

Southwestern Oklahoma State University Libraries COLLECTION DEVELOPMENT POLICY for Monographs, Periodicals, Government Documents, and Electronic Collections

I. INTRODUCTION

This policy is intended to be a statement of the guidelines used for acquiring and maintaining materials for the library collections at the Southwestern Oklahoma State University Libraries. These guidelines are based upon ACRL's Guidelines for University Undergraduate Libraries and the University's mission statement. The mission of Southwestern Oklahoma State University is to provide educational opportunities in higher education that meet the needs of the state and region; contribute to the educational, economic, and cultural environment; and support scholarly activity.

This document is intended to provide a flexible framework within which library staff can create collection development decisions and procedures. Rising costs of library materials, increases in publishing output, and an increase in demand for information in a wide variety of formats necessitate careful materials selection.

Collection development is a process which includes the *selection of materials* and the *systematic, ongoing collection review process*. All acquisitions, whether purchased or donated, will be considered in terms of the standards stated in this document. In cooperation with library faculty liaisons and university teaching faculty, the Head of Technical Services Librarian is responsible for developing the monographs collection; coordinating the collection review process; and acquiring library materials, excluding serials and electronic collections. The Serials, Government Documents, and Electronic Resources Librarian is responsible for developing and maintaining the serials and electronic collections. University faculty are expected to take an active role in selecting library materials. However, no member of the Southwestern Oklahoma State University community is excluded from participating in the collection development process. Students, staff, and administrators are encouraged to make recommendations for materials to be purchased by the Library. A library materials suggestion form is provided on the Library's website: <http://www.swosu.edu/library/forms/bookrequest.asp>.

II. OBJECTIVE

The primary objective of collection development activities at Southwestern Oklahoma State University is to develop and maintain a library collection that supports the university's teaching and research mission. To the extent that the budget permits, the Library will select materials that meet the cultural, intellectual, and recreational needs of the university. As a supporter of the American Library Association's Library Bill of Rights statements, the Library strives to provide information that represents the diverse and varied background of the University community. In no case will the library refuse

purchase of materials on the basis of the editor/author/publisher's race, nationality, political, or religious views; nor will any titles of factual authority be prohibited or removed from the library shelves because of partisan or doctrinal disapproval.

III. UNIVERSITY LIBRARY COMMITTEE

To ensure that selected materials do meet the educational mission of SWOSU, the Library Committee, including one representative from each academic department or school, serves in an advisory capacity to the Library. Communication from the Library regarding ordering, as well as reviewing the collection, is channeled to the representative. Requests for library materials from individual faculty members are submitted to the faculty representative who then submits them to the library liaison.

IV. LIAISONS

To enhance communication between the academic departments and the Library and to facilitate collection development, a liaison program was established. Each librarian serves as a liaison to more than one academic department and serves as the primary contact with academic departments. Liaisons work closely with departments in matters of selecting new library materials and in reviewing the Library's collection.

V. FUND ALLOCATIONS

To fulfill the Library's collection development objective, each academic department is allocated a specific portion of the Library's book budget to be used by that department for the purchase of monographic materials to be shelved in the Library. The determination of allocations is based upon a formula consisting of these variables: number of faculty, number of majors, number of student credit hours, matriculation rate, average costs of books, and circulation. Once funds are allocated, the library representative is responsible for dividing allocations within individual departments or schools.

Some funds from the Library's book budget will be used by librarians for purchasing reference materials, developing collections in new programs, and expanding existing subject collections to meet curricular changes.

VI. GENERAL SELECTION CONSIDERATIONS

Although the Library attempts to provide materials to support the basic research needs of faculty, staff, and students, it is impossible to meet every research need with library holdings. Rather than purchasing comprehensively for faculty, staff, and graduate research, the Library encourages the use of Interlibrary Loan to supplement library resources.

All material types will be purchased in the English language, unless foreign language titles are needed for language instruction and teaching or for reference purposes.

Missing library materials are not automatically replaced. Potential replacements are evaluated using the same selection criteria as regularly purchased items.

The electronic format is usually preferred over the print format. However, faculty and students may specifically request print materials if predicted use indicates the advantage of that format.

Any materials purchased with library funds will be housed in the Library. The Library does not support separate academic department libraries.

The linking and retention of bibliographic records for all materials are to follow the guidelines established by the Technical Services Department and the Collection Development Team.

VII. MATERIAL TYPES

☒ *Monographs:*

Selection Considerations:

- Although the Library purchases print books, e-books, and audiobooks, other formats may be purchased if they will enhance the teaching and learning experience at Southwestern.
- Although the Library strongly encourages and seriously considers requests from faculty, it has the right to refuse the purchase of items that exist only in an unusable format, will create shelving problems, or have licensing issues that cannot be resolved.
- To conserve space and monetary resources, only one copy of a title is purchased unless heavy and continued use is demonstrated. An electronic copy of an item is considered a duplicate; therefore, the Library will not purchase the title in paper format if the electronic format is already owned, unless the requester can justify the usage of both the electronic and paper formats.
- The purchase of in-print publications will have priority over out-of-print publications. The Library will always try to find the in-print format, but if an appropriate one cannot be located, an out-of-print one will be purchased, if available.
- If a newer edition is available for a requested title, the most current edition will be purchased unless faculty have requested otherwise.
- The Library will purchase the hardback binding if available. If a hardback is not available, the best paperback will be selected.

