Staley Library Collection Development Policy

Preface

Staley Library's previous Collection Development Policy was dated July 2002, revised 2013. This 2022 version includes new language regarding inclusion, diversity, equity, and access (IDEA), Open Educational Resources (OER), and eBooks, and includes a challenge policy.

Introduction: Millikin University and Staley Library

Millikin University

Millikin University, founded in 1901, is a small comprehensive co-educational university, with four colleges: The College of Arts & Sciences, The College of Fine Arts, The College of Professional Studies, and The Tabor School of Business. Although most students are enrolled in bachelor's programs, Millikin also offers graduate programs in nursing, business, and athletic training. It has a student population of approximately 1,800 undergraduates and 100 graduate students. Millikin is located in Decatur, Illinois, a metropolitan area of 76,000 residents situated within an hour's drive of the state university towns of Springfield, Bloomington/Normal and Champaign/Urbana, west, north and east respectively.

Mission

For all who aspire to achieve, Millikin delivers on the promise of excellence in education. Through the integration of theory and practice, we prepare students for professional success, democratic citizenship in a global environment, and a personal life of meaning and value.

Vision

Millikin graduates will be leaders in creating a more wise, just equitable, and sustainable society.

Values

- Intellectual and creative inquiry
- Inclusion, diversity, equity, and accessibility
- Dignity and respect for all persons
- Integrity and responsibility
- Honest and open dialogue and reflection
- Advancement of the common good

Staley Library

Staley Library was built in 1978. In 2015-17, it became part of the University Commons (UC) when the building was renovated and expanded from 40,000 to 87,000 square feet. The library occupies space on three floors of the UC and provides a variety of study, stacks, and service spaces, 12 public computers (as well as printers and scanners), and wireless internet throughout the building. Library resources include physical items such as print books and periodicals, DVDs, CDs, LPs, and scores, as well as access to electronic journals, databases, books, and streaming video and music. A friendly, service-oriented staff ensures that the library operates smoothly, while the library faculty provides instruction to faculty and students in the use of information resources and technologies.

Staley Library participates in the Consortium of Academic and Research Libraries in Illinois (CARLI) and in the I-Share integrated library system. As such, it is part of a collective of libraries that shares costs, collections, expertise, programs, products, and services. These shared resources play a part in how we approach our collection development activities.

Staley Library Mission (adopted by library staff in May 2011)

Staley Library advances student learning by incorporating:

- *Services and Spaces*: Friendly, helpful service with accommodating spaces for individuals and groups
- *Education*: Leading the Millikin community in the effective use of information resources and technologies through instruction and collaboration
- *Resources*: Collecting and making accessible resources important to academic research, while preserving them for the future Millikin community

Collection Development at Staley Library

Staley Library's mission must be understood in the light of Millikin University's dedication to comprehensive education that includes the liberal arts, fine arts, professional studies, and business. Hence, Staley Library's collections exist primarily to support the University's curriculum, teaching, and undergraduate research, and secondarily to support faculty research needs, institutional history, and recreational reading. This policy is intended as a guide to building and maintaining collections that continue to remain beneficial to the Millikin community by encouraging both structured research and serendipitous discovery, and engaging students and faculty with a variety of resources that spark creativity.

Consistent with the American Library Association's Library Bill of Rights, the Staley Library collection seeks to represent a broad range of viewpoints on current and historical issues. However, neither Staley Library, nor any other library, can afford to own, manage, and store every resource. In addition, faculty research interests are usually addressed in specialized resources found in major research collections. For these reasons, Staley Library has robust interlibrary loan services that leverage consortial

memberships, Staley Library staff, and assorted technologies to quickly retrieve requested items from other libraries. Because Staley Library and its patrons benefit greatly from consortial borrowing, the majority of items owned by Staley Library will also be made available to patrons at other libraries via interlibrary loan lending.

