

# **Policy Name: Collection Development**

**Department: Academic Affairs - Library**

**This policy applies to:**

**Written By: Emily Krug and Erika Brammer**

**Approved/Revised By: Erika Brammer, Emily Krug, Ryan Bernard, Justin Eastwood, Keri-Lynn Paulson, Jennine Goodart-Lovette**

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## **Collection Development Goals**

King University Libraries seeks to provide a collection of resources that embody a broad spectrum of perspectives and traditions—representing multiple viewpoints in the mainstream of scholarly exploration and cultural discourse—selected with objectivity, equity, and sensitivity to the educational and social context of the University. With our limited resources, it is essential that the collection be developed in congruence with the academic curriculum.

## **Selection Responsibilities**

While the ultimate responsibility for the collection is the purview of the Dean of Library Services, who oversees the collection development process and manages the financial resources of the Libraries, the building of a library collection must be a cooperative effort. Primary responsibility for the selection of resources is delegated to the teaching faculty (through Departmental Library Liaisons) and the library faculty. Other members of the University community (students, staff, administration, etc.) shall also have opportunity to make recommendations and requests. Such requests will be directed to and handled by the library selector for the subject area of the resource requested.

### **Allocation of Funds**

In lieu of an allocation formula, the Dean of Library Services and librarians determine library fund allocations using the following criteria:

- The department's student enrollment
- The number of faculty in the department
- Support of the curriculum
- The expense of materials
- Funding during previous academic years

### **Departmental Library Liaison**

King University Libraries ask each Department Chair to appoint a liaison from the department to work with the Library. The Departmental Library Liaison serves as a coordinator and primary contact for library collection development activities related to that department/academic discipline. The Department Chair may appoint himself/herself or any other member of the department. Each department is encouraged to appoint someone who is interested and willing to take on this important responsibility.

The selection of a Departmental Library Liaison is not meant to exclude other members of the department from being actively involved in the collection development process, but to designate one person to be responsible for coordinating this activity within the department and serving as a point of contact for the Library. After a Departmental Library Liaison is appointed, this individual will receive the monthly Library Allocation Report.

The Library Liaison's responsibilities include helping to identify weaknesses and needs in the collection, providing opinions based upon their subject expertise, keeping the library informed of curricular needs and changes, and staying abreast of new publications within the subject area.

### **Library Selectors for Academic Departments**

The Dean of Library Services appoints librarians as selectors to work with each academic department. The selector assignments are based upon the educational background and interests of the selectors. Generally, selectors will be professional librarians. Selectors will consult professional literature and review sources to aid in making selections.

### **Selection Criteria**

King University Libraries selects materials for purchase using the following criteria:

- Permanence or timeliness of the work
- Authoritativeness and accuracy of the information
- Scientific and/or literary significance
- Content covered or not covered in existing collection
- Author's reputation in the field
- Publisher's reputation
- Language

Content is the primary concern for King University Libraries' collections. When possible, the Libraries purchase electronic versions of materials in order to provide access to the largest number of library patrons. However, the Libraries continue to maintain print collections at the Bristol, Kingsport, and Knoxville locations, especially for programs unique to those campuses. Selectors pursue the most cost-effective format when making purchase decisions.

In general the Libraries will not purchase the following types of resources:

- Textbooks being used for current courses
- Telephone directories
- Microfilm and microfiche
- Maps
- Printed music and scores
- Non-current media formats
- Duplicates of items already existing in the collection

### **Audio/Visual Collections**

King University Libraries maintains a small collection of popular and critically acclaimed films and music. Additionally, the Libraries provide access to streaming films through database subscriptions.

When purchasing films for the physical collection, preference will be given to annual Oscar winners and nominations and films with critical acclaim. Films and music purchased for the collection should hold special cultural or social significance or support academic programs.

Occasionally, the Libraries pursue streaming rights for specific titles. When a department requests streaming rights for specific titles, the Libraries attempt to acquire those rights through existing streaming resources. If streaming rights cannot be acquired through existing resources, the Libraries may pursue other avenues for streaming; however, consideration will be made in the areas of ownership, funding, frequency of use, and number of students impacted. In general streaming rights acquired outside the Libraries' existing resources will be paid by the requesting department.

### **Database Subscriptions**

The King University Libraries' databases support the academic programs of King University. The usage of all fee-based databases is assessed annually for cost-benefit analysis. Faculty may request trials of new resources. New resources are vetted by librarians, teaching faculty, and students. Decisions for purchase are made by the Chief Financial Officer upon recommendation of the Dean of Library Services and in consultation with the librarians.

