

# Collection Development Policies

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## Introduction and Purpose

The purpose of the Greenawalt Library is to ensure access to information, in support of the University's mission and programs, to students, faculty, staff, health care providers, alumni, and other libraries. This includes supporting the curricula by providing resources to our community of users and developing access to resources that anticipate the dynamic nature of the University's information needs. We strive to provide a respectful environment that allows for effective learning and the opportunity for personal and professional development.

We also provide users with a professional library staff who are committed to assist in learning by collecting, organizing, and providing access to information that support the University's curricula, teaching research strategies, and modeling professional values, attitudes and behaviors that the University expects of our students in academic settings.

## Greenawalt Library Mission Statement

Greenawalt Library provides collections, expertise, services, and facilities that are essential to achieve the University's mission of preparing the next generation of healthcare professionals to deliver and advance healthcare

## Intellectual Freedom

Per the American Library Association's Library Bill of Rights:

1. Library materials are provided to meet the needs of all students, faculty, staff, and other users; and present all points of view on subjects
2. "Library materials are not excluded because of the origin, background, or views of those contributing to their creation. Books and other materials coming from presses that specialize in gay, lesbian, bisexual, and/or transgender subject matter; gay, lesbian, bisexual and/or transgender authors of creators; and materials regardless of format or services dealing with gay, lesbian, bisexual and/or transgender life are protected by the Library Bill of Rights."
3. Library services, materials and programs representing diverse points of view on sex, gender identity, gender expression, or sexual orientation are considered for purchase and inclusion in our collections.
4. The library challenges censorship of all materials in the collection. When the selection process is questioned or challenged, it is the responsibility of the Director of Library Services to discuss the matter with the patron. The material in question will remain in the collection until the matter is resolved.

## Privacy

Per the American Library Association “Confidentiality of library records is a core value of librarianship. Confidentiality exists when a library is in possession of personally identifiable information (PII) about users and keeps that information private on their behalf. This includes such library-created records as closed-stack call slips, computer sign-up sheets, registration for equipment or facilities, circulation records, Web sites visited, reserve notices, or research notes. “

The Greenawalt Library respects the privacy of all who use our services and does not share personal patron information with outside parties/requestors.

## Responsibility for Collection Development

The Director of the Library has the final responsibility for the development and maintenance of the library collections. Input regarding selection ideas by the library staff and University faculty are also welcomed by the Director.

Library liaisons work with representatives of each program to assist in collecting materials to support their curricula.

The Public Services Librarian works with faculty to add textbooks to the Reserves collection and works with the Technical Services Librarian to maintain the collection.

## Selection Criteria

Factors influencing the Director’s decision to add new material to the collection include, but are not limited to:

- Knowledge of the University’s curricula and understanding the needs and interests of faculty and students
- Reputation of the author or publisher
- Cost
- Existing holdings
- Availability from other libraries
- Scarcity of material on the subject
- Format:
- Request by faculty or students

## Gifts/Donations

The Greenawalt library accepts donations of materials from faculty and emeritus faculty, staff, students, or alumni if the materials support the University's curriculum and academic programs. This policy also applies to donations by company organizations (ie: Student clubs).

Donation guidelines include:

- Donations must be delivered to the library when the library is open. No donated items can be left outside of the library.
- Upon the donor's request, library staff will provide a receipt for donated items but cannot assign a value to donated materials.
- Library staff reserve the right to reject any donations that do not meet general collection development policies. Rejected items are not returned to the donor but instead are recycled or offered to library patrons.

### **We accept:**

- Items that support the University's current curriculum and academic disciplines
- Items that augment existing subject areas in the collection
- Duplicates of books in our collection if warranted by circulation statistics.

