Collection Development: Guidelines, Policies and Procedures.

Last Revised: Fall 2006

Last Reviewed and Updated: Fall 2008

Table of Contents

Appendices:

Introduction

Library collection development at the John B. Coleman Library at Prairie View University in Prairie View Texas is a collegial effort, with the Collection Development Librarian being chiefly responsible for its operation.

Each autumn, the Assistant Director and the Collection Development Librarian allocate funds among academic departments. The library liaisons make recommendations from these allocations. Each department head should appoint a faculty representative to work with the library liaison on collection development issues. The Associate Director or Collection Development Librarian may call meetings to discuss any important deadlines or changes in procedures.

Faculty representatives, the Collection Development Librarian, and library liaisons work together to strengthen the library collection in order to support the teaching and research mission of the university. The faculty representative should seek to involve the active participation of appropriate faculty within the department in recommending the purchase of materials for the library in order to build a balanced collection to meet campus needs. All faculty members may request library materials within the allocated amount of their department.

Requests must comply with both the library's general collection development policy and the relevant subject collection development policy. The Collection Development Librarian reviews these requests before they are processed.

Faculty may make requests with the allocated budget amount, as long as funds remain unencumbered, until a set deadline. After the deadline, the library allocates unused funds on assigned subject areas. The library cannot guarantee that faculty requests submitted to liaisons after the deadline will be ordered before the next fiscal year begins on September 1st. Faculty members are encouraged to communicate with their library liaison to develop mutually beneficial procedures.

A. Basic procedures

Faculty members should send all requests to their library liaison or to the collection development librarian. The library also has an online Acquisition Request Form to generate an email to the Collection Development Librarian with the faculty member's request.

Faculty members should send their recommendations, in the form of email lists, book catalogs, and similar materials to either their library liaison or the collection development librarian. The library liaison or collection development librarian, rather than the department faculty, would verify the information and complete the Brodart forms or complete an Excel spreadsheet. Faculty members should work closely with their library liaison to ensure that the library collection meets the instructional and research needs of both students and faculty.

Requests should indicate that they are for the current fiscal year, should be completed legibly, in pen, and as completely as possible. Send all publishers' materials, requests etc., along with requests to the Collection Development Librarian for consideration (If the faculty member provides the library with publishers' catalogs, flyers, or other printed material that the faculty member may want to have returned, please clearly indicate that on the material. The library discards materials not so marked once the items are requested). The library looks at several vendors and makes its selection based on factors such as discount rates and fulfillment rates.

The bottom of the request form has space for the requestor, and for the liaison's name. The "Fund Charged" indicates the Department for the account to charge the item to. The notes space should indicate the name of the faculty member making the request. The Liaison will sign off on the request by initialing the space marked "other".

Student workers often help complete faculty request forms, and excel lists of books and as a normal part of their job.

After the faculty members send their requests to the liaisons, the liaisons review all requests and forward them to the Collection Development Librarian for consideration. For each item, the Collection Development Librarian and the Acquisitions Department staff verify the title's existence, availability, and price; does pre-order searching to ensure that the library doesn't already hold the title; assigns the most appropriate vendor; places claims, and receives the order; and other procedures as needed.

The library normally adds books and periodicals to its collections three different ways:

1. The library liaisons select from publisher catalogs, announcements, etc.
2. The students and faculty submit book requests.
3. The Collection Development Librarian selects from gifts.

B. Requests for Collection Material

Faculty Requests for the library purchase of materials (such as books, periodicals, video cassettes, etc.) should be submitted in one of three ways: 1) send them to the Collection Development Librarian (857-2515); 2) submit the request by the web-based request form, or 3) send to the library liaison. Requests may take from four to eight weeks to arrive.

The library normally purchases only one copy of any given item at any given time, although the library will often collect different editions of the same title. Selected titles in literature are one area where variant editions should be purchased, especially if the item includes editorial enhancements such as a special introduction, special essays, and similar material.

C. The Book Approval Programs

The Library currently does not have an approval program, although such a program may be appropriate to meet the future needs of the library. For additional information, please call Chris Anglim (Collection Development Librarian) at 857-2515, or email him, at ctanglim@pvamu.edu.

D. Choice Reviews

The Collection Development Librarian sends **Choice** Reviews when they arrive to the faculty representatives and library liaisons. **Choice** magazine reviews more than 7,000 scholarly titles annually. **Choice** reviews most of the published scholarly works appropriate for academic study and research, so purchasing titles from these reviews is an important part of building a balanced academic library collection and ensuring that the library does not miss important titles, new editions of standard works, or added volumes to ongoing sets. Faculty representatives examine the reviews; initial the ones for books they wish the library to acquire, and return the forms to their library liaison or the collection development librarian.

E. Turnaround Time

The time to acquire and process items requested for the library collection varies widely by the type of material and other factors. Rush requests may sometimes be ready for checkout in a few working days. Some items, such as foreign publications or out-of-print materials, take much longer to acquire. Paperback books often have to be bound before being shipped, which could add to the turnaround time.

In all request fulfillment, our staff is dependent largely on the vendor with whom the library places the request. Once received at the library, the Technical Services staff ensures that the items are available to faculty and students as soon as possible.

F. Rush Requests

Sometimes an instructional exigency, an oversight or unanticipated discovery of desired material, may necessitate rush requests. Rush requests will always be handled as quickly as possible. Faculty members should always provide a deadline by which they would like to have the item and the library will try to accommodate these needs.

Please note these guidelines:

    1. When a rush request is necessary, faculty members should provide as much information about the item (including author, title, and edition).

    2. Faculty members should limit rush requests, because they are more expensive than regular faculty requests: the library pays rush shipping costs out of the book budget.

3. If the faculty member's need for a book by a certain date is absolute, he or she considers placing an interlibrary loan request for the item as a backup in case the library has difficulty finding a copy available for purchase.

G. Out-of-print titles

The Internet is a very efficient means to search for out-of-print (OP) titles. The library will do OP searches when the Faculty Member is certain of a book's value in relation to the university curriculum.

H. Periodicals

Faculty with requests for periodical titles that the library should subscribe to should send these requests to the Collection Development Librarian or the department's library liaison. The periodicals budget is separate from the budget for all other library materials.

I. Collection Development of Electronic Resources

1. Definition:

The Oxford Dictionary of New Words define "Electronic" as an adjective relating to activities or processes mediated or enabled using the computer, frequently by means of telecommunications links.

The resources to which this applies in the context of collections development include:

- software
- CD-ROM
- Online Databases
- the Internet
- Machine Readable Datafiles

2. Licensing:

The library is responsible for ongoing compliance with the terms of agreement between the library and vendor. Copies of licensing agreements are in the Associate Director's office.

The library is responsible for the submission of registration or warranty cards, and the maintenance of a file of documents on the resources purchased or licensed for use by the unit.

The Associate Director will review and sign licensing agreements, and will be consulted in decisions on the lease or purchase of electronic data from acquisitions funds.

3. Selection:

The library acquisitions budget does not support the purchase of computer software and hardware for operating systems and general-purpose applications.

Many of the same criteria adopted for the selection of monographs and serials apply in the selection of electronic resources

Among the review sources useful for the purposes of evaluation and selection are:

- College and Research Library News: Internet Resources
- *Database*
- *Online*

Among general questions considered in the selection criteria:

- Is electronic or print the best medium to deliver the information?
- How compatible is the resource with library hardware, and will upgrading be required to ensure its optimal use?
- Will an electronic resource enhance instruction in a way that a traditional resource will not?
- Does the content justify the price?
- Do the product's interface and other features seem appropriate for and usable by our users?

- Will the resource require an excessive amount of time to learn and teach in order to be useful, does it share a search interface with resources already in use, and will the reference staff have to prepare customized tutorials?
- Does the resource come with useful support materials (e.g. thesauri of search terms)? Are these materials available in print format?
- Are there similar products available to compare with the one under consideration?
- Can the resource be networked?
- In the instance of an electronic resource with a print equivalent, can it replace the print edition or does the latter have features that recommend its retention?
- Does the continuation of the print version impact favorably on the subscription cost of the CD-ROM or online versions?
- What is the reputation of the vendor for support and service?
- Do updates of the support materials or the software upgrades arrive in a timely manner?

4. Computer Software:

a. Selection

Computer software may be acquired using library acquisitions funds in those instances where:

- There is no print equivalent, or its supplements, replaces or enhances a print monograph.
- It replaces or supplements print reference sources, periodicals, etc. The Collection Development Librarian will evaluate each product in this category before the library approves the request for purchase.

