

# **Radford University Libraries**

## **Collection Development Policy**

Approved by the Collection Development Committee  
July 31, 2023

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## **Statement of Policy Purpose**

The purpose of this document is to provide a framework for collection development at the Radford University Libraries (RUL). The development of the collection is a shared responsibility and includes the selection of new materials as well as the continuous review of the existing collection. It is an ongoing 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 7,700 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 1,300 full-time and over 380 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.

In July of 2019, Radford University and The Jefferson College of Health Sciences in Roanoke merged, and The Jefferson College of Health Sciences became Radford University Carilion (RUC).

## **Radford University Libraries Mission Statement**

*The mission of Radford University Libraries 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. (2022)*

Although the 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 RUL 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 RUL has affirmed the following goals:

- Select and acquire resources which support institutional goals
- Develop a collection that presents a diversity of ideas, scholarship, and expression
- Provide resources in a variety of media
- Evaluate the collection
- Develop and promote cooperative collection development with other libraries
- Utilize e-resources to maximize remote accessibility
- 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 RUL 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 RUL 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 RUL 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 Libraries recognize 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 Libraries' office. (See Appendix B).

## **Diversity, Equity, and Inclusion (DEI) and the Radford University Libraries**

The Radford University Libraries follows the American Library Association's Library Bill of Rights as well as its interpretations.

The RUL is committed to building diverse collections using the guidelines set forth in both the Equity, Diversity, Inclusion Interpretation and the Diverse Collections Interpretation. (Appendix A)

The Diverse Collections Interpretation states that, "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." It goes on to say, "Library workers have a professional and ethical responsibility to be proactively inclusive in collection development and in the provision of interlibrary loan where offered."

### **Brief Overview of Collection**

McConnell 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 comprised of the University. As of 2022, 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, the School of Nursing, as well as the College of Graduate Studies and Research.

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.

Radford University Carilion Library has a collection with a strong emphasis on the health sciences. Originally supporting Jefferson College of Health Sciences, the collection continues to grow and support RUC programs including Emergency Services, Health Sciences, Physical Therapy, Public Health, Respiratory Therapy, and Surgical Technology.

All of these materials can be found by searching the RUL online 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 their 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**

Radford University is an active participant in the [Virtual Library of Virginia \(VIVA\)](#), 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 was a member of the [VIVA Monographic Collection Analysis Project](#). The project focused on collaborative collection development within VIVA from 2013-2023.

In January 2023, [VIVA joined the Eastern Academic Scholars' Trust](#) (EAST) Shared Print Program. Retention commitments for the original VIVA shared print project were released and new allocations were committed for retention. Radford University Libraries will follow established EAST [guidelines](#) for resource sharing.

## 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.

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

In general, RUL does not build or maintain separate collections at extended-campus sites. Bibliographic records for these items appear in the libraries' online catalog. All items are 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.) Periodicals, electronic resource subscriptions, standing orders, and blanket orders are approved through the CDC and are charged to a single general subscription fund; monographs 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 Head of Collection and Technical Services 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 students, 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.

Interlibrary Loan can usually supply access to peripheral materials. Faculty may wish to contact the [Office of Sponsored Programs & Grants Management](#) for financial support for out-of-scope research materials.

## **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 libraries’ users usually identify the periodical articles they need through use of the journal citation tools provided by the library (electronic indexes and abstracts), strong preference is given to periodicals that are indexed in those journal citation tools provided by RUL.

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, RUL 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 RUL carries a print subscription is available free to print subscribers, RUL will make the online version available. When possible, RUL will choose the online-only option for subscriptions.

### **Print or Microform**

RUL 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**

RUL acquires foreign, national, and local newspapers in accordance with the general selection criteria. RUL subscribes to a representative selection of regional and Virginia newspapers for the use of its patrons. Newspapers will be discarded after a specified period.

## **Textbooks**

RUL 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.

RUL does not acquire textbooks used at Radford University. Books which happen to be textbooks may be bought if they meet the normal criteria for inclusion in the collection. If the library has purchased an e-book that is used as supplemental reading for a course, it may be possible for the library liaison to request an upgrade to or purchase a multi-user or unlimited-user version when the e-book costs less than \$200. Unlimited user and DRM free is preferred. If single-user is the only option, the Collection Management Librarian may review usage statistics of the existing copy to determine if a second copy is warranted.

