



Reinert-Alumni Memorial Library

<http://reinert.creighton.edu>

Collection Management Policy

March, 2016

Reinert-Alumni Library Mission Statement

The mission of the Reinert-Alumni Library is to provide the services and resources necessary to meet the research and information needs of the Creighton University community. The Library staff augments the educational mission of the University by:

- ◆ Developing a collection of diverse and scholarly resources
- ◆ Providing the tools and technology that connect people to ideas and information
- ◆ Teaching information and research skills

Collection Management Policy

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This policy statement has been developed as a guide to assist the Library in exercising its collection management responsibilities, as well as inform the University community how those responsibilities are carried out. The Library needs to have a written collection management plan that stresses wise materials selection and fiscal responsibility of the University budget. Such a policy also provides a document in hand when a selection decision is challenged.

The Collection Management Policy Statement contains guidelines contributed by the professional staff of the Reinert-Alumni Memorial Library. This statement is open to revision as conditions change, and input from the University community is welcomed.

I. Philosophy Behind the Collection Management Policy

- A. The Reinert-Alumni Library exists to serve the Creighton University community. The Library directly serves University students, faculty, and staff. As members of this academic institution, they require access to a professionally maintained library collection.
- B. The Reinert-Alumni Library is one of three campus libraries. It primarily serves undergraduate and graduate liberal arts and business administration clientele. The campus libraries are committed to library cooperation and seek collection management policies that reduce the duplication of library materials and services.
- C. The collection management policy provides guideposts for the selector and will be periodically reviewed and revised. The most current version of the policy statement can be accessed via the Library's web page.
- D. The Reinert-Alumni Library supports the ALA Library Bill of Rights. (See Appendix II)

II. Collection Management Goals and Objectives of the Reinert-Alumni Library

- A. Goals:
 - 1. To develop a collection that supports and reflects the University's present curriculum needs and anticipates those of the future. Library resources should serve both the research and general needs

of its primary users: undergraduate students, graduate students, and teaching and research staff.

2. To acquire and make available library materials for general information in subject areas not included in the curriculum of the University.
3. To provide for cost-effective acquisition and retrieval of resources.

B. Objectives:

1. To anticipate and fulfill the information and library acquisitions requirements of each of the primary users by actively seeking and maintaining communications with these groups.
2. To be aware of resources in all formats in the various academic subject areas and to acquire these materials as economically as possible.
3. To develop and maintain bibliographical and electronic resources in collection management to assist in the selection and analysis of library materials.

III. **Responsibility for Selecting Library Materials**

Authority for materials selection rests with the University Librarian and those to whom such authority is delegated. Selection is the shared responsibility of the Library's professional staff and the University faculty. The professional staff constitutes a collection development team, with each member responsible for the selection of basic and interdisciplinary materials in designated subject areas. The teaching faculty are primarily responsible for selecting core materials in their disciplines.

The University budgets money to the Library as a line item to be spent specifically for library materials (print, non-print, electronic). This money is then re-allocated to the various University academic departments, the Library's collection development team, the Reference Department and to the Library general accounts.

The department allocations are based on various factors including: number of students per department, credit hours generated per department, core curriculum courses, library usage by subject, and book cost by subject. Departmental allocations are issued after July 1st.

Departments should encumber their allocations at regular intervals during the year rather than wait until the end of the fiscal year. No orders for the current year are accepted after the annual expenditure deadline is set. Departments will be notified of the specific date in advance. The deadline occurs in early to mid March.

IV. **Standards for Selecting Library Materials**

The selection of library materials is based on important factors that determine the materials' value to the collection.

