Collection Development Policy

Trant Memorial Library



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Approved by:

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11. **Donnelly College Mission, Vision and Values**

**Vision** – The vision of Donnelly College is to advance the common good by being the most accessible and transformative Catholic college in the country.

**Mission -** Donnelly College is a Catholic institution of higher education that seeks to continue the mission of Jesus Christ in our time by making the love of God tangible in our world.

Specifically, the mission of Donnelly College is to provide education and community services with personal concern for the needs and abilities of each student, especially those who might not otherwise be served.

### ****Values –** Three corevalues guide the College in pursuing its mission:**

### ****Truth** -** Donnelly seeks to inspire lifelong discovery and the communication of truth by exploring the connectedness of all things, studying the intersections of faith and reason, and engaging in civil dialogue with all peoples.

### ****Community** -** Donnelly seeks to motivate actions and relationships that promote a just community, recognizing that every person has inherent dignity and potential, and that we serve God by serving God’s people.

### ****Excellence** -** Donnelly seeks to challenge people to become the best version of themselves in their vocation, personal life, civic engagement and faith pursuit. Excellence requires perseverance amidst obstacles, striving beyond what is comfortable, openness to new ideas, a commitment to quality, and concerted effort.

1. **Mission Statement of Trant Memorial Library**

Our mission is to serve and support our students, faculty, staff and community by providing access to reliable information in a variety of formats, encouraging lifelong learning, and promoting the skills necessary to find, evaluate, and use information in today's world.

1. **Purpose of Collection Development Policy**

The purpose of this policy is to establish a set of guidelines and principles for the selection and deselection of library materials to ensure a balanced and fair collection. All materials purchased and/or donated for the Donnelly College library must be cataloged, circulated, and inventoried by the Academic Librarian and remain under the control of the library.

1. **Goals of Collection Development Policy**
* To support the academic mission of Donnelly College
* To create a balanced collection
* To guide library staff in acquiring/weeding/reconciling of library materials
* To keep the library collection current and useful for students
1. **Community Statement**

Donnelly College desires to meet the needs of each individual student to ensure his or her success at Donnelly. Resources will be selected to support the learning and research needs of Donnelly students with input from the faculty. Other needs of the Donnelly community will be considered after the needs of the students and faculty have been met.

1. **Intellectual Freedom**

The Trant Memorial Library will uphold hold the principles set forth in the American Library Association (ALA)[*Bill of Rights*](http://www.ala.org/advocacy/sites/ala.org.advocacy/files/content/LBORwithInterpretations.pdf)and[*Freedom to Read*](http://www.ala.org/advocacy/intfreedom/freedomreadstatement)statements and the Association of College & Research Libraries (ACRL) [*Intellectual Freedom Principles for Academic Libraries*](http://www.ala.org/acrl/publications/whitepapers/intellectual).The library’s purpose is to provide materials that represent a wide variety of views and beliefs regardless of partisan or doctrinal positions.

1. **Americans with Disabilities Act of 1990**

The Trant Memorial Library staff will assist anyone with disabilities by providing safe access to the building, mechanical aids, and assistance in book retrieval to ensure that the needs of every patron are met with no restrictions.

1. Definitions
* Acquisition – the process by which materials are added to the collection.
* Cataloging – the process of classifying and placing materials in the collection and listing available materials in an online catalog.
* Collection – all library resources available to library patrons.
* Collection Development – the process of creating a fair and balanced library collection that will be useful to its patron base.
* Deselection or Weeding – the process of removing items from the collection.
* Materials – any print, electronic, and/or digital resource available in the library’s physical collection or online.
* Selection – the decision to either add a specific item to the collection or to retain a specific item in the collection.
1. Overview of the Collection
2. **Subject Areas**

The primary subject areas represented in the Trant Memorial Library collection are areas that support the instructional and research activities of the Donnelly College community. The collection is organized according to the Dewey Decimal system of classification with call numbers on the spines as follows:

000 Generalities

100 Philosophy & psychology

200 Religion

300 Social sciences

400 Language

500 Natural sciences & mathematics

600 Technology (Applied sciences)

700 Arts

800 Literature & rhetoric

900 Geography & history

Exceptions are Listed Below:

