

**Radford University**

# **Collection Development Policy: Appendices**

Approved by the Collection Development Committee

September 22, 2022

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## Appendix A -- American Library Association Documents

### Code of Ethics of the American Library Association

Adopted at the 1939 Midwinter Meeting by the ALA Council; amended June 30, 1981; June 28, 1995; January 22, 2008; and June 29, 2021.

### Intellectual Freedom Principles for Academic Libraries

Approved by ACRL Board of Directors: June 29, 1999 and adopted July 12, 2000 by the ALA Council; and amended on July 1, 2014.

### Interpretations of the Library Bill of Rights

Adopted 2018.

#### Relevant Interpretations:

- **Access to Digital Resources and Services**: Digital resources and services allow libraries to significantly expand the scope of information available to users. Like all resources and services provided by the library, provision of access to digital resources and services should follow the principles outlined in the *Library Bill of Rights* to ensure equitable access regardless of content or platform. Amended 2019
- **Access to Library Resources and Services Regardless of Sex, Gender Identity, Gender Expression, or Sexual Orientation**: The American Library Association stringently and unequivocally maintains that libraries and librarians have an obligation to resist efforts that systematically exclude materials dealing with any subject matter, including sex, gender identity, or sexual orientation. Amended 2020
- **Challenged Resources**: ALA declares as a matter of firm principle that it is the responsibility of every library to have a clearly defined written policy for collection development that includes a procedure for review of challenged resources. Amended 2019
- **Diverse Collections**: Collection development should reflect the philosophy inherent in Article I of the *Library Bill of Rights*: “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.” A diverse collection should contain content by and about a wide array of people and cultures to authentically reflect a variety of ideas, information, stories, and experiences. Amended 2019
- **Economic Barriers to Information Access**: All resources provided directly or indirectly by the library, regardless of format or method of delivery, should be readily and equitably accessible to all library users. Imposing any financial barrier may disadvantage users, and libraries of all types—public, school, and academic—should consider eliminating barriers that limit access to library resources and other services. Amended 2019
- **Equity, Diversity, Inclusion**: Libraries are essential to democracy and self-government, to personal development and social progress, and to every individual’s inalienable right to life, liberty, and the pursuit of happiness. To that end, libraries and library workers should embrace equity, diversity, and inclusion in everything that they do. Adopted 2017
- **Evaluating Library Collections**: Libraries continually develop their collections by adding and removing resources to maintain collections of current interest and usefulness to their communities. Libraries should adopt collection development and maintenance policies that include criteria for evaluating materials. Amended 2019
- **Expurgation of Library Materials**: Expurgating library materials is a violation of the Library Bill of Rights. Expurgation as defined by this interpretation includes any deletion, excision, alteration, editing,

or obliteration of any part(s) of books or other library resources by the library, its agent, or its parent institution (if any). Amended 2014

- **Intellectual Freedom Principles for Academic Libraries**: A strong intellectual freedom perspective is critical to the development of academic library collections and services that dispassionately meet the education and research needs of a college or university community. The purpose of this statement is to outline how and where intellectual freedom principles fit into an academic library setting, thereby raising consciousness of the intellectual freedom context within which academic librarians work. Amended 2014
- **Labeling Systems**: Prejudicial labeling systems assume that the libraries have the institutional wisdom to determine what is appropriate or inappropriate for its users to access. They presuppose that individuals must be directed in making up their minds about the ideas they examine. The American Library Association opposes the use of prejudicial labeling systems and affirms the rights of individuals to form their own opinions about resources they choose to read, view, listen to, or otherwise access. Adopted 2015
- **Politics in American Libraries**: The Library Bill of Rights specifically states that "all people" and "all points of view" should be included in library materials and information. There are no limiting qualifiers for viewpoint, origin, or politics. Adopted 2017
- **Privacy**: All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. The American Library Association affirms that rights of privacy are necessary for intellectual freedom and are fundamental to the ethical practice of librarianship. Amended 2019
- **Rating Systems**: Rating systems are tools or labels devised by individuals or organizations to advise people regarding suitability or content of materials. Rating systems appearing in library catalogs or discovery systems present distinct challenges to intellectual freedom principles. The American Library Association affirms the rights of individuals to form their own opinions about resources they choose to read or view. Amended 2019
- **Restricted Access to Library Materials**: Libraries are a traditional forum for the open exchange of information. Attempts to restrict access to library materials violate the basic tenets of the Library Bill of Rights. Amended 2014
- **Services to People with Disabilities**: Libraries should be fully inclusive of all members of their community and strive to break down barriers to access. The library can play a transformational role in helping facilitate more complete participation in society by providing fully accessible resources and services. Amended 2018

