

**Sojourner Truth Library  
State University of New York at New Paltz**

**June 1998**

**COLLECTION DEVELOPMENT POLICY**

# Collection Development Policy

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**I. Introduction**

The purpose of this policy statement is intended to provide for the development and maintenance of the library collection.

In developing its collection, the Library affirms the A Library Bill of Rights created by the American Library Association's Office for Intellectual Freedom, including the following policies:

- 1) Books and other library resources should be provided for the interest, information, and enlightenment of all the people in the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- 2) 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.
- 3) Libraries should challenge censorship in the fulfillment of their responsibilities to provide information and enlightenment.

**II. Purpose of the collection in relation to:**

**A. Clientele**

1. The collection of the Sojourner Truth Library is primarily designed to serve students, faculty, and staff of the State University of New York at New Paltz. The collection should provide materials in a variety of formats both for students course work and independent study and for faculty in their class preparation and scholarly research.
2. Although borrowing privileges are extended to non-affiliated patrons, materials are not purchased specifically for this group.

## B. College Mission

The Mission Statement of the State University of New York at New Paltz (7/97), states that, "We offer undergraduate and graduate programs in the liberal arts and sciences which serve as a core for professional programs in the fine and performing arts, education, health care, business, and engineering". The library collection should support both the traditional core of disciplines and the professional programs. The library also promotes the campus-wide goal of providing library and information technology resources which support the curriculum, independent study, research, and information literacy".

## III. Responsibility for selection

Primary responsibility for building the collection rests with the Information Resource and Delivery Team (IRD). Each Reference Librarian selects non-reference material in assigned disciplines, with assistance from other members of the Library faculty, while the Collection Development Librarian has overall responsibility for non-reference materials and for serials. The IRD Team Leader has primary responsibility for selecting reference materials. Faculty members are encouraged to recommend materials in their disciplines and to notify the Library of materials required for their courses. Each department /program has a designated faculty member serving as the liaison with the Library. Library faculty regularly consult with teaching faculty to solicit recommendations and advice. Students are also encouraged to recommend materials for the collection. All purchases made with library acquisitions funds are ordered through the Collection Development Office. Final decisions are the responsibility of the Library Director.

## IV. Selection Guidelines

In accordance with the above general statement about the purpose of the collection, some particular guidelines for selection include the following:

- A. Support all courses taught on this campus which have been approved by the College Curriculum Committee and Graduate Council.
- B. Provide a basic collection reflecting a diversity of viewpoints in all disciplines included in the curriculum. Emphasis should be placed upon sources of outstanding quality and permanent value. Quickly outdated textbooks, anthologies, general surveys, etc. should be avoided unless essential for some specific reason.
- C. Support faculty research. The degree of support will be determined by such considerations as: (1) the degree of relationship between the research and course work of the College; (2) the necessity for a faculty member's frequent re-use of the material, or use for extended periods of time; (3) the nature of the

material itself: whether it is important classical material of permanent value to the collection or material which, however important for an immediate research purpose, may be of relatively temporary value; (4) the availability of the requested material in area libraries.

- D. Provide materials for independent reading and study.
- E. Collect materials of regional significance.
- F. Collect published material by and about Sojourner Truth.

## **V. Selection Criteria**

The following criteria will be considered in selecting materials. (Criteria are *not* listed in order of priority):

- A. Reviews in reputable sources.
- B. Recommendation by faculty member.
- C. Reputation and authority of author, publisher or editor.
- D. Inclusion in indexes, abstracts, standard bibliographies.
- E. Strength of materials held by the Library in the discipline in relation to level of courses, number of majors, number of students enrolled.
- F. Currency of the treatment of the subject.
- G. Accessibility of related materials in libraries within the region and the SUNY system.
- H. Physical characteristics. (For print material: size, format, binding, printing and arrangement. For audio and video cassettes: the technical quality of the sound and visuals.)
- I. Cost of item.
- J. Potential use of item.

## **VI. Serials**

1. A serial is a publication issued in successive parts bearing numerical or chronological designations and intended to be continued indefinitely. Serials include periodicals, newspapers, and annuals.

2. Selection of serial titles is based on the same criteria as monographs (see section V). However, because of the ongoing nature of the commitment and the cost of processing and maintaining the material, greater emphasis is placed on Section V, parts D, G, I and J. Serial titles are reviewed every three years for continued appropriateness to the curriculum.

Serials are purchased in microform because of the following reasons:

- a. Poor condition or lack of availability of hard copy
- b. Width of margins, size, peculiarities of format, relative ease of storage, etc.
- c. Space restrictions
- d. Limited use expected
- e. Mutilation and missing issues might be a problem
- f. Microform is less expensive than a paper subscription
- g. Cost of microform versus binding the hard copy

## **VII. Electronic Formats**

### **A. Scope**

These are general criteria to be considered in making collection development decisions regarding material in electronic formats. They do not replace, but rather supplement, overall Collection Development guidelines found elsewhere in this policy statement. Two broad categories of material are covered here. The first category includes all types of digital resources acquired by the Library and physically located in the Library. These include, but are not limited to diskettes, CD-ROMs, and locally mounted and maintained databases. The second category includes digital databases mounted and maintained at remote sites which are contractually available to the campus community. Examples of this second type are databases available from SearchBank, FirstSearch, and DIALOG, subscriptions to electronic journals, and World Wide Web access to resources such as Britannica Online. Access to recommended free services available through the World Wide Web is linked to the Library's homepage and is the responsibility of the Library webmasters. Other free services on the Internet are available to all users, but the Library does not provide special access points to these services.

