

# CLIFTON M. MILLER LIBRARY COLLECTION DEVELOPMENT POLICY (Revised 5/17/2021)

## I. PURPOSE AND AUDIENCE

The Miller Library collection development policy provides the framework for building a collection of library resources that supports Washington College's curriculum and its commitment to academic rigor and integrity, and also supports its exceptional faculty in their teaching and research endeavors. The scope and depth of the policy reflect the breadth of the College's academic program. The policy provides the basis on which decisions are made regarding the selection, acquisitions, and retention of library resources in all formats. It gives focus to librarians and teaching faculty as they build the library's collection. This policy should be reviewed and revised by the Miller Library staff every three years as the information needs of the college community change.

## II. INSTITUTION AND CLIENTELE

Washington College is a selective, independent, liberal arts institution serving a predominantly residential undergraduate population. Therefore, our primary clientele are students, faculty, and staff of Washington College. The library's broad aim is to provide access to a robust collection of academic resources in all formats that support all majors and minors as well as the general undergraduate information needs, and the research, teaching, and work-related needs of faculty and staff. The college library welcomes residents of Chestertown and Kent County who may have research and informational needs beyond the scope of the public library. However, Miller Library does not select materials to satisfy the needs or interests of the community.

## III. PROFESSIONAL AND LEGAL STANDARDS

### A. ASSOCIATION OF COLLEGE AND RESEARCH LIBRARIES (ACRL): STANDARDS FOR LIBRARIES IN HIGHER EDUCATION

Based on the [ACRL Framework for Information Literacy for Higher Education](#), Miller Library will make every effort to provide access to collections sufficient in

quality, depth, diversity, format, and currency to support the research and teaching mission of the institution.

## B. INTELLECTUAL FREEDOM AND CENSORSHIP

The staff of Miller Library fully supports academic freedom and the right of college community members to engage in research in any area of interest unimpeded. The library staff subscribes to the American Library Association's (ALA's) policies [on intellectual freedom](#), and more specifically the [Library Bill of Rights](#). In support of the curriculum, the library will include as broad a range of perspectives as possible on all topics, and will not exclude curricular support materials because of viewpoint.

## C. COPYRIGHT

Washington College Library complies fully with all provisions on the [U.S. Copyright Law and the Digital Media Copyright Act](#) and their amendments. The library strongly supports the Fair Use section of the Copyright Law ([17 U.S. C107](#)), which permits and protects the rights of the public to reproduce and make other uses of copyrighted works for the purposes of teaching, scholarship, and research.

## IV. COOPERATIVE AGREEMENTS

Miller Library participates in cooperative purchasing of library resources, which significantly expands the collection while increasing our return on investment. The library has purchasing and service agreements with Lyris, Maryland Digital Library, Maryland Shared Journals, and OCLC. The library staff takes advantage of all opportunities that improve service and access to resources to the college community.

Since faculty and student research may require resources beyond the scope of the Miller Library collection, interlibrary loan and document delivery services will supplement our resources as needed. Miller Library participates in the national/international Interlibrary Loan System on OCLC that facilitates borrowing and lending of resources between libraries. The library encourages reciprocal agreements with other libraries to reduce the cost associated with resource sharing.

## V. AMERICANS WITH DISABILITIES ACT

The [Americans with Disabilities Act](#) (ADA) provides broad nondiscrimination protection in employment, public services, and public accommodations, including many areas of colleges and universities, for individuals with disabilities. In partnership with the

college's Disability Services office, the library works with patrons with disabilities to provide accommodations that allow their full use of library resources.

## VI. COLLECTION OVERVIEW

The collection of resources in all formats has consistently been built on teaching faculty's curricular requirements and recommendations. The collection is further shaped by the courses of study offered and by the intellectual interests and career aspirations of our students.

Miller Library collects materials in all curricular disciplines in print and digital formats: books, journals, reference sources, media, and archival materials.

Most of the print and media collections are housed in Miller Library. Electronic resources are maintained remotely by contracted vendors and are accessible through the library's [OneSearch](#) tool, the library's [catalog](#), and the library's list of [online databases](#).

Back issues of print journals and serialized publications (e.g. yearbooks) older than 5 years, but which are not frequently used, are housed in the Washington College Annex.

## VII. COLLECTION DEVELOPMENT RESPONSIBILITIES

Librarians and teaching faculty share the responsibility for collection development, both in the acquisition of new materials and the deselection of titles no longer relevant to the curriculum. Teaching faculty focus primarily on materials that support the courses they teach, and on the basic strength of the collection in their disciplines. Librarians, in consultation with teaching faculty, are responsible for maintaining consistency and parity in the collection.

As members of the academic divisions, librarians are available to coordinate library resources acquisitions with other members of their respective divisions.

Librarians, in consultation with teaching faculty, are primarily responsible for reference works and e-resources, including databases and periodicals, while the Archivist is responsible for archival and special collections development.

## VIII. LIBRARY MATERIALS BUDGET

The library materials budget is a composite of funds included in the operating budget for books, periodicals, standing orders, microforms, media, and online resources.

Endowment funds are also available to supplement the operating budget.

As new courses, concentrations, programs, or majors are developed, every effort should be made by teaching faculty and librarians to secure a startup fund as well as continual financial support for the purchase of appropriate library resources.

## IX. ACQUISITIONS POLICIES

The department chairs assume responsibility for developing the collection in their disciplines, most commonly sharing that duty with other full-time members of the department.

Requests for new materials should be [submitted electronically](#).

*Reserve materials* – Books requested by teaching faculty for the library's reserve collection will be ordered and cataloged as top priority.

*Standing orders* – Since it is preferable to provide complete runs of multi-volume sets, library staff will place standing orders for sets judged by teaching faculty and librarians to be important for the collection, such as personal papers, correspondence, complete works, and the like.

