

**Policy Title:** Collection Development Policy

**Policy Number:** LIB. 2600.7

**Policy Owner:** Librarian

**Responsible Office:** NAU Library (NAUL)

**Revision Date:** 1/3/2020

---

## 1. Purpose and Scope

Collection development is an essential function of any library. It encompasses many activities like, identifying information needs of library patrons, selecting and acquiring appropriate information sources, making them available to patrons, evaluating and maintaining resources, weeding them out in a timely manner, resource sharing with other libraries, etc. This policy is designed to guide the overall development of the North American University Library collections of print, audiovisual, and electronic materials in accordance with the mission of the Library and the University. This policy considers collection development and management issues within the continuously changing framework of global access to information resources, and as such will require regular assessment and adjustment. NAU library collection depends on support and recommendations by faculty, students and staff, the financial support of the institution and the expertise of library staff.

## 2. Policy

The Librarian, in consultation with departmental Chairs and Coordinators, has the primary responsibility of developing the library collection. The Library welcomes and will consider those requests for purchase of library materials from students, faculty, staff and administrators that fall into the scope of the selection criteria and other necessary factors. If requested materials meet the criteria established in this collection development policy and funds are available, the materials will be procured. The Librarian and the Provost of NAU have the final decision over purchases.

### General Criteria for Selection of Materials

In selecting materials for the collection, the Librarian takes following criteria into consideration:

- Relevance to the curriculum in at least one but preferably several courses
- Timeliness
- Value
- Indicators of quality content, including positive reviews, authority of the author or creator, accuracy, etc.
- Reading level appropriate for university students and faculty
- Appropriate size, physical format and durability for library use
- Ease of access or user-friendliness
- Depth of current holdings in the same or similar subject
- Demand and frequency of purchase requests
- Cost of material relative to the budget and other available material
- Availability in different formats (physical or online)

The library is not responsible for purchasing materials such as textbooks, software and other supplemental items that are required for individual coursework as these are considered the responsibility of the individual student. Items that support specific classes may be purchased if the materials will benefit the greater portion of the student population, but the items must still conform to the selection criteria listed above. Materials purchased by the library will be housed in the library.

As funds allow, the Librarian may select outstanding, classic or those considered “professional standards” in fields of knowledge outside the curriculum, if the materials contribute to the overall effectiveness of the library collection. Materials for individual research (i.e., advanced students, faculty or staff members) will usually not be purchased.

### Formats of materials collected

Print and electronic formats will both be considered in the library’s purchase and/or access decisions. The microform format is not considered for purchase due to its impending obsolescence, a lack of viewing equipment and storage space. Electronic access to periodicals provides access to materials during the library’s closed hours and to all distance education students who are served by the university, as well as offering a greater scope of topic coverage. Preference will be given to electronic access for serial titles as it is believed to be more economical and provides wider access for students. Cooperative sharing of electronic serials databases may be considered if such an option is available with other library systems as funds allow and/or such cooperative sharing partnerships are developed.

All library materials will be collected primarily in the English language, with the exceptions of a) foreign language materials supporting introductory language courses and b) donated materials and gifts in non-English languages, provided that the subject matter still falls into one of our core disciplines.

**Duplicates** will be purchased only when high demand is anticipated.

**Out-of-Print materials** are rarely purchased. Most selections are current publications. The library recognizes the need for some out-of-print purchases, primarily for replacement of heavily used items which are lost or withdrawn due to poor physical condition. However, in view of the difficulty and expense in obtaining rare, out-of-print, and reprinted material, it is most important to spend funds for current publications of long-term worth.

**Reserve Collection** supports the instructional program by providing library resources, which are directly related to course offerings. Reserve materials are provided by the individual instructor to support classroom instruction for a particular class. It is the responsibility of the faculty to obtain any necessary copyright clearance before placing materials on Reserve. The library does not select nor purchase materials for this collection.

All faculty members and instructors are invited to place items on course reserve. Materials can be books (personal copies or titles the library already owns), handouts, articles, audiovisual materials, etc. Faculty should contact the Librarian directly to make arrangements regarding the following:

- What materials will be placed on reserve
- How long materials should be held
- Any special instructions
- Materials should be clearly marked with the instructor's name

Most reserve items are expected to stay in the library under the usage and circulation guidelines (Circulation Policy, LIB. 2600.2). However, exceptions can be made for certain types of material (for example, a DVD that may need to be checked out overnight).

The library does not provide audiovisual equipment to play DVD/CDs and/or computer programs. The library has multiple workstations that can be used by patrons during normal operating hours.

### **Types of Materials Collected**

- **Books**

Books are collected in hardback editions unless cost is significantly higher than a paperback edition or if the book is available only in the paperback format. A single copy of a title will be purchased unless the title has been identified by the selector as a high use item.

Electronic books (eBooks) are selected for their relevance to the university curriculum and student needs, appropriate style and reading level, reviews, and cost. EBooks may duplicate print resources in some circumstances. If a book is available in an electronic format that format will be chosen unless there is a demonstrable high demand for a print copy.