While the selection of computer software follows criteria adopted for the selection of printed monographs and serials, the library must consider additional factors imposed by the format. These include design quality, ease of use, speed of access, availability of useful documentation and technical support from the vendor, and compatibility with existing hardware located at the University campus.

b.Processing

All software acquired using library acquisitions funds will be fully catalogued and shelved within the library.

c.Exclusions

- Computer software with purchase or licensing agreements restricting use to a single person or to a specified location such as a microlab or an office, or which is requested with the intention of limiting access to a site outside the Library, will not be purchased using acquisitions funds.

- Requests for general application software packages, programming language software, or any software requiring skilled technical support, or monitoring for license compliance, should be directed to the Collection Development Librarian.
- Costs ancillary to the product itself, such as hardware purchase or upgrading, maintenance and trouble-shooting, staff training and continuing education, are not supported from library acquisitions funds.

5. CD-ROM:

The library does not purchase CD-ROMs if other formats are available.

CDs are preferred to cassettes and records for audio materials.

Examples of resources library materials on compact disk form include periodical indexes and abstracts, full-text, and multi-media packages incorporating text, graphics, sound, and animation. All are required to be catalogued in the library database.
The library may purchase CD-ROM products, which support the curricular and research needs of individual departments using department-specific allocation funds. The library may consider the replacement policy of the vendor, any licensing restrictions, and the cost of replacement disks when deciding on the circulation status of CD-ROMs. In addition to selection criteria outlined for all electronic resources, the following factors are considered:

- If the manufacturer revises the product, will it be necessary to purchase every new edition or software release?
- Is local holdings information easy to load and update?
- Are all the data fields clearly labeled on the screen?
- Will the library be able to retain and use archival disks if a subscription or licensing agreement is cancelled? Does the library have permanent ownership of the data for which it has already paid?
- Is the CD-ROM user friendly? Does it feature function-specific help, easy to interpret error messages, ease of exiting, browsable indexes, and clear instructions for printing or downloading?

.
5. Online Databases:

Internet:

The Library may use database acquisitions funds to pay registration fees to access Internet sites if no undue copyright or licensing restrictions apply. If access is limited to an individual subscriber, library funds may not be used.

The Library must support Current research and instructional needs. Resource selection on the Internet shares many criteria outlined for both print and the other electronic resources mentioned in this section. Among issues to consider pertinent to the Internet:

- Must the software be downloaded or purchased to make use of the resource?
- Is the site well organized? Do the graphics and images support access to the substance of the resource? Do the table of contents or menus accurately reflect the content?
- Does the reputation of the source or sponsor of the site provide evidence for the accuracy of the information? If the site is a gateway, do the sites to which the links point have content relevant to the stated mission of the gateway?
- Does the manufacturer provide an e-mail address for the copyright/license holder, particularly in those instances when restrictions apply on the downloading of information?
- Is there clear evidence for the regular updating or maintenance of the site?
- If the manufacturer incorporated a search engine into the site, is it easy to use and does it support keyword (preferably Boolean) searching?
- Is the content scholarly, serious, and thorough?
- Over time, how reliable is the site? Is it usually available? Does the URL change infrequently? Are the revisions and changes to the site genuine enhancements?

J. Notification of receipt

The library will notify faculty members once the materials they have requested are processed and ready for checkout. The library's online catalog (also known as the OPAC) gives the status of an item. If the status is "AVAILABLE", that means the item is ready for checkout. The system will also indicate whether an item is "IN PROCESS", meaning that it has arrived and is processed in technical services, or has been "ORDERED", meaning that it has been ordered from the publisher, but has not arrived yet.

Requesting that the library order an item does not guarantee that a faculty member will be the first to check it out after it is processed. If the faculty member wants to check a book out as soon as it is ready, the faculty member should request that Technical Services hold the item for him/her, and the Library will notify the faculty member when it is ready; the Library will hold it for the faculty member at the Circulation Desk.

Rush requests, however, are held for the faculty member at the Circulation Desk as soon as they are ready for checkout, and the faculty member will be notified by phone or email that the faculty member can come pick up the item.

K. Gift Procedures

The Library follows these procedures to expedite the handling of selected gift materials. These policies and procedures address donations of print, non-print and related gifts of both general and special nature. It does not address the specialized requirements of manuscripts and archives. The Special Collection librarians are responsible for handling and processing donations of manuscript and University collections to the library. These procedures will expedite the handling of incoming material, while maintaining good relationships and effective arrangements between library and the community it serves.

Gift books originate from various sources, including: campus offices; faculty, staff and alumni; and citizens contacting the Library directly. The Library encourages the continued flow of gift materials. Dhana Thiagarajan is the contact for gifts and acknowledgments. The Collection Development Librarian arranges for the pickup and conducts the evaluation of the books.

1. RESPONSIBILITY FOR ACCEPTING GIFTS

The Collection Development Librarian is chiefly responsible for handling gifts of books for the John B. Coleman Library collection. When gifts are potentially rare, valuable, or include archival or manuscripts materials, the Collection Development Librarian notifies the Special Collection Librarian.

The Collection Development Librarian works with responsible library staff (including Archives and Special Collections) to evaluate the collection. After the Collection Development Librarian makes a recommendation,   the Associate Director would approve or reject the receipt of the gifts. The Collection Development Librarian would then handle questions on the gifts, and arrange for pick-up. The Library Development Officer writes letters of acknowledgment. The Collections Development Librarian and/or the Acquisitions staff handle the searching. Donors, only with prior arrangements, may send large collections of books to the technical services area at John B. Coleman Library. The Collection Development Librarian and the Acquisitions staff will search for duplication of material and attach the results of these searches. The Library often uses Gift items matching material noted in the online catalog as Lost or Missing as replacement copies. The Collection Development Librarian reviews incoming gifts for special editions and potential sale or exchange items.

2. HOUSING GIFT MATERIALS

The Library houses Gifts in a designated area in the Technical Services area. The Library

may sell or exchange gift materials in a manner that it deems appropriate. The Collection Development Librarian is responsible for evaluating the condition of the gift materials and the suitability of using these items as replacements for any worn editions already in our collection.

.

3. APPRAISAL OF DONATIONS

The library advises potential donors that librarians cannot make a monetary appraisal of donated materials, because such an appraisal constitutes a conflict of interest. In addition, the library advises donors that many services exist on the internet that may help them place a value on their donations.

The Collection Development Librarian arranges for the shipping and packing of donated materials.

4. DISPOSITION OF GIFT MATERIALS

The Collection Development librarian, in working with a donor, must advise him or her that any material not added to the collection may be sold to dealers, exchanged, or otherwise disposed of. The Library does *not* agree to return donations not selected by the Library, nor should they agree to add items to the collection without consultation with the subject librarian.

5. ACKNOWLEDGEMENTS

The Library Development Officer handles thank you letters and acknowledgments for all items added to the Library. Items with a fair market value of more than $500 must be reported to the Associate Director. The Library Development Officer maintains the file of this correspondence.

The Library Development Officer must send donors written acknowledgements in a timely fashion, unless they specifically request that no acknowledgement be made. Donors frequently use acknowledgements for tax purposes – this expectation along with the development of good donor relations requires that acknowledgements be made as soon as possible after a gift is received. For smaller gifts, the Collection Development Librarian may use the Gifts Receipt form to provide written documentation for the donor as well as the Library. The Collection Development Librarian may also choose to write an acknowledgement letter containing the same kind of information that is found on the form, including a listing or count of the donation, the date the items were received, information about the possible disposition of the material, and income tax issues. Acknowledgements should include a description of the material that has been donated, including quantity. Library staff must notify the Associate Director of all gifts accepted,

and given a copy of any acknowledgement letters, as well as details of any agreements made with the donors. The Collection Development Librarian will notify the Associate Library Director of materials offered as gifts upon receipt of the offer.

6. DEEDS OF GIFT

The Deed of Gift is a document that conveys the gift material to the Library without any encumbrances, including copyright or ownership issues. It states the terms or conditions of the gift and provides a clear title to the material. If a gift is potentially valued at more that $1,000, a Deed of Gift is required [see example of a deed of gift, included as Appendix A].

Library staff must notify the Associate Director of all offers of gifts. The Associate Library Director is responsible for issuing the Deed of Gift, in consultation with the Collection Development Librarian and the Special Collections Librarian, as appropriate. The Library Director maintains the master files on these gifts.

Donated materials may be searched and selected or may be sent to the Collection Development Librarian. The Collection Development Librarian will search for items in the catalog. Gift items often replace lost or missing volumes, as well as to enhance the collections with new titles. The Collection Development Librarian may compare gifts that duplicate items already in the collection with the items that are owned. If the donated copy is in substantially better condition, it can be used to replace the library copy. If an item is not checked out and cannot be located on the shelf, it will be declared missing and the donated volume will be used as an added copy.

