

McKillop Library Collection Development Policy

The purpose of the collection development policy is to provide a framework for selecting and maintaining the library collection. This policy covers materials included in the main collection, reference collection, e-resources, serials, media, graphic novels, and the browsing collection.

The Janet L. Robinson Curriculum Resources Center, University Archives and Special Collections, [gifts](#), and [streaming videos](#) are addressed in separate policies.

McKillop 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.

Selection of Library Materials

The library collection consists of materials in a variety of formats designed primarily to support the curricular and educational goals of the University. The collection provides a range of scholarly research materials suitable to support the undergraduate academic programs. The library also supports course-level research needs of master's and doctoral programs and subscribes to research databases to support dissertation research. As denoted by Salve Regina's Carnegie [Classification](#), McKillop Library is not resourced to collect exhaustively to support the full needs of diverse doctoral research topics. However, librarians provide doctoral researchers with support to use interlibrary loan, identify open access resources, and other research strategies to support their research.

The collection seeks to represent a diverse range of perspectives in support of a broad array of research and learning activities relevant to the current curriculum. The library also selects materials that support the University's overall mission, commitment to diversity, and the critical concerns of the Sisters of Mercy (anti-racism, the earth, immigration, non-violence, and women). On a smaller scale, the library also purchases materials for general knowledge and information that support the broader cultural, intellectual, and creative growth of the University community.

The growth and development of the library collection is the responsibility of the library staff working in concert with the faculty and in alignment with the current curriculum. Faculty members are encouraged to [recommend materials](#) that will be useful to their students, and which reflect their subject area expertise. Final responsibility for collection development resides with the Director of Library Services, who is supported in this task by subject selectors among the library staff, as well as the acquisitions and cataloging librarian and the electronic resources and collections librarian.

The library reserves the right to refuse any request for materials that do not comply with this policy or that are otherwise inappropriate for the collection.

The library acquires all materials for access and use by all Salve students, faculty, and staff, and does not acquire materials for which access or use would be restricted to specific individuals or departments. Print materials purchased by the library are kept at the library building when not in use and will not be regularly shelved in any other department or campus location.

Selection of library materials is based mainly, although not exclusively, upon information from the following sources:

- Faculty requests and other forms of faculty input
- Reviews in the appropriate professional literature, scholarly journals, and relevant online sources
- Various lists of notable, prize-winning, or recommended books, such as Choice's Outstanding Academic Books
- Vendor/publisher information and selection tools
- Review of syllabi, assignments, and required readings for classes

Selection of materials is guided by the following criteria:

- Currency and timeliness
- Accuracy, quality, and depth
- Relevance to the University's curriculum
- The author's or editor's qualifications, significance, and reputation
- Standard or important works in a field
- Contribution to representing a variety of perspectives
- Scope and content
- Cost
- Format appropriate for the curriculum
- Reputation of the publisher
- Scope and depth of the existing collection on the topic

HELIN Consortium

Salve Regina University is a member of the HELIN Consortium. Reciprocal borrowing among member libraries 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. The consortium's role is to provide additional materials in all fields of study, greater breadth and depth of subject coverage in some areas, and access to additional copies of heavily used titles. Availability of materials through HELIN is taken into consideration during collection development decision making.

Intellectual Freedom and Censorship

McKillop Library accepts and adheres to the principles of intellectual freedom as endorsed by the American Library Association. These include the principles of intellectual freedom outlined in the American Library Association's [Library Bill of Rights](#) and [Freedom to Read](#) statement, the Association of American Colleges' and the American Association of University Professors' [1940 Statement of Principles on Academic Freedom and Tenure](#), the Association of College & Research Libraries' [Intellectual Freedom Principles for Academic Libraries: An Interpretation of the Library Bill of Rights](#) and [Standards for Libraries in Higher Education](#).

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 librarian will use the appropriate guidelines for retention within their subject area and format. De-selection of materials is necessary in order to maintain a viable collection which reflects changes in the curriculum, space utilization, and current information. Items to be considered for removal or replacement
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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 and input.

