

## **SALVE REGINA UNIVERSITY COLLECTION DEVELOPMENT POLICY**

The purpose of the Collection Development policy is to provide a framework for the entire University community to utilize in selecting and maintaining the library collection, regardless of format. This policy covers materials added to the Main Collection and the Curriculum Library, Special Collections and Gifts are addressed in individual policies.

### **SALVE REGINA UNIVERISTY**

Founded by the Sisters of Mercy in 1947, Salve Regina is a private, coeducational university offering a comprehensive and innovative liberal arts education in the Catholic tradition that fosters the development of each student's distinct and individual talents.

### **The Mission of Salve Regina**

As an academic community that welcomes people of all beliefs, Salve Regina University, a Catholic institution founded by the Sisters of Mercy, seeks wisdom and promotes universal justice.

The University through teaching and research prepares men and women for responsible lives by imparting and expanding knowledge, developing skills and cultivating enduring values. Through liberal arts and professional programs, students develop their abilities for thinking clearly and creatively, enhance their capacity for sound judgment and prepare for the challenge of learning throughout their lives.

In keeping with the traditions of the Sisters of Mercy, and recognizing that all people are stewards of God's creation, the University encourages students to work for a world that is harmonious, just and merciful.

### **Carnegie Classification**

Salve Regina University is defined by the Carnegie Foundation Classification in the following manner:

Undergraduate Instructional Program: Balanced arts & sciences/professions, some graduate coexistence.

Graduate Instructional Program: Single doctoral

Enrollment profile: very high undergraduate

Size and Setting: Small four-year, highly residential

Basic Masters: Masters colleges and universities (smaller programs)

For more information on the Carnegie Classification please consult the Carnegie Foundation Website. <http://carnegiefoundation.org>

### **Accreditations**

The university is accredited by the following organizations:

- New England Association of Schools and Colleges
- Council on Rehabilitation Education
- Council on Social Work Education

- Elementary, secondary and special education programs interstate-approved in approximately 36 states
- International Assembly for Collegiate Business Education
- National Association of Independent Colleges and Universities
- National Association of Schools of Art and Design
- National League of Nursing (approved by the Rhode Island Board of Nurse Registration and Nursing Education)

### **University Curriculum**

The undergraduate and graduate degree programs are listed and described on the university website under the heading of Academics:

#### Academic Departments

- Undergraduate Majors and Minors
- Graduate Programs
- Special Academic Programs
- International Programs

The institutions' course catalogs may also be found under this heading.

## **THE McKillop LIBRARY AND LEARNING COMMONS**

### **Library Mission Statement**

The McKillop Library's mission is to support the Salve Regina University community in developing lifelong skills in critical thinking, research and information literacy, by providing distinctive collections, services, facilities and programs.

### **Strategic Planning**

Each year as part of the University Strategic Planning process the McKillop Library identifies goals in concert with the University process.

### **The Library Collection**

The library collection consists of materials in a variety of formats designed to support the curriculum and leisure activities of our community. Each materials format described in this document meets the specific needs and purposes of the curriculum, providing unique access, perspective, and experiences to each user. In supporting our entire community the library is aware of their responsibility to the institution's distance education students and strives to meet their needs in accordance with the ACRL Guidelines for Distance Learning Library Standards. These standards may be viewed at: [www.ala.org/.../acrl/standards/guidelinesdistancelearning.cfm](http://www.ala.org/.../acrl/standards/guidelinesdistancelearning.cfm)

The growth and development of the library collection is the responsibility of the Professional Library staff working in concert with the faculty.

Selection of library materials is based upon information from the following sources:

- Faculty requests
- Bibliographies and subject guides
- Reviews in the appropriate professional literature
- Announcements and advertisements from the trade

Selection of materials is guided by the following criteria:

- Informational needs of the users including materials to support new courses and programs
- Accreditation requirements and results of self studies
- Materials are purchased in English in all disciplines except Classical and Modern Languages.

Criteria used in individual selection decisions include the following on a case by case basis:

- Use of a specific title or resource in relation to either an academic program or as an addition to the general collection.
- Author's qualifications
- Reliability and reputation of the publisher
- Accuracy of contents
- Literary study and readability
- Originality of the work
- Inclusion of high quality and appropriate illustrations in all forms, indexes, bibliographies and electronic resources where appropriate.

The following tools are used in the book selection process:

Book reviews in professional and scholarly journals

Lists of recommended books--e.g. annual lists such as Choice "Outstanding Academic Books,"

Vendor information and selection tools.

### **The Scope and Depth of the Library Collection**

The development of the library collection has been guided by the ARL/Conspectus Collection Development Depth indicators. For full information on this tool please see:

[www.ifla.org/VII/s14/nd1/gcdp-e.pdf](http://www.ifla.org/VII/s14/nd1/gcdp-e.pdf).

