



# **COLLECTION DEVELOPMENT POLICY**

**UNDERWOOD UNIVERSITY LIBRARY**

## **UNDERWOOD UNIVERSITY LIBRARY MISSION STATEMENT**

The Underwood University Library exists to provide a wide range of materials and services designed to enhance and advance faculty members' and students' personal lives and equip them for services, as well as provide a solid academic foundation in professional and general studies.

## **UNDERWOOD UNIVERSITY LIBRARY VISION STATEMENT**

The faculty, staff, and administration of Underwood University believe that the library is an active, integral, and educational facet of the university. Based on that belief, the library staff is striving to make the library the first source for scholarship and information, where students' needs are the top priority and faculty members find the resources essential for their teaching and research. In order to make this vision a reality, the Underwood University Library will maintain a comprehensive collection to support its curriculum and meet the needs of its clientele, and to become a state-of-the-art collegiate library in its use of electronic resources.

## **LIBRARY CORE VALUES**

**Integrity:** The Underwood University Library staff will conduct the business of the library according to biblical and Christian standards. Furthermore, the library staff will adhere to the financial policies set forth by Underwood University and our accrediting agency.

**Service:** The Underwood University Library staff will provide user-centered, prompt, responsive, and friendly service to the entire Underwood University community. We will respond to the evolving needs of the community with flexibility, innovation, and ongoing assessment.

**Access:** The Underwood University Library staff will provide unhindered and clear access to all forms of information while respecting individual privacy, autonomy, and free inquiry.

**Learning:** The Underwood University Library staff will educate and assist our users to identify, evaluate, and utilize information in their coursework, research, careers, and daily lives.

**Community:** The Underwood University Library staff will create a welcoming environment conducive to research, dialogue, and work by treating all members of the Underwood University community with dignity and honesty, and with respect for social and cultural diversity.

**Collaboration:** The Underwood University Library staff actively seeks partnerships to improve service and increase access to information.

## GOALS AND OBJECTIVES

### Goals:

1. Provide expert assistance, instruction, and an innovative suite of user services which are responsive to the needs of our community and changing circumstances.
2. Build up resources comprising of print and digital materials using selection criteria that reflect the academic priorities of the university, current collection strengths, and significant research in all areas of study pursued at the university.
3. Provide effective organization and presentation of information and collections.
4. Create and maintain a physical environment that fosters learning and research, and encourages use and interaction.
5. Communicate the library's services and resources effectively, expand outreach, and develop opportunities for our users to provide regular feedback about those services
6. Contribute to the academic, ethical, and cultural growth of the Underwood University community.
7. Secure the necessary resources to meet Underwood University Library's goals and objectives.

**Objectives:** The numbers in parentheses correspond to the goal or goals addressed by the objective.

To create and implement a library Strategic Plan. (1-7)

To assist with the creation and implementation of the Technology Strategic Plan. (1,2,4-7)

To determine the information literacy competency of the UU student body. (1, 3- 7)

To use the data collected from the Information Literacy Competency Survey to create an information literacy curriculum for UU. (1,3-7)

To create and implement a schedule for Library Orientation. (1, 4-7)

To create and implement the library's financial policies. (7)

To grow the budget to address curricular and research needs. (1,2,4,7)

To revise the current survey questions about the library to make them more specific. (1,5)

To develop library outreach materials in a variety of modalities. (1,5,6)

To increase the University community's awareness of issues related to copyright, fair use, open access, and licensing. (1,4-7)

To improve the signage for the stacks and the area outside the library space. (3-7)

## Information Literacy Standards

It is the duty of the Underwood University Library staff to make sure that all students are competent in information literacy. These standards were created by the Association of College and Research Libraries, a branch of the American Library Association.

College students must be information-literate learners who can:

- Determine the extent of information needed.
- Access the needed information effectively and efficiently.
- Evaluate information and its sources critically.
- Incorporate selected information into one's knowledge base.
- Use information effectively to accomplish a specific purpose.
- Understand the economic, legal, and social issues surrounding the use of information, and access and use information ethically and legally.

