

**WABASH COLLEGE LIBRARY
COLLECTION DEVELOPMENT POLICY
(6-17-98)**

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I. INTRODUCTION

A. Background of this document

The Lilly Library Mission Statement guides the development of this document as well as other library policy statements. The preamble to the Lilly Library Mission Statement reads as follows: The mission of the Wabash College Library is to promote the ability to find, evaluate and use library resources in the full exercise of freedom of inquiry that is an integral part of the education of students in the liberal arts and sciences. To meet this mission, the library develops and maintains collections and services that support the mission statement of Wabash College, fostering, in particular, the information literacy skills that are critical to independent intellectual inquiry and life-long learning.

This Collection Development Policy is intended to serve as a statement of the guidelines used for acquiring and maintaining materials for the library collections of Wabash College. It is important to note that collection development is a shared responsibility. While the principal responsibility for collection development rests with the Head Librarian working in conjunction with the teaching faculty, no member of the Wabash College community is excluded from participating in the process.

B. Description of Wabash College

Wabash College, a private, independent, four-year liberal arts college for men, was founded in 1832. Currently over 800 students are enrolled, pursuing a Bachelor of Arts degree from among more than 20 majors. To graduate, Wabash students must: complete thirty-four courses, including the freshman tutorial and the sophomore course on cultures and traditions; demonstrate proficiency in English composition and a foreign language; and pass the senior oral and written comprehensive examinations. While the College encourages and supports the over 80 teaching faculty in their research, Wabash is primarily a teaching institution for undergraduates.

Recently renovated and expanded in 1991, Lilly Library was designed to balance the needs of seating one-third of the student body and providing access to approximately 275,000 bound volumes. Given that the library is near its full capacity of physically storing bound volumes, the need for careful weeding and for exploration of alternatives to print media is a constant concern.

Library materials are primarily housed within Lilly Library. Additional materials are housed in the Goodrich Hall Chemistry Library, the Malcolm X Institute, Center Hall, and the Wabash Center for Teaching and Learning in Theology and Religion. All of these resources are represented in the library catalog.

Although the library collection is developed to meet the needs of the Wabash College community, there are few restrictions on in-house use of most library materials by visitors from off-campus. Borrowing privileges are extended to all residents of Montgomery County, Indiana, college alumni, and to all members of the academic community at one of the 25 PALNI (Private Academic Library Network of Indiana) institutions.

II. OBJECTIVES

Our primary guiding collection development objective is to acquire and maintain materials, regardless of format, which are appropriate for students doing research related to their studies and for faculty in preparing their courses.

Given that primary objective, it is the responsibility of the library staff, in conjunction with the faculty to acquire and maintain a quality on-campus collection of materials that meets the needs of our students and to provide access to information sources that the library does not own.

A secondary collection development objective is to support faculty scholarship. Such support is provided by acquiring the basic materials faculty need to carry on research, within the resources available, and by providing access to other collections through cooperative use agreements and interlibrary loan.

Additionally, the library attempts to support student, faculty and staff non-curricular research and recreational use, as financial resources are available.

III. ALLOCATION OF FUNDS

It is the responsibility of the Head Librarian to allocate the materials budget in order to fulfill the library's collection development objectives.

Acquisition funds are not allocated by any formula to the academic departments, (e.g. number of faculty, majors, enrollment in courses, etc.). Instead, the Head Librarian reviews spending and acquisition rates for books and periodicals for departments over the previous 3-5 years and attempts to maintain those levels in the current year or adjust them as needed.

IV. SELECTION RESPONSIBILITY

Ultimate responsibility for the development and maintenance of library collections rests with the Head Librarian. The Head Librarian may assign selection responsibilities to other library staff when appropriate. Selections are strongly encouraged from faculty members to support their current and planned courses. Student and staff requests for the acquisition of materials are also welcomed and are evaluated by the same standards, as are requests from all other sources.

V. BOOK SELECTION

A. Selection tools

1. The Head Librarian and others on the library staff use Publishers Weekly, Library Journal, New York Times Book Review, CHOICE, publishers' catalogs, and pre-publication literature to select titles which support the library's collection development objectives.

