

COLLECTION DEVELOPMENT POLICY
of
Southwest Baptist University Library

PART I
Developing the Collection

I. INTRODUCTION

The purpose of this Collection Development Policy is to provide guidelines for acquiring, maintaining, and evaluating library information resources for Southwest Baptist University. The guidelines established in this policy provide for a systematic method of developing the library's collection of materials and in addition, serve as a communiqué of the library's collection development policy to its users. Using the principles outlined in this document, guidelines for library collection development for each academic department have been developed. Assessment procedures appropriate to each subject area will be formulated from these.

II. OVERVIEW

Southwest Baptist University is a Christ-centered, caring academic community preparing students to be servant leaders in a global society. It offers courses leading both to undergraduate and graduate degrees by means of both traditional and non-traditional delivery systems.

In accordance with the mission of the University, the mission of the library is to provide the information resources and services, or access to the resources and services, essential to the academic programs and the university community, both on the Bolivar campus and at off-campus sites. In fulfillment of this mission, the library provides:

- A. an organized and readily accessible collection of materials and technology to meet the needs of students and university personnel.
- B. space for study and use of information resources.
- C. a qualified staff to assist with information needs.

- D. opportunities for departmental faculty to work on collection development in partnership with library faculty.
- E. instruction in the use of information resources and services as an integral part of the instructional program.
- F. opportunities to develop skills for lifelong learning and further self-education.
- G. for the implementation of technological developments appropriate to the goals and objectives of the university and the library.

III. SELECTION RESPONSIBILITIES:

The collection development policy along with the educational goals of the university and the instructional goals of a subject area will serve as a guide for acquiring library information resources. In addition, the collection development librarian will have the responsibility of supervising the collection development process and coordinating the work of the collection development team.

In advance of need, each faculty member is responsible for communicating with library faculty regarding resources students need to complete research assignments for his or her classes. Identifying the appropriate electronic, print, and media materials required for purchase to fill these needs will be a cooperative venture of the faculty member and library faculty, with the collection management team having final responsibility. In each department/college a designated faculty member will be asked to serve as library liaison to route review services and "best items" lists to faculty in that area. When a focused assessment is being done of a given academic area, the faculty liaison will be asked to work with members of the collection development team in assessing and enhancing the library's resources in that area of specialty. The area representative should not only consider the effect of the added resources on the continuity of his or her subject area but also consider the contribution of the resources to the general library collection and interdisciplinary areas. With input from the collection development team and other library faculty, the collection development librarian will be ultimately responsible for collecting materials in the general and interdisciplinary areas and will make special use of the university's stated goals of general education.

On the main campus the collection development librarian and the media services librarian will send relevant catalogs, brochures, and material reviews to appropriate faculty who in turn will circulate these items to other faculty members in his or her. This service will be provided by the site librarian for each off-campus center. If an off-campus center lacks a professional librarian, the collection development librarian will be responsible for working with faculty to develop necessary resources.

Other librarians having responsibilities in collection development will include the reference librarian, the media services librarian, and the public services librarian. The university library dean will make the final decision on acquiring a particular item if such a decision is

warranted.

IV. GENERAL SELECTION GUIDELINES:

The primary responsibility of the Southwest Baptist University Library is to acquire and make accessible library information resources that reflect the goals and objectives of the university, support the university's curriculum, and provide for the informational needs of faculty, students, and staff. In selecting library materials to support the above, consideration must be given to authority of the author, reputation of the publisher, cost, timeliness, intellectual level, purpose and scope, format, language and subject. Collection development guidelines in specific subject areas will help implement this general policy for material additions.

Print, non-print, and electronic resources will be provided, as appropriate to the guidelines developed for each academic subject area.

In addition to the above selection guidelines, attention must also be given to the handling of special categories of material. These materials are as follows: Internet resources, textbooks, duplicates, gifts, paperbacks, replacements, out of print items, withdrawals, media materials, serials, archival materials, and rare books.

V. SPECIAL SELECTION GUIDELINES

A. Internet Resources

To facilitate the efficient identification and use of quality knowledge resources available via the Internet for our students and faculty, library faculty will prepare links on the library home page to selected sites and resources.

1. Links will be prepared leading to basic reference works and resources related to specific classes offered by the university.
2. By the use of selection lists, recommendations in professional journals and listserves, and faculty recommendations, an attempt will be made to select sources with appropriate quality controls as to content and proper updating.
3. Links will be reviewed on a regular basis to insure relevance and usefulness to the current programs.
4. Library faculty will collaborate in the selection and review of sites, with one member responsible for setting up the necessary links.
5. Though care is taken to select the best sites available, the appearance of sites on the library home page in no way signifies official endorsement by the library faculty of all ideas and presentations contained in each.

B. Textbooks

Textbooks used in university courses are not usually purchased for the library's book collection. Exceptions are made if the textbook is recognized as a reference source and/or provides the best available information on a topic within the scope of a department's collection guidelines. Textbooks received as a gift are also sometimes added to the collection if that textbook edition has not been superseded and department guidelines are met.

