

Collection Development Policy  
Easley Library

Bluefield College  
Bluefield, Virginia

May 2006

## Introduction

This policy is a statement of the operating guidelines used by Easley Library in its acquisition and maintenance of materials. Budgetary considerations, increase in publishing activity, the use of non-print, electronic, and Internet resources, space requirements and the increasing demands for information resources necessitate careful materials selection, based on the immediate and future needs of the Library and the constituents served by Bluefield College. The collection of the Library must be systematically shaped and developed in order to make best use of the allocated funds. The following are general policies that guide the process of developing the collections of Easley Library.

In this policy, the word “materials” shall be used to encompass almost all formats. This will include, but not be limited to, books, journals, audiovisual materials, electronic materials, and computer software, and any future technological developments that will be used to transmit information to the Library’s users. Because of space requirements, there will be certain types of materials that the Library will not collect. A more complete listing of the types of materials Easley Library will collect will be found in Appendix B.

### I. Easley Library Statement of Purpose

As an integral part of the educational program of Bluefield College, the library provides instructional resources, services, and facilities to the college community and access to resources and services to off-campus faculty and students. The primary purpose of Easley Library is to provide support for the educational goals of the college, as stated in the mission and catalog of the college, by (1) acquiring and maintaining a well-

balanced, up-to-date collection of both print and non-print materials, (2) providing physical facilities and equipment that will ensure the most effective use of library resources, (3) instructing the college community in the effective and efficient use of library resources and services, and (4) cooperating with other libraries to develop shared library resources.

## II. Selection Responsibility

### A. Librarian and Faculty Selection Responsibility

Ultimate responsibility for the development and maintenance of the Library's collection rests with the library director and librarians. At times, the director may appoint one of the librarians as a liaison to a department or division. However, most often the collection development reference librarian serves as the major liaison to the departments and divisions. The collection development reference librarian alerts faculty of titles that might be useful in their areas and also circulates appropriate catalogs to the departments and divisions. The technical services librarian keeps each division/department informed as to their appropriation for books/audiovisual materials and the expenditure in these areas. Of course, faculty members are free to call upon any librarian for particular needs best served by that staff member.

It is hoped that faculty continually monitor their professional literature for appropriate library acquisitions, and that they make the library staff aware of library materials most useful for course requirements and for students' research needs. Student and staff requests for acquisitions of materials are also welcomed and encouraged, and are reviewed by the same standards as are requests from all other sources.

All requests for materials are reviewed for their adherence to the selection guidelines (as stated below in Section V. Selection Guidelines). These should be submitted on an official order card. All submissions should contain as much information as possible for each title. Some recommendations to order library materials may be refused, if the materials are inconsistent with the collection development policy, or if the funds are insufficient.

## **B. Order Requests**

Because of the detailed bookkeeping involved with the acquisitions of library materials, the following steps for ordering materials should be adhered to:

1. Before ordering, please make sure you understand the Easley Library Collection Development Policy.
2. Remember that you have a limited amount of money to spend. Please choose materials which will be the best choices for the classes you are teaching.
3. An order card for books and audiovisual materials should be filled out as completely as possible. Areas which **MUST** be filled out are as follows:

Name of faculty member requesting materials (1<sup>st</sup> initial and last name acceptable)

Course name and number to be supported by material

Complete title of work

Publisher

Year of publication

Approval of Division Chair (may be waived at chair's discretion)

4. If you have a sale catalog or other information, please clip the card(s) to it and fill out at least the above information for us. It is important that we have the card in order to identify who ordered it and what course it is for. The information is important for encumbering funds from the proper budget fund line and also in order to send you notification after the material(s) have been added to the collection.
5. Order cards must be sent to the collection development librarian and not directly to the technical services librarian. The collection development librarian will be keeping track of your spending so that you can obtain a report of your expenditures. He will check to make sure the materials applies to a course and will check to see if there is any question about the request.
6. Cards which do not have the required information on them will not be processed, but returned to you. If no faculty name is indicated, the card will be discarded. The collection development librarian will make every effort to determine who placed the order before the card is discarded.
7. Your orders will be processed as quickly as possible. Out-of-print materials may take extra time to acquire. Purchase orders will have to be submitted to the business office and/or academic dean for approval. Should you need to check on the status of your order, refer to your copy of the order request card, check the library's online catalog to see if it has been ordered, and then contact the technical services librarian. Investigations will be made as to which vendor to use to purchase the materials.
8. After your materials arrive and have been processed and added to the library collection, you will receive notification from the collection development librarian.