- **Fiction**

Established literary works, literary prizewinners, and new works receiving critical acclaim in the literary field, are considered for purchase, particularly works that support literature curriculum. Popular fiction having short-term interest among readers will be purchased if funds are available; donated copies in good condition will also be considered for addition to the collection.

- **Graded Readers**

Graded readers, sometimes called "easy readers", are also considered for purchase, particularly those that are published by established houses or authors. These special materials support the Gulf Language School activities by supporting English reading skills as well as providing recreational reading.

- **Reference materials**

Reference materials support the research needs of NAU students, faculty, and staff. The reference collection contains, but is not limited to, encyclopedias, dictionaries, atlases, directories, indexes, bibliographies, statistical compilations, handbooks and Internet resources. Items in this collection tend to be general in nature though there may be select titles

that pertain to NAU's core disciplines. Items in the reference collection do not circulate. The reference collection is reviewed by the Librarian periodically to ensure currency and accuracy. Reference materials are collected mainly print formats, but other formats may be considered due to demand, cost, and/or accessibility.

Reference material is chosen because of its authority, scope, treatment, arrangement, cost and need. It must be as current as possible for the provision of reliable information. Superseded editions that are removed from the reference collection may be added to the circulating collection, if the information in them is not obsolete or likely to be misleading to users.

- **Textbooks**

Textbooks are not selected unless recommended by faculty as exceptional resources. Faculty members and department heads are welcome to purchase or provide textbooks for the library's course reserves, but these items are not part of the library's permanent collection.

- **Periodicals (magazines, journals, newspapers)**

NAU subscribes to some periodicals that are acquired via subscription. Currently titles are purchased to fulfil minimum accreditation requirements due to budgetary constraints. Evaluation of current subscriptions is conducted annually, and two years of back issues are kept in the archives. Factors to be considered in the acquisition of periodicals are:

- Support of academic programs
- Subject coverage for the college library
- Cost (short- and long-term)
- Professional reputation
- Usage
- Full-text availability via electronic databases

- **Serially published monographs**

Serial monographs are not generally purchased.

- **Audiovisual resources**

Audiovisual resources are purchased to support the curriculum in standard formats for which the library has equipment or facilities, such as compact disks and DVDs. Audiovisual formats may change or expand as technology changes. Some materials may circulate, with certain limitations, to faculty, staff and students. The library normally acquires audiovisual materials at the request of faculty members. Similar selection criteria as those outlined in the collection policy for print materials will be employed for audiovisual resources.

- **Electronic materials**

Electronic materials will be collected when that format is most effective in support of teaching and research, and when cost effective. Similar selection criteria as those outlined in the collection policy for print materials will be employed for electronic resources.

- **Government publications**

The library is not a federal or state depository and does not maintain a separate collection of government publications.

- **Online Resources/Internet-based materials**

Online Resources/Internet-based materials will be considered when they provide the most current and/or cost-effective resources. The following online resources will be selected:

Licensed commercial, fee-based resources and databases will be selected when they provide cost-effective means of providing resources for the library. These resources may include electronic books; citation, abstracting and full-text databases covering journals, magazines, newspapers or reference materials; and databases providing information portals for specific subject areas.

In addition to general selection criteria of selection of materials, the following criteria will be used:

- The resource supports the curriculum, faculty research interests, or the reference collection

- The resource enhances the library's collections
- Broad appeal to a large number of library users
- Serves the special needs of an identified user group
- Comparable to similar products in quality and scope
- Multiple user access if possible
- User-friendly interface
- Online help and technical support available
- Access to usage statistics if possible
- Vendor trials available
- The library is not required to subscribe to both print and electronic versions of the product
- The license agreement, under copyright law supports standard library rights and privileges

Access and design considerations include:

- Is the purpose of the site clearly stated?
- Are author and title information clearly identified?
- Is the page stable, or do features frequently disappear or move between visits?
- Is it usually possible to reach the site or is the server often down or overloaded?
- How large are the files; how long do the pages take to load?
- Is the site open to everyone or does access to most of the site require membership and/or fees?
- Must you have or must you download software to use the site?
- Are there clear instructions for use?
- Do all parts of the site work?
- Does the site employ navigation buttons or links, enabling the user to return to an index page or easily locate a particular page?

### Archives

The library maintains materials selected to document the history of North American University as well as back issues of print subscription periodicals. Please refer *Archives Usage Policy (LIB. 2600.1)* for more information.

### Donations

The library does accept gifts directly. All gifts are accepted by the Librarian. Guidelines on what books the Library will or will not accept:

#### Acceptable:

- Books in good, working condition
- Books without loose or missing pages and writing or highlighting in them

#### NOT Acceptable:

- Publication date older than past 10 years or with obsolete information
- Instructor's editions and manuals
- Student solution manuals
- Test item files, Study guides
- Textbooks that are more than 5 years and/or more than 2 editions behind
- Books with yellowed, brittle or damaged pages/bindings
- Books that are dirty, dusty, or stained

The Library may dispose of the material as it sees fit and is not obliged to add material to the Library's collection.

