

Texas Woman's University

Library Policy Manual

Policy Name: Collection Development Policy

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Introduction

The Texas Woman's University (TWU) Libraries support the academic programs of the Texas Woman's University System. TWU is a comprehensive, Carnegie Classification Doctoral/Research-Intensive, public university offering baccalaureate, masters and doctoral degree programs. A teaching and research institution, TWU emphasizes the liberal arts, sciences and specialized or professional studies, especially the health sciences. The TWU Libraries serve as a source of knowledge and as a depository of information about women and their contributions to the history and advancement of the State of Texas, the nation, and the world.

Denton's Mary Evelyn Blagg-Huey Library acts as the central library for TWU, supporting TWU's programs across all campuses. The Dallas Center Library supports TWU's programs in Dallas. The Houston Center Library supports TWU's programs in Houston. Collectively, the three libraries make up the TWU Libraries.

The primary users of TWU Libraries are the University's faculty, staff, and students in addition to the Federation of North Texas Area Universities students and faculty. Secondary users are members of the community who have open access to the facility and collections. This includes walk-in users, K-12 students, regional collegiate students, alumnus, TexShare card users and other researchers not affiliated with TWU. No effort is undertaken to develop the TWU Libraries' collections to meet the needs of the secondary library patrons.

Purpose

This policy outlines the principles and guidelines that the TWU Libraries follows in making decisions that are integral to the life cycle of collection development and management of library materials in support of the University's mission, teaching and research needs as revealed in the curricula and in faculty and student interests and research needs.

This policy is intended to:

- Provide guidelines for the selection of materials for purchase
- Provide a master plan for the growth and development of the TWU Libraries' collection
- Communicate to Deans, faculty, staff, librarians and others the TWU Libraries' collection development policy
- Provide guidelines for weeding and withdrawal of materials
- Assist in the selection and retention of gifts and other free or inexpensive materials

Collection Management & Resource Services (CMRS) will review this policy annually, or when programs of studies are added to or dropped from the University curricula. The collection development policy must remain flexible and ready to change direction and emphasis to support evolving institutional needs with available resources. Suggestions for changes or additions to the policy should be made to the Dean of Libraries.

Principles

TWU Libraries supports and respects:

- the freedom to access and read materials regardless of bias or controversy
- barrier-free access to all users whether online or in person
- diversity, privacy rights and intellectual freedom
- the interest in making available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority
- the [American Library Association Freedom to Read Statement](#)
- the [American Library Association Bill of Rights](#)

- the [American Library Association First Amendment and Censorship](#)
- the [American Library Association Freedom to View Statement](#)

Library Materials Budget

TWU administration approves funds for the TWU Libraries’ budget, and the Dean of Libraries, as a fiscal agent for the Library, is responsible for the expenditure of all TWU Libraries funds including those used for materials in all formats. Working with the Library Executive Team, the Dean sets the collections budget each fiscal year.

All physical materials purchased with library funds become the property of the TWU Libraries and are housed in the TWU Libraries. Laboratory, department, or personal office collections or resources may not be purchased with library funds.

Collection Levels

The primary subject areas collected are those that serve to support the curricular, instructional, research and programmatic needs of TWU. Intensity of collection development is based on the following:

Graduate Level 1 and 2

On these levels, the collection will support fifth- and sixth-year graduate degree programs including materials containing research reports, new findings, and scientific results. It should also include important reference works, a wide selection of monographs, and serials in all formats.

1. *Level 1* includes those fields in which a doctorate is granted. Collection development in these areas is intensive to provide for research in limited areas.
2. *Level 2* includes fields in which a master’s degree is offered.

Undergraduate Level 3

The collection on this level is adequate to support instruction of undergraduate coursework and/or independent study; that is, a collection which maintains knowledge of a subject required for limited or generalized purposes of less than research intensity. It includes a broad range of materials including complete collections of the works of important writers, a selection of representative journals and reference tools.