Donated issues of serials are usually compared with the serial runs on the shelf to ascertain that runs are complete and that volumes are not missing or damaged. Donated issues of serials are used to fill collection gaps and to replace missing or deteriorated volumes. Serial issues not added to the collection may be offered to other institutions, as appropriate, or may be exchanged or sold.

7. ACCEPTING LARGE COLLECTIONS

The Collection Development Librarian first evaluates large gift collections. The Associate Director or Director is authorized to accept or reject the collection. The John B. Coleman Library has limited storage space in which to house unusually large collections. If a collection is accepted, arrangements must be made for appropriately housing this collection. The Collection Development Librarian and the Cataloger will arrange for materials to be processed on a staggered basis as necessary.

The John B. Coleman Library will not add items that are in poor physical condition; offprints of journal articles or book chapters; programs for conferences that list only dates, times, and speakers, but that do not include the papers presented or the abstracts of papers; and other similar materials. Other materials that receive very selective consideration include outdated textbooks, mass-market paperbacks, and duplicate copies

of items already owned by the John B. Coleman Library. The library considers issues such as preservation, cataloging, and space issues. The Collection Development staff refers offprints of journal articles and book chapters authored by Prairie View faculty (past and present) to the University Special Collections.

Over time, colleges, departments and faculty have purchased material with University money and some of these items have bookplates that identify them as part of the John B. Coleman Library or otherwise property of Prairie View A&M University. Campus faculty and staff routinely return these items when they leave employment at the University. Staff must use special care in deciding whether to sell these items.

8. PROCEDURES FOR HANDLING GIFT ITEMS

These procedures govern handling gifts in kind (donated books, serial issues, etc.), and do not refer to gift/exchange subscriptions. The Library Staff handles the initial processing for gift books, journals, and other items such as videos in the following manner:

1. The Collection Development Librarian evaluates the gift items, removing all items that should not be added to the collection, based on the Gifts Policy and the needs of the Library. Library staff will label unwanted items   appropriately.

2. The Collection Development Librarian: searches for the remaining gift books in the online catalog; examines the items already in the collection to see if they warrant replacement; and identifies items to be added to the library's collection.

3. The Collection Development Librarian returns the books to Acquisitions.

4. The Acquisitions Staff removes and counts duplicate or unwanted books.

5. Acquisitions staff writes on the slip the title and donor name, which they attach to the books.

6. The Acquisitions Staff sends books to cataloging for processing.

7. The Acquisitions staff counts the number of books added to the collection.

8. Student workers or library assistants strip and stamp the books.

9. Student workers or library assistants type nameplate to place on the inside on the back of the cover page.

12. When processing is complete, the Acquisitions Department should send processed materials to the Circulation Department.

13. The Acquisitions Department would type a list of duplicate book titles.

14. The duplicate book titles are usually be sold, exchanged, or otherwise disposed.

9. ITEMS RECEIVED AT GIFTS UNITS, COLLECTION DEVELOPMENT LIBRARIAN:

1. The Collection Development Librarian makes an initial evaluation to eliminate inappropriate items (as stated above).

2. The Collection Development Librarian or student workers search each of the remaining items in the online catalog, placing search information in the items as available. Gift items are placed in a designated area in technical services until processing begins. The Collection Development Librarian provides information such as whether the item is an added copy or new item. If the Collection Development Librarian determines that, a gift item should replace an existing copy in poor condition; he/she will make this recommendation, and check the gift book against the existing Stacks copy. The Collection Development Librarian may also take individual items to check against existing copies.

3. Books not selected may be subject to further review by the Associate Library Director. The Library may sell, exchange, or otherwise dispose of books that it does not select.

10. SERIAL ISSUES

The Library also may sell, exchange, or otherwise dispose of unwanted magazines or journals, as it sees fit.

1. The unit receiving the journal(s) is responsible for creating a list of the available issues. The serials unit will notify the collection development librarian of individual issues received centrally and send these items to the collection development librarian for his/her recommendation. The library uses these individual issues in the following ways:

    a. Fill in gaps or replace damaged volumes.
    b. Offer the issues to other libraries in the University that hold the journal or might be interested in obtaining it.
    c. Offer the issues to other libraries in the TAMU System. Send the Collection Development Librarian an e-mail address the issues and years available, and that office will post the information and coordinate the exchange.
    d. Send to the Collection Development Librarian, who will coordinate the posting of information and mailing of these issues.

2. If desired, the collection development librarian can offer gift journals to vendors such as Jaeger or USBE, or to international journal exchanges. A list of exchanges is available at http://www.library.vanderbilt.edu/law/acqs/lis_gift.html. Liaisons wishing to donate to international programs will arrange these transactions with the Collection Development Librarian.

3. The library may sell, exchange, or recycle any unwanted journal issue as the library sees fit.

Conclusion

The library relies on faculty requests and communication to ensure that that collection supports students' information needs. The Collection Development Librarian seeks to acquire all material requested by the faculty (and students) in the most timely and cost-efficient way possible. Please direct all questions and concerns about acquisitions policies to Chris Anglim, Collection Development Librarian, at 857-2515 or ctanglim@pvamu.edu. All faculty are invited to contact the library, and share their opinions.

L. **Collection Assessment**

1. Definition:
> "The process of assessing the quality of a library collection, usually in terms of specific objectives, or the needs of the target group of that particular collection; one aspect of collection development."
> Guide to Cooperative Collection Development (American Library Association, 1994) p.21
>
> The term, "Collection assessment" is used synonymously with the term, "collection evaluation."

2. **Approaching Collection Evaluation: Methods and Sources**

Effective academic collection evaluation is best accomplished by the application of two or more methods of assessment to individual units within the collection.

The traditional, established methods of collection assessment (which are used at the library) are: 1) collection-centered approaches such as checking lists, obtaining expert opinion, and comparing use relating to standards, and 2) use-centered approaches including: circulation studies, user surveys, analysis of ILL statistics, citation studies, and in-house use studies shelf availability studies simulated use studies document delivery tests.(Evans ,2000).

The list-checking method of collection assessment remains popular. There are several methods of checking lists, including: (Rupp-Serrano, 2001) - lists plus needs analysis of social work course (Ridley and Weber, 2000) - lists plus in-house use study of browsing (Lightman & Manilov, 2000) - lists plus citation analysis (Dennison, 2000)- tiered checklists; lists for new e-commerce degree (Dalhousie University Library, 1998) .

> The following may be used to compile collection assessment reports.
>
> 1. A title-level check of library holdings against one or several standards. Sources may include:
>
>   - the catalogues of libraries that support similar programs.
>   - subject bibliographies, including published guides to core collections of recommended monographs / serials such as Best *Books For College Libraries.*

- citation analyses.
- *Choice* review essays.
- specialized bibliographies.
- lists of readings recommended by course instructors.

2. Library system data.

- the total number of volumes, titles under specified subjects to measure collection density.
- the number of volumes, titles added to a subject collection over a defined period of time to measure collecting intensity.
- total expenditures on acquisitions by subject.
- circulation frequencies by borrower groups and other collection use statistics.
- inter-library loan statistics, including requests to and from other libraries, and requests to vendors.

3. Direct examination of materials on the shelf, including an evaluation of the physical condition of holdings.
4. User surveys for opinions about the scope, depth, significance, and currency of the collection.

Once the quality of a collection has been thoroughly assessed, and weaknesses, if any, are identified, it is important to calculate how much initial and sustained funding is required to develop and maintain a collection so that it meets the needs of any program or course which it is meant to support. This information should be gathered whether additional funding is likely or not.

There has been a decided trend toward combining methods of collection assessment. Recent studies (1998-2001) indicate that almost all institutions doing collection assessment have added a second traditional assessment methodology to the process (namely, needs assessment, observation of in-house use, citation analysis, or statistical analysis).

The various methods used in collection assessment include: (1) Usage Statistics (Rob Kairis, 2000); gift materials used less (Kraemer, 2001)' EQLIPSE; unobtrusive observation; (2) ILL Statistics, used to determine things such as the Collection Failure Quotient (Henderson, 2000) - (3) Formula Approach (Fidzani and Oladokun, 2001) - 15 volumes/FTE and - Texas libraries- size & expenditures (Billings, 2000); (4) Surveys such as those in which the faculty was asked about expectations (Bartrum 2000); (5) Experts (ARF Library and SLIS-UWO Library, 1990s); and (6) Studies Using Computer Technology Poll 2001 - German data collection (Ascroft and McIvor, 2001) - publisher stats vs. in- house stats; ICOLC standard measures (OCLC's iCAS System, 2002) - http://www.oclc.org/western/products/aca/icasdemoguide.htm.

