

# **COLLECTION DEVELOPMENT POLICY**

## **Texas Woman's University Libraries**

### **Introduction**

The Texas Woman's University Libraries support the academic programs of the University which is a comprehensive public university offering baccalaureate, masters and doctoral degree programs. A teaching and research institution, the University emphasizes the liberal arts and sciences and specialized or professional studies, especially the health sciences. The Library also serves 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.

The Denton Library and the libraries at the Dallas Center support the University's programs in Denton and Dallas. The Houston Academy of Medicine/Texas Medical Center Library in Houston supports the University's programs there.

### **The Policy**

The Collection Development Policy is a written guide relating the Library's collecting policies to the specific University teaching and research needs as revealed in the curricula and in faculty and student interests. It is expected that the policy will be reviewed every two or three years, or when programs of studies are added to or dropped from the University curricula. Suggestions for changes or additions to the policy should be made to the Dean of Libraries.

This policy is intended to:

- provide guidelines for the selection of material for purchase
- provide a master plan for the growth and development of the Library's collection
- describe the allocation of budgetary resources to the academic departments
- communicate to deans, faculty, librarians and others the Library's collection policy
- provide guidelines for weeding
- assist in the selection and retention of gifts and other free or inexpensive sources

No effort is undertaken to develop the collection to meet the needs of library patrons not affiliated with Texas Woman's University.

## **Library Materials Budget**

The University administration approves funds for the Library budget, and the Dean of Libraries, as fiscal agent for the Library, is responsible for the expenditure of all Library funds including those used for materials in all formats.

Allocated funds are reserved by the library for the academic departments' requests for materials throughout the fiscal year. The Dean, working with the Assistant Dean presents departmental allocations to the University Library Committee at the first meeting of each Fall Semester. Each year, funds are allocated by the Assistant Dean to the departments with consideration of total funds available, number of students enrolled in the departments, number of faculty, average cost of materials in the disciplines and other factors. This criteria is included in the Library Allocation Formula (appended), which is reviewed periodically by the University Library Committee.

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

Selection of library materials is the responsibility of the library liaisons and the library staff. Each department names a library representative, who forwards material requests and communicates the needs of the department to the Library. Faculty should submit their requests through their liaisons. Orders may be sent electronically (<http://www.twu.edu/library/purchase-materials-books.asp>) or in campus mail and should include as much information as possible: author, title, publisher, publication date, ISBN, price. Every faculty member can contribute, through their liaison, to the selection process in areas of his/her expertise, helping to assure a balanced collection. The ultimate responsibility for all collection development directions and policy decisions rests with the Library.

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

## **Collection Levels**

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.

**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.

**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 or undergraduate course work 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.

### **DE**

Courses delivered through Distance Education Program

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

#### College of Arts and Sciences

Art	Levels 2 and 3 (BA, BFA, MA, MFA)
Biology	Levels 1, 2, and 3 (BS, MS, PhD)
Chemistry & Physics	Levels 2 and 3 (BS, MS)
Dance	Levels 1, 2, and 3 (BA, MA, MFA, PhD)
English, Speech and Foreign Language	Levels 1, 2, and 3 (BA, MA, PhD)
Fashion & Textiles	Level 3 (BA, BS)
General Studies	Level 3 (BGS) + DE
History & Government	Levels 2 and 3 (BA, BS, MA)
Mathematics & Computer Science	Levels 2 and 3 (BA, BS, MS)
Music & Drama	Levels 2 and 3 (BA, BS, MA) + DE
Psychology & Philosophy	Levels 1, 2, and 3 (BA, BS, MA, SSP, PhD)

