FSOP LIBRARY COLLECTION DEVELOPMENT POLICY

INTRODUCTION

This collection development policy is a statement of the principles and guidelines used by the University of the Incarnate Word's George A. Brackenridge at the Feik School of Pharmacy (FSOP) library in the selection, acquisition, evaluation and maintenance of all library materials. It will be used both in providing consistency among those responsible for developing the collection and in communicating the library's policies to faculty, students, staff and the administration. It is understood that as the programs and other information needs of the school change, so too the collection development will adapt to meet these needs.

PURPOSE AND GOALS OF COLLECTION DEVELOPMENT

The acquisition and maintenance of the library's materials collection is a primary function of the library's mission. Collection development refers to the process of building and maintaining the library's entire materials collection, in both print and non-print formats. The collection development process includes the formulation of policy and procedures, budget allocation, needs assessment, selection, collection maintenance, evaluation, and resource sharing.

The primary goal of the library's collection development efforts is to build a collection that supports the needs of the courses and programs at FSOP. The library also recognizes its responsibility to respond to the research needs of the faculty. With the understanding that no library can supply materials to satisfy all of the needs of its users, the library will encourage cooperative resource sharing agreements with other libraries in the region and throughout the state.

STATEMENT ON AUTHORITY

The development and maintenance of library collections is a joint responsibility of the college faculty and the professional staff of the library. Final authority for the selection of materials rests with the Dean of Library Services.

It is expected that the teaching faculty will work with the library professional staff to select appropriate library materials. The librarians depend upon faculty expertise to provide assistance in selecting titles for acquisition. All requests for materials are reviewed for their adherence to the selection guidelines and must be approved by the librarians. Student and staff requests for acquisition of materials are also welcomed and encouraged and will be reviewed by the same standards as are requests from other sources.

SELECTION POLICIES

The University of the Incarnate Word recognizes that today's libraries are not simply repositories for books and other print materials. In the midst of the information age, learning occurs most effectively when all types of media—electronic databases and periodicals, print periodicals, computer software, books, audio/visual materials—are available and used. All of these materials are potential resources to be considered for acquisition into an organized and balance collection. The selection and deselection of materials is a continuous process affected by changing curriculum content, changing programmatic needs and the availability of new materials. The general policy for selection applies equally to all types of materials being considered for library acquisitions.

GENERAL POLICIES FOR SELECTING MATERIALS

Standards and Ethical and Legal Principles

UIW supports the statements on collection development contained within the Association of Research Libraries (ACRL) Standards for Libraries in Higher Education (http://www.ala.org/acrl/standards/standardslibraries) The principles of intellectual freedom as outlined in the Intellectual Freedom Principles for Academic Libraries (see appendix) shall be adhered to in the selection of library materials. It is the responsibility of the librarians and all faculty selecting materials to ensure that all points of view are represented in the collection and that materials are not removed from the collection because of partisan and/or doctrinal disapproval.

The library does not add or withdraw, at the request of any individual or group, material which has been chosen or excluded on the basis of stated selection criteria. An individual or group questioning the appropriateness of material within the collection will be referred to the Dean of Library Services.

UIW complies fully with all of the provisions of the Copyright Revision Act of 1976 and its amendments. The library strongly supports the Fair Use section of the act which permits and protects citizen's rights to reproduce and make other uses of copyrighted works for the purposes of teaching, scholarship and research.

POLICIES FOR SELECTION OF MATERIALS

Criteria for Selection of All Materials

1. Relevancy to the curriculum and appropriateness to the clientele
2. Timeliness of material
3. Reputation of the author, issuing body, and/or publisher
4. Price/relative cost of material in relation to the budget and other available material
5. Appropriateness of the medium
6. Strength of present holdings in the same or similar subject
7. Demand; frequency of ILL requests for material on the same or similar subject
8. Electronic availability; The UIW Libraries subscribe to an "e-preferred" policy in collection development decisions.

The FSOP library generally will not purchase the following categories of materials: vanity press materials, textbooks adopted by the pharmacy curriculum, titles in foreign languages, titles in certain subject areas not serving the library audience, and materials requested by a program or faculty to be used exclusively by that program or faculty.

BOOKS (ELECTRONIC AND PRINT)

The book collection supports the courses and programs offered by FSOP. All formats will be considered in the library's purchase and/or access decisions, although the electronic copy is preferred when available. The book collection is reviewed by the librarians with faculty input.