Departments and Collection Levels

The following departments meet the desired collection levels indicated below. Access is in the most appropriate format.

College of Arts and Sciences		
Biology	Levels 1, 2 & 3	BS, MS, PSM, PhD
Chemistry & Biochemistry	Levels 2 & 3	BS, MS
Criminal Justice	Level 3	BS
Dance	Levels 1, 2 & 3	BA, MA, MFA, PhD
English, Speech, and Foreign Languages	Levels 1, 2 & 3	BA, MA, PhD

Fashion Design & Merchandising	Level 3	BA, BS
General Studies	Level 3	BGS
History & Political Science	Levels 2 & 3	BA, BS, MA
Mathematics & Computer Science	Levels 2 & 3	BA, BS, MS
Multicultural Women's & Gender Studies	Levels 1 & 2	MA, PhD
Music	Levels 2 & 3	BA, BS, MA , MMT
Psychology & Philosophy	Levels 1, 2 & 3	BS, MA, MS, SSP, PhD
Social Work	Levels 2 & 3	BSW, MSW
Sociology	Levels 1, 2 & 3	BS, MA, PhD
Theatre	Levels 2 & 3	BA, MA
Visual Arts	Levels 2 & 3	BA, BFA, MA, MFA, MAT
College of Business		
Accounting	Levels 2 & 3	BBA, MBA
Business	Level 2	MBA
Business Administration	Level 3	BBA
Business Analytics	Level 2	MBA, MHA
Finance	Level 3	BBA
Global Health	Level 2	MHA
Health Care Administration	Levels 2 & 3	BBA, MBA
Human Resource Management	Levels 2 & 3	BBA, MBA
Management	Level 3	BBA
Marketing	Levels 2 & 3	BBA, MBA
Sport Management	Levels 2 & 3	BS, MBA
Women in Leadership	Level 2	MBA
College of Health Sciences		
Communication Sciences	Levels 2 & 3	BS, MS

Dental Hygiene	Level 3	BSDH
Health Studies	Levels 1, 2 & 3	BAS, BS, MS, PhD
Kinesiology	Levels 1, 2 & 3	BS, MS, PhD
Nutrition & Food Sciences	Levels 1, 2 & 3	BAS, BS, MS, PhD
Occupational Therapy	Level 1	OTD, PhD
Physical Therapy	Level 1	DPT, PhD
College of Nursing		
Nursing	Levels 1, 2 & 3	BSN, MSN, DNP, PhD
College of Professional Education		
Human Development, Family Studies, and Counseling	Levels 1, 2 & 3	BS, MS, MEd, PhD
Library & Information Studies	Level 2	MA, MLS
Literacy and Learning	Levels 1 & 2	MA, MEd, PhD
Teacher Education	Levels 1, 2 & 3	BS, MEd, MAT, PhD
Teaching	Level 2	MAT
Pre-Professional Programs		
Pre-Law	N/A	N/A
Pre-Medicine	N/A	N/A
Pre-Dentistry	N/A	N/A
Pre-Engineering	N/A	N/A
Pre-Physician Assistant	N/A	N/A

In addition to these collecting levels, the TWU Libraries staff and faculty may recommend general materials, limited recreational reading materials, and basic reference works to ensure the TWU Libraries' collections are well rounded.

Selection Guidelines

The library is responsible for developing its collection through a combination of selection practices, including evidence-based acquisition, individual title selection and requests from the TWU community. Selection of library materials is the responsibility of library staff. The subject Librarians serve as liaisons to various departments across the University. In this role they are responsible for developing familiarity with

the curriculum of their departments and with the relevant parts of the collection that serve their subject areas. Faculty members are encouraged to participate in collection development through regular consultation with their subject librarian. This contribution to collection development is valuable for the in-depth knowledge that faculty members have of their specific subject areas and broad discipline, as well as their curriculum and research needs. Requests may be sent electronically by visiting the TWU Libraries' Website [Ordering Materials page](#), through their subject Librarian or by campus mail and should include as much information as possible.

