

# **Collection Development Policy**

## **G.R. Little Library**

### **Elizabeth City State University**

The library embraces the letter and spirit of the American Library Association's (ALA) *Library Bill of Rights*. Consequentially, it further subscribes to ALA's supplemental statements regarding interpretations of those rights, most particularly its elucidation styled "Intellectual Freedom Principles for Academic Libraries: An Interpretation of the *Library Bill of Rights*". (See *Appendix*)

An effective, comprehensive collection development program includes (a) assessment of existing resources; (b) de-selection of unusable, superseded or superfluous materials; (c) selection of additional resources; and, (d) acquisition of additional or updated resources.

Consultation with faculty in their areas of specialization and research is an important, vital and welcomed part of the overall acquisitions program. It is especially crucial to assessment, de-selection and selection activities. The library encourages the designation of an Informational Resources Coordinator by each department; The Director of Library Services or Acquisitions Librarian should be informed of these appointments.

On recommendation of the Acquisitions Librarian, the Director of Library Services may assign areas of subject emphasis to the professional library staff. Staff so assigned will assist departmental Informational Resources Coordinators and the Acquisitions Librarian in the assessment, de-selection and selection of library holdings in their assigned subject area(s).

The Acquisitions Librarian, utilizing standard and widely recognized general and subject area collection-building tools, fills in obvious gaps with both up-to-date and retrospective resources, maintains a current reference collection, and in consultation with appropriate faculty, plans and coordinates major enhancement endeavors in response to projections of new programs of study, new levels of existing programs, substantial revisions to existing programs, and area accreditation or re-accreditation needs.

#### Assessment

Primarily because of the accelerating rates of change and changing circumstances, attention to collection assessment has become a far more critical aspect of collection development programs than it held in years past. Yesterday's "facts" are today's fiction. Significant discoveries now create instant worldwide demand, straining the capabilities of traditional sources of unbiased or balanced information (libraries prominent among them). Academic programs become part of this pulsating tempest, seeking to remain competitive and produce graduates with

high-demand, cutting-edge skills. Student bodies become less and less parochial; and all must function in a more global and multicultural society.

Assessment activities, then, must incorporate advanced, computer-assisted methods to quickly profile, compare, measure and document the relevance of library holdings (in whole or part) to current and future trends of the institution and its community of scholars. Tools such as *WorldCat Analysis* are beginning to address this need. It and other developing venues are the tools poised to more quickly discover and assess collection development needs of the G.R. Little Library. As library capability evolves and other general and subject area tools become automated, fuller adoption of computer-assisted techniques will be employed to accelerate the pace of assessment, de-selection and selection activities.

Each revised edition of *Resources for College Libraries* (formerly *Books for College Libraries*) is used both as a qualitative measure of the general collection and to update the collection. As highly regarded subject area bibliographies are revised, they too become assessment and collection-building tools. Recognized collections of other libraries, in whole or part, may also serve as collection assessment and building tools.

## De-selection

Retention of materials is based, in part, on the prevailing collection development policy, factual integrity, currency, and advice of appropriate faculty. Media is often reformatted because of obsolescence or newly emerged preferences in access equipment. Generally, special needs materials are retained.

All de-selected items affecting the official inventory of holdings maintained by the Cataloging Department must be processed out of the collection under its auspices. The dispensation of surplus materials, managed by the Acquisitions Department, conforms to applicable laws and policies of the state and the institution.

In significant measure, assessment, updating or reformatting, and circulation activities fuel the de-selection process. Comprehensive assessment, among other things, produces an age profile of resources; Aged resources in fast-moving fields become prime candidates for further evaluation and withdrawal. A comprehensive Standing Order program which impacts reference resources prompts the Reference department staff to generate a standard list of "withdraw when superseded" titles. Likewise, the circulation staff may evaluate superseded editions, duplicates no longer in high demand and the physical condition of items returned by borrowers. Reclassifications, collection housing changes and inventories provide additional opportunities.

A systematic program of subject area or general assessment, fitted between special and new program activities, assures a comprehensive, active program of de-selection.

## Selection

Materials selected for the G.R. Little Library must be in consonance with the goals, objectives, strategic development plans and functions for the university. They should primarily support and stimulate the overall instructional program, and secondarily the research endeavors of the university. A variety of informational formats are made available. Materials are selected using the following broad rationale base:

The provision of standard, basic and research works to support the curricular requirements of existing and projected academic programs of the university.

Selection of current works to keep faculty members apprised of recent developments in their fields, and to assist them in their research and professional growth.

Maintenance of broad, scholarly and up-to-date resources in support of general education objectives.

The basic collection is supplemented with general and specialized reference materials, serials, electronic databases, e-books, a widening array of media formats and a limited number of special needs resources. Selection guidelines include the following considerations:

The library supports faculty research through either purchase or interlibrary loan. Titles for which there are repetitive interlibrary loan requests will be considered for purchase.

English is the primary language of the collection.

The library acquires a limited number of resources in support of special needs students, faculty and staff. The format of such resources is largely based on the most current aggregate profile of special need students as chronicled by the Coordinator of the Center for Special Needs Students.

The G.R. Little Library provides a limited number of high demand government documents, but relies on government portals, specialized data bases or depository libraries for access to most government publications.

Textbooks are not normally purchased. Exceptions are those which have earned a reputation as "classics" in their fields, or when they are the most authoritative and readily available source of information on particular topics of interest.

Qualitatively significant bibliographic tools comprise the main platform of selection aids utilized by the library. These include reliance on *Resources for College Libraries*, *Choice* magazine, and other recognized guides to reference, subject area and general publications.

As cooperative collection development plans are formulated and implemented within the state, among the Historically Black Colleges and Universities' (HBCU) libraries and other consortia, the G.R. Little library

will limit its resources in some fields; in targeted others it will expand its holdings to research level.

## Acquisition

The availability of funds controls the scope and quantity of library acquisitions.

- ✦ Generally, paper-bound books will be acquired only when hardback editions are not available, or when there is a significant price disparity between the cost of the hardback and paperback edition (including pre-binding expense).
- A limited number of duplicate copies of a title may be purchased in cases of documented, extraordinary demand. The number of copies to be acquired is based on a standard formula devised by the library.
- When evaluated or re-evaluated, vendors shall be rated on independently derived, uniform criteria. They shall be chosen within the prevailing laws, regulations and standards of the state, UNC system, and Elizabeth City State University.
- For ease of accounting and reporting purposes, a separate vendor is ordinarily chosen to provide materials funded by grants or from outside of the budget assigned to the library.

All materials purchased with library funds or by its employees in their official capacities shall be processed and held as assets of the G.R. Little Library.

Revised, 2006. This policy is on a six-year review cycle.