

# LEWIS UNIVERSITY COLLECTION DEVELOPMENT POLICY

## I. Introduction

This Collection Development Policy statement reflects the Mission [<http://www.lewisu.edu/welcome/mission.htm>] of Lewis University as a Catholic and Christian Brothers institution and the vision statement of the Library [<http://lewisu.edu/academics/library/vision.htm>]. This statement thus serves as guidance for the Library in building a collection that represents the University's Catholic and Lasallian heritage, to support a diverse student population and programs for a liberal and professional education grounded in the interaction of knowledge and fidelity in the search for truth.

The Collection Development Policy statement sets guidelines used for acquiring and maintaining materials for the library collection in support of the current curriculum. Mindful of increasing acquisition costs, ever-greater publishing output, and a relentless growing demand for information across a variety of formats, this statement emphasizes a careful selection of materials based on an understanding of the immediate and future goals of the library and the University.

## II. Objective

The objective of collection development is to build and maintain a library collection - regardless of format - that supports the current undergraduate curriculum and graduate programs. Resources must serve the breadth of the curriculum and the learning outcomes of the student experience, which means selecting and then obtaining materials related to library and University programming, and to a limited extent the cultural and general information interests of the University community. The Director of the Library allocates the materials budget to fulfill the library's collection development objectives.

The library makes it a priority to select online (electronic/digital) content to support the current curriculum of the university unless the material is only available in print format.

Library support is an additional cost that must be factored in when considering the implementation of new programs or courses. The Library Director will work with university program directors in determining the budget allocations to be included in any future program proposals.

## III. Journals Collection

### A. Purpose

Journals are collected in three formats—print, microfilm, and electronic. The library maintains ongoing print and electronic collections, but the microfilm is maintained only for back issues not held in print or electronic formats.

## B. Selection Guidelines

The selection process is built on fulfillment of the University Mission, the Library Mission, the curriculum, and consortia purchase agreements. The major selection guideline, and the top priority of the library, is that the subject of the material should support the curriculum and be relevant to learning outcomes. Specific guidelines that should be considered in the selection process of journal databases are as follows:

- i. Meeting a curriculum need not currently supported in our electronic/digital journal collections
- ii. Associated cost of content
  1. Certain large databases with prohibitive costs, but also for low-cost databases that can still accrue additional burdens on the collections budget
  2. In instances where the cost of a database is high and anticipated demand is low will be considered in determining whether or not to purchase the product
- iii. Projected use of the databases
- iv. Reflective of the academic level at which the discipline is offered at Lewis University
- v. Strength of holdings in same or similar subject areas
- vi. Authoritativeness of the vendor (reputation of the publisher)
- vii. Favorable reviews in reputable scholarly publications
- viii. Currency of publication, but the library recognizes the need for retrospective purchases and will use college and departmental recommendations, supported by standard selection tools and other evaluation tools, to fill gaps in the collection

## C. Print Journals

Journals differ from monographs in that a subscription is an ongoing financial commitment. The library maintains a limited number of print subscriptions to journals and magazines. Subscriptions are limited to a few select non-academic titles, for example *Harper's*, *Ebony*, *The Christian Century*, and *Consumer's Reports*; and to a select number of academic titles that are not available in the library's online subscription collections but which are deemed by faculty essential to their course work. The library will make available articles from journal titles

not available in either the print or electronic collections through I-Share/OCLC interlibrary loan.

Because of budget and space considerations, the library requires faculty members requesting a new print subscription to demonstrate that it meets a high level of need and that it is not available through the library's electronic databases. Generally, a new print serial subscription will not be purchased unless another subscription of roughly equivalent expense can be canceled. A cancellation of an academic serial title will be made in consultation with the affected stakeholders.

Guidelines for adding a new journal subscription include the following: support of present academic curriculum; level of strength of the existing collection in the title's subject area; projected future use; cost; reputation of journal and the publisher; existence of an indexing source; non-availability online/electronically; and the level of interlibrary loan requests for the journal.

#### D. Electronic Journals

The library subscribes to general multi-subject databases as well as to a large variety of subject-specific databases, providing access to bibliographic (citation/abstract only), full-text, and combination bibliographic/full-text journal collections. The library ensures that access to such journals is provided with a user-friendly interface with multiple access points and via a web-scale discovery search. A subject balance will be maintained for each discipline of the university. As new programs come into the curriculum, new journal databases, if necessary, may be added if there are available funds, or if additional funds are allocated for the purchase of new materials after a thorough review of the existing content.

The library is cognizant that students and faculty often need journal articles that are not available in its electronic resources and will provide access through its I-Share/OCLC ILL process. The library will track journal titles requested through I-Share/OCLC (via article requests) to aid in determining the level of demand for possible purchase.