The Salve Regina collection has been developed and maintained using the guidelines for levels 0-3. The basic collection depth indicators are:

0=Out of Scope—Subject area that is not part of the University curriculum or in any way related to the needs and interests of Salve Regina University.

1=Minimal information Level—collections that support minimal inquiries about the subject. . . The collection should be frequently and systematically reviewed for currency of information. Superseded editions and titles containing outdated information should be withdrawn. Classic or standard retrospective materials should be retained.

2=Basic information level—collections that introduce and define a subject. . . support the needs of general library users and college students through the first two years of college . . . including monographs and reference works, a limited collection of general periodicals , and defined access to a limited collection of owned or remotely—accessed electronic tools, texts, data sets and journals, etc.

3=Study or instructional level—collections that provide information about a subject in a systematic way, but at a level of less than research intensity, and support the needs of general library users through college and beginning graduate instruction. In addition to the attributes described above the collection may include... appropriate foreign language materials, extensive collections of works by well-known authors and selections from the works of lesser known authors. . . The collection should be systematically reviewed for currency of information and for the assurance that essential and important information is retained, including significant numbers of classic retrospective materials.

4=Research level—A collection that contains the major published source materials required for doctoral study and independent research. The library does not collect at this level in the main collection.

5=Comprehensive Level—a collection is a specifically defined field of knowledge that strives to be exhaustive, as far as is reasonably possible (i.e. a "special collection" in all applicable languages. The library does not collect at this level in the main collection.

## **HELIN CONSORTIUM**

Salve Regina University is a member of the HELIN CONSORTIUM. The HELIN Library Consortium is composed of eleven academic libraries and twelve hospital libraries. The academic libraries are represented by Brown University, Bryant University, the Community College of Rhode Island, the Dominican House of Studies, Johnson & Wales University, Providence College, Rhode Island College, Roger Williams University, Salve Regina University, University of Rhode Island, and Wheaton College.

As a result of consortium membership, library patrons have access to approximately 6 million items, including books, periodicals, electronic resources, videos, and audio materials, in a shared library catalog. Borrowing library resources is reciprocal among member libraries and is facilitated through online catalog requests. The requested material is transported using a delivery system maintained through the Rhode Island Office of Library and Information Services. For additional information about the consortium please consult their website <http://library.uri.edu/screens/libinfo.html>

The consortium's role in the library collection is to provide additional materials in all fields of study. The consortium especially provides additional copies of popular titles as well as materials at the study, research and comprehensive levels of the collection that the library is not in a position to own. Collection development decisions at Salve Regina are made in relation to the consortial holdings and policies.

## **THE TRANSITIONAL NATURE OF LIBRARY MATERIALS**

The form and nature of library materials is undergoing great change as the library moves into the twenty first century. It is difficult to predict which forms are in ascendency and which are being quickly replaced. The library is committed to providing materials in the formats that best support the needs of the institution and its community. In providing electronic materials to the library community it is important to recognize the necessity of supplying appropriate equipment to access all of the materials at all times, and to maintain the appropriate equipment as long as the library has materials in a specific form. It is also imperative to carry the archiving of materials forward as technologies and access change.

## **COPYRIGHT AND FAIR USE**

### **Intellectual Freedom, Censorship and Copyright**

McKillop Library accepts and adheres to the principles of intellectual freedom as endorsed by the American Library Association. The Library complies with all laws governing fair use and copyright. Fair use issues can become complex in the electronic environment and McKillop Library supports the liberal interpretation of current fair use law, and supports the extension of maximum protection of these rights into the electronic environment.

## **COLLECTION EVALUATION**

All material in the library will be evaluated for retention on a regular basis. In reviewing a specific part of the collection the designated professional librarian will use the appropriate guidelines for retention within their subject area and format.

### **DE-SELECTION OF LIBRARY MATERIALS**

De-selection of materials is necessary in order to maintain a viable collection which reflects changes in the curriculum, considers space utilization, and focuses on current information. Items to be considered for removal or replacement generally include outdated materials without historical or archival significance, volumes in poor physical condition, and subject areas no longer relevant to the university's curriculum. De-selection is the responsibility of the library staff, with faculty consultation where requested.

General weeding criteria for removing all types of materials from the library

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- Duplicate copies of infrequently-used materials
- Items superseded by newer editions unless there is unique material in earlier editions
- Items in poor physical condition that should be replaced or discarded – broken bindings, missing pages, obvious water damage, dirt/mildew, or extensive underlining, highlights or marginalia
- Items with dated, inaccurate information and no historical importance
- Items with low circulation
- Materials that do not support the curriculum
- Abridgements, condensations, notes or plot summaries

All de-selected materials must be withdrawn from the library collection following the accepted procedures of the catalog office. The library makes a conscientious effort to recycle as much of the discarded material as possible.

