Collection Development Policy

Approved by Library Collection Development Committee
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# Table of Contents

- **Statement of Policy Purpose** 4
- **Description of Institution and Clientele to be Served** 4
- **McConnell Library Mission Statement** 4
- **Collection Development Committee Mission Statement** 5
- **Goals of Collection Management and Development Program** 5
- **Intellectual Freedom and Censorship Issues** 5
- **Brief Overview of Collection** 6
- **Organization of Collection Development Program** 6
- **Liaisons, Collection Management Librarian, and Collection Development Committee** 6
- **Relationship Between Collection Development and Collection Management** 7
- **Resource Sharing and Cooperation** 7
- **Support of Extended-Campus Programs** 7
- **Budgetary Allocations** 8
- **General Selection Criteria** 9
- **Formats of Material** 9
  - **Books** 9
  - **Periodicals** 9
  - **Newspapers** 10
  - **Textbooks** 10
  - **Reprints** 10
  - **Dissertations and Theses** 10
  - **Consumable Materials** 10
  - **Microforms** 10
  - **Maps** 11
  - **Pamphlets** 11
  - **Scores** 11
  - **Audio and Visual Materials** 11
  - **Special Instructional Materials** 12
  - **Electronic Resources** 12
  - **Other Categories of Material** 12
  - **Archives and Special Collections** 12
  - **Children's Books** 13
  - **Virginia and Appalachian Materials** 13
  - **Genealogical Materials** 13
  - **Languages** 13
  - **Fiction** 13
  - **Popular versus Scholarly Works** 14
  - **Publications of Local Authors** 14
<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Publications of Radford University Faculty Authors</td>
<td>14</td>
</tr>
<tr>
<td>Multiple Copies</td>
<td>14</td>
</tr>
<tr>
<td>Course Reserves Materials</td>
<td>14</td>
</tr>
<tr>
<td>Reference Collection</td>
<td>14</td>
</tr>
<tr>
<td>Government Publications</td>
<td>14</td>
</tr>
<tr>
<td>Acquisitions Procedures Related To Collections Policies</td>
<td>15</td>
</tr>
<tr>
<td>Approval Plans</td>
<td>15</td>
</tr>
<tr>
<td>Blanket Orders</td>
<td>16</td>
</tr>
<tr>
<td>Demand Driven Acquisitions (DDA/PDA)</td>
<td>16</td>
</tr>
<tr>
<td>Expensive Purchases</td>
<td>16</td>
</tr>
<tr>
<td>Firm Orders</td>
<td>16</td>
</tr>
<tr>
<td>Gifts</td>
<td>16</td>
</tr>
<tr>
<td>Standing Orders</td>
<td>16</td>
</tr>
<tr>
<td>Subscriptions</td>
<td>17</td>
</tr>
</tbody>
</table>
Statement of Policy Purpose

The purpose of this document is to provide a framework for collection development at McConnell Library. The development of the collection includes the selection of new materials as well as the continuous review of the existing collection. It is an ongoing process.

It is important to note that collection development is a shared responsibility. While the principal responsibility for collection development rests with the library faculty working in conjunction with the teaching faculty, no member of the Radford University community is excluded from participating in the process.

Finally, it should be understood that this document is not a master compilation of procedures for collection development and acquisitions. Procedures for collection development are addressed in other documents and other forums. Rather, what is presented is a disciplined, philosophical framework within which subordinate decisions and procedures can be created.

Description of Institution and Clientele to be Served

Collection Development liaisons support the Radford University community. Radford University is a coeducational, comprehensive public university with highly diverse curricula for undergraduate and selected graduate programs. Currently over 9,000 students are enrolled, pursuing one of the undergraduate or graduate disciplines. Radford University offers degrees at the doctoral level in over three disciplines. There are over 1,000 full-time and over 216 part-time employees at Radford University.

Radford University was established by the General Assembly as the State Normal and Industrial School for Women in 1910, became Radford State Teachers College in 1924, and was authorized to award the B.A. degree in 1935. Radford College became the Women's Division of Virginia Polytechnic Institute in 1944 but regained its autonomy and was authorized to grant the Master of Science degree in 1964. Radford became coeducational in 1972 and was granted university status in 1979. The first doctoral degree was awarded in 2010.

