



**GERALD R. SHERRATT LIBRARY**  
**LIBRARY DEPARTMENTAL POLICIES**

Policy No.: 3.2

Date: 07/01/13

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**SUBJECT:** Collection Development

## **I. Library Vision and Mission Statements**

- A. Library Vision Statement: As the academic center of the University, the Sherratt Library promotes scholarship and lifelong learning to its community by providing quality resources, responsive services, and effective information literacy education in a constantly evolving environment.
- B. Library Mission Statement: The mission of Gerald R. Sherratt Library is to ensure access to global information within a personalized learning environment by collecting, organizing, preserving, disseminating and creating information for the university community. The role of the Library is to actively stimulate the optimum use of information resources by developing information literacy skills that support the university curriculum, student and faculty research, and public service. Unique to our mission is the training of instructional media professionals.

## **II. Purpose of the Collection Development Policy**

The collection development policy provides general guidelines for selecting materials for the Library. The goals are to ensure consistency among those who have responsibility for developing the collection and to provide a tool for evaluating and improving collections for all relevant subject disciplines.

The Library upholds and promotes the following statements from the American Library Association:

A. Library Bill of Rights

<http://www.ala.org/advocacy/intfreedom/librarybill>

B. Freedom to Read Statement

<http://www.ala.org/advocacy/intfreedom/statementspols/freedomreadstatement>

C. Libraries: An American Value

<http://www.ala.org/advocacy/intfreedom/statementspols/librariesamerican>

## **III. Collection Development Responsibility**

The general responsibility for collection development belongs to the Technical Services Librarian under the supervision of the Dean of Library Services. The development of a collection that meets institutional, instructional, and research needs is the joint responsibility of departmental and library faculty and the Technical Services Librarian. The Library welcomes faculty recommendations and solicits faculty help in building the collection.

Students and other users are welcome to submit requests. Requests that meet the selection criteria will be purchased provided funds are available. Requests can be made through the library services web page. <http://www.old.li.suu.edu/library/request.htm>



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Collections which are not under the direct supervision of the Technical Services Librarian include:

- A. Reference (supervised by the Reference Librarian)
- B. Reserve (supervised by the Circulation Coordinator)
- C. Special Collections and University Archives (supervised by the Special Collections Librarian)

**IV. General Guidelines for Selection**

- A. Appropriateness for the undergraduate and/or graduate programs at the University. Materials that go beyond the academic curricula but meet the cultural, career, recreational, and information needs of the campus community are also given consideration.
- B. Possibility of use for one or more courses.
- C. Building on identified strength of the existing collection in a particular subject area.
- D. Filling identified gaps or weaknesses in the existing collection.
- E. Permanence of the material.
- F. Currency and timeliness of the material.
- G. Expected usage: for occasional needs, interlibrary loan may be used as a viable alternative to ownership.
- H. Appropriateness of chosen format (printed, digital, audio, visual) for the subject matter.
- I. Cost of the material.
- J. Critical reviews of the material
- K. To provide the broadest range of materials for the support of the curriculum, the Library normally purchases only one copy of a title.
- L. The Library purchases textbooks for some large general education courses to be included in the T-Bird Text Collection and occasionally purchases other textbooks in subject areas where they provide the best overviews, but they are an exception rather than the rule.

**V. Additional Guidelines**

*A. Electronic Information Resources*

Selection criteria for electronic formats and internet resources follow the same priorities applied to any resource in meeting the educational, curricular, and research needs of library users.

Additional criteria include:

1. Compatibility with available hardware.
2. Speed and reliability of access.
3. Responsiveness of product/vendor support staff.
4. User friendliness interface.
5. Availability to remote users.
6. Compliance to Rehabilitation Act, section 508 standards to make electronic and information technology accessible to people with disabilities.

*B. Serials*



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Serials includes print and electronic materials that are published on an ongoing basis (at least biannually) under a single title. Annuals and series published on an irregular basis are included in the reference or main collections. Library liaisons consult with academic departments as to the needs of the faculty and students in academic departments.

**1. Electronic journal databases**

The Library subscribes to numerous electronic databases most of which are purchased by the Utah Academic Library Consortium (UALC). Biannually the UALC Collection Development Committee, consisting of librarians from all UALC institutions, reviews the use statistics and cost for use of the databases, and makes recommendations to subscription changes. Usage statistics for databases purchased individually by the Library are reviewed at renewal dates to determine if renewal will be made.

**2. Print journals**

The Library maintains a small collection of print journals. Because print subscriptions represent a potential long-standing budgetary commitment, acquisition of a new periodical title requires substantially more careful consideration than acquiring a monograph.

Basic criteria for evaluating titles for either addition or deletion:

- a. Present use of periodicals in the subject area under consideration.
- b. Projected future use.
- c. Critical review of the journal under consideration by experts in the field.
- d. Inclusion in a prominent abstracting or indexing source available at the University Library.
- e. Holdings in other libraries. Can interlibrary loan serve the need?

**3. Newspapers**

Numerous newspapers are available online. The Library maintains paper subscriptions to a limited number of print newspapers.

**4. Standing Orders**

Standing orders for materials published on a regular basis in serial form are placed on order with the publisher/vendor for automatic shipment since in many cases the exact publication date is not known. Standing orders are reviewed periodically by subject liaisons and the reference librarian.

