

## **COLLECTION DEVELOPMENT POLICY**

### **I. Introduction**

This document provides an overall plan and specific guidelines for the development of the collections of the Kentucky Wesleyan College Howard Greenwell Library. Its components guide the selection, acquisition, analysis and maintenance of library materials within the framework of the institution's mission and goals. In developing its collections, the Greenwell Library seeks to make the best possible use of available resources to meet the information needs of Kentucky Wesleyan students and faculty. As institutional programs evolve, this policy will be revised to accommodate the changing needs of the College community.

In this document, the word "materials" shall be used to encompass all print, non-print and electronic materials a library collects and/or makes available to its users. To support the research needs of students and faculty, the Library obtains materials not held in its collections through interlibrary loan (ILL). While ILL service is an essential means of expanding the range of materials available to users, the Library considers this service an adjunct to, not a substitute for, collection development.

### **II. Responsibility for Collection Development**

The ultimate authority and responsibility for the development of Greenwell Library's collections rest with the Library Director. All requests for materials are reviewed for their adherence to the selection guidelines as stated in Section IV of this document and must be approved by the Library Director. The Library Director assigns selection responsibilities to library staff and solicits selections from faculty in their respective areas of expertise through the mechanism of departmental allocation of library funds. Student and staff requests for materials are also welcomed and encouraged.

### **III. Funds Allocation**

Although the Library Director bears ultimate responsibility for the development of the collection, the faculty is given extensive opportunity for input into the process. Two-thirds of the Library's materials budget is allocated to the College's academic departments according to a formula (see Appendix A: "Materials Allocation Formula"). Allocations are reviewed annually by the Library Director and adjusted if necessary to accommodate changes within a program or discipline.

### **IV. Selection Guidelines**

As a partner in the educational mission of the College, Greenwell Library seeks to acquire materials that foster the intellectual, social, and spiritual growth of students. The Library's first priority is to directly support the College's academic programs. Additionally, the Library supports the informational needs of the entire college community by acquiring recreational, cultural and general interest materials.

The quality of the content and extent to which an item meets curricular needs are among the first criteria considered in evaluating material for addition to the collection. Other considerations include:

- the level of treatment of the subject
- the strength of current holdings within that subject area
- the suitability of the format
- the authoritativeness of the author and/or reputation of the publisher

The following guidelines are also applied:

- Textbooks are not usually acquired unless constituting the only or best source of information on a subject.

The Library does not generally purchase multiple copies of an item. When duplicate copies of items much in demand are available through gift sources, these will be incorporated into the collection.

- Choice of format (paper vs. electronic) is based on the price of the item relative to its perceived long-term value and use.
- Lost materials are replaced if they are determined to be of importance to the collection, heavily used and/or readily available.

## **V. Collection Depth**

In defining the levels of collecting appropriate for Greenwell Library, the following categories have been utilized:

- **COMPREHENSIVE** level - collecting, as far as is reasonably possible, all significant works in all formats for a defined field.
- **RESEARCH** level - collecting materials adequate for dissertation preparation and independent research. This includes most important scholarly works, reference titles, books and many journals within a defined field.
- **STUDY** level - collecting materials adequate to support undergraduate or graduate course work, or sustained independent study within a defined field. This includes a wide range of basic monographs, a selection of representative journals, and the fundamental reference and bibliographical tools pertaining to the subject.
- **BASIC** level - developing a highly selective collection which serves to introduce or define a subject. This includes the latest or best monographs, a few major journals and some reference works in the field.
- **MINIMAL** level - acquiring a few basic works relative to a subject area beyond the scope of the library's collections.

## **VI. The Collections**

### General Circulating Collection

An attempt will be made to maintain this collection at the **STUDY** level for those programs/areas indicated in Section VII of this policy. The level of collection activity for other areas will be at the **STUDY**, **BASIC** or **MINIMAL** level.

### Reference Collection

An attempt will be made to maintain this collection at the **STUDY** level for disciplines in which

the College offers majors, programs and courses of study. The level of collection activity for other areas will be at the BASIC or MINIMAL level.

### Serials

Greenwell Library subscribes to a small number of journals in print format and provides full-text electronic access to a vast number of others. To provide continuity within the print collection, the Library requires a subscription commitment of at least three years for any new title. For disciplines in which the College offers majors, programs and courses of study the Library will attempt to maintain the serials collection (print and electronic) at the STUDY or BASIC level.

### Government Documents

The Library is a selective depository for U.S. Federal publications, receiving approximately six percent of the titles distributed through the depository system and providing electronic access to the system's entire basic collection. In addition, the Library selects to receive titles and series which support the College's academic programs.

### Special Collections

Greenwell Library maintains several special collections. Most are the result of gifts to the College. These collections develop as time and circumstances permit. They include a Kentuckiana collection; the Kentucky United Methodist Heritage Center; the Dr. & Mrs. M. David Orrahood Collection; the Dan M. King Architecture Collection; a Special Collection of rare, fragile, and unique materials; the Matsumoto Collection; and the Kentucky Wesleyan College Archives (see "Archives Policy").

### Howard Greenwell Collection

Using gift funds designated for that purpose, the Library maintains through lease and purchase a collection of popular fiction and nonfiction. The collection is housed in the Howard Greenwell Alcove. Select items purchased for this collection are eventually relocated to the general circulating collection.

### Audiovisual Materials

The Library maintains a collection of audiovisual materials to support and enhance the teaching process. The collection consists of compact discs and DVDs.

## **VII. Language of the Collections**

The Library collects primarily English language publications. Exceptions include foreign language dictionaries and materials acquired in support of the Modern Language curriculum. These are collected at the BASIC level.

## **VIII. Gift Books**

Gifts are encouraged, with the understanding that the Library may add them to its collections or dispose of them at its discretion. Gift books are accepted in accordance with the "Gift Book Policy".

## **IX. Collection Maintenance and Evaluation**

Greenwell Library strives to maintain the physical integrity of its collections through conservation measures such as temperature, humidity and dust control. Other measures employed include book repair, binding and replacement. The Library staff weeds the collections on a continuous basis, removing damaged and outdated materials (see "Weeding Policy").

## **X. Intellectual Freedom**

Greenwell Library supports the American Library Association's *Bill of Rights and Freedom to Read Statement*. In the course of providing curricular support, the Library acquires materials reflecting a wide range of viewpoints on religious, political, sexual, social, economic, scientific and moral issues. No censorship will be exercised with respect to these ideas and beliefs, or the manner in which they are expressed.

## **XI. Policy Evaluation**

The Library will review the Collection Development Policy annually and revise as needed.