*Electronic materials* – Where appropriate, electronic formats are preferred over print or microforms.

*Gifts and exchanges* – The same criteria for other library collection development apply to gifts and exchanges; namely, the potential to support the curriculum and user needs. Only gifts that fit this category will be added to the library. Materials not added to the collection will be put in the book sale or otherwise handled as the Dean of Library and Academic Technology sees appropriate. Monetary gifts are normally used for the purchase of library materials, often honoring donor suggestions within the scope of this policy.

By federal law, the library is prohibited from providing appraisals of potential gifts. The donor must secure an independent appraisal, if wanted, prior to conveying the gift to the college.

The library will develop the collection retrospectively, i.e., collecting materials that are not recently published, under special circumstances and/or through specially funded

projects.

*Approval plans and blanket orders* – The library does not enter into approval plans or blanket orders from any publisher.

## X. ACQUISITIONS GUIDELINES

*Selection criteria* – As a collaborative effort, and in relation to direct support of the academic program, librarians should be guided in their collection development efforts by intellectual content, timeliness, author's expertise in the field, and expected durability of the content.

*Languages* -- The collection in languages other than English is developed primarily for the study of the languages and literatures included in the college curriculum. The library will, however, collect recognized classic texts in their original language whenever possible. Basic reference resources for other languages (e.g. dictionaries) will be provided as appropriate.

*Recreational reading* -- While Miller Library's collection focuses primarily on scholarly works, librarians will also collect recreational reading materials as resources allow, in keeping with ACRL standards. In particular, librarians will strive to include underrepresented voices in this collection.

*Multiple copies* -- To ensure that library funds will be most effectively expended, only a single copy of each new title will normally be acquired and added to the collection. Only under extraordinary circumstances or high demand circumstances will multiple copies be purchased. Though a new edition of a work would be a likely candidate for purchase, a new printing of an existing edition would constitute a duplicate and therefore not be purchased. However, Miller Library may purchase duplicate copies for the Maryland collection, with emphasis on the Eastern Shore.

*Reserve materials* -- All reserve materials will conform to the current copyright law. It is the teaching faculty member's responsibility to procure the photocopied or electronic readings and to secure any necessary permissions needed for their use. The library staff will help with the latter as much as possible. To protect the college, however, the library staff will withhold from use any material that violates copyright law, especially articles that violate the restrictions related to fair use and spontaneity. Photocopiers must carry the standard copyright warning: "Notice: The copyright law of the United States (Title 17, U.S. Code) governs the making of photocopies or other reproductions of copyrighted material. The person using this equipment is responsible for any

infringement.”

## XI. MATERIALS FORMATS

All materials, whether they be print, media, or electronic, are included in the Miller Library collection, providing they satisfy the fundamental criterion of relevance to the curriculum and educational goals of the college and its library. As a matter of course, these include the following in printed, electronic, or microform formats:

- Books
- Periodicals
- Newspapers
- Indexes and abstracts
- Maps
- Musical scores
- Films
- Sound recordings
- Video recordings

In unusual circumstances, the library will collect the following:

- Dissertations and theses
- Reprints
- Pamphlets
- Children’s materials
- Manuscripts (as gifts)
- Technical reports

The Library does not currently collect the following for the permanent collection:

- Consumables
- Laboratory materials
- Mass market paperbacks
- Photographs
- Art works
- Posters
- Realia
- Slides

Study guides  
Textbooks

## XII. SPECIAL COLLECTIONS

*Reference Collection* – The development of the Reference Collection in all of its formats, with teaching faculty advice as needed, is the responsibility of the librarians.

*Maryland* – The library staff makes special effort to build the Maryland Collection to encourage study of the history, culture, resources, and life of the local area, the Delmarva region, and the state. The library will also acquire books by local authors when they fall within the curricular support guideline.

*Archives* -- The Washington College Archives and Special Collections retains the official records of the College, as well as related ephemera, photographs, publications, faculty publications, artifacts, faculty and alumni papers, and other materials related to life at Washington College. Along with the books in the Maryland Collection, the Archives also collects materials related to the history of Maryland and Kent County.

*Washington College authors* – The library attempts to collect all publications of current members of the college community and, where known, of alumni.

*Media* – The same criteria for other materials also apply to additions to the media and other special collections.

*Rare books* – Miller Library will only occasionally purchase a rare book and has no official program to do so. The library will accept such books as gifts as they fit in the collection development policy.

## XIII. COLLECTION MANAGEMENT

According to the Association of College and Research Libraries' [Guidelines for University Library Services to Undergraduate Students](#) revised in 2013, the collection policy should support the curriculum directly, provide students effective access to materials, provide materials with a broad range of disciplines, encourage students to seek information of personal interest, and include information on deselection of materials.

*Preservation* – The library staff is constantly engaged in a review of the physical condition of the collection. Worn and damaged materials that are still useful are repaired

or replaced. Periodical volumes to be retained are bound or superseded by microforms or electronic subscriptions.

*Inventory* – The Head of Circulation carries out an ongoing inventory of the book collection for discoverability and accuracy.

*Deselection* – Teaching faculty will regularly be given the opportunity to work with librarians on the deselection of outdated, unused materials in their areas of research. Factors influencing the decision to withdraw print, media or electronic materials from the collection include relevance to the curriculum, obsolescence, accuracy, condition, and demand.

Titles selected for discard will be checked against standard recommended lists for undergraduate academic libraries and be retained or replaced if they appear on such lists and therefore still valuable to a viable core collection.

*Replacements* – Lost or damaged books will be replaced if they are judged still to be pertinent to the curriculum or are in demand.

*Storage* – All Washington College library collections are housed in Miller Library and the Annex.