Requirements for library materials vary in different subject areas. The TWU Libraries attempts to follow current and projected degree programs and accreditation requirements in meeting the needs of the various academic disciplines.

- Current publications of lasting and scholarly value will be given priority over older non-core or out-of-print material and recreational reading items.
- To serve all faculty, staff, and students on campus and at a distance, materials will primarily be purchased in electronic format if available. Electronic books allowing for unlimited, multi-user access without Digital Rights Management (DRM) restrictions are preferred.
- The TWU Libraries will generally not purchase or subscribe to multiple copies of a monograph or duplicate a serial subscription. When no electronic copy is available, a print resource may be duplicated if a copy is needed at multiple TWU Libraries campuses. If the TWU Libraries holds materials in electronic format, print copies will not be purchased unless sufficient reason for the duplication is shown.
- It is the TWU Libraries' policy to acquire the latest available edition of a monographic work. Unless there are compelling reasons to the contrary, such as a specific request or in the case of a particularly noteworthy edition, an edition earlier than the most recent one held by the library will not be added to the collection. For example, if the library holds the third edition, the first and second will not be added.
- The TWU Libraries seek to collect the complete text of a scholarly work. Therefore, abridged editions are generally not added to the collection.
- Anthologies of reprinted materials are generally not collected.
- The TWU Libraries will not purchase extensive in-depth materials for research projects beyond the level of the graduate programs offered.
- Faculty members and graduate students who need materials in areas which are not collected by the TWU Libraries will be encouraged to use the Interlibrary Loan (ILL) service to make use of the resources at other institutions.
- The strengths and weaknesses of other library collections in the geographic region and peer programs will be considered in the selection of areas for intensive collection development.
- The purchase of research materials solely for individual faculty use will be subordinated to the adequate fulfillment of acquiring resources for the undergraduate and graduate students.
- All requests made for expenditure from library funds are expected to relate to the appropriate academic discipline.
- Selection criteria for adding to the TWU Libraries' collections takes into consideration the recommendations of faculty, staff and students; recommendations made in standard professional collection development tools such as *Choice* and *Library Journal*; reviews in professional journals and [Association of College and Research Libraries' \(ACRL\) Standards for Libraries in Higher Education](#).
- TWU Libraries automatically receives electronic copies of TWU theses and dissertations. All theses and dissertations that are digitized contain a link included in the bibliographic record for the item. Please refer to the separate [Repository Policy](#) for more information.

- TWU Libraries adheres to all signed license agreements for acquired (generally electronic) materials. These contracts normally specify the user group allowed access to the products. If the license agreement restricts access to selected groups, the TWU Libraries will comply with the contract. Guest access is provided on-sight when possible. All legal documents are reviewed by the Libraries and are signed by the appropriate University administrator.
- The Library Bill of Rights (ALA) applies to all purchases of library materials. The test of a controversial item will be its contribution, direct and indirect, to the academic programs of TWU and to the needs of the students. If the nature of the material makes theft probable, accessibility can be safeguarded by permanently placing the material on Course Reserves.
- In considering major and expensive requests, emphasis will be on the purchase of materials that will make a substantive long-term contribution to resource development.
 - Some of the criteria that will be used in evaluating requests for expensive research materials or a block of general material are the following:
 - Will the requested body of material continue to be useful as an entity over a period of time?
 - Will it continue to be useful, and used for the curriculum?
- TWU Libraries does not collect general purpose commercial application software such as authoring programs, data management software, statistical packages, gateway programs, productivity programs, spreadsheets, word processing software or management tools for the campus.

