

West Virginia State University  
Drain-Jordan Library

# **Collection Development Guidelines**

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## Collection Development Guidelines

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## General Collection

### I. Introduction

#### A. Purpose of Guidelines

The Drain-Jordan Library Collection Development Guidelines define the principles, responsibilities, and logistics involved in creating a balanced collection relevant to the curriculum and research requirements of the West Virginia State University community.

#### B. Library Mission Statement

The Drain-Jordan Library supports the educational mission of West Virginia State University by advocating the University's intellectual inquiries and scholarship, and by preserving the history of the institution and the community. As the essential research hub of the University, the library promotes teaching, discovery, and learning by acquiring, maintaining, and disseminating information.

#### C. Intellectual Freedom statement

1. The Drain-Jordan Library adheres to the American Library Association Bill of Rights (<http://www.ala.org/ala/issuesadvocacy/intfreedom/librarybill/index.cfm>) which states in part, **“Books and other 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. 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.”**

2. In addition, the Drain-Jordan library complies with an American Library Association interpretation of the Library Bill of Rights for academic libraries which states in part, **“The development of library collections in support of an institution’s instruction and research programs should transcend the personal values of the selector. In the interests of research and learning, it is essential that collections contain materials representing a variety of perspectives on subjects that may be considered controversial.”**

### II. Library Materials covered

The Drain-Jordan Library Collection Development Guidelines apply to all media including but not limited to monographs, DVDs, and CDs.

III. Selection Responsibilities

A. Responsibilities of Campus Faculty

Each academic department is responsible for submitting their library material orders to their respective library liaison based on funding formulas listed in Section IV.B.

B. Responsibilities of Library Faculty Liaisons

Library faculty liaisons are responsible for ensuring their respective academic departments submit their library materials order in a timely manner as required by budgetary conditions. In addition library faculty liaisons will develop collections as outlined in Section IV.B.

C. Members of the University community

Anyone from the University community may recommend resources/titles for consideration of inclusion the Drain-Jordan Library collections.

IV. Selection Allocation Formula

A. When the Library receives a budget allocation for monographs from the University, the applicable funds will be distributed among the academic departments based on the following criteria:

1. Number of students taking classes in the department.
2. FTE faculty.
3. Student credit hours generated by the department.
4. The average price of a monograph in that discipline, as published in the latest edition of the *Bowker Annual*, a standard library and book trade reference. Using numerical data generated by application of these four factors, the library's accountant or the Library Director will determine percentages of the available funds to be spent out by the various disciplinary areas.

B. Dollar amounts are calculated based on the percentages described above and the funds will be divided for expenditure as follows:

1. In academic departments offering at least one major, 50% of available funds should be spent out by campus faculty and 50% of available funds should be spent out by library faculty liaisons.

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2. In academic departments offering no major, 40% of available funds should be spent out by campus faculty and 60% of available funds should be spent out by library faculty liaisons.
  3. In academic departments offering a Master's degree, 60% of available funds should be spent out by campus faculty and 40% of available funds should be spent out by library faculty liaisons.
- C. If, after sufficient notice, an academic department or a library liaison has not submitted orders to fulfill its collection development obligations, the money may be swept and repurposed for either expenditure by the library faculty liaison or for other library collection priorities.
  - D. It is crucial, and expected, that the Library Faculty and the Classroom Faculty communicate and cooperate in collection development decisions.
- V. Selection Criteria – in unranked order.
- A. Supports the current and planned University curriculum.
  - B. Regarded as outstanding materials in library, scholarly or professional journal reviews.
  - C. Reflects and/or represents cultural diversity of the University community.
  - D. Currency of the material.
  - E. Authority of the source.
  - F. Material appropriate for bachelor and/or graduate coursework.
  - G. Faculty recommendation.
  - H. Size and adequacy of the existing collection.
- VI. Gift Acceptance Guidelines
- A. The Drain-Jordan Library accepts gifts that meet the collection development guidelines listed in Section V above. Gifts are gratefully accepted as long as no restrictions are placed on their use or disposition. The Drain-Jordan Library reserves the right to offer gift materials to another entity.
  - B. In an effort to protect donors and the Drain-Jordan Library, library staff will not appraise gifts. The appraisal of gift items for tax purposes is the responsibility of the gift donor. The library will acknowledge receipt of gift items for individual tax purposes.