Normally, new materials are placed on the new books shelf located just inside the main entrance of the library.

9. All orders must be received by March 1<sup>st</sup> of the academic year. Any cards received after that date will be considered on an individual basis, and may be carried over to the next fiscal year. All unexpended funds will revert to the library's discretionary fund for librarian and other requests for collection development.
10. Work with the collection development librarian and your division. It is up to you and other members teaching in your discipline as to how you decide to spend your allocation.

## IV. Fund Allocation

It is the Library Director's responsibility to allocate the materials budget in such a way as to fulfill the Library's collection development goals. Funds are divided equally among the divisions of the college.

All departmental funds must be spent by March 1 of the academic year. Any unspent funds will revert back to the Library's discretionary fund and used to purchase any materials deemed necessary by the librarians.

## V. Selection Guidelines

The Easley Library Statement of Purpose and the institutional goals of Bluefield College must always provide the framework for selection. Thus the major responsibility and top priority of the library lies with the teaching programs at the undergraduate level.

The library endeavors to serve the needs of the faculty either by purchasing (if the materials can also be used by the student body) or by securing through Interlibrary Loan those resources needed for faculty study and research. Although at a much lower priority, the library services the entire college community through the purchase of recreational, cultural and general information materials, as well as those that might be of use for staff and faculty development.

## **A. General Criteria**

The quality of content and fulfillment of academic curricular needs are the first criteria against which any potential item is evaluated. Specific considerations in choosing individual items should include some or all of the following:

- Lasting value of the content
- Use in a particular course taught by the faculty
- Appropriateness of level of treatment
- Strength of present holdings in same or similar subject areas as determined by standard bibliographies and other sources
- Cost
- Suitability of format to content
- Authoritativeness of the author or reputation of publisher
- Study of use patterns (via circulation statistics and Interlibrary Loan) to determine high demand in areas where the collection is weak
- Reviews in scholarly journals and other reputable publications

## **B. Levels of Collection Development**

Although Easley Library is not a research library such as you would find at a major research university, there is still some justification for using the following levels of Collection Development as outlined by the Association of Research Libraries. These codes are to be used to define the level of collecting for which we should strive in order to adequately support the academic programs at this college. These codes are:

- 0 - Out of scope. Not collected
- 1 - Minimal level. Very basic works only.
- 2 - Basic Information Level. Up-to-date general materials that introduce and define a subject; basic reference works.
- 3 - Instruction Support Level. Supports undergraduate and most graduate instruction or sustained independent study.
- 4 - Research level. Major published sources, including journals, required for dissertations and independent research. Generally not collected by our library, at least at the present.
- 5 - Comprehensive Level. All significant works of recorded knowledge in all applicable languages; a “special collection” aiming at exhaustiveness. Only applicable to certain of our special collections which are outlined later in this document.

## **C. Other Guidelines**

Other guidelines are also enforced:

1. Textbooks are not normally purchased. The exceptions are those which have earned reputations as “classics” in their fields, or when a textbook is the only or best sources of information on a particular subject.
2. Duplicates are purchased only under unusual circumstances.
3. In instances where the cost of an item is high and the demand is low, the holdings of nearby libraries are considered in determining whether or not an order should be made.
4. When there is an option of paperback or hardback binding, the choice is based on expected use, lasting value of content, and cost differential.
5. Lost or stolen materials shall be replaced, if needed, if they are available. The current book trade and aforementioned selection criteria shall be considered.
6. Except for foreign language dictionaries, the library acquires primarily English language reference and research sources. Literature and language materials that are used heavily in the teaching or learning of foreign languages are collected as well.
7. The majority of selections are current publications. The library recognizes the need for retrospective purchases, and systematically uses standard bibliographies and other evaluation tools to locate and fill gaps in the collection. However, in view of the difficulty and expense in obtaining out-of-print and reprinted material, it is most important to spend funds for valuable current publications of long-term worth, thus preventing a future need for retrospective buying.