### **Library Bill of Rights**

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

# Appendix B -- Request for Reconsideration of Library Materials Form

## RADFORD UNIVERSITY REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

Author:

Title:

Publisher or Producer:

Date of Publication or Production:

Type of Material:

Request Initiated by:

### **Contact Information**

Person making the request:

Telephone:

Address:

City:

State:

Zip:

***OR***

Name of Organization:

Person making the request:

Address:

City:

State:

Zip:

To what do you object in this material and why? (Please be specific: cite pages, or frames, or sections)

***Please return the completed form to the Dean of the Libraries' Office.***

# Appendix C -- Library and Departmental Faculty Liaison Responsibilities

## Responsibilities of Library Liaison

The library liaison has two major responsibilities: (a) to develop and oversee that part of the collection which supports the curriculum of their assigned departments and (b) to work with faculty in their assigned departments as they develop the collection. The degree to which these responsibilities are accomplished depends upon the support and active involvement of department liaisons and are carried out through activities that may include but are not limited to:

- Serve as key contact person between the academic department and the library.
- Identify the key areas of the collection that are most closely associated with the department; and, in consultation with the department:
  - evaluate these areas of the collection
  - establish goals for the collection
  - develop and implement plans to achieve those goals
  - select materials to meet the needs of the department and of the university community
- Identify obsolete materials to be withdrawn.
- Maintain familiarity with courses offered by department by reviewing course descriptions in the undergraduate and graduate catalogs, consulting course syllabi, and through regular contact with department liaisons.
- Keep informed of projects, programs, and initiatives within the department
- Work with the department on any issue that has implications for library materials and services, e.g.:
  - New Course Proposals
    - With the assistance of teaching faculty, ensure that a collection assessment is performed to determine the adequacy of the collection to support the new course
    - Assist (if necessary) the department in developing a list of materials needed to adequately support the course
    - Upon approval of the course proposal, ensure that needed materials are purchased, requesting new course funding if necessary
  - Self studies; accreditation applications
    - Work with department to bring the collection assessment up to date and to evaluate the collection as required by the accrediting agency
    - Work with department to address any deficiencies discovered
  - Extended-campus programs and course offerings
    - Identify faculty teaching courses off campus or the faculty member responsible for coordinating the department's extended-campus programs
    - Discuss with them SACS accreditation requirements and any specific program accreditation requirements that may apply
    - Identify and confer with others who will need to assist in providing extended-campus students with access to library resources and services
    - Work with department faculty and others to develop and implement a plan for providing extended-campus students with access to library resources and services
- Inform departments of special projects initiated or being planned by the library that relate to the development and evaluation of the collection, explain role of teaching faculty in these projects, and enlist their participation and support.

- Offer to attend a department meeting to address library-related issues, to promote collection development as a shared responsibility, and to clarify policy or procedural questions, etc.
- When a new department liaison is assigned, review collection development policy and procedures, and responsibilities of library liaisons and department liaisons.
- In consultation with department, develop priorities for periodical requests; present department's periodical requests at CDC meetings.
- Provide selection tools (publisher catalogs, bibliographies, subject lists of books in print, etc.) for the department.
- Share reports on new materials received.
- Evaluate damaged materials and make decisions regarding replacement, repair, or withdrawal.
- Periodically provide fund account reports to the departments, and, if necessary, reminders of deadlines for submitting periodical and other materials requests.

### **Responsibilities of Department Liaison**

- Serve as key contact person between the library and the department.
- Work with library liaison and other members of the department in evaluating the collection.
- Work with department colleagues to ensure that materials required to support the curriculum and classroom assignments are selected.
- Share with library liaison information about projects, programs, and initiatives within the department.
- Share with library liaison information regarding new course proposals; accreditation applications and renewals; extended-campus programs and course offerings and other issues with implications for library materials and services. Work with library liaison to ensure that the library provides adequate support for these endeavors.
- Ensure that materials requests are submitted to the library liaison throughout the year, and that allocated funds are spent before the cut-off date for submitting requests for the current fiscal year.
- Assist the library liaison in developing priorities for periodical requests.
- Distribute selection tools (publishing catalogs, vendor announcements, etc.) to department colleagues.