Selection of Serials

Serials are publications in any medium which are issued in successive parts and do not have a set date for ceasing publication. Serials include professional journals, newspapers, magazines, annuals, indexing and abstracting services and numbered monographic series. If available, online electronic versions of serials are preferred over print. Serials publications already available in one or more of TWU Libraries' full-text electronic databases will not be added unless a specific need is demonstrated.

Library staff, in collaboration with subject librarians and faculty, select the appropriate serials for their area. Since the cost of serial publications has risen and continues to rise at a high rate, a new serial will only be vetted if the requestor provides justification for the purchase.

Selection of Electronic Resources (eresources)

Eresources are licensed online databases, aggregated eBook collections, ejournals and streaming media. TWU Libraries purchases or subscribes to eresources that support the teaching, learning and research needs of the TWU community. Within the context of maximizing budget resources, TWU Libraries seek to provide a balanced portfolio of eresources that reflects the wide variety of campus needs which provide the greatest scholarship. Anyone from the TWU community can recommend a new eresource acquisition by completing the [Database Recommendation](#) form. Selection criteria for vetting new eResources includes:

- Relevance to the current curriculum, both to existing courses and new courses.
- Relevance to faculty scholarship – the resource must be needed by more than one person
- Needs of newly hired faculty to support both new courses and their own scholarship
- Cost of the database/collection
- Number and cost of other similar databases/collections currently available at the TWU Libraries
- Whether the product offers perpetual access, post-cancellation rights to the content, or is archived in Portico, LOCKSS or a similar product
- Access/hosting requirements; web access is required versus a requirement for hosting on a stand-alone workstation or local network
- Amount of content included (full-image and full-text are preferred)
- Except for archival and core resources, information should be current and updated regularly

- Quality of the interface (ease of use, search features, printing, etc.) and the content
- Availability of MARC catalog records
- Multi-site, campus wide license via IP address versus resources limited to select IP ranges or utilizing a username/password
- Compatibility with the TWU Libraries authentication software, EZproxy, so remote access is possible for distance education needs
- [ADA Section 508](#) Accessibility compliant
- Access and connection issues
- Availability of statistics; COUNTER-compliant is preferred
- Potential use
- Licensing terms – Preference is given to licenses where the vendor employs a standard agreement that describes the rights of the Libraries in easy-to-understand and explicit language; Authorized Users are defined as broadly as possible and fair use is permitted for non-commercial, educational, instructional, and research purposes (viewing, downloading, printing, ILL, e-reserves, course packs, etc.)
- Reputation of vendor and vendor support

When CMRS staff receive a new database request, the department will investigate institutional pricing and license terms. If the recommended database meets the criteria stated above and funding is available, CMRS will typically set up trial access to the product. After the trial, feedback from faculty, staff and students in addition to product usage data will be analyzed to determine if the resource should be purchased or a subscription initiated. Consortial agreements such as the State of Texas TexShare Program, SCEL (Statewide California Electronic Library Consortium), NERL (NorthEast Library Consortium), and the Texas Consortia (TDS Health) allows TWU Libraries to subscribe to some eresources at reduced rates.

Annual review for continuation or cancellation of eresources is imperative to maintain a relevant collection which adequately supports the research needs of TWU. A subscription may be cancelled if:

- Usage statistics are consistently low or declining over the most recent three year time span
- The resource's price inflates to a level beyond affordability, typically 6% or higher
- Content no longer supports the curriculum or research needs of TWU
- Content is duplicated in another more affordable resource
- A competitive or comparable product is available at a reduced subscription cost
- There is a product which is superior in terms of coverage or user experience
- Consistent poor customer or technical service support from the vendor
- Budget reductions require cancellation of resources

Selection of Other Materials

Criteria for selection of non-print materials follow the same principles as those used for print acquisitions. The format is selected based on: the type of material, the longevity of the format, the intensity of projected use, the ability to use the material from outside the library, costs, the ability to reproduce the material, the anticipated vandalism rate of the format, and the ability to convert the title to a new format as technology changes. Types of other materials include but are not limited to: media streaming services, indexes, digital recordings, maps and multimedia files. Courseware and instructional programs are not collected. DVDs, CDs, microfilm and microfiche are no longer purchased unless it is the only format available for a necessary resource and the required equipment is available. For microfilm and microfiche, silver halide film is preferred.