Criteria for selection:

- Accuracy of information
- Accessibility: An e-book or online format may be preferable to maximize accessibility by library users or to meet the needs of distance programs. Perpetual access issues are considered.
- Appropriateness for undergraduate or graduate curricula of Creighton University; possibly of use for one or more courses
- Authoritativeness
- Availability of other materials on the subject
- Availability via ILL of those materials considered too expensive or out of scope for purchase
- Critical acclaim
- Demand or popularity
- Format: Print, electronic, and other non-print formats are considered. The needs of distance education programs should be weighed.
- High standards of quality in content, format, and/or literary merit
- Inclusion of the title in recognized databases or bibliographies
- Language
- Price of print or electronic resources. Subscription vs. purchase options. Availability of package discounts. Consortial options (Lyrisis, etc.)

- Relevance to the needs of University research centers or institutes
- Timeliness or permanence of the material
- Weakness of the collection in a particular subject area
- License agreements for electronic resources favorable to the University

V. **Multiple Copies Policy**

In order to provide the broadest possible range of materials for the support of the curriculum, the Library will not normally purchase multiple copies of books, serials, or audio-visuals. Requests for multiple copies will be considered individually. A librarian will contact faculty members who request multiple or duplicate copies in order to verify the actual need. An e-book purchased in multi-user format may address this need. Any additional copies will be acquired in the most economical format.

Titles owned electronically, in e-book or full-text database format, constitute a copy owned, and will not be duplicated in print. An exception to this is high-use reference materials, i.e. *New Catholic Encyclopedia*. A single-user e-book may be convertible to multi-user.

Titles already owned in print may also be purchased in electronic format if they address the needs of a specific distance education program, are requested by faculty for use by all students in a specific course, or offer significant value-added features over the print. This will be weighed on a case by case basis.

VI. **Relationship of the Reinert-Alumni Library to Other Area Libraries**

The Library utilizes the services of the Nebraska Library Commission and is a member of the Lyrasis and OCLC (Online Computer Library Center) consortia. Cooperation among the Reinert-Alumni Library, the Omaha Public Library, the University of Nebraska at Omaha Library, and other local libraries is encouraged. Distance students, for example, may chose to use other libraries in their community for which they have privileges.

VII. **Reinert-Alumni Library Responsibility for Government Publications**

The Library is a designated selective depository for U.S. government publications and is required to meet minimum standards for the Depository Library System as adopted by the Depository Library Council on Oct. 18, 1977. Guidelines can be found at the Federal Depository Library Program website at fdlp.gov.

Collection management for government publications is the shared responsibility of the Head of Technical Services, the Collection Management Librarian and the faculty. However, very little tangible material is being added. Major government websites are cataloged. The Collection Management Librarian receives monthly lists of new electronic titles from which to choose. Also, any librarian or faculty member can request that a title, print or electronic, be added and cataloged. Selection of sites will be based on standard selection criteria and FDL P requirements. The Reinert-Alumni Library serves the citizens of Nebraska's 2nd Congressional District. All depository libraries are required to make tangible and electronic collections available to the public.

All links to required *Basic Collection* sites and other selected sites will be provided through the Library's catalog and on the Government Information Guide on the Library's website.

All government publications supplied to depository libraries under the Depository Program are property of the U.S. government and can only be disposed of according to specific guidelines, also available at fdlp.gov.

VIII. Gift Materials

- A. Gifts of books and other materials are accepted by the Library and are administered according to guidelines listed in VIII. C. It is understood that there are no commitments as to final disposition of the materials and that they are not necessarily added to the Library's collection. The same criteria used for the selection of all other materials will be used in evaluating gift publications.
- B. The Reinert-Alumni Library staff is not permitted to offer an evaluation of any gift to the University for income tax purposes. This is the responsibility of the donor.
- C. The Library has the right to decide whether a gift should be added to its collection. In general, gifts should be limited to what the Library can use. Books not added will be offered for sale at the Library's next book sale. The following types of materials should be excluded:
 - 1. Materials not meeting collection management policy criteria.
 - 2. Out-of-date publications.
 - 3. Duplicate copies.
 - 4. Materials in poor physical condition.
 - 5. Textbooks. (See XI.E. Curriculum Lab Materials)

- D. No specific collections or sections will be set aside for gifts except in highly unusual circumstances. A *University Gift Transmittal* Form will be submitted to the Development Office for gifts larger than one or two books or monetarily valuable.