McConnell Library Mission Statement

_The mission of McConnell Library is to build strong relationships and advance learning with all members of the Radford University community. We will enhance services, collections, and spaces to invite and inspire learning, intellectual and artistic creativity, and the free and open exploration of ideas._ (2015)

Although the library collection is developed to meet the needs of the Radford University community, there are no restrictions on in-house use of most library materials. Checkout privileges are extended to Virginia residents and to students enrolled in Virginia state-supported educational institutions, with valid identification.
Collection Development Committee Mission Statement

The Collection Development Committee is primarily responsible for the development of the collection including the selection of new materials as well as the continuous review of the existing collection.

Collection development is a shared responsibility. While the principal responsibility for collection development rests with the library faculty working in conjunction with the teaching faculty, no member of the Radford University community is excluded from participating in the process.

Committee members, library liaisons, are expected to foster a relationship with teaching faculty, faculty liaisons in particular, to promote library materials as well as being aware of the needs of the departments they serve. (11/2012)

Goals of Collection Management and Development Program

It is the mission of the Library to provide information resources and services of the highest quality to support and enhance the University’s academic, cultural, human service, and research programs. To that end, the Library has affirmed the following goals:

- to select and acquire resources which will support institutional goals
- to develop a collection that presents a diversity of ideas, scholarship, and expression
- to provide resources in a variety of media
- to evaluate the collection
- to develop and promote cooperative collection development with other libraries
- to utilize electronic resources to maximize remote accessibility
- to deaccession materials which no longer support institutional goals

Intellectual Freedom and Censorship Issues

One of the more important functions of higher education is to transmit to future generations the significant cultural manifestations (good and bad) of civilization. The Library recognizes its responsibility to keep in its collection a representative selection of materials on all matters of legitimate educational concern to its users, including materials on opposing sides of controversial subjects. In keeping with its commitment to intellectual freedom, the Library opposes any attempt to restrict free access to library materials or to remove materials that support the educational and research mission of the University. As a consequence of its position on this matter the Library embraces and endorses the positions set forth in the Library Bill of Rights, its interpretations, and the Code of Ethics of the American Library Association (See Appendix A.)

The Library recognizes that objections to library materials may arise. Individuals who wish to express objections to library materials may fill out the form Request for Reconsideration of Library Materials and submit it to the Dean of the Library’s office. (See Appendix B).

Back to table of contents
Brief Overview of Collection

The library has had from its beginning a collection with a strong emphasis on teacher education. As the University has grown in size and complexity, the library collection has reflected the increasingly diverse offerings of the Colleges comprising the University. As of 2013, these include the Colleges of Business and Economics, Education and Human Development, Health and Human Services, Humanities and Behavioral Sciences, Science and Technology, and Visual and Performing Arts, as well as the College of Graduate Studies and Research.

Although most library materials are concentrated in McConnell Library, there are library materials housed elsewhere. The College of Education and Human Development’s Teaching Resource Center houses specialized collections related to K-12 education and teacher education, such as textbooks and curriculum materials, which supplement the education materials in McConnell Library. Musical scores are located in the Covington Listening Center. Materials purchased for Radford University’s Physical Therapy program are located at the Jefferson College of Health Science (JCHS) Library in Roanoke. All of these materials can be found by searching the library catalog.

A description of the collection organization and arrangement is included in Appendix G.

Organization of Collection Development Program

Liaisons, Collection Management Librarian, and Collection Development Committee

Collection development is the responsibility of the library faculty working in conjunction with the teaching faculty. The Collection Management Librarian is responsible for providing leadership and coordination for all collection development activities for the library, including policy development, planning, collection analysis, and budgeting for information resources. The Collection Development Committee, composed of all library liaisons, meets as needed to discuss issues of interest to all library liaisons, discuss and approve new subscriptions or cancellations for periodicals and electronic resources, discuss special purchases and budgeting initiatives, and coordinate collection evaluation projects. The Collection Development Committee is chaired by the Collection Management Librarian. Each liaison is assigned responsibility for one or more academic departments or programs by the Collection Management Librarian. The library liaison is a key point of contact between the department and the library. Through formal and informal contacts with the department, the library liaison maintains awareness of departmental projects, programs, and initiatives that have implications for the library collections and services, and strives to keep the department aware of library services and materials of interest to the department. The library liaison has responsibility for the development and evaluation of the areas of the collection associated with his/her department, and has a responsibility for ensuring that the collection meets the needs of the department and the university community at large.