VII. Deselection Criteria

Deselection is the removal of obsolete or unused library materials from the collection. In as much as selection is an integral part of collection development, deselection is just as important to the collection development process. Criteria for deselection include one or more of the following:

- A. Obsolescence.
- B. No longer needed for University curriculum.
- C. Infrequent use.
- D. Extensive damage.
- E. Library space considerations.

## Archives & Special Collections

### I. Mission Statement

The West Virginia State University Archives and Special Collections houses materials concerning the history of the University, its alumni and staff. It also contains information on African Americans in West Virginia, the history of African American higher education, history of the 20<sup>th</sup> century and regional history.

### II. Purpose

The purpose of the West Virginia State University Archives is to preserve for research historically valuable materials which document the origins, development, activities and achievements of the University. To accomplish this goal, the Archives will:

- A. Evaluate, collect, organize, describe and preserve and make available to West Virginia State University, its constituency and the community, materials of permanent administrative, legal, fiscal and historical value.
- B. Provide adequate facilities for the retention and preservation of such materials.
- C. Provide information services to assist the University's administration, constituency and community.
- D. Promote knowledge and understanding of the origins, programs and goals of the University.
- E. Make materials available for research.

### III. Acquisitions of Materials:

Materials are acquired by:

- A. Donation: The process of actively or passively acquiring and accepting Archival collections as explained in the University Gift Acquisition Policy. (See Appendix A)
- B. Transfer of Custody: The means by which University records are placed in the custodial care of the University Archives.
- C. Deposit: Deposited materials are covered by a contractual agreement between the University and the depositing agency.
- D. Purchase: Books and published media materials are acquired as determined by

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the Drain-Jordan Library's Collection Development Guidelines. Other materials (manuscripts, photographs, ephemera and objects) will be considered for purchase as determined by the West Virginia State University Gift Policy (see Appendix A).

### IV. Collections.

Collections are comprised of the following elements:

- A. Monographs, periodicals and other print publications including rare books and maps.
- B. Archives: records generated by various offices and departments of the University and its precursor institutions.
- C. Manuscripts: Personal papers of individuals and records of agencies which are not a part of the University, but which but may be affiliated with it.
- D. University Documents: publications by the University and its precursor institutions.
- E. Media: generated by the Departments and offices of the University. This includes
  - 1. Film.
  - 2. Electronic Media.
  - 3. Sound Recordings.
- F. Print and Photographic Images.
- G. Master's Theses.
- H. Objects: items of interest and significance to the history of the Institution, such as clothing, trophies, furniture, regalia, sculpture and paintings.

### V. Clientele Served by the Collections: The policy of Archives and Special Collections is to make materials available to researchers on equal terms, subject to appropriate care and handling by the researcher. Proper registration is required of all researchers which includes:

- A. Faculty/Staff: University faculty and staff, and visiting scholars.
- B. Graduate and Undergraduate Students.
- C. Alumni.

D. Public.

VI. Deaccessioning.

Materials are defined as deaccessioned when they are removed formally and permanently from the collections, or when there is a legal transfer of ownership or a permanent disposal of materials. These materials in manuscript and archival collections are governed by different principles from those for general research collections. A careful assessment of all materials before accepting them lessens the likelihood of future deaccessioning.

- A. Careful consideration must be given to the interests of the public for which the University Archives holds the collections in trust, the interests of the scholarly and cultural community, and University Archives' own mission and resources.
- B. Consideration of legal restrictions such as the possession of a valid title and/or consideration of the donor's intent will be carefully considered.
- C. Procedures for the deaccessioning or disposal of materials will be at least as rigorous as those used when these materials were acquired. The decision to dispose of materials must be made only after full and scrupulous consideration of the public interest and the needs of researchers. Nonarchival materials in Special Collections are deaccessioned using the Library's Deselection Criteria (see General Collection, Section VII.)