General deselection criteria for removing all types of library materials:

- Duplicate copies of infrequently used materials
- Items superseded by newer editions unless there is unique material in earlier editions
- Items in poor physical condition, such as broken bindings, missing pages, water damage, dirt/mildew, or extensive underlining, highlights or marginalia, some of which may be evaluated for replacement
- Items with dated, inaccurate information and limited historical importance
- Items with low or zero circulation over a number of years
- Materials that do not support the curriculum
- Abridgements, condensations, notes or plot summaries

All de-selected materials will be withdrawn from the library collection following the procedures established by the acquisitions and cataloging librarian and the electronic resources and collections librarian. The library makes a conscientious effort to recycle or donate as much of the discarded material as possible.

Collection Level

The Library of Congress provides [guidelines](#) regarding the depth to which a subject is collected by a library. Most disciplines directly relevant to the curriculum will be collected at the “Instructional Support Level” within the main collection:

A collection that in a university is adequate to support undergraduate and most graduate instruction, or sustained independent study; that is, adequate to maintain knowledge of a subject required for limited or generalized purposes, of less than research intensity. It includes a wide range of basic monographs, complete collections of works of more important writers, selections from the works of secondary writers, a selection of representative journals, and reference tools and fundamental bibliographical apparatus pertaining to the subject.

Main Collection

The main collection consists primarily of monographs selected to support the research and learning requirements of the curriculum. Works of literature are collected to support the English, Communications, and Media department, University Seminars, and the Modern Languages department. Priorities for collection development in the main collection include newly published works considered essential or notable, materials required for on-going use by students in specific courses, core or classic works in the disciplines, titles that are generally useful to students in specific majors, and selected works for the broader informational requirements of the community.

The following types of material are usually not purchased:

- Abridgements and condensations
- Notes or plot summaries
- Proceedings, conferences, symposia
- Festschriften

- Anthologies of materials we already own in another format
- Printed subject bibliographies
- Instant journalism, popularizations, and journalistic non-fiction treatments of marginal topics
- Tourist or travel guidebooks
- Coffee table books
- Cookbooks
- Dissertations from non-Salve authors
- Workbooks with consumable pages
- Self-published and vanity press books

The library will not acquire multiple circulating copies of single titles, except in rare cases where the need is established by use statistics or exceptional circumstances, and other copies are unavailable through HELIN.

Textbooks are usually not acquired for the library collection since they are designed to support the work of a specific course, are frequently revised annually, and are very expensive. Exceptions to this rule are mainly in the areas of nursing and medicine, or specialized science or math areas, where certain textbooks may be the best available sources on particular topics, or may be considered standard or important. Classic texts and text-like materials outside the scope of the current curriculum are given individual consideration. The library does not purchase textbook access codes or any form of online textbooks that do not permit unlimited user access. Faculty are encouraged to consider using existing resources in the library's physical or online collections or Open Educational Resources.

Some 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 secondhand book market than to repair. Frequency of circulation, importance to the curriculum, price, and availability for purchase determine whether the library replaces missing or damaged items.

Monographs which are out of print may be purchased through the secondhand book market if available in good condition for a reasonable price. Some out-of-print materials cannot be purchased due to lack of availability.

English is the preferred language for all materials in the main collection, except for materials used by the Modern Languages department such as titles related to foreign language and literature.

The library has a set book budget. All purchase requests are subject to availability of funds, and requests for unusually expensive items may be refused or delayed when necessary. First priority is given to the selection of works that will be useful to a larger group of users, especially students. Faculty requests for specialized or expensive purchases related to personal research interests are considered on a case-by-case basis depending on budgetary constraints and use of interlibrary loan may be preferred.

The library will usually purchase one copy of each work published by a Salve faculty member, as well as acquire one print copy of each Salve PhD students' dissertation.

Reference Collection

McKillop Library maintains a small reference collection which reflects the curriculum and selected standard sources of general knowledge. The reference print collection is non-circulating. Electronic reference sources are also available. Due to space constraints and declining usage of print reference sources, new print reference materials are only rarely acquired and online format is preferred.

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Electronic Resources

McKillop Library provides a range of electronic resources designed to support the research needs and educational goals of the curriculum.

