Collection Development Policy

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Collection Development Policy

I. Purpose of this Policy.

The purpose of the San Diego State University (SDSU) Library Collection Development Policy is to guide in the selection of materials to be added to the collections, whether by purchase, gift, or approval plans to meet the information needs of the SDSU campus and programs. The policy is a statement of University Library policy. It is used in the allocation of funds and in the effort to obtain additional funding from endowments, gifts, or grants. The policy is also a source of information for those both those within and outside the SDSU community. Additionally, the policy is based on the strengths of our collection and it will identify those areas of lesser collecting interest. Furthermore, it will assist in resource sharing and any future cooperative collection development arrangements with other California State University (CSU) libraries, University of California (UC) libraries, and or other college, public, and county libraries within the state of California.

II. SDSU and SDSU Library and Information Access.

SDSU is historically one of the oldest campuses in the CSU system, and as such has established a tradition of commitment to its community and the programs it offers will be marked by academic excellence. Currently, it offers bachelor degrees in 84 areas, master's degrees in 76, one education specialist degree (Ed.S.), research doctorates in 14 areas, and one professional doctorate (Au.D.) through the following colleges: College of Arts and Letters, College of Business Administration, College of Education, College of Engineering, College of Health and Human Services, college of Professional Studies and Fine Arts, and the College of Sciences. The SDSU library has acquired and presently maintains library materials in a variety of formats, including, but not limited to: print monographs and serials, audio and video materials, and a wide range of online and electronic resources. Over the last decade, historically since May 1994, the date of first International World Wide Web Conference held at the Conseil Européen pour la Recherche Nucléaire (CERN) and widely considered the birth of the World Wide Web; the library has slowly increased its online holdings. The library's serial titles are currently estimated to be approximately 98% online and the library provides access to an online monographic collection of roughly 32,000 titles as of fiscal year 2008/09.

III. SDSU Library Clientele.

The primary clientele are the faculty, staff and students of San Diego State University. SDSU faculty, staff, and students off-site are provided remote access to online library resources through a proxy server with password access. All faculty, staff, and students are provided access to interlibrary loan services to article and monographic content through the online ILLiad system. Additional document

delivery services are offered to faculty and graduate students through a subscribed document delivery service to provide additional support for research.

The SDSU collections are available to faculty, staff, and students of other California State University and University of California campuses through cooperative lending agreements. Access to the library's holdings is available electronically through the online catalog, the Public Access Catalog, the PAC. The SDSU monographic collection is also available for checkout to Friends of the Library and SDSU Alumni with an annual fee.

IV. Philosophy of Collection Development.

Earlier philosophies of collection development were once based on the idea of comprehensive collection building; made possible through larger library materials budgets, fewer publications, and significantly smaller borrowing populations. However, over the last seventy years, all libraries have experienced eroding library budgets; a series of explosions in publishing (the result of new, interdisciplinary fields and new publishing technology) and, both in quantity and number of new media formats; a larger and more diverse student and faculty population; and an expansion in the number of academic programs offered by the university have made this comprehensive collecting model untenable. Current library collection development practice is thus based on the following realities:

- 1) Informed selectivity in place of comprehensiveness as a major collection development rationale;
- 2) Usage based data along with subject expertise will used to create a dynamic collection that is responsive and germane to the needs of the faculty and students;
- 3) An expansion of interlibrary services through local and national cooperative agreements, and a commitment to an evolving and increasingly robust online document ordering and delivery system;
- 4) A commitment to the standardization of and transferability of digital information for preservation and future access; development of de iure standards to replace current de facto standards which may only work with specific platforms;
- 5) Necessary utilization of space and cost-saving techniques, once only consisting of compact storage and microform, but now expanded to include digitization and, ultimately, de-selection of materials;
- 6) Commitment to the library users, which consist not only of faculty, staff and students, but also include other CSU and UC users, local, regional and national cooperative groups and networks, and citizens from the community;
- 7) A responsibility to for developing the collection in support of the University's instructional needs and curriculum.

V. General Guidelines.

The duty of collection development in the San Diego State University Library is to provide the information resources in print and other media necessary to carry out the University's teaching programs and to support the research of its students and faculty. The collections also seek to support the work of staff engaged in University business, and the general cultural and intellectual formation of students.