### **We cannot accept:**

- Books in poor condition (stained, yellowed, moldy, torn, written in)
- Any material on a topic not supporting the University's curricula
- Textbooks
- Outdated reference books
- Audiocassettes
- VHS tapes
- Audiobooks
- Loose-leaf publications
- Periodicals

## ACTIVE COLLECTIONS

### Archives

Print materials, videos and realia that pertain to the University's history are collected and kept in the library's archives. Additions to the collection are determined by the library's archivist or the library director. No items are purchased for the collection, but appropriate donations from faculty, staff, or alumni are accepted and added to the collection. A full Archives Policy exists as a separate document.

### Belonging Collection

This is an inclusive collection that meets the diverse needs of all of our library users. Topics for purchase include, but are not limited to, ableism, age, educational background, ethnicity, gender, race, and sexual orientation. No authors or publishers of the above topics will be excluded from the selection process. Materials are collected to reflect and support the diversity of our community, and to support the University's mission and diversity statements. The collection will be scrutinized on a regular basis to meet the changing needs of our community.

### Board/Licensure Exam Review Materials

To provide maximum access to board/licensure exam review materials, the library will purchase three copies of Mosby's review questions for the NBCE examination: parts I and II. One copy is kept in the Reserve collection and two in the general collection. The copies in the general collection can circulate for seven days.

Two copies of boards for other University programs will be purchased if requested by program directors or the Library Director. One copy is kept in the Reserve collection and one in the general collection for seven days circulation.

Adjustments to number of copies and copy location may be made, at the discretion of the Library Director and Public Services Librarian, to support the needs of the students.

### Books Written by University Faculty, Staff, or Alumni

Books authored by current faculty or university alumni are purchased and added to the library's collection. If a second copy of a book is donated to the library by the author it is added to the Archival collection.

### Chiropractic Library Collaboration Regional Collection Program

Each chiropractic college library in the U.S. and Canada agree to keep materials from specific state on their shelves for use by all of the schools. Greenawalt Library has agreed to keep chiropractic materials from Minnesota, Wisconsin, North Dakota, and South Dakota. If it is determined that we will no longer keep these items in our collection, they are offered to the other chiropractic school libraries via ChiroLC before they are removed from the collection.

## DVDs/CD-Roms

DVDs and CD-Roms that are not in the Reserve collection can be checked out by all members of the library community. To prevent theft or loss of materials, all DVDs are kept in locked cases that are unlocked by circulation staff at the time of checkout. DVD cases are kept on the shelves, and the actual DVDs are kept in binders at the circulation desk and accessed by circulation staff at the time of checkout.

## Electronic Resources

Electronic resources are the preferred format, when feasible, for new purchases. Electronic resources are purchased or leased based on criteria methods used for other materials. Also considered are licensing terms, copyright issues, ease of access, availability of usage statistics, and other factors.

Ebooks are generally available with a range of license options. If an ebook is licensed in place of a print textbook, a multi-user license will be selected. If an ebook is selected in place of a print book in the general collection, a single-user license will be selected. This may vary based on available publisher models and associated pricing.

- New ebooks will be configured for the proxy server and added to the catalog using vendor-provided or OCLC records.
- New ejournals will be configured for the proxy server and added to our journal/publication finder tool.

## Faculty Study Collection

Print materials that deal specifically with teaching methods and assessment are included in this collection that is kept in the Faculty Study for faculty use. Items in the collection are also accessible by library patrons, including ILL requests.

## General Collection

The general collection consists of print copies of books that include holdings codes of General Collection or 7-Day Materials. Books with a designation of 7-Day Materials are available for checkout of one week only. Other books in the general collection can be checked out for four weeks and may be renewed if there are no holds on the item.

## Journals

The journal collection consists of both print and electronic resources. Journals are selected to support the curriculum. Print journals are not available for circulation. Library users can use photocopiers in the library to make copies of articles as desired. Copies of articles are also made to fill ILL requests.

All journals will be made discoverable and deliverable through indexing, a journal/publication finder tool, link resolvers, the library catalog, and additional discovery tools. Usage statistics for

electronic journals will be collected annually. Ongoing subscriptions will be evaluated for scope, scale, format, and appropriateness for university programs.