Teaching faculty are expected and encouraged to share the responsibility for selecting materials in their subject specialties and for communicating the needs of the department for library resources. Each department appoints a department liaison, who serves as a primary contact person for the library. All order requests are approved by the library liaison prior to purchase.
Detailed responsibilities of library and department liaisons are included in Appendix C.

**Relationship Between Collection Development and Collection Management**

Collection management encompasses both the development and the evaluation of the library collection. Collection evaluation, like collection development, is an ongoing process. The library liaison is responsible for the continuing evaluation of the library collection. (See Appendix C). This includes setting collection development goals for various areas of the collection, assessing each area, identifying weaknesses, and planning and implementing corrective measures. Another aspect of collection management is the withdrawal of materials that are damaged, duplicative, out-of-scope, or obsolete. The identification of materials to be withdrawn is the responsibility of the library liaison working in accordance with established professional guidelines in consultation with teaching faculty as appropriate. The Collection and Technical Services Department is responsible for the physical maintenance and preservation of the book and periodical collections. Materials that are damaged beyond repair, or that have been declared lost, are routinely considered for replacement if the subject matter or format is still deemed to be of value to the collection.

**Resource Sharing and Cooperation**

McConnell Library is an active participant in the development and implementation of VIVA (the Virtual Library of Virginia: [http://www.vivalib.org/about/index.html](http://www.vivalib.org/about/index.html)), a consortium for sharing electronic and other resources among public college and university libraries as well as a number of private institutions in the Commonwealth of Virginia. Participation in this program allows for greater access to information resources for the Radford University community. Required resources not owned by the library are provided to the Radford University community through interlibrary loan and document delivery services.

**VIVA Monographic Collection Analysis Project:**
Radford University is a member of the VIVA Monographic Collection Analysis Project. The project focuses on collaborative collection development within VIVA.

More information about the project can be found here: [http://www.vivalib.org/committees/collections/monographiccollectionanalysis.html](http://www.vivalib.org/committees/collections/monographiccollectionanalysis.html)

**Support of Extended-Campus Programs**

Departments are actively encouraged to inform the library whenever extended-campus courses or online education programs are being planned. The library liaison will work with department faculty and others to develop and implement a plan for providing extended-campus/online students with access to library resources and services. Responsibilities for providing resources and services may be
defined in consultation with the library of the host institution, and formalized in a written Letter of Agreement. The ACRL Guidelines for Extended Campus Library Services (Appendix D) serve as a framework for developing plans and Letters of Agreement for specific programs.

The library supports extended-campus programs principally through the development of the main library collection, providing electronic access to it, and supplying materials from it to the students enrolled in extended-campus and online programs through interlibrary loan. Procedures are in place for students to secure materials from the main library collection. If the library does not own the needed material, standard interlibrary loan procedures are used to obtain the material for the student.

In general, the library does not seek to build and maintain separate collections at extended-campus sites which duplicate the main library collection, unless special funding is provided. Bibliographic records for these items appear in the library’s online catalog. All items remain the property of Radford University.

**Budgetary Allocations**

General budgetary allocations for subscriptions, standing orders, and monographs are prepared by the Head of Collection and Technical Services in coordination with the Collection Management Librarian.

In apportioning the library materials budget, all standing obligations (ongoing subscriptions, standing orders, blanket orders) must be met. In order to prevent the steady erosion of discretionary funds, efforts should be made to hold these standing obligations to below 65-75% of the total materials budget. (Factors affecting this percentage include state funding and the results of collection assessment.) Periodical and electronic resource subscriptions are charged to a single general periodical fund; standing orders, approved through CDC, and blanket orders are charged to specific funds, described below. After funds are allocated for anticipated subscription costs, funding is allocated by the Collection Management Librarian for:

- new courses or new programs for which need for additional library support has been documented. Indication of need for additional library support is indicated in the new course or new program proposals;
- internal funds: for materials not specifically associated with a single department or discipline (e.g., the reference collection, staff support, administrative support);
- program funds: for interdisciplinary programs associated with more than one department: (Appalachian Studies, Women’s Studies, etc.);
- any other projects requiring special or additional funding; for example, funding for specific plans to address identified weaknesses or meet established goals;
- departmental allocations and library faculty allocations: the remaining funds are allocated, by means of the formula described in Appendix E or another method determined by the Collection and Technical Services Coordinator in conjunction with the Collection Management Librarian, for curricular support specifically associated with each academic department.

