

UNIVERSITY POLICY

Policy Title: **LIBRARY COLLECTION DEVELOPMENT**

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Name(s) of Designated Policy Owner(s): Joy Matteson

Approved By:

- **University Planning Council Subcommittee on Policies:**
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1. Purpose

The purpose of this document is to identify the principles and guidelines to be followed in developing and maintaining the collections of the Benedictine University Library ("the Library". Consistent with the Mission Statement of the Benedictine University Library, its collections primarily exist to support and enhance the academic programs of Benedictine University ("the University") and the research needs of the faculty and staff. The collections should also reflect the college's Roman Catholic and Benedictine heritage, a diversity of voices and viewpoints, and the college's commitment to assist students in becoming responsible citizens and leaders in the world community.

2. Scope

Benedictine University is a private coeducational mid-sized institution of higher education serving the northern part of Illinois with a branch campus in Mesa, Arizona. It is based in the Catholic and Benedictine traditions. Most students in on-campus programs are drawn from the Chicagoland and Mesa areas.

4. Policy Statement

The acquisition and maintenance of the Library's materials collection is one of the primary functions of the Library's mission. Collection management refers to the process of building and maintaining the Library's materials collections in both print and non print formats. The collection management process includes the formulation of policy and procedures, budget allocation, needs assessment, selection, and collection evaluation. The primary goal of the Benedictine University Library's collection management efforts is to build and maintain a collection that supports the needs of the undergraduate and graduate programs at Benedictine University.

The Library also recognizes its responsibility to support the research needs of the faculty. The Library is committed to providing access to materials through online databases and document delivery. A secondary goal of the Benedictine University Library is to ensure that all members of the Benedictine University Community have access to resources that represent the full spectrum of world scholarship, the Benedictine University Library strives to include voices, communities, histories, and perspectives that have historically been diminished, marginalized, and/or underrepresented in academia in its collections. Lastly, the Library recognizes the importance of caring holistically for its patrons and thus provides a small recreational collection that can be used for relaxation and community.

5. Procedures And Scope

The collection should ordinarily supply the information needed by students for their course work. Similarly, faculty should be able to find the information they need to fulfill their instructional duties. The Library also recognizes its responsibility to respond to the college's administrators and staff's needs and to provide general information and limited recreational reading for the entire campus community. The research needs of faculty and students working on specialized projects often cannot be met by the Library collection. However, the Library's participation in various networks and consortia provides ready access to many resources located throughout the country. The Association of Research Libraries has developed a system of collection level codes. The Benedictine Library has adopted these codes.

These codes are:

0 Out of Scope Not collected

1 Minimal Level Basic works only

2 Basic Information Level Basic resources that introduce and define a subject. May include dictionaries, encyclopedias, selected editions of important works, historical surveys, bibliographies, handbooks, a few major periodicals. It is not sufficiently intensive to support any courses or independent study.

2a Basic Information Level, Introductory: The emphasis at this level is on providing resources that introduce and define a subject. A collection at this level would include basic reference tools and explanatory works, such as textbooks, historical descriptions of the subject's development, general works devoted to major topics and figures in the field, and selective major periodicals. This level of collecting is only sufficient to support patrons attempting to locate general information about a subject or students enrolled in introductory courses.

2b Basic Information Level, Advanced At the advanced level, basic information about a subject is provided on a wider range of topics and with more depth. There is a broader selection of basic explanatory works, historical descriptions, reference tools, and periodicals that serve to Collection Management Policy. Introduce and define a subject. An advanced basic information level is sufficient to support students in beginning undergraduate courses.

3 Instructional Support Level: Supports undergraduate and most graduate instruction. Includes a wide range of monographs, complete collections of works of more important writers, selections from secondary writers, a selection of representative journals, and reference tools and fundamental bibliographic tools.

3a Basic Study or Instructional Support Level: The basic subdivision of a level three collection provides resources adequate for imparting and maintaining knowledge about the basic or primary topics of a subject area. The collection includes the most important primary and secondary literature, a selection of representative serials, and the fundamental reference and bibliographical tools pertaining to the subject. This subdivision of level three supports lower division undergraduate courses and some of the basic independent study needs of the lifelong learner and the general public.

