

John Preston McConnell Library

Radford University

Collection Development Policy

Approved by Library Collection Development Committee

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Statement of Policy Purpose

The purpose of this document is to provide a framework for collection development at McConnell Library. The development of the collection includes the selection of new materials as well as the continuous review of the existing collection. It is an ongoing process.

It is important to note that collection development is a shared responsibility. While the principal responsibility for collection development rests with the library faculty working in conjunction with the teaching faculty, no member of the Radford University community is excluded from participating in the process.

Finally, it should be understood that this document is not a master compilation of procedures for collection development and acquisitions. Procedures for collection development are addressed in other documents and other forums. Rather, what is presented is a disciplined, philosophical framework within which subordinate decisions and procedures can be created.

Description of Institution and Clientele to be Served

Radford University is a coeducational, comprehensive public university with highly diverse curricula for undergraduate and selected graduate programs. Currently over 9,000 students are enrolled, pursuing one of the 112 undergraduate or 45 graduate program options. There are over 1,000 full-time and over 475 part-time employees at Radford University.

Radford University was established by the General Assembly as the State Normal and Industrial School for Women in 1910, became Radford State Teachers College in 1924, and was authorized to award the B.A. degree in 1935. Radford College became the Women's Division of Virginia Polytechnic Institute in 1944 but regained its autonomy and was authorized to grant the Master of Science degree in 1964. Radford became coeducational in 1972 and was granted university status in 1979.

McConnell Library Mission Statement

The mission of McConnell Library is to provide information resources and services of the highest quality to support and enhance the University's academic, cultural, human service, and research programs. As an integral part of a community of learners, the Library uses innovative strategies to teach users, both on and off campus, how to locate, obtain, and effectively utilize information for lifelong learning. In its role as a gateway to information, the Library selects, organizes, provides access to, and preserves educational resources in a wide variety of media. It provides a physical and intellectual environment conducive to learning, scholarship, and creative endeavor outside the classroom. In support of the University's public service goals, the Library extends its resources to the citizens of Virginia and beyond. The faculty and staff of the Library maintain a commitment to excellence, innovation, and continuous improvement in meeting and anticipating the information needs of its users. (2/12/1998)

Although the library collection is developed to meet the needs of the Radford University community, there are no restrictions on in-house use of most library materials. Checkout privileges are extended to Virginia residents and to students enrolled in Virginia state-supported educational institutions, with valid identification.

Goals of Collection Management And Development Program

It is the mission of the Library to provide information resources and services of the highest quality to support and enhance the University's academic, cultural, human service, and research programs.

To that end, the Library has affirmed the following goals:

- to select and acquire resources which will support institutional goals
- to develop a collection that presents a diversity of ideas, scholarship, and expression
- to provide resources in a variety of media
- to evaluate the collection
- to develop and promote cooperative collection development with other libraries

Intellectual Freedom and Censorship Issues

One of the more important functions of higher education is to transmit to future generations the significant cultural manifestations (good and bad) of civilization. The Library recognizes its responsibility to keep in its collection a representative selection of materials on all matters of legitimate educational concern to its users, including materials on all sides of controversial subjects. In keeping with its commitment to intellectual freedom, the Library opposes any attempt to restrict free access to library materials or to remove materials that support the educational and research mission of the University. As a consequence of its position on this matter the Library embraces and endorses the positions set forth in the Library Bill of Rights, its interpretations, and the Code of Ethics of the American Library Association (See Appendix A.)

The Library recognizes that objections to library materials may arise. Individuals who wish to express objections to library materials may fill out the form Request for Reconsideration of Library Materials and submit it to the University Librarian's office. (See Appendix B).

Brief Overview of Collection

The library has had from its beginning a collection with a strong emphasis on teacher education. As the University has grown in size and complexity, the library collection has reflected the increasingly diverse offerings of the Colleges comprising the University. These include the Colleges of Arts and Sciences, Business and Economics, Education and Human Development, Health and Human Services, Information Science and Technology, and Visual and Performing Arts, as well as the College of Graduate and Extended Education.

