

Collection Development Policy

I. Introduction

Statement of Purpose

This document is a statement of the collection development policies of the Charles F. Curry Library at William Jewell College (*hereafter* WJC). Collection development consists of the selection, evaluation, deselection (weeding), replacement, and retention of library materials to best support the mission of the college.

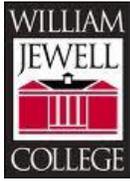
As a public document, the Collection Development Policy describes the Library's existing collection strengths and weaknesses and future collecting activity in order to inform both users and funding decision-makers of collection development priorities. It demonstrates the Library's commitment to support the teaching and research needs of WJC.

The development and management of the collections depend on cooperation between librarians, faculty, and students. This policy is designed to be reviewed and amended to reflect changes in the college's teaching and research priorities. The Collection Development Policy is also a means of facilitating cooperation with other libraries.

As an internal library document the Collection Development Policy provides guidance to the Library's staff and faculty members in the selection of resources, assists with focus on patron needs, and provides consistency and continuity in building and maintaining the Library's collections. This policy statement represents an ideal that must be tempered by the reality of fiscal resources, staff expertise, and the constraints of time and space. There is, however, no attempt to define these considerations within this document.

Cooperative Collection Development

Curry Library participates in strong local and state-wide consortiums. This has provided another alternative to building a large local library collection. Cooperation among libraries delivers more information from a wider variety of sources than a single library can provide, permits better, more efficient allocation of resources, and leads to more intensive use of collections. Many resources are shared among Missouri academic libraries through the MOBIUS Consortium.

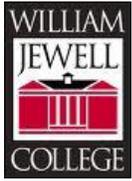


Responsibility for Collection Development

Librarians serve as subject librarians and liaisons in subject areas as assigned by the Library Director. They will work closely with faculty members in selecting new materials and evaluating the collection (e.g., by checking bibliographies against the Library's holdings, submitting lists of materials to faculty for their approval, preparing desiderata lists, and identifying materials for deselection).

Library resources are acquired through individual purchase, approval plans, standing orders, and gifts. Access to electronic resources may be through subscription or purchase, with terms of access contracted through license agreements with information providers. *Cooperative purchases through consortial arrangements are increasingly common for the acquisition or licensing of expensive electronic resources.*

In the case of purchased materials, the subject librarians are responsible for controlling orders in relation to the availability of Library funding. Funds are allocated by the Library Director to support all of the College's academic departments in a fair and equitable manner. Factors to be considered include the number of credit hours offered; the number of faculty; the number and type of degrees awarded; the average cost of titles in the relevant subject area(s); circulation statistics; the size and age of the existing collection; and the rate of change in the discipline. Consideration should be given to departments that need improvement because of outdated, weak, or non-existent subject collections in support of the college's current research and curricula.



Collecting Levels

The Charles F. Curry Library collects materials in all appropriate formats that support the curriculum and faculty research interests at William Jewell College. The Collection Development Committee, Resources and Technical Services Division of the American Library Association have created nationally accepted standards that define levels of collection development (ALA, 1979). The Library uses these standards to guide their collection decisions.

These collection levels are assigned in the individual Subject Collection Policies, which are not a part of this document.

* **Comprehensive level (Level 5):** A collection in which a library endeavors, so far as is reasonably possible, to include all significant works of recorded knowledge (publications, manuscripts, other forms) for a defined field. This level of collecting intensity is that which maintains a "special collection"; the aim, if not the achievement, is exhaustiveness.

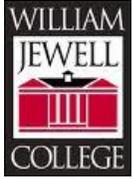
* **Research level (Level 4):** A collection that includes the major published source materials required for dissertations and independent research, including materials containing research reporting, new findings, scientific experimental results, and other information useful to researchers. It also includes all important reference works and a wide selection of specialized monographs, as well as an extensive collection of journals and major indexing and abstracting databases in the field.

* **Study level (Level 3):** A collection which supports undergraduate or graduate course work, or sustained independent study; that is, which is adequate to maintain knowledge of a subject required for limited or generalized purposes, of less than research intensity. It includes a wide range of basic monographs, complete collections of the works of important writers, selections from the works of secondary writers, a selection of representative journals, and the reference tools and fundamental bibliographical apparatus pertaining to the subject.

* **Basic level (Level 2):** A highly selective collection which serves to introduce and define the subject and to indicate the varieties of information available elsewhere. It includes major dictionaries and encyclopedias, selected editions of important works, historical surveys, important bibliographies, and a few major periodicals in the field.

* **Minimal level (Level 1):** A subject area in which few selections are made beyond very basic works.

* **Out of Scope (Level 0):** A subject area that is not collected and in which no materials are selected.



Section II. Evaluation Criteria

The subject librarians evaluate possible acquisitions by considering, but not limiting themselves to, the following criteria:

- * Subject
- * Appropriateness for the entire collection, including filling gaps in the collection
- * Authoritativeness
- * Author's or publisher's reputation
- * Binding
- * Current WJC Faculty monographs
- * Historical value
- * Price
- * Relevance to the curriculum
- * Student and faculty needs and requests
- * Published reviews

General Collecting Guidelines

In addition to the above criteria, the general parameters defined below guide collection decisions. These parameters may be modified slightly in the Subject Level Policies to meet the unique needs of a given college or department.

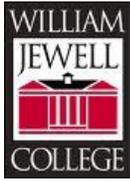
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Chronological: Primary emphasis is on current materials. Classics in a field and other works dealing with all time periods are considered selectively.

Subject Treatment: Materials are selected at an appropriate academic level to support the curriculum & research needs of the college. In most cases this is at a minimum of an undergraduate 4-year college level. The chief exceptions to this are textbooks and curriculum materials at the high-school, middle school and elementary levels, acquired to support teacher education for the College's Education Department.