## Government Documents

### I. Introduction

The Drain-Jordan library has been a selective depository library for the United States Federal Depository Library Program (FDLP) since 1907. Currently the library selects 38.2% of all items offered (3459 items of 9034) (September 2011).

The Government Documents collection is managed in accordance with the Legal Requirements & Program Regulations of the Federal Depository Library Program (June 2011), and the legal requirements found in title 44 U.S.C. 1901-1916 (2010).

### II. Purpose

The Government Documents collection of the Drain-Jordan Library serves the students and faculty of the University and members of the 2<sup>nd</sup> Congressional District of West Virginia, making available to the general public all government information collected.

### III. Scope of the Collection

The library selects all formats offered by the federal government: print, electronic, microfiche and online. The collection is comprised of materials that are required by the FDLP and selections that best complement the current general and reference collections.

### IV. Selection Criteria

- A. Part of the Basic Collection. The Basic Collection is comprised of titles that the FDLP requires depositories to make “accessible for immediate use by your users”
- B. Part of the recommended collection for academic libraries.
- C. Fits in with the curriculum or student’s research needs.
- D. Concerns West Virginia and/or the surrounding states.

### V. Material Type

While the library selects all format types, preference is given to online and print formats, except for where space is a concern (ex. *Congressional Record* is received in microfiche).

- VI. Selection/Deselection/Weeding/Superseding Criteria
- A. Yearly – once a year the library reviews the List of Classes and adds item numbers to their profile. Deselecting an item number can take place any time throughout the year. Criteria for these decisions are:
    - 1. Continued relevance to the University curriculum.
    - 2. New item numbers.
    - 3. Change in format/publication.
  - B. Weeding – as a selective depository the library can weed items after five years of retention upon receiving permission from the Regional Librarian at WVU.
    - 1. Publication date of five years or older.
    - 2. No longer relevant to the needs of the students/public.
  - C. Superseded/replacement of tangible items
    - 1. The library will discard a title that has been replaced by a newer version.
    - 2. The library can replace a tangible item with the online equivalent as long as it is a complete duplication.

## Instructional Materials Center

### I. Introduction

#### A. Purpose

The purpose of the Instructional Materials Center (IMC) is to support the education curriculum of the University. It provides access to a sampling of books, materials and production equipment appropriate for use in classrooms from preschool to grade 12. The IMC consists of materials suitable for children but being part of an academic institution, it is to be used by adults, primarily teacher education candidates.

Materials relating to the teaching profession are located in the Education section of the main library collection.

#### B. Scope of Coverage

The IMC collection is housed in a room of its own together with production equipment including an Ellison Die-Cut machine, laminator and comb binding machine. Materials include K-12 fiction and non-fiction, Caldecott, Newbery and Coretta Scott King award winning books, big books, K-12 textbooks, puppets, kits, games, manipulatives and an assortment of teaching posters. There is a small sample collection of magazines for children on American and world history, world cultures, science and language arts. The Historical Perspectives area contains a selection of materials from days gone by. These materials provide a look at earlier concepts used in teaching. Some government documents are appropriate for K-12 use and have been cataloged into the IMC collection as well.

### II. Collection Development Guidelines

#### A. Acquisition of Materials

The primary goal is to develop a collection that supports the needs of the teacher education candidate as fully as possible.

1. Selection of these materials will be based on how useful it will be in meeting curricular objectives on a current and long-term basis.
2. Material receives favorable reviews in professional or other review sources.
3. Reputation of author/illustrator and or publisher.
4. Extent of the existing collection on the subject.

## Collection Development Guidelines

5. College of Education faculty members have requested specific items.
6. Material cost is reasonable.

Due to the cost of K-12 textbook sets, donations of those materials are accepted from school districts in the area. They send preview sets from assorted publishers. Letters requesting donations directly from publishers have also been sent.

Donations are included in the IMC collection after considering the same guidelines used for the purchase of new materials.

Every effort is made to not duplicate materials unless there is a need for extra copies.

The collection of Ellison dies is a valuable resource for all patrons of the library. They are used in the creation of decorative bulletin boards, posters, games and manipulatives. Purchase of these dies is based on how well they lend themselves to educational projects or complement the assortment of size and type of lettering already available.