The final allocations of monographic funds are reviewed and approved by the Collection Development Committee.
General Selection Criteria

Materials selected should meet the educational and research goals of Radford University, either by way of curricular, instructional, research and administrative support. To the extent that the budget permits, the library will select materials that meet the cultural, intellectual, and recreational needs of the university. The library attempts to acquire the appropriate equipment to make all collected formats accessible to the user.

Formats of Material

Books

Monographs added to the collection will meet the general criteria for selection. Books may be accompanied by other supplemental material. Guided by departmental preference, liaisons will select print or electronic format with an emphasis on electronic when possible.

Periodicals

Inflation in the costs of periodical subscriptions and changes in curriculum over time necessitate careful selectivity. Priority must be given to periodical requests meeting definite curricular needs (especially in areas of known or anticipated program growth). In selecting periodicals, reviews and faculty evaluations are carefully considered. Because the library's users usually identify the periodical articles they need through use of the journal citation tools provided by the library (paper and electronic indexes and abstracts), strong preference is given to periodicals that are indexed in those journal citation tools provided by the library.

Requests for periodical subscriptions are sent to library liaisons for review. The request goes before the Collection Development Committee for final approval.

Formats of Periodicals:

Print or Electronic

If a periodical is available as a full-text electronic journal online, the Library will opt to subscribe to the electronic format. Print subscriptions generally will be cancelled when full-text electronic journals are available in electronic journal collections or databases subscribed to by the library or provided by the VIVA consortium. Journals only available in print will be considered, but electronic resources are preferred.

When the online format of a periodical for which the Library carries a print subscription is available free to print subscribers, the Library will make the online version available. When possible, the Library will choose the online-only option for subscriptions.
Print or Microform

The Library may carry a subscription to a microform reproduction of a periodical if usage or preservation considerations warrant it. Except for some newspapers, the library generally does not subscribe to both the print and microform versions.

Newspapers

The Library acquires foreign, national, and local newspapers in accordance with the general selection criteria. The library subscribes to a representative selection of regional and Virginia newspapers for the use of its patrons.

Newspapers will be discarded after a specified period. If electronic versions are not available or cost effective, the Library subscribes to microform reproductions of major national and regional newspapers.

Textbooks

The Library does not acquire K-12 textbooks. The Teaching Resources Center (TRC), located in Peters Hall, acquires K-12 textbooks in line with its responsibilities as a textbook evaluation center for the Commonwealth of Virginia.

The library does not routinely acquire each textbook used at Radford University. Books which happen to be textbooks may be bought if they meet the normal criteria for inclusion in the collection.

Reprints

The Library acquires reprints in accordance with the general selection criteria.

Dissertations and Theses

Electronic versions of each Radford University thesis and dissertation are retained as part of the McConnell Library Scholars Repository, cataloged and added to the collection. The Library acquires other dissertations and theses when requested and when they meet general selection criteria.

Consumable Materials

The Library does not acquire consumable materials such as workbooks, tests, answer sheets, etc.

Microforms

The Library rarely acquires materials in microform. It primarily does so when the paper format or an affordable online version is not available, or to provide back issues of major newspapers.

Back to table of contents
Maps

Standard atlases and gazetteers are acquired for reference purposes. Regional geologic print and electronic maps are purchased on occasion.

Pamphlets

Items of fewer than 50 pages may be acquired and placed in the collection if they meet general selection criteria.

Scores

The Library acquires musical scores in a variety of languages to support the educational and instructional goals of the Department of Music. Scores are located in the Covington Listening Center and can be searched in the library’s catalog.

