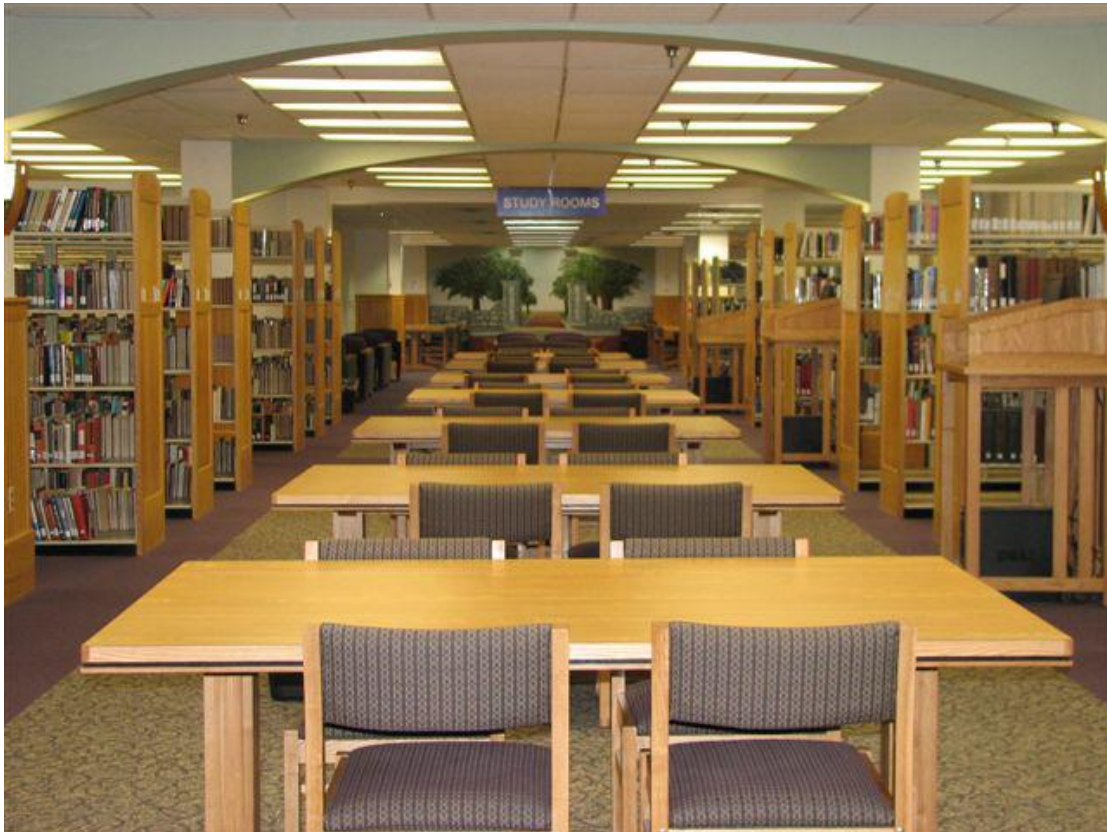


**Tarleton State University**

**Dick Smith Library**

**Collection Development Policy**



May 2009

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Dick Smith Library  
Collection Development Policy**

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## **I. Mission Statement**

The purpose of the Collection Development Policy of the Tarleton State University Libraries is to provide guidelines that ensure the relevancy and effectiveness of materials selected to facilitate the University mission.

## **II. Selection Principles and Tools**

We create strong, coherent, balanced, dynamic and versatile library collections to support undergraduate studies as well as graduate and faculty research in accordance with the American Library Association and Association of College and Research Libraries standards.

### **A. Materials Generally Acquired**

While the library collections do include materials for recreational reading including popular magazines and books, these materials are not a priority. The priorities are:

- Materials likely to be needed by students in preparation for class assignments are given preference to materials needed for recreational reading, personal growth and wellness, career exploration, graduate school selection, consumer interests, and similar topics
- Current publications of lasting and scholarly value will be given priority over old and out-of-date materials
- Scholarly journals are given priority over popular magazines
- Publications in the English language will be given preference except in the acquisition of materials aimed at supporting University programs in foreign languages
- Material is primarily collected from the United States; significant works from other areas are selectively considered
- Print and electronic formats will be given preference over microform due to the accessibility for distance education students and off-campus students, except in the case of non-circulating items such as periodicals
- Multiple copies of theses or dissertations written by Tarleton students are acquired
- Materials written by Tarleton faculty are acquired, whenever possible
- State-adopted K-12 textbooks, and their accompanying teachers' manuals, are generally acquired for the curriculum collection
- Local and Texas history materials are generally acquired
- Hardcover books are preferred over paperback books