For Collection Development purposes, the John B. Coleman Library follows a cumulative approach (e.g., Oke and Tyrrell, c1998). In our application of the Cumulative Approach, we follow these steps:

1. Determine what major course programs are offered on campus.

2. For each course locate a similar course at a peer institution.

3. Assign Library of Congress Subject Headings to the topics covered in the course and compile the number of items found in each institution's library in each subject area.

4. Compare our library's holdings to standard core lists in course program subject areas.

5. Check collection growth by finding the number of titles in a given area added in the last ten years and the number added in the last five years. Repeat this procedure for the peer institution and compare growth rates.

6. Use trade catalogues to discover items available in each subject area and compare with the number of these items held in the library. The matches provide an indication of the currency of the collection.

The Coleman Library also: 1) compiles statistics on circulation   and assigns RLG Conspectus Collection Depth indicators.

The following are used to compile collection assessment reports.

1. A title-level check of library holdings against one or several standards, using sources such as:

   - the catalogues of libraries which support similar programs
   - subject bibliographies, including published guides to core collections of recommended monographs / serials such as Best *Books For College Libraries.*
   - citation analyses.
   - *Choice* review essays.
   - specialized bibliographies.
   - lists of readings recommended by course instructors.

2. Library system data:
   - the total number of volumes, titles under specified subjects to measure collection density.
   - the number of volumes, titles added to a subject collection over a defined period of time to measure collecting intensity.
   - total expenditures on acquisitions by subject.
   - circulation frequencies by borrower groups and other collection use statistics.

- inter-library loan statistics, including requests to and from other libraries, and requests to vendors.

3. Direct examination of materials on the shelf, including an evaluation of the physical condition of holdings.
4. User surveys for opinions about the scope, depth, significance, and currency of the collection.

Once the quality of a collection has been thoroughly assessed, and weaknesses, if any, are identified, it is important to calculate how much initial and sustained funding is required to develop and maintain a collection so that it meets the needs of University programs or courses that it is meant to support. This information should be gathered whether additional funding is likely or not.

3. Formal Declarations of the Need for Assessment:

Because assessments are labor intensive and require careful preparation, they are rarely undertaken without some established need.

Please refer to the Selection Process section of the *Collections Development Policy Manual* for examples of instances when a collection assessment is required. Faculty members usually have the responsibility of providing the bibliography or syllabi to be checked by the librarian.

References

Ascroft, Linda and Stephanie McIvor. (2001). Electronic Journals: Managing And Educating For A Changing Culture In Academic Libraries. *Online Information Review*, 25:6, 378-387.

Bartram, J. (2000). Learning From The Big Guys: Small College Libraries Take Advantage Of Big Brother's Hard Work. *Against the Grain*, 12:2 (April), 31-32.

Billings, H. (2000). Academic libraries in 2000. *Texas Library Journal*, 76:3 (Fall), 94-97.

Calhoun, John C. (2001). Reviews, Holdings, And Presses And Publishers In Academic Library Book Acquisitions. *Library Resources & Technical Services*, 45:3, 127-177.

Dennison, Russell F. (2000). Quality Assessment Of Collection Development Through Tiered Checklists: Can You Prove You Are A Good Collection Developer? *Collection Building,* 19:1, 24-26.

Evans, G. Edward with Margaret R. Zarnosky. (2000). *Developing Library And Information Center Collections*, 4th ed.. Englewood, CO: Libraries Unlimited.

Fidzani, B.T. and O.S. Oladokun. (2001). Assessment Of Library Services As A Support System In The Institutes Of Health Sciences (IHS) In *Botswana. Library Review*, 50:5, 243-248.

Henderson, Albert. (2000). The Library Collection Failure Quotient: The Ratio Of Interlibrary Borrowing To Collection Size. *The Journal of Academic Librarianship*, 26:3 (May), 159-170.

Johnson, Susan. (c1999). Using Information Technology For Improving Collection Management. A White Paper. http://www.quantum.dialog.com/publications/ whitepapers/johnson.pdf. Accessed May 8, 2002.

Kairus, Rob. (2000). Comparing Gifts To Purchased Materials : A Usage Study. *Library Collections, Acquisitions & Technical Services,* 24, 351-359.

Kraemer, Alfred B. (2001). Evaluating Usage Of Monographs: Is It Feasible And Worthwhile? *Collection Management*, 26:1, 35-46.

Lightman, Harriet and Sabina Manilov. (2000). A Simple Method For Evaluating A Journal Collection: A Case Study Of Northwestern University's Economics Collection. *The Journal of Academic Librarianship*, 26:3 (May), 183-190.

Oke, Graeme and Brian Tyrrell. © 1998). Cumulative Approach To Collection Evaluation. Werribee, Australia: Victoria University of Technology. http://w2.vu.edu.au/library/info/alia98.htm.

OCLC Lacey Product Center. (2002). User Guide For Icas Analysis On CD-ROM. Dublin, OH: OCLC. http://www.oclc.org/western/products/aca/icasdemoguide.htm. Accessed May 17, 2002.

Poll, R. (2001). The New German National Statistics For Academic Libraries. *IFLA Journal*, 27:4, 253-256.

Powell, Ronald P. (1993). *Basic Research Methods for Librarians*, 2nd ed. Norwood, NJ: Ablex Publishing Corp.

Richardson, Donna and Phyllis Ross. (1998). Library Assessment: Global Master's Degree In Electronic Commerce. An unpublished report submitted to the Review Committee for E-Commerce, Faculty of Graduate Studies, Dalhousie University, on behalf of Killam Library, Dalhousie University, October 1998.

Ridley, Dennis R. and Joseph E. Weber. (2000). Toward Assessing In-House Use Of Print Resources In An Undergraduate Academic Library: An Inter-Institutional Study. Library Collections, *Acquisitions & Technical Services*, 24, 89-103.

Rupp-Serrano, Karen. (2001). Putting Theory Into Practice: Social Sciences Needs Analysis. Library Collections, *Acquisitions & Technical Services*, 25, 435-447.

Wynne, P. M. and Z. Clarke. (2000). Towards An Inclusive Methodology For Measurement Of In-House Use. *Journal of Librarianship and Information Science*, 32:2 (June), 82-90.

**Appendix B-1: General Collection Development Policy of the John B.
Coleman Library
Prairie View A&M University**

Introduction

The Collection Development Policy incorporates guidelines contributed by every
academic department in the University, and members of the Library staff. The policy
incorporates four statements by the American Library Association (included in this
document as appendices):

> *Library Bill of Rights.*
> *Interpretations of Library Bill of Rights*
> *Universal Right to Free Expression*
> *Intellectual Freedom Statement.*
> *Statement on Labeling.*
> *Restricted Access to Library Materials*
> *Diversity in Collection Development*
> *Evaluating Library Collections*
> *Challenged Materials*
> *Expurgation of Library Materials*
> *Access to Electronic Information Services, and Networks*

The library endorses and implements the above four statements.

The outline of the Statement relies upon a *Guide for Written Collection Statement*
endorsed by the American Library Association in 1989, especially p.4-6. The Library
conforms with both the collection standards expressed in *ALA's Standards for College
Libraries* (2000 ed.), and the (Southern Association of Colleges and Schools (SACS)
*Principles of Accreditation: Foundations for Quality Enhancement Governing
University Libraries* (2001) (particularly Section 3.8).

I. Philosophy

Prairie View A&M University offers courses in six (6) colleges and two (2) schools: the
College of Agriculture and Human Sciences, the College of Arts and Sciences, the
College of Business, the College of Education, the College of Engineering, the College of
Nursing, the School of Architecture, and the School of Juvenile Justice. The John B.
Coleman Library provides the educational resources necessary to support the goals of the
instructional and research goals of the University. This acquisition and maintenance of
library materials is a primary function of the library's mission in support of the
University's objectives.

Collection development refers to the process of building and maintaining the library's
entire materials collection in all formats, including print, non-print, and digital formats.
The collection development process includes the formulation of policy and procedure,

coordination of activities, budget formulation and allocation, needs assessment, collection selection and evaluation, and resource sharing.

