

**SHOEN LIBRARY**  
**COLLECTION DEVELOPMENT POLICY**

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## **SHOEN LIBRARY COLLECTION POLICIES AND PROCEDURES**

### **Purpose of the Collection Development Policy**

1. To describe the present collection at Shoen Library and to map the direction of its future growth.
2. To assist librarians and faculty as they work together to acquire materials for the various subject areas.
3. To serve as a support document for establishing priorities for budget planning and expenditures.
4. To establish priorities in the event of reduced budgets.
5. To facilitate cooperative or coordinated collection development with other libraries.

### **Collection Goals**

Shoen Library's plan for the collection over the next ten years contains the following goals:

1. Gradually increase the overall collection budget (books, periodicals, electronic resources, CDs, DVDs and videos) to a minimum \$238,000 level per year.
2. Support cooperative collection efforts with other libraries and networks. Encourage gifts and grants for the collection and for the library endowment.
3. Plan for space management of the collection by weeding and reconfiguring space and resources in the library.
4. Revise and consult the collection development policy frequently and keep it alive and up-to-date.
5. Continually assess all departmental subject areas and special collections.
6. Move periodicals and reference works to electronic format when possible and use facilities in ways that promote teaching and use of these resources.

### **Collection Budget**

The library materials budgets of the last 6 years are illustrated on the following chart:

Library Budget Table

	2003	2004	2005	2006	2007	2008
Books (includes e-books)	100,000	125,000	100,000	105,000	125,000	125,000
Periodicals	52,000	55,000	52,000	47,000	46,000	48,000
Electronic Resources (includes e-journals)	35,000	35,000	45,000	45,000	45,000	55,000
Instructional Media (includes videos, DVDs, CDs)	11,500	11,500	12,000	12,000	12,000	12,000

The strength of Shoen Library's collection will depend upon the library's achieving a stable budget which meets inflation, provides for new programs, and enables the library to meet both the curricula and research needs of its community of users. An endowment has been created to subsidize the materials budget and the library has begun to draw close to \$15,000 a year of interest in the endowment in support of library initiatives.

In addition, Shoen Library must optimize its access to the outside world and, in this age of the "virtual library" continue to develop technologically and work with other libraries and networks in cooperative collection development efforts. Our membership in the Orbis Cascade Alliance, with access to over 22 million books from over 30 libraries within 2-3 days, has extended our collection far beyond our walls.

### **Allocation of Funds**

The process of allocating library materials funds is as follows: in preparation for next year's budget, an analysis is made annually to determine the amount required to meet ongoing commitments for books, serial subscriptions, DVDs and videos, binding, etc. At the beginning of the fiscal year, when the library is notified of the new budget, funds are allocated to departmental accounts by the University Librarian and the Head of Technical Services. These departmental allotments are based on an allocation formula that takes into consideration student FTE per department, discipline, level of study and a history of need and use by faculty and students in each department. These budgets serve as guidelines for purchasing material for the library to support curriculum but are not absolute limits. These allocations cannot be used for material to be housed outside the library. Allocations generally consist of an across-the-board increase to each fund's budget when allowed, and supplemental increases for special needs. If a subject area exhausts its funds before the end of the year, orders are held until late in the fiscal year when the status of other funds is better known. Funds can be reallocated to respond to held orders.

When new academic programs are planned at Marylhurst, and grant monies are sought, the Vice President for Institutional Advancement tries to build in funding for library materials needs in the various grant requests. The University Librarian also stays in close touch with new academic programs and developments and encourages planning ahead for library material needs.

### **Funding of Periodicals**

The periodicals renewal budget is determined by analyzing commitments which must be paid over the next fiscal year, adjustment for inflation, new periodical requests, and suggestions for cancellations. The library has over 400 current print subscriptions. With the A-Z list of full-text periodical articles, the library was able to eliminate duplication by canceling print journals that are available full-text from our databases. When looking at new periodical requests, the library checks first to see if it is available from an online resource and we check to make sure it is indexed in the review literature so students will be able to access the contents.

### **Selection of Materials**

Shoen Library primarily uses three companies for book and journal purchases, Blackwell North America for standing orders, Yankee Book Peddler for firm orders and Ebsco for periodicals. To encourage selection of materials covering all departmental subject areas and to use subject expertise within each area of the collection, library liaisons (in most cases the department head) are responsible for making orders of materials in their areas.