### B. Evaluation and Deselection of Materials

The evaluation and deselection of materials is as important as the selecting of new materials. Worn and damaged materials as well as dated and superseded materials are periodically weeded from the collection.

## Periodical Collection

### I. Introduction

Periodicals require a long-term commitment by the library. Each year the cost to purchase, process, house and maintain the collection increases. It is important to keep these factors in mind while making alterations to the collection, (adding, canceling, weeding, or changing formats).

### II. Purpose

The periodical collection of the Drain-Jordan Library is intended to support the curriculum of the University and research needs of students and faculty.

### III. Scope of the Collection

The library's periodical collection is comprised of journals, magazines, newspapers, indexes and abstracts that are published multiple times a year. The collection includes all formats: paper, microforms, and electronic.

### IV. Selection Criteria

- A. Supports curricular/research needs of students.
- B. Title required for accreditation.
- C. Title included in periodical index (print or electronic) subscribed to by the library.
- D. Cost of subscription.
- E. Duplication of material in databases.
- F. Reputation of publisher and/or title.
- G. Requested by faculty.
- H. Past demand for articles interlibrary loaned by the University.

### V. Material Type

The library will consider all formats while selecting titles, taking into consideration:

- A. Cost.
- B. Ease of use.

## Collection Development Guidelines

- C. Timeliness of arrival.
- D. Perpetual access/need for continued use.

### VI. Evaluation of Collection

- A. Yearly – once a year the current titles will be reviewed for renewal.
  - 1. Continued relevance to the University curriculum.
  - 2. Use.
  - 3. Increase in price for upcoming year.
  - 4. Change in publication format.
- B. Space Requirements – every so often it will be necessary to review the collection due to space concerns. Titles will need to be weeded, bound, or purchased in microfilm.
  - 1. Continued relevance to the University curriculum or overall general relevancy or demand.
  - 2. Use.
  - 3. Format of previous issues.
  - 4. Amount of space required to keep – would it be better in a different format?

## Reference Collection

### I. Introduction

#### A. Purpose of guidelines

The Reference Department collection development guidelines will delineate all aspects of reference resources collection development. This document will explain duties, criteria and maintenance tasks related to the Reference Department collection. These guidelines apply to both physical and electronic reference resources.

#### B. Purpose of the Reference Collection

Similar to the rest of the library collections, the Reference Collection exists to support the research and curriculum needs of the West Virginia State University community. What differentiates the reference department collection is that the collection provides up-to-date brief, factual data as a starting point for the researcher. In addition, reference collections typically provide a broad overview of topics as well as indices, bibliographies and directories to guide the researcher to more in-depth information. Some examples of reference department resources include subject encyclopedias, statistical data, legal information, and subject annuals and yearbooks.

### II. Collection Development Responsibilities

A. The Reference Librarian is responsible for reference department collection development but will consider suggestions from library faculty, campus faculty, and students.

B. In the absence of a Reference Librarian, the Library Director will be responsible for collection development within the Reference Department.

### III. Selection Criteria

A. Reference Department selection criteria include the same guidelines as the circulating collection which are prioritized below:

1. Supports the current University curriculum.
2. Regarded as outstanding or essential materials in scholarly/professional journal reviews.
3. Currency of the prospective material.

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4. Authority of the source.
  5. Material appropriate for bachelor and/or graduate coursework.
  6. Faculty recommendation.
  7. Size and adequacy of the existing collection.
- B. Consult *Choice Reviews Online*-reference section.
- C. Consider some government documents for the Reference Collection dependent on their content.
- D. Consider some circulating collection items for the Reference Collection if deemed appropriate.
- E. Review standing orders (materials that are automatically received on a rotating schedule) for relevancy and usefulness.

### IV. Gift Acceptance

The Reference Department adheres to the gift acceptance criteria specified in the general Collection Development Guidelines (Section VI). The Reference Librarian is responsible for deciding if any donated materials will be added to the reference collection. In the absence of the reference librarian, the Library Director will make decisions regarding inclusion of gift materials into the reference collection.