Audio and Visual Materials

Sound Recordings

The Library acquires musical and spoken sound recordings according to general selection criteria. The library does not acquire popular music recordings for recreational listening nor does it routinely acquire recorded books. Musical and spoken recordings are purchased in compact disc format. Sound recordings available online will be considered. Cassette tapes, vinyl discs, and LPs are no longer purchased or accepted as gifts.

The Library does not generally purchase audio recordings for foreign language training.

Video Recordings

The Library acquires commercially- and Radford University-produced video recordings provided they meet the usual criteria for selection. Video recordings are acquired in digital video disc (DVD) format. Videocassettes and videodiscs (laserdiscs) are no longer acquired or accepted as gifts. Blu-ray discs are not supported on campus. Exceptions are determined by the Collection Management Librarian.

The library does not purchase video recordings for purely recreational viewing; however, gifts of commercially published DVDs will be considered for these purposes. Video recordings of notable or award-winning feature films are purchased to support curricular programs, such as film studies and theatre arts. Video recordings of television programs, animated films, and short films may be purchased when requested by faculty. Whenever possible, closed captioned videos are preferred.
Streaming Media

The Library both subscribes to and acquires digital streaming media according to general selection criteria in addition to considerations for quality and accessibility.

Slides

The Library does not acquire 35 mm slides.

16 mm Films, Filmstrips, and Film Loops

The Library does not acquire 16 mm films, filmstrips, or film loops.

Special Instructional Materials

The Library does not acquire materials such as games, activity cards, teaching kits, etc.

Electronic Resources

The Library collects electronic resources in contemporary formats that support the academic programs and educational goals of the University. Such resources may include general or specialized monographs, reference works, indexes and abstracts, full-text periodicals, or informational databases.

The Library does not collect general-purpose application software (word processing, spreadsheet programs, etc.) or courseware (educational software designed especially for classroom use).

Electronic formats include:

- Licensed commercial Internet resources:
  - as continuing library or consortium subscriptions,
  - as one-time purchases,
  - or available through membership in VIVA (the Virtual Library Of Virginia)
- Free-access web sites or electronic text resources
- DVD-ROM
- CD-ROM

See also Appendix F: Guidelines for Requesting and Evaluating Internet Resources for specific procedures related to requesting and evaluating purchased and free Internet resources.

Other Categories of Material

Archives and Special Collections

The Archives and Special Collections Department develops and manages unique collections
under the direction of the Archivist. The Archives and Special Collections Collection Development Policy can be found here: http://libguides.radford.edu/content.php?pid=32191&sid=2348241

Children's Books

The Library acquires juvenile books primarily to support the English and education curricula. This is a teaching collection and is intended to be representative of children's and young adult literature as well as award winning titles and titles receiving starred reviews in professional literature.

Virginia and Appalachian Materials

The Library recognizes its responsibility to acquire materials relating to the history and culture of the Commonwealth generally and the Southern Appalachian area specifically. Material is purchased for this purpose, as well as to provide curricular support for the Appalachian Studies program.

Genealogical Materials

The Library does not collect works published primarily for genealogical research. However, in accordance with the general selection criteria, the library may acquire genealogical reference sources, such as indexes to vital records, which make other collections accessible. Family histories, and other works of a strictly genealogical nature, are not collected unless the primary focus of the work is the history of the area.

Languages

The Library generally collects materials written in English or translated into English, with some exceptions. The library will also collect material written in the foreign languages that are taught at Radford University, primarily literature. Another exception is the acquisition of dictionaries or similar reference works which provide access to the vocabulary of languages other than those taught within the curriculum, or major encyclopedic works in modern foreign languages. Performance works that are typically in a foreign language will also be collected (e.g., opera, vocal works, or foreign language films).

Fiction

The Library purchases some contemporary fiction of literary merit for the collection, primarily national or international award winners. A small leased collection of popular fiction and nonfiction is provided for the recreational reading interests of the University community.
Popular versus Scholarly Works

In general, preference is given to scholarly works; however, an effort is made to collect some basic material on topics of interest for lower-level undergraduate research. In addition, some popular nonfiction is selected for the leased collection provided for recreational reading.

Publications of Local Authors

The Library collects the publications of local authors when their works meet the general selection criteria.