2. Faculty members are encouraged to use CHOICE in making current acquisition requests. They may also submit marked copies of publishers' catalogs and title announcements. It is essential that faculty members monitor their professional literature for appropriate library acquisitions and that they make the Head Librarian aware of material most useful for course requirements and for student research needs.

B. Selection guidelines

1. In evaluating a book request, the Head Librarian or his designate considers some or all of the following criteria:
 - a. Available reviews of the title
 - b. How that title might enhance the current collection in that subject area
 - c. Expected use, given the demand in that subject area
 - d. Appropriateness of the request, given the requestor's area(s) of research and teaching
 - e. Price of the book
 - i. In instances where the price of an item is high and anticipated demand is low, the holdings of PALNI libraries may be considered in determining whether or not to purchase the item.
 - ii. When there is an option of paper or hardback, the price differential between the two formats may be a determining factor in selection
 - f. Priority ranking made of an item by the requestor(s) (see Selection Procedures)
 - g. The number of requests for the book
2. Other general book selection guidelines:
 - a. Requests for monographic texts published in electronic formats (CD-Rom, etc.) will be evaluated using these book selection guidelines.
 - b. Textbooks are not normally purchased, the exceptions being a textbook which is the only or best source of information on a particular topic or which is written by a member of the Wabash faculty or staff.
 - c. Duplicates are purchased only under special circumstances. One example is the purchase of extra copies of faculty or alumni titles for inclusion in the college archives.
 - d. Replacements for lost or stolen materials will be ordered within one year of the date they are reported missing if they are available and still vital to the curriculum. An item needed for a current course or faculty research will be ordered immediately.
 - e. The library primarily acquires English language materials. Exceptions to this are language dictionaries, literature, and cultural sources in ancient and modern languages that are used to support courses.
 - f. The majority of selections are current publications. The library recognizes the need for retrospective purchases and uses standard bibliographies and other evaluation tools to locate and fill gaps in the collection. However, in view of the difficulty and expense in obtaining out-of-print and reprinted material, it is more important to spend funds for valuable current publications of long-term worth, thus preventing a future need for retrospective buying.

- g. Funds may be set aside for updating a particular subject area that faculty believe to be deficient.

When a professional society issues a bibliography of what it considers essential for an undergraduate collection, the Head Librarian will use that bibliography to check Wabash's holdings in that discipline. Faculty in that department will then be asked to decide which of the titles currently not in the collection should be acquired.

C. Selection procedures

1. Requestors rank their selections in the following manner:

- #1 Items urgently needed to support a current course in progress or needed for the upcoming semester or for current faculty research. These requests will be ordered as quickly as possible.

- #2 Items which are non-urgent needs but desired for maintaining the quality of the collections. The Head Librarian or his designate will review these requests and determine when those items will be ordered, using the following rating scale:

- A order this month

- B hold until funds are available, either in the current month or as soon thereafter as possible

- C hold until the end of the fiscal year

- #3 Items to be acquired only if extra funds are available. These requests are held until the end of the fiscal year.

2. An attempt is made to expend the annual allocation so that there are always funds available throughout the academic/fiscal year; however, in early April, if it appears that all funds are committed, #2 and #3 requests which have not been processed will be sent back to faculty members for their review. Faculty members are to resubmit only those title requests which they definitely want the library to order in the next fiscal year.

VI. STANDING ORDERS

Standing orders for multi-volume titles and monographic series differ from single monographs in that such items become an on-going financial commitment to the library budget. The same selection tools and guidelines for single monographs apply. (Section V)

In the fall term of each odd numbered year, the Head Librarian or his designate will ask library staff colleagues and appropriate faculty departments to review all standing orders to decide which items need to be continued and which are no longer critical to the curriculum.

VII. SERIALS SELECTION

A. Journals

Requests for new journal subscriptions from a member of the faculty or library staff must be considered very carefully. New faculty may not request subscriptions until they have had at least one year using our current collection and the interlibrary loan service. Student and staff requests for journals and newspapers are also welcomed and are reviewed by the same standards.

Therefore, journals differ from monographs in that a journal subscription is an ongoing financial commitment. In addition, journal prices have historically increased at a rate that far exceeds such standard economic indicators as the Consumer Price Index, and great care must be taken to ensure that the Library's ongoing commitment to journals does not consume a disproportionate share of the total acquisitions budget. It is our goal that no more than 55-60% of the acquisition budget is used for journals in any year.

