

MISSOURI STATE - WEST PLAINS
GARNETT LIBRARY

LIBRARY COLLECTION DEVELOPMENT POLICY
(Approved by the Library Advisory Committee, February 14, 2006)

I. Philosophy and Objectives

The mission of the Garnett Library is to provide quality information resources and services to support the programs of Missouri State University-West Plains by promoting the highest quality services, resources, and technology to meet the changing information needs of students, faculty, and staff both on-campus and in the extended campus.

One of the supporting objectives for this mission is to develop a timely and balanced collection adequate for curriculum and academic needs. The library provides a wide range of materials with diversity of appeal and contrasting points of view. The library is also available as a community resource.

National standards are used as guidelines for the collection and development policy. *The Standards for Community, Junior and Technical College Learning Resource Programs* adopted by the Association of College and Research Libraries Division of the American Library Association serves to motivate future collection growth and development.

II. Responsibility for Collection Development

Official responsibility for the library resides with the Chief Academic Officer (CAO). The President of Faculty Senate assigns members to the Library Advisory Committee which is composed of faculty and librarians. Members of this committee act in an advisory capacity on policy and library issues. Members also convey faculty and student library needs, assess the collection areas, and communicate developments within the library to the academic community. It is the responsibility of the Head Librarian to keep the Library Advisory Committee apprised of library issues and progress.

It is the responsibility of the Head Librarian, working in cooperation with the CAO and Division Chairs, to make recommendations for resource allocations for new and existing degree programs and to evaluate content areas as they support the curriculum. All full-time and per-course faculty are encouraged to submit book and resource requests for their disciplines. Departmental representatives may be assigned by Division Chairs to inform faculty of allocations and order deadlines and to collect book order requests. Based on first-hand knowledge of students' requests, librarians also have a role in selecting resources for assignments and cross-curricular needs such as reference resources and general research topics.

III. Criteria for Selection for Print Formats

Librarians strive to obtain high quality resources to support the growing demand for academic resources by adhering to the following selection criteria:

- A. Importance of subject in relation to the curriculum.
- B. Currency and accuracy of information.
- C. Timeliness, permanence, and importance of information.
- D. Author's reputation, significance, and quality of writing.
- E. Availability of other material on the subject in the library, in area libraries, and in Missouri State University libraries.
- F. Inclusion of the title in standard bibliographies or indexes.
- G. Recommendation in standard reviewing sources.
- H. Price.
- I. Length (prefer monographs of at least 50 pages or more in length).
- J. Language. English is the selected language except items which support the foreign language curriculum.
- K. Format, including organization and legibility, durability of binding, and type.
- L. Scope and depth of coverage.
- M. Ease of use.
- N. Publisher. Vanity presses are normally excluded.
- O. Duplication. Single copies are usually held unless there is a significant need for duplicate copies. Donated duplicates may be sent to extended library sites.
- P. Current v. retrospective materials. Both current and retrospective materials are essential to the needs of an academic library. However, current materials will generally receive a higher priority. Current materials are those in print. Retrospective materials are those out-of-print or available only as reprints either in full-size or microform editions.
- Q. Out-of-print materials. Efforts to obtain materials from the out-of-print market will be made if it is judged that the material is of enough importance to justify the effort and cost.
- R. Expected use by primary clientele (students, faculty, and staff).
- S. Consideration of available space in various collections.
- T. Funding to continue gift items in series, e.g., periodical donations.
- U. Appraised value as determined by standard or collective sources.
- V. Condition with regard to age and appearance.

(Adapted from Southwest Missouri State University – West Plains *Collection Development Policy*, 2000, and St. Mary's University *Academic Library Collection Development Policy, Criteria for Selection of Materials*, 2000.)

IV. Criteria for Selection for Special Formats

- A. Hardbound volumes are preferred when both formats are available. However, if the materials are judged of transitory nature and the cost of paperback is significantly reduced, the paperback volume may be selected.

