

# University Library

## *Collection Development Policy*

Franciscan Missionaries of Our Lady University (FRANU) in Baton Rouge, Louisiana is an independent, private Catholic College founded by the Franciscan Missionaries of Our Lady. FRANU students participate in a student-centered academic community, which promotes a holistic approach to student growth and development. The University Library supports teaching and learning to engage students in the pursuit of academic excellence and foster a concern for the needs of society.

FRANU provides support for degrees in nursing, health sciences, humanities, behavioral sciences, and arts and sciences. FRANU

The FRANU Library exists to further these endeavors by providing the necessary support materials required by the various curricula, through both its growing collection and cooperative efforts with other libraries. To accomplish these goals, a core collection of materials, at the introductory, informational, and research levels, will be collected in fields pertinent to courses offered. FRANU is a member of LOUIS, a consortium of public and private university libraries in the state of Louisiana, allowing student's convenient access to other collections around the state.

A secondary, but no less important, goal of the library is to provide an atmosphere that students will find friendly and inviting. The FRANU Library supports information literacy, intellectual freedom, unlimited access to materials, and copyright protection.

The purpose of the collection development policy statement is to serve as the basis for selection and acquisition of materials that best serve the above goals and will guide future program development.

### **Collection Development Overview**

The Directors of Library Services with the input from faculty, students, and staff, are responsible for the final selection and purchase of all materials and the development of cooperative agreements with other institutions. This includes: coordinating the development of the all library collections, in print and electronic formats. These collection include monographs, periodicals, newspapers and magazines, reference, historic, and audio-visual.

Librarians have the responsibility for the overall development of the library collections. Included in this charge are the following functions:

- a. Making judgments as to the completeness of the holdings
- b. Considering every order in light of the needs of the college as a whole
- c. Determining the relative importance of monographs, serials, periodicals, and audiovisuals

- d. Selecting such materials as the writing of specific author, studies of the contemporary culture and other student interests that the librarian becomes aware of through public service and reference contact.

### **Standards and Criteria**

Full and part-time faculty and staff are encouraged to make recommendations for materials in their area of expertise. SACS accreditation requirements for the college as a whole are considered critical guidelines in the development of libraries' collections. New materials are selected based on relevance to one or more areas of the curriculum. The academic level of most materials will be undergraduate level, but professional level materials will also be purchased in subjects where it is required. Intellectual freedom is fostered within the library by the collection of materials presenting the widest range of viewpoints possible. Selection of materials does not imply endorsement of the content; however, the quality of all works must meet the standards as set forth in this policy.

The library fully subscribes to the American Library Association's (ALA) Library Bill of Rights, and the joint statement entitled *The Freedom to Read* issued by the ALA and the Association of American Publishers (<http://www.ala.org/advocacy/intfreedom/freedomreadstatement>). The library abides by the U. S. Copyright Law at all times. Items produced in violation of this law will not be added to the collection.

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

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of “age” reaffirmed January 23, 1996.

### **Budget Note**

Library budget lines for materials are used to support all areas of the curriculum as equitably as possible, taking into consideration library collection strengths and weaknesses, circulation statistics, and the size and nature of the curricular programs. Priority is given to specific subject areas as the need arises, such as the addition of new courses or the implementation of new curricular programs.

### **Standard Selection Criteria**

Materials are selected in accordance with one or more of the following guidelines:

- Artistic, literary, historic, and /or scientific value
- Price, in relation to total budget
- Authority and competence of author
- Awareness of significant new trends in literature, technology, and formats
- Clarity and accuracy of information and/or presentation
- Community requests and/or anticipated popular demand
- Favorable reviews
- Format and durability
- Practical usefulness
- Relationship to existing materials in the collection
- Relative importance in comparison with other materials available on the subject
- Language
- Scope

### **Selection of Specific Material Types**

**If no additional selection criteria are applicable for specific materials, standard selection criteria apply.**

### **Priority Subject Areas**

Materials selected for the library will be those that support the FRANU curriculum and its academic programs. Standard professional review sources are used as selection tools as well as specially designed vendor approval and notification slip services. The library will acquire materials that are current and user-friendly.

### **Textbooks**

The University Library does not purchase current course textbooks for the Library’s circulating collection. The library makes all efforts to keep one copy of each current assigned course

textbooks available in the Library's Reserve Collection. Students may use these materials in the library buildings. Reserve materials are non-circulating.