Evaluation criteria for electronic resources:

- Supports the curriculum
- Quality and accuracy of content
- Fills gaps in the collection, or appropriately balances the collection
- Supports remote authentication through the library's proxy server
- Mandates few or reasonable restrictions on number of users or simultaneous users
- Employs a reasonably user-friendly interface
- Cost is in line with projected use or importance to the curriculum
- Accessible through the library online catalog, where appropriate
- Acceptable licensing requirements

Collection development decisions for electronic resources are made by designated librarians, in conjunction with faculty requests and other forms of faculty input. The ongoing yearly costs of subscriptions are significant and can often increase by between 3-6% per year. To purchase new electronic resources, the library often may need to cancel other electronic resource subscriptions. Due to these factors, not all requests for electronic resources can be fulfilled. Usage statistics and cost per use for electronic resources are collected once a year, and used to inform future subscription and cancellation decisions, in conjunction with input from relevant faculty, and consideration of curriculum requirements.

In most cases, the library only purchases ebooks that provide unlimited user access. Limited user ebooks cause frustration for users and will only be considered in rare cases.

Due to copyright rules, the library is only able to purchase ebooks that offer institutional licensing, are compatible with the technical requirements of our authentication system, and are available from our established library vendors. Requests for ebooks that are sold for individual use only such as Kindle ebooks will not be filled.

The library does not directly control the specific content of large ebook or journal packages, as selection for these packages is done by the vendor.

The library is required to abide by copyright rules and licensing agreements when providing access to electronic resources. Subscription electronic resources require authentication to use and are available both on and off campus to current Salve students, faculty, and staff only. Alumni, Circle of Scholars, Community Borrowers, and unaffiliated guests can only access electronic resources while on campus. The library is not able to provide information from licensed e-resources to non-Salve individuals, except through the official process of interlibrary loan between libraries when permitted, or through on-site access when allowed by licensing agreements.

Serials

Serials represent a long-term commitment on the part of the library. Print serials are costly to process, house, and maintain. Both print and online serials have costs that may rise significantly over several years, so careful

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consideration is important when making a request for a new subscription, or when reviewing current holdings. Designated librarians with subject selection responsibilities participate in evaluating additions and deletions from the serials collection, in conjunction with faculty requests and other forms of faculty input.

The library's first priority is to serve the curricular needs of the students. Preference will be given to serials that serve either as required or supplementary readings for courses. The purchase of serials solely for individual faculty's research interests will be subordinated to the adequate fulfillment of the first priority. When possible, interlibrary loan should be used to fulfill specialized needs.

The number of students or faculty who might benefit from a title is a key factor in the selection process for serials. 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.

The library also serves the entire University community through the purchase of a limited number of magazines that meet recreational, cultural, and general information needs.

Electronic subscriptions to serials will be preferred over print, when access, usability, licensing, and cost considerations are resolved satisfactorily. Print format may still be favored in limited cases such as certain popular magazines and titles with significant cost increases for online access.

De-selection of print serials is conducted based on the requirements of the curriculum, availability of online access, space constraints, and faculty input. Cancellation of online serials is informed by usage statistics, cost per use, importance to the curriculum, and faculty input.

The library only purchases serials in microfilm format in very rare cases, usually when there is no other possible access option for a title that is considered absolutely essential to own.

Media Collection

The library acquires a limited number of videos for academic purposes based on faculty requests. Due to space constraints and the shift to online format, McKillop Library will purchase DVDs only if they are requested by faculty and will be required, suggested, or optional viewing for a class. The library also provides access to certain streaming videos available from approved vendors by faculty request, and maintains a separate [streaming video policy](#). Due to copyright rules, the library is only able to purchase streaming videos that offer institutional licensing and are compatible with our authentication system. Streaming videos are only purchased when they are required viewing for a class, and there is a limit of 5 per class per semester. Streaming video requests are subject to the availability of funds in the library budget. The library no longer collects music CDs, books on CD, or VHS. The library does not purchase public performance rights for films and does not purchase films for use at campus events.

Browsing Collection

Within the limits of the materials budget, the library will lease a limited selection of current popular fiction, literary fiction, general nonfiction, books on current events, and recent bestsellers from a vendor such as McNaughton, to support the recreational reading interests of the University community. At the end of their lease period, items may either be sent back to the vendor or be transferred to the main collection for permanent retention depending on their literary value or status as notable titles or award winners.