3b Intermediate Study or Instructional Support Level: The intermediate subdivision of a level three collection provides resources adequate for imparting and maintaining knowledge about a subject's primary topics. The collection includes a broad range of basic works in appropriate formats, classic retrospective materials, all key journals on primary topics, selected journals and seminal works on secondary topics, access to the reference tools and fundamental bibliographical apparatus pertaining to the subject. This subdivision of level three supports undergraduate courses, as well as most independent study needs. It is not adequate to support master's degree programs.

3c Advanced Study or Instructional Support Level: The advanced subdivision of level three provides resources adequate for imparting and maintaining knowledge about the primary and secondary topics of a subject area. The collection includes a considerable number of seminal works and journals on primary and secondary topics in the field, a considerable number of retrospective materials, a substantial collection of works by secondary figures, works that provide more in-depth discussions of research, techniques, and evaluation, access to the reference tools and fundamental bibliographic apparatus pertaining to the subject. This level supports all courses for undergraduate study and master's degree programs and more advanced independent study needs.

4 Research Level: Major published sources are required for dissertations and independent research. Includes materials that report new findings, scientific experimental results, all important reference works and a wide selection of specialized monographs, a very extensive collection of journals and major indexing and abstracting services. Older material is retained for historical research.

5 Comprehensive Level: An exhaustive collection. Since Benedictine University has primarily undergraduate and graduate professional programs, little attempt is made to maintain a research level collection. This means most collection levels will be 1, 2, or 3 depending on the needs of the programs relevant to the subject area.

6. Cooperative Collection Development Agreements

Recognizing that the Benedictine University Library cannot meet all the information needs of the campus community, the Library participates in reciprocal borrowing and cooperative collection development programs that benefit our patrons.

7. Standards and Ethical and Legal Principles

A. Standards

The Benedictine University Library supports the statements on collection development contained within the “Standards for Libraries in Higher Education” adopted by the American Library Association’s Association for College and Research Libraries.

B. Intellectual Freedom and Censorship

The Library supports the concept of intellectual freedom. If the resources fit into the Library's general collection parameters, all points of view and subjects will be considered without prejudice or censorship when determining the collection's balance. The Library does not add or withdraw, at the request of any individual or group, material chosen or excluded based on stated selection criteria. An individual or group questioning the appropriateness of materials within the collection will be referred to the Benedictine University Librarian and the Provost and Chief Academic Officer.

C. Confidentiality

The Code of Ethics of the American Library Association establishes guidelines for the protection of library users’ privacy and confidentiality rights. Following these guidelines, information about Library materials recommended by Library users will not be shared with third parties.

D. Copyright

The Benedictine University Library complies fully with all the provisions of the U.S. Copyright Law (17 U.S.C.) and its amendments. The Library strongly supports the Fair Use Section of the Copyright Law.

8. General Collection Development and Development Policies

A. Policies Related to Format

The Library includes materials in whatever format(s) are most appropriate based on content, course modality, preservation needs, and storage requirements. More detail on criteria and procedures is given under Books and Periodicals since they are currently the

most common formats. Unless otherwise noted, the criteria for selection and deselection, ordering procedures, and collection review given for books are applicable to formats #'s 3-8 that are discussed below.

Formats Collected (Both physical and electronic)	Formats Not Collected (Both physical and electronic)
Books	Out-of-date audio-visual formats
Periodicals	Computer software
Audio-visual materials	Maps
Dissertations and theses	Music scores
	Pamphlets

B. General Selection and Deselection Criteria

1. Selection

These criteria apply to all formats.

- Relevancy to the academic programs
- Lasting value of the content
- Cost (For journal subscriptions, if there are different personal and institutional subscription prices for a title, the library must pay the institutional rate.)
- Relevancy to the secondary purposes outlined in the introduction

2. Deselection

These criteria apply to all formats.