### **The Library's current Strategic Plan includes the following goals for collections:**

- The modern library collection is a mix of traditional print and a growing body of electronic publications. Our challenge is providing the best blend of these resources in a package that is easily understood and used.
- The library will have at least 2 copies of each required textbook in the collection. One copy will be for the professor's use, while the other copy will stay on reserve for student use.

### **Purpose of the Collection Development Policy**

- To translate the university's research, instructional, and programmatic needs into collecting practices for the Library's collection
- To describe the scope and nature of the collection
- To delineate collection priorities
- To provide guidelines and encourage consistency with materials selection
- To facilitate the rational and orderly expenditure of the materials budget within the fiscal year
- To communicate the Library's policies to the UU community

## **General Collection Development Goals**

Those responsible for collection development at the Underwood University Library strive to:

- Make informed and timely resource selection decisions based on a carefully prepared, up-to-date collection development policy
- Allocate the materials budget and perform selection in a systematic manner that maximizes coverage, minimizes gaps, and avoids unnecessary duplication
- Anticipate as well as respond to users' needs
- Be engaged with the complete life-cycle of items in the collection, including selection, use, storage, preservation, and possible withdrawal from the collection
- Base changes on continuing evaluation of collections, evolving academic programs, and library use patterns
- Participate in cooperative purchasing agreements with other libraries
- Follow principles of intellectual freedom as contained in the American Library Association's Library Bill of Rights  
(<http://www.ala.org/ala/oif/statementspols/statementsif/librarybillrights.htm>)
- Recruit, train, and encourage professional growth of library faculty in collection development roles
- Enhance understanding of the purpose and nature of collection development within the Library and the Underwood university community

## **Scope of the Library's Collection**

The library supports the teaching, research and services of Underwood University. The university employs approximately 40 faculty and staff members, and educates over 450 students. At the undergraduate level, the university provides baccalaureate degree programs in 5 fields. At the graduate level, the university offers Master's degrees in 3 fields.

The size and range of the university's programs require a library collection that is of comparable size and scope. There are few subject areas in the collection for which material is selected at less than an instructional level, defined as adequate to support undergraduate and most graduate instruction, as well as sustained independent study.

## **General Collection Guidelines**

### **Selection Criteria**

Criteria differ from one subject area to another, but in general the following factors should be considered in the decision to purchase a library resource:

- Cost
- Degree of specialization (whether the resource is likely to serve multiple interests or a more narrow range of users)
- Intended audience (scholarly vs. popular; university vs. lower-level, etc.)
- Language
- Physical condition (for older materials)
- Projected need based on use patterns of similar material already in the collection
- Relevance to curriculum
- Reputation and type of publisher
- Reputation of author

### **Electronic Resources**

Electronic resources include any work that has been digitally encoded and made available through the use of a computer. The data may be remotely accessed or held by the Library in a physical format such as CD-ROM. The Library acquires access to digital information through a variety of avenues, including providing links on the website to free resources, and purchasing or licensing commercial products. It is with the latter category that this policy is concerned.

**In the purchase of electronic resources, consideration of the following factors is essential:**

- For electronic journal subscriptions, long-term archival access to purchased content must be provided, either by the vendor of the electronic version or through other means
- The licensing agreement must meet library, university, and state legal requirements.

**The following additional factors may influence the decision to purchase an electronic resource:**

- The resource provides added value over the print version (if applicable) in the form of greater searching capabilities, more frequent updates, multimedia data provided that is unavailable in print, etc.
- There is little overlap with other electronic resources
- Remote access is preferable to physical ownership in the form of CDs or other formats
- Full-text content or reliable links to full-text are provided
- Links are frequently checked and well maintained
- No plug-ins or other extra software or hardware are required to use the resource
- Number of simultaneous users is unlimited
- Use statistics are provided
- Resource is compatible with a variety of web browsers
- Navigation is easy and clearly explained
- Effective tutorials or other forms of help are provided
- Downloading and printing options are clearly explained and function reliably
- Updates are regular and timely
- Vendor has a reputation for prompt and effective technical support.