However, if there is a substantial cost difference between the hardbound and the paperback, the paperback may be purchased.

- The Library does not usually purchase required and supplementary textbooks for SWOSU courses. However, the Library does purchase required textbooks for those general education courses in which enrollment reaches at least 125. They are placed on a two hour Reserve.

Other selection considerations for monographs:

- Cost
- How the item will be used
- Length of time it will be useful
- How much it will be used

Reviews:

- It is always preferable to order materials which have been favorably reviewed by authoritative sources, such as ***Choice, Booklist, and Library Journal***.
- If reviews cannot be located for requested items, the Library attempts to gain as much information as possible for those items in a timely manner and order them if enough information can be gained.
- Except in rare cases in which ordering information does not exist, an attempt will be made to purchase requested items.

Standing Orders

- The Library maintains standing orders for some monographic materials, such as series publications, sets in progress, and annual publications.
- If multivolume sets are purchased through the Serials and Electronic Collections Department, they are done so because they are available through the serials vendor.
- Standing orders remain in effect until cancelled upon request by the library liaison or the faculty library representative, the publication is cancelled, or the set is completed.
- The Collection Development Team reviews standing orders on an annual basis.

Collection Review

- A schedule is in place for reviewing the Library's book collection on a periodic basis. Using the Collection Review Guidelines, reviews by liaisons will take place during September, October, November, February, March, and April.

☒ *Periodicals:*

Selection Considerations:

- Although periodical requests may be submitted at any time, the Serials, Government Documents, and Electronic Resources Librarian, in cooperation with the library faculty liaisons, selects periodicals only at a specified time or times during the year, usually toward the end of the calendar year.
- All departments and library faculty liaisons are notified concerning the order status of their periodical requests.
- Retrospective purchasing is usually restricted to departments where the material is needed for department-wide research or program accreditation.

Other Selection Considerations for Periodicals:

- Cost of subscription, as well as the rate of historical subscription price increase.
- Title should meet definite curricular needs, especially in areas of known or anticipated program growth.
- Availability of favorable reviews from librarian/faculty evaluations.
- Indexing in both traditional and electronic indexes and abstracts. Non-indexed titles will be selected only if they are essential to support a program or research need that cannot be filled by an indexed title.

Retention Considerations:

- When the decision is made to retain a title, the decision is also made whether to archive it in print, microform, or electronic format (or not at all).
- The following questions are just a few that need to be considered when deciding in which format to archive a specific title:
 1. Will researchers need access to color images, graphs, and /or illustrations?
 2. For electronic subscriptions, is SWOSU guaranteed perpetual access to material even after the subscription to said title is ceased or title is sold to a new publisher?

3. If preserving the material in print, will it be bound and if so how often?
4. If preserving the material in microform, how long will the paper version be retained?

Cancellations:

- Upon annual evaluation during the Summer, Serial and Electronic Collections subscriptions may be cancelled due to lack of use.
- If cancellations are under consideration, the librarians evaluating the material need to look at the following variables:
 1. Total annual subscription cost
 2. Usage by researchers
 3. Cost per use
 4. Historical percentage price increase
 5. OKULS Holdings
 6. Academic department's accreditation status
 7. Curricular changes in university
 8. Storage availability and online accessibility

Periodical Formats:

Journals

Paper journal subscriptions have historically been the standard at SWOSU. However, the Library is currently focusing on electronic formats.

Newspapers

The Library acquires national and local newspapers in accordance with the general selection criteria. The library subscribes to a representative selection of regional and Oklahoma newspapers for the use of its patrons. Newspapers will be discarded after a specified period, depending on the title.

 ***Government Documents***

The Al Harris Library at Southwestern Oklahoma State University is designated as a partial United States depository library. The Al Harris Library is also an Oklahoma depository library.

In accordance with the requirements defined in the *Instructions to Depository Libraries, Guidelines for the Depository Library System*, and the *Federal Depository Library Manual*, the collections strive to serve the government information needs of the constituents of the west central section of the 3rd US Congressional District.

Selection Responsibility

The selection of materials for the federal and state collections is the responsibility of the Serials, Government Documents, and Electronic Resources Librarian with the assistance of the Government Documents Technician. All librarians on the staff contribute to the collection development of this area.

Digital Policy

Beginning in January of 2009, it is the Al Harris Government Document collection policy to be a digital depository for both federal and state documents. This move was approved by the library faculty and the regional director of depository libraries.

The Al Harris library will discard all hard copies of government documents that are available from an authoritative electronic source after the hard copy is held by the Library for at least one year. This policy excludes federal documents that are less than 5 years old and state documents that are less than 3 years old. Other exclusions are hard copies of documents contributing to the greater library collection for their regional, historic, or other unique attributes.

