

## Academic Library Services Procedure Manual

500.10

**Subject:** Collection Development

**Title:** General Collection Development Procedure

**Operational Procedure – Date Adopted by the EHRA Assembly:** 3/6/1979

**Date Revised:** 4/27/2006, 5/6/2010, 8/27/2013, 1/9/2020

### I. Purpose

The Collection Development Procedure for Academic Library Services is intended to assist those persons responsible for building, maintaining, and evaluating collections that support the instructional and research programs of colleges within the Division of Academic Affairs at East Carolina University, as well as related relevant centers and institutes within the Division of Research, Economic Development, and Engagement.

This document serves as a planning document to direct future collection development and provides a way to measure progress in the collection development and management program. It also provides a method for communicating the Library's collection philosophy and principles to the University community and other users and institutions.

The Procedure will be revised periodically to reflect changing academic needs and priorities.

### II. Goals of the Collection Development Program

Collection development and management activities are conducted in support of the university's mission, goals, and strategic planning, as well as the mission of Joyner Library. Consistent with the mission of Academic Library Services, the program's goal is the development of collections that support the academic programs and research conducted within the programs of the Division of Academic Affairs and the relevant centers and institutes within the Division of Research, Economic Development, and Engagement. Selectors therefore will choose materials that best serve the university's mission:

**Instruction:** The collections include materials that reinforce and enhance the quality of instruction in all courses offered at the university. Materials provided by ALS are integral to student success at ECU.

**Research and Creative Activities:** Academic Library Services provides resources and services to assist faculty and students in intellectual inquiry, experimentation and creative endeavors in support of the mission of the university. Researchers are able to utilize Academic Library Services to obtain information to support their research and creative activities.

**Service:** In addition, through its collection development activities, Academic Library Services supports the university's broader commitment to serving the region and to its

regional transformation.

**Good Stewardship:** When selecting for and managing library collections, librarians shall give primary importance to materials which meet the expressed needs of our library's patrons. Secondary importance will be given to materials which meet anticipated needs based on past use, program development, and professional experience of the librarians. Purchasing plans are developed according to the same criteria and should regularly be reviewed for use and fit with the library's collections.

### **III. Intellectual Freedom**

Academic Library Services recognizes that free access to ideas and freedom of expression are fundamental to the educational process. We are committed to supporting diversity, equity, and inclusion and providing a collection representing a diversity of perspectives on issues. The collection will not exclude any materials on the basis of the author's race, gender, beliefs, physical and mental abilities, sexual orientation, national origin or religion. To this end, Academic Library Services subscribes to and supports the American Library Association's Library Bill of Rights, Freedom to Read Statement and Freedom to View Statement.

### **IV. Principles of Collection Development**

**A. Subject areas:** The primary subject areas collected support the instructional, research, and service activities of the departments and programs of the University served by Academic Library Services. Additional details regarding subject areas may be found in collection development procedures for Library departments and/or units. Library selectors may also provide more information in guidelines for collecting in their subject areas.

**B. Allocations:** The allocation of collections budgets is dependent upon university needs as reflected in the university mission statement, current and planned programs of study, recent indicators of collection use, anticipated program growth, publishing trends and other factors as necessary. Graduate and University Curriculum Committees are monitored so that allocations can be adjusted to support changes and additions to the curriculum.

**C. Current and retrospective coverage:** Though Academic Library Services emphasizes the acquisition of current resources in all subject fields, it will try to acquire retrospective works as needed to strengthen and balance the collections, particularly in disciplines where retrospective materials are especially important.

**D. Formats:** Academic Library Services purchases primarily two formats: print and electronic. Academic Library Services strives to acquire the best format for the information contained, taking into consideration users' needs and types of use. Efforts will be made to purchase electronic texts for classroom situations so that the maximum number of patrons can use the materials. Print may be preferred, especially for research monographs in book-reliant subject areas. Library selectors

may migrate formats when feasible.

Databases and other electronic resource purchases which are centrally funded are governed by the Electronic Resources Collection Development Procedure 500-10-13.

Individual library departments and selectors may provide more specific guidelines regarding materials types and formats for their departments and subject areas.

Additional guidelines regarding some formats are below.

1. **Monographs:** Monographic texts may be added to the collection as a result of approval plans, demand-driven acquisition plans, evidence-based plans or firm orders. Firm orders are subject to fund guidelines, while selection decisions are made at the macro level for all other purchase plans.
2. **Dissertations and Theses:** Academic Library Services collects dissertations and theses completed by students in programs at the University. Dissertations and theses completed outside the University may be acquired as needed.
3. **Microforms:** Academic Library Services rarely acquires items on microfilm or microfiche, at the discretion of the selector and library administration
4. **New and Developing Formats:** As modes of scholarly communication increasingly vary, librarians may select materials in new and different formats. These selections will be subject to the same criteria of relevance to the University's mission.