College or departments may request a new online database subscription if funding is available. Such a request, however, requires extensive examination and a high degree of evidence demonstrating its need because of the added financial obligations to the library's budget - which sustains a roughly 5 to 10 percent annual increase for online content each year even with no additional purchases. Factoring into such requests is the availability of the database through discounted subscriptions provided through CARLI. When a new electronic database of journals is obtained, existing print copy subscriptions will be considered after working with the key stakeholders.

#### IV. Monographs

The library maintains both print and electronic monograph collections, each with differing collection and fund allocation policies.

Library support is an additional cost that must be factored in when considering the implementation of new programs or courses. The Library Director will work with university program directors in determining the budget allocations to be included in any program proposals.

##### A. Print Monographs

###### i. Allocation

The amount of money allocated to support the purchase of library materials for each discipline reflects such factors as the size of the college/department (e.g., the number of faculty and students), number of courses taught, the average cost of materials in the college/department's program's subject areas, etc. As new programs are approved for the curriculum, funds should be allotted to support these educational ventures through the proper process. The library maintains some funds to be used at the discretion of the Director and the librarians for new titles for the reference collection, operational support, and professional development.

###### ii. Selection Guidelines

The selection process is built on fulfillment of the University Mission, the Library Mission, the curriculum, and consortia purchase agreements. The major selection guideline, and the top priority of the library, is that the subject of the material should support the curriculum and be relevant to learning outcomes. Interlibrary Loan (ILL) will usually be the method of choice for access to materials that do not directly support the undergraduate and graduate current curriculum. The use of ILL is the recommended alternative method to obtaining materials not purchased by the library. The library maintains consortia relationships with other libraries throughout Illinois through CARLI (I-Share) and RAILS, and throughout the Chicago area with LIBRAS, relationships that help provide fast and efficient ILL service. Although a lower priority, the library also makes some effort to purchase materials that support the cultural and general information interests of the University community. Specific guidelines that should be considered in selection of print books are as follows:

1. Reflective of the academic level at which the discipline is offered at Lewis University

2. Strength of holdings in same or similar subject areas
  3. Associated Costs - in instances where the cost of an item is high and anticipated demand is low, the holdings of consortia (I-Share) libraries (by at least five) will be considered in determining whether or not to purchase the item
  4. Authoritativeness of the author and reputation of the publisher
  5. Favorable reviews in reputable scholarly publications
  6. Number of copies purchased - normally only one copy is purchased, but rare exceptions will be made for high demand titles or important works
  7. Material format - when there is an option of paper or hardcopy, the choice is based on expected use, cost differential, and quality of paperback binding
  8. Currency of publication, but the library recognizes the need for retrospective purchases and will use faculty recommendations, supported by standard bibliographies and other evaluation tools, to fill gaps in the collection
  9. Textbooks used for instruction in Lewis University courses are not purchased. Textbooks not used for course work at the University that may be purchased are those considered “classics” in their fields, or when a textbook is the only or the best source of information on a particular topic
- iii. Selection - the library selects publications of members of the faculty and staff where the works support the collection under the guidelines stated above. The library strongly encourages gifts of such publications.
- iv. Selection Responsibility

Ultimate responsibility for the development and maintenance of the library collections rests with the Director of the Library. The director will assign selection responsibilities to librarians who serve as liaisons to their requisite academic departments or specific programs. Faculty will monitor their professional literature for appropriate library acquisitions, and they will make the librarians aware of their need for materials most useful for course requirements and for student research needs. The library staff uses the following as primary selection tools for additional selections—review journals and websites, subject-specific peer-reviewed professional

journals, and publishers' catalogues. The library will track titles requested through I-Share/OCLC to aid in determining the level of demand for possible purchases.

#### B. Electronic Books

The library maintains a variety of purchased electronic books (eBooks) collections, and provides access to free electronic book collections through *Summon* (the library's web-scale discovery service, notably the HATHI Trust collection). Acquisition of new electronic books and deletion of existing electronic book collections rests with the Library Director.

#### V. Non-Print Material

Requests for non-print materials (DVDs, audio recordings, and other digital resources) for the regular collection are evaluated on the same basis as monographs, with special emphasis on the suitability of the format to the content, on the quality of the production, and the library's ability to provide the equipment and support required to access the content. With regard to the Fly-By Video Store, the DVD collection of commercial film titles managed by the library, titles are selected and added by the Director of the Library with input from the students.