- Relevancy to the academic programs
- Lasting value of the content
- Cost
- Relevancy to the secondary purposes outlined in the introduction
- Usage statistics

C. Criteria Based on Format

1. Books

Selection Criteria

With funding and space limitations and the availability of increased information in an increasing variety of formats, care must be taken in making collection development decisions. The following criteria should be considered in the selection process:

- Appropriateness of level of treatment
- Authoritativeness of author or reputation of publisher
- Availability of positive reviews or inclusion on appropriate standard lists (e.g., [Resources for College Libraries](#), published by the Association of College and Research Libraries, [Library Recommendations for Undergraduate Mathematics](#), published by the Mathematical Association of America)
- Demand for subject matter as reflected in use statistics
- Completeness of the collection in subject area

- Availability of item at other LIBRAS or I-Share libraries (particularly if the item is expensive and apt to be infrequently used)

Deselection (Weeding) Criteria

In building and maintaining library collections, the evaluation of materials already owned by the library is as important as the selection of new materials. By periodically reviewing what should be retained, discarded, or replaced, the library keeps the collection responsive to patron needs, ensures its vitality and usefulness to the students and faculty, and makes room for newer material. The library staff works with faculty to ensure the withdrawal of materials that are inappropriate or damaged. Criteria for deselection are the same as those for selection. Other considerations include condition, the availability of newer editions, item usage statistics, and the content of the item. In the Spring 2008, a deselection timeline was developed to guide the process. This timeline* is:

o 000s	4	2010-2011=1
o 100s	4	2011-2012=2
o 200s	5	2012-2013=3
o 300s (every 5 years)	3,8	2013-2014=4
o 400s	4	2014-2015=5
o 500s (every 5 years)	1,6	2015-2016=6
o 600s (every 5 years)	2,7	2016-2017=7
o 700s	6	2017-2018=8
o 800s	10	2018-2019=9
o 900s	9	2019-2020=10
o IMC	4	2020-2021=repeat

*This timeline will be updated when the LC conversion project is completed to reflect the LC classifications.

Review of the Book Collection

Relevancy of the collection will be assured as follows:

- The library will monitor usage and identify circulation, AFN requests, and interlibrary loan patterns which point to gaps in the collection.
- Academic departments recommending new programs or new courses will include in their proposals an evaluation of current library resources and a description of new resources needed to support the program.

2. Periodicals

Selection Criteria

As the curriculum changes and/or as new journal titles become available, changes in the periodical holdings are appropriate. However, adding a periodical title commits the library to long-term costs. Therefore, care must be taken in the selection of new titles. The following criteria should be applied in recommending titles for addition to the collection:

- New periodical subscriptions will only be started in electronic format. Exceptions may be made in consultation with the Associate University Librarian.
- Identify courses relevant to student work or faculty preparation.
- Estimated usage determined by examining several factors including:
 1. Past interlibrary loan requests.
 2. Patron requests for journals not in the library's collections.
 3. Citation analysis including:
 - a. Bibliographies in past student papers.
 - b. Standard citation ratings.
- Indexed in electronic databases held in Benedictine Library.
- How does addition of the title affect overall balance of the collection?

Deselection (Weeding) Criteria

As the curriculum changes, titles in the existing collection may no longer be appropriate. With limited financial resources and space, the collection must be focused on the Benedictine University community's needs. The criteria used for deselection will be the same as those applied in the selection process. A major difference will be the availability of usage estimates which include the reshelving counts for journals and microfilm, and interlibrary loan records of items supplied to other libraries.

Review of the Periodical Collection

Relevancy of the collection will be assured as follows:

- The library will monitor usage and annually prepare lists of infrequently used titles to be considered for cancellation.
- Academic departments recommending new programs or new courses will include in their proposals an evaluation of library resources which lists new journals needed to support the new courses.

1. Electronic Formats

Ebooks, electronic journals, online access to remote databases, and streaming media are means by which the library provides electronic access to information. These and subsequent technological developments will be used whenever they are judged the most effective means of providing information to library clientele. Selection criteria for books and journals can be applied in the selection of specific databases and services. Resources in any format should provide support for the curriculum. Other criteria include:

- Electronic format provides greater accessibility to information over other formats.
- Resource authenticates by IP address and is accessible to off-campus users.
- Resource uses persistent links to content.

- Interface includes help pages and is user-friendly and intuitive.
- Resources are cost effective in the current and near future fiscal landscape.
- Vendor provides meaningful Counter-compliant usage statistics.