Publications of Radford University Faculty Authors

The Library collects the publications of Radford University faculty members in which they are the author or editor as part of the Radford Authors Collection.

Multiple Copies

The Library may acquire multiple copies (but generally not more than three) of certain titles in cases where anticipated use so dictates. The Library may add additional copies in different formats, if requested. Requests for multiple copies require justification.

Course Reserves Materials

Materials required for class assignments may be placed on reserve each semester. Faculty are encouraged to arrange for the library to purchase materials needed for Reserves; however, personal copies may also be placed on Reserve. All materials placed on Reserve must meet copyright requirements.

Reference Collection

The Library is committed to providing continuing access to a wide range of reference sources, such as indexes, abstracts, encyclopedias, dictionaries, etc., with a strong preference for electronic resources that are online.

Government Publications

Federal Documents:

McConnell Library is not a federal depository for documents of the U.S. government. Government documents must be selected and purchased individually. The decision to purchase federal documents is based on the general criteria for selection.
Virginia State Documents:

McConnell Library is a designated depository for documents from the Commonwealth of Virginia. The Library of Virginia delegates to depository libraries the authority to make decisions regarding the retention of each item received through depository shipments.

Materials of a substantial nature meeting general selection criteria are cataloged and organized with other collection materials.

The following categories of Virginia state documents are not retained in the Library collection:

- Subject matter not related to university curriculum
- Agency newsletters of little interest outside the agency
- Certain publications from other colleges and universities:
  - Class schedules
  - Commencement exercise programs and announcements
  - Brochures of programs (not college catalogs)
  - Admissions office recruiting brochures
  - Campus specific information such as activity calendars, sports schedules, etc.
  - Newsletters
- Flyers for seminars, workshops, etc.
- Dated material
- Replacement pages for items not owned
- Purely internal agency documents, i.e., procedural manuals
- Fact sheets (one page information sheets)
- Press releases
- Documents containing information that is readily available in other sources, i.e., excerpts from the Code of Virginia

Acquisitions Procedures Related To Collections Policies

Approval Plans

Under an approval plan, the Library works with the approval vendor to develop a profile describing books to be supplied for one or more disciplines and the approval vendor supplies all books that match the profile. Generally, the expectation is to return fewer than 5% of approval receipts. The Library uses an approval plan to obtain new books for all disciplines. All subject areas receive print approval books and some receive electronic formats as well.
Blanket Orders

The Library sometimes uses blanket orders for all the publications of a selected publisher or association, usually those of professional organizations. Blanket orders are charged to the fund of the requestor.

Demand Driven Acquisitions (DDA) / Patron Driven Acquisitions (PDA)

Some subject areas may use a Demand Driven Acquisition or Patron Driven Acquisition model to assist in the selection of e-books set up with a book vendor.

Expensive Purchases

Purchases of single items costing over $500.00 and sets costing over $1000.00 are reviewed by the Collection Management Librarian and may be brought to the Collection Development Committee for discussion and approval.

Firm Orders

Firm orders are placed with discretionary funds which are used for the purchase of nonprint media and additional books supporting each department’s programs.

Gifts

The Library accepts gifts of books or other library materials to support its programs and services. All gifts of library materials are accepted with the understanding that upon receipt they become the property of the Library. Library personnel then assess the materials, and based upon collection development guidelines, determine appropriate disposition of materials, including the retention, cataloging, location, circulation, and other considerations relating to use or disposition. Appropriate acknowledgement of all gifts is made on behalf of McConnell Library and Radford University. However, the appraisal of a gift to the Library is the responsibility of the donor.

Standing Orders

The Library uses standing orders for materials that are published over an extended period of time, for example, annual publications or multivolume sets. The standing order remains in effect until cancelled or until the set is completed. Standing orders are approved by the Collection Development Committee and are charged to the general periodicals budget and tracked by subject fund.
Subscriptions

The Library subscribes to journals and databases on an annual basis. Requests are submitted to the library liaisons and then to the Collection Management Librarian along with a brief justification. When possible, the Library will do a trial of a database. Trials are conducted at regular intervals in the Fall and Spring semesters. Journals and databases are brought before the Collection Development Committee to be discussed and voted on.