# **Appendix D – Standards for Distance Learning Library Services**

## **[Standards for Distance Learning Library Services](#)**

Approved by the ACRL Board of Directors, July 2008. Revised June 2016.

## **Appendix E -- Allocation Formula**

### **MATERIALS FUND ALLOCATIONS FOR FIRM ORDERS**

#### **History of Firm Order Allocations**

The Materials Fund allocation was originally based on a formula that used: Undergraduate Credit-Person Hours, Number of Declared Undergraduate Majors, Graduate Credit-Person Hours, Number of Graduate Majors, Average Cost Weighting, Publishing Output Weighting, Relative importance of books over periodicals, and Local Use to determine a Composite Value.

After the allocation index values were computed for each fund, these values are converted to percentages for application to funding. The percentage values were calculated by dividing each fund's index value by the total of all index values. A minimum dollar amount was set each year. The funding formula was then applied to the remainder of the funds.

#### **Current Allocation of Firm Order Funds**

Due to limited materials budgets, the allocation process was aligned with historic spending, resource needs, and resource use. This approach was based on the original formula with adjustments over time.

#### **DDA and Approval Funds**

DDA and Approval funds are not allocated by department, but money is set aside annually for these purchases and the spending is tracked by department fund code.

# Appendix F -- Guidelines for Requesting and Evaluating Online Resources

## GENERAL CRITERIA FOR ALL INTERNET RESOURCES

Internet resources, whether free or purchased, selected by the library should:

- meet general selection criteria as described in the *Collection Development Policy*
- meet other appropriate criteria for formats or categories of material
- be produced by an identifiable author or organization with an established reputation in the subject area
- provide authoritative and substantive information

## CRITERIA FOR SPECIFIC FORMATS

- When selecting an “issues-oriented” online resource, it is important to attempt to balance it with resources with alternative viewpoints.
- Librarians are encouraged to consult reviews from reliable sources, such as Choice, C&RL News, Library Journal, etc.

### Databases, e-Journals, and e-Books

- Good value for the nature of the content
- Coverage not addressed by other resources
- Ease of use and navigation
- Preference for sites that provide IP-authenticated access.
- Full-text resources: evaluate the level of selectivity in full-text article coverage and whether full-text is full-image, text, or text and graphics.
- Availability of trial access: the selector should contact the Collection Management Librarian to set up a trial.
- Periodicals: indexing coverage in an indexing service available to RU users.

# Appendix G -- Policies for Collection Organization and Arrangement

## McConnell Library:

### Main Collection

This collection is for circulating, adult-level, printed materials supporting the general research and instructional needs of the University.

### Main Oversize Collection

Call numbers A-Z: 29 cm. or more in height or width

### Radford Collection

Materials for general circulation meeting one or more of the criteria below are placed in the Radford Collection:

- Materials about Radford University or its predecessors
- Radford master's theses or projects, or the equivalent
- Papers or projects prepared in University classes, and selected for the general collection
- Materials issued by Radford University or its predecessors, or affiliated units or organizations.
- First copies of materials meeting criteria for Reference, Special Collections, or Juvenile collections should be located according to the appropriate policy. Additional copies may be placed in the Radford Collection.

### Radford University Authors Collection

Materials authored by Radford University faculty or staff and intended for general circulation are placed in this collection. This collection will also include non-print materials.

### Reference Collection

This collection is designated to support the reference function of the library. It is a non-circulating collection consisting of such materials as: encyclopedias, indexes, dictionaries, directories, almanacs, handbooks, statistical works, atlases, subject bibliographies, and other titles of use in reference.

- **Ready Reference**

A small collection of reference books next to the Research Help Desk for quick access by the Research Services librarians.

- **Atlases/Maps**

Contains atlases as specifically designated. Also includes road maps and topographical maps located in the map case.

### Juvenile Collection

The Juvenile/YA collection and the Juvenile/Easy collections are intended primarily to support the elementary and secondary education curricula and are meant to be representative collections of children's and young adult literature.

- **Juvenile/Young Adult Collection**

Books written on the level of children from the fourth to the ninth grades.