## **Periodicals and Serials**

The Library maintains a strong, extensive collection of current periodicals and serials. The responsibility for periodical and serial selection rests with the librarian and the faculty, who weigh each potential addition or cancellation carefully, taking into account requests from faculty and students, current trends in the subject field, and financial considerations. Although the ideal practice would be to start new subscriptions whenever they are requested by users or deemed desirable, budget limitations may require that current subscriptions of equivalent cost be cancelled before a new subscription can be added. Because of the ongoing monetary commitment made when new periodicals or serials are selected, the Director of Library Services and Academic Director must approve all new subscription requests as well as cancellations.

**In addition to the general selection criteria listed above, the following factors are desirable when adding new subscriptions to periodicals and serials:**

- Electronic availability, including back files
- Full-text availability
- Inclusion in major indexing and abstracting tools

In general, the electronic-only format, when available, is preferred for periodical subscriptions. High subscription costs preclude collecting both electronic and print formats in most cases. Electronic subscriptions have the advantages of not occupying physical space and not requiring as much handling by library staff. Exceptions to this policy include lack of acceptable archiving practices on the part of the electronic format vendor or superiority of the print format with regard to images or other considerations.

## **Purchase Requests**

If a member of the Underwood University community wishes to suggest materials to purchase for the library, they need to submit a Purchase Request Form. Once the form is submitted to a member of the library staff, they will use the above criteria to determine whether the purchase will be made.

## **Languages**

Although the predominant language of the Library's collection is English, Underwood University will buy materials in Korean or other languages as funding allows.

## **Faculty Publications**

Because there is a strong possibility that faculty-authored works will be frequently used for teaching and research, the library would be open to purchasing such materials. The Library does not, however, make a systematic effort to collect every publication produced by Underwood University faculty members. The general guidelines for print materials found elsewhere in this policy, are applicable to faculty publications.



## **Textbooks**

The term “textbook” is used to describe a variety of publications, and thus a clear, concise definition is not possible. Most textbooks do not present new information about a topic but are rather designed to present summaries, surveys, or introductions. They may include sections with problems or exercises.

In general, the Library will purchase 2 copies of all required textbooks for courses taught at Underwood. One copy will be for use by the professor, while the other copy will be on reserve in the library for student use. If there are 2 professors teaching the same course, an additional copy of the book will be purchased as funding allows. Study guides and materials accompanying textbooks, such as instructor guides and workbooks, are rarely purchased.

## **Popular Works**

The Libraries’ primary collection development commitment is to the acquisition of scholarly materials supporting the university’s teaching and research needs; however, on a limited basis popular reading materials are also acquired. The general collection contains a selective representation of specific popular genres, for example, classics of American fiction.

Requests for specific titles and for multiple copies are considered on an individual basis. Titles remain in the collection until either their popularity diminishes or their physical condition deteriorates beyond repair.

## **Multiple Copies**

Greater emphasis is placed on the acquisition of unique material rather than multiple copies of the same title. However, multiple copies may be ordered at the discretion of the librarian based on demonstrated or predicted demand. In addition to the circulating collection there may also be a need for a copy in Reference, or on reserve if it is a textbook.

As noted in the section on textbooks, classroom assignments sometimes create temporarily high demand for certain titles. In this situation ordering multiple copies for the general collection is not recommended because even multiple library copies may not be sufficient for the immediate need and may not arrive until after the need has subsided. A preferable alternative is for the professor making the reading assignment to place the library copy of the book on reserve or encourage students to purchase their own copy.

## **Replacements**

Evaluating the continued need for material worn or damaged beyond repair or lost by users is a fundamental part of collection development. Standard works, classics, and studies on topics of current interest are usually the most heavily used material in the Library, and as such, the material most susceptible to damage or loss. The librarian will make every effort to replace material that is still of value to current or future users, but they may also determine that a lost or damaged item does not need to be replaced if other copies or editions are available in the collection or if the title was of marginal significance to the collection.