**E. Resource Sharing and Consortial Agreements:** Academic Library Services participates in a variety of resource sharing and consortial agreements to expand access to resources. An integral part of our collection development program is the provision of services which enable our users to identify and obtain access to materials held at or in conjunction with other sites. Consequently, the library's locally owned collections are supplemented by materials accessible from other institutions through alliances such as ASERL, KUDZU and the UNC System. In addition to networks involving Interlibrary Loan, we participate in consortia such as Carolina Consortium to provide a cost-effective means of access to serials packages, electronic books, and/or databases. Our relationship with the William E. Laupus Health Sciences Library, and the constituents it serves, is particularly important to our organization.

## V. Collection Development Practices

**A. Responsibility:** Academic Library Services is firm in its belief that collection management is a joint effort of library selectors and teaching faculty. We encourage faculty members to recommend the acquisition of specific titles and to work with

liaison librarians during deselection efforts. The successful management of the collection depends on faculty involvement. However, final responsibility for selection and deselection decisions rests with the library.

**B. Selection Criteria:** Selectors generally consider the following factors. Some selectors may have additional or more specific criteria.

- Relevance of the subject matter to the curriculum
- Expected use of the work by students and faculty
- Quality of scholarship or literary merit as determined by bibliographic aids and review sources
- Accuracy of information and data
- Diversity of perspectives
- Timeliness or permanence of the material
- Reputation of the author or publisher
- Quality of the physical products
- Usability of online products
- Availability of other library materials on the subject
- Inclusion of the work in important bibliographies and indexes
- Costs
- Open Access availability
- Format and its effect on accessibility of the information

**C. Selection Tools:** Include but are not limited to:

- Faculty requests
- Online selection tools, including those provided by library vendors
- Reviews in scholarly journals, *Choice*, *Booklist*, and other sources
- Publishers' catalogs and websites
- Indexes, bibliographies and series lists
- Interlibrary loan requests
- Email lists and postings
- Catalogs of other colleges and universities, including
  - ECU's peer institutions as defined by the UNC System Office
  - Colleges and universities within the state of North Carolina
  - Colleges and universities which have cognate strengths in the subject area being developed

**D. Limitations:**

1. **Publication Date Guidelines:** Current publications will be given priority. Faculty and student requests, as well as specific projects undertaken by the library, may trigger the acquisition of a retrospective title. Retrospective coverage may be important to develop support for new programs and added degrees.
2. **Limitations Dependent on the Subject Area:**
  - a. Language of publication, although the main language of this collection

- is English
- b. Geographical focus of publication
- c. Chronological focus of publication

## VI. Additional Selection Guidelines:

The following guidelines apply to materials in the general circulating collection:

1. **Multiple Copies:** Academic Library Services does not generally purchase multiple copies of monographs. Joyner may consider duplication for works with circulation records and patron requests that indicate an exceptionally heavy demand. A duplicate copy may also be considered when justification can be made for a reserve copy in addition to a circulating copy.
2. **Replacements:** Missing or lost materials are not automatically replaced. Academic Library Services evaluates potential replacements using the same criteria as regularly purchased items, as well as the following: publication date, cost, circulation history, editions available, availability through Interlibrary Loan, and remaining books/items relevant to that subject. The library may select an alternative as the replacement. Heavily used materials, determined to be necessary for teaching and research, will be replaced in a timely fashion, if they are available.
3. **Reprints:** Academic Library Services selectively collects reprints of monographs and journals based upon the availability and comparative quality and price of the original or microform edition, or the existence of additional material in the reprint edition.
4. **Textbooks:** Academic Library Services' Reserve Collection has textbooks from dozens of the highest enrolled undergraduate courses. As part of its textbook affordability initiative, Academic Library Services is committed to providing free, unlimited-use electronic textbooks when funds and licensing permit. A list of Course-Adopted Textbooks can be found on the Library's website. Some textbooks which have earned a reputation as classics in their fields, are the sole sources of information on a topic, or provide important alternative presentations of information are included in the collection.

## VII. Guidelines for Deselection of Materials

Deselection, the permanent removal of material from the collection, is essential for the maintenance of an active, useful library collection. Deselection is also made necessary by the limits imposed by the library's available space and the physical condition of the items. Selectors are responsible for conducting deselection efforts in their areas of collection responsibility as needed. Faculty members are encouraged to give feedback regarding the deselection of titles in their areas of teaching and research. The general factors considered for deselection of monographs are listed below:

- The title is no longer germane to the curriculum or of intrinsic scholarly significance
- The physical condition of the title makes it unusable and a decision has been made not to try to preserve it
- The title has been in the collection for a long period of time with no evidence of recent usage and lacks sufficient scholarly or artifactual value to retain it

- The title is a little used duplicate
- The edition has been superseded