### **B. Materials Generally NOT Acquired**

- Extensive in-depth materials for specific thesis topics or for short-term research projects of individuals
- Textbooks adopted for classes taught at Tarleton State University
- Vanity press books, workbooks and lab manuals
- Multiple copies of library materials. Exceptions are made on a case-by-case basis based on patron access to the material

### C. Selection Tools

To ensure discrimination in the selection of materials, selectors will rely upon standard scholarly tools and reviews in respected professional journals. Because faculty members have subject expertise, their recommendations are actively solicited.

Because current publications are given priority over older materials in our collections, sources that review current materials are most-often used. Sources include: Choice: Current Reviews for Academic Libraries, Magazines for Libraries, Library Journal, eigenfactor, core lists from subject specialists, and discipline-specific scholarly and professional journals.

Selective bibliographies are useful in the selection of retrospective titles, as tools to evaluate the collections and fill in gaps or weaknesses, and to assist when adding new areas of studies to the library. Some sources are: Resources for College Libraries, “Outstanding Academic Titles” from Choice, and selective bibliographies from scholarly and professional journals.

For selecting children’s literature, awarding winning book lists such as the Texas Bluebonnet, Newbery, and Caldecott awards, are also useful.

## III. Policies for Selection of Specific materials

### A. Archives and Special Collections

In keeping with the overall Dick Smith Library collection development goal to build collections that support our users’ diverse information needs, the Archives and Special Collections department will acquire, preserve, and make available research collections of both published and original source materials, particularly those related to the local academic community and the broader cultural heritage of the Cross Timbers area and Texas.

Materials documenting the history and development of Tarleton, Stephenville, Erath county, the Cross Timbers area, and Texas history are the basis of the Archives and Special Collections area of the Dick Smith Library. Works created by Tarleton authors, works about Tarleton, and Tarleton archives are welcomed. Also collected are materials pertaining to Texas history, including county histories, and local history. Occasionally materials from outside the previously noted areas are added when warranted by their condition or value.

Materials that possess long term significant historical value to the history of Tarleton, the Cross Timbers Area, and Texas, will be acquired. The Dick Smith Library is also a Regional Historical Resources Depository for the Texas State Library and houses courthouse records for several area counties, thus providing another valuable primary resource.

Special Collections welcomes gifts of published, unpublished, and original primary source materials, including letters, correspondence, county records, books, photographs, maps, and similar materials concerning the people, organizations, history, and development of Tarleton, Erath County, other Texas counties, and Texas history. Donations will be accepted at the discretion of the University Librarian, designee, or Archivist and with appropriate Deed of Gift.

### B. Audio-visual Materials

Audiovisual materials include slides, audio cassette tapes, video cassettes, phonographic discs, compact discs for sound recordings and audio books. The selection of materials in these formats is governed by the

general guidelines for materials selection which include relevance to the curriculum, timeliness, technical quality, and critical reviews from reputable sources when available. An additional precondition of purchase is the availability of the equipment required for the use of the material. Criteria for selection also include:

- Compact discs are the preferred sound recording format
- 1/2 in. videocassettes or 4 3/4 in. DVDs are the preferred video formats

### C. Children's and Young Adult Literature

Materials for children and young adults will be purchased to support the curriculum of the College of Education, as well as courses using children's and young adult literature offered by other departments on campus. Priority purchasing will be of award-winning works, works on the Texas Library Association annual reading lists, and works named to "notable" or "best" lists by recognized library, educator, and author/illustrator professional groups.

### D. Dissertations and Theses

The library is responsible for the binding of approved dissertations and theses written by doctoral and master's candidates from Tarleton State University. Two copies are required for the library, one copy is put in circulation and the other is placed in the Limited Collection.

### E. Electronic Resources

Electronic resources are often part of packages, or acquired through resource sharing agreements. Often these materials are not purchased, but the library has acquired specific rights to access. The intent is to maintain a fiscally responsible combination of owning materials and providing access to others. In addition, selected links to internet resources that are of value to Tarleton users are made available.

#### Selection Guidelines

General questions to consider when selecting electronic resources include:

- Does the library have the equipment to support this resource?
- Does the license meet legal requirements?
- Are the license terms financially sustainable?
- Is the resource stable?
- Is it user-friendly and does it provide good statistical reporting and technical support?
- Is the product consistent with best practices in digitization?
- Is access permanent or limited?