### **Reference**

The Reference Collection consists of general and specialized reference materials. General standard reference tools such as dictionaries, bibliographies, encyclopedias, indexes, atlases, gazetteers, handbooks, electronic resources, and specific references relating to business and careers will be considered for purchase. The FRANU library provides a general reference collection to support the curriculum. The library provides access to electronic reference resources online, 24 hours a day.

### **Media Collection**

The Media Collection consists of audiovisual materials that support and meet the instructional and general needs of the students, faculty and staff. Selection criteria include curriculum relevancy; audience level; current holdings; content accuracy; currency and impartiality; image and sound quality; faculty requests; potential uses; format; and cost. Streaming media's ease of access will be a consideration.

### **External Electronic Information Resources**

Providing connections to global information, services, and networks is not the same as selecting and purchasing materials for a library collection. Determining the accuracy or authenticity of electronic information may present special problems. Some information accessed electronically may not meet a library's selection or collection development policy. It is, therefore, left to patrons to determine what external electronic information resources are appropriate to their needs. Information literacy can help students in determining this.

### **Electronic Resources**

This is an important area of the collection. The library provides access to online databases and electronic journals as well as the Internet. Special consideration for resources available electronically include: ease of access, availability of full text, quantity and quality of content. The library will set up trial access prior to the addition of new electronic resources when appropriate, to better evaluate the resource.

### **Periodicals**

The increasing number of periodicals currently published necessitates selectivity as budget growth has not kept pace with increasing cost and demand. The University Library strives to provide topical reading selections and scholarly journals to support information needs and research needs of the curriculum. The following guidelines are considered for purchasing titles to be added to the periodical collection:

1. Periodicals which are basic to FRANU mission and curriculum.
2. Continued use of the periodical once it is in the collection.
3. Purchase priorities to the requested titles in the annual budgeting process.
4. Periodical title retention will be evaluated annually.
5. Periodical format – online format is preferred.
6. Alternatives already available through the library's electronic resources.

## **Newspaper Selection**

Newspapers may be acquired on a current basis to meet the general information needs of FRANU patrons. If budget allows, local newspapers from the area will be purchased. Selected titles representing major regional cities and several national newspapers may be considered. Due to storage space limitations, however, back issues of many newspapers will be kept for only short time periods unless retrospective issues are purchased in alternative formats such as electronic, requiring less storage space.

## **Miscellaneous collection development policies**

### **Replacement of Irrevocably Damaged, Lost, or Stolen Materials**

The library, by policy, will not routinely replace all materials because of damage or loss. The following criteria will be considered on a title-by-title basis:

1. Strength of present holdings in the same or similar subject
2. Lasting value of the material
3. Historical significance of the title
4. Availability of materials on the subject through other sources
5. Demand for the specific title on subject
6. Number of duplicate copies, if any, available
7. Availability of specific title

Replacement may be immediate, if deemed necessary.

### **Gifts**

Large gift collections should be assessed in terms of appropriateness for the libraries' collections before the decision is made to accept them. Gift materials selected for inclusion are integrated into the libraries' collections. Gift materials that are not selected may be (a) returned to the donor if requested, (b) given to another library, (c) placed in the Library Book Sale, or (d) discarded. The library cannot legally appraise gifts for tax or inheritance purposes. Although gifts and donations are welcomed, they are accepted if they meet the following requirements:

- They must meet the curriculum of FRANU and the Library's collection development policy.
- They must provide current information.
- The gift or donation must be in good physical condition.
- The gift or donation must not be in duplication.

## **University Community Involvement in Collection Development**

## **FRANU Faculty**

Determination of the educational resources of the FRANU Library is a professional consideration of great importance, requiring the cooperative efforts of librarians and faculty members.

Faculty members are encouraged by library staff to participate in the materials selection process. Librarians encourage regular consultation regarding library support of course assignments and changed or new curricula.

Any faculty member may recommend the purchase of books, serials or audio visual materials in his subject area or curriculum to a librarian. All recommended items will be reviewed by a librarian or a committee of librarians, depending on the item (cost, size, level, etc).

### **Faculty Materials Requests**

It is the policy of this library to encourage faculty to request materials for the library to purchase. All suggestions are subject to review by a librarian and all faculty requests for materials for instruction and research will be given first priority.

### **Procedure**

- 1.) Request must be made to a librarian by email, phone or in person.
- 2.) The material requested will be reviewed by a librarian for appropriateness, cost and availability of alternatives already in the collection.
- 3.) If desired, the material's arrival will be made known to the requester after processing has been completed and the item is available for check-out or use (non-circulating items).