#### VI. Specialty Collections

##### A. Special Collections

The library as part of its responsibility to support the Christian Brothers' understanding of learning as an interaction between knowledge and fidelity maintains separately catalogued faith-based special collections—the Br. Jeffrey Gros Collection, the Lasallian Collection, and the Discover Collection. All three are located on shelving units in the first floor alcove. Acquisitions for these collections are made by the University's Office of Mission and Identity, and selection is based on their value toward the University's objective to further the faculty, staff, and student understanding of the University Mission, Catholic identity, and Lasallian heritage.

##### B. Government Documents

The Lewis University Library is a selective depository in the Federal Depository Library Program (FDLP), receiving approximately 26 percent of the items available from the Government Printing Office (GPO). The library follows the federal mandate for the procurement, retention, and access established by the federal government. To facilitate access to online government documents, the library maintains a government documents page for both Federal and State of Illinois sites.

The depository collection is designed to support the University's undergraduate and graduate programs and thus selection is based on curricular needs - notably key statistical, regulatory, legislative, executive, and judicial documents, all which can serve as primary sources in research. The depository collection also serves the public's need for government information, with an emphasis on the residents of Will County. The bulk of the collection is catalogued under Library of Congress classification and interfiled in the general collection. The remainder, organized by SuDoc numbers, is kept in a separately maintained collection that is available to the public. Documents deemed to have fragile covers and that are interfiled into the general collection are protected with hardcover pamphlet binders. Deselection (weeding) of government document titles highly relevant to a particular department will be made in consultation with the impacted department.

## VII. Donations and gifts

The library welcomes gifts or funds for the purchase of materials that fulfill the Mission of the Library. Gifts are added to the collection using the same selection guidelines as for purchased materials, taking into consideration anticipated use, current collection strengths and weaknesses, date of publication, and value in support of the curriculum. The library reserves the right to make decisions on the disposition of all gift items, and such decisions are made by the Director with the advice of the pertinent liaisons. Upon request, donors will receive an acknowledgment letter from the library with the number of titles donated. The library assumes no responsibility for appraisal of gift items, nor will it accept gifts under restricted conditions. With regard to a fund donation, the donor can designate it be applied to a preferred collection area as long as it supports the library's Collection Development Policy. Because of space considerations, gifts of periodical subscriptions normally will not be accepted.

Large gifts and donations of money are coordinated between the Library Director and the vice president of University Advancement.

## VIII. Collection Maintenance and Deselection

The library recognizes the need to maintain a collection supporting the current curriculum that is physically in good condition, is accessible, and is timely and relevant. Therefore, it continuously evaluates its collections in response to changes in the curriculum and the needs of the Lewis community, and works to deselect (weed) physical materials and discontinue electronic resources for replacement with new resources.

### A. Print Collections

Print collections are to be maintained in a clean and environmentally sound environment, and shelved appropriately to prevent damage. Lost or stolen

materials considered essential to the collection will be replaced within one year of the date they are reported missing (or immediately if crucially needed) if they are available.

Weeding is an important component of print collection development, ensuring that users find materials of value and usefulness to their studies. Minor regular weeding takes place when new editions are acquired superseding older editions and duplicate copies are removed. The library will continually monitor the reference collection for outdated material, which will be replaced and withdrawn if necessary. Final decisions on print reference collection weeding rests with the Director. Subject-area sections of the general collection will be periodically reviewed and weeded. The procedure for periodic weeding involves targeted selection by date and subject area, using *Summon*, of older items in our collection to generate a list of older books slated for weeding. This list is reviewed first by the Director and pertinent liaisons and then by the relevant department for retention of those works considered of sufficient value and relevancy to be retained.

#### B. Electronic Database Collections

The library will periodically access its electronic database subscriptions to determine their value as a continued resource for the its students and faculty. The cost per use ratio will be considered on any database under review, as well as such factors as number of students in the department/departments using the database, number of full-time faculty, and the level of duplication with other databases in the library collection. Other considerations for subscription cancellation are—the database content no longer supports the curriculum, cost increases have become unsustainable and poor service from the vendor. The degree of use will be considered the primary factor in the evaluation but not the sole one. All decisions to discontinuance databases will be reviewed with impacted departments.

### IX. Intellectual Freedom

The Lewis University Library supports the American Library Association's Bill of Rights [<http://www.ala.org/advocacy/intfreedom/librarybill>] and its Intellectual Freedom Statement for Academic Libraries [<http://www.ala.org/Template.cfm?Section=interpretations&Template=/ContentManagement/ContentDisplay.cfm&ContentID=8551> ]. In accordance with these statements, the library thus endeavors to purchase materials that represent differing opinions on controversial matters, and will select materials without partisanship towards race, gender, sexual orientation, religion.

To ensure this policy always reflects the most current guidelines, the library may amend it as needed at any time, and will review it annually.

Approved: (3/26/15)  
Reviewed: (date)