

COLLECTION DEVELOPMENT POLICY

Upjohn Library, Kalamazoo College

July 2009

Mission Statement: The mission of the College library is to support the educational objectives of the College by providing resources and services to meet the information requirements of faculty, students and staff. To this end, the library seeks to develop and maintain a collection of books, journals, and non-print materials that supports the instructional and research programs of the college.

The collection development policy defines the scope of the collection, describing types of materials, selection guidelines and maintenance and weeding policies.

Scope of the Collection:

The collection consists of monographic, serial, and electronic materials, indexes and abstracts in print and electronic format, microfilm, audio recordings, videos and DVDs, maps and archival materials.

General Criteria for Selection of Library Materials:

The primary objective of materials selection is to support the instructional programs of the institution. The collection should support all components of the various curricula for all divisions of the College: Fine Arts, Foreign Languages, Humanities, Natural Sciences and Mathematics, Physical Education, and Social Sciences. The collection should also support, to the extent possible, the special programs of the College, including First Year Seminars, Study Abroad, Career Development internships, Service Learning, and Senior Individualized Projects. Purchase of materials intended solely

for faculty research will be considered only after instructional needs have been met.

The following criteria are to be observed in the selection of materials, whether monograph, serial, or non-print, for the library collection.

1. Appropriateness for undergraduate use
2. Relevance of subject matter to the current curriculum being offered
3. Availability of other material on the subject
4. Strengths and/or weaknesses of the collection in a particular subject area
5. Reputation of the author, composer, or artist
6. Positive reviews in the professional literature
7. Inclusion in reputable bibliographies and subject related lists
8. Long term value of the material
9. Currency and timeliness of the material
10. Availability of funds
11. Language of materials (Materials in foreign languages are generally not acquired except in areas where the language is the basis for a program of study.)
12. Appropriate for collection development efforts within the region, taking into consideration the holdings of other area libraries

Responsibility for Selection:

The selection of library materials is the joint responsibility of the faculty and the Bibliographer/Acquisitions Librarian. Faculty members are largely responsible for recommending materials for areas in which they teach and conduct research, although faculty may request additions to the collection for any area.

While faculty recommendations are welcome and necessary, the library staff is responsible for maintaining a balanced collection. The final responsibility for the maintenance and development of the collection rests with the Library Director.

Selection Priorities:

The first priority of collection development is to serve the curricular needs of the students. To facilitate this, requests for additions to the collection are assigned the following priorities.

Priority 1: Materials that support the current College curriculum; materials that have immediate educational value for College students; materials that have basic permanent value and timely materials that have current value.

Priority 2: Materials that could be useful to students and faculty in areas within the educational scope of the College but that are not essential to support that area. Also within this category are materials of outstanding quality not directly related to the present curriculum. Purchase of these materials is considered desirable but not essential.

Priority 3: Materials of merit that would be “nice to have” but which do not support the curriculum or related subject areas. These materials would be purchased only if extra funds, such as gift funds, are available.

Specific Policies and Guidelines:

Duplicate copies: Only one copy of each title will be purchased unless additional copies are specifically requested for a particular purpose, such as extra copies needed for Closed Reserve or for the Archives. For Closed Reserve, the guideline is one copy for every 15-20 students.

Paperback books: Paperback books will usually be selected over hardbound books because of the difference in cost. If particularly heavy use is anticipated or if the cost difference is minimal, then a hardcover copy may be purchased if available. It is also possible to rebind a paperback copy if necessary to accommodate heavy use.

Replacement copies: Titles removed from the collection because of damage or loss will be replaced if they meet current selection criteria, have significant use, and are still available. A title listed in the current edition of Resources for College Libraries should be replaced if at all possible.

Textbooks: Textbooks are not routinely purchased for the collection unless they represent the best available source of information on a subject. Textbooks requested by faculty are purchased as part of regular collection development. Donated textbooks may be added to the collection if they are current and if they provide a valuable source of information not otherwise available.

Out of Print Materials: Out of print materials are subject to the same collection criteria as more recent, in print materials. Out of print material will be purchased when a copy in good condition can be found at a reasonable price. Requests for an out of print resource needed to support course work will be given a higher priority for purchase than those from bibliographies and catalogs.

Ephemera: Printed items with little or no permanent value such as pamphlets, posters, leaflets, newspaper clippings, etc. will not be collected unless they are intended for the Archives.

Guidelines for Particular Types of Materials:

Reference books: See Reference Collection Development Policy

Periodicals and serials: Because of the ongoing and ever increasing cost of periodicals and serials, these publications are chosen with particular attention to their value to the collection and are reviewed annually for retention decisions. In addition to the general selection criteria, the following are also considered when making the decision to add or withdraw a periodical or serial.