IX. **Formats and Types of Materials Acquired**

The Library acquires and preserves materials in various formats, both print and non-print, including: traditional books and journals, microforms, realia, DVDs/BluRay, software applications, and CDs. Equipment is acquired as needed by the Library to provide access to electronic resources.

- Electronic resources include, but are not limited to:
- Numeric data files/data sets (U.S. economic or census data, etc.)
- Text and bibliographic databases (JSTOR, EBSCObooks, EBSCOhost databases, Access World News, etc.)
- Graphics and multimedia (ArtSTOR, etc.)
- Computer software applications (SPSS, etc.)
- Streaming audio and video (Academic Video Online, Films on Demand, Naxos, etc.)

X. **Selection and Scope of Library Materials**

Selections are based primarily, but not exclusively, on critical reviews or acclaim and/or inclusion in standard lists. The Library seeks to provide seamless and easy access to information, whatever the format.

The Library also receives many e-books, mostly university press books, through a cost saving *demand driven acquisitions* (DDA) subscription. This allows the Library to purchase only the books that are actually used. Content is based on a library defined profile, based on our already defined selection and subject criteria.

The level or extent to which each subject area is collected is listed in Appendix I.

- A. *Nonfiction.* The Library's goal is to develop a collection adequate in depth and scope to support library service to Creighton University. These subject fields may change as user needs change. Nonfiction for general reading is also acquired. Many nonfiction titles arrive via the DDA subscription, along with an additional subscription to academic e-books.

- B. *Fiction.* The Library acquires fiction titles to support academic and leisure reading needs. The Library selects not only distinguished novels but also other areas of fiction as well. A separate paperback browsing collection is maintained for leisure reading. All genres of popular fiction are considered. A small collection of audio-books on CD is also maintained.
- C. *Foreign language materials.* The Library acquires foreign language materials. Selection of foreign language titles is the responsibility of University faculty and librarians.
- D. *Juvenile works.* The Library collects juvenile materials to support the University's teacher education programs. Critically acclaimed juvenile titles are acquired including winners of the following book awards: Randolph Caldecott Medal, John Newberry Medal, Boston Globe/Hornbook Award, ALA Notable Children's Books, N.Y. Times Choice of Best Illustrated Children's Books of the Year, and Coretta Scott King Awards.
- E. *Retrospective Collection Building.* The Library endeavors to build retrospective collections as needed according to the collection levels outlined in Appendix I. Reviewing media, standard bibliographies, and other sources, including faculty requests, serve as the basis for retrospective collection development.
- F. *Serials/Periodicals.* The Library acquires serials (periodicals, annuals, standing orders, proceedings, monographic series) to support subject areas according to the collection levels outlined in Appendix I.
- The majority of journals are now received via aggregator databases. Specific guidelines for journals are the responsibility of the Library's Technical Services Department and the University Librarian.
- G. *Newspapers.* The Library acquires major local and national newspapers, such as the *Omaha World Herald*, *New York Times* and *Wall Street Journal*. A selection of foreign newspapers is also acquired on a limited basis to support the academic foreign language programs, as well as the international student population. A broader selection of national and international newspapers is made available via database services such as *Lexis-Nexis Academic Universe*, *NewsBank Access World News*, and individual online subscriptions (*New York Times*, etc.).
- H. *Microforms.* These are now added on a very limited basis.
- I. *Textbooks.* The Library recognizes that most textbooks, workbooks, and accompanying materials are generally introductory in nature and tend to

become quickly outdated. The Library does not normally acquire such materials. Exceptions include classic textbooks, especially those in scientific, technical, and business fields that have become recognized as standard references. Effort is made to avoid purchasing texts currently in use by students at Creighton University. Elementary and secondary texts, however, are acquired for use in the Curriculum Lab materials.

