Collection Development Guidelines for the Florida A&M University Libraries

I. INTRODUCTION

This document contains the mission, purpose, and procedures which guide the building and management of collections for the Florida A&M University Libraries. Included are Library-wide collection procedures as well as procedures for individual units and collections. The document will assist the Collection Development Committee in identifying the types of resources which are to be collected and will demonstrate to the University community what to expect of the library in the form of collections and access. Collection development functions are coordinated by the Assistant Director for Collection Management in consultation with the library Collection Development Committee. To ensure that this document is in keeping with curricular changes, developments in the field of information technology, and other changing circumstances, it will be reviewed annually by Library Administration and the Collection Development Committee.

A. Vision & Mission of the Libraries

Vision Statement
The Florida A&M University Libraries will provide information, technology, resources and services to our users whether on campus or across the globe. These services and resources will be provided in such a way that we positively meet and exceed all expectations.

Mission Statement
The Mission of the Florida A&M University Libraries is to provide a user centered information environment that supports inspirational teaching, exemplary research, meaningful service, and lifelong learning to the local and global university community.

B. Purpose of the Collections

The collections of the Florida A&M University Libraries are developed to support the teaching, research, and service programs of the University's colleges and schools. The Libraries serve a critical function in facilitating the University's mission of teaching, research, and service. The Libraries are always seeking to understand the needs of users and to make decisions based on those needs. Either through access or ownership, through collaborative efforts and with the University's mission in
mind, the University Libraries' will identify, acquire, and provide enduring collections with appropriate content and access.

C. Programs Supported by the Collection

The collections in Samuel H. Coleman Library, the main library, support teaching and research across the disciplines. The bulk of resources to support the academic programs of the College of Agriculture and Food Sciences, College of Science and Technology, College of Social Sciences Arts and Humanities, College of Education, the School of Business and Industry, and the School of Graduate Studies and Research are housed in the main library. However, there may be resources to support these programs in branch library collections as well.

In addition to the main library, the Florida A&M University Libraries include four branch libraries: The Architecture Library, serving the School of Architecture; the College of Engineering Library, serving the FAMU/FSU College of Engineering; the Journalism and Graphic Communication Resources Center, serving the School of Journalism and Graphic Communication; and the Science & Research Center Library, serving the College of Pharmacy and Pharmaceutical Sciences, the School of the Environment, the School of Allied Health, and the School of Nursing. Each branch library’s collection is geared to specific disciplines applicable to the needs of the primary clientele in the college or school in which it serves.

Although the collections which are housed in the branch libraries are specific to the discipline and related fields of the college or school in which they serve, they are not comprehensive of the resources collected in these fields. The extent of the collections housed in the branch libraries is contingent upon space constraints and access. For example, due to space restrictions back volumes and retrospective collections of branch library resources will be housed in the main library. In some instances resources, particularly those of an interdisciplinary nature, although acquired to support programs served by one of the branch libraries, will be housed in the main library to ensure university-wide access and use.

Collecting levels of the University Libraries are not specifically tailored to the programs of the College of Law. The Law Library, located at the College of Law in Orlando, FL is outside of the auspices of the University Libraries. However, the main campus libraries collaborate with the College of Law Library to ensure that
all faculty and students of the College of Law have full access to collections of the University Libraries.

Faculty and staff of the Developmental Research School Library (DRS) have the same access to the University Libraries' collections as any other member of the University. DRS student access is limited to in-library-use only. Due to the nature of the collections and limited space and staffing, the collections of the DRS library are restricted to DRS students, faculty and staff. Some exceptions may be made for students and faculty of the College of Education.

D. Clientele Served by the Collection

The Library's primary clientele consists of the students, faculty and staff of Florida A&M University. The secondary users are the students, faculty and staff of other State of Florida Public Universities and Colleges, and any other institutions with which the library maintains borrowing agreements; FAMU alumni, community constituents, and anyone who walks through the doors. While the Library shares its resources with all of its clientele, meeting the information needs of the Library's primary clientele will be the focus of most collection development activities.

II. COLLECTION BUILDING

The libraries will provide access to a broad spectrum of resources that are sufficient to ensure the achievement of the goals and outcomes of academic programs. All materials are selected in accordance with the Collection Development Guidelines.

A. Selection Criteria

Standard library reviewing sources, subject-specific sources, and faculty expertise will be used to evaluate and select resources for the Libraries’ collections.

1. Relevancy to curriculum and programs
2. Timeliness/lasting value of material
3. Reputation of the author, issuing body, and/or publisher
4. Critical reviews and recommendations
5. Literary, artistic and social value
6. Physical Considerations, binding, format, etc.
7. Accessibility
8. Abstracting and indexing
9. Strength of current holdings on the subject
10. Demand; frequency of interlibrary loan and reserve requests, etc.
11. Cost effectiveness

B. Censorship

The Library endorses the American Library Association's Library Bill of Rights and the Freedom of Information Act. The Libraries’ collections include resources that contain various opinions and controversial issues. The Library will resist any attempt to prevent the acquisition of and ready access to materials based solely on an objection to the content, ideas, or opinions expressed in the material. Accuracy and the significance of the subject matter to the University community will guide the selection process.