- **Juvenile/Easy Collection**

The ALA Glossary defines easy books as: "Easy to read books, picture books, and picture storybooks within the interests and reading ability of children from preschool to third grade . . ." Children's books that fall into these categories should be placed in the Juvenile/Easy Collection.

### Archives and Special Collections

Special Collections is a non-circulating collection set up to preserve certain library materials because of their value or significance.

The Archives and Special Collections Collection Development Policies are separate from the general collection.

### Goldberg Collection

Contains a gift of the personal working library of Justice Arthur J. Goldberg. Materials in the collection may circulate.

### Special Collections Goldberg

Contains selected items from the Goldberg gift that are autographed, inscribed, or that are in fragile condition. Arranged as a subset of Special Collections.

### Popular Reading Collection

This is a circulating collection of popular fiction and non-fiction books for leisure reading.

## **Non-print Media Collections:**

### **Videocassettes**

This collection consists of circulating VHS videocassettes. VHS tapes are no longer added to this collection.

### **Video-DVD**

Circulating digital videodiscs (DVDs.) This collection does not include DVD-ROMs.

### **Cassettes**

Consists of spoken and music sound recordings on tape cassettes. Cassettes are no longer added to this collection.

### **Recordings (CDs)**

Consists of compact-disc sound recordings, either music or spoken.

### **Computer Media Collection**

The Computer Media collection is a circulating collection that may include CD-ROMs or interactive multimedia, where the computer software is the predominant medium.

### **Kits**

Consists of non-print titles which are composed of more than one non-print media format, or of special instructional materials, or of non-print media which do not fit into the other non-print locations. This collection is much broader than the strict meaning of "kit" in that it does not take into consideration the predominant medium.

The Kits collection is arranged by sequential accession number.

### **Slides**

Consists of slide sets accompanied by no other non-print media. The Slides collection is arranged by sequential accession number.

Slides which are accompanied by other non-print media, such as audio cassettes, etc., are placed in the Kit collection. Slides are no longer added to this collection.

### **Microfilm Book and Microfiche Book**

Microforms of non-periodical items are placed in these collections according to type of microform. All such microforms have sequential call numbers preceded by a prefix indicating the type of microform.

### **Periodicals**

The Periodicals Collection contains printed magazines and scholarly journals. Most titles are published more than once per year; however, annual journals that are indexed or that contain articles and are formatted like other journals also are placed in the Periodicals Collection. The Periodicals Collection contains both bound and current issues.

### **Periodical CD-ROM**

Volume(s) of a periodical received on CD-ROM.

### **Newspapers**

The Newspapers Collection contains printed newspapers and other periodicals that are published in tabloid format.

### **Microfilm**

The Microfilm Collection contains microfilm reproductions or original microfilm publications of periodical titles corresponding to the Periodicals and Newspapers Collections. Microfilm publications corresponding to books or classified serials are placed in the Books on Microfilm Collection.

### **Microfiche**

The Microfiche Collection contains microfiche reproductions or original microfiche publications of periodical titles corresponding to the Periodicals and Newspapers Collections. Microfiche publications corresponding to books or classified serials are placed in the Books on Microfiche Collection.

### **Online Resources**

This location is used in the online catalog for serial and monographic resources that are accessible through the Internet.

## **Radford University Carilion Library:**

### **Main Collection**

This collection is for circulating, adult-level, printed materials supporting the general research, academic, and instructional needs of the University.

### **Reference Collection**

This collection is designated to support the reference function of the library. It is a non-circulating collection consisting of such materials as: indexes, dictionaries, directories, handbooks, statistical works, and other titles of use in reference.

- **Desk Reference Collection**

A small collection of reference books heavily used by students for clinical or testing.

**Career Center Collection**

This small circulating collection consists of study aids and practice certification exams for various health professions.

**Learning & Teaching**

This small circulating collection consists of books to aid faculty in pedagogical development and improved teaching and engagement strategies.

**Archives Collection**

- **Master's Projects**

These are previously completed research projects from the Master of Occupational Therapy program. They are for library use only.

**Radford University Carilion Authors Collection**

Works authored by Radford University Carilion faculty or staff are placed in the Radford University Carilion Authors collection. This collection will also include non-print materials.

**Popular Reading Collection**

This is a circulating collection of popular fiction books for leisure reading.

**Non-print Media Collections:**

**Video-DVD**

Circulating digital videodiscs (DVDs).