The ultimate responsibility for the development of the library's collections rests with the Director of the Libraries. The Director keeps informed of curriculum development and the program needs of the faculty by serving on the Academic Administrative Council. Under the policies, procedures and guidelines approved by the Director, the Associate Director is responsible for the overall growth and development of the collections in terms of coordinating and balancing the collection as a whole. Most full-time professional librarians are assigned responsibility for collection development in particular subject areas and serve as the library liaison to the area. In keeping with ALA Standards and SACS guidelines, the involvement of teaching faculty in college departments is encouraged. A faculty member in each college is designated by the Dean as its library liaison to interact with his/her library equivalent in matters of library instruction and materials. The primary responsibility of the assigned college liaison is to channel materials requests from the college's faculty to the library's liaison. The faculty and the staff of the University are encouraged and expected to participate in the collection management program by recommending instructional materials that will support their areas of specialization. In addition, they are responsible for suggesting materials to keep the collection current and up-to-date. The Library staff constantly seeks to identify and correct inadequate coverage. Recommendations from students are also given consideration.

Faculty and staff may initiate a purchase request through any of the following procedures: completing the electronic purchase request form available on the Library webpage, by filling out a paper purchase request form available through the Library's collection development librarian, or by contacting the appropriate library liaison in person, by mail, e-mail or phone.

II. Mission Statement

The John B. Coleman Library defines its mission consistent with the mission and goals of Prairie View A&M University, the Texas A&M University System, and the State of Texas. Further, the Library's mission is to support and enhance instruction, learning, and research in ways consistent with the philosophy and evolving curricular programs of the University. The Library seeks to be an integral part of the education community and to reflect the university's vision for the future. The John B. Coleman Library seeks to provide leadership in the access, use, and evaluation of information, which is the basis for it being the largest and most important source of both electronic and traditional information resources, within the academic community. It thus constitutes the central foundation of the entire educational program and assists in the cultural development, personal enrichment, and recreation of all patrons.

The Library seeks to achieve excellence by encouraging, facilitating, and coordinating the active participation of library users in identifying and acquiring resources needed to support present and anticipated curricular and research needs. The Library also seeks to

instruct patrons in all aspects of information retrieval for current and future needs and to provide consistently high quality service in answering the needs of the community.

III. Library Goals

The mission of the Library is to provide essential services in support of the University's three principal endeavors: instruction, research, and public service. The Library assumes a pivotal role in Prairie View A&M University's commitment to excellence through the efficient and effective selection, acquisition, and dissemination of scholarly information. The primary mission of the University Library is to provide the University community with access to information. The selection of materials to meet current and future needs of University faculty, staff, and students is a critical service element in the Library's mission and is the very core of collection development.

Specific goals include:

A. The Library will preserve, maintain and improve the collections and services now provided to library users.
B. The Library will evaluate existing resources and will develop new collections and services to meet the needs of a changing society.
C. The Library will teach students information literacy and critical intellectual skills necessary to contribute to society and succeed in professional careers.
D. The Library will develop staff members' skills and will recruit new staff members with skills to address the changing needs of the library.
E. The Library will use appropriate technology to foster access to information in support of our primary focus on service to people.
F. The Library will support university programs in instruction, public service and research.
G. The Library will provide means of coordination and sharing university library resources to improve user access to information.
H. The Library will provide a physical environment that is functional, accessible and aesthetically satisfying.
I. The Library will seek external support to enhance its programs and resources.

IV. Objectives of the Collection Development Program

Collection development is an ongoing activity designed to meet the following goals through the selection and acquisition of materials:
A. To provide materials that supports the graduate and undergraduate curriculum.
B. To support faculty pedagogical and research needs.
C. To use information technology to provide access to resources.
D. To provide materials that support the educational process; materials supporting cultural and recreational interests and materials that foster personal growth and awareness.
E. To provide a broad spectrum of materials representing a balance of

viewpoints, in a variety of formats, in support of the instructional needs of the student body, faculty, and the staff.

F. To establish and maintain policies and procedures that encourages a broad range of participation in the collection development process, involving the library as well as faculty, staff, and students throughout the university.

G. To provide guidelines for the systematic development and evaluation of the collection.

H. To participate in cooperative collective development activities through consortia and other professional groups.

I. To otherwise develop an informed appreciation of other local or regional resources available to faculty and students, as a supplement to the library's resources.

V. Budget Allocation Criteria in Collection Development

The Libraries' materials budget to departments is allocated based on "The Historical Method" in *Guide to Budget Allocation for Information Resources*, p.9 (produced by the Association for Library Collections and Technical Services of ALA in 1991). The criteria in formulating books and/or serials funds for subjects are:

A. The status of degree programs at baccalaureate and graduate levels.

B. The number of students instructed in lower-division, upper-division, and graduate-level courses as measured by student credit hours at those levels.

C. The number of majors enrolled or degrees granted.

D. The number of full-time equivalent faculty members.

E. The estimated cost of current publications available by discipline that are appropriate to PVAMU curricula and research focuses.

F. The collecting intensity emphasis as stipulated in the collecting level codes reported for programs in the departmental profiles.

G. Measure of collection use. This factor adjusts the formula because the particular teaching methods used by the various academic departments at Prairie View University vary significantly. Those who traditionally place a greater demand on the library for curriculum support may be adjusted upward in funding. This factor is calculated by dividing the aggregate circulation per department by the aggregate number of majors and faculty per department.

H. Average Cost Weighing – Average cost data is obtained by using average price data from the March or April issue of *Choice*. The data appears in Table A in the article "College Book Price Information." Index values for each department are computed by dividing each average price listed by the largest average price listed.

I. Publishing Output Weighting – This variable adjusts the formula because of the broad differences in the publishing output of the various disciplines. Hypothetically, if two subject fields were to receive equal library support, each would presumably acquire the same proportion of the total number of titles published in each field. This variable modifies the formula to compensate for the broad variation in the number of new titles published in

the field.

This data is compiled from vendor sources, particularly Blackwell's Book Services' "US Approval Coverage" and Choice "College Book Price Information." Because of the time involved, rough figures are used and updated every few years.

J. Relative Importance of Books over periodicals – This factor adjusts the formula because of the relative importance of books vis-à-vis periodicals varies for departments. This reduces the book allocation in those fields that make particularly strong demands on the periodicals budget.

VI. Selection Guidelines

A. Acquisition Criteria: Materials, including monographs, are selected on the basis of:

> Content is appropriate for the subject
> Instructional support.
> Research needs.
> Authoritativeness of the work, the author or reputation of the publisher.
> Requests submitted by faculty, staff and students.
> Currency of information.
> Permanence; timeliness; lasting value.
> Correlation to the collection.
> Strength of the present holdings in same or similar subject areas.
> Appropriateness of level of treatment
> Demand and potential use.
> Program accreditation requirements.
> Cost effectiveness and Budget constraints.
> Use of review sources.
> Suitability of format to content and compatibility with University-owned equipment.
> Access – available through interlibrary loan or another external source.

Materials selected should meet high standards of quality in content, expression, and format. Accepted aids to selection, such as **Choice** magazine, reviews in standard area professional journals, and recommended subject bibliographies should be consulted. Materials should support the stated goals of the library in providing diverse, well-rounded collections for the curricular, informational, research and recreational needs of students and faculty.

Microforms are selected for their permanent value and usefulness, as well as to meet equipment, storage, and cost considerations. Microform resources are purchased only when

there is no alternative format available.

Periodicals are selected to provide current information not readily available in other formats to supplement the materials collection, to meet curriculum requirements. Selection criteria for periodicals also include preference for indexing in scholarly reference sources, demonstrated need, reputation and price.

Newspapers are selected to represent local, state, and national news coverage and provide current information.

The Library acquires materials in electronic format that meet general collection policies. These materials are evaluated under the same guidelines as other formats, with additional consideration given to the technical aspects of the information delivery mechanism, the interface, the retrieval software and any additional overhead costs in equipment or personnel required to deliver the information. Machine-readable information resources and on-line databases are selected to provide appropriate additional or alternative methods of investigating data sources and accessing information not readily available in the regular collection. Additional factors to consider include:

> Speed and reliability of access.
> Compatibility with existing hardware and software.
> The display, print, downloading, e-mailing, and general data manipulation and transfer capabilities.
> The data formats used (HTML, PDF, ASCII, audio, video, etc.).
> Cost, usage, equipment availability, technical support, networkability.
> Licensing issues such as access by walk-in library users, access by remote users, identification, copyright, and future access to the data if subscription is cancelled.
> Library's commitment to the database.
> Coverage, contents, full-text, appropriateness, and impact on public service.

B. Selection Practices:

1. Course Work: The Library provides resources to facilitate and enrich classroom instruction for each program of the University.

2. Chronological Periods Collected or Excluded: There are no general restrictions based upon chronological periods, however, specific subject policies may exclude certain time periods.

3. Emphasis on Current Materials: Ensuring that gaps in the existing library collections and the increasing output of new literature, the library must emphasize the selective acquisition of current materials over, but not to the exclusion of, retrospective materials.