Collecting new and unique titles is generally preferred to acquiring different editions of items already in the Library's collection. However, adding another edition is entirely appropriate if the edition already in the Library's collection:

- Is lost or missing
- Is worn or damaged beyond repair.
- Has a high circulation count

**Adding another edition is also appropriate when:**

- The edition under consideration makes an important contribution to scholarship in the discipline because of the author's or editor's reputation, approach, etc.
- The edition under consideration is likely to be in demand by users
- The content of the edition under consideration has been substantially revised or updated

**Hardbacks vs. Paperbacks**

Experience has demonstrated that hardcover bindings provide significant protection against normal wear and tear as well as more serious damage from fire or water disasters. When a title is available in both hardback and paperback format, the hardback format is generally preferred. However, if the price difference between the two formats is significant, the selection of the paperback edition may be warranted even though binding the paperback will incur some additional expense and time.

**Gifts**

The library staff welcomes gifts of scholarly materials, whether in the form of large collections or individual volumes. In order to facilitate the Library's commitment to access, donors are asked not to place restrictions on the gifts they provide. All gifts are reviewed by the library staff to determine their appropriateness for addition to the collection. Gifts are not added to the collection when their content is outside the scope of the collection, their physical condition is poor, or they would represent unnecessary duplication of material in the collection. Gift materials not added to the collection are donated to other libraries, sold, or discarded.

Books are sometimes produced in a preliminary state that predates the first published edition; these are known as uncorrected proofs or galleys. Because further changes may be made to the book manuscript before publication, uncorrected proofs and galleys do not represent the final version of the publication. They are not added to the Library's general collection, but they may be kept in the library for use by the Underwood University community. Books labeled as "advanced reading copy," "review copy," "free copy not for commercial distribution," or similar wording do represent the final version of the publication and may be added to any area of the collection.

Library staff cannot appraise the value of the gift material. Donors may have independent professional appraisals performed for especially valuable gifts as they see fit.

## **Cancellations**

Normally the librarian attempts to fill all orders and honor commitments to ongoing publications such as periodicals, but from time to time it is necessary and sometimes even desirable to cancel orders and subscriptions.

Orders that have not been filled within a reasonable time are reviewed by the librarian and cancelled if the material is no longer wanted or if the chances of obtaining it have become unacceptably low. Cancellation frees up encumbered funds so that they may be spent on other resources.

Publications and products requiring an ongoing commitment should be evaluated not only when first considered for purchase, but also in subsequent years to make sure they are still appropriate for the collection and worth the cost of continuing. The following circumstances may prompt cancellation:

- The resource no longer offers valuable, reliable, or current information
- The resource is no longer well-maintained
- Another resource offers superior coverage
- Use statistics reveal unacceptably low use or high cost per use
- Price increases are unsustainable
- Budget shortfalls force the Library to cut back on subscriptions
- Some volumes (as in a publisher's series) are still desired, but not all. The desired ones would be better purchased by firm ordering them individually

## **Weeding**

The Underwood University library is committed to retaining most materials in perpetuity for future generations of scholars. While some materials may seem more relevant and valuable than others, scholarly emphasis changes over time, and it is impossible to predict with complete accuracy the research trends of the future. Information considered outdated by today's standards may be of historical research interest in years to come.

Exceptions to this rule include:

- Materials that are too damaged or worn to use and impossible to repair
- Materials produced on poor-quality paper that will deteriorate quickly
- Serial publications in which the new volume completely supersedes the previous one
- Additional copies of titles that are receiving little or no use, as long as at least one copy is retained

## Reference Collection

**Introduction:** The Underwood University Library reference collection exists to support the teaching and research of the university's students, faculty, and staff. The materials in the reference collection are in print and digital formats.

This Collection Management/Development Policy serves to guide the library staff and the Underwood University faculty. It is a general statement of philosophy that underpins the growth and management of the reference collection at the Underwood University Library.

**Definition:** A reference tool is "designed by the arrangement and treatment of its subject matter to be consulted for definite items of information rather than read consecutively" (*ALA Glossary of Library and Information Science*, 1983). Reference tools are usually one of two types: they either promote the rapid retrieval of factual information or they provide a starting point for further research. In either case, they are considered to be authoritative.

