

# E.Y. Berry Library Learning Center

## Black Hills State University

### Collection Development Policy

**Purpose:** The purpose of this document is to establish written guidelines for the continuing growth, management, and maintenance of library collections. It is intended to serve as a tool to communicate the Libraries' collection development procedures to the faculty, administration, students, librarians, and other interested individuals in the University community.

**Mission:** Black Hills State University Library is an information gateway for academic research and scholarship. Librarians provide tools, support and an intellectually open environment conducive to educational excellence, and lifelong learning for the global BHSU community.

**Intellectual Freedom and Censorship Issues:** The Library adheres to the American Library Association's policies on intellectual freedom as expressed in the Library Bill of Rights (<http://www.ala.org/advocacy/intfreedom/librarybill>).

**Copyright Statement:** The Library complies fully with all provisions and amendments of U.S. Copyright Law (17 U.S.C.). The Library strongly supports the "fair use" section of the same, which protects citizens' rights to reproduce and use copyrighted works in teaching, scholarship, and research. Items violating copyright and/or "fair use" will not be incorporated into library holdings or services, including the Library's course reserve system.

**Overview of the Collection:** The Library: houses over 288,000 book volumes; receives 22-percent of U.S. Government publications (via the Federal Depository Library Program); subscribes to more than 175 paper periodicals; maintains 750 archived paper journal titles; subscribes to 86 online databases, providing access to nearly 26,000 e-journal titles, and includes a 2000+ item media collection, featuring more than 1700 DVD titles. The Library Reference Collection includes encyclopedias, handbooks, dictionaries, directories, almanacs, and atlases; the Curriculum collection houses K-12 teaching materials (mostly donated from local schools); and Case Library (which includes the University Archives) contains books, periodicals, maps, manuscripts and assorted materials specializing in the greater Black Hills regions.

**Goal of the Policy:** The Library aims to maintain a collection supporting the curriculum and research of the university community. The process of collection development includes:

1. Selection
2. De-selection
3. Evaluation

**Selection Criteria/Guidelines:** The selection of materials is a continuous process affected by the content and needs of a changing curriculum. These guidelines for selection apply equally to all types and formats of materials being considered for acquisition. Library funds are used for current and retrospective purchases to build a balanced collection that supports the academic mission of Black Hills State University.

The following guidelines should be considered by librarians and faculty members who select and add materials to the collections of Black Hills State University Library:

1. Subject matter and scope:
  - 1.1. Relevancy to the curriculum
  - 1.2. Relationship to current holdings and strength of materials in that subject area
  - 1.3. Historical and research value to students and faculty
  - 1.4. Local interest (subject, author or publisher)
  - 1.5. Should be suitable and useful in subject, level and style for intended audience
2. Validity/Accuracy:
  - 2.1. Information presented is accurate, current, and authoritative
  - 2.2. Author, artist, or publisher has good qualifications or reputation
  - 2.3. Literature titles have literary merit as expressed in critical reviews
  - 2.4. Other criteria to consider: availability of indexing, date of publication, primary versus secondary source, fact or opinion, observation or research
3. Point of view:
  - 3.1. Fair and balanced in its point of view, but may also select titles of a partisan or sectarian nature or even some that may have a biased point of view
  - 3.2. Alternative points of view
  - 3.3. Social significance
4. Elements of quality:
  - 4.1. Well written
  - 4.2. Suitable format for message
  - 4.3. Originality and creativity in presentation and content
5. Duplicates/multiples: Duplicate and/or multiple copies of a title are not normally purchased, but may be added if warranted by heavy usage or other special circumstances.
6. Price: In instance where the cost of an item is high and anticipated demand is low, the decision to purchase or not will rest with the Library Director.
7. Out of print: Current printed materials take precedence, but reasonability will be made to purchase out-of-print titles when needed
8. Format:

- 8.1. Consideration of all formats for selection with a few exceptions (see below)
  - 8.2. Consideration of the condition and durability of materials
  - 8.3. When selecting electronic resources, consider IP authentication, archival policy, free trials, full-text availability, indexing and time commitment
  - 8.4. Generally not considered: software, obsolete media formats, media with distribution/circulation/interlibrary loan restrictions, Region zero DVD's produced outside the United States, items requiring added bindery services, containers, or enclosures, items intended to be housed outside the library, and/or items that cannot be accommodated by existing library shelving
9. Textbooks: defined here as works, whose published form, clearly indicates its intended use as principal teaching aid (are generally not purchased, with a few exceptions):
- 9.1. Consider textbooks when they are important for reference purposes
  - 9.2. Consider textbooks when they are definitive or classic in their fields
  - 9.3. Consider textbooks when they are the most current of especially useful source of information

**De-selection Guidelines:** Librarians deselect materials on an ongoing basis. For large-scale weeding projects, librarians may request faculty input. Evaluation of materials for weeding involves a judgment as to whether the materials still meet the Selection Criteria outlined above. Weeding constitutes the removal of outdated, superseded, damaged, or duplicate material from the collection.

The following criteria are used by librarians in evaluating any title for retention, rebinding, mending, relocation, cataloging, or classification changes, replacement or updating.

- 1. Poor physical condition:
  - 1.1. Replace with latest edition if item meets current selection criteria
  - 1.2. Rebind or repair if possible and worth retaining
- 2. Number of copies: withdraw unnecessary, additional copies
- 3. Superseded editions:
  - 3.1. Retain "next to last" edition depending on subject, length of time between editions, circulation, extent of revision, or as a backup for reference
  - 3.2. Keep all revised editions of some reference works
- 4. Use of material: consider insufficient use as a factor, but not as sole factor for withdrawal
- 5. Broken set of books: identify and re-evaluate for retention
- 6. Some criteria for not discarding:

- 6.1. Local author or faculty member or local topic
- 6.2. Famous illustrator, or the title, contain valuable photographs or illustrations
- 6.3. Title enjoys a fair circulation
- 6.4. Title is a prize winner
- 6.5. Title is considered a primary source material for historical research
- 6.6. Title strongly illustrates the cultural knowledge of a specific time period

**Evaluation Guidelines:** The purpose of collection evaluation is to:

1. Understand the content of the collection as it evolves with the selection of new and replacement materials to keep the collection viable and useful
2. Understand patterns of use of the collection
3. Withdraw unnecessary, unused, and out of date materials
4. Alert librarians and faculty to areas of weakness in the subject coverage or currency of the collection
5. Identify materials in need of replacement, binding, or repair.