J. *Award Winning/Notable Books.* The Library acquires currently recognized notable or award winning books. The Library annually acquires the following: CHOICE Outstanding Academic Books, ALA Notable Books, N.Y. Times Notable Books of the Year, Booklist Adult Reviewer's Choice. Prize winning children's literature is also added to the collection.

K. *Reference Resources.* The Library maintains a separate collection of reference materials, such as dictionaries, encyclopedias, bibliographies, atlases, and electronic resources, to provide ready information and to identify sources of additional information.

Reference materials, primarily selected by the Reference Librarians, are acquired according to subject descriptors outlined in Appendix I and according to the Reference Collection Policy statement. E-book or full-text database formats are preferred over print editions, except when a print copy is also desirable and heavily used, i.e., *New Catholic Encyclopedia*.

L. *Graphic Novels.* The Library purchases a limited selection of graphic novels to support research in popular culture, literature, art and cinema. Leisure reading is also considered. The focus is on titles that have received awards, critical acclaim or scholarly interest.

M. *Other.* The Library may acquire non-traditional or unusual formats, such as dissertations, on a case by case basis if they meet collection scope and standards.

XI. **Special Collections/Programs**

The following special collections are located in the Reinert-Alumni Memorial Library. Unless otherwise indicated, these collections are integrated within the Library's general collection.

A. *The Camerail Club Collection.* This special collection comprises books, newsletters, and periodicals pertaining to railroad history, excursions, and photography, with strong interest in the Union Pacific Railroad. Materials

are donated by the Camerail Club, a local group with national and international membership.

- B. *Carlson Fable Collection.* These materials, located on the Library's upper level in the Carlson Fable Collection (Room 215), consist of a comprehensive collection of fables by Aesop and LaFontaine. Variant editions, formats, realia, and languages are represented. The Library assists the collector, Fr. Gregory Carlson, S.J., in maintaining the collection.
- C. *Center for Henry James Studies.* This Center archives copies of approximately 12,000 letters of author Henry James and will edit and publish the *Complete Letters of Henry James* (University of Nebraska Press). The center coordinator will co-edit the letters and continue to develop the collection. The focus of these materials will remain on Henry James bibliographies, criticism, biography, and letters.
- D. *Cardoner.* Cardoner at Creighton provides the university community with opportunities to explore and reflect upon how faith, their personal lives, and their professional lives interrelate. This collection includes materials with a focus on spirituality, self discovery and exploration of vocation.
- E. *Curriculum Lab Materials.* The purpose of the Curriculum Lab collection is to provide for the teacher education program a selective sampling of the supplementary resources available to teachers. Materials are primarily in print format, with other educational resources included in the media and juvenile literature collections. Types of materials ranging from elementary to secondary level, include teacher's editions of textbooks, curriculum guides and aids, activity books, and workbooks. Curriculum Lab materials are intended to reflect current educational practice with chronological emphasis on the previous ten years. However, items determined to be of historical significance will be considered for inclusion. Focusing on the U.S. geographically, the collection is primarily limited to English language resources, with some support given to bilingual education materials.
- F. *Dominican Republic Collection.* This collection supports the academic, research, and service programs of the Institute for Latin American Concern (ILAC) and the Encuentro Dominicano semester abroad program. The collection includes books, periodicals, government documents, research reports, and other materials about and from the Dominican Republic. Subject areas include business and economics, health care, history, literature, political science, and theology and religion. Materials in other subject areas are added as deemed appropriate. New titles are now added very infrequently.

