**Miller Library Collection Development Policy**

**August 24, 2015**

**Purpose and Audience:**

The purpose of the Miller Library collection development policy is to provide the framework within which decisions are made regarding the selection, acquisition, assessment, and retention of library resources in all formats. The library’s collection supports the College’s curriculum and its commitment to academic rigor and integrity, the excellent teaching and research endeavors of its exceptional faculty, and the general intellectual needs of the College community. The policy’s scope and depth reflect the breadth of the College’s academic program and serve as a communication device that gives focus to librarians and faculty as they build the library’s collection. The policy will be modified as academic information needs and formats change. All members of the college are encouraged to be aware of this policy and to contribute to its evolution.

**Collection Overview:**

Miller Library, in accordance with the ACRL Standards for Libraries in Higher Education, provides a collection of academic resources sufficient in quality, depth, diversity, format, and currency to support the research and teaching mission of Washington College. Therefore, the collection has been shaped by the more than 40 academic programs, the intellectual interests, and the career aspirations of our students.

The library collection is comprised of print and digital resources - books, journals, newspapers, audiovisuals, DVDs, CDs, VHS, and a digital repository as well as an archives collection. The library resources are easily accessible through the online catalog, the Discovery Tool, and the Website. Most of the print and media collection is housed in the library, except for back issues of journals older than 5 years and important but little used books, which are stored in the Annex located on campus.

**Collection Development Responsibilities:**

Librarians and faculty share the responsibility for collection development, which entails both acquisition of new materials and de-selection of titles no longer relevant to the curriculum. The faculty focuses primarily on materials to undergird the courses they teach and strengthen the collection in their disciplines, while Librarians are responsible for the overall balance of the collection.

As members of the three academic divisions – Humanities, Social Sciences, and Science - the librarians are available to coordinate library materials selection and acquisitions with faculty members in their respective divisions.

The College Librarian and librarians in consultation with faculty are primarily responsible for reference works, periodicals, and e-resources (including databases and
periodicals). The Archivist is responsible for archival and special collections development.

**ACQUISITIONS POLICIES:**

The Department Chairs are responsible for developing the collection in their disciplines, most commonly sharing that duty with other full-time members of the department. Each year the department chairs are allocated a set amount of money with which to purchase resources (excluding periodicals and databases) for the department. In turn, the chair decides on the amount each full-time faculty member is allowed to spend.

*Requests for new materials* are to be submitted electronically using the online order request form [https://www.formstack.com/forms/?1708915-ULuAJ1frps](https://www.formstack.com/forms/?1708915-ULuAJ1frps) or by emailing requests to the Director of Resource Management. Faculty members are welcome to bring in their orders in person, or send them through campus mail.

To ensure that each department/faculty member contributes to building a strong collection in his/her discipline, the allocations will be fully expended each year. The library staff will inform the faculty of materials budget allocations by the beginning of the fall semester via email. All faculty members are asked to observe the following deadlines:

1. January 15 – At least half of the departmental allocations should be expended or encumbered. When this has not been accomplished, the librarians will assume responsibility for placing enough orders to encumber half of each departmental allocation.

2. April 18 – Departmental allocations should be fully expended or encumbered. As in #1 above, the librarians will assume responsibility to see that this is accomplished.

   All materials selections (print or electronic) made by the librarians and charged against departmental allocations will be of distinction in each field. Orders will be based upon the selection guidelines and on authoritative reviews. All such purchases will be reported back to the respective department Chairs as the materials are received and cataloged.

*Reserve materials* – Books required for reserve reading will be ordered and cataloged as top priority. The library does not purchase textbooks.

*Electronic Materials* – Where appropriate, electronic formats will be acquired over print or microforms. More specifically, this would include journals, reference books, and U.S. government documents.
Gifts – Gift books will be added to the collection only if they fit the academic mission of the college. The same criteria as outlined in the library collection development policy apply to gifts, namely the potential to support the curriculum and user needs.

Miller Library generally will not add the following types of materials to the collection:

- Those in poor physical condition
- Superseded or outdated content
- Individual issues or volumes of journals or newspapers
- Content outside of our collection scope
- Those that duplicate current local holdings
- Textbooks
- Popular general interest magazines
- Modern Bibles published after 1900 unless of unusual quality
- Music scores that are accessible electronically
- Vinyl records and cassette tapes

Selection Guidelines:

General Selection Criteria – As a collaborative effort between faculty and librarians in support of the academic program, collection development should be guided by intellectual content, timeliness, author’s expertise in the field, and expected durability of the content. Selection of library materials should be based on:

- Relevance to curriculum
- Appropriateness for our primary clientele (language, format, audience, reliability, etc.)
- Favorable reviews in the professional literature
- Recommendations by subject bibliographies/lists
- Author/publisher reputation
- Cost
- Condition
- Relationship to items currently in the collection
- Importance to a field of study/discipline
- Organization, indexing, scope, currency and accuracy

Languages – Resources in languages other than English are acquired 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.

Scholarly Works - The collection should be built primarily of scholarly works that serve undergraduate academic needs.

Popular publications – Recreational or leisure resources will be acquired through the recommendation of faculty, or to support special reading, media projects for the
classroom, personal use or when they are judged to contribute worthwhile intellectual content to the curriculum. Though recreational or leisure reading are important, these kinds of books will be collected only as funds allow.

**Multiple Copies** - Only a single copy of each new title will normally be acquired and added to the collection, unless there is an extraordinarily high demand for multiple copies. 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 would not be purchased.

**Reserve Materials** - All reserve materials will conform to the current copyright law. It is the faculty member’s responsibility to procure the photocopied or electronic readings and to secure any necessary permission needed for their use. 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. Photocopies must carry the standard copyright warning and remain the property of the faculty member.

**Selection Sources** - Sources used to support decisions for inclusion in the collections include, but are not limited to:
- Choice
- Booklist
- Library Journal
- Publishers Weekly
- Internet scholarly book review sites
- Scholarly book reviews in journals

**Materials to Support New Programs** - In order to respond to collection development needs of existing and newly developed courses and programs of instruction, a faculty librarian serves as a member of the Curriculum Committee. Establishing the need for library materials to support new programs is part of the curriculum approval process. Materials needed to establish collections for new programs and/or courses should be listed on the course or program application form in order for necessary funds to be allocated.