Copied sections of the academic abstracting journal Choice is routed to each liaison each month for order suggestions. The overall responsibility for the library collection rests with the professional librarians on staff. Librarians select general and reference materials, interdisciplinary materials and materials within their subject fields of expertise (in communication with the subject library liaison), and help fill “gaps” in the collection. Materials which are necessary for the curricula of Marylhurst University have first priority. Areas of special strength include the Lois Rarick Cooke Sacred Music Collection, a valuable and distinctive collection made possible by grants and gifts from the Meyer Memorial Foundation and the Whipple family. Other strong and significant collections include Music, Art, Art Therapy and Northwest writings thanks to the generous gift from family of the Northwest publisher, Thomas Binford.

### **Assessment**

Library collections are assessed on standardized levels as described below:

- Level I:           Materials support coursework in lower division courses.  
                      General interest materials.  
                      General reference materials.
- Level II:           Materials support coursework at junior/senior levels, including  
                      pertinent DVDs and videos.  
                      Good overall coverage of major periodicals in English.
- Level III:          Materials support coursework at the Masters degree level.  
                      Library contains nearly all the work published in this subject area  
                      that is published by standard commercial publishers.  
                      Includes university press and specialty publications.  
                      Includes some out-of-print searching for materials. Standard  
                      published bibliographies in the field are used as selection tools.  
                      Footnotes and bibliographies contained within the major works,  
                      the classics, and encyclopedias are checked.
- Level IV:          Materials support doctoral programs and research interests of the  
                      faculty and graduate students in these programs.  
                      Virtually everything published in the field in the United States and  
                      in England is acquired, and a broad selection of foreign titles is  
                      also acquired.  
                      Primary source materials are strong.

The undergraduate academic programs that fall under Level 1 and 2 include:

- Art
- Business & Leadership
- Communication Studies
- Cultural and Historical Studies

- English Literature & Writing
- Human Sciences
- Interdisciplinary Studies
- Interior Design
- Music
- Music Therapy
- Real Estate Studies
- Religious Studies
- Science & Mathematics

The graduate academic departments that fall under Level 3 include:

- Business Administration
- Art Therapy
- Interdisciplinary Studies
- Applied Theology
- Divinity

There is one level 4 doctoral program:

- Ministry.

## **TYPES OF MATERIALS**

### Print Materials:

Shoen Library acquires books, journals and other serial publications that are appropriate to the curriculum and research in each subject area. In general, popular books and magazines are not purchased unless they specifically support curriculum. Materials are not purchased for faculty's individual research or interests.

Print materials are usually acquired in hardback when available and are covered with plastic to increase their shelf life and to help retain their appeal to prospective readers. Materials such as reference books and annual publications are received via a standing order program with Blackwell North America.

### Non-print Materials

Allocations of the materials budget are made for DVD, videotape, CDs and CD-ROM materials, and selection of non-print materials is encouraged. The library does not arrange for previewing of material for faculty. Like review copies, this must be arranged through academic departments.

### Textbooks

Introductory general textbooks usually are not purchased. They tend to become dated quickly and are purchased only when they are outstanding examples of work in the field

and contain information which the library does not have, or when the textbooks represent a desirable synthesis of information or new developments.

### Theses

One copy of each Marylhurst student's Master theses is catalogued and housed in the library. An electronic copy is also retained in case of loss of the paper copy.

### Juvenile Collection

Shoen Library has long maintained a juvenile collection for the use of the children of faculty and students and to support departments such as Social Sciences, Art Therapy and the Masters of Teaching that involve work with children. At a minimum the Caldecott and Newberry Award books are acquired each year for the collection.

### Multiple and Missing or Lost Copies,

Funding and space do not allow for the purchase of multiple copies except in the area of Art Therapy where demand is high and the material is very specialized. Books reported missing are searched for several times over a period of weeks and replaced if possible. Missing issues from journal volumes are also replaced if discovered in time to acquire them from the publisher; volumes of journal issues are not bound if any issues are missing.

### Maps

Directional and geologic maps are acquired of the Portland region, the state of Oregon, the Pacific Northwest, the United States and the world of requested by faculty or if needed to support classroom instruction. The collection supports general interest and science department needs. Atlases are included in the reference collection. The library owns a wall mounted map of the metropolitan area.