Collection Development Responsibility

The responsibility for collection development (collection creation, growth, and management) rests with the library faculty. Building a strong collection depends on library faculty who understand student and faculty needs, who recognize the importance of selecting materials appropriate to Millikin's programs, and who are committed to maintaining a high quality collection. Library faculty members' ability to build a strong collection is derived from:

- Library faculty knowledge and experience with disciplines taught at Millikin, gained via library instruction, collaboration with campus faculty, and assisting students with research, as well as through their own educational backgrounds

- Use of reviewing tools that include, but are not limited to,
    - *Choice: Academic Reviews for Libraries*
    - *Booklist*
    - *Library Journal*
    - *New York Times Book Review*
    - University press and other reputable publisher catalogs
    - Academic journal reviews

- Recommendations from academic departmental faculty for library materials that will support classroom instruction, performance learning, and student research

- Evaluation of collection need by assessing subject coverage and age of materials for both collection building and deselection, in order that the collection reflects the University curriculum and remains relevant to student needs

- Usage statistics that help to determine the need for additional resources by showing increases/decreases in use of Staley Library resources and materials requested from other libraries by our students

- Student suggestions for library materials that will support their learning, within the bounds of the University and library mission

- Curriculum changes that may result in selection or withdrawal of resources. Awareness of curriculum changes can be achieved by library faculty service on the Council on Curriculum, by following the Council discussion in meeting minutes and at faculty meetings, and by other campus interactions as well as accreditation organizations' lists of recommended resources and/or subject areas

General Selection Criteria

- *Relevancy*: Resources should be relevant to the curriculum, student research and reading interests, and the information needs of the Millikin community

- *Reviews*: When reviews are available, they should be favorable, and preferably have a designation for "recommended audience" that fits the needs of our patrons

- *Languages*: Primary emphasis will be given to English language materials; exceptions to this rule will be made to support the regular instructional needs in the non-English study programs

- *Currency of publication*: Major emphasis will be given to current scholarship and modern editions of works pertaining to the various fields

- *Duplicate titles*: As a general rule, duplicate copies of titles will not be purchased. Exceptions are at the discretion of the library faculty

- *Consortial availability (sharing the responsibility)*: Particularly for print monograph titles, the I-Share "5 copies" recommendation is adhered to as much as possible so as to efficiently and wisely use consortium resources and the library budget. Unless a title is core for the Millikin University curriculum or needed for reserve (or other non-circulating collection), a title that is available for consortial borrowing in 5 or more I-Share libraries is less likely to be purchased or retained for Staley Library since I-Share titles are quickly and easily requested and received through interlibrary loan

- *Cost effectiveness*: Price of library resources will be weighed against anticipated need, use of other library resources in the subject area, and availability of other less-expensive resources

- *Anticipated use*: Resources will not be purchased for the sole use of one person. Items in the collection are meant to be used by multiple patrons. Items for the dedicated use of one faculty member should be purchased by the individual or with campus department funds

Inclusion, Diversity, Equity, and Accessibility

Staley Library supports Millikin University's strategic initiative to "nurture a welcoming and inclusive campus environment" through inclusive, diverse, equitable, and accessible (IDEA) library collections. To create an IDEA-based collection, librarians must make collection management decisions that support the needs, interests, and abilities of the University's current population of students, faculty, and staff through timely and accurate content by diverse authors and creators. We recognize that in the University's 100+ year history, the library's collections have been developed largely based on embedded cultural, societal, institutional, and educational assumptions and norms.

Such collection gaps prevent our patrons from accessing the information they need to develop as scholars, lifelong learners, professionals, and democratic citizens in a global environment. Therefore, materials created by and reflecting the viewpoints, stories, and experiences of traditionally oppressed, underrepresented, and underserved populations should be purposefully sought out for addition to the library's collection.

Staley Library collects and licenses content in multiple formats and provides equitable access to its collections for the University's students, faculty, and staff in compliance with the Americans with Disabilities Act. Licensed or purchased electronic resources should be accessible remotely and readable with assistive technology. When certain formats are inaccessible, library staff will work with patrons to provide reasonable accommodation. Staley Library's work to create an IDEA-based collection will necessarily be ongoing and reflect the University's ever-changing curriculum, population, and financial resources.