Library liaisons are encouraged to explore e-textbook options through [VIVA's Open and Affordable Course Content Initiatives](#) with faculty members.

## **Reprints**

RUL 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. RUL acquires other dissertations and theses when requested and when they meet general selection criteria.

## **Consumable Materials**

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

## **Microforms**

RUL rarely acquires materials in microform.

## **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**

McConnell Library acquires musical scores in a variety of languages to support the educational and instructional goals of the Department of Music.

## **Audio and Visual Materials**

### **Sound Recordings**

McConnell 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.

McConnell Library does not purchase audio recordings for foreign language training.

## **Video Recordings**

RUL 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 (VHS) and videodiscs (laserdiscs) are no longer acquired or accepted as gifts. Blu-ray discs are not supported. Exceptions are determined by the Collection Management Librarian.

RUL does not generally 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**

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

## **Slides**

RUL does not acquire 35 mm slides.

## **16 mm Films, Filmstrips, and Film Loops**

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

## **Special Instructional Materials**

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

## **Electronic Resources**

RUL 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.

RUL does not collect general-purpose application software 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 websites 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 Dean of the Libraries.

### **Children's Books**

McConnell Library acquires books for the “Easy” and “Juvenile” collections primarily to support the English, education curricula, and RU community. These collections are 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. This collection includes both fiction and non-fiction books.

### **Young Adult Books**

McConnell Library acquires books for the “YA Collection” with an audience age of 14-22. This collection includes both fiction and non-fiction books, including graphic novels, originally published after 1901. Some YA books are included in the Popular Reading collection. All YA books are labeled with a red YA sticker.

### **Virginia and Appalachian Materials**

McConnell 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**

RUL 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**

RUL 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**

RUL purchases some contemporary fiction of literary merit for the collection, primarily national or international award winners. Small, leased collections of popular fiction and nonfiction are provided for the recreational reading interests of the University community. As with all areas of the collection, an effort is made to create a diverse collection. (See Appendix A.)

## **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 fiction and non-fiction is selected for the leased collection provided for recreational reading.

## **Publications of Local Authors**

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

## **Publications of Radford University Faculty Authors**

RUL collects the monographic publications of Radford University faculty members in which they are the author or editor as part of the Radford Authors Collections.

## **Multiple Copies**

RUL may acquire multiple copies (but generally not more than three) of certain titles in cases where anticipated use so dictates. RUL 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 RUL 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**

RUL 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.

## **Government Publications**

### **Federal Documents:**

RUL 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.

## **Acquisitions Procedures Related to Collections Policies**

### **Approval Plans**

Under an approval plan, the RUL works with a book vendor to develop a profile for disciplines and the approval vendor supplies all books that match the profile. RUL uses an approval plan to obtain new books for most disciplines. The RUL receives print books and/or e-books on approval. RUL no longer reviews approval books and is on an “auto-accept” plan.

### **Blanket Orders**

RUL 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 subscription budget.

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

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

### **Evidence Based Acquisitions (EBA)**

Some subject areas may use an Evidence Based Acquisitions (EBA) model to assist in the access and purchase 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**

RUL 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 RUL. RUL 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 RUL and Radford University. However, the appraisal of a gift to RUL is the responsibility of the donor.

## **Standing Orders**

RUL 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 subscription budget.

## **Subscriptions**

RUL 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, RUL will conduct 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. Trials are not conducted when funding is not available. There must be a reasonable expectation on behalf of both the vendor and library users that the library would subscribe if the resource met the needs of our users.

<sup>1</sup>“Courseware.” *The American Heritage Dictionary of the English Language*, 5<sup>th</sup> ed. Boston: Houghton Mifflin, 2020.

## 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.

### **Ready Reference Collection**

This collection is non-circulating consisting primarily of citation style books. It is located next to the Research Help Desk for quick access by the Research Services librarians.

### **Easy, Juvenile, and Young Adult (YA) Collections**

The Easy, Juvenile, and Young Adult collections are intended primarily to support the English, education curricula, and RU community. They include both fiction and non-fiction books. The Juvenile and YA collections include graphic novels. Some YA books are included in the Popular Reading collection. All YA books are labeled with a red YA sticker.

- **Easy Collection**  
Books written primarily with an audience aged 0-8 and include easy to read books, picture books, and picture storybooks.
- **Juvenile Collection**  
Books written primarily for an audience aged 9-13.
- **Young Adult Collection**  
Books written primarily for an audience aged 14-22 and originally published after 1901.