* Fiction, J Fiction, and YA Fiction are labeled “Fiction/J Fiction/YA Fiction: Author’s Last Name”
* Reference materials are labeled “REF DEWEY CLASSIFICATION”
* Textbook reference materials are labeled “T REF DEWEY CLASSIFICATION”
* Opposing Viewpointssubject-specific reference materials are labeled “OV Dewey Classification”
* Nursing reference materials are labeled “N REF Dewey Classification”
* STEM reference materials are labeled “STEM REF Dewey Classification”
* Materials in Spanish are labeled “SPANISH Authors Last Name or Dewey Call Number”
1. **Selection Criteria**

The goal of the Trant Memorial Library is to create a highly functional and usable collection that will meet students’ needs and support the mission of Donnelly College. The Academic Librarian will use the following criteria to select materials for the collection:

* Curriculum needs, including course offerings, course enrollment, new areas of emphasis, and evolving subject fields (e.g. nursing)
* Research needs
* Difference from/enhancement of existing materials
* Price
* Reading level (with exceptions for J and YA materials)
* Faculty and staff needs/requests
* Student needs/requests
1. **Selection Responsibility**

Although anyone in the Donnelly community may recommend materials for the library, the primary responsibility for the selection and creation of a balanced collection rests with the Academic Librarian. The Academic Librarian will work with the faculty to ensure that the collection meets the needs of the students and supports the overall mission of the College. Although student workers will not decide what materials will be retained in the collection, they may help weed out/deselect materials under the Academic Librarian’s supervision.

1. **Faculty Input**

Faculty members are expected and encouraged to make recommendations regarding library resources. The Academic Librarian will attempt to fill all requests based on the selection criteria listed above, treating all departments as equitably as possible. The Academic Librarian will send out request forms to all faculty members at the beginning of each semester. Requests will be assessed in the order received with preference given to requests aligned with student learning outcomes and curricula.

1. **Kansas City Kansas Public Library**

Trant Memorial Library has a consortium agreement with the Kansas City Kansas Public Library (KCKPL) that connects KCKPL’s integrated library system (ILS), *Workflows,* to the Trant Memorial Library system/catalog. This consortium agreement allows Trant Memorial Library users to have access to all physical library materials at KCKPL, including shipping at no charge. The consortium agreement also allows KCKPL users to request library resources from the Trant Memorial Library.

1. **Interlibrary Loan – Kansas Share It**

With a Trant Memorial Library card, Donnelly students and faculty also have access to any library resource found in the State of Kansas Library via the free service known as *Kansas Share It*. Requests for materials from the Kansas State Library can be sent to Donnelly’s Academic Librarian via the Trant Memorial library website. Items will be shipped via Kansas Express, a paid service that is less expensive than USPS media mail. If the requested book is not available to ship via Kansas Express, the Academic Librarian will request shipping via standard USPS media mail.

1. Formats in the Collection
2. **Books**

The primary format in the library’s collection will be bound books. Paperback books will be considered first for all materials due to cost. Hardback books will be considered if paperback options are unavailable.

1. Serials/Newspapers

Serials/newspapers will be selected and displayed based on relevancy to the collection and the needs of both students and faculty. Newspapers and magazines will be in the traditional bound format. Subscriptions to magazines will be based on cost and curricular need. As with other materials, requests for new serials/newspapers from both faculty and staff will be accepted each semester.

1. Audio/Visual Materials

All audio/visual materials will be selected and displayed based on relevancy to the collection and the needs of both students and faculty. All materials in this category are subject to cost/relevancy of items. The library has a small collection of DVDs available for lending to students and faculty.

1. Electronic Formats – E-books and Online Databases

Decisions about acquiring electronic materials (e-books or online databases) will be based on the availability of free electronic resources that can be accessed via the Donnelly College Library website and the State of Kansas Library website. Members of the Donnelly community can access the electronic resources on the State of Kansas Library website free of charge with a Trant Memorial Library card.

If needs for electronic resources cannot be met through either of these options, purchase of e-books or online databases will be considered and prioritized based on cost and relevancy to the collection.

