

# UNE Library Services

## Collection Development Policy

### INTRODUCTION

University of New England Library Services consists of the Jack S. Ketchum Library on the Biddeford Campus (BC), the Josephine S. Abplanalp Library on the Portland Campus (PC). This policy is a statement of the operating guidelines used by Library Services in the acquisition and maintenance of resources. In this policy, the word “resources” is used to encompass all classes of resources that a library collects and makes available to its users. Rising costs, increases in publishing output, and increasing demands for information resources mandate the careful selection and usage assessment of resources based on an understanding of the Mission of Library Services, and the students, faculty and staff that are served. A collection must be systematically shaped and developed in order to make the best use of funds. Ideas about the collection’s nature and content are continually evolving. Therefore, this Collection Development Policy must be responsive to change. The following Collection Development Policy guides the ongoing process of developing the University of New England Library Service’s collection.

### MISSION OF THE UNE LIBRARY SERVICES

The University of New England Library Services are central to the intellectual life of the University community. They cultivate a vibrant learning environment by providing access to scholarly collections and resources; by offering services that foster inquiry and independent, life-long learning; by providing welcoming, interactive spaces and infrastructure that enhance the educational experience and support the information needs of the University; and by preserving specific special collections.

### COLLECTION DEVELOPMENT

#### RESPONSIBILITY

Ultimate responsibility for the development and maintenance of the Library Services collections rests with the Dean of Library Services who delegates this responsibility to the Research & Teaching Librarians (R&TL), each of whom has specific liaison subject areas in which to collect. Purchase of resources, and requests for purchase of resources, will be reviewed for their adherence to the selection guidelines listed below.

One of the most important aspects of collection development is that it should be a cooperative effort between the R&TL and the University community. All faculty are encouraged to recommend library resources that are useful for course requirements and students' research needs. Student and staff requests for acquisitions are also welcome and are reviewed by the same standards. It is also advisable for the UNE Library Services liaisons to offer to attend UNE College Assemblies meetings or Departmental meetings to promote UNE Library Services and to solicit requests and/or recommendations from faculty.

UNE Library Services is part of the faculty governance system, University Faculty Assembly (UFA), at UNE. UFA includes one Library Services Senator. It is advisable for this person to volunteer to serve on the UFA Academic Affairs Committee (AAC), and on the UFA AAC Library Sub-committee. Participation in this governance system is a means by which to stay apprised of curricular offerings and new programs so as to offer resources to support the curricula, and to promote UNE Library Services.

### **USERS**

UNE students, faculty, staff, or any person with a current UNE Nor'easter username and password are the primary users. Due to vendor restrictions and licensing agreements, on-campus and off-campus access to resources on the UNE network, such as subscription databases, ejournals, ebooks, and eresources, is restricted to those users. UNE Library Services staff may, at their discretion, assist walk-in users not affiliated with UNE with on-site access to resources.

### **FUND ALLOCATION**

It is the responsibility of the Dean of Library Services to allocate the resources budget in such a way as to fulfill the Library Services collection development goals and meet accreditation requirements.

### **DEPTH and SCOPE**

The Library Services' collections are comprised of the following: general circulating collections, books, ebooks, reference collections, journals, ejournals, databases, electronic resources, streaming video, both fee based and non-fee based, A/V resources, and special collections. The basic UNE Library Services' collections will include the following to support the UNE curricula:

- Supplementary and ancillary reading for courses.
- A basic reference collection.
- An adequate and sufficient collection of current ejournals and their back-files that meet or exceed most demand.
- Selected databases that are electronically accessible.
- ebooks, and other resources that are accessible.
- English language resources are primarily collected.
- The classification schemes of choice for the catalog are Library of Congress (LC) and National Library of Medicine (NLM).
- Resources that are collected support the curricular areas that are offered at UNE.