Open Educational Resources

Staley Library supports the creation and adoption of Open Educational Resources (OER) at Millikin University as an important pathway to affordability, sustainability, and equity in education. When appropriate and advantageous, the librarians may designate a portion of the collections budget to activities, initiatives, and/or institutional memberships that support this goal. Library faculty work with campus partners to educate and assist faculty in the discovery of OER and other course affordability solutions such as currently licensed library content. Staley Library is also a participant in the CARLI Open Illinois Initiative, which is a commitment to facilitate members' use and support of OER, especially training, advocacy, and coordination of cooperative efforts for the benefit of Illinois higher education students.

Selection Criteria by Resource Type

Books [Physical]

- *Monographs (books that are published one time in print)*: Purchases must be for items relevant to the curriculum and appropriate for the level of coursework (undergraduate or graduate). When available, paperback editions are preferred as a cost-containment measure. Print materials have the benefit of being easily accessible to resource sharing networks, a factor that may be relevant to purchase decisions

- *Textbooks*:

    o College-level texts of a survey nature and intended for classroom use will not be purchased for the collection, as these are the responsibility of the individual student, and the library budget cannot absorb the cost of textbook purchases for every course. Professors are encouraged to put their own copies of texts on Reserve, which will be accessible to multiple students via short-term loan periods. Professors who are concerned about

the rising cost burden that textbook purchases place on students are encouraged to familiarize themselves with OER (see above) and other affordable course material solutions (such as articles from library subscription databases)

- o Elementary and secondary school texts may be acquired if intended as illustrative for the students in The School of Education. Such materials will be housed in the Curriculum Collection. The majority of these materials are acquired via donation

Electronic Books

Electronic Books (eBooks) and eBook platforms are constantly evolving, making eBook collection a challenging exercise. eBooks may be collected insofar as they meet all of the standards for inclusion in the collection listed above. In addition, the following criteria are considered when acquiring eBooks:

- Currency and durability of information and acquisition model (purchase vs. subscription) in light of how often information is typically updated in that subject area. For example, frequently updated content may make more sense to license
- Number of simultaneous users
- Cost relative to benefit over print materials (e.g., multiple users, lack of wear and tear)
- Availability of hardware and personnel to maintain & support electronic resources
- Patron preference and disciplinary trends
- Compatibility with existing campus platforms and networks
- Duplicating existing print holdings should generally be avoided
- Accessibility for users covered by the Americans with Disabilities Act
- Digital rights management (DRM) restrictions

Periodicals

- *Print subscriptions held in library*: The number of print periodical subscriptions has steadily declined for a number of years, due to budget decreases and increasing availability of online periodicals. The current collection is comprised of titles that relate to the curriculum and/or are of general interest and/or include news/current events. In general, electronic full-text periodicals are the preferred format. Except in very rare circumstances, the library does not purchase/license both a print and online subscription to the same title. New print subscriptions are considered for purchase:

  - o When students are making significant interlibrary loan requests for the periodical over time or a faculty member requests it for their students' research, and the title is either not available online, or the online cost is exorbitantly higher than the print

- When the title is a current events and leisure-reading publication with short articles and physical browsing is preferred

- When a print subscription contains significant color graphics and/or artwork that are not included in the electronic version

- *Individual electronic periodical subscriptions*: If a periodical title is a standard title primarily consisting of well-indexed research articles, electronic format is preferred, due to student preference and 24/7 access. Electronic subscriptions will be considered when:

  - Interlibrary loan requests by our students show increased need and it would be more cost-efficient to subscribe rather than pay individual article copyright costs

  - Cost is comparable to print

  - Interface is user-friendly, and authentication mechanism works with the University-approved authentication system

Research Databases

Most library databases include full-text articles from a variety of periodicals, though they do not usually include advertisements from those publications, and may not include graphics. Other research databases include audio, sheet music, video, images, or data. When considering a research database for purchase/license, multiple considerations are made:

- Title coverage is relevant to Millikin curriculum
- Abstracting of content is included
- Full or selective indexing of titles
- Currency and embargo periods (An embargo period is when a publisher places a restriction on access to particular titles and does not allow a database to provide full-text for the most recent issues. The embargo period is often six to eighteen months, but it can vary)
- Years of coverage
- User-friendly search interface with advanced search options
- Number of simultaneous users
- Authentication mechanism
- Percentage of full-text coverage
- Reporting and administrative statistics capabilities (COUNTER compliant is preferred)
- Accessibility options (e.g., close captioning of videos, screen reader compatibility, transcriptions of audio and video files, etc.)
- Frequency of updates
- Content overlap with other subscribed databases and purchased electronic content

- Availability of direct, stable URLs (permalinks, persistent links) to articles, videos, audio tracks, etc.