The TWU Libraries do not maintain application software programs for checkout. Periodicals and books that contain compact discs or computer diskettes are shelved with the items. No backups of this software are

made and diskettes are not checked for viruses after checkout. Compact discs or computer diskettes are not replaced if damaged or lost.

Internet and other remote resources, such as media streaming services are included in the TWU Libraries' Web pages or online catalog. These resources must serve the academic and research interests of TWU and fall under the guidelines of other purchased resources. If free Internet sites are well regarded for accurate information on a particular subject, they may be made accessible through the Libraries' catalog, LibGuides and Web pages.

Collection Assessment and Evaluation

TWU Libraries periodically assesses and evaluates the library collection using qualitative and quantitative measures to ensure that they keep pace with the changing information needs of Library users and the University. These may include materials expenditures, volume/title counts, use surveys, accreditation reports, comparison with peer library collections, interlibrary loan borrowing, TWU Curriculum Committee reports, journal impact factors and formal and informal feedback.

Criteria for Withdrawal/Deselection of Library Materials

Withdrawal or deselection is an important function in all libraries in order for the collection to remain viable and to provide space for new library materials. Obsolete, outdated, out of scope, superseded, duplicated, and damaged materials are candidates for withdrawal. Members of academic departments may be consulted for guidance on deselection; however, the Libraries' professional staff and the Dean of Libraries make the final determination on withdrawals.

Factors considered in withdrawing materials from the collections include the:

- authority of the work and author
- quality of the publisher
- currency of the material
- condition of the item
- number of additional copies of the piece
- edition has been superseded
- relevance to the curriculum and research needs of the TWU community
- obsolete format
- paper copy or bound periodical for which there is a viable online alternative or for which TWU Libraries has cooperative agreements

The [CREW Manual](#) (*Continuous Review, Evaluation and Weeding*), a publication distributed by The Texas State Library (2012) is also consulted to inform the weeding process.

The Dean of Libraries and CMRS staff supervises the removal of library materials. Members of academic departments and Library staff may be consulted for guidance on deselection.

Criteria for Replacement of Library Materials

TWU Libraries does not automatically replace all missing, lost, or damaged materials. Such materials are replaced depending on existing coverage in the collection, cost, availability, previous use, projected future use, and availability of better or more up-to-date materials.

Gifts to TWU Libraries

Gifts to TWU Libraries are welcomed and are a generous way to honor friends, family, and special individuals. Such gifts are often unique, rare or special collections and may include books, maps, media, archives/personal papers, artifacts, digital content, manuscripts, personal papers, photographs, letters and correspondence, art, uniforms, textiles, organizational records and other scholarly material. Please refer to the separate [Gifts to TWU Libraries](#) Policy for more information.

Remote Storage (in-house)

The Remote storage area, located on the Garden Level of the Denton Library, is designated to house lesser-used materials and to free valuable shelving space in the public areas of the library. Materials housed in the Remote storage area include the Bound Journal and Remote Reference collections. Only designated TWU Libraries staff and student assistants are permitted in this area or to remove items from this area. Items from the Remote storage area may be requested through the Information Desk. See the Information Desk for more information regarding check out procedures and policies. Lists of titles and holdings are generated periodically for consideration as a Resource in Common (RIC) at the Joint Library Facility (JLF).

Remote Storage (off-site)

As a member of the Joint Library Facility (JLF), titles not already housed in the JLF may be relocated there depending on our library's usage, age, and importance in the field. Items already located in the JLF will be considered as a Resource in Common (RIC); the Library may still choose to keep the RIC items locally based upon usage, relevancy in the field, physical condition, and general availability in the state. The TWU Libraries' priority for moving items to RIC status is the bound journals. Items identified for withdrawal may be eligible for off-site storage if certain criteria for JLF are met.

