



UNIVERSITY OF NEW ENGLAND

Library Services

COLLECTION DEVELOPMENT POLICY

PURPOSE

This Collection Development Policy is a statement of the operating guidelines used by UNE Library Services for ongoing development of the UNE Library, including the selection, acquisition, and maintenance of resources. In this policy, the word “resources” is used to encompass all classes of materials that the library collects and makes available to its users. The policy also informs the UNE community about principles by which collection development decisions are made and guides how we spend our collections funds.

Ideas about the collection’s nature and content are continually evolving. A collection must be systematically shaped and developed to make the best use of funds. The UNE Collection Development Policy is responsive to institutional and departmental priorities.

Rising costs, increases in publishing output, and increasing demands for information resources mandate the careful selection and assessment of resources based on an understanding of UNE Library Services' mission and the UNE community.

UNE LIBRARY SERVICES MISSION

The University of New England Library Services, which includes the Jack S. Ketchum Library on the Biddeford Campus (BC), and the Josephine S. Abplanalp Library on the Portland Campus (PC), is 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.

COMMUNITY AND BELONGING

Our inclusive and accessible library spaces, both physical and virtual, provide the UNE community with diverse resources that enhance research and teaching. We strive to represent the varied experiences and perspectives of our community in our library collections. Acknowledging that American history and society have typically been viewed through a majoritarian lens, emphasizing dominant class privileges such as race, ethnicity, nationality, gender and gender identity, socioeconomic status, religion, sexual orientation, and ability status, we are committed to fostering a welcoming academic community. We believe in our collective responsibility to learn from each other and strive to ensure that our services and learning spaces reflect this mission.

COLLECTION DEVELOPMENT

Responsibility

Ultimate responsibility for the development and maintenance of the UNE Library Services collections rests with the Dean of Library Services who delegates this responsibility to the Research & Teaching Librarians (R&TL), Digital Services & Systems Librarian and the Collections Librarian. Revisions to the Collection Development Policy will be drafted by the R&TL team and approved by the Dean of Library Services. Each R&TL has specific liaison subject areas. R&TLs will work with the Digital Services & Systems Librarian and the Collections Librarian to collect, monitor usage and maintain currency of resources in their subject areas. UNE's Special Collections have separate policies that are managed by special collections staff. Purchases, community requests, and retention of library resources will be reviewed for their adherence to the selection guidelines listed below.

R&TLs should communicate with faculty about recommendations or changes to the collection, specific to their subject/research/teaching areas. Student and staff requests for acquisitions are also welcome and are reviewed by the same standards.

Library users

Due to vendor restrictions and licensing agreements, access to electronic resources, such as subscription databases, journals, and books, is restricted to UNE students, faculty, and professional staff. UNE Library Services staff may, at their discretion, assist walk-in users not affiliated with UNE with on-site access to resources. Print materials are accessible to any holder of a current UNE ID, including students, faculty, and professional staff, as well as alumni and clinical affiliates. Most print resources are also available to any Maine library cardholder through MaineCat and the Maine Reciprocal Borrowing Program.

Depth and scope

Library collections are comprised of the following: electronic and print circulating collections, reference collections, journals, databases, streaming video, A/V resources, and special collections. Electronic resources 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, videos and books. UNE Library Services' collections will include the following to support UNE academic and research programs:

- Core required texts for courses.
- Supplementary and ancillary reading for courses.
- An adequate and sufficient collection of current journals and their archives to meet or exceed demand from all UNE's community members.
- Databases that cover all current curricular areas.
- Essential reference tools.
- Current published works that support curricular and research areas.
- A selection of contemporary published works for popular reading collection.
- Materials which represent a variety of viewpoints and voices.

Intellectual Freedom

UNE Library Services supports the American Library Association's Library Bill of Rights and the concept of intellectual freedom, which recognizes the rights of library users to read, seek

information, and speak freely as guaranteed by the First Amendment. Research & Teaching Librarians attempt to purchase materials or resources that represent differing opinions on controversial matters. Materials should not be excluded because of the origin, background, or views of those contributing to their creation. If resources fit into the general collection parameters of Library Services, diverse 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, a division of the American Library Association, publishes the ACRL Standards, Guidelines, and Frameworks to help libraries, academic institutions, and accrediting agencies understand the components of an excellent library. These model statements are reviewed and updated by the membership on a regular basis. UNE Library Services follows these standards, guidelines, and frameworks in our collection development and reference services.

