

Collection Development Guidelines

OVERVIEW

The Augusta University Libraries support the Augusta University mission of providing comprehensive information services and resources for its users. The Libraries develop and maintain dynamic collections in multiple formats that meet the informational, educational, research, and clinical needs of the faculty, staff and students of the Augusta University colleges and hospital system.

The Libraries support the American Library Association's Library Bill of Rights (See Appendix A) and its Intellectual Freedom Principles for Academic Libraries (See Appendix B). The Libraries purchase materials presenting diverse views on current and historical issues. Selection is without partisanship regarding matters of race, sex, religion, or personal opinion.

The collection management program assesses data to acquire, organize, and provide access to materials, integrates them into coherent collections, and manages growth and maintenance. Such a program is an integral part of the Libraries' plan for providing reliable access to information resources for its community.

COLLECTION DESCRIPTIONS

Audiovisual—Blu-Rays, DVDs, CDs, videotapes, audiotapes, and slides

Bound journals—complete print volumes that were bound to provide back files are kept in both libraries

Circulating monographs—general texts provide overview and in-depth information

Confucius Institute Collection-Chinese learning materials provided by the Hanban (Confucius Institute Headquarters). Collection includes Chinese and English bilingual texts.

Current journals—primarily electronic; print is collected for core, heavily used titles, and for titles that are not available via electronic access

Electronic collections—electronic books, journals, databases, including indexes and abstracts, and other emerging forms of electronic content delivery

Government information—as a selective Federal Depository Library, the collection includes print materials, books, journals, maps and atlases, microforms, electronic content, and other diverse resources

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Historical and archival collections—rare books, manuscripts, artifacts, maps, and atlases, and archival materials that focus on institutional, local, and medical history (See Historical Heritage Units)

Indexes and abstracts—print versions are retained for retrospective material, primarily pre-2000, and for material not available electronically in the libraries

Leisure—a small collection of fiction and non-fiction popular books, magazines, and newspapers

Microforms—collection of journal titles and government documents is maintained; a small number of historical collections are held for preservation purposes

Office collection—a small number of print items, mostly in the field of librarianship, for use within a library department

Reference information—print and electronic resources such as encyclopedias, handbooks, dictionaries, providing general factual data and information, are held in one area for ease of access

Theses & Dissertations—one copy of each thesis and dissertation written by an Augusta University student is available in print and/or electronic format (after 2014).

GENERAL CRITERIA

A. RESPONSIBILITY

The process of collection development is the responsibility of library faculty, in conjunction with teaching and research faculty, to ensure an appropriate collection for the curricular and research needs of the campus. The process relies on the interaction of academic program and research faculty and library liaisons. Library Liaisons shall work with the teaching faculty in their liaison areas to familiarize themselves with specific academic programs, curricular needs, research interests, and accreditation requirements to ensure effective collective development policies and their implementation. The library liaisons and embedded librarians have responsibility for overall collection development, including the reference collection, with the Director of Libraries having ultimate responsibility.

Reese Library funds budgeted for acquisition of materials shall be expended under the recommendations of the liaisons for the academic units on the Summerville Campus each year.

Selection and access is undertaken in the context of print and electronic access, consortial arrangements, and licensing/contractual agreements. Institutional routing of contracts for electronic resources is the responsibility of the Content

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Management and Technical Services Departments, the Business Manager, and the Director of Libraries. Providing access to print and electronic resources is the collaborative responsibility of the faculty and staff in the Content Management, Technical Services, and Systems Departments.

B. PRINT RESOURCES

The intellectual content of all resources, whether purchased or free, must support the teaching, research, and clinical needs of the university community. Teaching and research faculty, with support from library faculty, use a variety of selection resources such as bibliographies and reviews to insure that information needs are met in a thorough, timely, and economical manner.

Criteria for selection of resources include:

- Judged usefulness of the publication, considering the existing collection
- Strengths and weaknesses of the existing collection related to current demonstrable needs of the university including support of curricula, research, clinical care, and specific strategic initiatives
- Favorable reviews or inclusion in basic collection guides
- Award winning publications (National Book Awards, Pulitzer Prize, etc.)
- Potential frequency of use – number of graduates from the program
- Reputation of the author
- Currency of the topic
- Date of publication
- Price of the publication
- Language of the publication
- Inclusion in publications listing core resources for the field
- Recommendation from a faculty member in the department requesting the material
- Requirements for accreditation, or support for an approved new program

The Director of Libraries and Associate Director for Reese Library will provide the final review of the purchase to ensure funding is available and to allow oversight of purchases across colleges.