The library prioritizes purchases of electronic resources that will benefit many users. Currently, electronic resources within the following categories are considered:

- Online bibliographic or full text databases
- Online resources of a monographic nature
- Electronic serials
- Multimedia databases, including but not limited to image and audio files

The librarians identify and recommend electronic resources to be added to the collection. In addition, faculty members may recommend electronic resources they would like the library to investigate.

2. Audio and Visual Formats

Faculty members recommend the purchase of audiovisual materials. The selection criteria are the same as for books, except that formats which cannot be supported by the library or out-of-date formats are not purchased. Orders are handled by the same procedures as book orders. All items purchased from these funds become part of the library collection and are subject to all loan agreements made by the library.

3. Dissertations and Theses

The library maintains a collection of the theses prepared by students in the college's graduate programs. Each student provides the library with one copy for the University Archives. Dissertations and theses from other institutions are not collected although individual titles will be added as books if they are recommended as part of the book selection process.

6. Microforms

Microforms are retained when necessary to preserve materials and to extend back volumes of serials that are not readily available in hard copy.

7. Paperbacks

The library ordinarily purchases titles in hard cover if both formats are available. However, if there is a significant difference in price the paperback will be considered particularly if the title has limited long-term value.

8. Textbooks

Textbooks are not normally acquired unless they cover an area of interest for which there is no general material available. Beginning in 2023, the library will begin a pilot

program to acquire high cost textbooks in introductory courses to aid student success in completing coursework.

D. General Collection Development Policies Related to Library Collections

2. *Reference Collection*

The Reference Collection is a non-circulating collection of materials brought together in a special collection because of their format and the nature of the information provided. Reference materials are consulted for short periods and for bits of information. They are separated from the circulating collection, because to allow checkout would cause inconvenience to more library users than it would benefit. Exceptions for faculty are seldom made and only with the approval of a Librarian.

It is the nature and format of the information, and how it is anticipated the library's clientele and staff will use the materials, that go into the judgment of whether various items will be made part of the reference collection. Interests and needs of the University community are the priority for selection.

The aim of the selection policy is to acquire and retain works, which are currently the most authoritative in their fields. The collection should be kept up to date by the acquisition of new materials and the retirement of superseded volumes. Older standard reference works of historical and scholarly interest are selectively retained. The collection should include basic introductory reference sources, which provide a general overview of most subject areas taught at the college.

3. Government Publications

The Benedictine University Library is not a government depository and will only collect titles recommended by the faculty or otherwise support the curriculum.

4. Reserve materials

If materials are needed for reserve and not available from the general collection, the library will purchase up to two copies of a title provided the title in question is within reasonable price limits when compared to the publication's cost and long-term value.

5. Instructional Materials Collection

The instruction materials collection supports the Benedictine University education curriculum with an organized collection of current and high quality education materials created for use with children from preschool through grade twelve. The library collects the following types of materials:

- **TEXTBOOKS**

Current textbooks in all major curricular subjects and in levels P-12 should be collected. Several publishers should be represented for each grade level in major curriculum areas. This collection may reflect the texts used in the public schools in the region, and schools in which the teacher education

students receive field placements. The scope and depth of each subject area should depend upon each institution's needs.

- **CURRICULUM GUIDES/COURSES OF STUDY**
Curriculum guides, preschool through grade twelve, should be collected annually on the local, state, and national levels. All major curriculum areas should be represented, with emphasis on the certification programs of the college/department of education of the institution.
- **CHILDREN'S AND YOUNG ADULT LITERATURE**
This collection should include fiction, nonfiction, picture books, folk and fairy tales, plays, and poetry appropriate for preschool through grade twelve. The collection should be consistent with the recommendations of standard reviewing tools and include annual acquisition of award books such as Caldecott, Newbery, and Coretta Scott King.
- **TEACHING ACTIVITY MATERIALS**
Professional teaching materials that provide ideas and activities for lesson planning and curricular development should be collected. All major curriculum areas and grade levels should be represented according to the college/department of education's needs.
- Educational tests and measures that support education courses may be collected.

Materials for this collection are purchased using the same collection criteria as books.