Library staff should consult the HELIN cataloging and collection guidelines when discarding an item that may be the last copy in the consortium. The HELIN procedure for last copy items should be followed regardless of format.

### **RECYCLING**

The Salve Regina University Library is committed to recycling as much of our discarded and outdated materials as is possible and financially feasible. Materials are recycled following guidelines provided by the University as well as those from the Rhode Island Resource Recovery Corporation.

## **CURRICULUM LIBRARY RESOURCES**

The purpose of the Curriculum Resource Center is to support all the students and faculty of the Salve Regina University community especially the Education Department, in-service student teachers and all full-time teachers of Aquidneck Island. The collection includes, but is not limited to, print and electronic resources, periodicals, kits, DVD's, textbooks used in Rhode Island schools grades K-12, testing materials and reading systems.

### **COLLECTION GUIDELINES**

Curricular level and subject treatment

The collection contains books and print journals with emphasis on Grades K-12 materials as well as a strong emphasis on the collection as a destination for teachers-in-training

- Language. The primary language of material in the collection is English; however materials used to teach foreign languages, juvenile fiction in bilingual format and multicultural literature is also included.
- Age of the collection. The emphasis is on materials published in the last 10 years, with the exception of juvenile fiction. Juvenile fiction published before 1950 as well as Juvenile literature that does not meet current standards of ethnic, racial or gender appropriateness for children is located in the Classic Children's Collection a special collection in the Curriculum Resource Center.
- Cultural Diversity. Materials in the collection reflect cultural diversity and promote respect and appreciation for all cultures and the global community.

### **COLLECTION CONTENTS**

- Current textbooks in all subjects of the curriculum, grades K-12, are acceptable materials for the curriculum library
- Current education history and theory textbooks are available to assist undergraduates in basic research.
- Juvenile Literature: Books appropriate for kindergarten through young adults. Types of publications include mythology, poetry, historical fiction, information books, biography and autobiography.
- Professional literature with emphasis on current practices to include:
  - Activity manuals and workbooks
  - Sources about children's and young adult literature
  - Teacher manuals based on grade levels
  - Guides to enable students to write behavioral objectives,
  - Information on standards based curricula and the preparation of lesson plans, IEP's, etc

- Reference collection encompasses titles related to curriculum materials and children’s literature including
  - Biographical information about authors and illustrators of children's literature
  - Reading Programs (such as Wilson, READ 100 ) used in Rhode Island Schools
  - Testing Systems (such as Open Court, SIPPS)
  
- Periodicals: the majority of current, peer reviewed education journals are available online, consistent with the policy of the main library collection. The remaining print education journals that emphasize teaching units and activities are located in the Curriculum Resource Center.
  
- Media materials used in lesson preparation and instruction including:
 

CD’S	Photo sets
DVD’s	Maps
Games	Manipulatives
Kits	
  
- Standardized Tests are purchased and retained by faculty request only and are restricted to the Salve Regina Faculty.
  
- Publisher’s Catalogs: New catalogs from education publishers and distributors are in the area.
  
- Educational software is maintained and supported by the University Computer Laboratory.

**SELECTION CRITERIA AND PROCESS**

The Curriculum Librarian and the Education Faculty select materials for the Curriculum Resource Center, the selection decisions are based on those outlined for the main collection. Unlike the main collection duplicate copies are added to the Curriculum Resource Center based on demand. The cooperative nature of the process assures that recommendations are made from review sources in the professional literature and catalogues as well as from syllabi, professional organizations and affiliations. Materials, which are used and support areas of study in the Rhode Island Statewide Curriculum, are aggressively collected. All materials meet a standard of accuracy and multicultural diversity. Criteria specific to curriculum materials are listed below:

- |                                 |                         |
|---------------------------------|-------------------------|
| Authoritativeness/Peer Reviewed | Cost                    |
| Curriculum correlation          | Academic level          |
| Accuracy                        | Technical quality       |
| Availability in Consortium      | Literary values         |
| Organization/Ease of use        | Multicultural diversity |



## **COLLECTION MAINTENANCE AND EVALUATION**

### **COLLECTION EVALUATION**

The Education Faculty and the Curriculum librarian will regularly evaluate the holdings in the Curriculum Library for the purpose of future acquisitions.

### **MAINTENANCE AND DESELECTION**

The following standards for deselection are specific to the Curriculum Library.

- Deselection: As new books are added which are relevant to the goals and objectives of the curriculum collection, older books and worn books will be weeded from the collection on an ongoing basis.
- Replacement
  - Ongoing, timely consideration is given to replacing lost, billed or missing items
- Maintenance procedures specific to the Curriculum Library include:
  - Duplicate important out-of-print items are repaired or bound when possible
  - Dated books of historic or literary importance are moved to the Classic Children's Collection
- Gifts: The University's overall gift policy regarding the acceptance, rejection and handling of gifts is followed. The Curriculum Librarian and the donor may make arrangements for special gifts or memorials of significance to this area of the library.