The University has received program accreditation in undergraduate and graduate Business Administration, Teacher Education, Nursing, Social Work, and Music. The University has accredited undergraduate programs in Computer Science; Recreation, Parks, and Tourism; and Theatre; and accredited graduate programs in Counselor Education and Speech-Language Pathology.

Although most library materials are concentrated in McConnell Library, there are library materials housed elsewhere. Back issues of selected periodicals are currently in off-site storage. The George Harvey Health Information Resource Center, a unit of the library located in Waldron Hall, provides access to electronic resources, non-print, and multimedia materials in the health sciences. The College of Education and Human Development's Teaching Resource Center houses specialized collections related to K-12 education and teacher education, such as textbooks and curriculum materials, which supplement the education materials in McConnell Library. The materials in the George Harvey Health

Information Resource Center and the Teaching Resources Center are accessible through the library catalog.

A description of the collection organization and arrangement is included in Appendix J.

Organization of Collection Development Program

Liaisons, Collection Development Librarian, and Collection Development Committee

Collection development is the responsibility of the library faculty working in conjunction with the teaching faculty. The Collection Development Librarian is responsible for providing leadership and coordination for all collection development activities for the library, including policy development, planning, collection analysis, and budgeting for information resources. The Collection Development Committee, composed of all library faculty and including the University Librarian, meets as needed to discuss issues of interest to all library liaisons, discuss and approve new subscriptions or cancellations for periodicals and electronic resources, discuss special purchases and budgeting initiatives, and coordinate collection evaluation projects. The Collection Development Committee is chaired by the Collection Development Librarian. Each librarian (library faculty) is assigned liaison responsibility for one or more academic departments or programs. As library liaison, the librarian is a key point of contact between the department and the library. Through formal and informal contacts with the department, the library liaison maintains awareness of departmental projects, programs, and initiatives that have implications for the library collections and services, and strives to keep the department aware of library services and materials of interest to the department. The library liaison has responsibility for the development and evaluation of the areas of the collection most closely associated with his/her department, and has a responsibility for ensuring that the collection meets the needs of the department and the university community at large.

Teaching faculty are expected and encouraged to share the responsibility for selecting materials in their subject specialties and for communicating the needs of the department for library resources. Each department appoints a department liaison, who serves as the primary contact person for the library. Teaching faculty selections are approved by the library faculty liaison prior to purchase.

Detailed responsibilities of library and department liaisons are included in Appendix D.

Relationship Between Collection Development and Collection Management

Collection management encompasses both the development and the evaluation of the library collection. Collection evaluation, like collection development, is an ongoing process. The Library faculty is responsible for the continuing evaluation of the library collection. (See Appendix A). This includes setting collection development goals for various areas of the collection, assessing each area, identifying weaknesses, and planning and implementing corrective measures. This will be done using the Conspectus approach and other methods. Another aspect of collection management is the withdrawal of materials that are damaged or obsolete. The identification of materials to be withdrawn is the responsibility of the library faculty working in accordance with established professional guidelines in consultation with appropriate teaching faculty members.

The Technical Services Department is responsible for the physical maintenance and preservation of the book and periodical collections. Materials that are damaged beyond repair, or that have been declared lost, are routinely considered for replacement if the subject matter or format is still deemed to be of value to the collection.

Resource Sharing and Cooperation

McConnell Library is an active participant in the development and implementation of VIVA (the Virtual Library of Virginia), a cooperative plan for sharing electronic and other resources among all college and university libraries in the Commonwealth of Virginia. Participation in this program allows for greater access to information resources for the Radford University community. Required resources not owned by the library are provided to the Radford University community through interlibrary loan and document delivery services. The library participates in a VIVA retention plan for nursing and allied health journals (see Appendix K).

Support of Extended-Campus Programs

Departments are actively encouraged to inform the library whenever extended-campus courses or programs are being planned. The library liaison will work with department faculty and others to develop and implement a plan for providing extended-campus students with access to library resources and services. Responsibilities for providing resources and services may be defined in consultation with the library of the host institution, and formalized in a written Letter of Agreement.