The Library, in carrying out its collection development activities, adhere to the principles expressed in the following statements from the American Library Association's Library Bill of Rights: "Books and other library resources should be provided for the interest, information and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval."

Selection of materials for the collections is carried by members Subject Librarians assigned to the various subject areas. Subject Librarians have responsibility for coordinating collection development in each subject area, and for monitoring each monographic fund. Every effort is made by Subject Librarians to maximize the use of funding for the collection, including the avoidance of needless duplication. The only current exceptions to this arrangement are the Multimedia Center, which has additional media materials ordered by the Media Department Head, and Special Collections, where the librarians cooperatively share selection responsibilities. Purchase of large collections (multivolume sets) of materials and online database must also be approved by the Head of Collection Development.

Concomitantly, the library assigns a high priority to the prompt acquisition of current materials and services. Efforts are made to secure important retrospective materials as well when these are directly related to the curriculum and expected usage justifies the purchase.

Acquisitions are financed chiefly by an appropriation from the University to the Library and by income from a number of Library endowments, supplemented by gifts and grants. New acquisitions may be recommended by any member of the academic community; in addition to requests from faculty, students, and staff, the library receives requests from the Friends of the Library and representatives of cooperative library groups.

Acquisitions may be in a wide variety of formats. The decision to acquire a material in a particular format is determined by the advantages/disadvantages of the format, cost, space, and multimedia standards governing the preservation and accessibility of the material. Format alone should not determine the priority in decisions to purchase or process the material.

The Monographic Acquisitions Department is responsible for processing the orders which are submitted by the Subject Librarians. Such processing entails

searching University Libraries' holdings to prevent duplication, placing the orders with particular vendors, charging funds, keeping accounting records, maintaining an on-line record of orders in process, and preparing incoming materials for cataloging.

The Serial Acquisitions Department is responsible for serials renewals, ordering new serials, databases, and electronic resources as approved by the Head of Collection Development and in consultation with the Head of Serials Acquisitions, assisting in the data collection and analysis of serials usage, keeping accounting records, directing binding activities, and maintaining an on-line record of subscriptions.

The Collection Development Committee is an appointed group composed of the Head of Reference, the Head of Serials Acquisitions, the Collection Management Coordinator, representation from Serials Acquisition, representation from Monographic Acquisitions, representation from Information and Digital Technologies (IDT), and the Head of the Collection Development. It is currently chaired by the Head of the Collection Development. It advises on fund allocation matters; reviews and approves collection development policies; and is responsible for the development and implementation of collection management tools.

The Bibliographer's Group is composed of all Subject Specialist and Special Collection Librarians; and is chaired by the Head of the Collection Development. The Bibliographer's Group reviews requests for major collections and other expensive purchases, coordinates collection development projects, and is responsible determining the organization development and trajectory of the library's future collection.

VI. Approval Plans.

The approval plan system has been proven to be a practical and efficient method for obtaining current academic publications; however, in recent years the approval plan has had to be suspended due to regular budgetary cut to the materials budget. Through a careful analysis of the current spending levels by subject the Approval plan will be adjusted to meet the current funding levels for monographs.

VII. Continuations.

Continuations, along with periodicals, constitute the two major types of serials, or publications which are issued more than once. Types of continuations include monographic series, supplements, proceedings, yearbooks, conferences, and reference materials like indexes and bibliographies.

VIII. Dissertations and Theses.

Since 1973 the library has made available in microform a copy of San Diego State University theses and dissertations. An additional copy I s kept in the University Archives, and the original of both pre-1973 and post-1973 SDSU theses are shelved in the circulation stacks.

Acquisition of non-SDSU these and dissertations are highly selective on the basis of quality and originality. Many Dissertations are also available in full-text through a subscription to UMI's Dissertation Abstracts. Additionally, many other theses and dissertations are available through the degree granting institution's digital repository often locatable through the degree granting institution's library or though the University of Michigan's online Union Catalog of digital repositories at (http://www.oaister.org/).

IX. Duplicate Copies.

The library ordinarily does not keep or acquire duplicate copies of materials due to cost and increasingly limited space for materials. The acquisition of duplicate materials may occur in accordance with the following guidelines:

- 1. Multiple demands and heavy, continuous use of individual titles as a evidence by circulation statistics only. It is strongly advised that the additional copy be considered as a reserve item with a limited circulation time period.
- 2. Reference items should not be duplicated with out a compelling reason.
- 3. Under no circumstances will a duplicate item be purchased for the sole use of an individual regardless of expected usage by others.
- 4. Duplicate gifts are judged by these same guideline because of the cost associated with cataloging and current space limitations.