## **ELECTRONIC RESOURCES**

The McKillop Library considers all types of electronic resources. Electronic resources are defined as works electronically accessible. The library collects three types electronic resources:

- The materials that include but are not limited to electronic journals, government publications, e-books, electronic indexes (with and without full-text) more commonly referred to as databases.
- Content bibliographic management software such as RefWorks, access management software such as: journal access software, article level access management software, integrated search tools, and/or enriched web OPACS.
- Digital collections and the institutional repository. Digitization projects, native born media and electronic publishing created by the university are a third category. In addition to the digital collections the library maintains an Institutional Repository, eScholar, for research and scholarly output produced by faculty, staff and students. Materials in this category have their own policies.

### **General Selection Principals**

**Evaluation criteria specific to** electronic resources:

### **Interface, users, and public access**

- Provides web access through campus IP addressing and is compatible with the library's proxy server for off-campus access.
- Mandates few or reasonable restrictions on number of users, simultaneous users
- Employs a user-friendly interface familiar to library patrons or consistent with the interface(s) of resources currently in use in the library, and if possible conforms to developing interface standards
- Cost is reasonably in line with projected use
- Large aggregates of electronic resources need to have quality approved bibliographic records available from the vendor
- All electronic resources acquired and licensed by McKillop Library need to be accessible through the library online catalog.

### **Electronic resource content guidelines**

- The resource provides accurate content
- Fills gaps in the collection, or appropriately balances the collection in accord with the collection conspectus
- Offers value-added features over a similar print product, such as the ability to search by keyword, download content to disk, or access full text (PDF more valued than html when appropriate for the resource)
- Updates are run in a timely manner
- Acceptable licensing requirements (see Licensing Agreements)
- ADA Compliant
- Adheres to NISO standards

### **Selection Responsibility:**

- Collection development decisions for electronic "reference" resources are made by designated professional librarians.
- Electronic resources that are acquired through the consortium will be coordinated by a designated professional librarian.

### **Selection and retention of full-text journal databases**

Databases combining indexing and full-text article access reflect a large investment of library finances. In selecting a database, both the index and the full-text articles have to be evaluated. In acquiring a database of this type, the library is agreeing to a set of selection decisions made by an outside source, and we have to accept choices over which we have little or no control. The cost of the full text database is an important component of all evaluation related to its selection.

In evaluating the indexing, the following criteria should be considered:

- Current availability of indexing in the subject area
- Importance of the subject area to the curriculum

In evaluating the journal titles, the following criteria should be considered:

- Relevance of the title to the curriculum
- Availability of the title in other formats
- Indexing and abstracting

**Free Electronic Resources:** Free electronic resources such as online journals or databases need to have durable URLs to be added to the online catalog or linked from the library's web page. The linking is done by the designated professional librarians. Subject orientated websites are usually added to subject guides and not the catalog. Free electronic resources are selected according to the Library's Collection Development Policies.

### **Licensing Agreements**

The following provisions should be considered when negotiating and reviewing contracts with vendors:

**Patron Use:** Normally, there must be provisions in the agreement that all patrons of the library can use the resource, including members of the public. Under exceptional circumstances a resource will be considered which limits use by password or some other device to certain members of the Salve Regina community.

**Cost of Access:** The cost of access points and number of simultaneous users should be appropriate to the projected use of the resource. Consortial agreements may receive special consideration by the Electronic Resources Subcommittee.

**Access:** Agreements which allow access from remote networked locations such as homes or businesses with authentication through a proxy server are preferred.

**Archiving:** Strong preference should be given to agreements that allow the library to have access to, or own the content of, the last-held version of the database in perpetuity.

**Fair Use:** Fair use as defined by University and Library guidelines must be permitted within the context of any agreement. It is preferable that fair use provisions include interlibrary loan privileges.

**Confidentiality:** The confidentiality and privacy of all library patrons must be protected.

**Multiple formats:** Licensing Agreements should not force the McKillop Library into additional purchases of the printed version of the product if not wanted.

**Negotiations:** With the exception of resources jointly negotiated with the consortium, agreements with electronic resource vendors are negotiated by the designated professional librarian. Contracts are maintained with the electronic resource librarian,

except those contracts negotiated by the consortium which are maintained by the central office of the consortium.

### **Access and Support**

**Access and ownership policies** - The McKillop Library provides access to most of its electronic resources to all students, faculty and staff, as well as the general public who are in the library. However, some resources are only available to faculty, staff and students of Salve Regina University.

**Technical Support:** The McKillop Library is committed to providing the budget and personnel for equipment and technical support of electronic resources added to the library. The designated professional librarians will provide and implement technologies that provide the best access that the library can afford. Training and support for using the libraries interfaces and electronic resources will be provided by the appropriate library personnel.

