LENOIR-RHYNE UNIVERSITY

Title
Collection Development Policy

Division/Department
Lenoir-Rhyne University (LRU) Libraries, Rudisill Library

Related Policy(ies)

Purpose
To publish the guidelines for Rudisill Library's collection development efforts to support the Hickory campus and the Asheville campus

Policy

I. Prologue: the Lenoir-Rhyne University Community and Library Constituents

Lenoir-Rhyne University (LRU), is located in Hickory, NC with campuses in Asheville, NC, and Columbia, SC. It is a Master's Colleges and Universities Institution, enrolling over 2,300 students in more than 50 degree programs at one or more of its three campuses. The LRU Libraries consist of Rudisill Library on the Hickory campus, the Library on the Asheville campus, and Lineberger Memorial Library on the Columbia campus.

Rudisill Library serves students, faculty, and staff of the Hickory and the Asheville campuses. The Asheville Library, which has no physical collection except for a small collection of Reserves materials, serves the students, faculty, and staff of that campus. Those users obtain necessary resources using the electronic resources available from Rudisill Library, print materials at Rudisill Library or Lineberger Library, and interlibrary loan. Lineberger Memorial Library serves students, faculty, and staff at the Lutheran Theological Southern Seminary and the LRU Graduate Center of Columbia.

The primary users of Rudisill Library are the students, faculty, and staff of the Hickory and Asheville campuses. Secondary users include alumni, students, and faculty of partner institutions, community patrons, students of the University Christian High School, independent scholars, and others engaged in research. Other individuals are welcome to use library resources on the premises in a manner consistent with copyright, licensing, network regulations, and library policies.

II. Responsibility for Collection Development

Rudisill Library's collections are developed for its primary users and its librarians have ultimate responsibility for collection development and maintenance. The recommendations of the academic program faculties are important to ensure the collection meets academic needs, as faculty members:

- Know which library materials they are most likely to use in their teaching and scholarship
- Determine the scope of library use by students through their course assignments
- Recognize the importance of current and historically important research in their disciplines, important in maintaining a longitudinally sound collection.
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Faculty members who wish to acquire materials for the library while at conferences or traveling, and be reimbursed for the cost, must discuss this and receive permission from the Dean of University Library Services prior to traveling, and the items must meet the General Selection Guidelines.

Librarians serve as liaisons to specific academic programs for collection development and instruction purposes. They meet with their faculty members, advise them about collection development tools (such as book review sources), and perform other services to aid in collection development. They also select materials for purchase in their liaison areas and in non-program-specific areas (such as the General Works section), to strengthen/fill gaps in areas of the collection, in response to demonstrated or anticipated demand, as discerned from Interlibrary Loan borrowing patterns, or from information received through the Academic Program Committee concerning new programs.

III. Budget
Any physical materials purchased with library funds are university and library property and must be available for circulation to all primary users or for use in the library by all library patrons. Rudisill Library will not support departmental library collections, except in extremely rare circumstances, and only with the approval of the Dean of University Library Services.

Each year the administration assigns the library, within its operating budget, funds for electronic and media information resources. It also allocates a portion of the Office of Academic Affairs' capital budget for print books, periodicals, and other print materials. The distinction between the two budgets is an auditing one. The Dean of University Library Services may “exchange funds” between the two.

Most of the monographic materials budget is spent on the academic programs. A smaller portion is used for the purchase of ‘big ticket’ items, materials of general interest, a limited amount of print reference material, and materials to fill gaps in the collection. Rudisill Library uses a "demand-driven" rather than an allotment-by-program model, processing requests as they arrive. Funds not spent towards the end of the fiscal year are spent at the discretion of the Dean of University Library Services to remedy deficiencies or enhance coverage in specific subject areas, to replace books that are worn out or in need of updating, or to acquire electronic resources. Additions and deletions of subscriptions are managed by the library staff in consultation with faculty in the relevant disciplines.