C. Duplicates

Generally only one copy of any library item is purchased for the collection. Duplicate copies of library materials may be acquired if there is the possibility of heavy use of an item. Duplicate copies of the materials received in a gift will be added to the collection if usage warrants.

D. Gifts

The resources of the Southwest Baptist University Library have been greatly enhanced by gifts made to the library. Gifts both of money and materials, such as books and periodicals contribute to the development and support of the academic programs of the University.

1. Material Gifts

It is the policy of the University Library that gifts of materials be accepted with the understanding that upon receipt they are owned by the university, become part of the library, and as such, the library administration reserves the right to determine their retention, location, cataloging treatment, and other considerations related to their use or disposition.

2. Money Gifts

The library welcomes gifts of money, and is prepared to allow the donor some latitude in specifying how this money should be spent. The donor may suggest certain titles, which will be bought if they are not already owned by the University Library, and if they fit into the library's collection development policy. The donor may also suggest certain areas within the teaching fields of the university, allowing the library to select books in those areas. The gift may be given in honor or memory of a particular person.

3. Acknowledgment of Gifts

All gifts of materials will be acknowledged by a letter from the University Library (unless the library is unable to identify the donor). In the case of gifts of money, an acknowledgment useful for income tax purposes will be issued by the University Advancement office.

4. Appraisals

Donors of large material gifts are encouraged to consider having their gifts appraised for income or estate tax purposes. In general, the University Library follows the "Statement on Appraisal of Gifts" developed by the Committee on Manuscripts Collections of the Rare Books and Manuscripts Section of the Association of College and Research Libraries.

Because the Internal Revenue Service may consider the recipient library to be an interested party and disallow an evaluation made or paid for by the library, the responsibility for securing an appraisal of value for the donated materials lies with the donor. Upon request, the library will suggest persons or organizations to be consulted for professional appraisals.

When the value of the gift is nominal and does not warrant the cost of a professional appraisal, the donor may find prices of currently available material by consulting online vendors and out-of-print shops that list on the internet.

For donors who wish to secure the evaluation and receive a receipt for the gift, the library will, upon request, furnish a list of the items. It is then the responsibility of the donor to convey a copy of the list and the resulting appraisal to the office of University Advancement.

5. Condition of gifts

Materials which present a hazard to workers or the collection, such as mold and water damage, will be disposed of immediately.

6. Identifying Gifts

If the donor desires it, books will be identified by means of appropriate bookplates before being placed in the collection.

E. Paperbacks

Purchasing materials in paperback will be determined with regard to the perceived amount of use, how quickly the subject matter is likely to be outdated, and the relative cost of items. In some cases, paper binding is the only format in which essential items are available; these items are to be bound before they are added to the collection. Paperbacks received in a gift will be added to the collection after their physical condition is evaluated and relevance to the collection is assessed.

F. Replacement of lost materials

Library materials classified as "lost" will be replaced as follows: (1) Materials not located after one year will become a candidate for replacement. (2) The item to be

replaced will be evaluated by using the library's selection guidelines stated in the collection development policy. (3) If the lost material is a heavily used item *currently* needed for instruction or research, an attempt will be made to replace it as soon as possible.

G. Out of Print items

Because of the extra expense often involved, the library does not routinely purchase materials which are out of print. If those materials provide unique coverage of a topic related to current instruction and coverage is not available in other sources, an attempt will be made to acquire them.

H. Withdrawals/Weeding

Weeding of library materials is a continuous process. Some general policies for withdrawing or weeding material include: physical condition, amount of use, currency of subject treatment, relevance to current curriculum, and specific guidelines for collection development in that subject area. Collection assessment guidelines developed for the specific subject areas will include criteria for weeding materials in those areas.

I. Media Materials

Audio-visual materials may be added to the library's collection upon request by a faculty member. These materials are as follows: videotapes, videodiscs, audiocassettes, compact discs and computer software. There is a large selection of catalogs kept in the media department that can help a faculty member who is looking for a particular title or subject. Also, brochures received concerning media materials are collected by the media department and are forwarded on a regular basis to appropriate faculty.

All audio-visual material requests will be reviewed by using the selection criteria set forth in the collection development policy before acquiring, provided funding is available. Faculty requests should include pertinent brochures or ordering information to help the acquisition process to go smoothly. An effort to preview materials if at all possible should be made and the media services librarian will help in this matter. Attention will also be given to the item's technical quality and format as well as copyright law compliance. The amount of network space available may also be a limiting factor for certain software purchases. The library does not make a practice of purchasing recreational media.

Another option available to add media materials is by having the Media Services department produce them. These materials generally become the property of the faculty member, but with permission some may be added to the library media collection. Video and audio tape copies of the university concerts, plays, recitals, and other important events are added on a regular basis to the archival media collection.

J. Serials

The University Library will purchase or provide electronic access to periodicals (magazines, journals and newspapers) as needed. These materials contribute current information and also provide information not available in any other form.