## **GOVERNMENT PUBLICATIONS**

The McKillop Library has been a partial depository for federal government publications since 1987. The library is part of a selective housing site within the depository library program. The library shares the depository and all collection level decisions with the other participating library - Newport Public. The library is also a partial depository for Rhode Island government documents. Government publications are also available to all citizens of the United States in particular the constituents of the 1<sup>st</sup> U.S. Congressional district in keeping with the requirements of the U.S. Government Printing Office's Federal Depository Library Program.

### **Selection Responsibility**

A designated member of the library staff is responsible for the overall development and maintenance of the government publications holdings. Faculty recommendations are encouraged in all subject areas. Library liaisons may submit requests in the disciplines to which they are assigned. Selected Rhode Island state documents are received as depository items. Selected U.S. government documents are received through the library's membership in the Federal Depository Library Program. U.S. Census materials are received regularly and without charge due to our status as an Affiliate of the Rhode Island State Data Center

### **Core Collection**

The McKillop Library attempts to maintain a core collection of government publications. Decisions on which publications are most significant are based on the Federal Library Depository Manual, Appendix A, Suggested Core Collection for Academic Libraries.

### **Subject Emphasis**

The library collects government publications that support the curriculum and mission of Salve Regina University. In particular the library will concentrate on the items produced by the agencies below in support of the listed programs:

Department of Justice - Administration of Justice

Department of Health and Human Services - Nursing & Health Services

Department of Commerce - Management & Business Administration

Department of Education - Education

Department of the Census - General

State Department - Politics & International Relations

### **Format & Access**

As part of the transition to a primarily electronic Federal Depository Library Program (FDLP), preference will be given to titles that are available electronically rather than in other formats. The Library complies with the recommended specifications for public access workstations as provided by the Government Printing Office. In compliance with the FDLP Internet Use Policy Guidelines the Library offers free public access to online federal government information through designated Library computer stations.

### **Collection Maintenance**

The federal government publications collection will be maintained in accordance with the instructions set out in the manual, Instructions to Depository Libraries. Items must be retained for five years before they can be withdrawn. Withdrawn items are offered to other depository libraries. If other libraries do not claim withdrawn items they are discarded with the permission of the Regional Depository. Superseded materials are withdrawn from the collection based on the Superseded List published by the Federal Depository Library Program.

### **Assessment**

The library will conduct a periodic assessment of the government documents program to review its costs and benefits to the university.

## **THE MEDIA COLLECTION**

The format in which media content is delivered is rapidly changing. In selecting media it is understood that changes in technology will lead to newer forms of media delivery being added to the collection and older forms being eliminated. The changes in format need to be reviewed on a regular basis by selectors in order to meet the goal of supporting the curriculum. New formats will be added whenever necessary to support teaching and learning in the 21<sup>st</sup> Century.

The library media collection will contain only those items that comply with the copyright regulations outlined in Section 17 of the United States Code.

The library supports media resource sharing through the HELIN consortium and Interlibrary loan lending. Members of the library staff contributed to the planning for a Rhode Island state-wide catalog and we have positioned ourselves to participate whenever this is implemented.

Responsibility for selection of curriculum-related media resources is shared among subject selectors.

The library will purchase and support the media formats listed below. Support implies the provision of equipment in working order so that the form is available to the university community.

DVD

CD's—music, informational and spoken

Microfilm – appropriate

Public performance rights are purchased with the item if available.

Media resources will be catalogued in accordance with current national standards and practices, including full subject access and classification.

The library will support the following media although items in these formats will no longer be purchased. A commitment to maintain and supply the equipment necessary to access these forms is implied in this decision.

Microfiche

Microfilm

Audio-cassettes

Music cassettes

VHS - The library will purchase important items in VHS only if a DVD is not available

### **Media Gifts**

The university's overall gift policy regarding the acceptance, rejection and handling of gifts is followed.

### **Collection Maintenance**

Collection maintenance, including a review of the condition of materials and availability of equipment, will be performed on a regular schedule.

## **THE MONOGRAPH COLLECTION**

The scholarly monograph, regardless of format, is a major component of undergraduate and graduate education, particularly in the Humanities and Social Sciences. The American Library Association defines a monograph as a separate treatise on a single subject or class of subjects, on one person, usually detailed in treatment but not extensive in scope and often containing bibliographies.

