Collection Development

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1. Goals and Objectives

The primary goal of the University Library is to provide the information and instructional resources needed by students, faculty, administrators and staff for fulfilling the institution's purposes as stated in its Vision, Mission, and Values. The Library endeavors to acquire, within its financial and other limitations, materials required.

1.1. To provide materials, regardless of format, to support teaching and research.

1.2. To provide carefully selected resources in subject areas not presently covered by instructional and research programs in order to contribute to a general, well-rounded liberal education.

1.3. To maintain a reference collection adequate to facilitate instruction and research, and to serve as a gateway to additional resources worldwide.

1.4. To provide materials on topics of high current interest, within and beyond the scope of the curriculum.

1.5. To provide a limited collection of materials to serve the recreational reading interests of the University community at large.

Thus, the acquisitions program endeavors to reflect the educational objectives and curricular needs of the University as well as to provide materials broader in scope than any particular subject area.

2. Selection Responsibility

2.1. The ultimate responsibility for the selection of library materials and the policy decisions related to this function rests with the Dean of the University Library in general. This responsibility is shared with other librarians and faculty.
2.2. Faculty participation in collection development is actively solicited by the library liaison for each discipline as it is an invaluable aid to appropriate selection and makes available the expert knowledge of the subject specialist.

3. **Academic Freedom and the University Library**

3.1. The Agreement between the University of San Francisco and the USF Faculty Association affirms the right of individuals to free inquiry in the Library's access to collections and the freedom to select materials based on sound academic grounds according to the instructional and research needs of the University.

4. **General Parameters**

4.1. Acquisitions emphasis is placed on obtaining current materials. Retrospective materials are acquired only as funds permit. Outdated works and superseded additions are retained only to the extent that they contribute to an outstanding research collection.

4.2. Emphasis is also placed on the acquisition of bibliographic materials such as online indexes, abstracts, and online bibliographic and full text databases which provide access to published materials.

5. **Guidelines**

5.1. Publications in the English language are given highest priority. Foreign language publications are limited to those directly supportive of instructional programs. English translations of such materials are also selected.

5.2. There are no geographical limitations to the collection.

5.3. Acquisition of infrequently used research materials depends on the availability of the material in other libraries in the SF Bay area or by obtaining the materials by other timely means.

5.4. Variant editions of a title held are acquired only if they are "standard" editions or contain substantial changes which are needed for instructional purposes.

6. **Duplication**

6.1. Duplication is generally avoided. Duplicate copies of books and subscriptions to journals may be acquired in accordance with the following guidelines:

6.1.1. Heavy, continuous use of individual titles is the primary consideration for duplication (i.e., patrons do not have reasonable access to a publication without acquiring another copy).

6.1.2. To satisfy conflicting reserve and general uses.

6.1.3. Duplicate copies are not acquired solely for the sake of preservation, except subscriptions on microfilm to selected significant newspapers.
6.1.4. Duplicate copies are not purchased for the sole use of individuals, academic departments, or administrative offices.

6.1.5. Lost items will be replaced if they are available and in demand or "standard" works or "classics".

6.1.6. Duplication of print and electronic formats of the same title is generally avoided, unless there is strong need for both formats.

6.2. The cost of any given publication together with budgetary considerations will determine the ultimate decisions.

7. Format of Materials

7.1. The preferred format of journals, magazines, and newspapers is electronic when it is available via IP access. The library does not support access via individual username and password.

7.2. The preferred format of Reference materials is electronic.

7.3. Preferred format of videos is streaming online.

7.4. The library prefers e-books with the fewest restrictions on use (DRM).

8. Types of Materials Collected

8.1. Monographs (electronic or print)

8.1.1. Standard works of general reference (i.e., publications which have as their subject matter the total universe of knowledge).

8.1.2. Standard reference works in individual subject fields.

8.1.3. Titles pertaining to each curricular field: the field as a whole, those aspects of the field in which courses are offered, and other significant aspects of the field.

8.1.4. Titles in important specific fields that are not treated in the curriculum.

8.1.5. A limited selection of titles appropriate for recreational reading.

8.2. Serials and Periodicals

8.2.1. New serial titles (periodicals, continuations and standing orders) are acquired in accordance with the general collection management goals and selection policy, but with special rigor due to long term cost considerations.

8.2.2. Additional criteria to be considered in selecting serial and periodical titles will include (but not be limited to) the following:

8.2.2.1. The degree to which the title adds significant new material and perspectives to the collection (possible substitution for existing title).
8.2.2.2. Whether indexed in a standard indexing or abstracting service.