### V. Deselection Criteria

- A. Deselection (removal of reference materials) is an essential component of reference collection development since the reference collection must have the most current research information available. Therefore it is imperative to deselect outdated materials from the reference collection. Listed below are deselection criteria in priority order:
1. Obsolescence.
  2. Appropriate to University curriculum.
  3. Use.
  4. Physical condition.
  5. Reference department space limitations.

## Collection Development Guidelines

- B. When newer editions are received, for example a title on standing order, the older edition is deselected. The Reference Librarian has the discretion to put the deselected item into the circulating collection or to inquire if the item is useful in another library collection. If the item is not put into a library collection, it is then withdrawn from the library.

## Appendix A

**The following University Gift Policy applies to the acquisition of gifts to the University and does not apply to the Collection Development Guidelines of the Drain-Jordan Library.**

# West Virginia State University

## Gift Acquisition Policy

The West Virginia State University, occasionally, acquires through gift and/or purchase materials of enduring artistic, historical, and research value to the WVSU community. Materials that reflect the University's functions in the areas of administration, teaching, research, program development, public relations, student support, and cultural enrichment are actively collected, as are those documenting the activities and achievements of faculty, staff, students and alumni. Materials in all formats are deemed to have permanent value if they document core components of University policy, strategic planning, curriculum, research, organizational structure, programming, campus life and culture, and the built environment.

Few secondary source materials are accepted into the University's collections; exceptions include alumni publications and selected items that are richly annotated or inscribed, and/or are of enduring artistic content. The University reserves the right to reject, deaccession or dispose of materials that:

- 1) do not fit its acquisition policy;
- 2) already exist within the collection;
- 3) may be more appropriately housed in another repository;
- 4) are inaccessible to the public due to copyright or other restrictions; or,
- 5) are too expensive to process, preserve and store given available resources.

Objects accepted or otherwise acquired for the University shall meet the following criteria:

- The objects are relevant to and consistent with the purposes and activities of the University as described in the University's Mission Statement.
- The University can provide for storage, protection and preservation of the objects under conditions that assure their availability for University purposes and comply with the accepted professional standards.
- The objects have a demonstrated authenticity, established provenance, and a clear proof of title.

## Collection Development Guidelines

- The objects should have proven both legal and ethical integrity; if there is a suspicion that the objects had been looted, stolen or otherwise illegally obtained, they would not be accepted in the collection.
- The objects are either in a display condition (where applicable) or a condition which the University has the resources to restore and maintain for purposes of research.

### Definitions

**Alumni Publications** - The WVSU Archives is the official repository for donated alumni publications such as University-sponsored periodicals and newsletters. The Archives also houses monographs and anthologies by alumni. *Self-published materials, including websites, are not retained by the Archives, nor are journal articles, indexes or directories produced by alumni, unless at the specific request of the donor.* Visual and moving image materials, of which alumni are the main creators, are accepted into the collection.

**Faculty Papers** - The University Archivist may acquire, with Committee approval, or accept for donation, selected papers of current and former tenured faculty members. The decision to accept faculty papers into the Archives collection shall be guided by the following criteria:

- The faculty member's reputation and output as a scholar;
- The faculty member's involvement in departmental and/or University affairs;
- The extent to which the faculty member's papers enhance the documentation of existing University history;
- Patron demand for the faculty member's papers;
- The faculty member's involvement in organizations and institutions related to his/her academic discipline(s);
- The faculty member's willingness to provide unrestricted access to his/her papers for research use;
- The availability of in-house resources for properly storing, arranging, and describing the papers.

Under special circumstances, the University may acquire, or accept for donation, the papers of non-tenured faculty who are highly distinguished in their fields, or are renowned or influential public figures. Faculty members, or their designated donors, have the right to impose reasonable restrictions on their papers to protect confidentiality. These restrictions, agreed upon in consultation with the Committee, must be documented in a formal gift, deposit, or transfer agreement and presented for review by the WVSU Gift Acquisition Committee. The Committee may reject agreements that restrict access to materials in perpetuity, or do not specify a future date for lifting restrictions on materials.