The Library staff uses the following as primary selection tools, with additional sources as needed: *Choice*, *Booklist*, *Library Journal*, publisher's catalogs and pre-publication literature, selected subject-specific professional journals, *Best Books for Academic Libraries*, and *Books for College Libraries*.

## VI. Serials

Because serials represent an ongoing commitment, budgeting and selection differ from that involved in purchasing monographs. Because each journal or periodical title does involved a prospective longstanding commitment, and because of increasing journal subscription rates and limited funds, acquisition of a serial title requires, and receives, substantially more consideration than acquisition of a single monograph. Easley Library presently subscribes to approximately 195 journal, periodical, newspapers, and indexing services.

Some or all of the following criteria are used for evaluating titles for acquisition or cancellation:

- Support of present academic curriculum
- Strength of the existing collection
- Present use of this or other periodicals in this subject area
- Projected future use
- Cost, projected availability of funds
- Availability in a fulltext database which the Library subscribes to
- Reputation of the journal and/or inclusion in a prominent abstracting and indexing source

- If not owned, number of recent Interlibrary Loan requests for this periodical

## VII. Non-Print Materials

Non-print materials (audiovisual materials, computer software, etc.) are considered simply a different format of subject information and as such are evaluated on the same basis as are monographs, with special emphasis on the suitability of the format to the content, and on the quality of the production, and copyright compliance (i.e., only commercially produced videotapes will be added to the collection with the exception of locally produced videotapes of Bluefield College activities). Evaluation, weeding and replacement of non-print items follow the same guidelines and procedures as for monographs.

## IX. Archives and Specialty Collections

Most specialty collections will be housed in separate areas from the main collection of the Library. Some exceptions, which will be noted below, are integrated into the Reference and Circulating collections of the Library. Many of these collections are in their infancy at the present time, and will probably need special housing in the future for preservation purposes.

### A. Lewis & Clark Collection, or Billian Collection

This collection contains materials about the famous Lewis & Clark Expedition. Non-print materials with information on this subject will be housed with similar formats

(for instance, videocassettes about the expedition will be housed with the regular video collection, at least at the present time).

B. Senior Honors Project Theses: A copy of each Senior Honors Project Thesis will be bound and given to the Library for archival purposes. This will be fully cataloged and classified and will be housed in the Reference area of the Library.

C. Appalachian Collection

An effort will be made to collect works dealing with various aspects of the Southern Appalachian Region, particularly the area of southwestern Virginia and southern West Virginia. This will include, but not be limited to, fiction, cultural works, reference materials, histories, and folklore. These materials will be integrated into the circulating, Reference and audiovisual collections at this time, with the exception of archival types of materials that might be received.

D. Musical Scores

Musical scores that support the music curriculum will be purchased when possible. The scores will be fully cataloged and added to the online catalog. All efforts will be made to collect study scores first. Scores that might be used for individuals in recitals and private study will be collected as money and need allows. Currently scores are housed within the circulating collection but because of the special shelving needs these materials require they may eventually sit in a separate place to be determined.

### E. Baptist Archives & Special Collections

Easley Library is periodically sent directories and annual reports from various Baptist Associations around the state of Virginia. Because of the Baptist heritage of Bluefield College it is deemed important to keep these materials for future research. It is hoped that the Library will be able to expand this area of special collections in the future and become a central point of research for not only for the Bluefield College community, but also for Baptists in this region. These are currently housed in the library's storage section.