- **Priorities**

  Librarians consider the following priorities in the selection and deselection process:

  1. Curriculum support for students

  2. Faculty research

  3. Relevance to the mission of the library and/or the university

- GENERAL SELECTION CRITERIA

- Books will be selected and deselected based on how well they support the continuing information needs of the school. Factors to be considered are:

  1. Support of academic programs

  2. Cost

  3. Accessibility within resource sharing services

  4. Full-text availability through electronic means

  5. Usage or projected usage

  6. Demand for title in document delivery requests

SERIALS

The serials collection supports the courses and programs offered by FSOP. Serials are publications issued in successive parts bearing numeric or chronological designations and intended to be continued indefinitely. Serials are issued in print, non-print and electronic formats. All formats will be considered in the library's purchase and/or access decisions. The selection of serials requires a continuing commitment to the base cost of the title, including maintenance, equipment and storage space. Items in the serials collection normally do not circulate. The serials collection is reviewed by the librarians with faculty input.

- **Priorities**

  Librarians consider the following priorities in the selection and deselection process:

  1. Curriculum support for students

  2. Faculty research

  3. Relevance to the mission of the library and/or the university

- GENERAL SELECTION CRITERIA

- Serials will be selected and deselected based on how well they support the continuing information needs of the school. Factors to be considered are:

  1. Support of academic programs

2. Cost

3. Accessibility within resource sharing services

4. Full-text availability through electronic means

5. Usage or projected usage

6. Indexing and abstracting in sources accessible to library users

7. Demand for title in document delivery requests

The library has established an annual serials review procedure at which time all decisions for cancellations and additions of serials subscriptions are made and appropriate formats are reviewed.

AUDIOVISUAL MATERIALS

The A/V collection supports the courses and programs offered by FSOP. Only currently accessible formats will be considered in the library's purchase and/or access decisions, and the library does not collect or maintain cassettes, microfiche, or resources available only on a single workstation. The A/V collection is reviewed by the librarians with faculty input.

- **Priorities**

  Librarians consider the following priorities in the selection and deselection process:

  1. Curriculum support for students

  2. Faculty research

  3. Relevance to the mission of the library and/or the university

- ## GENERAL SELECTION CRITERIA
- A/V resources will be selected and deselected based on how well they support the continuing information needs of the school. Factors to be considered are:

  1. Support of academic programs

  2. Cost

  3. Accessibility within resource sharing services

  4. Format

  5. Usage or projected usage

  6. Demand for title in document delivery requests

REALIA

The library does not collect or maintain realia (objects from real life used in instruction).

EQUIPMENT

The library does not manage and maintain equipment, unless it is required for use of a resources collected in another category.

Duplicates

Duplicates are not normally purchased. Duplicate materials will be added to the collection if warranted by heavy usage of copies already held by the library.

Foreign Language Materials

The library collects primarily English-language materials. Dictionaries and other foreign language material needed to support the curriculum are collected as needed.

Gifts

Gifts to the library are encouraged. Gifts of cash and gifts in kind are accepted at the discretion of the Dean of Library Services with the understanding that there are no conditions attached to their disposition. Only those materials which prove to be in good physical condition and which conform to the collection guidelines are actually added to the collection. All others are disposed of by sale, exchange, donation or discarded. The library will only acknowledge with a gift letter those items that have been accepted. The library will acknowledge the number of items donated, but cannot legally provide an appraisal or estimate of the value of the donated material. The appraisal of gifts for tax purposes is the responsibility of the donor.

Non-print Materials

Non-print materials are considered as any research and/or instructional materials whether electronic products, videodiscs, compact discs, etc. Requests for non-print materials will be evaluated on the same basis as are book materials.

Textbooks and Lab Manuals

Textbooks are not normally purchased. Exceptions are those which have earned a reputation as "classics" in their fields or when a textbook is the only or best sources of information on a particular topic. Textbooks and laboratory manuals will be evaluated and added to the collection based on the guidelines stated above.

SELECTION AND EVALUATION TOOLS

Subject-specific and standard library reviewing sources will be used when making selection decisions:

1. AACP Basic Resources for Pharmacy Education
2. Professional vendor-hosted databases of new books for academic libraries

3. Doody's Core Titles
4. Professional library journals
5. Subject bibliographies
6. Reviews in subject-specific scholarly journals
7. Vendor exhibits at conferences

In addition, librarians will use faculty expertise as a resource for selection and evaluation of the collection.