X. Faculty Publications.

The library acquired faculty publications according to the collection policies that determine other monographic purchases. Those works that are appropriate for an academic library will be considered for acquisition.

XI. Foreign Language and Translations.

The library does emphasize the acquisition of English language materials; however, the library does endeavor to make available significant scholarship in foreign languages; particularly in Spanish, French, German, and Chinese. Copies of texts in instances where there is no English equivalent are also collected.

XII. Gifts of Books, Periodicals, Manuscripts and Papers.

The following policy is the current Gift Policy (3-25-08, updated 3-16-15) outlined by the Gifts Coordinator.

Library Gifts-in-Kind Donation Policy and Procedure

The university library welcomes gifts of print and non-print resources that enhance the strength of the library and support the instructional and research programs of San Diego State University. Each year donors' contributions strengthen the library's collections, including but not limited to rare books, manuscripts, papers, and other materials. Contributions of such gifts help ensure that future resources are secure and that the library will continue to become one of the finest academic research facilities in California.

Included in this policy is the understanding that the library may decline to accept material(s) based upon their appropriateness to the collection and/or any space constraints the library may have at any given time. All donated items become the permanent property of San Diego State University, and the library assumes the responsibility of determining the retention, placement within the collection, location, cataloging treatment, and any other considerations relating to the use and disposition of the material(s). Due to space limitations and preservation practices, the library does not normally accept the following materials:

- Popular magazines
- U.S. Government Publications
- Scholarly journals that duplicate our holdings
- Material(s) in poor condition, e.g. exhibiting signs of mold or mildew, broken spines, missing pages, etc.
- Material(s) that contains excessive highlighting. Underlining, or annotations (unless annotations are of significant scholarly value)
- Material(s) in outmoded formats (8-track tapes, 5.25-inch computer disks, LPs, Betamax, etc.)
- Electronic material(s) requiring dated software
- Materials which might cause the library to be liable for copyright infringement (i.e. illegally copied audio and video recordings)

Prospective donors may contact the subject specialist that best matches the donation (see the list of current subject specialists here: http://library.sdsu.edu/people/biblist.php) or contact Collection Development in order to determine whether or not the library is able to accept a donation. If it has been determined that the library will accept a donation, material(s) may be dropped off at the Circulation desk. No more than ten (10) boxes of material(s) will be accepted at a time. It is the responsibility of the donor to arrange for delivery of books and other material(s) to the library; Circulation staff is unable to assist

donors with the transportation of materials. A Gift-in-kind Contribution Form must accompany any donation; this form is to be completed by the donor and forwarded to Library Administration by Circulation staff.

Once a donation has been accepted, Circulation staff will contact Collection Development in order to let that department know that a new donation has been received. Collection Development will then assess the donated material(s) and contact the appropriate subject specialists. If a subject specialist does not wish to assess the donated material, it will be sent to the Better World Books drop off location in the library's mail room for inclusion in our "Donations & Discards" program (See **Better World Books Policies and Procedures**).

Valuation, Appraisal, and Tax Information for Gifts-in-Kind

For IRS reporting purposes, it is important to note that it is the responsibility of the donor to keep accurate records describing the individual items donated and the value attached to each item. For more information on making in-kind contributions, please consult the website of the Internal Revenue Service at: http://www.irs.gov/publications/p561/ar02.html#d0e718.

- All donations, regardless of value, must be accompanied by a completed and signed Gift-in-Kind Contribution Form. SDSU will send an official letter acknowledging receipt of the gift shortly after the donation has been received. The letter will not state the value claimed by you.
- For donations at the \$500 to \$4,999 level, it is recommended that IRS Form 8283 be submitted to the Library, along with the gift and the Gift-in-Kind Contribution Form as specified above. IRS Form 8283 will be signed by the appropriate administrator and returned to the donor. The form should be submitted with the donor's yearly tax return if a deduction is to be claimed.
- A donor making a gift which he/she values at up to \$4,999 may make a good faith
 effort to determine its current market value and include the value on the Gift-inKind Contribution Form.
 - Donations with a value of \$5,000 and over must be accompanied by the Gift-in-Kind Contribution Form, and IRS Form 8283. An independent appraisal undertaken by a qualified professional is also required. The appraiser must submit a copy of the appraisal and a statement of the appraiser's qualifications, along with IRS Form 8283, to the Library; these forms will be signed by the appropriate administrator and returned to the donor. A list of certified appraisers is available through the Antiquarian Booksellers' Association of America at: http://hq.abaa.org/books/antiquarian/databases/bookseller_search.html