When electronic journal subscriptions are licensed, efforts will be made to allow access in perpetuity. If an electronic journal archive is purchased, print copies will be removed from the collection.

### **Leisure Reading**

The library maintains a small print collection of popular magazines and books. Leisure reading magazines include both subscription titles and free publications of interest to our patrons. Leisure reading books are acquired through donations. Magazine issues are retained for a limited time. The leisure book collection is free to the community and is intended for users to either share books or take books. None of the materials are added to the library's catalog.

### **Models/Kits**

Models and kits may be purchased at the request of university faculty members. Purchases will be evaluated based on standard collection development policy guidelines, in addition to the suitability and accessibility of the model or kit for library patron usage. All kits and models are to be used in the library only.

### **Newspapers**

The library has a seven-day subscription to the Minneapolis Star Tribune. Old issues are kept for one week and then recycled.

### **Older Editions**

Retain "next to last" edition depending on subject, length of time between editions, circulation, extent of revision, or as a backup for reference.

### **Reference**

The library maintains a small collection of print materials that provide patrons with authoritative information or the opportunity to identify sources. All materials in this collection are print resources and are for library use only. Some of the existing titles in the collection are replaced as new editions are made available and the older editions are added to the general collection. Print copies are weeded from the collection if e-resources are available. The collection is maintained by the Technical Services Librarian and is weeded and/or updated on an annual basis.

### **Reserves**

Items in the Reserve collection are mainly textbooks for classes that have been selected by faculty. The collection is jointly maintained by the Public Services and Technical Services librarians. The collection is fluid based on each trimester selection of textbooks by professors. New editions of textbooks are added to the collection, and the older editions are added to the general collection for either seven day or four-week circulation, based on the decision of the

Public Services Librarian. An inventory of the collection is taken annually at the end of the fall trimester, at which time the Public Services Librarian determines which, if any, of the items will be moved into the general collection or withdrawn from the catalog.

## **INACTIVE COLLECTIONS**

### **Audiocassettes**

Audiocassettes are no longer actively collected unless they are donated by university faculty members and have historical value to the University or the curricula. These donations are either added to the Archival collection or to the library's general VHS collection.

### **Conference Proceedings**

Conference proceedings are no longer actively collected unless they are donated by university faculty members and have historical value to the University or the curricula. All previous editions on the shelves are kept in circulation when new proceedings are received.

### **Microfiche**

The library owns a collection of journals on microfiche that will be kept in the collection as long as the library has a working microfiche reader. No new materials are being added to the collection.

### **VHS Tapes**

VHS tapes are no longer actively collected unless they are donated by university faculty members and have historical value to the University or the curricula. These donations are either added to the Archival collection or to the library's general VHS collection. Weeding is done on an annual basis, and withdrawal of items is based on the number of times the items have circulated, and when the last time was that they circulated.

## Collection Maintenance

### Generally

The **general collection** is weeded on an annual basis and includes each of these criteria:

- items that are flagged as missing or lost in the catalog
- incomplete volumes in a set
- more than one older edition of a title
- materials out of date or irrelevant
- materials no longer relevant to the University's curricula
- shelf space issues
- 2 or more copies of any title
- books that are in bad physical condition
- items with outdated and obsolete content
- items that have not circulated in the past 5 years
- Too many books on one subject. Keep just the most current and/or relevant books
- items that can be obtained via ILL
- Outdated material: all materials more than 20 years old are re-evaluated and retained if deemed useful.

### Print Journals

Print journals will be bound and kept in perpetuity for primary NWH SU subjects, including: chiropractic, Chinese medicine, acupuncture, massage, alternative medicine, radiology, and others as changes to curriculum may dictate.

General medical titles will be kept unbound for 10 years when currently received. Higher education journals will be kept unbound for 3 years when currently received.

### Special Instructions

We do not weed materials from the **general collection** that have historical significance to the University's programs, or that can be added to the **Archives** collection.

The **reserves collection** is weeded on an annual basis each December during winter break.

The **reference collection** is weeded and/or updated on an annual basis.