**Historical Collections** - which include the following:

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- Rare books: as defined as those parts of the collection that fit one or more of the following categories:
  - 1) Volumes printed before 1850 in the Americas, and before 1775 in Europe and the other continents (these thresholds of rarity will be periodically advanced).
  - 2) Items including a unique autograph or other unique manuscript elements (marginalia, annotations, etc.).
  - 3) Signed presentation copies of books written by a member of the University staff.
  - 4) Books known to be very scarce or known to be of especially high monetary value.
  - 5) Original bindings of types which are extremely scarce, or which may be associated with known early binders and their shops, or with a particular owner and in general, books with unique or highly distinctive formats.
  - 6) Books less than four inches in height.
  - 7) Volumes with unique graphic elements such as hand-colored plates, significant maps or graphics and portfolios of unbound hand colored prints.
  - 8) Classic or “landmark” books in the field, preferably in their first or definitive editions and subsequent revisions issued under the direct auspices of the author (for example, Darwin’s *On the Origin of Species* and its various editions) -- modern editions are thus normally excluded; also, first English editions of works originally published in other languages.
  - 9) Limited editions (issued in editions of fewer than 200 copies).
  - 10) Selected curiosa.
- Manuscripts: A writing made by hand (including musical scores), typescripts, and inscriptions.
- Maps: A representation, normally to scale and on a flat medium, or a selection of materials or abstract features on, or in relation to, the surface of the earth or of another celestial body.
- Picture: A two-dimensional visual representation accessible to the naked eye and generally on an opaque backing. A photograph, art original, study print, etc.
- Media (both sound and visual): Materials that hold data in any form or that allow data to pass through them, including paper, transparencies, multipart forms, hard, floppy and optical discs, magnetic tape, wire, cable and fiber. Any form of information, including music and movies. May also refer to CDs, DVDs, videotapes and other prerecorded material.

### **Materials of Enduring Cultural Value** - which include the following:

- Paintings.
- Sculpture.
- Photographs, prints and other images.

- Performance and interactive media arts (both sound and visual) as defined: collaborative, experimental, transdisciplinary artistic production.

## Permanent Gift Acquisition Committee

A permanent University Gift Acquisition Committee shall be established to oversee material gifts to the University. The committee shall be composed of:

- Library Director
- University Archivist
- Chair, History Department, or designee
- Dean, College of Arts and Humanities, or designee
- Chair, Art Department, or designee
- Vice President, WVSU Foundation, or designee
- Vice President, Planning and Advancement, or designee
- Dean, College of Natural Sciences and Mathematics, or designee.
- Dean, College of Business and Social Sciences, or designee.

In the absence of a Gift Acceptance Committee, the Chair of the Committee and/or the President of the University will approve the acceptance of each gift.

The President of the University will make decisions regarding the expenditure of funds by West Virginia State University.

## Duties

- The Committee oversees policy and establishes procedure.
- The Acquisition Committee determines compatibility of the object within collection categories, its value, and its storage and/or display requirements. The Committee shall also study requirements stipulated by the donor and other potential issues before making their decision.
- The Committee makes certain that there is no conflict of interest between the donors of objects and the University's best professional interest and its legal integrity.
- Before the object is accepted, its provenance and title shall be verified by a fully qualified individual or individuals recommended by the Acquisition Committee.
- Prior to acquisition, arrangements shall be made to properly insure the item, including identifying and securing insurance funds to pay for the insurance.
- The decision about accepting the object into the University Collections becomes final if supported by a majority of voting members of the Committee.

## Collection Development Guidelines

It is intended for all acquired objects to have permanency in the collection, unless otherwise designated in the acquisition record or decided afterwards for the benefit of the collection, its quality and consistency.

University acquisitions shall be accepted as property of the University Foundation. Accurate records of the collection shall be maintained in both the Foundation and the University Archives. Inventory reconciliation shall be periodically conducted.

If the object is donated to the University by a living artist, a copyright agreement shall be signed by the artist so that the University can arrange to use reproductions of the work for educational, catalogue, publicity, and professional purposes without infringing on the artist's copyright.

The approved acquisition methods are gifts, bequests, and purchases.

The Committee shall inform the Vice President of Academic Affairs, the President of the University, and the Vice President of the WVSU Foundation of the Committee's final recommendation(s) regarding acquisitions and de-acquisitions (deaccessions) of the University's objects.