Better World Books Policies and Procedure

As of February 2013, the SDSU Library has partnered with Better World Books' "Donations & Discards" program in an effort to streamline our Gift-in-Kind acceptance procedure. Donated books and other material(s) that are deemed unsuitable for addition to the Library's permanent collection can be set aside for inclusion in the "Donations & Discards" program. A designated Better World Books drop off location has been established in the Library's mail room (LL-109). Books and other material(s) may be dropped off in the designated area at any time. For donations larger than one (1) or two (2) boxes, please contact Collection Development.

For more information on the Better World Books "Donations & Discards" program, please see: http://www.betterworldbooks.com/go/libraries.

Policies

Donation Acceptance Policy:

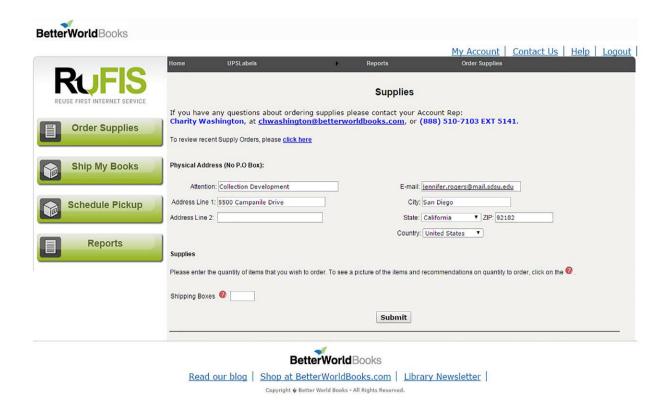
 $\underline{http://rufis.betterworldbooks.com/CustomContent/Agreementform/files/AcceptanceGuidelines.pdf}$

Terms and Conditions:

 $\frac{http://rufis.betterworldbooks.com/CustomContent/Agreementform/files/Terms and Conditions 2.pdf$

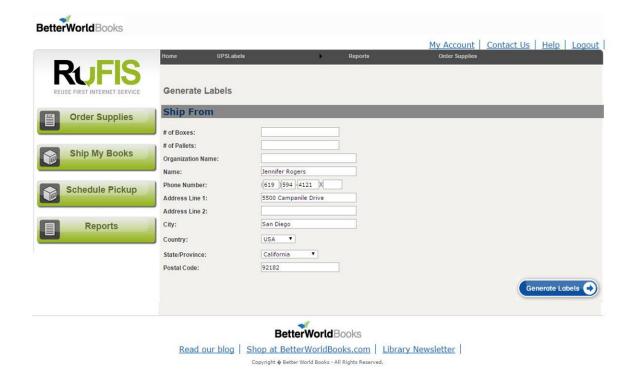
Procedure

Shipping boxes can ordered directly from the Better World Books client portal, "RUFIS": http://rufis.betterworldbooks.com/login.aspx.



Boxes are assembled and placed on a pallet in the designated Better World Books drop off location in the Library's mail room (LL-109). Materials may be dropped off in this area at any time where they will be packed and readied for shipping by Collection Development.

Once enough boxes have been readied for shipping, shipping labels can be generated directly from the client portal, "RUFIS": http://rufis.betterworldbooks.com/login.aspx.



After a shipment has been packed and is ready for pick-up, campus shipping and receiving (x46113) must be notified in order to arrange transportation for the boxes from the Library's mail room to the main shipping and receiving center on campus.

o NOTE: Because the local courier will not pick-up or deliver directly to the Library, it is best to ensure that campus shipping and receiving can pick up a shipment before contacting Better World Books for a pick-up date.

Once the shipment has been taken to campus shipping and receiving, courier pick-up can be scheduled through Better World Books.