## SELECTION TOOLS

The following are examples of selection tools with additional authentic, specialized and professional sources to be used as needed: *Choice*, *Library Journal*, *American Libraries*, *New York Times Book Review*, *Publisher's Weekly*, publisher's catalogs, pre-publication literature, selected subject-specific professional journals, ACRL publications, and core collection guides, such as *Doody's Core Titles in the Health Sciences*, or *Ulrich's Periodicals Directory*. Internet tools may also be used.

## RESOURCES and ERESOURCES

### ERESOURCES

eResources are essential to the UNE Library Services users because of their accessibility from either Campus Library, and from on-campus or off-campus. Electronic format is preferred over print format, particularly for databases, journals, and books.

### SELECTION CRITERIA FOR ALL RESOURCES AND ERESOURCES

In general, these are criteria to consider before purchase:

- Accessibility
- Archiving
- Authenticity
- Authority & Quality
- Availability to all faculty, students, and staff
- Balance of the Existing Collection
- Copyright and Fair Use
- Core Lists, Bibliographies, Reviews
- Cost
- Currency
- Curricular and Program Support
- Design
- Faculty demand
- Format
- Indexing
- Interlibrary Loan / Document Delivery
- IP Recognition
- Library Budget
- Pending Requests
- Space
- Strength of the Existing Collection
- Student demand
- Technical Quality
- Technical Support
- Types of permissible activities, including digitization and storage, viewing, downloading, copying, exporting, interlibrary loan, etc.
- Update Schedule
- User Access Control

- Vendor Licenses

### **MAINTENANCE AND DESELECTION**

Research & Teaching Librarians will stay in touch with the Digital Services & Systems Librarian regarding software, database and/or electronic resources availability, updates and changes. All resources will continually be monitored for relevance and appropriateness in the collection, and will be retained or deselected as deemed necessary.

### **DATABASES**

Academic and subject-specific databases that support UNE curricular offerings are provided in the online electronic library collection for current UNE ID card-holding end-users. The preferred format for databases is electronic for ease of access and Boolean capability. Databases will be accessible from on-campus and off-campus. IP-recognition is preferred over username and password as the primary mode of accessibility.

### **JOURNALS and EJOURNALS**

Journals and ejournals constitute an integral and major part of the Library Services' collections and are basic to any library collection. ejournals are the format of choice because they afford off-campus accessibility. The collection will be well-balanced and relate to University curricular offerings. Student and faculty usage is of primary importance. Requests for new ejournal titles will be compiled and reviewed. The review process is ongoing and new eJournal titles will be ordered once a year, depending upon how much budget allows, and is coordinated with the Fall renewal process, to begin subscriptions in January of the next calendar year.

### **BOOKS and EBOOKS**

Books and ebooks comprise a class of library resources acquired by UNE Library Services. In general, current books have a higher priority than non-current books particularly in the sciences. The primary criterion for the selection of current books is the applicability of specific titles to the academic programs offered at UNE. The usefulness of any given title for an academic program depends on the quality of that title and the comprehensiveness of the existing collection supporting the academic program. Standard bibliographies are used to evaluate the collection, to gain insight into relative strengths and weaknesses, to provide qualitative measures for accreditation reports, to provide lists of titles appropriate to the collection, and to provide the foundation for buying. Acquisition of non-current books is based upon the evaluation of the existing Library Services collections and the extent of retrospective Library Services support required for a course of study offered by the University. Vendors may offer alternatives to up-front purchase that are cost effective and may be a preferable model. Such Demand Driven Acquisition models allow records to be included in the catalog so that a patron/user can trigger a purchase by clicking on a title that is of interest.

## **TEXTBOOKS**

An attempt will be made to acquire required textbooks for student classes on both Campuses. eBook is the preferred format. Print will be acquired if the eBook format is not available, or, if a request is made for print format. If print is acquired, the book will be put on Reserve for the duration of the class in the appropriate Campus Library.