6. Faculty Publications

The library will collect one copy of a monographic publication published during the faculty member's tenure at Benedictine University. Publications collected include books authored, co-authored or edited by a faculty member, or a volume, which contains an article or chapter authored by faculty. The copy will be placed in the circulating collection unless the work meets the criteria for placement in the reference collection. The library will not collect journal articles, unpublished papers or proceedings. Other materials authored by faculty members will be considered for the collection on a case-by-case basis by Library Administration. The library encourages donations of monographic publications.

7. Game Collection

In 2022, the library began a game collection. The collection includes both modern and popular classics that focus on strategy, role playing, cards and dice. New games will be added based on recommendations by Benedictine University community members.

8. Technology Collection

To ensure all Benedictine University students have access to the technology tools they need to be successful learners and scholars well-equipped to move nimbly between in-person, virtual, and hybrid modalities, the library began a technology lending program. As funds permit, the library will purchase current technological tools that will support students in their coursework. Multiple items will be purchased as demand warrants. Out-of-date technology will not be purchased.

E. Miscellaneous General Collection Development Policies

9. Multiple Copies

The library does not purchase more than one copy of an item unless there is overwhelming evidence that it will be heavily used. The most common exception is for reserve materials.

10. Popular versus Scholarly Works

Scholarly works will ordinarily be preferred over popular works; however, a limited number of popular works will be collected for recreational reading and in those instances where they are appropriate for coursework. At no point should the recreational materials exceed ten percent of the physical format budget allocation.

11. Languages and Translations

The library will primarily collect English language works and translations, except for works collected for the use of students in foreign language courses. The library may collect works in other languages if the population of international students necessitates it for academic success. Materials in Special Collections are not limited to English.

12. Obsolete Formats

Normally, the library will not add obsolete formats to the library collection. Any addition of such materials to the collection will be at the discretion of the Associate University Librarian in consultation with the University Librarian. The primary criteria for adding these materials will be equipment availability for use and storage space.

Decisions to withdraw nonprint items will be based upon the obsolescence of the format and the physical condition of the necessary equipment. If funds are available and the contents warrant preservation, materials may be transferred to another format instead of being deselected.

13. *Acquisition Procedures Affecting Collections Policies*

1. Standing Orders

To ensure continuity, standing orders will be placed for items to be received regularly. These include annual reviews and reference works such as directories, legal services, and business services. They will be reviewed periodically for continued relevancy.

2. Approval Plans and Blanket Orders

The current library budget is not sufficient to make an approval plan viable. If that situation changes thoughtful consideration should be given to setting up a plan which would ensure receipt of certain types of materials.

3. Gifts and Exchange

The library accepts gifts with the understanding that they will be reviewed for their appropriateness to the collection and added only if they complete gaps in the collection. The criteria for gifts are the same as those for purchases except recreational reading materials might be accepted which would not ordinarily be purchased. For more information, please see the [Gift and Donation Policy](#).

1. Monographs

The Associate University Librarian is responsible for making decisions regarding the replacement of lost, damaged, missing, or worn-out monographs. The Associate University Librarian will determine whether to replace a specific book or purchase a comparable book, guided by the following considerations:

- Does the material being replaced meet the general library collection management policy?
- Does the frequency of use justify replacement?
- Is the item used for class reserve reading or is it on a faculty recommended reading list?

2. Serials

Serials staff will identify lost, damaged, missing, or worn-out serials and will take steps to replace these materials. Decisions to replace annual, biennial, and irregular serials will be handled according to the policy for monographs described above, with the Associate University Librarian responsible for ordering replacements.

The following serials will not be replaced:

- newspapers and newsletters
- titles that are not held permanently
- titles that are not indexed
- titles routinely replaced by microfilm
- government documents that will not be retained

Since back issues may be expensive, the decision to replace will be guided by the following considerations:

- Does the material being replaced meet the general library collection management policy?
- Does the frequency of use justify replacement?
- Should microfilm be purchased rather than replacing paper issues?
- Is the periodical readily available elsewhere, including full text sources available through the Benedictine University Library?
- Does the information in the title have lasting value?

7. Related Forms

- NA