Faculty or students may request a particular periodical title be added to the library's collection. Each request will be evaluated by selection criteria stated in the collection development policy before acquiring the title. Other criteria considered include the accessibility of its contents through library-owned indexes and the number of interlibrary loan requests for that title. Careful consideration of such additions must be given due to the continued commitment the library must make through yearly subscription payments or on-line fees.

For essential titles not available in other formats, the library will purchase periodicals on microfilm/microfiche for back issues or replacement issues.

K. Archival Materials

Though housed in the library, archival materials are collected and managed as a separate entity. Guidelines for the acquisition of these special materials are in a separate document appended to the collection development policy

L. Rare Books

The library does not as a general practice collect rare books. If, however, items are identified in gifts or in the regular collection that are rare, these will be placed in a special collection. These materials would generally be out of print items whose age or physical condition would warrant special treatment and whose subject matter or significance is relevant to the mission of the university.

VI. COORDINATION WITH OTHER LIBRARIES

It is understood that since the first priority for purchasing materials is the support of instructional programs and related interdisciplinary areas, leisure reading materials of the type provided by public libraries (such as popular fiction) will not be purchased on a regular basis.

Since no library can provide all the materials that might be needed for research, the University Library participates in cooperative lending programs with other regional, state, and national libraries and library consortiums. Through interlibrary loan, the library is able to make available to its users materials not found in its collection.

Reciprocal borrowing agreements will be established and maintained with area libraries allowing our faculty and students the use of those libraries. A current list of libraries with which the library maintains borrowing agreements may be found at the information desk.

VII. OTHER CONSIDERATIONS:

The University Library is concerned with the freedom of all members of a democratic society to read, hear, and see what they will in the course of making the social, educational, and political judgements on which that society is based. In view of this freedom, this collection development policy incorporates the principles expressed in the American Library Association's "Library Bill of Rights."

It is also recognized that members of a democratic society have the right to request a review of library material they view as objectionable. Attached to this policy is a censorship policy and a censorship form to be completed by individuals requesting removal of an item from the library's collection.

PART II

Collection Assessment/Allocation of funds

In fulfilling the policies outlined in this document, collection assessment guidelines will be formulated for each academic department in addition to the collection development guidelines already outlined for each.

As the assessment guidelines are applied to each academic area and needs identified, funds will be prioritized and allocated to strengthen collections and fill in gaps. One factor to be considered is present depth of collection for a subject in relation to the level of instruction in that subject, as specified in the departmental collection development guidelines and the accompanying subject lists. Part III defines the collection levels to be utilized. Other factors include recency of copyright date of owned materials, availability of authoritative on-line resources, and cost of resources in that subject.

Academic area collection guidelines and the accompanying assessment guidelines will be subject to change as programs or majors are added or courses are added, deleted, or modified. Criteria for weeding materials in each subject area will be an inherent part of the assessment guidelines.

PART III

Definition of Collection Levels

The collection of library materials will be determined by the use of a defined collection level. This collection level will provide a general guide for the developing intensity of a subject area.

Collection levels are as follows:

LEVEL O: Nothing is collected in this subject area.

LEVEL 1--MINIMAL: Provides general information. Library materials collected at this level will include basic reference sources such as general encyclopedias, dictionaries, almanacs, and atlases. These sources will be updated every three to five years or sooner as information needs change.

LEVEL 2--BASIC: Provides general subject area information. Library materials collected at this level will include basic subject reference sources. These sources will be updated every three to five years or sooner as newer editions are published or as information needs change. A few selected general periodicals and a general periodical index will be available.

LEVEL 3A--INSTRUCTIONAL/STUDY: Provides support for an undergraduate curriculum in the areas of GENERAL EDUCATION COURSES, INTRODUCTORY SUBJECT COURSES, AND OTHER COURSES REQUIRED FOR AN ASSOCIATE DEGREE. Library materials collected at this level will include selected monographs that will provide introductory or survey information on a subject. Basic subject bibliographies will be available. Selected general periodicals and a few major subject field periodicals will be provided. A general periodical index and selected subject area periodical indexes will be provided.

LEVEL 3B--INSTRUCTIONAL/STUDY: Provides support for an UNDER-GRADUATE DEGREE PROGRAM IN A SPECIFIC SUBJECT FIELD. A wide range of monographs will be available pertinent to a subject field. A representative selection of periodicals for a subject field and subject area periodical indexes will be available. Access to subject searching in online databases will be available.

LEVEL 4--RESEARCH: Provides support for a MASTER'S DEGREE PROGRAM, INDEPENDENT STUDY, AND UNDERGRADUATE SEMINAR COURSES. An extensive monograph collection in a subject field that will include a subject field's history, research, trends, issues, etc. Selected professional journals, and subject area periodical indexes, abstracts, and bibliographies will be available. Access to subject searching in online databases will be available.

LEVEL 5--COMPREHENSIVE: Provides support for GRADUATE PROGRAMS. Materials collected will include primary sources, specialized monographs and periodicals.