8.2.2.3. Availability in another library in the area, state, or region, or in full-text electronic packages to which the library subscribes.

8.2.2.4. Cost in relation to its projected use.

8.2.2.5. Need and cost for backfiles.

8.2.2.6. Format – preference is for electronic format if the version is at least equivalent to print (graphs, images, content, etc.) and the publisher provides for perpetual access.

8.2.3. The Library will generally avoid purchasing:

8.2.3.1. Foreign language periodicals not necessary for curricular support or meeting the general information needs of faculty and students.

8.2.3.2. Trade journals (except when essential to curricular support)

8.2.3.3. Materials requested for the sole use of a faculty member

8.2.3.4. Individual issues and scattered and/or incomplete files

8.2.3.5. Newsletters

8.3. Government Documents


8.3.2. State of California. The Zief Law Library receives California State Publications selected for distribution to a limited number of libraries in the state, as prescribed in the State Depository Law. Some of these materials are passed along to Gleeson Library for consideration and may be added to Gleeson Library’s collection. Gleeson Library also orders or downloads additional California documents that are consistent with this collection development policy.

8.4. Theses and Dissertations

8.4.1. As of August 1, 2014, the library only accepts electronic copies of theses and dissertations. Existing print copies held by the library will be scanned and made available electronically to the USF community.

8.4.2. Dissertations/Theses from other institutions are purchased only in rare instances with special justification.
8.5. Audiovisual and multimedia materials are selectively acquired in support of a course/curriculum.

8.6. Career materials are located in the Priscilla A. Scotlan Career Services Center. However, the Library collects a number of reference sources relating to college programs and career fields.

8.7. Laboratory Manuals in general are not collected with the exception of materials dealing with standard scientific protocols.

8.8. Maps

8.8.1. Selected U.S. Geological Survey maps of California and additional country, state, and city maps are kept in the Map collection on the lower level.

8.8.2. Various government maps (U.S. and California) are shelved in the Map collection by issuing agency or in the Gleeson Map Cabinet.

8.8.3. A working collection of atlases is maintained in Reference. Specialized atlases are normally shelved in the circulating collection.

8.9. Scores are selectively collected in collaboration with the library liaison for the Department of Visual and Performing Arts and faculty in that department.

8.10. Major study guides and standardized test review books such as NCLEX, TESOL, GRE are selectively collected. Tests themselves are not collected.

8.11. Juvenile literature is generally not collected except when the materials has wide appeal for a general audience.

8.12. Textbooks. In general, the Library does not automatically acquire textbooks adopted as required texts for any given course. Some textbooks and other course-adopted materials, however, are valuable in their own right. These are selected in accordance with the provisions of this policy.

8.13. Rare Books/Special Collections. See Addendum titled “Collection Development Policy. Donohue Rare Book Room”

8.14. Gifts. Effective August 1, 2015 the library no longer accepts material or in-kind donations. Exceptions to this policy are made at the discretion of the Library Dean.

8.15. Exchange. The Library may enter into exchange agreements with other institutions if the publications to be received on exchange meet the evaluative criteria of this policy.

8.16. Archives. The University Archivist preserves the documentary records of USF.

9. Deselection of Library Materials

9.1. Deselection or "weeding," is the systematic evaluation of the library's collection to identify and discard those items which are no longer appropriate to the collection. This process carried on at
intervals or on a continuing basis, is an integral part of collection management. Ultimate responsibility for the deselection of library materials rests with the Dean of the University Library. Materials may be moved to an offsite storage location if available/appropriate, or may be completely removed from the collection.

9.2. In general, the same criteria apply to deselection as are used in the selection of new materials including:

9.2.1. content and relevance to the curriculum

9.2.2. physical condition

9.2.3. whether the item is in print

9.2.4. whether the item is in a standard or discipline-specific bibliography

9.3. The following criteria should be regarded as flexible guidelines:

9.3.1. Books

9.3.1.1. Criteria for discarding monographs

9.3.1.1.1. Outdated material - books which contain outdated or inaccurate information, unless valuable historically

9.3.1.1.2. Superseded editions – unless material in the superseded edition is considered valuable and not included in the newer edition of the work