COLLECTION MAINTENANCE

BINDING

The library intends to preserve the printed serials subscriptions which are of research value to our community. Where budget, shelf space and staff are available the serials collection is preserved via commercial binding or electronic full text databases. Binding is done at the discretion of the pharmacy librarian in consultation with the faculty and the UIW Serials coordinator. The library will not bind partial runs of journal issues. Missing issues will be ordered so that a complete volume can be bound for preservation and continued use.

RETENTION POLICY

DESELECTION

Deselection (weeding) is the withdrawal of damaged or obsolete materials from the library's collection; an integral part of collection development and maintenance. Librarians are responsible for conducting an ongoing evaluation effort for maintaining the quality of the entire collection. Faculty will be expected to assist in the deselection process in their respective disciplines. The following general guidelines are applied in the deselection process:

1. Superseded editions are routinely deselected from the collection.

2. Any duplicate copies of seldom used titles are deselected.

3. Materials which cannot be repaired or rebound or for which the cost of preservation exceeds the usefulness of the information contained are deselected.

4. The currency of information is extremely important in some fields such as health sciences, technology and business. Older materials must be regularly deselected so that outdated or inaccurate information is eliminated.

RESOURCE SHARING

The library is committed to building collections that meet the needs of the curriculum at FSOP. However, the library recognizes the fact that it cannot realistically contain within its collection all of the information necessary to satisfy the needs of all of its users. Therefore, the library will supplement its collection through resource sharing and interlibrary loan services to serve the research needs of the faculty, students and staff. Resource sharing encourages free exchange of materials among the participating libraries to the mutual benefit of all.

COLLECTION DEVELOPMENT POLICY EVALUATION

The Collection Development Policy will be continually reviewed by the library staff. Any changes in policy will be posted on the library's webpage and will be available in the library.

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INTELLECTUAL FREEDOM PRINCIPLES FOR ACADEMIC LIBRARIES
An Interpretation of the LIBRARY BILL OF RIGHTS

A strong intellectual freedom perspective is critical to the development of academic library collections and services that dispassionately meet the education and research needs of a college or university community. The purpose of this statement is to outline how and where intellectual freedom principles fit into an academic library setting, thereby raising consciousness of the intellectual freedom context within which academic librarians work. The following principles should be reflected in all relevant library policy documents.

1. The general principles set forth in the *Library Bill of Rights* form an indispensable framework for building collections, services, and policies that serve the entire academic community.
2. The privacy of library users is and must be inviolable. Policies should be in place that maintain confidentiality of library borrowing records and of other information relating to personal use of library information and services.
3. The development of library collections in support of an institution's instruction and research programs should transcend the personal values of the selector. In the interests of research and learning, it is essential that collections contain materials representing a variety of perspectives on subjects that may be considered controversial.
4. Preservation and replacement efforts should ensure that balance in library materials is maintained and that controversial materials are not removed from the collections through theft, loss, mutilation, or normal wear and tear. There should be alertness to efforts by special interest groups to bias a collection though systematic theft or mutilation.
5. Licensing agreements should be consistent with the *Library Bill of Rights*, and should maximize access.
6. Open and unfiltered access to the Internet should be conveniently available to the academic community in a college or university library. Content filtering devices and content-based restrictions are a contradiction of the academic library mission to further research and learning through exposure to the broadest possible range of ideas and information. Such restrictions are a fundamental violation of intellectual freedom in academic libraries.
7. Freedom of information and of creative expression should be reflected in library exhibits and in all relevant library policy documents.
8. Library meeting rooms, research carrels, exhibit spaces, and other facilities should be available to the academic community regardless of research being pursued or subject being discussed. Any restrictions made necessary because of limited availability of space should be based on need, as reflected in library policy, rather than on content of research or discussion.
9. Whenever possible, library services should be available without charge in order to encourage inquiry. Where charges are necessary, a free or low-cost alternative (e.g., downloading to disc rather than printing) should be available when possible.
10. A service philosophy should be promoted that affords equal access to information for all in the academic community with no discrimination on the basis of race, values, gender, sexual orientation, cultural or ethnic background, physical or learning disability, economic status, religious beliefs, or views.
11. A procedure ensuring due process should be in place to deal with requests by those within and outside the academic community for removal or addition of library resources, exhibits, or services.
12. It is recommended that this statement of principle be endorsed by appropriate institutional governing bodies, including the faculty senate or similar instrument of faculty governance.

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