

# Staley Library Collection Development Policy

## Preface

Staley Library's previous Collection Development Policy was dated July 2002. In addition to basic factual updates, this 2013 version includes more thorough explanations of collection development policy and factors, a "research databases" section, and overall formatting changes.

## Introduction: Millikin University and Staley Library

### Millikin University

Millikin University, founded in 1901, is a small comprehensive co-educational university, with four colleges: Arts & Sciences, Fine Arts, Professional Studies, and Business. Although most students are enrolled in bachelor's programs, Millikin also offers graduate programs in Nursing and Business. Approximately 2,300 undergraduate students and 100 graduate students attend Millikin, and they are taught by 158 full-time and 144 part-time faculty members (academic year 2011-2012). 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:**

To Deliver on the Promise of Education

At Millikin, we prepare students for

- professional success;
- democratic citizenship in a global environment; and
- a personal life of meaning and value.

#### **Vision:**

Millikin University: the national leader of performance learning.

#### **Values:**

- Commitment to the discovery of knowledge
- Civil debate
- Passion and enthusiasm
- Dignity and respect for individuals
- A diverse and inclusive community
- Integrity and responsibility
- Advancement of the greater good

## Staley Library

Staley Library was built in 1978 and provides 40,000 square feet of study, stacks, and service space over four floors. With 350 study seats, divided among tables, carrels, sofas, and easy chairs, 14 public computers, and wireless internet throughout the building, the library provides a comfortable accessible place for individual research or group collaborations. Library resources include physical items such as print books and periodicals, DVDs, CDs, LPs, 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 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 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 Collection Development 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 (<http://www.ala.org/advocacy/intfreedom/librarybill>), the Staley Library collection seeks to represent a broad range of viewpoints on current and historical issues. However, it is also recognized that neither Staley Library, nor any other library, can own every resource, and must rely on interlibrary loan for some materials. In addition, faculty research interests are usually addressed in specialized resources found in major research collections. To that end, Staley Library has a very robust interlibrary loan department that takes advantage of consortial memberships, as well as excellent staff and technology, to quickly retrieve requested items from other libraries. Because Staley Library and its patrons benefit greatly from consortial sharing, the majority of items owned by Staley Library will also be made available to other libraries via interlibrary loan requests.

## Collection Development Responsibility

The responsibility for collection development (collection creation, growth and management) rests with the library faculty. Building a strong collection depends on a 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 Reviews](#)
  - University press and other reputable publisher catalogs
  - Academic journal reviews
- Recommendations from academic departmental faculty for library materials that will support classroom instruction 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 the university learning management system and at faculty meetings, and by other campus interactions.
- 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 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 the collection.
- *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 ([http://www.carli.illinois.edu/sites/files/coll\\_man/I-ShareNumber-of-CopiesRecommendation.pdf](http://www.carli.illinois.edu/sites/files/coll_man/I-ShareNumber-of-CopiesRecommendation.pdf)) is adhered to as much as possible so as to take advantage of consortium resources and use the library budget wisely. Unless a title is core for the Millikin University curriculum or needed for reserve, a title that is available in 5 or more I-Share libraries is less likely to be purchased or retained for Staley Library, as 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.

## Selection Criteria by Resource Type

### *Books*

- *Monographs* (books that are published one time, usually print but can be electronic): 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. E-books are not aggressively collected, due to lack of a stable format for academic titles, and a dearth of available scholarly e-books in relevant fields.
- *Standing orders*: (multi-volume sets published indefinitely, without announced ending date): These usually come on a timetable determined by the publisher. Selection criteria are identical to those for monographs, except that additional weight must be given to the fact that standing orders become an ongoing obligation unless specifically canceled. The list of current standing orders will be reviewed once a year to make addition and cancelation determinations.
- *Textbooks*:
  - 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.
  - 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.

## ***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. As of 2013, the library subscribes to 90 print periodicals that are 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:
  - When students are making significant interlibrary loan requests for the periodical over time or a faculty member requests it for her/his 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.
  - Cost is comparable to print.
  - Interface is user-friendly, and authentication mechanism works with the university proxy server.

## ***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:

- Titles covered in the database are pertinent to coursework offered at Millikin
- Whether titles are covered fully or selectively
- 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
- Search interface should be user-friendly, and capable of advanced searches
- Number of simultaneous users
- Authentication mechanism (IP recognition is ideal and most common)
- Percentage of full-text coverage
- Reporting and administrative statistics capabilities
- Availability of transcripts (in the case of video databases)
- Frequency of updates
- Overlap with other databases
- Availability of direct, stable URLs (permalinks, persistent links) to articles, videos, audio tracks, etc.

## ***Audio-visual materials***

This category includes audio and video recordings.

- We will purchase only those formats playable on library equipment or with use of common software.
- We will attempt to purchase public performance rights with videos.
- We will not purchase vinyl LPs, but we 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***

Because reference collection materials often serve as the starting point for students as they begin their research, they 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 as possible.