Material(s) deemed not suitable for inclusion in our Better World Books "Donations and Discards" program should be placed on the "Recycle Books" pallet in the Library's mail room (LL-109). Please see the Better World Books Donation Acceptance Policy for more information regarding the kinds of donations they accept:

 $\underline{http://rufis.betterworldbooks.com/CustomContent/Agreementform/files/AcceptanceGuid\underline{elines.pdf}}$

NOTE: Once the recycle pallet is full, contact Maureen Dotson (x44472) to arrange for the disposal of these materials via Materials Management.

XIII. Government Publications.

The library is currently a selective depository for US Government Publications and has been since 1963. Government publications of all types and from all countries are considered for acquisition using the same criteria for other monographic publications. Electronic or online titles are an increasingly larger part of the items that are distributed via the Federal Depository Library Program (FDLP).

All electronic or online titles that are part of our profile are added to our online catalog either by adding a URL (Internet address) or a PURL (Persistent Universal Resource Locator). The GPO is in charge of updating the PURLs and providing them to the depositories.

California: The library has been a complete depository for California State documents since 1945.

United Nations: The library purchases United Nations publications to meet curricular and research needs of our students and faculty.

XIV. Interlibrary Loan.

An interlibrary loan is a transaction in which library material or a copy of the material is made available by one library to another upon request.

This library will not ordinarily lend the following type of materials:

- 1. Rare or valuable material.
- 2. Bulky or fragile items which are difficult to ship.
- 3. Material in high demand at the lending library.
- 4. Material with local circulation restrictions.
- 5. Unique material that would be difficult or impossible to replace.

The SDSU library will make every effort to exhaust their own resources before resorting to interlibrary loans. The interlibrary loan office will comply with the copyright law (Title 17, *US Code*) and its accompanying guidelines, and shall inform its users of the applicable portions of the law.

XV. Legal Materials.

The library collects legal materials appropriate to the University's degree programs. This library primarily collects the most basic legal materials such as statutes, codes, regulations, and a few select legal journals. The library does selectively acquire more specialized legal publications; however, SDSU does not offer a Juris Doctorate and does not, as a consequence, collect extensive legal materials.

XVI. Lost Books Policy.

Monographs, periodicals, media and other materials are occasionally noted as missing from the collection. There are numerous reasons for missing items including mis-shelving, theft, and materials being reviewed (but not checked out) by library employees. Appropriately assigned staff members change the status of an item on Millennium to "Missing" when it is determined that the item cannot be located on our shelves.

Units of the library have individual procedures for handling missing materials, indicative of the unique circumstances of each unit. The intent of the Collection Development policy on lost materials is four-fold: one, to ensure that records in our online catalog accurately reflect the status of individual items; two, to provide ample time to search for missing items; three, to completely delete records of missing and lost items from the online catalog in a timely fashion; and four, allow for the replacement of items considered vital to our collection.

In general, units change the status of an item to missing on Millennium, then proceed with unit procedures to verify the items cannot be located. Due to the quantity of items in the main collection, as well as the numbers of patrons and our consortia obligations, books in the main stacks may not be located on a first search, yet may be found over the course of a 6 month period. On the other hand, Media Center items, do not require more than a few weeks to verify the accuracy of the "missing" status. Books removed from the collection by Collection Preservation due to repair issues are definitely missing from the collection and require no further searching.

Collection Development is notified whenever the appropriate unit determines the missing material cannot be located. Twice a year—January and July, Collection Development creates a review file of all items with a "missing" status in Millennium and will determine if an additional search should be made of any missing items for the previous 6 month period. The January review is for the previous July through December the July review is for the previous January through June. The search will be completed in February (for the January review) and in August (for the July review) and the missing items will be sent to subject specialists to review for replacement. All requests for replacement must be approved by Collection Development before being submitted to Acquisitions. These timelines are important in order to allow for an adequate amount of time for monographs acquisitions' staff to order and process.

The only exception to the Collection Development review of replacements is items located in reference. The Reference Collection Development Committee will make the decision about replacement, in collaboration with the Head of Collection Development in order to verify available funds.

All items for which there are no requests for replacement will be sent to cataloging, where the status of the items will be changed to "Withdrawn" on Millennium. This removes the item record from the public display of the online catalog, but not the system. Should a "withdrawn" item by found (usually at the time of checkout, requiring an "on the fly" checkout, the record can be easily re-instated with a status change to "not checked out."

Cataloging will run a Boolean file once a year of all items with a "withdrawn" status, deleting all that are over two years old.