*C. Reserve Materials*

The reserve collection is comprised of print and media items available for checkout at the circulation desk as well as electronically stored materials accessible online. The collection provides access to materials in support of current courses.



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Materials are placed on reserve on a semester basis at the request of the faculty. Faculty are responsible for meeting copyright compliance guidelines for photocopies placed on traditional or electronic reserve. (See Reserve Policy)

*D. Media Collection*

The Library collects and maintains non-print materials to support the university's academic programs. The Selection criteria governing print collections will guide selection of media materials.

*E. Reference Collection*

The reference collection is a collection of non-circulating books and databases generally consulted in response to a data query. To better facilitate this process, the print sources are kept together and their use is restricted to the library building.

*F. Government Documents*

The Library is a selective depository for U.S. government publications. The Technical Services Librarian, in consultation with appropriate faculty members, is responsible for the selection of depository series from those available. Selection is made on the basis of the university's instructional and research needs, and the information needs of the citizens.

Federal Documents are the property of the United States government and are maintained and weeded in accordance with Federal depository regulations. Selective government information published electronically is available through internet access provided on records in the library's online catalog.

*G. Special Collections and Archives*

Special Collections contains material that are old, rare or valuable and that requires special care and protection. This includes microform editions of periodical back files, mostly newspapers of national and local interest. The University Archives contains university records and information of historical value related to the University. (See Special Collections Policy)

*H. Curriculum*

The purpose of the curriculum collection is to support teaching and learning in the College of Education, and to serve as a laboratory collection for students and teachers.

*I. Juvenile*

The Library builds and maintains a juvenile collection of fiction and non-fiction that support the curricula and certification programs in elementary and secondary education.

**VI. Gifts**

The library welcomes gifts of library material, equipment, money or endowment funds. Such gifts allow the library to stretch its limited budget and offer material and services that might otherwise not be available to patrons. Donors must sign a release form whenever they give a



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gift to the library. All gifts become the property of the Library, and the Library reserves the right to use them according to its needs. Gifts are subject to the general guidelines for material selection outlined in section IV. Unneeded or duplicate items may be sold, discarded or donated to other institutions. The Library always provides acknowledgement of all gifts received, and each donated item added to the collection will be labeled with a gift plate bearing the donor's name. The Library cannot provide the donor with an evaluation of the monetary value of the gift for tax purposes. Donors wanting an appraisal of their donations are responsible for locating and paying for the appraisal of their gift by someone not affiliated with SUU.

### **VII. Weeding and Collection Maintenance**

The collection is continually evaluated against evolving institutional requirements for purposes of both adding new titles and identifying for withdrawal those titles which have outlived their usefulness. Subject specialists continually evaluate their collection areas in cooperation with appropriate faculty members to determine the research, teaching and public service needs of the academic programs. The guidelines listed in section IV will be used in making these determinations.

Weeding or deselection of library materials is essential for the maintenance of a relevant, academically useful collection. Library liaisons will coordinate the weeding of the library collection in their areas. Departmental faculty members will be invited to participate to assure that materials of historical or research interest are not inadvertently removed. If the condition of an item suggests removal but the content cannot be replaced, consideration is given to rebinding and repair.

Other criteria to be considered:

1. Age of titles in relation to subject matter.
2. Duplication.
3. Physical condition.
4. Use.
5. Authoritativeness.
6. Curricular value.
7. Superseded editions.

### **VII. Copyright Law**

The Library promotes the provision in U.S. Copyright Law (17 U.S.C.) and its amendments. The Library strongly supports the "Fair Use" which permits and protects the rights to reproduce and make other uses of copyrighted works for the purposes of teaching, scholarship, and research.

### **XI. Request for Reconsideration of Materials**

- A. Filing a request for reconsideration.
  1. Complete a *Patron's Request for Reconsideration of Materials* form. (Appendix A)
  2. Return the form to the library's administrative offices.



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**B. Reviewing the request.**

1. The Dean of Library Services will acknowledge the receipt of the request in writing. The material will remain in the collection until a determination is made.
2. After review of the material as a whole, the library committee will make a decision.
3. A formal letter of the library committee's decision will be sent to the patron who initiated the review of the material.

**Appendix A**

**Patron's Request for Reconsideration of Materials**

Author \_\_\_\_\_

Publisher \_\_\_\_\_

Title \_\_\_\_\_

Request initiated by \_\_\_\_\_

Address \_\_\_\_\_

Complainant represents \_\_\_ him/herself \_\_\_ group or organization

Name of organization : \_\_\_\_\_

1. To what in this material do you object? (please be specific, cite page numbers as needed)

\_\_\_\_\_

2. What do you feel are negative results that might result from reading or seeing this material?

\_\_\_\_\_

3. Did you read or view all the material?

\_\_\_\_\_

4. Is there anything worthwhile in this material?

\_\_\_\_\_

5. Are you aware of the judgment of this material by knowledgeable critics?

\_\_\_\_\_

6. What do you believe to be the theme or purpose of this material?

\_\_\_\_\_

7. What recommendation would you like to make to the university in regards to this material?

\_\_\_\_\_

\_\_\_\_\_



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8. What material would you recommend of equal or better quality which would convey as valuable a picture and perspective of the treated subject matter to replace the title in question?

Title \_\_\_\_\_

Author \_\_\_\_\_

Publisher \_\_\_\_\_

Publication date \_\_\_\_\_ Signature \_\_\_\_\_