Faculty members who wish to request the addition of a new subscription will be asked to review existing subscriptions in their subject discipline to identify a current title that might be discontinued. Anyone requesting such new titles must complete an acquisition request form provided by the serials manager. The Head Librarian will meet with the requestor to discuss the request, and provide such information as the current price of the title and a listing of other Indiana colleges and universities that subscribe.

Back runs of serials are usually not purchased due to limited funds and library shelf space.

Some or all of the following criteria are used in evaluating journals for acquisition or cancellation:

1. support of present academic curriculum
2. strength of the existing collection in the title's subject area
3. present use of other serials in this subject area
4. projected future use
5. cost
6. reputation of journal and the publisher
7. inclusion in a reliable indexing source
8. number of recent interlibrary loan requests for this serial

In the fall term of each even numbered year, the Head Librarian will ask the departments to review their current holdings and decide which titles need to be renewed, which titles are no longer critical to the curriculum, and to suggest new titles. To help with these decisions, the Head Librarian will supply the departments with information such as the subscription costs (last year and current year), increase in price over the past few years, the name of the original requestor, and any comments from library staff on whether or not a title seems to be used.

Each year in July, all titles are renewed and cancellations made. New subscriptions ordered at that time will begin the following January. The serials manager will notify the appropriate department when the first issue is received.

B. Newspapers

The library acquires the national editions of major American national newspapers and the newspapers of major cities in different regions of Indiana. Back runs of some of the national newspapers and the current major newspaper in Indianapolis are maintained in microform.

VIII. ELECTRONIC INFORMATION RESOURCES

A. Scope

For the purposes of this policy statement, "electronic information resources" refers primarily to digitized textual material such as periodicals, periodical indexes, monographs, data sets, and other databases. These electronic resources may be physically stored on a disk, a CD-ROM, a campus network server, or a remote server. Other sections of this policy document address selection of other electronic media such as videorecordings, music recordings, and computer software (Section IX).

B. Access

Unlike printed books, which have one reader at a time of the single-text, electronic information resources may have multiple readers (levels of access) from a variety of interfaces (modes of access). Levels of access can vary--from unlimited simultaneous users to variations on limited simultaneous use to just one user at a time. Likewise, access to electronic information resources can be accomplished by a variety of modes, ranging from the World Wide Web or the campus network to a single dedicated computer workstation in the library. Because the modes and levels of access are among the factors that influence the prices and licensing fees charged for electronic information resources, decisions regarding their selection may be significantly influenced by access-related costs.

Decisions determining the mode and level of access to electronic information resources selected for the Library will be based in part on the expected level of use of these resources. It is the Library's goal to provide the widest level of campus access to electronic information resources in the most convenient mode within budgetary and technical limitations. The Library will attempt to acquire the broadest level of access to electronic information resources that serve the needs of students and faculty across the curriculum. In contrast, electronic information resources that serve the needs of a single course or department may be acquired at a more limited access level. Given the rapidly changing electronic environment, we will continually work with faculty to determine the appropriate level of access and to develop strategies to ensure that students and faculty are able to make full use of these resources.

C. Selection

1. Selection tools

The Reference and Electronic Resources Librarian and others on the library staff use CHOICE, Library Journal, College and Research Libraries News, publishers' catalogs, pre-publication literature, as well as professional online discussion lists (Collib-L, Libref-L, Bi-L, etc.) to select titles which support the Library's collection development objectives. Faculty members are encouraged to monitor their professional literature, conference exhibitions, and other sources for appropriate electronic resources to request.

2. Selection criteria

In evaluating an electronic information resource request, the Reference and Electronic Resources Librarian or his designate considers some or all of the following criteria:

- a. Authority of the resource and the publisher
- b. Current and projected curricular needs
- c. Current print and electronic holdings from the relevant disciplines
- d. Relationship between costs of maintaining the current print subscription and assuming new costs of electronic subscription
- e. Relationship between functionality of current print resource and features of the electronic resource, including searching, printing, access by multiple users, access by remote users, etc.
- f. Responses from relevant departments regarding the acquisition of the particular electronic resource
- g. Evaluations of the resource (especially regarding content and functionality) from other librarians.