**Criteria:** The goal for developing the reference collection is to collect print and digital products that are designed for efficient consultation, to provide factual answers, to give a concise overview of a subject, or to refer users to additional sources for research. It is of paramount importance that the collection strives for a balance between comprehensive coverage and concise in-depth information. The print reference collection attracts users who seek assistance in meeting their research, teaching, and general information needs.

**Subject Scope:** Items in the reference collection should be of broad introductory interest, although specialized sources will be included when they are in high demand. While each academic discipline has somewhat different information needs, reference sources should be weighed in view of their usefulness in finding facts, summaries, or references quickly. Resources that are narrowly focused and not expected to be in high demand are better suited for the circulating collection, even though their titles may include words such as "encyclopedia," "dictionary," or "almanac."

**Information Currency:** New editions are added if they provide a substantial amount of newer information.

**Authority:** Sources are selected on the basis of their authoritative nature. Seminal reference works in a field and accurate, reliable, and current information all lend to the authority of the reference collections. Sources that are based on dubious research, treat topics superficially, or are shown to contain inaccurate information should not be in the reference collection. The librarian should evaluate the reputation of the author, publisher, and editorial staff before selecting a source for purchase.

**Language:** Strong preference is given to materials in English. The only exceptions are materials written in Korean that support the courses taught in Korean

**Format:** Since ease of use is of utmost importance, persons selecting materials must evaluate the arrangement and the quality of indexing in print resources. Preference is given to electronic editions over print versions if the price difference is reasonable, as digital resources are more widely accessible and easier to search comprehensively. For electronic sources, any value-added features such as broader access, usability, currency, and links to related resources must be weighed against the greater cost over a print counterpart. In selecting electronic resources, the librarian should favor one-time purchases over sources requiring subscriptions or continuing maintenance fees. In most cases, the cost of the electronic source should not exceed 25% of the cost of the print or have a price differential of \$125 or more. Resources on CD- ROM/DVD that are limited to single workstations in the library buildings are generally not purchased.

### **Criteria for Specific Types of Materials**

**Encyclopedias:** Since some students still express a preference for print encyclopedias, the library maintains the *Encyclopedia Britannica* and *Encyclopedia Americana* in print.

**Sacred Texts:** There is a representative collection of standard versions of the Bible in Korean and English for consultation.

### **Circulation of Reference Materials**

Reference materials do not circulate except with special permission from the Director of Library Services. Before giving permission, the director will see if there is a second copy or an acceptable substitute in the circulating collection. Heavily-used titles are not allowed to circulate under any circumstances.

Multivolume sets (or any volume that is part of a set) will not be loaned out since they may be difficult to replace.

### **Selection Responsibilities**

The Director of Library Services, in collaboration with the Director of Academic Affairs, selects print materials for the Underwood University Library. The Director of Information Technology is invited to collaborate on the selection of electronic resources. The Director of Library Services submits all purchase requests to the President for approval. Those purchases include all print resources for the circulating and reference collections, the periodicals subscriptions, and the database subscriptions. The Director of Library Services is responsible for tracking expenditures in accordance with the Library budget.

**Selection:** It is important that the librarian, who works with the collection on a daily basis, be the one primarily responsible for its development and maintenance. The librarian's selection duties include:

Compiling a list of resources for purchase

Scanning review sources and publishers' catalogs for important new sources

Monitoring new editions and deciding whether they should be purchased

Examining availability and price of electronic resources and deciding which format is preferred in light of cost and usability

Maintaining awareness of the reference sources needed to support class assignments and research trends at Underwood University.

**Weeding:** The librarian will determine if items identified for removal will be transferred to the circulating book collection or withdrawn. Decisions should take into consideration whether another copy or an earlier edition is already in the circulating collection.

### **In Conclusion**

The preceding policies provide a brief overview about how materials are accessioned and de-accessioned at the Underwood University Library. The Director of Library Services reserves the right to amend this policy as needed.