C. Responsibilities and Departmental Coordination

Primary responsibility for the selection of appropriate materials for the libraries’ collections lies with the Collection Development Committee. The collection development committee is comprised of librarians serving as specialist in specific subject areas and teaching faculty acting as liaisons for their respective programs. Subject Specialists work in conjunction with faculty liaisons to ensure that library collections are current and sufficient to support curricular goals. Each year, subject specialists contact the liaison(s) for their respective subject area(s) informing them of the amounts allocated to acquire materials for their programs. Faculty liaisons in turn consult with their colleagues and subsequently make recommendations for purchases.

Subject specialists serving on the State University Libraries’ collections committees and ad hoc groups keep the collection management librarian abreast of recommendations of these groups.

Public services librarians communicate with subject specialists and the collection management librarian regarding unnecessary duplication of materials, replacing lost or damaged materials, acquiring additional copies of materials with high use and demand. The ILL Librarian has responsibility for making recommendations regarding acquiring materials that are frequently requested through interlibrary loan.

The Collection Development Committee is responsible for making recommendations for all programs except the Developmental
Research School. Recommendations for DRS acquisitions are the responsibility of the DRS media specialist.

The collection management librarian is responsible for approving recommendations, submitting recommendations to the acquisitions department, and designating the location of recommended resources. The Acquisitions Department is responsible for receiving requests, and acquiring and receiving materials. The Cataloging Department is responsible for processing materials and making them available to users.

D. Approval Plan

To ensure that a broad range of currently published scholarly books are acquired in a timely manner and to avoid receiving large quantities of unwanted titles, the University Libraries utilize an approval plan. With this arrangement the vendor assumes responsibility for selecting and supplying all materials that fit the predetermined profile. The library has the option of returning unwanted items, paying for only those items which are accepted. The approval plan also includes a notification service for items not supplied on approval but which the Libraries may want to order. The collection management librarian and others involved in the selection process will review the plan profile annually, making revisions as necessary.

E. DDA and PDA

In addition to the approval plan, Demand Driven Acquisitions and Patron Driven Acquisitions plans will be used to enhance collection development. Discovery records for titles that match the FAMU Libraries’ profile will be periodically added to the library catalog. Upon discovering the records in library’s catalog and subsequently triggering an event, such as three views, library users will purchase ebooks.

F. Cooperative Collection Development and Resource Sharing

The Libraries have representatives on the State University Libraries (SUL) Collection Planning Committee, (CPC) the Electronic Resources Subcommittee (ERS), and the ERS Ad Hoc Work Groups. These representatives work cooperatively with other State University Librarians to recommend resources for collections as well as to recommend methods to manage
collections.

The Libraries are also participants in the Florida Heritage Collection, a cooperative project of the State University Libraries to digitize and provide online access to materials broadly representing Florida’s history, culture, arts, literature, sciences and social sciences.

The University maintains borrowing agreements and memberships that mutually enhance resources availability for FAMU and other Florida learning communities. Partnerships are with the libraries of the State University System and the Florida College System. Memberships are with the Florida Center for Library Automation (FCLA), the Florida Virtual Campus and the Southern Regional Education Board (SREB). Florida public postsecondary college and university libraries provide services directly and indirectly to students and faculty of State of Florida postsecondary institutions.

G. Collecting Levels

The University Libraries collect at the levels briefly defined below. See Collecting Levels for more detailed definitions. Some resources may fall into more than one category. The degree of collecting intensity will vary from subject to subject and is contingent upon the level needed to support particular programs within the colleges and schools.

0. Out of Scope: Library does not intentionally collect materials in any format for this subject.

1. Minimal Level: A subject area in which few selections are made beyond very basic works.

2. Basic Level: Collections that serve to introduce and define a subject, to support the needs of general library users.

3. Study or Instructional Support Level: Collections that provide information about a subject in a systematic way, but at a level of less than research intensity.

4. Research Level: A collection that contains the major published source materials required for doctoral study and independent research including.

5. Comprehensive Level: A collection in a specifically defined
field of knowledge that strives to be exhaustive, as far as is reasonably possible, in all applicable languages.

The University Libraries are currently collecting at levels 1-4. Most major acquisitions are at level 3, study/instructional support; and level 4, research level. The Libraries are not currently collecting at the comprehensive level in any subject area.

H. Geographic Areas Collected

No resources will be excluded based solely on geography. All resources that are within budget, meet language criteria, and other standards as outlined in the collection development guidelines will be considered.