#### Databases

The intent is to acquire a balanced range of databases that meet the university's general and specific information needs. The collection of databases must be monitored for usefulness, costs, ease of use and balance within the overall collection. Databases may be indexing/abstracting databases and/or full text. They may be purchased or provide rights of access.

## Electronic Books

Selection of individual monograph titles in electronic format adheres to the general monograph selection policies. Reliability, stability and permanent access are also considered. In the case of reference materials that are frequently updated, attention will be paid to the consistency with the print versions, making sure the advantages of the electronic versions are significant enough to justify purchase. Collection content, relevance to the curriculum, coverage, and quality are considered.

## Electronic Periodicals

The intent is to provide online access to a sufficient quantity of high quality journals for scholarly endeavors. Ordinarily, only one format is acquired, but subscriptions often offer limited electronic access (ex: rolling access to the most recent 2 years, etc.) as part of a hardcopy subscription. Individual electronic subscriptions follow the same guidelines as for periodicals, and may be cancelled if the resource no longer meets noted criteria.

## Free Internet-Based Resources

Some good authoritative free resources available on the web merit addition to the Library Catalog. Criteria to use in selection include

- The site should be of high-quality, providing unique information
- The site should be well-organized and simple to use
- The site should satisfy an unmet need for scholarly information
- The site should be currently maintained

## F. Gifts

Gifts to the Tarleton Libraries are welcomed and can provide valuable additions to the library. All gifts are accepted with the appropriate Deed of Gift and with the understanding that they are owned by the Library and that the Library has the right to determine their retention and location. Once accepted, gifts will be processed and treated as any item which is purchased for the collection.

Gifts of funds for the purchase of specific titles will comply with the collection development priorities of the Library. Gifts of money or materials with accompanying obligations are subject to approval by the University Librarian. The Library has the right to use gift funds for planned purchases in collection areas of need.

### Gift guidelines

As a general rule, the following guidelines apply to the acceptance and addition of gifts to the Library's collection:

- The Library does not appraise gifts. The responsibility for determining the value of the gift rests with the donor and all such appraisals must be completed before the material is given to the Library.
- All gift items which fall into areas of interest to the Limited Collection may be referred to the appropriate staff.

- Large donations of gift materials must be reviewed by the University Librarian or a designee prior to acceptance and delivery to the Library for determination of value to the collection and assessment of physical condition

#### Monographic gift guidelines

- Only very rare and valuable gift items will be added to the collection if they are in poor physical condition
- Duplicate copies of items already in the collection will be added only if heavy and continuous use warrants
- Incomplete multi-volume sets will not be added unless the volumes complete or add to works owned by the Library
- Workbooks, lab manuals, or any type of book with fill-in-the-blanks will not be added to the collection
- Books with heavy underlining, marginal notes, or extensive highlighting will not be added to the collection

#### Serial gift guidelines

- All gift subscriptions must conform to the guidelines of the Collection Development Policy
- Scattered issues of periodicals and other serial titles, which complement a title in the collection, will be added
- A gift of a serial title may be added if there are three or more consecutive years
- Periodical issues for which the Library has duplicate holdings in microform will not be added unless heavy use or archival value warrants

#### G. Government Documents

United States government publications are obtained by gift or by purchase. Publications are acquired to support current curriculum and research needs of the university community, needs and interests of the surrounding geographic area, or to fill gaps in the collection.

The library serves as a depository for Texas State Documents, receiving all agency publications. The collection is maintained in accordance with the guidelines set by the Texas State Publications Depository Program administered by the Texas State Library and Archives Commission.

More frequently both the federal and the state government freely publish their documents electronically. The Dick Smith Library provides access to both print and electronic government information depending on availability and as appropriate to the collection and accessibility.

#### H. Maps

The flat map collection primarily consists of Texas county maps, state highway maps, and maps that accompany the National Geographic Magazine. Other maps housed in the collection are gifts from Texas A&M University, including Floodplain maps, U.S. Defense Mapping Agency maps and USGS topographic maps. As a rule flat maps are not actively collected.