Textbooks that are being used for University courses usually will not be purchased for the Libraries' collections. Textbooks will only be purchased when the text is also a core resource in the field or when research material on the subject is limited.

C. ELECTRONIC RESOURCES

The basic criteria for selection are the same as for print resources, although electronic resources also must provide sufficient added value over other formats. Additional criteria for selection of electronic resources include:

- Archival access
- Compatibility across a wide variety of platforms (desktop, mobile, etc.)
- In-house use for community users

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- Maintenance on publisher server
- Off-campus availability
- Perpetual link (DOI, URI, durable URL) at the journal article level
- Powerful, flexible, user-friendly, and well-indexed search interface with numerous points of access
- Publisher-provided usage statistics, preferably COUNTER-compliant
- Reliable and prompt technical support
- Single-search access to the entire electronic resource
- Site license for all campuses including hospitals and clinics

Purchases via consortium agreements (see Appendix C) will be considered when a significant portion of the content supports the mission of the institution.

D. MEDIA RESOURCES

Media resources are purchased in a variety of physical, electronic media, and digital formats. Wherever possible, program titles are collected in the most current and dependable format. Acquisitions may be evaluated by the same collecting criteria as other resources, but the following qualifications specific to media are important to consider:

- Currency (or continuing relevance, when not superseded by new materials)
- Curriculum relevance (for teaching, supplementary learning, or “source material” research)
- Compatibility with needs of students expressed through Testing and Disability Services
- Historical value (selectively applied to meet specific teaching or research needs)
- Language
- Price
- Quality of material (subject content and format)
- User demand
- User level (appropriate to known academic needs)

E. DONATIONS AND GIFTS

The Chair of Content Management and/or the Electronic Resources and Serials Librarian work with the Libraries' Administration to process gifts. The criteria for the acceptance of gifts are the same as those governing the selection of purchased material. In general, textbooks are accepted if five-or-less-years old. Duplicates of items already in the collection are generally not accepted (with exception). Serials are accepted to fill gaps in the print or print/electronic-access collection. Donated items become the property of the University and may be disposed of at the discretion of the Libraries.

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Donors are encouraged to contact the Libraries prior to making a donation. For materials of historical or archival significance, the Historical Heritage Units should be contacted. The Libraries are not responsible for a monetary statement of the value of a gift, but will acknowledge receipt of the gift (See Appendix D).

F. WEEDING CRITERIA

Weeding, or the removal of unneeded library materials, is an important, on-going library routine, essential for the maintenance of a current, active, and useful collection which reflects the goals of the Libraries. It is an integral function of the Libraries in order to:

- Insure a relevant collection that supports Augusta University's mission
- Make active items more visible, attractive, and accessible
- Make the most efficient use of existing, limited space and create shelf space for new additions to the collection

A systematic weeding project is conducted regularly. Teaching faculty are an integral part of the process. Summerville teaching faculty are encouraged to provide weeding recommendations for Reese Library holdings. The Libraries also employ usage statistics, collection statistics, and replacement information to make informed evaluation and weeding decisions. In the absence of Summerville Campus teaching faculty recommendations, Reese Library shall make available a list of expected removals for review by Summerville teaching faculty. Decisions to transfer general circulating items to a Historical Heritage Unit are made jointly by Heritage Unit faculty and staff and other appropriate library departments.

Other formats for retention include:

- Atlases
- Classic authors in the subject field
- Items from periods of time known to be significant in that field
- Monographs concerning unique, unusual, or controversial subjects
- Monographs on history, or that have one or more chapters on the history of a particular subject field, technique, therapy, etc.
- Monographs with photos of older medical equipment
- Monographs with special color photos or illustrations

The following materials are examples of materials that may be weeded:

- Badly worn or mutilated materials (Items important to the collection will be mended or replaced.)
- Duplicate copies of seldom used items
- Items inappropriate to the mission of the University
- Items not relevant to the current or anticipated curriculum
- Items that have not been used recently

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- Monographs not cataloged in the library catalog
- Outdated materials (especially important for science and medicine)
- Serials for which there is no available index access
- Superseded editions
- Unsolicited donations that do not support collection needs
- Obsolete formats, esp. media

G. OTHER COLLECTION DEVELOPMENT GUIDELINES

HISTORICAL HERITAGE UNITS

<https://www.augusta.edu/library/about/policies/index.php>

H. GOVERNMENT INFORMATION

The mission of the Government Information program is to provide resources from the U.S. government to support the teaching, research, and clinical needs of Augusta University faculty, staff, and students. As a Selective Depository, Reese Library receives no more than 50 percent of U.S. Government publications that are distributed through the Federal Depository Library Program of the U.S. Government Printing Office. It is required that certain items be retained permanently in its collection while other items may be disposed of after a minimum period of five years.