### **B. Selection Responsibilities**

The responsibility remains with the Librarians of the Information Resource and Delivery Team, as it does with more traditional formats. All guidelines and policies relevant to the selection of materials in traditional formats apply to machine-readable sources as well.

### **C. Special Selection Criteria are:**

Is there a need for the resource to justify its acquisition?

Is the resource only available in digital format?  
 Has resource been reviewed or recommended by an authority?  
 Would the resource provide improved access to materials already in the collection?  
 Would it duplicate a resource already available?  
 Would it provide alternative access to heavily-used materials or materials that are vulnerable in non-digital format?  
 Would it provide superior access points (indexing), search capabilities (software), value-added elements, economy, frequency of updates?  
 Do vendor contractual requirements impose prohibitive restrictions on the use or archivability of the product?

CD-ROMs that are purchased must be compatible with existing library hardware and software, or be at least supportable, in as much as the Library is able and willing to support another type of searching software. CD-ROMs are usually purchased for reference in-house use only. Occasionally, a CD-ROM may be supplemental or accompany other material that was purchased. It is up to the IRD Team to determine how the CD-ROM will be treated.

## **VIII. Special Materials**

### **A. Foreign language materials**

Materials in foreign languages will be acquired if they support major or primary sources and if it is essential to have the original text as well as the English translation. Outstanding secondary sources may be acquired if unavailable in translation.

### **B. Textbooks**

Textbooks used for courses are not knowingly purchased.

### **C. Machine - dependent materials (non-computer)**

All are selected on the basis of the guidelines and criteria in Sections IV and V. As demand develops for materials other than those considered below, they will be reviewed and added if appropriate.

#### **1. Microforms**

- a. Serials -- see section VI.
- b. Monographs -- purchased if no other format is available.

#### **2. Audio and video cassettes**

Audiovisual materials are purchased in support of the campus curriculum and to enrich the collection. Selection of audiovisual materials is based on favorable reviews and faculty requests. Collection balance and

interdisciplinary use are also considerations.

D. Paperback books

Paperback editions are purchased if they are original titles, if the hard-cover edition is not available, or if the paperback edition is substantially less expensive than the hard-cover edition, and heavy use is not anticipated.

E. Out-of-print materials

Out-of-print materials have a lower priority than in-print, current materials, but are purchased either in hard or soft cover or microform, on the basis of known or anticipated use or to complete or enrich a subject area.

F. Maps

Maps are purchased according to the criteria in Section V stated above.

G. Music scores

The Library acquires scores of standard musical works, but the collection does not aim at comprehensiveness.

H. Pamphlets

See Vertical File Policy (IX. F)

I. Dissertations

(See Acquisitions on Demand VIII. N.)

J. Multi-volume sets

When the Library, based on the selection policy, purchases one volume of a multi-volume set, it assumes the responsibility of completing the set, if possible.

K. Standing orders

When the Library purchases volumes of a series or serial or publications of a particular publisher, a standing order for the whole is *not* automatically established.

L. Government Documents

1. U.S.

As a partial depository for U.S. government documents, the Library selects and maintains a collection suited to the needs of the College and the residents of the geographic area the depository serves. Purchase of

government documents shall be based on the same criteria as used for monographs.

## 2. State and local

Sojourner Truth Library is a full depository for New York State documents in microfiche format. The *Monthly Checklist of State Documents* is reviewed for additional acquisitions. Public interest is considered along with the criteria previously stated for monographs. The Library will attempt to provide key documents produced by the town and village of New Paltz, Ulster County, and regional commissions which include Ulster County.

## M. Non-Library purchases

Materials for collections outside the Library's jurisdiction and materials needed in campus offices and classrooms are not purchased with Library funds unless supplementary acquisitions funds are provided specifically for such purchases. In such cases, the materials will be cataloged and made available to the campus community.

## N. Acquisitions on Demand

This category includes materials that cannot be borrowed on interlibrary loan. After the Interlibrary Loan Librarian consults with the Collection Development Librarian, dissertations/theses, journal issues, or fiche materials needed for graduate or faculty research are acquired and selectively added to the collection.

## IX. Special Collections

### A. Children and Young Adult Collection

A small number of books are selected to address the needs of the School of Education curriculum.

### B. New Paltz Collection

1. The New Paltz Collection contains materials concerning the college and the region. First priority will be given to publications by and about the College.

For example:

- a. Publications of the college, the administration, the faculty and student groups intended for public distribution.
- b. Publications about the college.
- c. Works authored by college faculty and staff are actively sought as donations. A second copy of monographs will be purchased for the Stacks.
- d. Student theses and graduate independent studies.