XVII. Maps.

The collection of maps is governed by the need for large scale and topical treatments not provided by atlases. Selections are made by the Maps and Geography Subject Specialists.

XVIII. Microforms.

Microforms are acquired when the desired material is available only in microform, or when it is significantly less expensive and sufficiently usable in that format. Microform is also acquired for the preservation of certain titles when rebinding is not feasible.

Large collections of source material are frequently acquired in microform. Attention should be given to providing appropriate housing and equipment for such purchases; adequate bibliographic access should also be examined, with collections having machine readable cataloging being particularly favored. Microform subscriptions in lieu of binding are placed for those serials which: a) are difficult to bind because of format or heavy usage; b) typically have many missing issues; c) are subject to regular mutilation. If microform copies cannot be acquired from an existing source, the library may arrange to have the serial microfilmed, with appropriate copyright permissions.

Microfiche is generally preferred over film, especially for serial titles or collections.

XIX. Multimedia.

Audio materials including both music and spoken word recordings are collected and housed Media Center. Recordings requested by faculty members in support of teaching and research, recognized classic recordings, and recordings to fill gaps in sets or series are given preference in acquisitions. Compact disc is the preferred format.

Video materials which are expected to be of significant long-term value in support of teaching or research are collected, with an effort made not to duplicate. The DVD is the preferred format, with VHS as a secondary format choice.

Machine readable materials are collected when that format is most effective in support of teaching and research and when the library can provide adequate facilities for their use. Machine readable materials which can be mounted on the library computers may all be collected, according to priorities established by subject collection development policies and availability of funds. Software may be collected by the library, but careful attention to licensing must made by both Collection Development and Information and Digital Technologies (IDT).

XX. Newspapers.

Newspaper subscriptions will be carried by the library in order to support teaching and research, to provide sources of national and international news and general intellectual and cultural awareness for faculty and students.

Non-United States newspapers will be collected in direct support of teaching and research, and to provide some limited coverage of major regions of the world by outstanding newspapers. Newspapers of a cultural, business, political, organized labor, or social orientation will be considered on a title by title basis. A few newspapers of permanent research value will be collected in microform; paper copies of others will be acquired only for current awareness purposes.

XXI. Periodicals.

Periodicals are normally acquired only through subscription; individual issues or reprints of articles are rarely purchased. Among the factors that will be weighed in the selection of periodicals are: the substantial nature of articles in the periodical and their intellectual content; inclusion of the periodical in indexing and abstracting services; strength of demand combined with lack of ready availability elsewhere; and cost. There will be no attempt to collect periodicals specifically for recreational reading or for hobbyists.

Priority is assigned to journals that are more frequently cited by SDSU faculty and by use. The library will attempt to obtain back files of periodicals when the retrospective materials are essential for instruction and research.

Subject specialists are encouraged to review the periodical subscriptions for their current "fit" with the research and curricular needs of the university.

XXII. Textbooks.

Textbooks are normally excluded from the library's collection. There are exceptions to the general rule of exclusion as noted below.

- 1. When a particular textbook is recognized as a classic by experts in the field.
- 2. When a textbook presents material in a way which is especially valuable to users in the opinion of teaching faculty and librarians and whose usefulness to the readers will probably outlive related course offerings.
- 3. When other kinds of monographic publications in a curricular area are sparse.
- 4. When a textbook treats an important extra-curricular subject not otherwise represented in the collection.
- 5. California State textbooks adopted for elementary and secondary education. (Classified in the LT Call Number range.)

6.

XXIII. Weeding.

The library does not regularly weed the collection due to staffing levels and the time demands; however, serious consideration for withdrawal of holdings is considered when:

1. They are duplicate copies.

3.

2. The holdings represent less than three years.

The holdings are scattered (less than three consecutive years) and represent less than half of a total back run of a title. Care must be taken however to avoid inadvertent withdrawal of volumes that are unique, that constitute the whole of a short run, or have valuable physical qualities.

In general, the following factors are important in considering withdrawal of a title:

- 1. Relevance of title to the university's teaching and research programs.
- 2. Existence of abstracts and indexes to title.
- 3. Availability of title, especially at other CSUs sand UC's
- 4. Circulation of volumes
- 5. Physical condition of volumes.

The library is responsible for preserving even infrequently used materials in areas where we collect or have an identifiable retrospective collection, often mitigates against large scale weeding of materials.