IV. General Selection Priorities and Criteria
Rudisill Library acquires materials for its collections according to the following priorities, to:

- Provide students with materials to support their LRU coursework
- Provide faculty with materials to support their teaching and scholarly activities
- Provide the academic community with a wide range of culturally significant and informational material that extends beyond the requirements of the curriculum
- Provide faculty and staff with materials to support professional development
- Provide the University community with materials for leisure and recreational use

Recognizing these priorities, criteria for selection include materials which:

- Contribute to the development of subject collections supporting the University curricula
- Enhance instruction-related subject areas or topics where the collection is lacking
- Provide information that is current, authoritative and of substantial interest
- Can be acquired at a cost that is reasonable in relation to anticipated use and need
- Can be acquired in electronic format, on platforms supported by the LRU and library infrastructure, to support students at LRU’s other campuses and in online courses
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- Represent the format, treatment, level of difficulty, and language that best meet the teaching, learning, and scholarship needs of students or faculty

The library will not automatically replace items that are lost or damaged. Such materials will be replaced if needed for teaching or research, as determined by the liaison librarians, based on projected demand, currency, and availability in electronic format. When in doubt about replacement, the library will consult the original requester, if possible. The library will assume the replacement costs for library materials that have been lost or worn out and are not checked out to a patron.

V. Selection Criteria for Specific Types of Materials

Print Books
Due to LRU’s expansion into three campuses, the purchase of print books must be balanced with the need to serve distance and online students via electronic resources.

Library staff will consider books recommended by from faculty, library staff, students, and other members of the LRU community. When a book is available in both hardcover and quality paperback editions, the library will purchase a quality paperback edition, or the hardcover edition if the book is expected to receive frequent use (such as a reference work), and the price difference is not excessive.

Books authored by LRU faculty are purchased in hardcover when available and are placed in the Special Collections.

The library normally purchases only a single copy of a book; exceptions must be requested with justification provided. The library normally will purchase books in the English language except for books in support of foreign language courses.

The library does not purchase textbooks (books faculty require for a course) but does purchase classic texts, essential works in their field that represent the best sources of information on a topic.

Ebooks
Books are now regularly published both electronic and print formats. The online version normally offers several significant advantages such as enriched content and immediate revisions to content, as well as remote, 24-7 access, making them desirable for online courses and programs.

The library generally will obtain collections of ebooks rather than title-by-title purchase of e-books. However, it will do so if: 1) the book is not available in print format; 2) the requestor prefers this format when it is available in both formats, 3) the title is available on a platform compatible with other resources; and 4) the cost is not significantly higher than for a print edition. Ebooks are preferred in planning support for fully online courses.

Reference Materials
The library maintains a very small collection of print reference books that provide discrete information, may require assistance from a reference librarian, and individually may be of use to many people during any given period of time. It also provides a collection of electronic reference works acquired from consortial deals.

The librarians have primary responsibility for selecting print and electronic reference materials, and for keeping the collection up to date, in coordination with the Collection Development Librarian.
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Patron Driven Acquisition Plan Materials
Another model of "request driven acquisitions" is a more formal "Patron Driven Acquisition" model or PDA.

This model generally has a library commit a certain level of funding to the vendor, who then makes most or all of its collections available to the library. Certain levels are set on usage, and when those levels are met on any particular item, the library is notified and has the option of purchasing the book or not. If the book is not purchased, it is withdrawn from the collection that is available to the library. If the book is purchased, it becomes the property of the library.

The library will consider participation in PDA plans upon request by faculty or at the initiative of library staff if: 1) the materials available meet the General Selection Guidelines and Criteria; 2) it is available on a platform compatible with other resources; and 3) is reasonable in cost.

When reviewing books as they meet the purchase level, the library will consider acquiring them using these selection parameters: 1) publication date; 2) cost; 3) faculty or liaison recommendation/request; 4) core title in an area (as appropriate); 5) quality; 6) strength of collection.

The library may set an upper limit on the amount available to spend each year in each PDA plan, so if that limit is met, no additional purchases can be made, unless the library chooses to make exceptions.

Media Materials
The library will consider acquiring a very limited number of audiovisual materials, as recommended by faculty, library staff, students, and other members of the LRU community. It no longer purchases or accepts as gifts any software, which is no longer a current format. The library also does not accept gifts of audio or video recordings that could violate copyright law or licensing policy.