Lists of these items are generated annually and are reviewed by the collection development staff and subject librarians with faculty input. Those items that are kept but are fragile will be moved to a restricted access area where they are still available to TWU students, faculty, and staff.

Other Collections

Browsing Collection

This collection is designed for recreational reading and includes many popular books, mysteries, romance novels, sci-fi, etc. Faculty, staff, students and the community are invited to donate used books to this collection. Books are added regularly and can be dropped off at the Information Desk. When funds allow, TWU Libraries may purchase materials for this collection.

Course Reserves Collection

Located behind the Information Desk at each campus, the Course Reserves Collection is a faculty-driven collection composed of a mixture of library-owned and faculty-owned (personal or academic department owned) materials. Faculty may request materials be added to Course Reserves in order to limit checkout periods of course materials to ensure all students have access. Check out periods include 2-hour, 4-hour, 1-day and 7-day. Course Reserves materials will not be added to the Course Reserves without a written faculty or staff request. Staff and faculty members should contact the library on their campus for details on the process of adding and removing Course Reserve materials.

Please note: Course Reserves materials have above-average usage, resulting in increased wear and tear; up to and including destruction of the materials. TWU Libraries makes every effort to ensure the materials are in good condition, however, damage cannot be avoided. TWU Libraries are not responsible for damage to materials and will not replace faculty-owned Course Reserves materials if they are damaged or destroyed while in the TWU Libraries possession. If materials are damaged beyond repair and can no longer be used

by students, TWU Libraries will contact the owner of the materials and/or return the materials to the owner via campus mail.

Dallas Center Library

The Dallas Center Library houses a collection of both TWU Libraries-owned and faculty-owned materials. The materials at the Dallas Library mainly cover the topics of Nursing, Occupational Therapy, Physical Therapy, Health Systems Management, Speech Pathology, and a small Business Course Reserves. Faculty-owned items remain in circulation at the Dallas Library and are treated as faculty-owned Course Reserve items. Faculty at the Dallas campus should contact the Dallas Center Library for specific information about adding or removing faculty-owned items from the Dallas Course Reserves.

Houston Center Library

The Houston Center Library houses a collection of both TWU Libraries-owned and faculty-owned materials. The materials cover the topics of Nursing, Business, Health Care Administration, Nutrition and Food Sciences, Occupational Therapy, and Physical Therapy. The Houston Center, established in 2006, circulates faculty-owned materials (approximately 5,000) as Course Reserve items. Library-owned materials number around 900 items and consist of both books and media. Faculty at the Houston campus should contact the Houston Center Library for specific information about adding or removing faculty-owned items from the Houston Course Reserves.

Health & Wellbeing Collection

The Health and Wellbeing Collection, located in the Blagg-Huey Library, comprises physical and electronic popular, recreational books and media that promote health and wellbeing. This collection was created through a one-time donation of funds from the campus-wide Health and Wellbeing Initiative. Materials for this collection are only added upon specific faculty requests if funds permit.

Special Collections

Collection guidelines and policies for the Special Collections are covered in a separate policy. Special Collections include:

- Woman's Collection - The largest special collection, it represents the best concentration of resources on women in Texas, the Southwest, and throughout the United States. The records range from nationally known collections to stories of women who led quiet domestic lives.
- WASP Archive
- Gateway to Women's History
- First Ladies' Gowns
- Texas Women's Hall of Fame
- University Archives
- Children's Collection
 - Children's Historical
 - PIONERAS Collection
 - Pop-up
- Butterfly Collection
- Cookbooks Collection
- Quilting and Crafting, and more

Review

The Library's Policy Work Group will review this policy with recommendations forwarded through normal administrative channels to the Dean of Libraries.