2. Materials will be collected about the village and town of New Paltz, Ulster County, and other towns in Ulster County. For example:
  - a. Regional history.
  - b. Official publications of the Village and Town of New Paltz and Ulster County.

#### C. Rare

The Rare Book Collection contains materials that are separated from the general collection because of their rarity, fragility, or intrinsic, monetary or research value. This includes any book deemed rare by a member of the faculty, librarian or rare book dealer.

#### D. Restricted

The Restricted Book Collection contains materials that are separated from the general collection because they are likely objects of theft or mutilation and are not readily replaceable.

#### E. Reference Collection

The Reference Collection selection policy follows general selection guidelines and criteria with these changes or additions:

1. Bibliographies and indexes covering as wide a range of topics as possible are acquired to provide for independent study.
2. Currency of present holdings, e.g. Encyclopedias are updated in rotation.
3. Accuracy of content.
4. Staff's knowledge of user's needs via reference questions, instruction sessions, knowledge of assignments, and discussions with faculty.
5. Standing orders for Reference serials are reviewed annually.

#### F. Vertical File

1. Free and inexpensive materials, usually of an ephemeral nature, are selected to meet curriculum requirements, research needs, and faculty and student interests. A special effort is made to procure material in subject areas that are constantly in demand, where stack books are quickly depleted, or periodical indexing lags.
2. The Vertical File is characterized by its variety of materials: pamphlets (usually below 60 pages ), newsletters, brochures, bibliographies, clippings, annual reports, maps, selective New York State documents, etc.
3. The selection criteria are currency, compactness and the readily accessible nature of the information. However, some materials are kept for historical

use.

## **X. Duplicate copies**

For the general collection, duplicate copies (normally not more than two ) are purchased of those titles which are, or are expected to be, heavily and continuously used, or are on reserve. Second copies of Special Collections materials will be acquired where appropriate to provide a circulating copy.

## **XI. Editions and translations**

When several editions of a work are available, selection decisions are based on format, editor and date. New editions, including translations, are purchased when they substantially update or improve on the previous edition.

## **XII. Gifts**

Gifts are books, journals, and other print and non-print materials donated to the Library. Gifts are accepted on the condition that the Library be permitted to dispose of them or add them to the collection at its sole discretion. The Library will, upon request, return to the donors books which are not to be added to the collection. The Library may add gift books to the collection which might not otherwise have qualified for purchase.

## **XIII. Grants**

Acquisitions of materials funded by grants administered by the Library are subject to this selection policy. These funds usually are not used for subscriptions or standing orders.

Acquisitions of materials funded by grants administered outside the Library will be treated as gifts (see section XII)

## **XIV. Withdrawal Policy**

The Association of College and Research Libraries Standards for college libraries, 1995 edition, section 2.1, states: A No title should be retained for which a clear purpose is not evident in terms of academic programs or extracurricular enrichment.≡ Materials whose content is no longer relevant to current and anticipated curricula and research may be removed from the collection with caution.

### **A. Missing Items**

Lost and paid for items are immediately withdrawn from the Online Public Access Catalog (OPAC). Items marked missing for more than six months

are removed from the OPAC. If an item is in heavy demand during the six months, an added copy may be purchased. Replacement copies for withdrawn items will be purchased if possible or desirable.

## B. Other materials

1. These may be submitted for withdrawal by any staff member for the following reasons:
  - a. Beyond reasonable repair.
  - b. Obsolete, superseded or both.
  - c. Lack of use.
  - d. Replaced by microform.
  - e. More than two copies,
  - f. Single volume of incomplete multi-volume set.
  - g. Single issue of unanalyzed serial.
  - h. Duplicate of separate issue of serial.
  
2. Withdrawal decisions will be made after consulting one or more of the following sources as appropriate:
  - a. *Books for College Libraries* and subject bibliographies.
  - b. Relevant reference tools.
  - c. Teaching faculty and librarians.
  - d. Union lists (for periodicals).
  - e. STL catalog for holdings on the subject.
  - f. Use statistics
  - g. *Books in Print*
  - h. *OCLC* for other libraries' holdings.
  
3. Final decision to withdraw is assigned to librarians as follows:
  - a. Collection Development Librarian: Non-reference materials (and serials)
  - b. Team Leader for Information Resource & Delivery: Reference materials

## C. Disposal of withdrawn items

Items which have been withdrawn from the collection may not be given to Library faculty or staff. They may be disposed of in the following ways, at the discretion of the librarian making the withdrawal decision:

1. Items may be donated to other campus offices, including academic department collections.
  
2. Items with some useful life remaining may be donated to other institutions.

3. Materials not suitable for either of the above courses of action shall be recycled as efficiently as possible. Holdings records of withdrawn items must be removed from OCLC and the Aleph database.
4. Withdrawn forms are filled out to be submitted to the Property Controls Office.

Records of such disposal shall be kept in accordance with methods established by State Offices.

## **XV. Replacement**

Materials withdrawn are not automatically replaced. Replacement depends on the number of copies held by the Library, existence of similar material in the collection, as well as criteria in Section B2 above. Replacement decisions are made by the appropriate librarian as designated in Section B3 above.