4. Continuing Support for Strong Collections: The Library must be sensitive to the ebbs and flows of University priorities in making allocations of collection development resources. Traditionally strong collections will continue to be supported so long as there is instructional or research demand for the material. Specialized collections developed to support discontinued research projects or faculty that are no longer at the University will not continue to be supported at the expense of other collections for which demand is heavier. New or rejuvenated programs will also receive temporary priority in resource allocation so that supporting collections are adequate to the change in their use patterns.

5. Geographical Areas Collected or Excluded: While variations exist within many   particular subject policy statements, the general priorities in terms of geographical areas collected are as follows: 1) United States of America, 2) Rest of North America, 3) Africa, 4) the Caribbean, 5) South America and Central America, 6) Europe, 7) Remaining areas of the world. No geographical area is generally excluded from being collected.

2. Diversity: All library collections will provide information that represents the diverse and varied background of the university community. The collection also provides an opportunity for members of the community to acquaint themselves with people of different races, religious beliefs, ethnic backgrounds, or sexual orientations.

3. Recreational Reading: The Library provides a limited recreational reading collection for the University community. Funds for this collection is limited. These are works of contemporary fiction and non-fiction. Selections are made from sources including the current bestseller lists in the New York Times and Publishers Weekly and from reviews of new books in these and other sources. Recommendations from faculty, staff, and students are welcomed.

4. Language: Material is collected in the English language except those materials purchased for foreign languages study (usually considered the basic and representative works in these languages) or those required to meet specific needs when they are unavailable in translation.

5. New Curriculum: The Library maintains flexibility to develop collections in new programs and to expand existing subject collections to meet curriculum changes.

6. Prairie View A&M History: The Library has the responsibility to preserve printed and audiovisual materials concerning the history and development of the university, and to collect and preserve publications of its departments and schools, including theses. The materials are housed in the

University Archives.

7. Single Copies: To prevent serious dilution of library fiscal resources, standard procedure is to purchase only one copy of a title. Very heavy demand and continued use may mandate duplication in rare instances. Requests for multiple copies can originate from faculty, library users, or staff, but the collection development librarian must approval duplications.

8. Shared Resources: Holdings of other libraries in Texas, especially HARLiC members, and availability of items through Interlibrary Loan are factors in purchase decisions. Interlibrary loan transactions will be analyzed and purchase of a borrowed title may be considered.

9. Out-of-Print: The purchase of in-print materials has priority over out-of-print publications. Out of Print materials are often difficult and expensive to acquire and should be requested only when essential to instruction and research. The library will attempt to locate such material by listing it with an OP book dealer or searching the Internet.

10. Faculty Research Materials: The Library acquires faculty research materials for the study and teaching of a subject but carefully reviews faculty requests that are deemed highly specialized, excessively expensive, or inappropriate for research or teaching of the curriculum. In lieu of acquiring these definitive materials, the Library makes every effort to locate and borrow the needed materials through Interlibrary Loan. Faculty and administrative staff doing research for institutional or instructional development or improvements may recommend the purchase of materials for the Library. The Library acquires materials if their addition to the collection is of more than temporary value, i.e. will be of potential value for longer than the life of the project. The research materials is evaluated by the same criteria as other titles requested. Attempts to meet the researcher's need with borrowed materials is advised if requested titles are excessively expensive or of an ephemeral nature.

11. Electronic Journals: The Library expects to increase the number of electronic journal available, with a special emphasis on those vendors that provide cross-linkage between web-based scholarly databases and web-based journals, so that a researcher will eventually be able to move quickly from a database directly to a cited article. In addition to these factors, the library also gives heavy consideration to long-term access and archiving issues, as well as general issues of usability. Electronic formats are preferred to paper format, particularly indexes and periodicals. The Library subscribes to full text periodical databases whenever possible over acquiring paper copies of individual titles. Web-based databases and files are preferable to CD-ROM products. Individual e-journals are preferable to paper formats, whenever feasible.

C. Collecting Level

Programs leading only to undergraduate degree majors or minors will typically be what ALA Guidelines term the "Study or Instructional Support Level (Introductory). Programs offered at both baccalaureate and master's degree levels (or at masters level only), the typical level will be the "Study or Instructional Support Level (Advanced). Level 4 (the "Research" level) is accorded to only a few programs offering post-master's level degree programs if the programs are identified and have a research component.

D. Material Formats

Guidelines and policies for acquiring particular genres of publication:

1. Books: Monographs are nonserial bibliographic items, either complete in one part or complete, or intended to be completed, in a finite number of separate parts – most commonly called a book.

   Substantive monographs will be collected according to the following general guidelines:

   a. Relationship of the subject matter covered by the monograph to the University's curriculum, research programs, and service activities.
   b. High probability of use, largely determined by the criteria above, as well as other facts including language, age of publication.
   c. Quality of the work, as indicated by the author's qualifications, the reputation of the publisher, citations of the work, or book reviews.

   Selection of monographs is also affected by variant editions,

   Hardbound materials are preferred for inclusion in the collection. If a choice is available between a hardbound or a quality paper edition of the same title (and edition), the hardbound should be purchased, unless the cost difference is so great as to prohibit purchase in hardbound format.

   Textbooks adopted for courses are not purchased by the library. It is not the responsibility of the library to provide classroom textbooks for students. These should be ordered and purchased through the bookstore. Purchase of non-classroom textbooks is also discouraged unless they cover an area of interest for which there is not other general material available. Faculty donations to the library of publisher-supplied complimentary textbooks will be accepted in accordance to library policy. Retention of such gifts will be determined by the Collection Development Librarian. Workbook or any other work that consists primarily of pages to

be filled in are considered consumables and are not purchased. Mass market paperbacks are not purchased.

2. Continuations: A continuation is a serial publication issued regularly in a frequency greater than twice a year, including annuals, biennials, etc. The Library selectively acquires continuations that fill an ongoing information need. The issue is whether such continuations should be placed on standing order or to be acquired periodically from firm order budgets. Standing orders are easy to administer, but may waste resources if current information is not routinely needed or the item is used primarily as an illustration of information sources available.

3. Dissertations and Theses: The Library is the depository for dissertations and theses produced by University students, even though they are considered unpublished materials. They are housed in archives.

4. Examination Guides: Examination guides to aid post-secondary students in preparing for general and specialty-standardized tests, such as the Graduate Record Examination (GRE) or Medical Aptitude Test (MAT), are selectively collected by the library only in English for placement in the library reference collections. Students preparing for such examinations are encouraged to acquire personal copies for extensive consultation and trial test taking. Civil service examination guides are generally not acquired.

5. Electronic Formats: CD-ROM/online databases, computer software, e-journal, World Wide Web sites: Sources in this fast-evolving format had an impact upon the reference collection and its services. An ongoing expense of this new technology is the investment in and maintenance of new hardware. The popularity of CD-ROM and online indexes and databases due to their quality, ease of access and currency has led the Library to replace their print versions. The Library strives to maintain full-text journal on electronic formats. The computer software is fully cataloged and classified. It is shelved in the Reference or Circulating area, as appropriate. A master of each disc is archived by Bibliographic Access staff when permitted by copyright provision. The Library reserves the right as part of selection to duplicate all discs for archival purposes when permissible.

    The proliferation and expense of electronic databases require that care consideration be given to selecting those that will be most beneficial to Prairie View students and faculty. Electronic formats must conform to current library hardware and software requirements. Preference is given to Web-based resources. Computer software is fully cataloged and classified and shelved in the appropriate area of the Library. Bibliographic Access staff, when permitted by copyright provisions, will archive a master of

each disc. The Library reserves the right to duplicate all discs for archival purposes when permissible.

The Collection Development Librarian has the ultimate responsibility for this, but will make decisions in consultation with reference librarians. The Library considers the following factors in selecting electronic resources:

a.   *Content:* Is the database appropriate in content and at the appropriate scholarly level to support university academic programs? Is full-text included?

b.   *Affordability:* Is the cost justified either by the number of potential users or by materials the resource replaces? Is the database subsidized or available with consortium pricing.

c.   Accessibility: Does the license permit sufficient simultaneous users to justify the expense? Does the license permit remote access for off-campus/distance learning students? Is the resource available on the World Wide Web as opposed to CD-ROM only? Can a web resource be accessed through IP address validation instead of passwords?

In addition to the basic selection criteria, the following factors are also considered in the review of electronic databases:

a. Comprehensiveness, coverage, time span, update frequency.
b. Ease of use.
c. Access – local network, standalone station, general stack circulation, reserve circulation.
d. Quality of indexing and search engine.
e. Data Storage and archiving.
f. Anticipated number of users; departments who will use the resource.
g. Pricing options/license fees.