PROCESSES

Fund allocation

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

Selection tools

The following are examples of specialized and professional selection tools that may be consulted as needed: core accreditation recommendations, *Choice*, *ACRL book reviews*, publisher's catalogs, pre-publication literature, subject-specific professional journals, ACRL publications, and core collection guides.

Selection criteria

The following criteria are considered when making selection decisions:

- Accessibility & availability
- Authority & quality
- Copyright & Fair Use
- Cost/Budget
- Demand/Need
- Existing Collection
- Format
- Institutional and program accreditation standards
- Technical Quality & Support
- Vendor Licenses

Maintenance and deselection

The relevance of resources in UNE Library Services' collections may change over time and may vary from the point of selection. Periodic deselection 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.

All resources will be evaluated annually for relevance and appropriateness to the collection and

will be retained or deselected based on usage and other factors. Research & Teaching Librarians will work closely in their designated subject areas with the Collections Librarian to deselect materials, and the Digital Services & Systems Librarian regarding software, database and/or electronic resources availability, updates, and changes. Items that have potential historical value will be offered to Special Collections. 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.

Challenges to library resources

Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval (from the Library Bill of Rights).

Despite the quality of the selection process, occasional objections to library materials, displays or programs may be made. All complaints to staff members should be reported using the [Book challenge form.pdf](#). The completed and signed form will be reviewed by the appropriate Research and Teaching Librarian and the Dean of Library Services. The librarian and the dean will draft a recommendation concerning the disposition of the challenged material to the complainant within four weeks of receipt and forward it to the Provost, along with the original "Reconsideration of Library Materials" form for review. The Dean of Library Services holds responsibility and liability for the final decision and the responsibility to notify the complainant about the decision regarding the challenged resource(s). The complainant shall be notified within three months from the date of receipt of the signed form, except in unusual circumstances (i.e., overlapping leave, transition of personnel, etc.).

All decisions are final. Once validated by the process, materials shall not be eligible for further reevaluation as each challenged item has been through a rigorous review. An updated file listing the title, date challenged, date resolved, and disposition will be maintained and provided to anyone who requests the list.

FORMATS

Databases

Academic and subject-specific databases that support UNE curricular offerings are provided in the online library collection for current UNE faculty, students and professional staff. Databases will be accessible from on-campus and off-campus.

Journals

Journals constitute an integral part of the UNE Library Services' collections. The collection will be well-balanced and correspond to university curricular offerings. Student and faculty usage is of primary importance. Requests for new journal titles will be compiled and reviewed annually. Selection of new resources is dependent upon availability of funds, and is coordinated with the Fall renewal process, to begin subscriptions in January of the next calendar year.

Books

The primary criterion for the selection of current books is the applicability of specific titles to the

academic programs offered at UNE and to UNE's strategic initiatives. Current books have a higher priority than non-current books, particularly in the sciences. 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. Selection tools (listed above) 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 Library Services support required for a course of study offered by the University. 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. This method of acquisition has proved effective for our community.

In addition to resources that support the curriculum, both campus libraries will maintain popular reading collections of print works that are published within the most recent five years. These books are selected from best-seller lists, new release lists and popular media. Maintaining a vibrant collection of books that are in conversation with current concerns is an essential service of all libraries. These collections can be rotated between the two campuses and depending on their currency and relevance, added to the circulating holdings, or deaccessioned.

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 by special request. The book will be put on Reserve for the duration of the class in the appropriate campus library or online. R&TLs should advocate and encourage faculty adoption of required texts in eBook format available through the Library, and/or open educational resources (OER) whenever possible.

Newspapers

Electronic is the preferred format. If major changes occur in the quality or intent of the newspapers that have traditionally been part of the collection, or if their usage drops, they may be re-evaluated and/or discontinued. It is UNE Library Services' policy to limit the print back issues of current newspapers. 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, depending on availability and cost. DVD format may be purchased when specifically requested.