### Deselection (Weeding)

Deselection of library materials (the process of removing items from the collection) is essential for the maintenance of a current, academically useful library collection. De-selection provides quality control for the collection by elimination of outdated, inaccurate, and worn-out materials. The Librarian is responsible for conducting an ongoing de-selection effort.

#### • Print and Audio-Visual Resources Deselection

- Superseded editions are regularly deselected from the collection.
- Materials that cannot be repaired containing information that is readily available elsewhere are deselected.
- Older materials will be regularly deselected, so that outdated or inaccurate information is eliminated.
- Materials that do not support the current course offerings may be deselected.
- Material that has not been used based on circulation and browsing statistics may be deselected after five years of inactivity. Classic works in their fields, however, have long-term value and should be kept in the collection.

- **Disposal of Deselected items**

Deselected items may be disposed of according to the following guidelines:

- An item will be immediately withdrawn and discarded if it is severely damaged or contains material so outdated as to be grossly inaccurate or dangerous.
- An item that is deselected according to the criteria set in this policy may be offered at no cost to library patrons or to other non-profit entities.

- **Serials Deselection**

- Incomplete and short runs of a title may be withdrawn, particularly when the title is not currently received.
- Titles that do not contain substantial amounts of information supporting the current curriculum.
- Items where information currency is of the essence
- Annuals, biennials, and regularly updated editions of guidebooks, handbooks, almanacs, and directories have a deselection schedule established depending on the value of the information contained in earlier editions.
- Deselected serials may be disposed of according to the guidelines listed under print and audiovisual materials.

- **Online Resources/Internet-based materials Deselection**

Online de-selection of Internet resources is a necessity because of the dynamic nature of such resources. The following guidelines are used:

- An Internet resource is no longer available or maintained
- The resource is no longer sufficiently current or reliable
- Another Internet site or resource offers more, and or better, coverage of the same topic

### **Replacement of Materials**

Decisions are made regarding the replacement of lost, damaged, missing, or worn-out items, based on the following criteria:

- Does the item being considered meet the general library collection policy?
- Does the frequency of use justify replacement?
- Is the item heavily used or is it on a faculty recommended reading list?
- Is the same item available in another format that would better meet the needs of users?
- Is the content better covered by another title?
- Is an electronic version available that would provide remote access for users?

### **Preservation of Materials**

Library materials are expensive to purchase, process, and house. The North American University Library acknowledges the necessity of preserving all holdings.

- Library employees and library users will be informed of the proper care and handling of library materials.
- Temperature and humidity controls are essential for maintenance of library materials.
- Book repair is provided for damaged materials.
- Newly acquired paperbound books are not rebound. Exceptions may be made when heavy use is anticipated.

### **Standards**

The North American University Library supports the statements on collection development contained within the **Standards for Libraries in Higher Education (SLHE)** approved and adopted by American Library Association's Association of College and Research Libraries in 2004, revised in 2011 and revised again in 2018. (available at <http://www.ala.org/acrl/standards/standardslibraries>)

### **Intellectual Freedom**

North American University Library supports the American Library Association's Library **Bill of Rights, Intellectual Freedom Principles for Academic Libraries, Freedom to Read Statement** and **Access to Digital Resources and Services: An Interpretation of the Library Bill of Rights**. The library acquires materials that represent differing opinions

and without censorship in regard to controversial issues. The library does not add or withdraw, at the request of any individual or group, material which has been chosen or excluded on the basis of stated selection criteria.

An individual or group questioning the appropriateness of material within the collection will be referred to the Librarian. An individual may register a complaint in writing to the library concerning material that he or she considers objectionable. Librarian is responsible for reviewing the material in question, following current collection development objectives and selection criteria.

The librarian may consult book reviews, other commentaries, and outside advice and then forward a recommendation to the Provost. The complainant will receive a reply from the Provost indicating the library's position and action planned or taken.

### **Copyright**

North American University Library complies fully with all of the provisions of the **U.S. Copyright Law (17 U.S.C.)** and its amendments. The library supports the Fair Use section of the Copyright Law (17 U.S.C. 107) which permits and protects citizens' rights to reproduce and make other uses of copyrighted works for the purposes of teaching, scholarship, and research.

### **Interlibrary Loan**

For budgetary reasons, NAU Library at this time has no provisions for interlibrary loan services. The library will certainly consider interlibrary loan services if and when participation becomes financial and logistically feasible.

### **Policy Review**

This policy will be reviewed and updated as necessary in order to reflect the changing information environment in the university library.

## **3. Procedures**

The Librarian and Library staff will follow the Collection Development Policy to develop and maintain the collection of the NAU Library

## **4. Who Should Read This Policy**

- Staff in general, and Library staff in particular
- Faculty
- Students

## **5. History**

- Updated: 1/3/2020

**Please note:** This policy was developed using the Fresno City College Library's Policies and Procedures Manual as a model. The original policy can be viewed at <https://www.fresnocitycollege.edu/uploaded-files/documents/faculty-and-staff/2016librarypoliciesprocedurescombined.pdf>.