Audio-visual materials

This category includes audio and video (A-V) recordings, both physical formats and streaming.

- We will purchase only those formats playable on library equipment or with use of common software
- We will not purchase legacy A-V formats, but will keep those already in the collection when they are not available in another format or upon faculty request
- If selections are available via a streaming video or music database that the library already subscribes to, they will not be purchased in the physical format

Reference

Reference materials are intended for consultation purposes rather than extended reading. As such, it is important that the materials in the reference collection be as up to date and concise as possible.

New materials for the collection will support the current curriculum and research needs of Millikin University students. The library prioritizes online reference materials, either as a subscription-based service or as a one-time purchase, but print may be purchased when other options do not exist. Print reference materials are non-circulating.

Archival materials

The University Archives of Staley Library collects, preserves, exhibits, and makes available to the public various forms of documentation of the history and development of Millikin University.

Included in the University Archives are collections and individual items including scrapbooks, printed materials, photographs, notes, minutes, realia, and other easily stored memorabilia of current and former students, faculty, administrators, staff, committees and departments of Millikin University.

Gifts to the University Archives that are directly related to Millikin University history are always gratefully considered.

Special/Rare materials

Special Collections and rare materials are housed in the archives and include both printed and manuscript materials that support the existing collections in the University Archives, including local history, Lincoln memorabilia, faculty publications, and the Alice in Wonderland collection. The library does not seek to purchase such materials,

nor accept new special collections, but will gratefully accept gifts relevant to existing special collections.

Juvenile books

To support The School of Education curriculum, the library will purchase concept books, books with multicultural/diversity themes, and "trending" best-seller titles. Controversial titles may also be purchased for their research value. In addition, the library will automatically purchase the following award-winning books every year:

- Caldecott Medal (best picture books): all medal winners
- Newbery Medal (best children's books): all medal winners
- Coretta Scott King Award (books for children about the black experience): all medal winners
- John Steptoe Award for New Talent (writing/illustration at the beginning of a career by African American creators of children's books): all medal winners
- Pura Belpré Award (books for children about the Latinx experience): all medal winners
- Theodore Seuss Geisel award (best American book for beginning readers): winner
- Michael L. Printz award (excellence in young adult literature): winner
- Robert F. Sibert Medal (best informational book): winner
- Schneider Family Book Award (artistic expression of disability experience): a selection of medal winners
- Stonewall Book Awards (exceptional merit in children's and young adult literature relating to the gay/lesbian/bisexual/transgender experience): winners
- American Indian Youth Literature Award: a selection of winners

The library will also purchase a selection of other award winners, "best"/recommended list selections, and award honor titles.

Leisure reading

Many students enjoy reading for relaxation; hence the library will collect a selected number of recreational reading titles from popular genres, such as mystery, romance, science fiction, fantasy, historical fiction, urban fiction, horror, popular nonfiction, graphic novels, etc. Winners of popular awards such as the Pulitzer Prizes, National Book Awards, and Alex Award are generally considered for addition.

Leadership collection

To support the University Commons' focus on leadership education, Staley Library has a dedicated leadership collection. While most of the collection addresses leadership in a business context, leadership titles from other areas such as nursing, education, and the arts are also included. Purchase preference is given to titles from academic presses or books that will have lasting value in a scholarly context.

New Technologies Studio collection

The Educational Technology Coordinator purchases and maintains a small collection of titles in the New Technologies Studio to inspire creative thinking and project design using the studio materials and equipment. Some resources are also necessary to instruct users regarding safe operation of machinery.

Library office collections

The librarians purchase and keep up to date a small core of titles necessary for the planning, management, and day-to-day tasks of providing library services to the Millikin University community.

