

University Library of Columbus: *Collection Development Policy*

General Policy

Purpose Statement

This collection development policy provides quality and technical standards for selection, deselection, and collection management, as well as serves as a rationalization for collection development decisions for the University Library of Columbus.

Mission

The mission of the University Library of Columbus (ULC) is to promote lifelong learning and critical thinking among the students, faculty, and staff of Indiana University Columbus, Ivy Tech Community College-Columbus/Franklin and Purdue University College of Technology through the provision of user-centered resources, services, and expertise. The University Library of Columbus serves as a tool for enrichment for its community members by facilitating discovery, creativity, teaching, learning, and research.

About the Library

The University Library of Columbus is located in the Columbus Learning Center, a unique community center that supports education, economic development, and quality of life in Columbus, Indiana. Housed in this distinctive collaborative environment, the library jointly serves the students, staff, and faculty of IU Columbus, Ivy Tech Community College, and the Purdue University College of Technology. The library supports the diverse curriculum and research needs of students and faculty of each supported institution with user-centered resources and services. In addition to meeting diverse academic needs, the library also welcomes and serves Indiana residents.

Intellectual Freedom

The library is a place of diversity and learning. The freedom to read and learn is essential in the higher education environment in which the library exists. For these reasons, the library

endorses the [Library Bill of Rights](#), [Freedom to Read](#) Statement, and [Freedom to View](#) Statement as delineated by the American Library Association, which support [intellectual freedom](#).

Collection Responsibility

The University Library of Columbus librarians are responsible for selecting and deselecting materials and for planning and maintaining the overall quality and balance of the collection. Librarians use a variety of selection tools, including professional library literature, and welcome input from faculty, staff, and students. It is the faculty who shares specialized knowledge with library staff and assures support of specific curricular needs. Student recommendations are given consideration if they meet general academic and/or curricular needs.

Selection Criteria and Collection Level

University Library of Columbus strives to provide a balanced collection to support all curricular and lifelong learning needs with special emphasis collecting in the programmatic areas of art and design, business, computer science, education, liberal arts, nursing, and science.

In terms of Research Libraries Group (RLG) Conspectus levels, the library will collect at an “instructional support level.” This level is defined by the Library of Congress as, “a collection that in a university is adequate to support undergraduate and most graduate instruction, or sustained independent study; that is, adequate to maintain knowledge of a subject required for limited or generalized purposes, of less than research intensity. It includes a wide range of basic monographs, complete collections of works of more important writers, selections from the works of secondary writers, a selection of representative journals, and reference tools and fundamental bibliographical apparatus pertaining to the subject...”.

Priority is given to acquiring *current* materials to meet present and anticipated curriculum, research, teaching, and recreational needs while also recognizing the importance of retrospective acquisitions through purchase or donation. Retrospective acquisitions, meaning non-current material additions, are made to enhance existing subject areas, to build collections in new areas of interest, and to replace missing or deteriorating material when possible. The following criteria apply to all material, but may assume greater or lesser importance depending on the type and format of material under consideration. Selection criteria are applied to both purchased and donated materials.

- Present and potential relevance to user needs and curriculum
- Timeliness and permanence of the material
- Relative importance in comparison with existing materials in the collection on the same subject
- Scope and accuracy of the content
- Quality of writing, design, illustration, or production
- Suitability of subject, style, and level for intended audience
- Attention of critics, reviewers
- Faculty request/input
- Price and/or budget availability
- Age and physical condition

- Compatibility with existing technology/formats
- Licensing restrictions
- Ease of use
- English language materials only. Where foreign language programs exist or are added to the curriculum, materials will be acquired with the assistance of faculty from those departments.
- Compliance with accrediting bodies' guidelines
- Interlibrary loan activity

Special Collection Guidelines

Although all material in the collection will be held to the standards written here, special areas of the collection have additional guidelines. These guidelines are at the end of this policy.

Material Type and Format

In order to best serve the students, faculty, staff, and community of University Library of Columbus and to provide a variety of ways to access information, the library will collect an assortment of material types including but not limited to:

- Books
- Serials, periodicals, newspapers
- Audiovisual (CDs, DVDs)
- Electronic resources
- Realia

As a general rule, the library will not purchase:

- Textbooks or consumable teaching materials for the collection
- Superseded technology like VHS or cassette tapes
- Multiple copies of titles without foreseen high demand

Access to information is the foundation of the library. Based on user need and changes in technology, diverse and up-to-date formats will be acquired by the library to continue to provide a variety of ways to access information.

Emphasis will be placed on acquiring and maintaining electronic access to serials and periodicals as opposed to print.

As technology progresses the library will evaluate and review new formats before adoption. Electronic books (e-books) will be acquired on an as needed basis in conjunction with parent institution-provided resources.

Donations

The University Library of Columbus welcomes the donation of recent and in-demand titles. The library is unable to accept donated periodicals including journals, magazines, and newspapers. The library assumes no responsibility for appraisal of donated items, nor can the library accept donations under restricted conditions. All donations upon receipt become property of the University Library of Columbus. Donated materials are reviewed by library staff based upon selection criteria listed in the library's collection policy. Items may be:

- Added to the collection
- Offered to other libraries around the state

- Offered for sale through Better World Books
- Recycled

Collection Maintenance

Deselection (or weeding), preservation, and replacement of library resources are critical aspects of collection maintenance. Librarians are responsible for collection maintenance and evaluation, and it should be an ongoing process.

