

Collection Development Policy

Policy Name: Collection Development

Approval Authority: President

Interpreting and Implementing Authority: Library Director

Effective: January, 2019

Last Revised: September, 2018

Next Review Date: January, 2024

Policy Statement

The Willet Memorial Library subscribes to the American Library Association's Bill of Rights and its Intellectual Freedom Statement. In adding materials to the collection all points of view will be considered without prejudice or censorship.

Ultimate responsibility for the development and maintenance of the library's collection rests with the Library Director, in close consultation with the faculty. Faculty participate fully in the selection and collection building process through departmental allocations. Students and staff are encouraged to participate and their requests are welcomed.

Entities Affected by the Policy

Wesleyan College students, faculty, and staff are affected by the Collection Development Policy.

Policy Details

The overriding collection development goal for the Wesleyan College Library is to provide resources that support students and faculty in their teaching and learning. Therefore, materials needed to support the mission and stated curriculum of the College are the first priorities. This includes materials supporting both the general education curriculum and the curriculum of the major fields offered for the undergraduate and graduate degrees. As funding allows, materials are added in the following categories:

- Materials to support faculty research;
- Materials that add to the special collections of the library;
- Materials contributing to recreational reading.

All materials are added to the collection without prejudice as to format (print, video, audio, micro, online, etc.) or publishing model (subscription or open access).

GUIDELINES

CRITERIA FOR BOOKS

Material is reviewed for its adherence to selection guidelines. Criteria used in selecting material include one or more of the following:

- The content
- Lasting value of the material
- Strength of present holdings
- Availability of funds
- Format

The following general practices are observed when purchasing materials:

- For books, hardcover volumes are always preferred; however paperback editions are purchased if that is the only format available. Books in electronic format are considered where available.
- Electronic licensing of periodical subscriptions is actively pursued when feasible.
- Textbooks are not routinely purchased or provided for use in the classroom. They are purchased

very selectively when they have inherent and lasting value to the collection as a reference work or authoritative source.

- Multiple copies of titles generally are not purchased.
- Vanity press books, workbooks, and lab manuals are generally not purchased.
- Used materials will not be purchased.
- Every effort will be made to build a collection that meets the diverse needs of our campus.

ALLOCATION OF FUNDS

Available funds for book purchase are divided 40% for the general fund from which the librarian purchases materials of a general nature, reference materials, and materials to fill gaps in the collection. Sixty percent is divided among the academic departments using the following guidelines to determine the amount allocated to each department.

Department chairs will receive a letter via email from the library director with budget information and purchase by dates at the beginning of fall semester. Book requests can be emailed or dropped off in person by requesting faculty. Most library book purchases are done through Amazon. An Amazon wish list may be submitted in lieu of an email. Department chair approval is required for purchases by other faculty within the department.

CRITERIA FOR SERIALS

All of the following criteria are used in evaluating a serial request:

- Support for the courses taught
- Strength of existing collection in the subject field
- Present use of other periodicals in this subject area
- Availability of title locally or full-text in current online databases
- Format

Because serial purchases represent an on-going commitment involving funds for purchase, for long-term preservation, and for housing, budgeting and selection policies for this type of material are different from that of monographs. The term serial is used to include periodicals, journals, magazines, newspapers, and indexes (both online and paper). The acquisition of serial titles receives considerable attention and evaluation due to the following factors: each title involves a long-standing commitment; the widely variable and increasing nature of subscription rates; and limited funds. Back files are purchased as deemed necessary and as the budget permits. Serial subscriptions are not charged to departmental allocations but are purchased from the general periodicals fund.

GIFTS

Gifts of materials are encouraged and welcomed. Gifts are accepted with the understanding that the library staff uses its discretion as to whether the material will be added to the collection. We may occasionally offer gifted items to our local Wesleyan community or outside library or non-profit groups. Under no circumstances are gifts accepted with restricting conditions. Gifts are evaluated for inclusion in the collection against the same criteria used for purchasing material. The library assumes no responsibility for the appraisal of gifts. An acknowledgement of donated materials will be sent to the donor.

PRESERVATION

- Every effort is made to preserve the materials collection through proper housing, regular cleaning, and recommended temperature and humidity control.
- Proper housing is maintained with standard library shelving and cabinets. Regular cleaning is done by personnel trained in proper methods and practices.
- The recommended temperature of 70° F and humidity of 50% is maintained at all times.

- Materials that are damaged are evaluated for continued inclusion in the collection as the need arises.
- Minor repairs and mending are done in house by personnel trained in this task. Materials needing major repairs are rebound commercially.

WEEDING OR DEACCESSIONING

It is the responsibility of the library staff with the cooperation of the faculty to withdraw materials which are no longer appropriate for the collection. The decision to withdraw materials is based on one or more but not limited to the following criteria:

- Importance of the item to the collection
- Superseded material
 - by a new edition
 - by more up-to-date or accurate material
 - items of historical significance will be retained even if superseded
- Circulation record or demand
- Physical condition
- Availability of replacement for damaged items
- Importance of the item to the curriculum
- Availability of material in other formats

The library staff makes periodic review of the holdings in order to withdraw materials (in all formats) that are no longer appropriate.

REPLACEMENT

The decision to replace material that is lost or damaged is made using the same criteria used in the original selection of said material. The criteria used for withdrawing material are also taken into consideration.

Responsibilities

In consultation with the Provost and faculty, the Library Director will be responsible for adherence to the policy.

Interpreting and Implementing Authority

The Library Director will be responsible for interpreting and implementing the policy.