

# Collection Development Policy

---

*American International College*

*James J. Shea, Sr. Memorial Library*

*Last updated November, 8 2011*

## **Introduction**

This document describes the Collection Development policies of the James J. Shea, Sr. Memorial Library of American International College, Springfield, Massachusetts. The purpose of this document is to elaborate on the policies, procedures as well as the overall guiding philosophy of the Collection Development department.

## **Mission of Shea Library**

The mission of James J. Shea, Sr. Memorial Library is to assist the American International College community in their quest for knowledge by providing resources and services that support information literacy, encourage life-long learning and promote personal fulfillment.

## **Goal of Collection Development**

The goal of Collection Development is to support the coursework and research needs of AIC students, faculty, staff and alumni. These needs are determined by performing syllabi studies, monitoring changes in the curriculum, the ongoing assessment of current resources, and with the cooperation of faculty.

In order to achieve this goal, the collection must contain material which is up-to-date in both content and format, which aligns with the academic curriculum, and adheres to all requirements of accreditation. Additionally, the scope of the collection must be wide enough to include all graduate and undergraduate degree programs offered by AIC, but not to include material which is irrelevant. Materials of interest to the AIC community are also collected.

Responsibility for Collection Development ultimately lies with the Collection Development Librarian.

## **Fund Allocation and Restrictions**

The Library Books account is used to fund all firm order book purchases, standing orders, and e-book collections which do not require a subscription. This is the only account used for purchasing these materials, and is thus shared by all academic departments. When ordering, the Collection Development Librarian will attempt to balance ordering in as fair a way as possible.

All materials ordered with Library Books money must be allowed to circulate freely among AIC students, faculty, and staff, through the CW/Mars consortium and over interlibrary loan. Therefore, any materials which are restricted access (such as test kits) must be purchased using the funds of the department which will regulate access to the material. Reserve materials must also be purchased by departments.

Electronic database subscriptions, including subscription e-book collections, are funded by the Information Resources account. All serial, newspaper, microfilm and microfiche orders are funded out of Journal Subscriptions.

## Selection Resources

Faculty cooperation is key to Collection Development. To facilitate this, *Choice Reviews on Cards* is regularly distributed to department heads or deans. Other selection materials, such as publisher's catalogs and other mailings, are also passed along to faculty when appropriate.

Review titles from publishers are not accepted. While faculty cooperation is encouraged, it is with the understanding that material is being acquired for professional rather than personal interest.

## Accreditation

Through Collection Development, the library strives to help meet and exceed the requirements of the New England Association of Schools and Colleges, particularly Standard 7 ("Library and Information Resources").

The library works with individual academic departments to meet requirements of accreditation organizations. These requirements may include specific serial subscriptions and database access, specific titles, and memberships in professional organizations. It is the responsibility of the academic department to inform the library when accreditation may be approaching, to help review current resources, and to make recommendations for additional purchases. The Collection Development Librarian will coordinate the purchase of these materials on a schedule agreed upon with the department.

## Formats

**Books:** Books are purchased in both hardcover and paperback format, depending on price. The Collection Development Librarian reserves the right to reject book requests over \$100 unless specifically requested by the head of an academic department. Out of print books are not purchased unless easily available. With the exception of some ERC materials, the library does not collect textbooks.

**Serials and Microfilm:** Serials are purchased in print, print and online, or online only when best available. When adding a new serial title, retention must be determined. Subscriptions are no longer added in microfilm or microfiche formats, as these formats are considered obsolete. It is the preference of the library to replace print subscriptions with electronic whenever possible.

**Electronic Resources and E-Books:** Due to ongoing cost, electronic databases are only added after completion of a successful trial procedure using the scoring rubric (see appendix 1). Access statistics for all electronic resources must be kept and evaluated on an ongoing basis. E-book platforms should also be trialed, but new collections may be added within an existing platform without the need for further trials.

The library does not purchase audio/visual formats, but will accept them as a reserve item.

## Collections

**General:** The general collection comprises the majority of books owned by Shea Library.

**Reference:** Reference titles include encyclopedias, dictionaries, almanacs, atlases and other materials which are useful to have on hand for quick access to facts. Reference materials do not circulate, and are added to the collection at the discretion of the Collection Development Librarian.

**Reserves:** Reserves include material added by faculty for use in courses, as well as high-use, high-theft reference material (such as style guides).

**Oversize:** Oversize storage is necessary for titles over 11 ½ inches tall.

**Juvenile:** The Juvenile Collection includes material formerly part of the Educational Resource Center. Classified in Dewey Decimal format, maintenance of this collection is done in conjunction with the Education Department.

**Curriculum Library:** Materials in the Educational Resource Center are overseen by the Education Department and are not purchased by Shea Library. This collection may include textbooks.

**Testing Materials:** Testing materials (also called “kits”) are used by various Education, Psychology and Extended Campus Program courses. These are circulated by the library as a courtesy, and their access is restricted to those authorized to access them by those departments.

**Oral History and Archives:** These collections are overseen by the Technical Services Librarian and their access is restricted. Some donated items may be added to these collections.

## Gifts and Donations

Shea Library accepts gifts and donations from all parties. However, not all donations are appropriate for the collection and are only added at the discretion of the Collection Development Librarian or Library Director. Some donated materials may be judged as more appropriate for the Archives collection, and will be added accordingly. The library does not appraise the value of materials donated. Letters acknowledging receipt of donation are sent once a year in December. Once accepted, donations cannot be returned and may be removed from the library collection at any future date. The library reserves the right to dispose of gifts not added to the collection as it sees fit.

## **Maintenance of the Collection and Replacement Copies**

Ongoing maintenance is a necessary function of an up-to-date circulating collection, and may include the removal (“weeding”) of books. The library encourages an ongoing review process with contributions from faculty. However, in times of crisis, library staff may need to weed without the input of faculty. Outdated, inappropriate or irrelevant materials, items in poor physical condition, or duplicate items may be candidates for weeding. The Collection Development Librarian has the authority to make the final decision about all materials.

Replacement copies for lost or damaged books are only purchased if the books were published within the last five years, or if it is a title of great interest. Payment from billed items is returned to the Library Books account.

Due to accreditation requirements, cancellation or weeding of certain serials titles may require the permission of department head. It is the responsibility of the Serials Coordinator to track those titles.

## **Challenges to Library Materials**

A formal challenge is required. Please see the separate “Challenging Library Materials” document on the library website.

## Appendix 1: Scoring Rubric for Database Trials

Database Name: \_\_\_\_\_

	Total Points	Score
<b>Objective Evaluations</b>		
Compatible with EZProxy	1	
Compatible with SerialsSolutions	1	
Supports concurrent sessions (at base price)	1	
Utilizes familiar platform or interface	1	
Has peer reviewed content	1	
Indexed and abstracted	1	
Majority full-text	3	
Current content	3	
Content is still being added	3	
Backfile is permanent	5	
Supports searching, advanced searching and browsing	1	
Searching is customizable by admin	1	
Supports limiters	1	
Provides customer support	1	
Readily available usage statistics	1	
Has cross-disciplinary appeal	5	
<b>Subjective Evaluations</b>		
Recommendation of two librarians	10 each	
Recommendation of two interested faculty	10 each	
Recommendation of one outside faculty	5	
<b>Price Evaluations</b>		
Annual price in line with other databases of scope and size	5	
No setup or maintenance fees	5	
<b>TOTAL</b>	<b>85</b>	

### Faculty Questions:

1. Did you find the database easy to use, was it simple to figure out how to search and browse?
2. Were search results relevant?
3. Were there other features of the database you found useful?
4. Do you recommend we purchase this database?