Evaluation

In support of the mission, librarians are responsible for evaluating the collection qualitatively and quantitatively, using information such as usage statistics, circulation data, and patron feedback to make decisions that make the collections user-centered and up-to-date.

Physical inventory will be undertaken on an annual basis to maintain a proper record of what is housed in the library.

Deselection or Weeding

Deselection is a continuing practice in which materials are permanently removed from the library collection. Also called “weeding,” any healthy library collection must keep its collection relevant and useful with the changing and shifting nature of the environment in which it exists.

Materials matching any of the following criteria may be removed from the collection:

- M** = Misleading and/or factually inaccurate
- U** = Ugly (worn and beyond mending)
- S** = Superseded by a new edition or by a superior book on the subject
- T** = Trivial, or of no discernible literary or scientific merit
- Y** = Your collection has no use for this book (irrelevant to the needs of the community)

Additionally and/or more specifically:

- Unnecessary duplicate
- Changes to curriculum
- Item is older than ten years and has not been used in five to ten years, was added more than five years ago, is not a “classic work,” does not have long-term value, and/or falls outside of curriculum
- Not listed in Resources for College Libraries (RCL) and not reviewed in Choice
- Availability through Indiana University libraries and/or WorldCat libraries
- Limited shelf space
- Accrediting bodies’ guidelines

[*CREW: A Weeding Manual for Modern Libraries*](#) can be used for additional guidelines.

Replacements

Replacements for lost, damaged, or stolen materials will not automatically be acquired. The merit of the material will be considered by librarians before replacement copies are acquired. The following criteria will be used when making decisions on replacements:

- Material still meets the selection criteria of the University Library of Columbus
- Patron demand and frequency of use justifies replacement
- Existing coverage of the subject already in collection
- Availability of newer or better material on the subject
- Existence of a superseding edition
- Cost and availability of replacement copies

Preservation/Repair

All repairs to damaged materials will be done in-house. Materials damaged beyond reasonable repair will be discarded and reconsidered for replacement or permanent deselection based on standards set in this policy.

Resource Sharing

When the students, faculty, and staff of IU Columbus, Ivy Tech, and Purdue College of Technology require materials beyond what the library has to offer locally, the University Library of Columbus can provide access to these items through a variety of methods. The method by which items are requested varies based on the patron's institutional affiliation and the type of item being requested. The library will work hard to find the resources patrons request, but depending on the availability, the library cannot guarantee that it can always fill requests.

The University Library of Columbus is not able to provide interlibrary loan service for persons who are not currently enrolled students, staff, or faculty members of IU Columbus, Ivy Tech, or Purdue College of Technology. Indiana residents should contact their local public library for such assistance.

Privileges to interlibrary loan services are regulated at the discretion of library staff. Abuse of said privileges may result in revocation of resource sharing services for users not in good standing with the library.

Resource sharing is not a replacement for collection development. Resource sharing statistics should factor into selection of items for the library collection.

The conditions of these services are based on the [Interlibrary Loan Code of the American Library Association](#) and the [Copyright Law, Title 17, U.S. Code](#).

Review

This policy shall be reviewed annually by library staff, unless deemed necessary that it should be revised sooner.

Special Collection Guidelines

Nursing and Health Sciences Collection Guidelines

Adapted from Ivy Tech Community College Library Guidelines

Because currency is critical in the health care field, the following guidelines have been developed for the maintenance and weeding of print materials for the health technologies, and include three levels.

1. Weeding Guidelines

Level One

It is suggested that the following areas of nursing to be subject to a weeding guideline from five to seven years: nursing clinical procedures, current nursing trends, and legal and ethical issues. Periodicals are usually kept for only five years.

For the library serving the Practical Nursing program, the subjects which need to be current within this time limit are: nursing fundamentals, pharmacology, adult health nursing, obstetric nursing, maternal-child health nursing, geriatric nursing, mental health and concepts and nutrition.

The ASN program, with the additional subjects of psychiatric nursing and advance levels of the nursing topics listed above, would be governed by this five to seven year guideline.

Materials for the School of Health Sciences programs would be treated similarly, dependent upon their standards.

Faculty input will assist in these decisions for Level One materials.

- **Exception A:** Some materials need to be weeded sooner than five years due to frequent change in data. Those formats requiring the most recent edition include: study guides, examination, review books, laboratory guides, drug manuals and nursing care plans. Also new developments in some subjects will warrant change in materials that include the new information, such as for immunology (dealing with AIDS), and nutrition (MyPlate).
- **Exception B:** On the other hand, some of the materials may be kept longer than the suggested time limit before weeding. These are titles not yet superseded by newer editions, having no suitable substitute in a different and more recent title, and for which there has been no recent change in the area.