## **NEWSPAPERS**

Additional newspapers will be added to the collection if they significantly supplement the quality of local, national, or international news available in those standard newspapers already acquired by UNE Library Services. If major changes occur in the quality or intent of those newspapers that have traditionally been part of the collection, they may be re-evaluated and/or discontinued. It is Library Services' policy to limit the paper back issues of current newspapers. In addition to the print collection, electronic access to the full-text of specific newspaper articles is often available for subscription via vendors.

## **AUDIOVISUAL (AV)**

Streaming Video is the format of choice. DVD may be purchased.

## **MICROFORMS and MICROFICHE**

On extremely rare occasions microforms will be acquired as needed. Major microform sets will be purchased only when they directly support curricular programs that are offered at the University, are not available elsewhere, and are affordable. The preferred format for back issues of journals is electronic; examples are JSTOR and Project Muse.

## **MAPS AND ATLASES**

A small reference collection of general maps and atlases will be available. The preferred format is electronic.

## **COMPUTER SOFTWARE**

Majority of software programs will be paid for by UNE departments and mounted for access by Information Technology Services. Computer software may be purchased in the form of reference works or resources that support the curricula. When purchasing software, it is important to keep in mind the ratio of the number of users to the number of computers available for using or viewing the software.

## **GOVERNMENT PUBLICATIONS**

UNE Library Services does not participate in federal or state depository programs. Individual government document requests are dealt with according to normal acquisitions procedures. Many government publications are freely available and accessible online. Links to government publications that support the curricula may be entered into the catalog.

## **ADDITIONAL GUIDELINES**

### **SELECTION OF VENDORS**

The selection of vendors, jobbers, publishers, and approval plans will be made by the appropriate Library Services staff. Emphasis will be on price, speed, accuracy, special services, discount, and shipping & handling charges. Resources for Library Services' collections will be ordered by the appropriate staff. This will ensure that resources on order are displayed in Library Services' electronic catalog. If UNE departments or units wish to purchase resources for Library Services, departmental funds should be transferred into the appropriate Library Services budget line. Or, resources may be purchased and donated to Library Services after consultation with the appropriate Library liaison and approved by the Dean of Library Services. Ongoing subscriptions warrant a permanent transfer of funds from the requesting UNE department.

### **MULTIPLE COPIES**

Multiple print copies are not normally acquired unless one is needed as a circulating copy and an additional copy or copies for reserve or reference. Resources will be placed in the Library on the campus where the program resides and an effort will be made not to duplicate resources in both campus Libraries. Electronically accessible resources are preferred. Demand Driven Acquisition and various vendor plans allow for multiple copies of ebooks.

### **FOREIGN LANGUAGES**

As a general rule, foreign language resources will be not acquired except foreign language dictionaries for the reference collection. Curricula-supporting electronic resources may be considered for subscription or purchase.

### **OUT-OF-PRINT ITEMS**

The purchase of out-of-print (OP) items will be considered only on the basis of program relevance, cost of the item, and availability. Exhaustive, expensive, and time-consuming searches for OP items will not be undertaken.

### **EXPENSIVE RESOURCES**

Requests for unusually expensive items or resources will be considered. Final decision for purchase resides with the Dean of Library Services.

### **NEW PROGRAMS**

UNE Library Services requires 3-6% of any new program's projected budget to purchase resources for Library Services. The Library Services' portion of any new program's budget will be continued at the 3-6% rate for the first three years of the program as outlined in the UNE New Program Development Procedures Guidelines. Those Library Services' funds must be transferred into the appropriate Library Services' budget line/s before new resources will be added to the collection. New programs may opt, over a period of time, to phase in the acquisition of resources that support the curriculum.

### **NEW FACULTY**

It is recommended that College funds be allocated for new faculty members to fund Library Services' resources in their areas of expertise. The recommended rate is 3% of salary for the first year for each new and replacement full-time, permanent faculty position. The responsibility to budget for faculty resources rests with the College Deans.

### **FACULTY PUBLICATIONS**

Copies of faculty monographic publications will be acquired in accordance with the Gift Policy Statement and Agreement. If faculty publications are cataloged, a UNE author tracing will be added to the bibliographic record in the online catalog. All UNE faculty are encouraged to donate copies of their publications to the UNE Library Services.