1. Historical/Archival Materials

All historical and archival materials will be preserved using best archival practices. Short descriptions of the material will be posted next to each resource. No historical and archival materials acquired by Trant Memorial Library will be circulated to faculty, staff or students, nor may library patrons handle archival materials without permission from the Academic Librarian.

1. **Course Reserves**

Any physical resource may be put on *course reserve* by any Donnelly faculty or staff member. These materials will not be available for circulation until removed from course reserve either at the request of the faculty/staff member or at the end of the full academic year. Course reserves may be renewed as needed.

1. Acquisiton of Materials

The Academic Librarian will follow these guidelines in acquiring materials for the library:

* All books and audio/visual materials will be purchased via an online vendor unless a better price is available through a local vendor.
* All Serials/newspapers and electronic databases will be purchased from an official vendor such as EBSCO.
* Donations of historical resources/special collection resources will be accepted from staff and faculty members or affiliated organizations such as the Benedictine Sisters of Mount Saint Scholastica or the Archdiocese of Kansas City in Kansas (see Gift policy, below).
1. **Gift Policy**

All materials donated to the library will be evaluated by the Academic Librarian for relevancy to the collection and condition of material. Materials that are not selected to be added to the collection may be returned to the donor, donated to the Donnelly Bistro/Den and/or to a local charity, or recycled, if appropriate.

1. Collection Management
2. **Duplicates**

The library will not typically purchase duplicates of library resources, as access is readily available through KCKPL’s catalog and/or Interlibrary Loan/Kansas Share It. Exceptions may be made for Common Read selections, high circulation resources, and duplicates requested by Donnelly faculty.

1. Requests

The library will attempt to fill all acquisition requests made by faculty, staff, and students. Resource updates and materials requested for current courses will be prioritized over other requests. Gaps will be filled through interlibrary loan requests and the KCKPL catalog.

1. Permanent Materials

The mission of Donnelly College and the Trant Memorial Library require that certain materials are never out of circulation or discarded. These resources include:

* Religious Reference Materials
* Standard Reference Materials such as Dictionaries, Encyclopedias, etc.
* Classic Literature
* YA/Junior Materials for education and children’s literature courses
1. **Replacements**

Damaged resources are noted in *Workflows* (KCKPL’s ILS System) and marked on the inside cover of the book. Patrons are responsible for the cost of replacing lost resources or resources damaged beyond repair. Payment plans may be arranged as needed. Enrollment holds may be placed on student accounts depending on the price of the materials to be replaced.

Decisions about replacing lost/damaged materials will be based on faculty/course needs and circulation statistics. If the material is not widely used, replacement may be waived at the discretion of the Academic Librarian. Reference materials and items that circulate frequently will be prioritized for replacement.

1. Weeding/Deselection

Weeding or deselection is the practice of selecting items that will be removed from the collection. The weeding/deselection process is essential to maintaining a coherent, useful library collection. Items that will not be subject to weeding/deselection are listed above in “Permanent Materials.” Deselection decisions will be based on the following:

* Poor condition/damage (Note: Damaged materials that meet a curricular need or experience high circulation will be replaced)
* General knowledge/information available elsewhere in the collection
* Low circulation statistics
* Multiple copies in collection
* Outdated/irrelevant information (Note: textbooks will be weeded out if outdated)

After an initial weed scheduled for 2020, the entire library collection will be weeded every two years. Weeding can be expedited if necessary due to storage limitations. Weeded materials will be donated to the Donnelly Den/Bistro or to a local charity, if possible. Weeded materials may be disposed of/recycled if information is outdated in a time-sensitive field (such as technology, medicine or STEM).

1. **Reconsideration of Discarded Materials**

Discard appeals may be made to the Academic Librarian in person or via email. Discard appeals should include the following information:

* Title of work
* Author of work
* Rationale for discard appeal

The Academic Librarian will review appeal requests and schedule discussions when needed.

1. **Revision of Collection Development Policy**

The Collection Development Policy will be reviewed every two years. Changes/revisions must be approved by both the Donnelly College Academic Council and the College President.