The Assistant Director for Reference and Instruction is responsible for the collection management of the U.S. Government publications collection and oversees any necessary selection responsibilities with appropriate library and university faculty.

As a general rule, the Libraries will not keep or acquire duplicates of documents for its collection. However, consideration will be given to heavily used materials and documents that contain information about the Central Savannah River Area (CSRA), Georgia, or the Southeast.

CHANGES TO THESE COLLECTION DEVELOPMENT GUIDELINES

Collection Development guidelines will be reviewed and recommendations will be made at the Library Advisory Committee (LAC) level. Representatives to the LAC shall share drafts of the guidelines with their colleges for input before final approval.

APPENDICES

Appendix A.

AMERICAN LIBRARY ASSOCIATION'S LIBRARY BILL OF RIGHTS adopted 1939 (abbreviated for collection development)

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

Appendix B.

AMERICAN LIBRARY ASSOCIATION'S INTELLECTUAL FREEDOM PRINCIPLES FOR ACADEMIC LIBRARIES adopted 2000, adopted July 1, 2014 (abbreviated for collection development)

A strong intellectual freedom perspective is critical to the development of academic library collections and services that dispassionately meet the education and research needs of a college or university community. The purpose of this statement is to outline how and where intellectual freedom principles fit into an academic library setting, thereby raising consciousness of the intellectual freedom context within which academic librarians work. The following principles should be reflected in all relevant library policy documents.

1. The general principles set forth in the *Library Bill of Rights* form an indispensable framework for building collections, services, and policies that serve the entire academic community.
3. The development of library collections in support of an institution's instruction and research programs should transcend the personal values of the selector. In the interests of research and learning, it is essential that collections contain materials representing a variety of perspectives on subjects that may be considered controversial.
4. Preservation and replacement efforts should ensure that balance in library materials is maintained and that controversial materials are not removed from the collections through theft, loss, mutilation, or normal wear and tear. There should be alertness to efforts by special interest groups to bias a collection through systematic theft or mutilation.
5. Licensing agreements should be consistent with the *Library Bill of Rights*, and should maximize access.

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Appendix C.

CONSORTIA MEMBERSHIPS

GALILEO—the statewide consortium of University System of Georgia libraries

LYRISIS—consortium comprised of more than 1,700 members, located primarily in the Mid-Atlantic, Northeast, Southeast, and West regions of the United States, focused on helping libraries operate more effectively.

CONBLS—Consortium of Biomedical Libraries of the South, which includes 18 academic health centers in Alabama, Florida, Georgia, Mississippi, Puerto Rico, South Carolina, and Tennessee

NERL—the NorthEast Research Libraries consortium is a nonprofit group supporting the educational and research missions of its member institutions by coordinating, consolidating, and negotiating the best possible licensing terms and prices for electronic resources

NNLM/SEA—National Network of Libraries of Medicine, Southeastern/Atlantic Region

OCLC—A nonprofit, membership, computer library service and research organization dedicated to the public purposes of furthering access to the world's information and reducing information costs.

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Appendix D.

STATEMENT OF LIBRARY MATERIALS DONATIONS

Augusta University

STATEMENT OF LIBRARY MATERIALS DONATION

I hereby donate _____ to Augusta University Libraries
(Number) (Type, e.g. books)

with the understanding that the donation will be added to the collection if it meets library needs as described in the Libraries' Collection Development Policy (<https://www.augusta.edu/library/about/policies/index.php>). If not, it may be disposed of in any manner deemed suitable by the Libraries.

I understand that by signing this form, I relinquish all ownership rights to the materials specified, and that these materials will not be returned to me if they are not added to the Libraries collection.

I understand that although the Libraries will acknowledge gifts received, the Libraries cannot appraise the monetary value of those donations for tax purposes.

Name of Donor (print): _____

Address: _____

Phone: _____

Email: _____

Signature of Donor: _____ Date: _____

Library Staff Signature: _____

Greenblatt Library Reese Library