1. faculty recommendations
2. cost and format
3. availability as part of an aggregated database to which the library subscribes
4. availability in other area libraries

5. scope and depth of coverage
6. indexed in a current print or electronic indexing/abstracting resource
7. usage

The decision as to whether a periodical should be provided in print or electronic format is determined by cost, usage requirements for the publication, faculty requests and availability. If costs are comparable, the electronic format is generally preferred because of ease of access. If the journal requested is available only as part of a larger package, then the entire package will be evaluated for added value to the collection and for long term cost implications.

As more journals become available in electronic format, decisions will need to be made as to whether to retain the print subscription in addition to or instead of the online version. If the cost of the online version is the same or reasonably higher than the print, library policy is to purchase the online version. If the print version is significantly lower in cost, the policy is to retain the print subscription.

Newspapers: Newspapers in the collection are selected to provide local, state and national news coverage. Foreign language newspapers are provided to give students the opportunity to read foreign news in the language of that country and to have the benefit of a different perspective.

Newspapers are retained for varying lengths of time depending on format, and frequency of publication. A number of newspapers are also available in electronic formats.

Microfilm: Microfilm is purchased as an alternative to the newspaper format only when it is not possible to provide access in an electronic format. This applies only to those titles for which the library needs to retain back files.

Videos, DVDs and CDs: Videos, DVDs and CDs should be subject to the same selection criteria as are other materials added to the collection.

However since most videos, DVDs and CDs are requested by faculty for specific use in a particular course, these are generally purchased if funds are available. All videos, DVDs and CDs purchased for the collection are intended to support the current curriculum. Videos, DVDs and CDs are not purchased for recreational use. However, recreational videos, DVDs and CDs which are offered as donations to the library may be added to the collection at the discretion of the Library Director.

CD-ROMS: The Library generally does not purchase CD-ROMs for the collection because of the difficulty in providing technical support and appropriate access to the material.

Weeding:

Categories of weeding include the routine weeding of superseded editions of titles received on standing order and the title-by-title weeding of unused volumes no longer relevant to the curriculum or to current research needs of faculty and students. Superseded volumes are usually discarded, unless it is determined that not all of the information is included in the most recent edition.

For title-by-title weeding, portions of the collection are reviewed on a rotating basis to assess the condition, relevance and currency of the materials. The same general criteria for material selection should also be applied when considering materials for withdrawal. In addition, the following should be considered.

1. Inclusion in the latest edition of Resources for College Libraries
2. Circulation/in-house usage count
3. Availability of a later edition
4. Currency, relevance of the contents
5. Duplication of contents in more recent works
6. Space restraints

Materials with low usage and/or in poor condition but which still have value may be designated for off-site storage. Materials in poor condition which are listed in Resources for College Libraries or which show significant usage should be replaced when possible or repaired.

Materials which are being considered for withdrawal from the collection may require further review by faculty familiar with the subject area. Once the decision to withdraw has been made, materials may be disposed of by donation to another library to fill gaps in their collection or by discarding the material in an appropriate manner.

Gifts-in-Kind: See Gifts Policy

Intellectual Freedom and Censorship:

As a private college governed by its own Board of Trustees, Kalamazoo College does not acknowledge censorship attempts on the part of persons or groups outside the corporate structure of the institution.

In order to evaluate the criticism of persons or groups legitimately related to the College and to establish guidelines for the acquisition of materials of a potentially controversial nature, the Library follows this policy:

- A. In an effort to support the College's mission, that Kalamazoo College "prepares its graduates to better understand, live successfully within, and provide enlightened leadership to a richly diverse and increasingly complex world," Kalamazoo College Library shall make available to the academic community of the College materials offering the widest possible variety of viewpoints, regardless of the popularity of those viewpoints or the popularity or unpopularity of their proponents.
- B. Selection of materials for the Kalamazoo College Library are based on the criteria outlined in the selection criteria stated in this document regardless of the frankness of the language or the controversial manner in which an author may address the subjects

of religion, politics, sex, social, economic, scientific, or moral issues.

The principles of intellectual freedom as outlined in the Library Bill of Rights of the American Library Association will be adhered to in the acquisition and retention of library materials. Possession should not be interpreted as endorsement by the Library or the College but rather as fulfillment of the responsibility to present all sides of an issue by the best spokespersons available. The maturity of the readers for whom these materials are provided is assumed.

Procedure for Challenges:

Complaints regarding material in the collection should be directed, in writing, to the Library Director. The Library Director will respond to the complaint and will send a copy of the complaint and the response to the Associate Provost for Information Services and to the President of the College, as appropriate.

Reviewing the Collection Development Policy:

This Collection Development Policy will be reviewed annually by the Acquisitions Librarian.