- G. *Elena Vera Collection.* The Library owns approximately 1,580 titles comprising the personal library of the late Elena Vera (1939-1997), an award-winning Venezuelan author. This collection includes the author's poetry, fiction, and essays, as well as literary criticism and theater books. The scope of the literature is Latin American in general and is not limited to Venezuela. Works on Latin American culture and titles by European authors are also included.
- H. *Rare Books Room.* The Library's Rare Books Room (Main Floor) contains a collection of approximately two thousand items considered rare, valuable, or historically significant to Creighton, the area (local and state), the Jesuits, or the Catholic Church. Biographical information pertaining to the Creighton family, along with many family possessions, has also been placed in the Rare Books Room. Most rare book items are obtained via donations and materials for the collection are not actively acquired. For information concerning the Rare Books Room, contact the University Archivist.

XII. **Deselection Policy**

- A. The Library will pursue the development and adoption of an effective and economical system of discarding materials. This process is recommended in the *ALA Standards for College Libraries*:

"Obsolete materials, such as outmoded books, superseded editions, incomplete sets of longer works, broken files of non-indexed journals, superfluous duplicates, and worn out or badly marked volumes should be continuously weeded with the advice of the faculty members concerned."

Materials are withdrawn to maintain a current, active, and useful collection that reflects the goals of the Library. In this program, consultation with the teaching faculty, is especially important as a safeguard against the withdrawal or cancellation of materials with special qualities or significance.

- B. Detailed below are the major discard criteria covering books, periodicals, and standing orders, both print and electronic:
 - 1. *Books*:
 - a) Contents:
 - (1) Subject matter excluded from the collection by the collection management policy.

- (2) Superseded editions.
- (3) Duplicate copies, unless justified for specific reasons (e.g. reserve copies for classes).
- (4) Books not checked out in 10 or more years.

b) Physical condition:

- (1) Books in poor physical condition, unable to rebind.

c) Special factors:

- (1) Materials should not be withdrawn because of controversial subject matter.
- (2) Materials should not be automatically withdrawn they have not been heavily used (although this, along with other criteria, should be considered).
- (3) The latest edition of a book should not be discarded.
- (4) Standard titles in any subject area should not be withdrawn.
- (5) Special collection materials should not be withdrawn.
- (6) Print editions, especially reference titles, may be withdrawn when perpetual access to the electronic version is guaranteed via gateways such as the *Gale Virtual Reference Library*.
- (7) Jesuit or Catholic interest should be considered before withdrawing.

2. *Serials/Periodicals*:

The majority of periodicals/journals are now received as aggregated online collections rather than individual subscriptions. The Technical Services Department staff/University Librarian, sometimes in consultation with faculty, determine how or why additions or cancelations are made. Cost can be a consideration.

3. *Serials/Continuations* (book series, yearbooks, directories, transactions, proceedings, subscription services, etc.):

a) Contents:

- (1) Book series should be treated on the same basis as books, whether print or electronic.
- (2) Serial volumes in which later volumes entirely supersede earlier volumes may be discarded. Consider the following criteria:
 - (a) Is all valid information reprinted in the latest volumes?
 - (b) Is there historical value in retaining the earlier volumes?
 - (c) Is all historical statistical information still provided?

b) Condition of print titles: Use criteria listed under Books and Serials/Periodicals.

- c) Special factors: Use criteria listed under Books and Serials/Periodicals.

C. Discard policies for Specific Collections:

1. *Media* (computer software, CDs, DVDs/BluRays and other non-print formats):

- a) Content out of scope.
- b) Physical condition: Non-print formats are discarded if they are physically damaged through excessive use or if the format becomes obsolete. Replacement copies are considered. Obsolete formats that are not available in new formats can be copied.
- c) Age.
- d) Use. Lack of use may suggest withdrawal.

2. *Government Publications*:

Government publications are discarded according to specific guidelines found at fdlp.gov.

3. *Electronic Resources*:

Electronic resources are subject to the same deselection criteria as print materials. Resources not supported by the vendor, or not regularly updated, should also be candidates for weeding from the collection.