**Computer Media Collection**

The Computer Media collection is a circulating collection that may include CD-ROMs or interactive multimedia, where the computer software is the predominant medium.

**Periodicals**

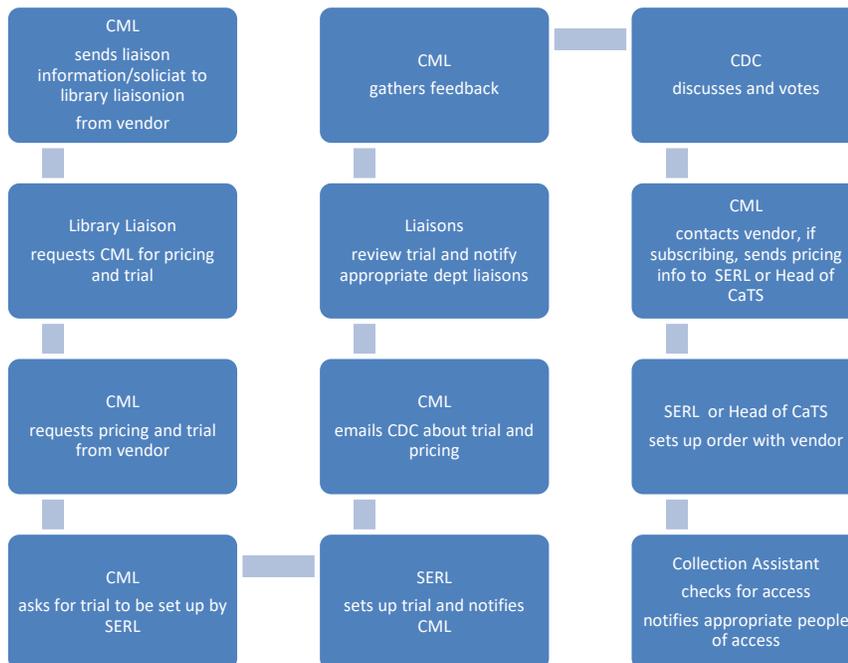
The Periodicals Collection contains printed magazines and scholarly journals. Most titles are published more than once per year; however, annual journals that are indexed or that contain articles and are formatted like other journals also are placed in the Periodicals Collection.

**Online Resources**

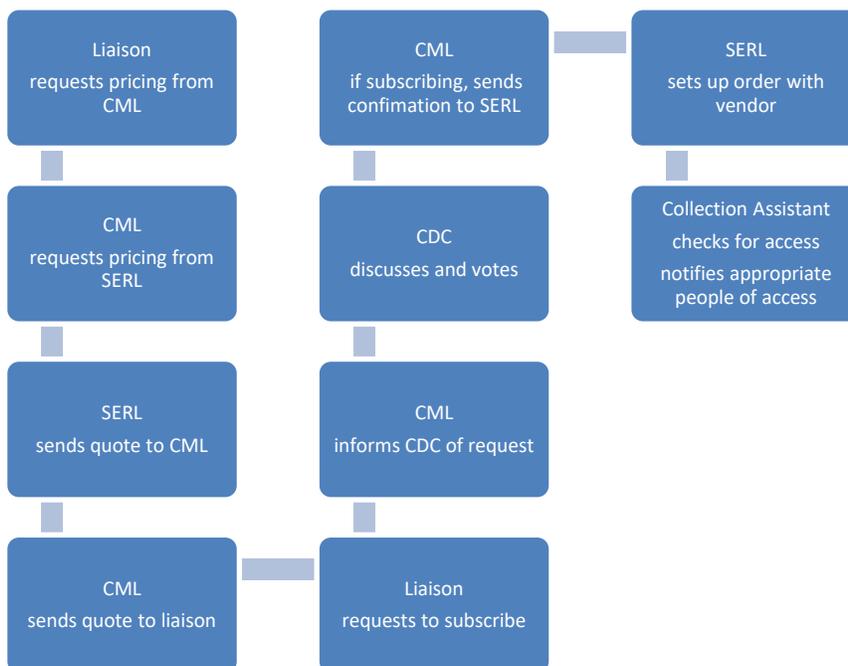
This location is used in the online catalog for serial and monographic resources that are accessible through the Internet.

## Appendix H – Overview of Workflow

### Overview of Database Workflow



### Overview of Journal Workflow



## Overview of Free Resource Workflow