World Wide Websites:

a. Usually possible to reach site.
b. URL remains stable; if changed, there is a hot-link to new URL.
c. Purpose, scope and limits stated clearly.
d. Content kept current; content updated promptly with dates stated.
e. Origin of content accurate and verifiable.
f. Objectivity of information presented.
g. Authority/qualification of author identified.
h. Logical organization and sequence of content.

i. No advertising or clear distinction between content and advertising.
j. Pages have standard headers and footers.
k. Avoid client-specific mark-up.
l. Logical organization and sequence.
m. Includes navigational cues.

6 . Festschriften: These works commemorating special events or individuals will   be collected on the same bases as other monographs.

7. Government Documents. The John B. Coleman Library is a selected depository for federal government publications, distributed by the Superintendent of Documents. Selection is made based on the University's instructional and research needs, and takes into consideration the general information needs of the citizens of the 10th Congressional District of Texas. Our regional depository is located at the Texas State Library at Austin. Documents are chosen which support the needs of Prairie View students and faculty, or which may be useful to the public. The library also collects non-depository materials published by US government agencies. Federal documents are the property of the US government and are maintained and weeded in accordance with Federal depository regulations.

The library is designated by state statute as a depository for copies of all publications produced at state expense.

8 . Indexes: The selection and ordering process is handled in the same manner as serials and periodicals. Indexes are classified and cataloged and are shelved in the reference area. Weeding is seldom done so that the library can accumulate backfiles of where to find needed information. Electronic formats are preferred.

9.   Loose-leaf services: They are treated as reference books, and are classified and shelved in the reference area. A reference librarian or subject liaison originates the order, usually in response to a faculty request.

10.   Microforms: The Library holds an extensive and diverse collection of microform. The hard copy is replaced by the microform when it becomes available, mostly on an annual basis. The titles not available from microform vendor are sent to the state-contract bindery for binding. When they are returned from the bindery, they are cataloged and shelved in stacks with a limit circulation period. The Library has maintained back issues of journals only in microforms since late 1970's. Due to space and cost, some periodicals are only purchased in microform. The preferred format is microfiche, although microfilm is acceptable for newspaper

subscriptions or when fiche is not available. Negative vesicular (non-silver) 35 mm is the preferred type and size. Microforms are cataloged and appear in the Online Public Access Catalog (OPAC) They are not, however, classified, but rather are shelved in alphabetical title order in the storage cabinets. It is the responsibility of the Head of Periodicals to prepare the order list of the microform titles.

The library prefers microform under the following circumstances:

a. When the print item is produced on material that has a limited life expectancy in normal use, for example newsprint paper.
b. When the print item is produced in such a fashion that it will be unnecessarily expensive to maintain or dangerous in the book stacks, for example oversize periodicals printed on heavy paper.
c. When microform is the only way to obtain an item, such as manuscripts, COM-produced indexes, or complete periodical volumes.
d. When costs of obtaining items in original or reprint would be prohibitive and the anticipated use would be relatively low or restricted to a small number of library users.
e. When periodical use has dropped off so that continuing storage costs are no longer reasonable. This cannot be applied equally across all disciplines because of different reliance upon periodicals and associated illustrations.
f. When duplication in microform is necessary for a limited number of high demand materials.

When faced with a choice between microform formats, the library prefers microfiche unless existing holdings are already in microfilm.

11. Music Scores: The Music Library collects study scores. See the "Music" collection policy for additional information on specific types of scores collected.

12. Newsletters: A newsletter is a serial consisting of one or a few printed sheets containing news or information of interest chiefly to a special group. When substantive articles begin to outnumber news items, the title is generally considered a periodical. The Library generally discourages the collecting of newsletters because of their limited audiences, lack of indexing, and temporary nature. Exceptions include newsletters published by an organization affiliated with Prairie View A&M University.

13. Newspapers: These serials, issued at stated and frequent intervals (usually daily, weekly, or semiweekly), contain news, opinions, advertisements and other items of current, often local, interest. Because newsprint on which most newspapers are printed on deteriorates rapidly, the library prefers to retain selected titles permanently in microfiche and microfilm. The Library

subscribes to a small collection of international, national, and local newspapers in hard copy. The most current two months of several major American dailies are held in hard copy, and microfilm backfiles of three titles are maintained. Access to other newspapers is available electronically. For purposes of ordering, receiving, storing and retrieving current subscriptions and backfiles, newspaper are handled in the same manner as periodicals.

Newspapers are acquired for the following reasons, arranged in priority order:

    a. To support continuing curricular requirements, i.e., the relevance of the newspaper to specific courses.
    b. To provide broader coverage of current, regional, national, or international events.
    c. Representation of diverse political and social viewpoints
    d. To provide sources of news from home for areas with significant representation within the University community.
    e. To support continuing research interests, such as newspapers of record, or selected historic titles needed to support ongoing research projects are collected in chronological periods long enough to promote their use.

14. Non-Print: Audio-visual materials must be compatible with equipment owned by the library. Caution is advised when considering the purchase of other than heavy-use formats such as videocassettes and 16 mm films. Whenever a choice is available, preference is given to media that are closed-captioned over media that are not closed-captioned. There should be a definite commitment by the requesting instructor to use these items. Because of cost, software is ordered on a 'preview' basis and must be previewed by faculty. Faculty must indicate a willingness to use media in the classroom as a precondition for purchase. The audio-visual software is fully cataloged, classified, and shelved in the Learning Resources Center.

15. Pamphlets: Defined as paperbound or unbound nonperiodical publications of not fewer than five or more than forty-eight pages (exclusive of covers) – also called brochures or booklets – this definition excludes government documents and music scores. With the exception of government publications, pamphlets are generally not acquired for the cataloged collection.

16. Periodicals: Defined as a serial appearing or intended to appear indefinitely at regular or stated intervals, generally more frequently than annually, each issue of which is numbered or dated consecutively and normally contains separate articles, stories, or other writings. The library selectively collects periodicals in core and related subject areas. Periodicals are purchased on a subscription basis. The library subscribes to periodicals through a jobber to simplify the ordering and payment process and to insure that all subscriptions run concurrently on an annual basis, dated January 1 to December 31. The major periodicals order is submitted for approval and processing in August of the previous year, except in years when new jobber bids are required, in which case orders must be ready in June or July. Request for subscription should be received at least several weeks ahead of these deadlines, in order to assure their being processed. The Library subscribes to periodicals indexed in one of more indexes subscribed to by the Library, except in rare cases. The growth of electronic and remote access influences the appropriateness of locally owned materials. Starting from 1996, most titles with full-text access via the TexShare Resource Sharing program are no longer in the subscription list.

    Selection Criteria - generally, the library does not subscribe to periodicals that are not indexed in one or more indexes received by the library. Also, the library evaluates: 1) the present use of periodicals in the subject area under consideration; 2) projected future use; 3) critical review of the journal under consideration by experts in the field; and 4) Holdings in other regional libraries (can interlibrary loan serve the need) Recommendations about specific titles and numbers of copies are made by the Head of Periodicals to Associate Director. These recommendations are based on information provided by library subject liaisons, faculty and students. Requests for new subscriptions and backfiles are evaluated by various criteria such as indexing, cost and potential usefulness to the greatest number of students and faculty at Prairie View A&M University. Other considerations include a journal's availability in a full-text database and space requirements. Newspapers are received from various cities in Waller County, major Texas cities and key regional areas of the United States. Print copies of newspapers are not retained permanently.

17. Reference Collection: materials designed to provide quick access to information in all subject fields. The works chosen for the collection should supply as many reliable facts as possible, with a minimum of duplication and overlap. The librarians regularly review materials in the reference collection and remove or update outdated publications. The criteria for consideration in the Reference collection include: 1) Accuracy and authenticity, 2) scope and depth of coverage, 3) Historical perspective as well as currency of data, and 4) Ease of use, such as special locating features.

18. Scripts: The library does not normally collect radio, film, and television scripts except when included in collective works. The library collects Play scripts in individual and collective formats with limited numbers of duplicates to support the Communication and Drama Department's curricular and extracurricular activities.

19. Serials: A serial is a publication in any medium issued in successive parts bearing numerical or chronological designations and intended to be continued   indefinitely. Serials include: periodicals, newspapers, annuals (reports, yearbooks, etc.), the journals, memoirs, proceedings, transactions, etc., of societies, and numbered monographic sets. Selection responsibility of serials, including such items as almanacs, yearbooks, directories, etc, resides with the Associate Director based on the same criteria and input used for periodicals decisions. They are both classified and cataloged and are shelved with the circulating and reference collection, as appropriate. Superseded volumes are either transferred from reference to the circulating collection or withdrawn. The library makes these Decisions on a case-by-case basis.