The library will acquire materials only in the most current, supported audiovisual formats, which at this writing are DVD's, CD's (for music), and streaming audio and video. If the item is a DVD or CD, the library will obtain the item in streaming format whenever possible and appropriate. The library generally will not acquire media materials licensed for “public performances.” Items acquired usually can be shown by an instructor to students in a class under Fair Use provisions of copyright.

The General Selection Guidelines (Section IV) and these considerations guide selection of audiovisual materials: 1) Alternate productions of a work may be purchased with pedagogical rationale; and 2) Foreign language productions with subtitles are preferred to dubbed versions

Streaming audio and video resources are included in some library databases, such as the NAXOS database. The library will consider requests for individual media titles in online format if they: 1) meet the General Selection Guidelines; 2) are available on a platform compatible with other resources; and 3) are reasonable in cost.

VI Serials
Serials include periodicals (journals, magazines, newspapers, newsletters, annuals, and monographic series) and other continuing publications, which are often available in both print and electronic formats. The library establishes and maintains serial subscriptions with great care, as they involve long-term, often expensive commitments, and significant issues of access, preservation, and storage. Periodicals and other serials should meet the criteria in the General Selection Guidelines.
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Programs are encouraged to comprehensively review serial subscriptions during their academic program reviews. Library staff provide reports to facilitate this review.

Periodicals (journals, magazines, newspapers, newsletters)
Electronic format has become the preferred periodical medium for students, faculty, and staff. It also provides access to students in the increasing number of hybrid and fully online programs. The following criteria will be considered for selection for electronic journals:

- Comparability with the paper publication
- Usability of content in online form (e.g. art materials, equations)
- Linking and ILL capabilities and availability of usage statistics
- Archiving policy and length of back files
- Acceptable terms of use

One of four anomalies below in electronic subscriptions may lead the library to maintain a paper subscription as well for a given title in high demand:

- Some significant content from the paper issues may not be included (e.g., author opt-out)
- The format may be limited to text without graphics, rather than page image
- Access to back files may not be guaranteed
- The current several months or several years may be withheld (embargoed) by the publisher

Some publishers offer online access at no additional cost with a print subscription. If the publisher in a subsequent year applies an additional cost for online access with a print subscription, renewal of the print with online subscription will be subject to available funds.

Adding or Cancelling Periodicals
New subscriptions to periodicals may be requested at any time for review by the faculty or suggested by the librarians. Requestors will be asked to indicate their preferred format: electronic, paper, paper + electronic. The library staff will determine the potential cost of the various formats and different options for obtaining back files of the periodicals.

When new programs are established, the library liaisons will consult with the faculty and external sources to evaluate current journal holdings. New subscriptions to journals or databases will be initiated as need is demonstrated and funds become available and will be started as closed to the start date of the new program as possible, as funding allows. Preference will be given to obtaining periodicals included in one or more of the major periodical databases, to provide accessibility. Requests approved in principal may be subject to funding in the next fiscal year.

A new subscription request should be accompanied by a recommendation to cancel a subscription of comparable cost (if the existing title does not impact programs that have not been consulted). As protection against imbalances in the subject collection, requests for new subscriptions must have the approval of the School Chair before forwarding to the library.

Requests without compensatory savings will be evaluated in terms of cost, quality, faculty interest, student needs, and collection balance.

Requests for subscriptions to new periodicals (under four-five years old) may not be approved due to: little evidence of stability and lack of inclusion in major periodical or indexing databases.
As individual subscriptions for new journals are generally much less expensive than library subscriptions, the library will encourage faculty members requesting a new periodical to purchase individual subscriptions until the journal has met the two criteria above.

Subscriptions for new periodicals also may be added by the library staff following a year in which the cost of royalties or other fees paid for articles obtained through interlibrary loan approaches or exceeds the cost of an annual subscription for a given title.

The library will review individual subscriptions to periodicals (print and electronic) at regular intervals to identify titles that have been added to licensed collections or full-text databases, titles for which subscription in an alternative medium might have become preferable, or titles experiencing low recorded use given the on-going cost. When annual increases in the library's materials budget do not keep pace with the increased cost of its periodical subscriptions, faculty may be asked to identify for cancellation some titles supporting their academic program.

Back files of print periodicals will be retained unless they later become available in JSTOR or another stable archive, or they are clearly of a type that does not bear long-term retention. The library does not commercial-bind print periodicals.