4. *Curriculum Lab Materials*:

Curriculum Lab Materials are weeded according to book weeding guidelines, with the inclusion of the following additional criteria:

- a) Incomplete series.
- b) Non-current materials (older than 10 years).

XIII. Conclusion

The Reinert-Alumni Library Collection Management Policy is intended to clarify the general policies of the Library with regard to the principles on which the Library collection is built. A constant shift in user needs, budgetary situations, and other circumstances requires that the Collection Management Policy be reviewed regularly. Appropriate revision of the policy will allow for current, flexible, but clearly stated guidelines that are necessary for wise, cost-effective collection development.

-Appendix I-

Definitions of Collection Levels

- A. **Research Level.** A collection that includes the major published source materials required for dissertation and independent research, including materials containing research reporting, new findings, scientific experimental results, and other information useful to researchers. It is intended to include all important reference works and a wide selection of specialized books, as well as an extensive collection of journals and major indexing and abstracting services in the field. Pertinent foreign language materials are included. Older material is usually retained for historical research and actively preserved. A collection at this level supports doctoral and other original research.

- B. **Graduate/Advanced Study Level.** A collection which will support graduate and specialist level work including materials containing research reports, new findings, scientific results and other information useful to studying for graduate degrees. It should also include all important reference works and a wide selection of books, serials, non-book material, as well as a definitive selection of journals and abstracting services in the field. This level supports master's degree programs as well as more advanced independent study needs.

- C. **Undergraduate/Study Level.** A collection which is adequate to support undergraduate or sustained independent study; that is, a collection 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 books, complete collections of the works of more important writers, selections from the works of secondary writers, a selection of representative journals, and the reference tools and fundamental bibliographic apparatus pertaining to the subject.

- D. **Basic Level.** A highly selective collection which serves to introduce and define a subject and to indicate the variety of information available elsewhere. It includes major dictionaries and encyclopedias, selected editions of important works, historical surveys, important bibliographies, and a few major periodicals in the field.

- E. **Minimal Level.** A subject area which is out of scope for the Library's mission and in which few selections are made beyond basic reference tools.

R = Research Level

G = Graduate/Advanced Study Level

U = Undergraduate/Study Level

B = Basic Level

M = Minimal Level

<u>SUBJECT DESCRIPTOR</u>	<u>COLLECTION LEVEL</u>
Accounting.....	G
African Studies.....	U
Agriculture	M
American Studies	U
Anthropology	U
Archaeology	B
Biology.....	G
Black Studies	U
Business Administration	G
Chemistry	G
Christian Spirituality.....	See Theology
Classical & Near Eastern Studies	U
Communication Studies	U
Computer Science	U
Counseling	G
Economics/Finance	G
Education	G
English	See Language
.....	See Literature
Environmental Science and Sustainability.....	U
Exercise Science	U
Fine & Performing Arts	
Art	U
Arts Management	U
Dance	U
Graphic Design	U
Music.....	U
Musical Theater	U
Theater	U
Geography.....	M
Health Services Administration & Policy.....	G
History.....	U
Information Systems & Technology	G

International Relations	G
Jewish Civilization.....	B
Journalism/Mass Communications	U
Justice & Peace Studies	B
Justice & Society.....	U
Language	
Arabic.....	M
Chinese.....	M
English	G
French	U
German.....	U
Italian	U
Other	M
Leadership.....	G
Management/Marketing.....	G
Mathematics	G
Medicine and Health.....	M
Military Science	M
Modern Languages.....	See Language
.....	See Literature
Native American Studies	U
Natural Science	See Physics
Philosophy.....	U
Physics	G
Political Science.....	U
Psychology	U
Social Work	U
Sociology	U
Theology	R
Women's and Gender Studies.....	U

-Appendix II-

Library Bill of Rights

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

1. 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.
2. 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.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgement of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948. Amended February 2, 1961, June 27, 1967, and January 23, 1980, inclusion of "age" reaffirmed January 23, 1996, by the ALA Council.

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