   The Library seeks to achieve a balance among the various departments in ordering serials, keeping in mind the differential reliance upon serial publications and their various costs.

   The Library has certain general preferences in reviewing serials for possible purchase:

   > Serials that represent a permanent addition to the Library's collections are preferred over publications that will be discarded.

   > Serials whose contents can be easily accessed through use of indexing services or internal indexing are preferred over titles that lack this.

   > Serials with demonstrated use (such as interlibrary loan requests) are preferred over titles with potential use.

   > Serials produced by certain publishers known to charge higher than normal prices (i.e., Springer, Elsevier, North Holland, Pergamon, and Gordon & Breach) should be avoided if possible.

18. Variant Editions. The library often has numerous choices when trying to acquire a particular monographic title. In order to allow the purchase of other materials the following guidelines are designed to reduce unnecessary duplication.

a. Abridged Editions: Unabridged, original editions are generally preferred over abridged editions except when the original is no longer available or the abridged edition has historic or literary value.
b. Bibliographic Equivalents: The library will not attempt to acquire more than a single imprint in cases when a book is published simultaneously in two or more places, but with different imprints, such as British, Canadian, and American works, or later printings of the same edition. Substantively different editions may be collected.
c. Paperback editions: Hardbound editions of works are preferred whenever possible because they tend to last longer in library use, and they usually are more likely to allow for rebinding. Further, most paperbacks need to be bound before they are available for public use. The library will collect paperbacks when that is the only format available, when there is a substantial difference between the cost of the hardback and the paperback, or as duplicates for when high use is expected to be temporary.
d. Reprint editions: Reprint editions (Including exact facsimile reproductions) are suitable substitutes when original editions are generally no longer available for acquisitions, are too valuable, or are too fragile for addition to the library's circulating collection. Because of the added cost of such editions, the titles should be carefully considered before they are purchased for the collections.
e. Spiral/Looseleaf Bindings: If there is a choice of the physical format of an edition, the library prefers not to acquire a spiral or spring bindings since these do not wear well in a library setting and are hard to rebind. The library also prefers not to acquire materials in a loose-leaf binder, unless there is no choice, given the ease of removing or relocating pages within a volume.
f. Translations: Translations from a foreign language into English and from a less familiar to a foreign language taught at the University may be collected. If there is a significant time lag between the publication of a foreign language work and the appearance of the translated work, both the original and translated work may be collected. If a work is simultaneously published in several languages, the library prefers to collect only in English or a language taught at the University. If only partial translations are available, both the original and the translation may be acquired. In the case of literary   works published originally in a language taught at the university, only major works should be acquired in English translation editions.

VII. Materials Not Considered for Purchase include:

A. Required textbooks, instructor's manuals, study guides, workbooks, and lab

manuals.

B. Audio Visual materials that are cost-prohibitive to purchase and can be rented for a reasonable price.

C. Foreign language materials except those that support foreign language classes.

D. Out-of-print materials except under special circumstances only.

E. Utility software, including word processing and spreadsheets will not be selected, as these programs will be made available through the campus student computing laboratories.

F. Mass-market paperbacks.

VIII. Gifts & Donations

Guidelines for the Acceptance of Gifts:

The same selection standards apply to gifts as to the rest of the collection. All donated materials are reviewed to determine usefulness to the collection. The Library reserves the right to refuse materials and/or to dispose of any materials that do not meet its needs.

Gifts are accepted on the condition that the donor relinquishes all authority over the use that is made of the gift materials and that the library staff is free to dispose of materials not added to the library collections.

If the library receives a year or more of a serial title not already in the collection, the collection development librarian will decide whether to add the gift title. Otherwise, only issues that fill gaps in periodical holdings will be retained.

Gifts that have significant monetary value, e.g., rare books, manuscripts and films, will require a transfer of legal title by gift in a properly executed form. This gift form is a formal instrument of acceptance. This form must be (a) signed and dated by the donor and (b) witnessed and dated by another party who is neither related to the donor nor employed by the institution receiving the gift. The Associate Director should be notified when significant gifts are presented so that appropriate publicity and appreciation may be arranged.

The Library adheres to the rules of the University and the Internal Revenue Service on gift appraisal for tax purposes. By order of the Board of Regents, the Library cannot provide an appraisal (i.e., statement of the value of gift items for income tax deductions or other purposes). The donor has the responsibility to arrange for an appraisal and to pay for the appraisal since the donor is the beneficiary of the tax deduction. The Library may respond to the donor with a letter of acknowledgement verifying the number and format of materials received. It is not the responsibility of the Library to provide the donor with

a list of materials received and/or retained. A library assistant or student worker inserts a bookplate in a book in honor of the donor.

IX. Maintenance of the Collection

Weeding is an integral and important aspect of the collection development and collection management process. Weeding of library materials is essential for the maintenance of an active, academically useful collection and for the best utilization of limited space. Weeding is an ongoing process, reflecting changing needs and current development in every subject area. Responsibility for weeding rests with library liaisons and professional librarians with the liaisons taking the initiative and reviewing all materials.

The followings are general guidelines that may be applied to the weeding process. Library liaisons may provide more specific guidelines in their areas as need indicates. The general guidelines are valid for print and non-print materials except otherwise indicated.

1. Multiple copies - Generally there should not be more than one copy per title. Additional copies should be either reassigned or withdrawn. Exceptions include heavy use titles, but these should be monitored closely. As soon as the demand lessens, additional copies should be weeded.

2. Replaces an earlier edition of a work. When new editions are received, older editions should be examined closely and weeded if appropriate. The editions selected are those best suited to the students who will use them.

3. Erroneous or outdated information - especially applicable in the sciences and technical areas. Works containing out-of-date information should be weeded if they have no curricular, historical, or research value. This is an area where consultation with appropriate faculty may be necessary.

4. Discontinued programs or courses - printed materials supporting programs or courses that are no longer offered should be examined for general relevance.

5. Serials/annuals - when newer editions of serials or annuals are received, the older

   editions should be retained. Generally, these are reference materials, but the older works in series may be placed in the circulating collection.

6. Age - Except in some areas of the humanities and social sciences, materials of a certain age have a very limited value and should be withdrawn or replaced with new materials. Generally, titles over ten years old should be looked at carefully to determine continuing value.

7. Physical condition - materials that have been damaged or are missing some part are either replaced or withdrawn entirely.

8. Audio-visual and computer software weeding should be done in conjunction with the appropriate instructional personnel.

9. Low usage -- the title is seldom used.

B. Lost Items and Replacements

Materials that are missing, lost, or withdrawn because of wear are not automatically replaced. The library replaces lost materials based on the following criteria:

Importance of the item to the collection.
Demand for the materials.
Availability of materials in subject area.
Availability of funds.

C. Conservation, Preservation and Restoration

The Library strives to maintain the physical integrity of materials in the collection through conservation measures such as temperature, humidity and dust control. Material will be repaired, rebound or reformatted when possible to preserve the contents for continued use. Library staff should send books or periodicals needing repair to the attention of the Collection Development Librarian. Items are chosen for rebinding or mending depending on the condition of the material.

Periodicals retained permanently are bound at regularly established intervals. A Library Binding Institute certified commercial bindery (Heckman) is used to ensure high quality performance. Print issues not retained are usually replaced with microforms, with the exception of ephemera and some non-indexed titles.

X. Interlibrary Loan

The OCLC Interlibrary Loan system identifies the most expeditious loan sources for materials needed by faculty, staff and students at no charge. Participation in AMIGOS, TexShare, and HARLiC opens up the entire world of information to serve the research needs of an active academic community. The courier service within the consortia members has been upgraded to daily delivery since 1997-98. The Library uses Ariel for Interlibrary Loan Internet transmission and subscribes to ProQuest Direct for full text article access. Commercial delivery of articles via electronic means through contract with British Library Document Supply Center, AMIGOS A-Plus The General Article Service to quicken access to needed materials.

XI. Intellectual Freedom

The Library staff supports the American Library Association's "Bill of Rights" and its concept of intellectual freedom. Because the Library encourages the free exploration of ideas, the Library attempts to purchase and make available materials that represent differing viewpoints. The Library maintains a collection representing a broad range of thought. In order to achieve a balanced collection, subjects will be considered without prejudice or censorship as long as they fit into the general collection criteria of the Library.

XII. Copyright

The Library complies with the United States Copyright Law, United States Codes Title 17 P.L. 94-553 and amendments, in both intent and practice. Materials acquired by acquisition or donation must acknowledge the rights of copyright owner - the exclusive rights of reproduction, adaptation, publication, performance, and display - as stated generally in Section 106.