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. Special Collections houses one microfilm reader on the Biddeford Campus that is available for community use by appointment.

Maps and atlases

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

Computer software

Software programs can be paid for by UNE departments to be installed on Library computers by Information Technology Services. Software that supports the curricula may be purchased in some limited instances. 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 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.

Web resources

Links to freely available web resources are offered on the library website, including in Research Subject Guides and other resource lists. Suggested web resources are reviewed and vetted by Research and Teaching Librarians; links are maintained by R&TLs and the User Experience Librarian. All resource guides are updated to maintain currency.

ADDITIONAL GUIDELINES

Departmental requests

If UNE departments or units wish to purchase resources for UNE Library Services, departmental funds should be transferred into the appropriate UNE Library Services budget line. Alternatively, resources may be purchased and donated to UNE 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.

Expensive resources

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

Faculty publications

Copies of faculty book publications will be acquired by Library Services. UNE faculty are encouraged to donate copies of their work to Library Services and to submit publications for posting on DUNE. When faculty publications are cataloged, a UNE author tracing will be added to the bibliographic record in the online catalog.

Foreign languages

Curricula-supporting electronic resources may be considered for subscription or purchase. Foreign language dictionaries will be acquired.

Gifts

UNE Library Services has a [Gift Policy Statement and Agreement](#) that addresses resources that are donated. UNE Library Services does not assign monetary value to donated resources.

Inventory

Periodic inventory of the library collections will be done to maintain the currency and relevance of the resources and to detect any lost or missing resources. Inventory of the general circulating and reference collections will be conducted on a rotating basis.

Multiple copies

Multiple print copies are not normally acquired; exceptions may be made at the discretion of the Library Liaison and other resource management staff. 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. Demand Driven Acquisition and various vendor plans often allow for multiple copies of eBooks.

New programs

Feasibility studies for new or expanded programs must include a discussion of educational requirements and capacity needed to serve the program, as well as financial projections of costs required to support the program (Procedures for New Program Development & Program Revisions, 2021). Proposals must address the potential impact on academic support areas including Library Services. Library liaisons will work with program developers to assess library resource needs and determine related cost projections. For approved new or expanded programs, funds must be transferred into the Library Services budget before new resources, or expanded access to existing resources, will be added to the collection. New programs may opt to phase in the acquisition of resources that support the curriculum over a multi-year period.

New faculty

It is important for new faculty to have access to library resources that support their area of expertise. College Deans are encouraged to appraise the ability of Library Services to support the research, teaching, and scholarship needs of new faculty, and to budget for resources if needed. Funds must be permanently transferred into the Library Services budget before requested resources are added to the collection.

Non-library purchases

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

Out-of-print items

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

Preservation

Routine binding and replacement of journal and monographic titles that are in poor condition will not be done. Electronic full text is the preferred format. Preservation of archival resources is managed by Special Collections staff.

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 (the cost of the material plus a standard processing charge) is charged for resources that are lost or damaged by users. Preference for electronic resources curbs the cost of lost or damaged print resources.

Selection of vendors

The selection of vendors, jobbers, publishers, and approval plans will be made by the appropriate UNE Library Services staff. Emphasis will be on price, speed, accuracy, special services, discount, and shipping & handling charges.

Special collections

Separate Collection Development Policies exist for UNE's Bernard and Sandra Featherman Archives and the Maine Women Writers Collection.

IN SUMMARY

The goal of UNE Library Services' collection development is to offer a rich collection of diverse materials representing a range of viewpoints to support the educational and research needs of our students, faculty and professional staff. We aim to meet and exceed UNE institutional and program accreditation standards established by relevant accrediting bodies, and academic library standards established by the ACRL. We welcome suggestions from students, faculty and professional staff for new materials to support teaching, learning and knowledge creation.

Revised: January 2025

Revisions: 6/99, 11/05, 11/10, 01/16, 09/16, 11/18, 05/22

Library Mission statement revised: September 2008