Level Two

Level Two includes broader health-related, medical, and social and behavioral science areas that are to be strictly and on merits beyond date. These include materials on psycho/social problems such as alcoholism, general disease information, etc., providing the title is not clinical treatment-oriented.

Additional criteria to be considered here are: content of the subject, circulation usage, replacement availability, and cost. Based on all these factors for Level Two, a decision to keep the book might still be made, if weeding it would leave insufficient material on the subject in the collection.

Level Three

In Level Three are those books that rarely experience great change and may be kept longer. Primarily these would be the physical and biological sciences that nursing students should learn, such as: anatomy and physiology, microbiology, chemistry, and physics.

“Classical nursing works” as determined by faculty are to be preserved. In addition, nursing biographies and historical reviews are not subject to the currency guideline. Having a representative selection of these subjects of reasonable age is the primary criterion for Level Three.

2. Other Considerations

Identifying Older Material: This is considered an additional step. Those libraries that desire to further identify older books they have chosen to keep beyond the time limit of seven years, due to other criteria besides date, can choose to develop their own system.

Frequency: It is recommended that for the School of Nursing and School of Health Sciences programs the weeding will be done annually, or every two years at a minimum.

Faculty Involvement: It is recommended that each campus have a library Nursing and Health Sciences committee composed of a librarian and one or more Nursing and Health Sciences faculty members appointed from each program. Faculty can assist in the content evaluation of older books being considered for weeding, alert the librarian to topics undergoing recent changes and assist with new book selections.

Reference

The Reference Collection is maintained for the purpose of providing ready information resources such as dictionaries, encyclopedias, and handbooks. Items in the section either circulate for brief periods or are meant for library use only. Because of the importance of currency in this collection, emphasis must be placed on age of materials.

The following materials shall be included in Reference:

- Current test study guides
- Current writing or publication manuals
- Current medical, technical, and language dictionaries that support curricular programs
 - Current relevant almanacs, encyclopedias, and handbooks

Deselection

- Test study guides should be updated annually (LSAT, GMAT, PRAXIS, NCLEX, ASVAB, MCAT, CLEP, TEAS, EMT, Surgical Tech). Only one copy should be purchased. The most recent copy should be kept 7 Day Reference. One copy of the previous year study guides may be kept in Stacks. Anything older than one year previous should be discarded. No medical study guides should be kept past the most current year.
- Encyclopedias, handbooks, and language dictionaries not on order should be updated at least every five years.

Serials, Periodicals, Newspapers

Serials, periodicals, and newspapers are collected by the library to provide print access to current news and research locally, nationally, and globally.

The titles currently selected shall be maintained on a core list. Retention schedules shall be relevant for each title and comply with varying standards. Said core list is maintained separately from this document by library staff.

Juvenile

The Juvenile Collection is maintained for the purpose of providing education students access to literature for children under the age of 18.

The following materials may be included in Juvenile:

- Any book with an intended juvenile audience
- New York Public Library *100 Picture Books Everyone Should Know* should be considered a recommended core list:

<http://kids.nypl.org/reading/recommended2.cfm?ListID=61>

Deselection

Anything older than five years should be kept only if it is circulating well; classics should be replaced with newer hardback or paperback editions. Consider discarding older fiction especially when it has not circulated in the past two or three years. Also look for books that contain stereotyping, including stereotypical images and views of people with disabilities and the elderly, or gender and racial biases.

Browsing

The Browsing Collection is maintained for the purpose of providing recreational and popular reading material for library patrons. Items in the collection are not replaced if damaged or lost.

The following materials shall be included in Browsing:

- Donated mass market paperback fiction/non-fiction
- Audio sound recordings in CD format
- One duplicate copy of any classical literature or other popular fiction

The following materials shall not be included in Browsing:

- Hardcover books
- Newly purchased materials
- The only copy of classical literature or popular fiction
- Juvenile literature

Deselection

The Browsing Collection should be weeded at least once a year with the criteria listed in the general policy with the following additions:

- No circulation in past two years
- If duplicated in Stacks, no circulation within past year

Video

The Video Collection is maintained for the purpose of providing recreational and popular feature films for library patrons.

The following materials shall be included in Video:

- DVDs of popular feature films
- Duplicates of documentary films already in Stacks
- Donated Blu-ray feature films

The following materials shall not be included in Video:

- Any VHS or other outdated video technology

- Videos that support curriculum, which go in the Stacks

Deselection

The Video Collection should be weeded annually with the criteria listed in the general policy with the following additions:

- No circulation within three years from date added

Controversial Issues

The Controversial Issues Collection is maintained for the purpose of providing students books with pro and con viewpoints on current issues and topics for use in class assignments and presentations.

The following materials shall be included in Controversial Issues:

- Books less than five years old from the following series: *Opposing Viewpoints in Context*, *At Issue*, *Issues on Trial*, *Point/Counterpoint*, *Writing the Critical Essay*, *Current Controversies*, *Introduction Opposing Viewpoints*, *Global Viewpoints*, *Social Issues Firsthand*, and *Taking Sides*.
- Books that present pro and con sides of a current topic

Deselection

The Controversial Issues Collection should be weeded continuously with the criteria listed in the general policy with the following additions: □ Older than five years