### General Criteria for Selection

- Use of a specific title in relation to either an academic program or as an addition to the general collection in support of the Liberal Arts
- Author's qualifications
- Reliability and reputation of the publisher
- Accuracy of contents
- Literary study and readability
- Originality of the work

### Criteria Specific to Subject Area for Selection

- Management, Science & Technology, Health Sciences, Applied Social Science, and Educational Practice preference is given to books published within the last five years.
- Arts, Humanities, Social Science Theory, and Educational Theory the copyright date of the book is not the primary consideration.
- Literature and Fiction are added to the collection to support and enhance the university curriculum.
- Popular books are added to provide recreational reading for the members of the university community via a lease program. (*See Browsing Collection below*)

### Selection tools

Book reviews in professional and scholarly journals, such as:

- Choice online reviews
- Library Journal
- New York Times Review of Books

Publisher's Sources

Standard bibliographies such as Books for College Libraries

Vendor Information, such as

- Approval slips via the proprietary interface
- Vendor generated selection tools
- Annual lists of recommended books, such as: Choice "Outstanding Academic Books"

OCLC & World Cat

Interlibrary loan data

### Format choice

Selectors are encouraged to purchase titles in the format that is most appropriate for the library and for patrons' needs. The library does not purchase mass-market paperbacks. For printed materials with fewer than 350 pages, paperback is always preferred. For printed materials with more than 350 pages, the selector may pick whichever format is most appropriate or cost effective.

For e-books, the choice of vendor may depend on the price, costs to implement, cataloging data, and ease of interface. The designated professional librarian can provide selectors with up-to-date information on these factors.

Some considerations in choosing a format are the binding quality of hardcover's, the cost savings of paperbacks, the informational value of summaries and reviews printed on the paperback which may not be present on hardcover versions from university presses, projected demand, and the fact that this is a weeding library that anticipates future replacements and discards.

### **Consortium considerations**

As a member of the HELIN Consortium, the library will determine the need to purchase a title by first checking the number of copies already held within the Consortium. The decision of whether to purchase an additional copy of a title already in the Consortium will be made on a case by case basis.

Some subjects may be collected cooperatively with Consortium members.

### **Retrospective collection development**

Due to additions to the curriculum, certain subject areas may need to purchase books across a wide spectrum of publication dates in order to solidify the library's collection. This may necessitate the use of the second hand book market. A review of HELIN Consortium holdings, excluding Brown University, will be examined as well.

### **Browsing collection**

Within the limits of the materials budget, the library will lease a selection of current recreational books and general nonfiction from a vendor such as McNaughton. At the end of their lease period, some items may be transferred to the Main Collection for permanent retention based on their literary value or their status as award winners.

## **CONSTRAINTS ON THE MONOGRAPH COLLECTION**

**The following types of material are purchased on a limited basis**

1. Abridgements and condensations
2. Notes or plot summaries
3. Proceedings, conferences, symposia
4. Festschriften
5. Anthologies of materials we already own in another format
6. Printed subject bibliographies, particularly in narrow scholarly fields
7. Instant journalism, popularizations and journalistic non-fiction treatments of marginal topics
8. Tourist guidebooks
9. "Coffee table books"
10. Dissertations
11. Workbooks with consumable pages



12. Self-published and vanity press books which have not been reviewed in the appropriate media

### **Duplicates**

The library will not acquire multiple circulating copies of single titles unless the need is established by use statistics and other copies are unavailable through HELIN. When possible, the second copy will be purchased in paperback or leased.

### **Textbooks**

As a rule, textbooks are not acquired for the library collection since they are designed to support the work of a specific course, and are frequently revised annually. Older textbooks do not reflect current practice in a field. Classic texts and text-like materials outside the scope of the current curriculum are given individual consideration.

### **Replacement copies**

Many items in poor condition may be significant enough to warrant repair or replacement. In some cases, it will be cheaper and more efficient to purchase a replacement copy from the second hand book market than to send the current copy to the bindery for repair. The acquisition specialist will refer to second hand book sites to fulfill these requests.

### **Out of print**

Monographs which are out of print may be purchased through the second hand book market if available in very good condition for a reasonable price.

## **THE REFERENCE COLLECTION**

The purpose of the McKillop Library reference collection is to provide faculty, students and staff with reference materials of the highest quality, currency, and relevance to their needs. Material chosen reflects the curriculum and mission of Salve Regina. The reference collection also provides selective coverage of other subject disciplines and areas of current interest and general knowledge.

Distance-learning programs are supported primarily by electronic resources and document delivery services that can be accessed from off-campus locations. The reference print collection is non-circulating but is available to all users in the library. Electronic reference sources are also available to all users located within the library building; in addition, Salve faculty, students, and staff are able to access electronic resources from off-campus locations.

The reference collection will include works such as almanacs, atlases, biographical sources, dictionaries, directories, encyclopedias, certain government documents, handbooks, general legal reference sources, compilations of literary criticism, style manuals, and yearbooks, as well as additional materials deemed necessary to support the academic programs and research needs of our library users and which the library staff has determined should not circulate.

## SELECTION OF REFERENCE COLLECTION

The reference collection has materials in various formats including print and electronic books and databases. Selectors should consider online alternatives to print sources when possible, and should carefully consider the pros and cons of the online versus the print version. Determinations on print versus online format should be made on a case by case basis.

Selectors/liasons are encouraged to look for Reference materials as they are working on book selection or to review materials that are passed to them by other staff.