**Other Serials (Standing Orders, Annuals)**

The library considers requests for continuing orders for annual publications that are revised significantly or new titles in monographic series, evaluating them following the General Selection and serials Guidelines. Electronic versions of titles in this category may be the preferred format.

**VII. Special Collections, Archival Materials, and Rare Books**

Rudisill Library does not have a program for purchasing special collections materials, though some are occasionally received as gifts. Archival materials are collected if directly related to the history of Lenoir-Rhyne, or they have some other compelling interest relevant to the University. Access to special collections and archives materials is by appointment only.

**VIII. Gifts**

The library welcomes monetary gifts to subsidize the purchase of library materials that meet the selection criteria stated above. Such gifts must be received through the Office of Institutional Advancement. Within those criteria, the library will attempt, but does not commit, to honor requests of donors to use the gift for purchase of materials on specified subjects.

The library no longer accepts gifts of large numbers of print books due to limited shelving capability. At the discretion of the Dean of University Library Services, the library staff may review specific titles that meet the selection criteria, are in excellent condition, and do not duplicate existing holdings. The library accepts any gifts unconditionally, does not accept conditions set by a donor, and retains the right to dispose of any which, after acceptance, it deems unnecessary to retain. Disposal options may include donation to interested faculty or staff or a service such as Better World Books.

The library does not purchase materials offered by individuals and does not accept gifts of periodical subscriptions, especially when differential subscription rates for institutions and individuals apply. The library no longer accepts gifts of academic journal issues. It may accept donations of older Lutheran journals it does not already hold.
The LRU Office of Institutional Advancement duly acknowledges the accepted gifts to the donor or person arranging for the donation. University policy prohibits the library from providing an appraisal of the items for tax or other purposes. The Office of Institutional Advancement will provide a letter listing the amount of a monetary gift or the number of titles or items donated. The library may add a bookplate to acknowledge the donor or honor another person as requested.

IX. Collection Maintenance, Evaluation, and Review/De-selection
A high quality collection is not crowded with unneeded or out-dated materials. Faculty are encouraged to work with their library liaison to evaluate relevant sections of the library collections, use of materials from those sections, and spending patterns for library materials during their academic program reviews. Library staff provide reports to facilitate this review. During the program review faculty should assist in identifying materials that have become outdated, inaccurate, or irrelevant, and the librarians should cull or “de-select” these items. Faculty should also recommend additional materials in support of their programs, which the library will purchase these materials as funds become available.

The library staff will regularly de-select items such as unneeded multiple copies, damaged or deteriorated materials, broken runs of dated periodicals available elsewhere, and obsolete media formats. Culled materials are officially withdrawn from the collections and are donated to interested faculty-or staff or students or a charitable service such as Better World Books.

X. Intellectual Freedom
The Carl A. Rudisill Library supports the American Library Association’s "Library Bill of Rights," as well as the Association of University and Research Libraries’ "Intellectual Freedom Principles for Academic Libraries." The library serves an adult population of serious students and researchers who require access to books and other materials that represent a wide range of subjects and points of view. As long as materials meet the criteria in the General Selection Guidelines, they will be considered appropriate for the library collections. Some materials may seem objectionable to members of the University community. The librarians will retain these materials to represent adequately a point of view. The library will generally deny requests to remove materials representing a particular point of view on controversial or sensitive topics.

Any person objecting to materials within the library must addressed their concerns in writing to the Dean of University Library Services, who will provide a written response. If an appeal is desired, it may be presented in writing to the University Provost/Vice President for Academic Affairs.

Review of the Policy
The Rudisill librarians will review and update this policy regularly.

Procedure Required to Implement Policy
As outlined in the Policy section

Name and Title of Policy Author
Rita Duri Johnson, Dean of University Library Services

Listing of Affected Individuals (as needed) - N/A

Reviewed by/Concurrence from
Larry M. Hall, University Provost
Collection Development Policy

Signature of the Individual(s) Approving the Policy

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Approved By (signature)                 Approval Date

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Approved By (signature)                 Approval Date

Developed/Revised or Reviewed
April 2010 / August 2011 / August 2016 / July 2017