Subject-Specific Selection Criteria

Within each subject specialty, and across formats, library faculty subject liaisons will consider the following criteria:

- Scope of subject being taught in the curriculum, including geographic constraints and time periods, as applicable
- Relative percentage of monographs to periodicals preferred in the discipline, as well as disciplinary preference of format
- Importance of "current" titles for the discipline
- Whether there is any research value in outdated materials, for example, as historical background or "classics" in the discipline
- Program accreditation or endorsement requirements

Preservation

With the exception of extended treatment for some archival materials, Staley Library's preservation techniques are two-fold.

Mending (by Staley Library staff) includes:

- Stiffen and/or repair book spines and covers
- Re-attach loose pages
- Reinforce ripped or brittle pages

Enclosing in containers includes:

- Putting multi-part curriculum sets in one box for easy storage and checkout
- Using clear, lockable cases for CDs and DVDs
- Use of special folders for music scores and parts
- Securing other materials in an appropriate container, at the discretion of the library faculty and staff

De-selection (Weeding) & Replacements

De-selection, or weeding, occurs for one or more of eight principal reasons:

- *Lack of use*: Circulation or electronic resource usage statistics indicate the item or resource is no longer serving the needs of our patrons. For electronic items (e.g., subscription databases or online periodicals), a reduction in usage statistics may also be addressed by changing license terms (thus reducing cost) to include less full text content or fewer simultaneous users

- *Material is too damaged/worn out to be usable*: Material is damaged beyond reasonable mending. Examples might include missing pages, brittle paper, or torn cover

- *Material is out-of-date*: Library faculty monitor the collections in their subject liaison areas, and when items become factually out-of-date and are no longer relevant to the students' research needs, the items are withdrawn

- *Overcrowded stacks*: If an area of the collection becomes so overcrowded that shelving becomes difficult, de-selection may occur, depending on circulation statistics, age of materials, and relevancy to curriculum. Collection shifts may occur, instead of, or in conjunction with, de-selection of materials

- *Legacy formats*: Materials that are no longer accessible via readily available equipment will be withdrawn from the collection

- *Print serials that overlap with stable online full-image sources*: If a print serial publication is available via an electronic database that has proven stable over time, and includes the full image of article pages, the print periodical issues will be withdrawn

- *Print monographs that overlap with stable online full-image sources*: If a monograph is available via a stable online resource, and includes the full image pages, the print monograph may be withdrawn

- *Unintentional de-selection occurs when materials are lost*: Lost and missing materials are withdrawn from the library's catalog after sufficient time (generally about a year) has passed, suggesting the items are unlikely to return

Electronic items purchased with a perpetual use license may present additional challenges to the weeding process insofar as:

- They may require a different process to review use, currency, crowding, and format than print items
- Removal of their records from the library's catalog/discovery system does not necessarily mean that records no longer exist or remain accessible within the vendor platform

- Items purchased by CARLI for use by all consortial members may require a cooperative review process

Replacement of items:

- Replacement decisions are made for individual items, in alignment with the criteria in this collection development policy
- Replacement costs are drawn from the replacement fund
- Replacements are not required to be the same title/edition/format as the de-selected item. If the topic is still relevant to the curriculum, more current material may be selected in lieu of a direct replacement

Challenge Policy

Staley Library seeks to represent a broad range of contemporary viewpoints, and, where relevant to the curriculum, historical viewpoints as well. This is consistent with the American Library Association's Library Bill of Rights. In addition, Staley Library and its personnel are guided by the:

- ALA Freedom to Read Statement
- ALA Freedom to View Statement (except where it conflicts with the campus computing policy, in which case the campus policy takes precedence)
- ALA Intellectual Freedom Principles for Academic Libraries
- First Amendment of the Constitution of the United States of America
- Millikin University Faculty Policies & Procedures on Academic Freedom

As a guiding principle, the library seeks to avoid censorship, including that which would impede access to resources, material, or content, and does not assume the role of protecting users from content that some may deem offensive. We recognize that controversial materials may have scholarly/research value, and therefore our collections may contain such material. The inclusion of this material in the collection does not indicate endorsement of the ideas by Millikin University or Staley Library.