After reviewing a reference title the recommendation will be sent to the designated library staff member for approval. She/he will pass the materials forward for purchase.

### General selection guidelines for reference materials

- Usefulness of the publication
- Favorable reviews in professional literature
- Importance of subject area to Salve curriculum
- Strength/weakness of collection in that subject area
- Faculty requests
- Electronic format vs. print when appropriate
- Accreditation requirements and results of self-studies
- Reputation of the author/publisher
- Level of audience, i.e. undergraduate or graduate
- Language of the publication
- Expected demand among library users & faculty
- Cost (for online sources considering also potentially increasing yearly access fees vs. one-time purchase costs, and/or any applicable license fees)
- Arrangement, accessibility, adequacy of search capability
- Usability, ease of use
- Ownership vs. access (permanent content ownership in print vs. temporary access to online content that may disappear in the future)
- Remote access capability and usage restrictions
- Quality of tech support
- Frequency and reliability of updating
- Date and currency of publication

**Standing Orders** A limited number of titles are kept on Standing Order. These are primarily materials that are annuals or need to be updated frequently.

**Superseded editions** Older editions of titles may be moved to the Main Collection or deselected. The Standing Order list shows where many of these titles should be located when superseded Reference. Other decisions are made by the primary Reference Collection selector.

**Inventory** The Reference Collection should be inventoried periodically so that missing titles may be replaced and materials in poor condition can be replaced or rebound as appropriate.

**Deselection** The Reference Collection is regularly updated as new editions replace older editions. In addition to this ongoing process, works are deselected as needed.

#### **Deselection Guidelines**

- Outdated material
- Multiple copies
- Frequency of use
- Date of publication
- Better location, i.e. main or bound
- Language of publication
- Physical condition
- Importance of publication in its field
- Relevance to curriculum

## **THE SERIALS COLLECTION**

The purpose of the Serials Collection is to provide the most current, edited and peer reviewed where appropriate information available within a specific subject field. A serial is defined as a publication that is issued in parts.

The library subscribes to three types of serial publications:

- Periodicals – publications that are issued in parts at designated time intervals with a volume and number assigned to each issue. Refereed journals, popular magazines, and newspapers are in this category.
- Annuals – publications that are issued annually with later versions of the same or similar information
- Continuations – titles which appear in related parts but are not published on a regular schedule

The purchase of annuals and continuations follows the same procedure as the selection of monographs.

Serials represent a long-term commitment on the part of the library. They are costly to purchase, process, house, and maintain. The library must be conservative in adding serials whose cost may rise significantly over several years, so careful consideration is important when making a request for a new subscription, or when reviewing current holdings.

#### **Responsibility for selection**

Designated professional library staff members with subject selection responsibilities participate at least once a year in evaluating additions to and deletions from the serials collection. Faculty, students and library staff may recommend individual serial titles, but the final responsibility for

selection rests with the subject selector (in the case of serials in a particular subject area), or with the designated professional librarian (in the case of general interest serials not under the purview of a single subject selector).

### **Selection priorities**

1. The library's first priority is to serve the curricular needs of the students. Preference will be given to resources that serve either as required or supplementary readings for courses or which fulfill the general aims of a liberal arts and sciences education.
2. The purchase of research materials solely for individual faculty or academic support staff will be subordinated to the adequate fulfillment of the first priority of acquiring resources to support the curriculum. When possible, interlibrary loan should be used to fulfill specialized needs. The library will not always be able to meet the needs of all faculty members for their personal research, but no faculty member should have to depend upon another library for the preparation of lectures and teaching.
3. The library also serves the entire university community through the purchase of a few magazines that meet recreational, cultural, and general information needs.

### **Selection of individual serial titles**

In reviewing individual serial titles, standard sources such as *Magazines for College Libraries* and discipline-specific lists of recommended serials will be consulted. Lists of titles from accrediting agencies should also be consulted, where appropriate.

All periodicals to which the library subscribes must be indexed in an abstracting or indexing service (or database) to which the library has a subscription. A few titles are exempt from this requirement due to their issuing body, such as the Sisters of Mercy. These exceptions must be agreed upon by the selectors.

If there is a choice of format (print or electronic), the title must be reviewed according to the criteria listed below.

- The number of students or faculty who might benefit from a title is a factor in the selection process. Serials that are interdisciplinary in nature and will be used in more than one department, or which will be useful to both lower and upper division students, will receive priority.
- The subscription price of the title will be considered particularly for titles that are priced in excess of the average cost of a serial title. The cost of ownership will be continually weighed against the cost of access.

At the time of purchase a decision should be made about the number of years of coverage that must be maintained in the physical back file (see below).

