Library Website - Florida Agricultural and Mechanical University 2008

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Collection Development Policy for the Florida A&M University Libraries
(Revised June 2005)

I. INTRODUCTION

This document contains the mission, purpose, and policies which guide the building and management of the collections of the Florida A&M University Libraries. Included are Library-wide collection policies as well as policies 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 life long 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 Arts and Sciences, the College of Education, the College of Engineering Sciences and Technology, the School of Business and Industry, the School of General Studies, and the School of Graduate Studies 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 Reading Room, 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 Environmental Sciences Institute, 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 are 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 Community Colleges, and any other institutions to 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 University Libraries provide collections of current books, periodicals, and pertinent reference materials. 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 Policy.

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. Ability to use the resource in the library
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, both popular and unpopular and both orthodoxed an unorthodoxed. 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. At the beginning of each fiscal 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, and acquiring materials that are frequently requested through interlibrary loan.

The Collection Development Committee is responsible for making recommendations for all programs except the Development Research School. Recommendations for DRS acquisitions are the responsibility of the DRS media specialist. The collection management librarian will notify the media specialist of the amount allocated to acquire DRS resources. After consultation with the DRS faculty, the media specialist will submit recommendations to the collection management librarian.

The collection management librarian is responsible for approving recommendations, designating the location of the resources recommended, and submitting recommendations to the acquisitions department. The acquisitions librarian and staff are responsible for receiving requests, and acquiring and receiving materials. The head of cataloging and the cataloging staff are 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 our 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. 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, an ongoing 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 State University Libraries of Florida and the Community College Libraries of Florida. 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.

F. Collecting Levels

The University Libraries collect at the following levels. 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. A very limited collection of general materials, including monographs and reference works are collected. Periodicals and electronic resources dealing specifically with the subject are not collected.

2. Basic Level: Collections that serve to introduce and define a subject, to indicate the varieties of information available elsewhere, and to support the needs of general library users through the first two years of college instruction include: A limited collection of monographs and reference works, a limited collection of representative general periodicals, and access to a limited collection of electronic bibliographic tools, texts, data sets, journals, etc.

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, and support the needs of general library users through college and beginning graduate instruction include: An extensive collection of general monographs and reference works and selected specialized monographs and reference works, an extensive collection of general periodicals and a representative collection of specialized periodicals, limited collections of appropriate foreign language materials, extensive collections of the works of well-known authors and selections from the works of lesser-known authors, and access to an extensive collection of electronic resources, including bibliographic tools, texts, data sets, journals, etc.

4. Research Level: A collection that contains the major published source materials required for doctoral study and independent research including: A very extensive collection of general and specialized monographs and reference works, a very extensive collection of general and specialized periodicals, extensive collections of appropriate foreign language materials, extensive collections of the works of well-known authors as well as lesser-known authors, access to a very extensive collection of electronic resources, including bibliographic tools, texts, data sets, journals, etc.

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. In and effort to support the University in it's goal of becoming a doctoral/research institution, the libraries are placing particular emphasis on collecting at the research level. The Libraries are not currently collecting at the comprehensive level in any subject area.

G. 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 policy will be considered.
H. 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.

I. Languages

English is the primary language of the collections. Selected French and Spanish language materials are collected to support the College of Arts and Sciences Foreign Language programs. Other collections of foreign language materials will be added as necessary to support future programs.

J. 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 work. 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 acquire and maintain a small map collection which is limited in both size and scope. The collection includes atlases, topographic and geopgraphic maps.

Monographs
The collections will consists of general, specialized, and research monographs. Individual titles as well as numbered monographic series are purchased. Cloth bound editions 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. If duplication is due to wear and tear or mutilation, 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 paper back resources will be bound. The circulation, reference, collection management and technical services units are jointly responsible for determining which paper backs to bind.
Reference Materials
Subject dictionaries, encyclopedic works, handbooks, and biographical sources are updated regularly. Highly used reference materials will be housed in the ready reference collection. See the Collection Development Policy 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. Since electronic access is more widely accessible, when economically feasible electronic journals will be purchased. Domestic and international serials are purchased. Print, electronic, and microform 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.

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.

B. Non-print

Audiovisual materials
Audio cassette tape, compact disc (CD), digital video disc (DVD), and video cassette tape (VHS) are all appropriate formats. CD is preferred to audio cassette and DVD is preferred to VHS. Digital images are preferable to slides. LPs and vinyl recordings are not purchased.

Most audiovisual materials are housed in the Instructional Media Center. 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 Policy for Electronic Resources.

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 assessed 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, collection management and technical services units. Paper back items which are replaced often, e.g. annually, will not be bound.

Physical condition and relevance will be the main criteria for deselection. Materials will not be deselected based on non-use. Library resources which are valuable for research may not be frequently used. Some may be rarely used. Some may only be used for interlibrary loan.

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.

IV. POLICIES FOR SPECIFIC COLLECTIONS AND UNITS

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

A. Collections

1. African / African American Collection
2. Electronic Resources
3. Government Documents
4. Micro Text
5. Serials
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