

**Tarleton State University  
Dick Smith Library  
Collection Development Policy  
Revised September 29, 2020**

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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 and to reflect campus curriculum and research needs.

## **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**

The priorities for the collection include:

- Resources likely to be needed by students in preparation for class assignments are given priority over recreational materials.
- Current publications of lasting and scholarly value will be given priority over old and out-of-date materials.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.
- A copy of theses or dissertations written by Tarleton students are acquired.
- Materials authored by Tarleton faculty are acquired whenever possible.
- State-adopted K-12 teacher edition textbooks are 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.
- Advance copies and items not intended for resale.

### **C. Collection Evaluation**

The Library has a continuing and effective program to evaluate its collections, resources and online databases, both quantitatively and qualitatively.

Data for program reviews are gathered, revealing strengths and weaknesses, for the academic areas. Usage statistics are collected annually and reviewed for increases/decreases and cost effectiveness. Circulation

reports are also used to evaluate the collection. Information gathered from the following sources is part of our evaluation program:

- patron needs
- acquisition requests and purchases
- surveys by professional librarians

#### D. Selection Tools

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

Because current publications are given priority over older materials in our collections, sources that review current materials are frequently used. These include: Choice: Current Reviews for Academic Libraries, Magazines for Libraries, Library Journal, Impact Factor, 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, lists of annual award winners and reading lists such as the Texas Bluebonnet are also useful.

### **III. Policies for Selection of Specific Materials**

The Library conforms to the formats and technology utilized by Tarleton State University.

#### A. Archives and Special Collections

In keeping with the overall 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 local counties and area.

Materials documenting the history and development of Tarleton, Stephenville, Erath and adjacent counties (Palo Pinto, Hood, Eastland, Somervell, Comanche, Hamilton, Bosque, Brown) are the basis of the Archives and Special Collections of the Dick Smith Library. Occasionally materials from outside the noted geographic areas are added when warranted by their condition, value, or provenance.

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.

The Dick Smith Library 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 Dean of University Libraries or designee, and with appropriate Deed of Gift.

## B. Audiovisual Materials and Realia

The selection of audiovisual 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. Although the library's audiovisual collection contains a variety of formats, the only formats purchased or accepted as gifts are those supported by campus technology standards. An additional prerequisite for purchase or gift acceptance is the availability of equipment required to use the material. Formats collected include, but are not limited to:

- DVD and Blu-ray for video
- CD for music and audiobooks
- Streaming media
- Realia, i.e., anatomical models and maker kits

## C. Children's and Young Adult Literature

Materials for children and young adults will be purchased to support the courses and curriculum using juvenile literature. 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 not responsible for the binding of approved dissertations and theses written by doctoral and master degree candidates from Tarleton State University. One copy is required for the library. The College of Graduate Studies facilitates the binding & provides the Dick Smith Library with one copy of dissertation and thesis, which is placed in the Limited Collection.

## E. Electronic Resources

The Library recognizes the importance of electronic resources in support of education and research at the university. In response to the growth of the online student population and campus satellites, quality electronic resources are sought.

Information providers should be able to utilize Tarleton's authentication infrastructure without individual passwords or user IDs and must comply with the Voluntary Product Accessibility Template® (VPAT®). Exceptions are reviewed on a case by case basis.

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. These include, but are not limited to:

- E-books
- E-Journals
- Streaming media
- Online government documents
- Online images

## 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 (i.e. rolling access to the most recent two 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 are welcomed and can provide valuable additions to the library collections. All gifts are accepted with the appropriate receipt/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.

Monetary gifts 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.

#### G. Government documents

United States government publications are obtained online. A separate government document collection is not being maintained, however, government publications are obtained and catalogued for the general stacks. 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.

#### H. Maps

Maps in all formats are acquired as needed to support the curriculum and programs. As a rule, print maps are not actively acquired.

## I. Microforms

Materials are purchased on microform (film/microfiche) when warranted.

## J. Multiple Copies

Due to space and storage limitations, library funds are generally not appropriated for multiple copies of all materials. Additional copies of library materials will be acquired 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

The Library prefers not to purchase out-of-print materials. If no substitution with current materials is desirable or possible, the library will make reasonable efforts to locate and purchase the material through out-of-print vendors.

## 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 regarding relevant subscriptions. Interlibrary loan (ILL) and usage records are used to identify high-use titles and subject areas for possible adding and dropping of titles.

Factors used to select periodicals include:

- relevance to the curriculum, research, or administrative needs of the university
- faculty recommendations
- core or authoritative scholarly titles
- availability of indexing
- cost
- scope

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 or electronic 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. They are reviewed on a case-by-case basis to determine whether the item can or should be repaired, replaced, or withdrawn. A replacement 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 collected. However, to meet accreditation requirements set by the Texas Education Agency, the library will acquire a representative sample of 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.

### **IV. Weeding**

The Library periodically and systematically reviews the entire collection. The library maintains the currency and relevancy of the collection through a judicious weeding program. Guidelines include:

- Age or obsolescence
- Superseded editions
- Physical deterioration
- Excess copies
- Relevance to the curriculum, research, and 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.

This policy is reviewed annually.