### **Format decisions for individual serial titles**

Decisions regarding format need to be made at the time that a serial title is recommended for initial purchase, as well as for the renewal of existing subscriptions. In principle, electronic subscriptions to serials will be preferred over print, when access, usability, licensing, and cost considerations are resolved satisfactorily. Reasons for this preference include broad and immediate access, support of users in remote locations or during the hours when the library is closed, availability of simultaneous users of a single article, ease of integration into electronic reserves, simpler copyright compliance for electronic reserves, the availability of usage statistics, cost savings for shelving and/or binding, and a general (though not ubiquitous) user preference for online access.

- Electronic format will be the preferred format for selection providing:
  - Price is similar or less than the print subscription (cost of binding and storage should be considered as part of the cost to own print)
  - Completeness is similar to the print or the materials excluded have limited research value (advertisements, job advertisements)
  - Perpetual access is available with a reasonable assurance of continued long term availability, e.g., inclusion in JSTOR collections or other 'stable' databases
  - There are no unreasonable licensing conditions
  - Availability of usage statistics (preferably in COUNTER format)
  - The quality of graphics is high enough to support the primary uses of the title
  - Consideration of whether the availability of a title in an aggregator database is stable, or if a subscription to an individual title would be preferable for stable access
    - A database will be considered 'stable' if we can reasonably expect that the title will remain available in the database indefinitely, and we have permanent access to the titles in the database, even if we discontinue our subscription. JSTOR is one such database; others may be judged sufficiently stable by individual selector decision.
  - There is full reproduction of content, including images, graphs, and charts
  - Usability of the electronic version is equal to or superior to the print edition
  - Access control via the WWW and authentication via IP restriction (or acceptable substitute)
  - If there is lag time between the availability of the print version and the availability of the online version, the selector(s) must weigh whether this lag time is acceptable, or whether it will have a significant negative impact on user access
- Print will still be favored for:
  - Popular magazines
  - Titles with significant cost increases for online access
  - Titles with limited assurance of perpetual access

- License conditions that would restrict the usefulness of the title, e.g., provisions restricting use in electronic reserves
- Access restrictions for the electronic format via username and password only must be weighed carefully against the ease of use for print
- Print + electronic will be selected if:
  - Cost of print includes online access and titles have limited assurance of perpetual access online
  - It is the only subscription pricing model
  - Titles with rolling back files (e.g., the database only provides access to the latest three years) will not be implemented unless there is substantial content or expected use warrants implementation
- Microform is the least preferred format, and is considered only in exceptional cases.

### **Retention of individual serial titles**

Individual print titles and individual electronic titles are reviewed on an annual basis for retention. (The library has no control over the retention of titles in an electronic database.) In reviewing a title for retention, the following factors are considered:

- Continued relevance to the academic program
- Number of students and faculty who are likely to use the title; whether the title is interdisciplinary
- Continued coverage in an abstracting/indexing service or database
- Availability of the title in another format
- Cost, particularly in relation to usage
- Number of pages and frequency of publication
- Currency and regular publication of issues

If a title is to be cancelled, faculty in the department should be consulted and asked to be involved in the final decision.

### **Retention of serial back files**

The maintenance of a serials collection involves the storage and retrieval of back issues of serials. Serials are retained in the Current Periodicals section in the library for a calendar year or volume year, unless space requires back issues to be filed in the main collection or a decision has been made to keep the title for less than a full year. At the end of the semester, serials are moved to the main collection in accordance with selector(s)' decisions on the span of coverage required in the back file.

Retention decisions are based on frequency continued indexing, physical condition, archival quality of print materials, and completeness of electronic backfiles.

Most serials have a retention decision based on availability of a stable electronic backfile. In these cases, a 'moving wall' for retention should be established. This moving wall should cover the years unavailable in the electronic back file, plus one year. For example, if a title is available electronically up to five years ago, the physical backfile at the library should include the latest six years of that title.

### **Physical criteria for binding**

Titles that will be discarded on a 'moving wall' basis should not be bound.

Titles that are slated for permanent retention may be bound if they meet the following criteria:

- Titles must be indexed (unless they meet the exemption criteria)
- Titles must be printed on high quality acid-free paper
- Titles must have a gutter of 0.25 inches
- The bound volume will not exceed the thickness of approximately 3" and the height of approximately 12"
- If the thickness of an annual volume is under 2", two years will be bound together

Titles that are candidates for permanent retention include:

- Titles with important illustrations that are not fully available in an electronic version, such as in the sciences
- Titles that are important for their interlibrary loan value, particularly those titles where we have one of the last copies in the state or country, according to holdings in the CRIARL union list (in the HELIN catalog) or in OCLC. In order to preserve these materials, they should be bound.

### **Newsletters**

Newsletters that accompany serial title subscriptions will not be retained unless a subject selector requests their retention. Most newsletters are appropriate for individual subscribers, but have little value as long-term additions to our collection.

### **Newspaper subscription and retention decisions**

Newspaper subscriptions and retention decisions are to be evaluated on an annual basis.

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