Appendix E contains the Letter of Agreement between McConnell Library and the Virginia Western Community College library, which outlines the responsibilities of each library for the provision of resources and services in support of the BA/BS in Social Work offered by Radford University at the VWCC campus. The ACRL Guidelines for Extended Campus Library Services (Appendix F) serve as a framework for developing plans and Letters of Agreement for specific programs.

The library supports extended-campus programs principally through the development of the main library collection, providing electronic access to it, and supplying materials from it to the students enrolled in extended-campus programs. Procedures are in place for students to secure materials from the main library collection. If the library does not own the needed material, standard interlibrary loan procedures are used to obtain the material for the student.

In general, the library does not seek to build and maintain separate collections at extended-campus sites which duplicate the main library collection, unless special funding is provided

An extended-campus program collection has been developed at Roanoke Memorial Hospital, where a program of study is offered that duplicates the program offered on the main campus. This arrangement is documented in a Memorandum of Agreement between Radford University and Roanoke Memorial Hospital (Appendix G). At the request of Nursing teaching faculty, duplicate titles of books are purchased and placed in the Roanoke Memorial Hospital library. No item is purchased for inclusion in the Roanoke Memorial collection that is not also included in the main library collection.

Small collections have also been located at Virginia Western Community College, in Roanoke, and at Virginia Highlands Community College, in Abingdon, to support extended-campus programs.

Bibliographic records for these items appear in the library's online catalog. All items remain the property of Radford University.

Budgetary Allocations

General budgetary allocations for subscriptions, standing orders, and monographs are prepared by the Acquisitions Librarian in coordination with the Collection Development Librarian.

In apportioning the library materials budget, all standing obligations (ongoing subscriptions, standing orders, blanket orders) must be met. In order to prevent the steady erosion of discretionary funds, efforts should be made to hold these standing obligations to below 65-75% of the total materials budget. (Factors affecting this percentage include state funding and the results of collection assessment.) Periodical and electronic resource subscriptions are charged to a single general periodical fund; standing orders and blanket orders are charged to specific funds, described below. After funds are allocated for anticipated subscription costs, funding is allocated by the Collection Development Librarian for:

- new courses or new programs for which need for additional library support has been documented. Indication of need for additional library support is indicated in the new course or new program proposals;
- internal funds: for materials not specifically associated with a single department or discipline (e.g., the reference collection, staff support, administrative support);
- program funds: for interdisciplinary programs associated with more than one department: (Appalachian Studies, Women's Studies, etc.);
- any other projects requiring special or additional funding; for example, funding for specific plans to address identified weaknesses or meet established goals;
- departmental allocations and library faculty allocations: the remaining funds are allocated, by means of the formula described in Appendix H, for curricular support specifically associated with each academic department.

The final allocations of monographic funds are reviewed and approved by the Collection Development Committee.

General Selection Criteria

Materials selected should meet the educational goals of Radford University, either by way of curricular support or instructional enhancement. To the extent that the budget permits, the library will select materials that meet the cultural, intellectual, and recreational needs of the university. The library attempts to acquire the appropriate equipment to make all collected formats accessible to the user.

The collection levels for McConnell Library, according to the conspectus method, will generally be at the Study or Instructional Support Levels (3a-3c), for undergraduate and master's level graduate programs. The collection levels for the conspectus method are described in Appendix D.

Formats of Material

Books

Monographs added to the collection will meet the general criteria for selection. Books may be accompanied by other supplemental material such as CD-ROMs or computer software.

Periodicals

Inflation in the costs of periodical subscriptions and changes in curriculum over time necessitate careful selectivity. Priority must be given to periodical requests meeting definite curricular needs (especially in areas of known or anticipated program growth). In selecting periodicals, reviews and faculty evaluations are carefully considered. Because the library's users usually identify the periodical articles they need through use of the journal citation tools provided by the library (paper and electronic indexes and abstracts), strong preference is given to periodicals that are indexed in those journal citation tools provided by the library.

Although periodical requests may be submitted at anytime, the Collection Development Committee selects periodicals only at a specified time or times during the year. Departmental liaisons and Department chairs are informed in advance of these times. All departments are notified concerning the ultimate dispositions of their periodical requests.