## X. Gifts

Gifts are encouraged, with the understanding that the Library may dispose of them or add them to the collection at its discretion, and in the same manner as purchased material. As a general rule, gift books will be added based on the same criteria as purchased ones. The Library assumes no responsibility for appraisal of gift items (see APPENDIX A: STATEMENT ON APPRAISAL OF GIFTS) although a list of the books donated will be provided to the donor, nor can the Library accept gifts under restricted conditions. Materials which are not kept by the Library will either be offered to other libraries, put on the giveaway cart in the Library foyer, or possibly retained for future Library fundraising activities such as book sales. See Appendix A for gift policy and copy of gift form.

## XI. Weeding

Weeding is an important aspect of collection development in the college library. Upon arrival of new editions, the reference staff evaluates previous editions and withdraws those deemed outdated. All materials marked for withdrawal from the general collection will be placed on reviewing shelves, and appropriate faculty contacted, if they have previously requested such contact, to review these materials. If, one month after contact, no faculty member has indicated that the material(s) should be retained, then they will be withdrawn completely from the collection. The reference collection is continually monitored for outdated material, which is replaced or withdrawn. Individual sections of the general collection are periodically reviewed. Faculty are encouraged to assist in spotting outdated or inaccurate materials in their areas of expertise.

## XII. Cooperative Networks

With advances in automation and participation in library networks (Holston Associated Libraries (HAL), OCLC, Solinet, Virginia Independent College and University Library Association (VICULA), and the Appalachian College Association, the decisions made by Easley Library become more significant to those involved in collection development. As it becomes increasingly apparent that no college library can provide all of the materials needed by its users, it becomes extremely advantageous to share resources. Thus, each advance in automation has led to increasing interlibrary loan activities. New breakthroughs in online catalogs that extend beyond the individual library make cooperative collection development more of an alternative for Easley Library than has been possible or feasible in the past. In addition, other cooperative ventures have led to the ability to purchase or lease online databases which contain not

only indexes and abstracting, but some full-text, which has increased our number of serial titles and their equivalent volumes dramatically.

Future revisions of this policy statement will undoubtedly reflect mutual reliance for specific subject areas developed under the aegis of HAL which currently consists of Appalachian School of Law, Bluefield College, Emory & Henry College, King College, Virginia Intermont College, Milligan College Tazewell County Public Library, and Washington County Public Library.

### XIII. Policy Evaluation

A library is not a static institution and no policy can be definitive for all time. Ideas about its nature and content are constantly evolving, so a collection development policy must be responsive to change. Thus, this collection development policy will be evaluated and changed as necessary by the Library Director who is open to input from the other librarians.

## Appendix A: STATEMENT ON APPRAISAL OF GIFTS

Developed by the Committee on Manuscript Collections of the Rare Books and Manuscripts Section. Approved by the Association of College & Research Libraries Board of Directors on February 1, 1973, in Washington, D.C.

1. The appraisal of a gift to a library for tax purposes generally is the responsibility of the donor since it is the donor who benefits from the tax deduction. Generally, the cost of appraisal should be borne by the donor.
2. The library should at all times protect the interests of its donors as best it can and should suggest the desirability of appraisals whenever such a suggestion would be in order.
3. To protect both its donors and itself, the library as an interested party, ordinarily should not appraise gifts made to it. It is recognized, however, that on occasion the library may wish to appraise small gifts, since many of them are not worth the time and expense an outside appraisal requires. Generally, however, the library will limit its assistance to the donor to:
  - a. Providing him with information such as auction records and dealer's catalogs;
  - b. Suggestions of appropriate professional appraisers who might be consulted;
  - c. Administrative and processing services which might assist the appraiser in making an accurate evaluation.
4. The acceptance of a gift which has been appraised by a third, and disinterested party, does not in any way imply an endorsement of the appraisal by the library.
5. An archivist, curator, or librarian, if he/ she is conscious that as an expert he/she may have to prove his competence in court, may properly act as an independent appraiser of library materials. He/she should not in any way suggest that his/her appraisal is endorsed by his/her library (such as by the use of the library's letterhead), nor should he/she ordinarily act in this fashion (except when handling small gifts) if his/her institution is to receive the donation.