## I. Microforms

Materials are purchased in microform when available in no other format, when the item is much less expensive in microform than in hard copy and still easily usable, or when microform offers a considerable advantage in storage. The following factors will guide the selection process:

- Microfiche is preferred over microfilm
- Negative production is preferred over positive
- Transparent form over opaque
- 35mm film over 16mm film
- Diazo over silver halide, for public use
- Silver halide for archival use

## J. Multiple Copies

Library funds are generally not appropriated, nor is shelf space currently available, for multiple copies of all materials. Additional copies of library materials will be acquired only in accordance with the following guidelines:

- Multiple demands and heavy continuous use of individual titles will be the primary considerations for duplication of titles, i.e., patrons do not have reasonable access to a publication unless an additional copy is acquired
- Additional copies may be purchased for the reserve collection if the instructor intends to make extensive assignments
- Duplicate publications received as gifts or on exchange will be subject to the same consideration for addition as materials suggested for purchase.

The library will not purchase duplicate copies of publications for the sole use of individuals, academic departments, or administrative offices. Additional copies will not be acquired solely for preservation except for selected materials maintained for archival purposes in the Limited Collection.

## K. Out of Print Materials

Purchase of selected items before they go out-of-print is preferred because it increases the likelihood of receipt of a reasonably priced item in good condition.

However, due to shorter print runs than in the past, especially at university presses, the increased need for retrospective purchases at the research level in support of the doctoral program, and the desire to fill in missing volumes of series when the libraries own some of the volumes already, we do purchase out-of-print materials.

Out-of-print selections are first examined to see if newer editions of the item are in-print and/or if new copies of the out-of-print title are still in stock at one of the book vendors. If no newer editions are in-print and no new copies of the out-of-print title are available, then an attempt is made to locate alternative translations, alternative formats, and/or similar titles, so the selector can be contacted to verify if a substitution is suitable.

If no such substitution is desirable or possible, the libraries will make reasonable efforts to locate and purchase the material through out-of-print vendors. A considerable time delay in the receipt of such items should be expected.

#### L. Periodicals

Periodicals are purchased primarily to support the curricular and scholarly needs of students and faculty, and to a much lesser degree to provide general interest reading. Periodicals are reviewed annually, and faculty members are consulted at least annually regarding relevant subscriptions. In addition, interlibrary loan and usage records are used to identify high-use titles and subject areas for possible adding and dropping of titles. The library responds to changing curricular needs as much as possible within budgetary constraints.

Factors used to select periodicals include

- relevance to the curriculum, research, or administrative needs of the university
- recommendations by faculty
- Is it recognized as a core or respected scholarly title
- Has it been requested significantly from ILL
- availability of indexing
- cost
- authority
- scope
- coverage of an unusual/local/traditional subject area

Although electronic is the preferred format, print will be maintained if

- Either current or archival access is not acceptable or not available, or
- The electronic version does not include the information in the print format

#### M. Reference Collection

The reference collection is intended to meet the research and information needs of the University community by supporting the curriculum in all subject areas. Along with general reference items, these non-circulating items also include materials such as encyclopedias, indexes and abstracts, dictionaries, statistical sources, atlases, maps and other geographical sources, bibliographies, and biographical sources. Reference sources are continuously withdrawn and updated. In most cases, only the latest edition of a source is shelved in reference; older editions are transferred to the circulating collection or discarded.

#### N. Replacement of Damaged, Lost or Stolen Materials

Materials that are damaged, lost, or stolen are not automatically replaced, but are reviewed on a case-by-case basis to determine whether the item can or should be repaired, replaced, or withdrawn from the collections. Even when a decision has been made to purchase a new item, the new item might be a similar title, a newer edition, a different translation, or in a different format from the original damaged, lost, or stolen item.

## O. Textbooks

College textbooks are not usually acquired. However, to meet accreditation requirements set by the Texas Education Agency, the library will acquire the teacher and student editions of the state-adopted textbooks for pre-kindergarten through grade 12. Consumables (student workbooks, etc.), separate answer books, and teacher resource kits (transparencies, CDs, etc.) are not purchased unless they are included in a package at no extra cost. Other related curriculum materials will also be acquired as needed for use in the Education Collection.

## IV. Weeding

The Dick Smith Library staff is responsible for periodically and systematically weeding the entire collection. Guidelines include:

- Materials no longer appropriate because of age or obsolescence
- Superseded editions
- Physical deterioration
- Excess copies of a title
- Materials which no longer support the mission of the University

University faculty members are invited to suggest materials for weeding in those subject areas in which they teach to ensure that the collection is up-to date.

## V. Review of Policy

The Collection Development Policy of the Dick Smith Library will be reviewed periodically. It may also be reviewed at the request of the University Library Committee or other administrative officers of the university in order to ensure its continued response to the needs of the University community.