- Criteria used for selection include frequency of publication, quality of the original

paper format, susceptibility to theft and mutilation, or when microform is the most cost efficient format.

- Newspaper back files are collected in microform or digital format depending on cost and availability.
- The library also has acquired historic collections in microform.
- The library makes every effort to provide and maintain up to date reader/printers for microform use.

**i. REFERENCE**

- The reference collection is a non-circulating collection of materials designed to meet the basic research, verification, location, and information needs of the university community in all subject fields.
- Reference materials are acquired in electronic format as the preferred method of access to ensure currency of its sources and optimum access.
- Reference materials are selected by the librarians in accordance with the general criteria established for the selection of library materials and the specific needs of the academic programs.

**j. SCORES**

- The score collection supports the courses of music offered by the university's graduate and undergraduate programs, the teaching and research needs of the music faculty, and other academic departmental needs in such areas as theater, religious studies, ethnic studies, folklore, history, and popular culture.
- The score collection also provides a base of support for those interested in music for personal enrichment and independent study.
- The score collection is maintained and developed by the media/curriculum librarian who works closely with the faculty in selecting materials which will best serve the curricular needs of the university.

**k. SERIALS**

Because serials represent an ongoing commitment, budgeting and selection differ

from that involved in purchasing monographs. The library presently maintains over 3000 standing orders including serials, periodicals, newspapers and indexing services evaluated by the following criteria.

Some or all of the following criteria are used in evaluating titles for acquisition or cancellation:

- Support of present academic curriculum
- Strength of the existing collection
- Present use of this or other periodicals in this subject area
- Projected future use
- Cost, projected availability of funds
- Reputation of journal and/or inclusion in a prominent abstracting and indexing source
- If not owned, number of recent interlibrary loan requests for this periodical.

Review and approval process:

- Requests are received by liaisons or Technical Services staff and are reviewed by the library Serials Review Committee (SRC) and appropriate liaison.
- SRC checks for availability of title in existing databases. If a title is available through an aggregator, justification is needed before subscribing.
- Cost of title is evaluated by SRC and liaison.
- Recommendation for or denial of purchase is made by SRC. Decision may be discussed at a library faculty meeting.
- Technical Services staff maintains records for titles requested, cancelled and purchased by fiscal year.
- Technical Services staff track licensing and copyright through electronic resource management systems.

## **VIII. SPECIAL COLLECTIONS, UNIVERSITY ARCHIVES AND MUSEUM**

The Special Collections, University Archives and Museums Department maintains many unique

collections. The selection and maintenance guidelines for these collections are outlined in other policies:

- Special Collections Development policy
- University Archives Development policy
- Museums Development policy

## **IX. GIFTS**

Gifts are accepted with the understanding that they become the property of the University, which may dispose of them or add them to the collection at its discretion following the same selection guidelines as for purchased materials. Gifts with restrictions are usually not accepted. In compliance with current tax law, the library does not provide appraisals for gifts received. The appraisal of a gift to the library for tax purposes is the responsibility of the donor who benefits from the tax deduction. Donations that are appraised must have the appraisal completed prior to donation. Gifts for the Pickler Memorial Library's Special Collections Department are covered separately in the Special Collection's Collection Development Policy.

## **X. INTELLECTUAL FREEDOM**

The library adheres to:

- The American Library Association's [\*Bill of Rights\*](#), its [\*Intellectual Freedom Statements\*](#), and its statement on [\*Challenged Materials\*](#)
- The Association of College & Research Libraries' [\*Intellectual Freedom Principles for Academic Libraries\*](#)
- The American Film and Video Association's [\*Freedom to View Statement\*](#).

The library attempts to purchase materials which represent differing opinions on controversial matters. Selection is without partisanship regarding matters of race, sex, religion or moral philosophy. The library opposes all forms of censorship.

## **XI. DE-SELECTION PROCESS**

De-selection or the removal of material from the collection is an important aspect of collection development in any academic library.

Some procedures and criteria to be considered in this process include:

- Old editions are generally withdrawn upon arrival of new editions or when considered outdated.
- Large de-selection projects should consider availability of Technical Services staff to process withdrawals.
- Budget resources should be available for replacements and updates in subject areas, but net gain of a de-selection project should be growth space not additional volumes.
- Basic criteria for creating list for candidates for de-selection include:
  - 1) Publication date
  - 2) Acquisition date
  - 3) Usage statistics
  - 4) Availability of books through collaborative sources (WorldCat, MOBIUS, Amigos)
- Reviewing the list of potential withdrawals should be done by the subject librarian, discipline faculty (if needed), and the library dean and/or other library faculty as appropriate.
- Possible reasons to retain potential withdrawals include:
  - 1) Core title still relevant to collection/mission of university
  - 2) Part of a series
  - 3) No recent subject coverage in collection
  - 4) Possible historical value

## **XII. Materials Reconsideration**

The library acquires a wide range of materials in both content and format in order to serve the curricular and research needs of the university and the general education of patrons. It is common for libraries to receive objections to library materials from patrons or members of the community the library serves. Historically, these objections are in the areas of sexually explicit content, language, religion, etc. Patrons lodging objections typically request that the material in question be removed from the library or placed in restricted access. If an objection is made to the Library Dean's Office, the following steps will be taken to process that objection and come to a resolution.

- An objection to library material should be directed to the Dean of Libraries and Museums. The objection should include:
  - Description of the material, including call number, title, and location in the library.
  - Explanation of why the patron objects to the material.
  - Statement about what the patron wants the library to do with the material
- The Dean will review the objection and appoint a review group to consider the objection and to meet with the patron(s) making it. Membership of the group will be chosen as appropriate, but should consist at least of:
  - The Library Dean,
  - An appropriate Department Liaison(s),
  - A faculty member(s) from the appropriate subject area.
- The Dean will lead the group in a discussion about the objection and its merits. A decision for retention or withdrawal will be based on the guidelines outlined in this document, including Section X, Intellectual Freedom.
- The Dean will make a decision on the objection and the disposition of the material. Available options include, but are not limited to:
  - Retention of the material with no additional limitations on access
  - Retention of the material, but restricting requestability through unmediated consortium databases (such as Mobius)
  - Acquisition of additional material to establish balance or broader representation in the material's subject area.
  - Withdrawal of material
- The Dean's decision is final and will be communicated to the Provost. There is no appeal.
- Challenged items may be removed from the shelf and/or made unavailable for request during the reconsideration process.

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