Format: The primary formats collected are monographs and serials, in both print and electronic formats. In most subject areas, electronic versions of serials are preferred over their print counterparts. Other formats such as DVDs, compact discs, videotapes and microforms, are purchased selectively to support the curriculum.

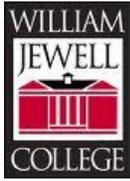
Multiple Copies: Generally discouraged. Additional copies of materials are acquired only if demand or a faculty request warrants it.



Section III. Format Guidelines

Monographs

1. **Hardbound/Paperbound books:** Paperback books are generally preferred to hardbacks, but both types will be considered for purchase.
2. **Books with appended computer disks or CD-ROMs:** The Library selects books with accompanying computer material under the same evaluation criteria for other materials. Such books shall be cataloged, shelved, and circulated in the same manner as all other books.
3. **Textbooks:** Generally not purchased unless for the Curriculum Library.
4. **Popular literature:** The Library maintains a collection of Best Seller fiction and non-fiction. Funds for this collection are separate. These materials will be acquired principally through a book leasing program in order to keep the collection fresh. Titles may be purchased outright at the discretion of the Library.
5. **Print Reference Works:**
 - Bibliographies and Guides to the Literature
 - Abstracting and Indexing Services
 - Telephone books: Telephone books are not collected except for a current copy of the Kansas City white and yellow pages
 - Other reference books: The following types of materials are purchased as long as they fall within subject scope and serve a campus need: almanacs, atlases, directories, encyclopedias, gazetteers, guides, handbooks, statistical compilations, tables, national and international standards, and local, national, and international codes.
6. **Electronic Monographs and Reference Tools:** The Library's electronic purchases include: databases, electronic journals and electronic books. Specific criteria for evaluating these technologies includes some or all of the following:
 - Cost
 - Demand
 - Quality of indexing and search capabilities
 - Ease of use
 - Suitability to curricular support
 - Technical support requirements
 - Compatibility with existing network system
 - Training requirements for staff and users
 - Comprehensiveness



- Currency
- Opinions of review sources
- Licensing restrictions

Journals

In order to best support the library's mission of providing access to information anywhere, anytime, electronic journals accessible over the Internet are to be collected in place of their equivalent print versions. The challenges to providing access to electronic journals warrant a detailed collection development policy focusing on these materials. This policy will provide guidelines for the selection and acquisition of both print and electronic journals as well as the provision of access. Related collection development documents will address procedural concerns in detail.

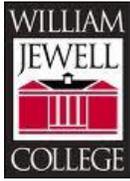
1. **Print Journals:** Although electronic access to journals is now preferred, print journals are still collected in some cases. Dual print and electronic subscriptions will be maintained only where electronic access is dependent on a print subscription. Existing runs of print journals will be maintained and augmented through donations and exchange.

Some subjects, such as art, architecture, design, and photography, require access to print journals, and new print subscriptions will be evaluated in these subject areas. New print journals in the sciences or technology will not be considered unless there is no electronic counterpart or there is a significant cost advantage of the print over the electronic version.

A browsing collection of popular journals will also be maintained. In addition to the established evaluation criteria for all materials, a new print journal subscription should be reviewed for the following criteria:

- Electronic or print indexing coverage in a source available to students and faculty.
 - Electronic version not available.
 - Faculty request.
2. **Electronic Journals:**

Scope: This policy seeks to address the selection and acquisition of electronic journals accessible via the Internet. This policy covers electronic journals for which the Library gains free access, access at a reduced rate because the Library subscribes to the print, purchases access to in electronic- only format, or obtains access to via full-text bibliographic databases.



The Library will pursue the purchase of other types of resources as these develop in the future and meet the guidelines outlined herein.

This policy does not address electronic resources that may fall into more than one of the following categories:

- online bibliographic databases
- offline electronic resources
- Internet resources (monographic in nature).

Collection development policies for online resources and offline electronic resources address the selection, acquisition, and provision of access for these materials.

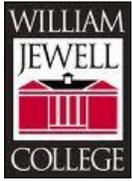
Selection Responsibility: Responsibility for selecting electronic journals rests primarily with department faculty.

General Selection Guidelines: Electronic formats are always to be preferred over print when selecting journal titles. In such cases where the electronic version meets the criteria specified in the following sections, the subscription to the print version may be cancelled.

In certain cases, in addition to content, the criteria listed below should be considered when selecting electronic journals:

- If free, the improvement or enhancement that the resource will give to existing print materials
- The technical requirements necessary to provide access
- The broad accessibility of the resource under present copyright laws and licensing agreements
- The user-friendliness of the resource
- The necessity of archiving and/or availability of archives.

It is particularly important to consult available published reviews of electronic journals before their acquisition. Reviews can outline how well a resource meets specific criteria and can provide further insight regarding the resource's overall quality. If reviews are not available, then subject librarians should make an effort to locate other pertinent information about the resource, possibly through listservs, and provide the names of contacts at comparable institutions that are using the resource so that possible issues and concerns about a resource may be explored.



A title should not necessarily be excluded because it does not meet every individual criterion or because it duplicates a print subscription. However, every attempt should be made to select resources that adequately meet as many of the selection criteria as is possible. Because this format increases the complexity of acquisition and access, a detailed list of pre-order guidelines should be included when ordering electronic journals.

The licensing or purchase of electronic journals should follow present collecting policies, whether general or subject specific policies. Specifically they should adhere to the chronological, geographical, language, and date of publication guidelines set forth in general or subject specific policies.