## **Easley Library Gifts and Donations Policy**

The Bluefield College Library is grateful that people wish to donate materials to the library's collection. Gifts of books and journals must follow the guidelines of this policy.

- **General gifts of materials**

All gifts of new or used materials must be presented directly to library personnel during normal working hours. If this is impossible, the donor should phone the library to make alternative arrangements.

- **Dropping off materials**

If you wish to have any special response by the library to your donation (written confirmation of the donation for tax purposes, return to you of unaccepted items, bookplates in the books identifying you as the donor, etc.), we ask that you fill out a Gifts Donation Form. Copies of this form may be obtained from the library staff, and a copy of your completed form will be returned to you to confirm the donation.

- **Assessment of gift amount for tax purposes**

For tax purposes, it is at the donor's discretion to assess the value of the gifts or accept the value per book designated by the Internal Revenue Services (gifts in kind). It is not lawful for any of the college staff to perform an appraisal.

- **Gifts accepted according to collection development policies**

The librarians will assess the gifts and choose which are appropriate to add to the collection. Those materials that are deemed not appropriate for the collection according to our collection policy guidelines will be either given to another library or discarded.

- **Return of items not accepted**

If the donor specifically requests donated materials that have not been added to the collection returned to them, the library will contact the donor. The donor must return to pick up the remaining materials within fourteen (14) days of being informed that there are materials to pick up. After that period of time, the library reserves the right to sell or discard the remaining items not picked up by the original donor, or designee.

- **Placement of materials in the collection**

Once materials have been donated and accepted for inclusion in the library collection, the cataloging librarian will determine the classification and location of the materials. Placement of materials in a particular collection or physical location will be determined by current policies and practices.

A bookplate will be placed in the book if requested by the donor.

- **Reasons for inclusion/ exclusion of gift materials**

» Sometimes we must decline gifts of materials because they do not fit the purpose of this library.

» It must be understood that the library has limited space, money, and staff for the processing and housing of materials. Duplicates of materials already in the collection are not needed if the first copy has little circulation.

» Periodicals require large amounts of space and staff time and are generally not useful gifts unless they are a full run or fill in gaps in our current holdings.

» Items in poor physical condition (i.e. brittle paper, water damage, writing or highlighting on pages, torn and/or missing pages) make materials useless or not cost effective for the library.

» Moldy books cannot be accepted. Mold on books will spread and is dangerous to the condition of both the existing collection and the health of persons in the library.

## Gift Form

**Thank you for your donation of materials to the Bluefield College Library.  
Please fill out this form to include with your gift.**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

\_\_\_\_\_

Would you like us to return any books that are not going to be added to our collection?

Yes \_\_\_\_\_ No \_\_\_\_\_

Do you want a bookplate placed in each book stating you as the donor?

Yes \_\_\_\_\_ No \_\_\_\_\_

Have you read our Gifts Policy? (A copy can be obtained from the library staff.)

Yes \_\_\_\_\_ No \_\_\_\_\_

Number of books donated:

hardbacks \_\_\_\_\_ paperbacks \_\_\_\_\_

Number of other materials: (CDs, DVDs, etc.) \_\_\_\_\_

Name of person accepting donated books:

\_\_\_\_\_ Date: \_\_\_\_\_

## **Appendix B: Types of Materials**

### **1. Types of Materials Included in Easley Library**

Monographs

Serials

Newspapers

Maps

Pamphlets

Newsletters

Reprints

Student theses

Bibliographies

Indexes

Abstracts

Directories

Handbooks

Sourcebooks

Court decisions

Legislative materials

Slides

DVDs

Videotapes

Research & development reports

Technical reports

College catalogs

Atlases

Proceedings of various groups

Proceedings of various organizations

Conference proceedings

Specifications and standards

Filmographies

Discographies

Encyclopedias

Dictionaries

Grammars

Digests

Regulations and rulings

Constitutional materials

Sound recordings