### **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. Some Young Adult (YA) books are included in this collection and have a red YA label.

### **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**

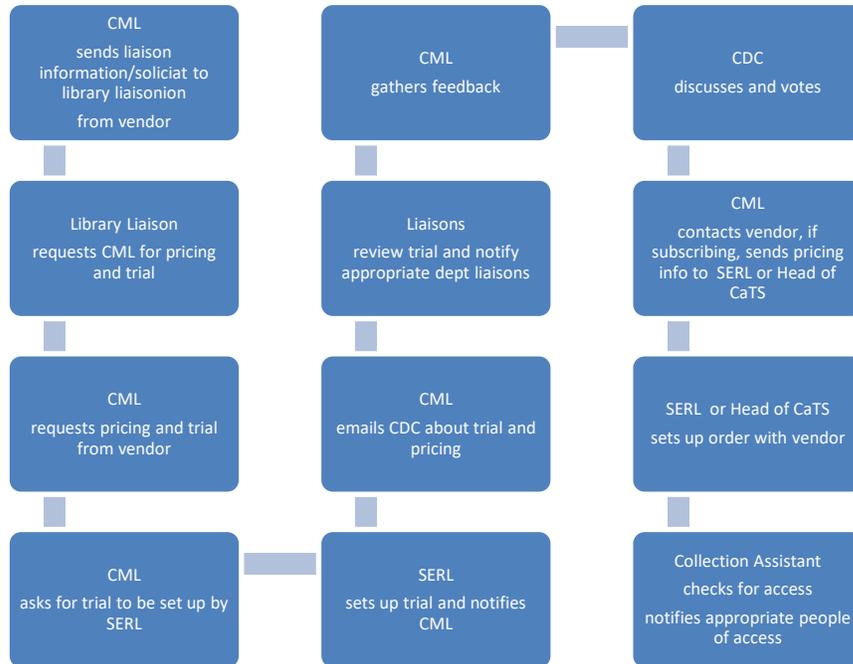
The Periodicals Collection contains printed magazines and scholarly journals. Most titles are published more than once per year; however, annual journals that are indexed or that contain articles and are formatted like other journals also are placed in the Periodicals Collection.

### **Online Resources**

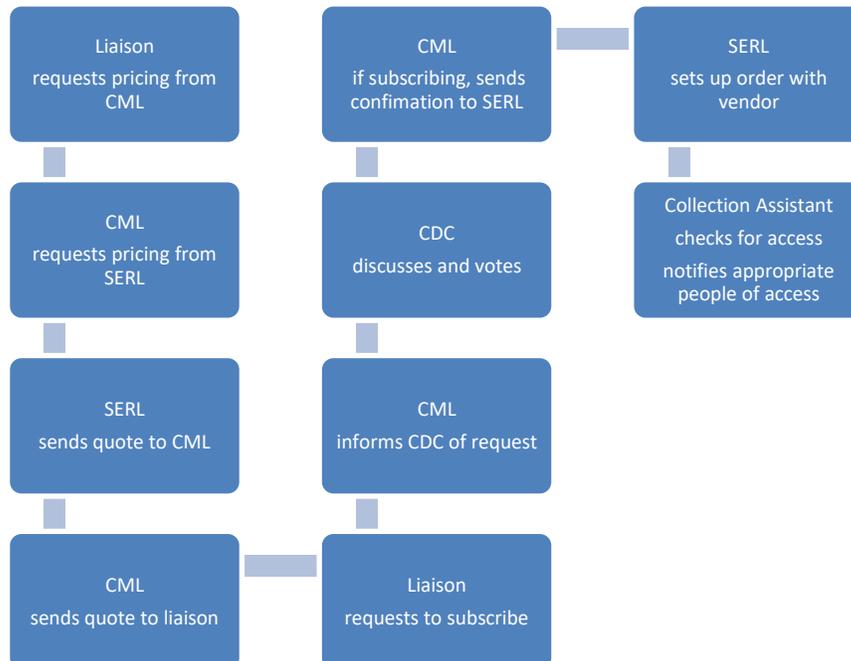
This location is used in the online catalog for serial and monographic resources that are accessible through the Internet.

## Appendix H – Overview of Workflow

### Overview of Database Workflow



### Overview of Journal Workflow



## Overview of Free Resource Workflow