- B. Microform formats are no longer purchased. However, the Microforms Collection provides a useful retrospective research collection. (Equipment to view this collection needs to be maintained and should be upgraded to digital capabilities.)
- C. As journals become available in full text from online databases, a preference for the online source enables the reallocation of funds from replaced print journals for the purchase of other journals requested by faculty for newly developed academic programs. A choice is made between print and online formats based on journal use and the graphical nature of the publication. Care should be taken in adopting online access in favor of print subscriptions since the library does not retain ownership of online subscriptions, and database contents are subject to future contractual implications of database licensing.
- D. New multi-media formats and technologies should be considered for use in the library as their use becomes more widespread.

V. Selection Tools

Reputable, objective, and professionally prepared selection aids are consulted as guides for the development of core collections in subject areas and for the review and purchase of new resources.

Journal resources for book selection at Garnett Library include:

- A. *Booklist*.
- B. *Choice* magazine.
- C. *Chronicle of Higher Education*.
- D. *Library Journal*.
- E. Professional journals in academic subject areas.

Online databases for book selection include:

- A. *Choice Reviews Online*.
- B. *Books in Print*.
- C. Reviews indexed in professional journals in online databases.

Reference books for book selection at Garnett Library include:

- A. *Books for College Libraries* (5 vols.).
- B. *Vocational and Technical Resources for Community College Libraries*.

VI. Collection Development Decision-Making

Continual assessment of the needs of the collection is essential to support a dynamic curriculum. Faculty and librarians work cooperatively to review subject areas for curriculum support. This process should take into account the need for circulating books as well as reference books, journals, and multi-media needed for equitable support of each discipline.

- A. New degree programs have the highest priority for collection development. As a corollary, new degree programs require support with the acquisition of new resources.
- B. Existing program needs are given secondary preference.
- C. Donations are encouraged.
- D. De-selection and “historical use” markings are necessary in the areas of changing subject matter such as medicine, technology, science, etc. De-selection also applies to superseded reference materials.

VII. Donation Policy

The library welcomes gifts of books, papers, records, and other items in good condition which would complement its research collections and support the University’s programs. The library relies greatly on donors to sustain the development of its collections. It is advisable that any University representative accepting materials on behalf of the library should inform donors that gifts are evaluated according to the library selection policy.

It should also be understood that the library has the responsibility to assess the usefulness of the gift in terms of its retention, collection location, cataloging treatment, or maintenance.

The library encourages donors to obtain an appraisal of their donations for income tax purposes. Appraisals are the responsibility of the donors and should ideally be made prior to donation. The Internal Revenue Service considers library staff to be interested parties precluding their participation in the appraisal process. Acceptance of an appraised item does not imply agreement with the appraised value.

Library staff can supply information on online appraisal services that the donor may consult. On occasion, the library staff has provided lists of donated materials for the donor on request.

It is the responsibility of the library to inform the Office of Development concerning gifts received and to provide donor information for acknowledgement purposes.

Donated items unsuitable for Missouri State University-West Plains library collections may be given to other libraries, offered to students, or recycled if condition warrants.

Criteria for deselection include:

- A. Content not warranted by the curriculum.
- B. Outdated information.
- C. Poor physical condition. (Care should be taken not to include books with mold, mildew, or insect infestation that may contaminate the collection.)
- D. Extra copies not needed

(Adapted from Southwest Missouri University-West Plains library policies.)

VIII. Challenged Materials

Occasionally materials are challenged and librarians need to be prepared for this possibility. Selection of materials is made on the basis of the value of the item to the curriculum, not on the anticipated approval or disapproval of persons using the collection. No materials are excluded because of race or nationality of the author or the political or religious views expressed therein. Multiple viewpoints on issues should be represented.

The following procedures are to be followed by library staff in handling censorship cases.

- A. For library staff: Be courteous and listen to the complainant. Do not make commitments on behalf of the library or the University about the anticipated treatment of the material in question. Ask the individual to file an objection in writing and submit the complaint to the Head Librarian.
- B. For the Head Librarian:
 - 1. Keep the administration informed throughout the process.
 - 2. Read and examine the complaint and the questioned material.
 - 3. Check reviews and general acceptance of the material.
 - 4. Call on the Library Advisory Committee for an opinion if deemed necessary.
 - 5. Issue a written statement to the complainant concerning the decision.