Formats of Periodicals:

Print or Electronic

If a periodical is available as a full-content electronic journal via the Internet World Wide Web at essentially the same cost as a print subscription, the Library will opt to subscribe to the electronic format instead of the print version. Print subscriptions generally will be cancelled when full-content electronic journals are available in electronic journal collections or databases subscribed to by the library or provided by the VIVA consortium.

When the electronic format of a periodical for which the Library carries a print subscription is available free to print subscribers, the Library will make the electronic version available.

Print or Microform

The Library may carry a subscription to a microform reproduction of a periodical if usage or preservation considerations warrant it. Except for some newspapers, the library generally does not subscribe to both the print and microform versions.

Newspapers

The Library acquires foreign, national, and local newspapers in accordance with the general selection criteria. The library subscribes to a representative selection of regional and Virginia newspapers for the use of its patrons.

Newspapers will be discarded after a specified period. The Library subscribes to microform reproductions of major national and regional newspapers.

Textbooks

The Library does not acquire K-12 textbooks. The Teaching Resources Center (TRC), located on the second floor of Walker Hall acquires K-12 textbooks in line with its responsibilities as a textbook evaluation center for the Commonwealth of Virginia.

The library does not routinely acquire each textbook used at Radford University. Books which happen to be textbooks may be bought if they meet the normal criteria for inclusion in the collection.

Reprints

The Library acquires reprints in accordance with the general selection criteria.

Dissertations and Theses

Two copies of each Radford University master's thesis are cataloged and added to the collection. The Library acquires other dissertations and theses when requested and when they meet general selection criteria.

Paperbacks

The Library, as a matter of economy, may purchase paperback copies of monographs when available.

Consumable Materials

The library does not acquire consumable materials such as workbooks, tests, answer sheets, etc.

Out of Print Books

Requests for books found to be out-of-print are returned to the requestor for review. If an out-of-print title is still wanted then an order is placed with an out-of-print dealer.

Microforms

The Library acquires materials in microform primarily when paper format or an affordable electronic format is not available, to provide back issues of major newspapers, or to conserve space.

Maps

Maps are purchased as necessary to support the curriculum. Standard atlases and gazetteers are acquired for reference purposes.

Pamphlets

Items of fewer than 50 pages may be acquired and placed in the collection if they meet general selection criteria.

Scores

The Library acquires musical scores in a variety of languages to support the educational and instructional goals of the Department of Music.

Audio and Visual Materials

Sound Recordings

The Library acquires musical and spoken sound recordings according to general selection criteria. The library does not acquire popular music recordings for recreational listening nor does it routinely acquire recorded books on cassette or compact disc. Musical and spoken recordings are purchased in compact disc format. Cassettes will be purchased when the work is not available in compact disc. Vinyl discs, or LPs, are no longer purchased or accepted as gifts.

Videorecordings

The Library acquires commercially- and Radford University-produced videorecordings provided they meet the usual criteria for selection. Videorecordings are acquired in VHS ½” videocassette format and in digital video disc (DVD) format. Videocassettes in 3/4” format and 12” videodiscs (laserdiscs) are no longer acquired.

The library does not purchase videorecordings for purely recreational viewing; however, gifts of commercially published videocassettes or DVDs will be considered for these purposes. Videorecordings of notable or award-winning feature films are purchased to support curricular programs, such as film studies and theatre arts. Videorecordings of television programs, animated films, and short films may be purchased when requested by faculty.

Slides

The Library acquires 35 mm slides as long as they meet general curricular needs of the University.

16 mm Films, Filmstrips, and Film Loops

The library does not acquire 16 mm films, filmstrips, or film loops.

Special Instructional Materials

The library acquires materials used for teaching, such as games, activity cards, teaching kits, etc.

Electronic Resources

The Library collects electronic resources in contemporary formats that support the academic programs and educational goals of the University. Such resources may include general or specialized monographs, reference works, indexes and abstracts, full-text periodicals, or informational databases in physical formats or as remotely-accessed resources.