In the event that a member of the Millikin community (other than library faculty or staff, who may be de-selecting materials as part of their regular duties) wishes to request that an item be removed from Staley Library's collection, the following eligibility guidelines are to be followed:

- The primary grounds for a challenge should be relevance to the Millikin University curriculum
- Material must be a stand-alone item owned by Staley Library (i.e., we cannot remove individual articles in subscription databases)
- Challenges may only be brought forth by current Millikin faculty, students, and staff

Requests for reconsideration may *not* be made for the following reasons:

- Political/partisan or religious/doctrinal disapproval
- Disapproval of material on the grounds of national, racial, ethnic, social, political, religious, gender, or sexual identity portrayed within
- Perception of materials as pornographic, obscene, or explicit
- Use of profanity
- Item on reserve for a class (course professors, not the library, are responsible for the selection of these materials)

Staley Library patrons that wish to challenge the presence of an item must:

- Read the Staley Library Collection Development policy, including this challenge policy, in full
- Fill out the Staley Library Material Reconsideration Form (available from the Library Director)

No action will be taken on the challenged materials while they are under review.

Staley Library will process challenges using the following evaluation process:

- An ad hoc committee will be formed, consisting of library personnel, and when available, a faculty member in a relevant discipline to review the request
- All members of the committee will read the work in full, as well as professional reviews (where available and applicable)
- The committee will meet and deliberate
- The committee will issue a written determination within 90 days of the challenge being filed
- Following the determination, Staley Library will take appropriate action regarding the material, if warranted

Gifts

Monetary gifts supporting the library's collection activities are greatly appreciated. The library also appreciates offers of gifts in kind, though we cannot accept gifts that do not fit within the collection development parameters described in this document. The same selection criteria that apply to materials to be purchased also apply to materials to be accepted as gifts (e.g., they should support the curriculum and research needs of the University community). Some additional stipulations apply.

- Gifts in kind become the property of Staley Library, and material placement within the library is the decision of the library faculty

- The library reserves the right to dispose of gift materials as library staff deems appropriate. This may mean making some or all of it available for sale or disposal. Items not added to the collection will not be returned to the donor

- Gifts of 100 or more volumes must be approved by both a subject liaison librarian and the Library Director before acceptance

- The library faculty may pause acceptance of material donations at any time due to staff workload and space considerations

- We particularly appreciate gifts of recent, unmarked monographs in good condition

- Gift periodical subscriptions may be accepted if they come directly to the library, not as a personal subscription for someone outside of the library. However, factors such as longer-term commitment to that periodical will be taken into consideration

- Decisions relating to donations to the archives are at the discretion of the University Archivist

- We do not accept:

  - Single, scattered, and/or older issues of periodicals, unless they fill gaps in our current collection
  - Abridged or condensed books (e.g., Reader's Digest)
  - Obsolete formats
  - Photocopies or facsimiles of originals
  - Encyclopedias, English dictionaries, and most reference materials
  - Items that come with use restrictions or requirements by the donor

- We cannot accept any materials that have mold, mildew, signs of insect or vermin infestation, or strong smells. We cannot accept materials in poor condition due to use, age, neglect, or damage (e.g., broken bindings, missing or loose pages, water damage)

- Donors with collections the library cannot accept may be referred to other charitable book donation programs

- A bookplate acknowledging the donor may be placed in the material

- The library will notify the University's Office of Alumni and Development when gifts are accepted, and the University will acknowledge every gift received with a letter of appreciation. This letter will serve as the official receipt

- The U.S. Internal Revenue Service (IRS) stipulates that we cannot provide appraisals for a gift, and no indication of any kind of possible monetary value of a gift. The letter of acknowledgement will only include the number and type of items received

- If a donor wishes to declare a gift to the IRS, the donor is required by the IRS to get an independent appraisal for any collection valued at $5,000 or over. The

donor needs to give us a copy of such an appraisal before we accept the gift, as we cannot promise to store it unprocessed once we have received it

Staley Library appreciates and acknowledges the previous work done by other institutions and professional organizations in our crafting of this policy, including:

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