### **GIFTS**

UNE Library Services has a Gift Policy Statement and Agreement that addresses resources that are donated. A Letter of Acknowledgment from UNE Institutional Advancement will be sent to those donors who would like to receive one. UNE Library Services does not assign a monetary value to donated resources.

### **NON-LIBRARY PURCHASES**

Resources for collections outside Library Services jurisdiction and management, and resources needed in campus offices and classrooms, will not be purchased with Library Services funds.

### **PRESERVATION**

Routine binding and replacement of journal and monographic titles that are in poor condition will not be done. Electronic full-text, accessible online, is the preferred format. Preservation of archival resources is dealt with in the Special Collections Department.

### **INVENTORY**

Periodic inventory of the Library Services' collections will be done to ensure that de-selection, updating, and mending of the collections occur. Inventory of the general circulating and reference collections will be conducted on a rotating basis as needed.

### **DESELECTION**

The relevance of resources and eresources in Library Services' collections may change over time, and may vary from the point of selection. Periodic de-selection of resources in the collection is necessary to identify items that no longer fit the criteria for selection or inclusion in the collection. Resources, particularly in the medical, life sciences, and health sciences collections, will be deselected if they are outdated, obsolete, or erroneous based upon current research --unless they are deemed necessary for historical purposes. Research & Teaching Librarians will deselect resources in their designated subject areas. An effort will be made by Library Services liaisons to contact departments, faculty, or individuals who may be interested in acquiring specific deselected resources. Deselected print resources may be offered to patrons.

## **REPLACEMENT OF LOST OR DAMAGED RESOURCES**

Resources that are lost or damaged are not automatically replaced. Replacement depends on the number of copies or editions already held by Library Services, existence of similar resources in the collection, as well as other criteria expressed in this policy. A fee is charged for resources that are lost or damaged by users. That fee is the cost of the material plus a standard processing charge. Preference for eresources curbs the cost of lost or damaged print resources.

## **SPECIAL COLLECTIONS**

Separate Collection Development Policies exist for each Collection in the Department of Special Collections. The Department of Special Collections includes the following:

Maine Women Writers Collection (MWWC)

New England Osteopathic Heritage Collection (NEOHC)

Westbrook College History Collection (WCHC)

St. Francis College History Collection (SFCHC)

University of New England Art Galleries (AG)

George and Barbara Bush Legacy Collection (GBBLC)

DigitalUNE (DUNE)

## **INTELLECTUAL FREEDOM**

UNE Library Services supports the American Library Association's Bill of Rights, its Intellectual Freedom Statement, its statement on Challenged Materials, and the concept of intellectual freedom. Research & Teaching Librarians attempt to purchase materials or resources that represent differing opinions on controversial matters. Selection is without partisanship regarding matters of race, gender, sexual orientation, religion, moral, or political philosophy. As long as resources fit into the general collection parameters of Library Services, all points of view and subjects will be considered without prejudice or censorship when determining the balance of the collection.

## **ASSOCIATION OF COLLEGE AND RESEARCH LIBRARIES (ACRL)**

"ACRL is the source that the higher education community looks to for standards, guidelines, and frameworks on academic libraries. ACRL promulgates standards, guidelines, and frameworks to help libraries, academic institutions, and accrediting agencies understand the components of an excellent library. These standards, guidelines, frameworks, and model statements are reviewed and updated by the membership on a regular basis. The ACRL website <http://www.ala.org/acrl/standards> contains complete information on the creation and review of ACRL Standards, Guidelines, and Frameworks."

The goal of UNE Library Services' collection development is to meet and exceed the standards established by ACRL under the auspices of the American Library Association. UNE Library Services must meet ACRL standards for academic library collections to insure University accreditation. Attainment of ACRL Standards, Guidelines, and Frameworks should be a step toward achieving a mature and curricula-relevant collection.