The Library does not collect general-purpose application software (word processing, spreadsheet programs, etc.) or courseware (educational software designed especially for classroom use¹).

¹ “Courseware.” *The American Heritage® Dictionary of the English Language*, 4th ed. Boston: Houghton Mifflin, 2000. www.bartleby.com/61/. Apr 21, 2005.

Electronic formats include, in order of preference:

- Licensed commercial Internet resources:
 - as continuing library or consortium subscriptions,
 - as one-time purchases,
 - or available through membership in VIVA (the Virtual Library Of Virginia)
- Free-access web sites or electronic text resources
- DVD-ROM
- CD-ROM
- Computer disks

See also Appendix I: Guidelines for Requesting and Evaluating Internet Resources for specific procedures related to requesting and evaluating purchased and free Internet resources.

Other Categories of Material

Special Collections

The Library's Special Collections consist of archival copies of certain Radford University/College publications. In addition, the Library's Special Collections contain certain materials requiring special protection or security due to their high monetary value or susceptibility to theft; fragile condition; irreplaceable, one-of-a-kind nature; or unusual historical value. This is a non-circulating collection.

The Library is committed to making materials as useful and accessible as possible and does not normally collect rare items which would require highly restricted access. Unedited manuscript collections require intensive examination and extensive descriptive cataloging if they are to be made accessible to researchers. Current staffing does not permit the Library to invest the necessary resources in such projects, nor do the educational goals of the University normally require this type of material. Therefore, the Library does not routinely solicit gifts of primary research materials, nor necessarily accept them when offered.

Children's Books

The Library acquires juvenile books primarily to support the English and education curricula. This is a teaching collection and is intended to be representative of children's and young adult literature.

Virginia and Appalachian Materials

The Library recognizes its responsibility to acquire materials relating to the history and culture of the Commonwealth generally and the Southern Appalachian area specifically. This objective is supported in part by an annual allocation set aside for this purpose, as well as to provide curricular support for the Appalachian Studies program.

Genealogical Materials

The library does not collect works published primarily for genealogical research. However, in accordance with the general selection criteria, the library may acquire genealogical reference sources, such as indexes to vital records, which make other collections accessible. Family histories, and other works of a strictly genealogical nature, are not collected unless the primary focus of the work is the history of the area.

Languages

The Library generally collects materials written in English or translated into English, with some exceptions. The library will also collect material written in the foreign languages that are taught at Radford University, primarily literature. Another exception is the acquisition of dictionaries or similar reference works which provide access to the vocabulary of languages other than those taught within the curriculum, or major encyclopedic works in modern foreign languages. Performance works that are typically in a foreign language will also be collected (e.g., opera, vocal works, or foreign language films).

Fiction

The Library purchases some contemporary fiction of literary merit for the collection, primarily national or international award winners. A small leased collection of popular fiction and nonfiction is provided for the recreational reading interests of the university community.

Popular versus Scholarly Works

In general, preference is given to scholarly works; however, an effort is made to collect some basic material on topics of interest for lower-level undergraduate research, such as freshman English or speech communication. In addition, some popular nonfiction is selected for the leased collection provided for recreational reading.

Publications of Local Authors

The Library collects the publications of local authors when their works meet the general selection criteria.

Multiple Copies

The Library may acquire multiple copies (but generally not more than three) of certain titles in cases where anticipated use so dictates. Requests for multiple copies require justification.

Reserve Materials

Materials required for class assignments may be placed on reserve each semester. Faculty are encouraged to arrange for the library to purchase materials needed for reserve; however, personal copies and articles may also be placed on reserve. All materials placed on reserve must meet copyright requirements.

Reference Collection

The Library is committed to providing continuing access to a wide range of reference sources, such as indexes, abstracts, encyclopedias, dictionaries, etc., in both printed and electronic formats. These provide the user with the ability to locate specific pieces of information in a timely and efficient manner.

Government Publications

Federal Documents:

McConnell Library is not a federal depository for documents of the U.S. government. Government documents must be selected and purchased individually. The decision to purchase federal documents is based on the general criteria for selection.