Other selection guidelines

- a. We prefer that the publisher or vendor guarantee to provide and to maintain archival access to the full contents of the database
- b. We prefer to acquire electronic journal packages with the following features: common searching of multiple titles (e.g., JSTOR and Project Muse), pricing for access to more titles at a reduced cost, and retrospective holdings to fill in gaps in our collection.
- c. Decisions regarding the disposal or relocation of superceded print resources will be made in consultation with the affected departments.
- d. In the case of periodical indexes, we will attempt to acquire the full retrospective database, subject to considerations of anticipated use and cost.
- e. We will continue to seek consortium pricing for electronic information resources through our memberships in PALNI, INCOLSA, and the Oberlin Group.

IX. NON-PRINT MATERIALS (Revised 1/31/01)

A. Videorecordings

Requests for videorecorded materials (e.g., VHS videocassettes and DVDs) are approved by the Library Director. Our primary goal is to acquire videorecordings that support specific courses. Other requests from faculty, staff or students may be considered, after consultation with the relevant department(s). The Library Director or Acquisitions Coordinator may also provide information to faculty members concerning videorecordings which they believe might be of interest to a particular department. Materials which are designed to support the training in or use of computer software are not purchased from the Library video acquisition budget; rather, funding is sought from other sources (e.g., Media Center or technology committee funds). When videos are requested for recreational use, they are purchased only if special or extra sources of funding are available (e.g., Owen Duston fund, or an end-of-year video budget surplus).

If purchases for an individual course reach \$250 in one fiscal year and additional material is desired for that course, the Acquisitions Coordinator will work with the faculty member to try to secure other sources of funding. This funding might be from the requestor's own departmental funds, from a second department which might also use the video, or from a special fund, such as Owen Duston (for literary works in film format) or Eric Dean (religion department acquisitions).

B. Music Recordings

The goal of the music recording collection is to support the curricula of all the departments of the College while building a representative collection of standard works from Western and non-Western traditions. Contemporary popular recordings are acquired only as the result of specific course-related faculty requests. Selections are made primarily in consultation with members of the music department, but requests from other faculty, students and staff are welcomed. The annual budget for recordings is divided between new acquisitions and replacements; therefore the Library may not be able to honor all requests for new material. The majority of current purchases are in the CD format, with the exception of works which are available solely in other media.

X. COPYRIGHT

Library policy conforms to current federal copyright law. Library staff will seek copyright clearance for creating a facsimile copy of a book or serial either requested for the collection or needed to replace an item that is damaged, deteriorating, lost or stolen when such a title is not available either from a reprint house or on the out-of-print market. If, in accordance with Section 108(c) of the federal copyright code, a reasonable effort to obtain such copyright permission has been unsuccessful, the library may still elect to produce such a facsimile copy.

Off-air copied media material can not be permanently added to the collection without permission from the creator or licensee of that material.

XI. GOVERNMENT DOCUMENTS

The library participates in the Federal Depository Library Program, selecting approximately 10% of the items available from the Government Printing Office. In return for receiving these documents free of charge, the library must provide public access to the collection and maintain most documents for at least five years.

The selection goals for the depository collection are to support the curriculum and to serve the government information needs of the residents of Montgomery County and the 7th Congressional District. Selections are made primarily by library staff and faculty, but students, staff, and the public are welcome to make requests. Each year in May/June, the items the library has selected for the previous academic year are reviewed. Additions and deletions to the item list are made at this time and take effect in October.

XII. COLLECTION MAINTENANCE AND EVALUATION

Ongoing maintenance and evaluation is an important component of collection development. Academic departments will be encouraged to participate in an evaluation of the collections in their subject areas every five years. The Head Librarian or his designate will periodically evaluate other sections of the collections.

A. Inventory

1. General Collection

The library staff will inventory portions of the general collection each summer. When we have different editions of a title, the Head Librarian or his designate may consult with appropriate departments about which edition(s) to retain. When we have multiple copies of a title, the Head Librarian or his designate may decide to withdraw some copies based upon their circulation history and physical condition. The electronic catalog will be updated to reflect missing items. For replacement of missing items, see Section V. B 2d.