The majority of our databases are annual subscription-based resources, accessible through the Libraries' web site, managed in the Libraries' LibGuides platform, and authenticated via IP and through a proxy server for all King ID-holders. Community members may access the library's online resources from on-campus only.

Factors used to consider adding a new database:

- **Program:** Is the program supported by the database a major, minor, or university distinctive?
- **Importance:** Is the database considered an essential resource for the program?
- **Redundancy:** Are there similar resources already available for the program?
- **Cost:** What is the initial outlay and likely future annual percentage increase?
- **Use:** How *likely* is this resource going to be used by students and faculty? How *easy* is it to use?
- **Faculty perception:** What do faculty think of the value of this resource?
- **Authentication/ Administration:** IP authentication strongly preferred; institution-wide subscription strongly preferred; ease of administration in-house taken into account.

### **Donated Materials**

*Adapted from the University of Mary Washington Libraries' Gift Materials Policy.*

King University Libraries welcomes inquiries concerning contributions of materials to the Libraries. Additions to the collections are made based upon the general selection criteria for purchased materials. Books and other materials that are received through donation become the property of King University. Materials that are not accepted for the collection can be returned to the donor upon request. Otherwise, the items will be disposed of according to the Donated Materials Procedure. The Libraries will not set aside a special location for a particular gift of library materials separate from other materials on the same subject.

The Libraries do not make appraisals; however, an itemized list of donated materials will be provided for tax deduction purposes. Appropriate recognition will be given to gifts retained in the libraries by affixing book plates to gifts showing the donor's name, and if applicable, the name of the person in whose honor or memory the gift was made.

In general the Libraries will not accept the following:

- Materials with markings or notes
- Any material that bears the ownership markings of another institution and does not have any indication of having been withdrawn from that institution's collection
- Duplicates of items already in the collection
- Reproductions or photocopies of copyrighted works will not be accepted unless evidence of compliance with the copyright law (Title 17, U.S. code) and its prevailing interpretation are provided
- Full or partial runs of periodicals
- Non-current media formats

Donors are asked to acknowledge receipt and understanding of this policy by completing and signing the Donated Materials Form.

### **Government Documents**

King University Libraries requests approximately 3% of the titles offered to us as a partial G.P.O. Depository by the Superintendent of Documents. Curricular relevance and electronic access are primary determinants. Some selections are made to ensure that basic federal documents are available locally to the larger community.

### **Juvenile Collection**

King University Libraries orders the winners and honorees from these award and honors lists annually:

- Caldecott Medal (ALSC Association for Library Service to Children)
- Newberry Medal (ALSC)
- Coretta Scott King Award (Ethnic & Multicultural Information Exchange Round Table EMIERT)
- Michael Printz Award (YALSA)
- Mildred F. Batchelder Award (ALSC)
- Outstanding International Books for Children (USBBY) (selected titles ordered)
- Robert F. Sibert Informational Book Award (ALSC)

- Scott O’Dell Award for Historical Fiction
- Theodor Seuss Geisel Award (ALSC)
- YALSA Nonfiction Award

### **Periodicals**

The Libraries add new periodical titles only as space and funds allow, with preference given to electronic format. The Libraries generally do not acquire print periodicals that are available in full text through the libraries’ online resources. The periodical collection follows a strict retention schedule, which is subject to change without notice. Annual subscription costs and retention schedules are reviewed annually by librarian selectors.

### **Reference Collection**

Priority is given to materials in electronic format in order to provide access for multiple campus locations and online programs. When materials are purchased in print, consideration will be made to catalog as circulating material.

## **Removing Materials from the Collection**

King University Libraries regularly reviews its collections to ensure the timeliness, relevance, and integrity of the collections.

### **Criteria for Removal**

King University Libraries removes materials from the collection based upon one or more of the following criteria:

- Item is in poor physical condition (Replacement copies will be purchased when necessary and as funds are available)
- We have a newer edition, multiple copies and/or content available electronically.
- Content out of date or collection seems to have a number of more recent books on the same subject.
- Not relevant to the curriculum, not likely to be used for course research.
- Item has not circulated in past ten years.

## **Intellectual Freedom and Censorship**

King University Libraries adheres to the American Library Association’s [Library Bill of Rights](#), [Code of Ethics](#), and the [Intellectual Freedom Principles for Academic Libraries](#).

In the event of a challenge to an item in the libraries’ collections, the person challenging the item must complete a Request for Reconsideration of Materials. Challenge requests are reviewed by the librarians following the Challenged Materials Procedure.