I. Chronological Limits

Emphasis is on current acquisitions. Retrospective titles will be purchased when they are core titles in the field, the content continues to be relevant, and they have not been superseded by newer editions. Reprints of classical literature and historical African American works will also be purchased when needed. Back volumes of journal titles will be purchased as needed when budget and availability make it possible.

J. Languages

English is the primary language of the collections. Collections of foreign language materials will be added as necessary to support foreign language courses.

K. Format & Type

Decisions regarding format are based on accessibility, content, durability, and availability.

A. Print

Art Works
No effort will be made to purchase art works. Donations of art works are accepted and displayed at the Libraries' discretion. The main library currently holds a small collection of on-loan art work.

Dissertations and Theses
The Libraries make an effort to collect a copy of all theses and dissertations produced by FAMU students. They are housed in
Special Collections. Other thesis and dissertations will be acquired based on standard selection criteria.

Maps
The Libraries retain a small map collection which is limited in both size and scope.

Monographs
The collections will consists of general, specialized, and research monographs. Individual titles as well as numbered monographic series are purchased. Cloth bound editions or ebook will be purchased except when essential titles are only available in paper.

Multiple Copies
Due to budget constraints, duplication will be a last resort. Duplication will be considered only when alternative methods to meet user demand fail. Alternative methods include, but are not limited to:

- Reference materials that are in heavy demand may be placed in the ready reference collection either temporarily or permanently depending upon the need.
- Circulating items which are temporarily in heavy demand may be placed on reserve for a specified period or requested through interlibrary loan.

If the decision to duplicate is made, resources may not necessarily be duplicated in the same format. For example excessively used print resources may be duplicated by electronic resources.

If a resource is requested for more than one collection, rather than duplicate, the resource will be housed where the greater user need and/or access is met. For example, if a resource is mainly used by the clientele of a branch library, it will be housed there. A resource that is heavily used during late evening hours will be housed in the main library.

Paperbacks
Paperbacks will be purchased when cloth binding is unavailable and the resource meets all other collection development criteria. Mass market paperbacks will not generally be purchased. If high use and long-term retention is anticipated paperback resources will be bound. The circulation, reference, and collection management units are jointly responsible for determining which
Reference Materials
Subject dictionaries, encyclopedic works, handbooks, and biographical sources will migrate from print to electronic wherever possible. All reference collections will be electronic wherever possible. See the Collection Development Guidelines for Reference Materials.

Serials
Whenever possible the Libraries will collect the core journals for all programs offered at the University. Emphasis will also be placed on relevant research journals. The preferred format for serial publications is electronic. Electronic access is more widely accessible and in most cases more economically feasible than print. Domestic and international serials are purchased. Print and electronic serials are purchased. Journals will normally be acquired through subscription. Individual issues or reprints will be purchased on exception.

Textbooks
Generally the Libraries do not acquire textbooks. Because textbooks are so frequently revised it is neither fiscally sound nor space conscious for the library to ensure that the most recent edition is acquired. Most information found in textbooks can be found in other library resources. Exceptions are those which have earned a reputation as “classics” in their fields, or when a textbook is the only or best source of information on a particular topic. Gifts of current textbooks will be accepted from faculty members to place on reserve for their classes. The libraries retain the right to determine if they will be added to the regular collection once they are no longer needed for reserve. The libraries are participating in the statewide conversation regarding e-texts.

Exclusions
Newsletters and other serial publications to which there is no standard abstracting and indexing are generally excluded. Items in which the Library and/or the University are unable to provide the necessary environment for its storage, hardware, or access may be excluded. The library may also refuse to acquire any materials for which the licensing agreement is overly restrictive or otherwise unacceptable to the Library or the Office of the General Counsel. The Libraries also retain the right not to purchase information that is freely available through the World-wide web. The Libraries may opt to provide links on its website to openly
accessible information.

**B. Non-print**

**Audiovisual materials**
Compact disc (CD), digital video disc (DVD), and video cassette tape (VHS) are all appropriate formats. DVD is preferred to VHS. Digital images are preferable to slides. Audio cassettes, LPs and vinyl recordings are not purchased. LPs will be accepted as gifts if suitable for heritage collections.

Most audiovisual materials are housed in the Instructional Technology. Others are housed in the location most suitable to content, access, and use. For example, architecture slides are housed in the Architecture Library and a collection of African American LPs are housed in Special Collections.

**Computer Software**
Software is only purchased when it is the necessary means of providing access to other resources owned by the library. Purchasing materials which include software will be avoided whenever possible.

**Electronic Resources**
One of the primary goals of the University Libraries is to increase access to full text scholarly information via the FAMU network. Electronic versions of major abstracts, indexes, journals, books, reference works, and other resources, are acquired whenever it is cost effective to do so. In addition to the criteria used for judging print materials (authority, content, etc.), other factors are considered. See the Collection Development Guidelines for Electronic Resources.