Virginia State Documents:

McConnell Library is a designated depository for documents from the Commonwealth of Virginia. The Library of Virginia delegates to depository libraries the authority to make decisions regarding the retention of each item received through depository shipments.

Materials of a substantial nature meeting general selection criteria are cataloged and organized with other collection materials. Less substantial material is located by agency in the Virginia Documents collection, with brief catalog records. College catalogs are added to the College Catalog collection.

The following categories of Virginia state documents are not retained in the Library collection:

- Subject matter not related to university curriculum
- Agency newsletters of little interest outside the agency
- Certain publications from other from other colleges and universities:
 - Class schedules
 - Commencement exercise programs and announcements
 - Brochures of programs (not college catalogs)
 - Admissions office recruiting brochures
 - Campus specific information such as activity calendars, sports schedules, etc.
 - Newsletters
- Flyers for seminars, workshops, etc.
- Dated material
- Replacement pages for items not owned
- Purely internal agency documents, i.e., procedural manuals
- Fact sheets (one page information sheets)
- Press releases
- Documents containing information that is readily available in other sources, i.e., excerpts from the Code of Virginia

Harvey Center Collection Development Policy

The George Harvey Health Information Resource Center will collect information resources which directly support the clinical, teaching, outreach, and patient-education activities of the Waldron college faculty, students, and clients. Due to limited space and hours of operation, not all resources which relate to the activities of Waldron College can be housed in the Harvey Center.

Videos:

- Videos which are requested for purchase by Waldron faculty or library faculty, using funds designated to support the Waldron College programs, may be housed in the Harvey Center unless the subject matter and treatment would be of wider interest in the university curriculum.
- General-interest videos located in McConnell may be placed on reserve in the Harvey Center.
- Videos requested for purchase from funds supporting a clinical affiliate department (such as Counselor Education, Music, Special Education, or Exercise, Sport and Health Education) may be housed in the Harvey Center when justification is provided on the request.
- If demonstrated interest from other disciplines causes a problem of access, additional copies may be purchased for McConnell.
- Because of space constraints, the Harvey Center video collection will be reviewed periodically to identify videos that may be transferred permanently to McConnell or withdrawn.
- Videos may be transferred from McConnell Library to the Harvey Center if originally ordered to support a Waldron College department.

Electronic resources:

- Web-based electronic resources such as databases or full-text journals will be made accessible from the Harvey Center, McConnell Library, and remote locations.
- Selected electronic resources that meet the selection criteria of the Library Collection Development Policy and support the programs of the Waldron College and RU Clinics, such as CD-ROMs or software, may be located or made available in the Harvey Center. These resources should be designated for the Harvey Center when ordered.

Print resources:

- Very selectively, print resources that are needed for quick reference by Harvey Center or RU Clinics staff, or are needed for circulation to clinic patients, will be located in the Harvey Center.

Acquisitions Procedures Related To Collections Policies

Standing Orders

The Library uses standing orders for materials that are published over an extended period of time, for example, annual publications or multivolume sets. The standing order remains in effect until cancelled or until the set is completed. Standing orders are charged to the fund of the requestor.

Approval Plans

Under an approval plan, the Library sends the approval vendor a profile describing books to be supplied for one or more disciplines, and the approval vendor supplies all books that match the profile.

Blanket Orders

The Library sometimes uses blanket orders for all the publications of a selected publisher or association, usually those of professional organizations. Blanket orders are charged to the fund of the requestor.

Gifts

The Library welcomes gifts of books, periodicals, or other library materials to support its programs and services. All gifts of library materials are accepted with the understanding that upon receipt they become the property of the Library. Library personnel then assess the materials, and based upon collection development guidelines, determine appropriate disposition of materials, including the retention, cataloging, location, circulation, and other considerations relating to use or disposition. Appropriate acknowledgement of all gifts is made on behalf of McConnell Library and Radford University. However, the appraisal of a gift to the Library is the responsibility of the donor.

Expensive Purchases

Purchases of single items costing over \$500.00 and sets costing over \$1000.00 are reviewed by the Collection Development Librarian and may be brought to the Collection Development Committee for discussion and approval.