## **FRANU Students**

Students, as prime users of the library, should be encouraged to contribute to the development of the collection by suggesting new titles and by assessing weakness in the holdings.

## **Adding and Withdrawing Materials**

### **New books**

New books are reviewed by library staff before being added to the reference or general collections. If there is a designated "New Book" viewing area the books will be housed on those shelves for a period of time, as space allows.

### **Weeding**

Library staff will withdraw library materials when, in their professional judgment, such a course of action is necessary to remove unneeded materials. Continuous evaluation of library holdings is an essential ongoing routine, in which unneeded materials are removed permanently from the library collection.

Examples of unneeded materials, which might be targeted for withdrawal, could include multiple copies, badly damaged or deteriorated materials, out-of-date or chronically unused, dated periodicals, and obsolete media materials. The library staff may also withdraw materials because of a shortage of shelf space or other constraints.

Whenever possible, faculty members and other subject specialists will be invited to participate in the weeding process to assure that the materials of historic or research interests are not inadvertently removed.

Library materials reported missing are not replaced automatically. Instead potential replacements will be evaluated using the same criteria for selection of regularly purchased items. Heavily used materials, determined as necessary for teaching or research, will be replaced as quickly as possible if they are still available. Other materials will be replaced upon the recommendation of the library staff. If after two (2) years and individual item is still missing and cannot or will not be replaced, it is to be considered permanently lost and all records will be eliminated from the catalog.

General considerations of discarding materials are:

- Circulations statistics
- Last date of circulation
- Timeliness – books containing obsolete or inaccurate data or facts
- Reliability
- Physical condition – worn or badly marked or mutilated volumes
- Duplicates – multiple copies of titles without justification
- Superseded editions of books currently held by the library
- Incomplete set of books, whose continuity has not been maintained
- Incomplete holding of journals for which there is not adequate indexing available

Items usually not discarded are those, which have research value, are out-of-print, cover local history, and add balance of the collection.

### **Reference Collection**

Books replaced by newer editions, more complete versions, or more authoritative titles will be discarded or added to the circulating collection if of value.

### **Disposing of Withdrawn Materials**

Disposal of withdrawn materials will be determined by its usefulness to the following:

- Faculty, staff and students
- Local area libraries or other institutions, as appropriate
- Remote libraries or institutions or other exchanges mechanism

### **Collecting Levels**

The Research Libraries Group of the Library of Congress, developed a system of collecting levels, known as the RLG Conspectus, intended primarily for the uniform evaluation of collections in libraries. The use of these collecting levels evolved from a tool for evaluation into

a meaningful set of descriptors employed in library collection policy statements. These levels are used in the Library of Congress policy statements to define the extent of the Library's collections.

These descriptors are used to indicate the level of acquisition of library resources. The University Library typically collects at levels 0-4, depending on FRANU curriculum.

The general definitions of these collecting levels are:

**0. Out-of-Scope:** The Library does not collect in this area.

**1. Minimal Level:** A subject area in which few selections are made beyond very basic works.

**2. Basic Information Level:** A collection of up-to-date general materials that serve to introduce and define a subject and to indicate the varieties of information available elsewhere. It may include dictionaries, encyclopedias, selected editions of important works, historical surveys, bibliographies, handbooks, a few major periodicals, in the minimum number that will serve the purpose. A basic information collection is not sufficiently intensive to support any courses of independent study in the subject area involved.

**3. Instructional Support Level:** A collection that in a college is adequate to support undergraduate 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.

**4. Research Level:** A collection that includes the major published source materials required for dissertations and independent research, including materials containing research reporting, new findings, scientific experimental results, and other information useful to researchers. It is intended to include all important reference works and a wide selection of specialized monographs, as well as a very extensive collection of journals and major indexing and abstracting services in the field. Older material is retained for historical research.

**5. Comprehensive Level:** A collection which, so far as is reasonably possible, includes all significant works of recorded knowledge (publications, manuscripts, and other forms), in all applicable languages, for a necessarily defined and limited field. This level of collecting intensity is one that maintains a "special collection." The aim, if not achievement, is exhaustiveness. Older material is retained for historical research. In law collections, this includes manuscripts, dissertations, and material on non-legal aspects.

*DRAFT Pending approval by the Library & Information Resource Committee.*