### Gift Materials

The library acquires many valuable books, journal issues and other materials through the generosity of donors. The Director provides a count of volumes and/or journal issues to the Vice President for Development and writes a thank you letter to the donor which can be used for tax purposes. It is up to the donor to arrive at the monetary value of the gift. (The donor may be referred to the IRS publication, "Valuation of Donated Property" which may be obtained from the local IRS office.)

The librarians at Shoen Library determine whether or not to process and keep individual gifts. Duplicates and materials which do not support the needs of the curriculum at Marylhurst University or which are not of general interest to the library community of users are placed in the library book sale, offered to other libraries, or recycled. The library does not keep textbooks; pulp paperback books; books that are written in, smell bad, are moldy or are falling apart. *Shoen Library is not bound to accept any or all materials, nor can it promise materials accepted as a gift will be added to the collection.*

### Electronic Resources

Based on input from faculty and librarians, the Collection Development Committee will select, catalog and provide electronic access to external web resources (subscription and non-subscription) that support the academic programs at Marylhurst University.

The following factors are weighed in determining whether an electronic resource is selected:

- Content
- Cost
- Scope
- Uniqueness
- Usability
- Longevity
- Peer reviewed
- Currency

### Weeding Policy

1. Keep all books less than 10 years old, unless they are in poor physical condition or there are multiple copies.
2. Evaluate books older than 10 years according to these criteria:
  - a. classicality. Is the book considered a classic, or is it listed in *Books for College Libraries* or *The Readers Advisor*? If so, keep at least one copy.
  - b. author's reputation. Is the author widely respected in his/her field? If so, keep at least one copy.
  - c. relevance to curriculum and/or faculty interest. Is the book used in the classroom? Does a particular faculty member often refer to it? Does the title support degree programs of students or research done by faculty? If so, keep at least one copy.
  - d. subject area coverage. If the item is withdrawn would the subject be adequately covered in the collection to meet curriculum/faculty needs? If not, are there newly published titles available to better represent the topic in the collection? Or, is local need for the subject at a level where access to resources available through Summit and ILL is deemed adequate? If needed, send specific selection requests to Technical Services Librarian for library acquisition.
  - e. relevance to Marylhurst and/or Northwest history. Is the book of significance to the college's history, or the history of the Northwest? If so, keep at least one copy.
  - f. intrinsic value. Does the book itself seem valuable and worth keeping? Is it a first edition? If so, keep and consider placement in Archives.
  - g. circulation. Has the book circulated more than once in the past two years? If so, keep at least one copy.

h. Physical condition; for materials in poor physical condition place a "Collection Status Change Request" slip in the item. Indicate on the slip whether you recommend withdrawal, repair, or replacement.

i. Duplicates and older editions; strongly consider weeding duplicate copies. Always weed copies in worst condition. Weed older editions except when newer edition is paperback and there have been no revisions. In this case, consider as duplicate copies and weed according to condition.

### Preservation

There is a small line in the budget for preservation of rare or unique library materials. Books that need to be rebound are sent with the serials binding shipment that is sent out two times a year.

### Archives

Shoen Library has an archive that is closed to the public. Some of the material cataloged in the online library catalog can be retrieved for a patron when time allows. The archive contains rare and valuable books, books signed by authors, Marylhurst publications and materials published by Marylhurst community members. Future plans include a move to a climate controlled environment.

### Resource Sharing

Shoen Library prides itself on being net lenders and offering excellent service to the Marylhurst community and the library community in general. We offer free interlibrary loan to our patrons and to all Oregon libraries. This is a stipulation for participation in the Statewide Database Licensing program which affords the library tremendous discounts for many of our online databases.

### Cooperative Collection Development

Shoen Library participates in cooperative collection development through membership in the Orbis Cascade Alliance. The Alliance acts as fiscal agent and chief negotiator for group purchases of electronic resources and electronic books. The Alliance also supports a standing committee on Collection Development that actively pursues ways to collaborate among the many members of the organization.

### Intellectual Freedom

Shoen Library subscribes to the principles of academic freedom as upheld by the tenets of the American Library Association. All materials will be added to the collection when judged necessary for the curricula. No materials will be censored, and a balance of opinion in controversial issues will be maintained.

The Library Bill of Rights

<http://www.ala.org/ala/oif/statementspols/statementsif/librarybillrights.htm>

and the Freedom to Read Statement

<http://www.ala.org/ala/oif/statementspols/ftstatement/freedomreadstatement.htm>

attest to the commitment of Shoen Library and of libraries throughout the country to the principles and practice of intellectual freedom.