Although the scope of the Reference collection is broad, selection of new materials for the collection will support the current curriculum and research needs of Millikin University students, the library's primary user population. The library purchases print and online reference materials. 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, but will gratefully accept relevant gifts.



## ***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 and honorable mentions. (<http://www.ala.org/alsc/caldecott.html> )
- Newbery Medal (best children's books): all medal winners and honorable mentions. (<http://www.ala.org/alsc/newbery.html> )
- Coretta Scott King Award (best books for children about the black experience): all medal winners. (<http://www.ala.org/srrt/csking/index.html> )
- Pura Belpré Award (best books for children about the Latino experience): all medal winners. (<http://www.ala.org/alsc/belpre.html> )
- Mildred L. Batchelder Award (best translations of a children's book published overseas): all medal winners. (<http://www.ala.org/alsc/batch.html> )
- Theodore Seuss Geisel award (best American book for beginning readers): winner. (<http://www.ala.org/alsc/awardsgrants/bookmedia/geiselaward> )
- Michael L. Printz award (excellence in young adult literature): winner. (<http://www.ala.org/yalsa/printz> )
- Robert F. Sibert Medal (best informational book): winner. (<http://www.ala.org/alsc/awardsgrants/bookmedia/sibertmedal> )
- Schneider Family Book Award (artistic expression of disability experience): one winner in each of three reading levels. (<http://www.ala.org/awardsgrants/schneider-family-book-award> )
- Stonewall Book Awards (exceptional merit in children’s and young adult literature relating to the gay/lesbian/bisexual /transgendered experience): winners. (<http://www.ala.org/awardsgrants/stonewall-book-awards> )
- AIYLA (American Indian Youth Literature Award: winners (<http://ailanet.org/activities/american-indian-youth-literature-award/> )
- The library will also purchase a selection of other award winners and “best” list selections.

## ***Leisure reading***

Many students enjoy reading for relaxation; hence the library will collect a selected number of recreational reading titles and subscribe to a rotating rental collection of best-sellers and general interest books.

## ***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 excellent 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, regardless of physical format.
- Importance of “current” titles for the discipline.
- Whether there is any research value in outdated materials.
- Preferred format (traditional or electronic) for the discipline.
- Subject-area accreditation requirements.
- Whether publications are considered “classics” of the discipline, regardless of date of publication.
- Need for historical background material.

## Preservation

With the exception of extended treatment for some archival materials, Staley Library’s preservation techniques are three-fold:

*Binding* (sent to commercial bindery):

Due to the elimination of the binding budget line, binding decisions are made on a case-by-case basis, balancing the cost of binding versus potential reduction in life or usefulness without binding.

*Mending* (by Staley Library staff) includes:

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

As with binding, individual decisions are made balancing cost of repairs (materials and labor), with circulation statistics and potential reduction in life or usefulness without mending.

*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

## De-selection (weeding)

De-selection, or weeding, occurs for six principal reasons:

- *Material is too damaged/worn out to be usable any more*  
Material is withdrawn. Eventual replacement decisions are made individually and in terms of the criteria in the collection development policy. Replacement costs are drawn from the replacement fund (from fines and fees paid by patrons with overdue or lost materials).
- *Material is out-of-date*  
Library faculty monitor the collections in their subject liaison areas, and when items become out-of-date and no longer relevant to the students' research needs, the items are withdrawn. If the topic is still relevant to the curriculum, current items, if available, will be purchased for the collection.
- *Overcrowded stacks*  
If an area of the collection becomes so overcrowded that shelving becomes difficult, deselection may occur, depending on circulation statistics, age of materials, and relevancy to curriculum. Collection shifts may occur, instead of, or in conjunction with, deselection of materials.
- *Obsolete formats*  
Materials that are no longer accessible via readily available equipment will be withdrawn from the collection. The library may acquire these titles in a current format, if they are available and demand warrants.
- *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, such as HathiTrust, and includes the full-image pages, the print monograph may be withdrawn.
- *Unintentional de-selection occurs when materials are lost*  
Lost material is withdrawn from the library's catalog. Replacement decisions are made individually by subject-liaison librarian and in terms of the overall collection development policy.

## Gifts

By and large, the same selection criteria as apply to materials to be purchased apply also to materials to be accepted as gifts. Some additional stipulations apply.

- The library appreciates all offers of gifts, even though we cannot always accept a gift because it does not fit within our collection development parameters.
- We particularly appreciate gifts of recent monographs.
- 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.
- Single, scattered, and/or older issues of periodicals are generally not accepted.
- We cannot accept any materials that have mold or mildew, as these will infect the existing collection. We cannot accept materials in poor condition due to age, neglect, or damage.
- The library will acknowledge every gift received with a sincere letter of appreciation from the Library Director. This letter will serve as the official receipt.
- The IRS stipulates that we cannot provide appraisals for a gift, and no indication of any kind of possible monetary value of a gift. The acknowledgement will include the number of titles and volumes 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.
- 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 inclusion in our collection, making some or all of it available on our “for sale” shelf, or outright disposal if necessary.

*This policy was originally written in 2002; the most recent update is 2013.*