2. Reference Collection

The Reference Librarian and other library staff will routinely monitor the reference collection for outdated or superseded materials. An inventory will be conducted every other year or as needed. Items no longer needed in reference will be shifted to the general collection or withdrawn. Consultation with appropriate departments will be undertaken as necessary.

3. Serials

The serials collection will be evaluated by the Head Librarian or his designate in consultation with departments in the fall semester of even numbered years. See section VI. A.

4. Non-Print Materials

The Media Center collection and the CD collection will be inventoried annually.

B. Items in poor physical condition

Materials found to be in poor physical condition will be evaluated for retention. If an item is important to the collection, it will be repaired, rebound, or replaced.

C. Items to be withdrawn

The decision to withdraw an item will be based upon whether or not that item has continued relevance in supporting the curriculum, as well as circulation information and physical condition. Items withdrawn may be offered to the campus community, PALNI member libraries, or high school and public libraries in Montgomery County.

XIII. ARCHIVES AND SPECIAL COLLECTIONS

A. Archives

The Archivist of the College actively collects and preserves the archives of Wabash College in the Ramsay Archival Center. These records may include papers, books, audio and videocassettes, film, photographs, recordings, microfilm, artifacts, and other formats that document the life of the college, both past and present. The Archivist consults with individuals and departments concerning retention of college records as the need arises.

B. Special Collections

Materials are evaluated and placed in the protective environment of Special Collections for the following reasons:

- a. Subject matter relates to the history of the college and/or the curriculum
- b. Unique and/or rare titles
- c. Special bindings
- d. First editions by faculty, staff, or alumni authors
- e. Early imprints.

The college does not actively seek acquisition of special collections from donors outside the college, but may accept such gifts if the collection fits within our collecting scope. Purchases for Special Collections are made at the recommendation of the Archivist, Librarians, and/or faculty, with funding handled through the general library acquisitions budget.

XIV. GIFTS

These policies conform to Internal Revenue Service regulations and the approved practice of the Association of College and Research Libraries of the American Library Association.

1. The appraisal of a gift to the library is the responsibility of the donor since it is the donor who benefits financially from any such gift to the college.
2. To protect both the donor and the college, no member of the Wabash College library staff will appraise any potential gift.
3. The library reserves the right to use the gift in the manner it deems is in the best interests of the college. The items may be added to the collections, presented to another institution, or sold to acquire other materials that may more directly support the current academic program of the college.
4. Shortly after receipt of the gift, the college development office will issue a college receipt that simply states the nature of the gift and the number of items. The receipt will not indicate any monetary value for the gift.

XV. INTELLECTUAL FREEDOM

The Wabash Library supports the American Library Association's Bill of Rights and the Association's statement on challenged materials.

American Library Association's Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries that make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948. Amended February 2, 1961, and January 23, 1980, inclusion of "age" reaffirmed January 23, 1996, by the ALA Council.

American Library Association's Statement on Challenged Materials

An Interpretation of the Library Bill of Rights

The American Library Association declares as a matter of firm principle that it is the responsibility of every library to have a clearly defined materials selection policy in written form which reflects the Library Bill of Rights, and which is approved by the appropriate governing authority.

Challenged materials, which meet the criteria for selection in the materials selection policy of the library should not be removed under any legal or extra-legal pressure. The Library Bill of Rights states in Article I that "Materials should not be excluded because of the origin, background, or views of those contributing to their creation," and in Article II, that "Materials should not be proscribed or removed because of partisan or doctrinal disapproval." Freedom of expression is protected by the Constitution of the United States, but constitutionally protected expression is often separated from unprotected expression only by a dim and uncertain line. The Constitution requires a procedure designed to focus searchingly on challenged expression before it can be suppressed. An adversary hearing is a part of this procedure. Therefore, any attempt, be it legal or extra-legal, to regulate or suppress materials in libraries must be closely scrutinized to the end that protected expression is not abridged.

Adopted June 25, 1971; amended July 1, 1981; amended January 10, 1990, by the ALA Council.

XVI. ASSESSMENT AND REVIEW

An annual review of this collection development statement and current policies supporting that statement will be conducted by the Head Librarian with the assistance of the library staff and the faculty/student library advisory committee.