Digitization
the *digitization* of library materials (including both the conversion to digital formats of existing stock and the routine acquisition of new content as electronic media). Digitization of their own holdings for both access and preservation purposes. These were typically special collections

**III. COLLECTION MANAGEMENT**

**Resource Budget**

According to the budget, funds will be allocated annually to cover the cost of renewing existing subscriptions, memberships, and licenses as well as to purchase new resources in various formats. Allocations are based on anticipated needs for each subject area.
The collection Development Committee will be notified of the amounts allocated as close to the start of each fiscal year as possible. The committee will convene at the beginning of the Fall semester to discuss allocations, budget issues and the selection process.

**Gifts**

The Libraries' welcome the opportunity to enhance the collections through gifts and donations. Gifts will be accepted based on the criteria applied to resources which are purchased. Although gifts are initially of no charge to the library there can be substantial cost in processing and maintenance. Gifts are accepted with the understanding that, upon receipt of the materials, they are deemed the property of the Florida A&M University Libraries. The Libraries reserve the right to determine retention, location, processing, preservation, and all matters concerning the use of donated materials. Materials which are not suitable for the Libraries’ collections or are inessential duplications of existing materials are not retained in the Libraries’ collection.

**Memberships**

The University Libraries maintain memberships in associations and societies relevant to libraries and/or University programs. Subscriptions to journals that are provided as a privilege of membership will not be duplicated by individual subscription.

**Collection Assessment**

The collections will be assessed annually for collection deficits. Circulating collections and heavily used reference and reserve collections will be accessed regularly for wear and tear and binding and repair.

**Preservation and Deselection**

The Libraries maintain and preserve the collection as best as possible, given the constraints of budget and staffing. If worn or damaged materials cannot be repaired, the Libraries will determine whether the item should be replaced, and if so, the best method of replacement. This may include the acquisition of the same item in a different format, or may involve selection of a later edition or comparable title.

In some instances paper back titles will be bound in an effort to
preserve them. The selection process for binding paper backs will be a joint effort of the circulation, reference, and collection management units. Paperback items which are replaced often, e.g. annually, will not be bound.

Weeding

Physical condition and relevance will be the main criteria for deselection. Materials will not be deselected solely based on non-use. The Collection is mainly intended for active use, but it is also intended for research use. Library resources which are valuable for research may not be frequently used. Some may be rarely used. Some may be mostly used for interlibrary loan.

Weeding decisions are made based on knowledge of the collection and current and future program support. The following will be considered when making decisions to relocate or withdraw materials.

- Superseded editions not containing valuable content or historical data not found elsewhere
- Resources that no longer meet curricular need and are not the last copy in Florida. In the case of the last copy the decision may be made to relocate the item to state storage, Florida Library Academic Repository (FLARE)
- Formats that are no longer supported may be withdrawn or transferred to a different format
- Duplicate titles where there is no longer a demand for multiple copies
- Materials that are beyond repair and preservation; based on need titles may be replaced.
- Items that would possibly be used more or made more accessible in a different format e.g. print to electronic.

Federal Depository guidelines will be followed regarding the weeding of government documents.

Replacements

Replacement of lost, stolen, or damaged materials is subject to the same review criteria as requests for new materials.
Acquisition of replacement copies normally occurs if (1) an item is
reported as missing or mutilated; or (2) lost by a library user.

Environmental Considerations

The University Libraries will conduct operations in an
environmentally sustainable manner. Sustainability issues will be
considered in the development, planning and management of
library collections. The Libraries will comply with the University’s
Green Campus regulations as well as standard library
preservation guidelines and practices. The Libraries will adhere
to the Association for Colleges and Research Libraries (ACRL)
standards for the preservation and conservation of library
collections. To this end the Libraries will:

- Provide training to ensure library staff are aware of their
  roles and responsibilities regarding environmental control
  and disaster recovery.
- Communicate University Green campus regulations and
  ACRL competencies for conservation and preservation.
- Ensure the maintenance and repair of library materials,
  keeping them fit for use, using commercial or in-house
  preservation services.
- Work closely with Facilities Planning to maintain facilities
  and control temperature and humidity levels.

IV. PROCEDURES FOR SPECIFIC COLLECTIONS AND UNITS

The following are collection development procedures which have been
developed for specific areas. These procedures are considered extensions of
the library-wide guidelines.

A. Collections

1. African/African American Collection
2. Electronic Resources
3. Government Documents
4. Micro Text
5. Periodicals
6. Reference
7. Special Collections

B. Branch Libraries

1. Architecture Library
2. FAMU/FSU College of Engineering Reading Room
3. Journalism and Graphic Communication Resources Center
4. Science & Research Center Library
Revised May 2012
Collection Development Committee