9.3.1.1.3. Duplicate copies - when these are deemed no longer needed for the academic program

9.3.1.1.4. Worn or damaged items will be evaluated for discard, repair or replacement

9.3.1.1.5. Materials no longer in scope for the collection

9.3.1.1.6. Works superseded by or accumulated in more comprehensive publications, such as bibliographies and indexes

9.3.1.1.7. Broken sets – unless individual volumes of the set can stand alone on their own merit

9.3.1.1.8. The title is available in electronic format.

9.3.1.2. Criteria for retaining monographs

9.3.1.2.1. Scholarly works

9.3.1.2.2. Key authors in the field, historical and contemporary

9.3.1.2.3. Source materials (e.g., the Warren Commission Report)
9.3.1.2.4. Works treating major developmental phases (theories, etc.) of the subject
9.3.1.2.5. Works by local author or faculty member
9.3.1.2.6. California and Bay Area material
9.3.1.2.7. Works that enjoy a reasonable circulation
9.3.1.2.8. Prize winning works (Pulitzer, Nobel, National Book Award, etc.)
9.3.1.2.9. Titles analyzed in a standard index
9.3.1.2.10. Works on a subject not frequently written about, or approaching the subject from an unusual point of view
9.3.1.2.11. Works with excellent bibliographies
9.3.1.2.12. Works that reflect the mores of a period

9.3.1.3. Replacement. A regular ongoing evaluation program to renew out of date and worn materials is in place.

9.3.1.3.1. As new editions are ordered and received, superseded ones are removed from the stacks for a decision to discard or retain.
9.3.1.3.2. As worn or damaged items are identified after circulation, they are evaluated for replacement if in print, or discard or repair if out of print.

9.3.2. Serials and Periodicals

9.3.2.1. Criteria for discarding serials and periodicals

9.3.2.1.1. Print titles that are duplicated in WEST (Western Regional Storage Trust) archives, a distributed retrospective print journal repository program serving research libraries, college and university libraries, and library consortia in the Western Region of the United States.

9.3.2.1.2. Print titles that are duplicated in electronic format, especially in stable archives such as JSTOR or Project MUSE to which the library maintains perpetual access.

9.3.2.1.3. Material is no longer in scope for the collection or the related programs have been eliminated from the curriculum.

9.3.2.1.4. Price relative to use and to the cost of other titles in the collection.

9.3.2.1.5. The library owns only fragments of a title and the cost of replacement is not justified.

9.3.2.1.6. The title has ceased publication and has no apparent current value.
9.3.2.2. Criteria for retaining serials and periodicals

9.3.2.2.1. In general, the print copy is retained for those titles where the publisher does not offer perpetual access, where the print version is more complete than the online version, or where the print contains graphs or images in a better way than the online version.

9.3.2.2.2. The title is a "core" journal in that field of study.

9.3.2.2.3. Retaining a print subscription is a prerequisite for receiving online access, or the title is part of a non-cancellable package.

9.3.2.2.4. Works treating major developmental phases (theories, etc.) of the subject.

9.3.3. Databases. Subscriptions to electronic databases or journal packages will be evaluated annually for retention, cancellation or expansion/reduction. Factors such as current cost, price increase, usage and faculty & librarian input will be taken into account.


9.4. The mechanics of deselection

9.4.1. Ongoing evaluation program to renew out of date and worn materials

9.4.1.1. As new editions are ordered and received, superseded ones are removed from the stacks for a decision to discard or retain.

9.4.1.2. As worn or damaged items are identified after circulation, they are evaluated for replacement if in print, or discard or repair if out of print.

9.4.2. Systematic review of subject areas

9.4.2.1. The Library:

9.4.2.1.1. notifies all academic Department Chairs that a section of the collection is under review

9.4.2.1.2. flags items chosen for deselection

9.4.2.1.3. notifies faculty of areas that have been flagged or generates a list of deselected titles

9.4.2.1.4. when generated, sends the list to the primary Department Chairs

9.4.2.1.5. when generated, sends the list to other interested individuals, as requested.

9.4.2.2. Department Chairs:
9.4.2.2.1. Each Department's Faculty has one month during the semester to reach a consensus on the titles chosen for deselection.

9.4.2.3. Reconsideration of deselected titles

9.4.2.3.1. A Department, by consensus, may request the Library to reconsider the decision to deselect a title or titles, using the Criteria for retaining monographs (section 9.3.1.2).

9.4.2.3.2. The Library considers the case for titles in question and notifies the Department Chair of the decision.

9.4.2.3.3. The Joint University Library Advisory Committee (JULAC) may act as arbiter if the Department disagreed with the Library's decision.

9.4.3. Processing of deselected items

9.4.3.1. The Library stores deselected items until final disposition of materials is decided.

9.4.3.2. With the exception of government documents, the Library disposes of remaining items by the most appropriate means, including: selling materials, discarding, recycling*, or contacting charitable organizations to pick up and package materials*

*as arranged by interested members of the JULAC (formerly JCLMS)

Note: Deselection section - Approved draft 4/26/95
Joint Committee on Library and Media Services