Music, CDs, and DVDs

- The Library does not usually purchase music scores or music CDs.
- DVD is the highly favored electronic format. Because VHS is being phased out, the Library can no longer support the VHS format when purchasing movies and documentaries.
- The Library must provide the required hardware on which to run DVDs.
- Licensing of music CDs and DVDs should allow the material to be circulated to the public or to be available on a public computer.
- The Library attempts to purchase performance rights for DVDs when possible.

Electronic Formats

- The Library collects online electronic resources which support the educational needs and research needs of the university community. Such resources may include general or specialized monographs, reference works, indexes and abstracts, full-text periodicals, or informational databases in physical formats or as remotely accessed resources.
- Electronic formats of monographs or reference works may be purchased if costs and predicted use make it more feasible to do so than in print format.

- The Library may not purchase some electronic formats for reasons such as prohibitive costs, the inability to provide usage statistics, system requirements, and licensing requirements.
- The Library does not collect general purpose application software which is usually available in computer labs or required for a course.
- Licensing agreements should be read, understood, and negotiated prior to the payment, processing, and cataloging of electronic materials.

Electronic Format Options & Guidelines:

- *Licensed commercial web-based resources*
 - The Library must provide the required hardware on which to view the web-based resources.
 - Internet resources are the preferred method of accessing electronic materials. It is best to try to purchase them via one of the following options:
 1. continuing library subscriptions,
 2. one-time purchases,
 3. membership to AMIGOS, OCALD, or other consortia.
- *Other web sites or electronic text resources*
 - Other websites and electronic material are added to the online catalog as they relate to the research needs of the SWOSU community.

General Selection and Evaluation Guidelines for Electronic Resources

- The Library recognizes the many advantages of web-based resources and strives to identify web-based resources that may replace or enhance materials currently available only within the library building.
- The following variables must be considered prior to acquiring an electronic resource:
 - *Availability:* All SWOSU libraries must have the technology necessary to access the electronic resource, although either library may decide not to make a particular electronic resource available. The resource is to be compatible with a wide variety of platforms (PC, Mac, etc.). The preferred access methods are listed by priority:
 1. Web based with remote access
 2. Stand-alone (mounted on a local hard-drive or installed on demand)
 - *Online Delivery:* The electronic resource must be accessible to users at one of the SWOSU library locations. If the resource is not selected for use at the Al Harris Library, the Serials, Government

Documents, and Electronic Resources Librarian and Director of Libraries need access for regular evaluations and statistical gathering. Web-based resources should have identical functionality when accessed with browsers that are standards compliant.

- *Licensing/Rights*: No electronic resource, except those in the public domain or that fall under Fair Use, may be included in the collection unless the right to distribute the electronic resource through the SWOSU network has been obtained.
- *Cost*: Consortia pricing is preferred. If one format is substantially more expensive and is selected for acquisition, the reason for selecting that format needs to be documented. Reasons for selecting the more expensive format may include, but are not limited to, the following:
 1. Accessibility
 2. Accreditation
 3. Availability of format
 4. Guarantee of archival access
- *Evaluation*: The item must be evaluated on the following criteria:
 1. Demonstrated need of the electronic resource by the primary user group and, if appropriate, secondary user groups.
 2. *Demonstrated need* can include, but is not limited to, accreditation, class curriculum, and departmental research.
 3. Demonstrated use of trial subscriptions through database statistics and reviews.
 4. Intention of faculty to have library instruction for more specialized resources in a given discipline.
 5. Faculty, student, and librarian response to and evaluation of the resource concerning accuracy, scope and usability.
 6. Continued development of technology that makes resources ADA accessible.
 7. Reliable and regular database usage statistics.
 8. Evidence that the electronic resource is authoritative and current.
 9. Evidence that the electronic resource is recommended by instructors, cited in student work, or cited in faculty publications.

VIII. GIFTS

The Library accepts and acknowledges donations of materials for its collections, using the same criteria for selection as purchased items. The Library may refuse any gift which does not contribute to the mission or purpose of the Library. The Library will not appraise materials for tax or other purposes. Any materials given to the Library become the property of the Library, and the Library always retains the right to dispose of duplicates and any other unneeded materials as it deems appropriate. It is required that a Gift Policy form be offered to the donor before the materials are donated.

IX. SOUTHWESTERN MATERIALS

The Library has the responsibility of selecting and preserving materials concerning the history and development of Southwestern Oklahoma State University. These types of items, including yearbooks, photographs, and other Southwestern memorabilia, are collected on an ongoing basis, usually by donation. These materials are located online or in the Southwestern Room. If these types of materials must be purchased, the funds to do so come from the book budget.

X. RECONSIDERATION OF MATERIALS

Because the Library attempts to acquire materials representing a wide variety of viewpoints and some users may find some materials offensive, a process is in place for reconsideration of materials. A Request for Reconsideration form may be provided upon request. The completed request will be considered and a response will be sent to the requestor by the Director of Libraries. It is the responsibility of the Library to present all viewpoints when a controversial issue arises.

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