School of Management	Levels 2 and 3 (BS, BBA, MBA, MHSM) +DE
Sociology & Social Work	Levels 1, 2, and 3 (BA, BS, BSW, MA, PhD) + DE
Women's Studies	Level 1, 2 (MA, PhD)
<u>College of Health Sciences</u>	
Communication Sciences and Disorders	Levels 2 and 3 (BS, MS) + DE
Dental Hygiene	Level 3 (BS) + DE
Health Care Administration	Level 2 (MHA)
Health Studies	Levels 1, 2, and 3 (BAS, BS, MS, PhD) + DE
Kinesiology	Levels 1, 2, and 3 (BS, MS, PhD) + DE
Nutrition & Food Science	Levels 1, 2, and 3 (BS, MS, PhD) + DE
Occupational Therapy	Levels 1, and 2 (MOT, OTD, PhD) + DE
Physical Therapy	Level 1 (DPT, PhD)
<u>College of Nursing</u>	
Nursing	Levels 1, 2 and 3 (BS, MS, DNP, PhD) + DE
<u>College of Professional Education</u>	
Family Sciences	Levels 1, 2, and 3 (BS, MS, MA, MEd, PhD) + DE
Library and Information Studies	Level 2 (MA, MLS) + DE
Reading	Levels 1 and 2 (MS, MA, MEd, PhD, EdD) + DE
Teacher Education	Levels 1, 2, and 3 (BS, MA, MEd, MAT, PhD) + DE
<u>Pre-Professional Programs</u>	
Pre-Law	
Pre-Medicine	
Pre-Dentistry	
Pre-Engineering	
Pre-Pharmacy	

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

## **Selection Guidelines**

The purpose of all of the Libraries' collections is to support the graduate and undergraduate programs of the University, to provide general and advanced materials for student and faculty research in all fields, and to furnish a limited number of materials for leisure reading.

1. When lack of funds limits acquisitions, current publications of lasting and scholarly value will be given priority over older and out-of-print materials and recreational reading items.
2. To serve all students, on campus and at a distance, materials may be purchased in electronic format.
3. In some instances, monographs in microform will be acquired when other formats are not available.
4. If the library holds materials in electronic or microfilm/fiche, print copies will not be purchased unless sufficient reason for the duplication is shown.
5. Duplicate print copies will be purchased only on justification of heavy and continued use.
6. It is the Libraries' policy to acquire the latest available edition of a monographic work. Unless there are compelling reasons to the contrary, such as a specific faculty request or in the case of a particularly noteworthy edition, an edition earlier than the most recent one held by the library is not added to the collection. For example, if the library holds the third edition, the first and second are not added.
7. Publications in the English language will be given priority over non-English language materials, except for those items requested by a department for a specific program.
8. The Libraries' seek to collect the complete text of a scholarly work. Therefore, abridged editions are generally not added to the collection.
9. The Libraries will not purchase extensive, in-depth materials for research projects beyond the level of the graduate programs offered.

10. Faculty members and graduate students who need materials in areas which previously have not been collected by the Libraries will be encouraged to use the interlibrary loan service to make use of the resources at other institutions.
11. The Libraries will make no effort to collect textbooks or workbooks, including those currently in use for course work. The Libraries as a whole do not collect any type of textbooks except those that are state-adopted.
12. The strengths and weaknesses of other library collections in this geographic region will be considered in the selection of areas for intensive collection development.
13. 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.
14. All requests made by faculty for expenditure from library funds are expected to relate to the appropriate academic discipline. Faculty requests will come to the Libraries through the Library Liaison (representative from each Department/Component).
15. Selection criteria for adding to the TWU collections takes into consideration the recommendations made in standard professional collection development tools such as *Choice*, *Library Journal*, and Association of College and Research Libraries' *Standards for Libraries in Higher Education* ([ACRL Standards for Libraries 2011](#)), other standards, guidelines and collection analysis data related to the Libraries.
15. The Library automatically receives TWU dissertations (print and/or online). A copy of each thesis and dissertation is cataloged for the circulating collection. All dissertations that are digitized have a link included in the bibliographic record for the item.
16. The TWU Libraries adhere 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 Libraries comply with the contract. Guest access is added when possible. All legal documents are reviewed by the Assistant Dean, TWU Legal Counsel, and are signed by the Provost/Vice President for Academic Affairs.
17. *The Library Bill of Rights* (ALA), appended to this policy, 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 the University and to the needs of the students. If the nature of the material makes theft probable, accessibility can be safeguarded through placing the material on Permanent Reserve.
18. In considering major and expensive requests, emphasis will be on the purchase of materials that will make a substantive long-range 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 at least ten years?
- Will it continue to be useful, and used, after the faculty member initiating the request has left the university?

19. Computer Software: Computer software purchased from library funds must support the Texas Woman's University curriculum and research needs. TWU Libraries do not purchase software:

- a) intended for the use of a single individual
- b) that, under contractual or licensing agreements, can only be used by one person
- c) that is unlikely to be of broad interest
- d) intended strictly for the manipulation of data, e.g. word processing, spreadsheets, and database management programs
- e) that is the equivalent of laboratory workbooks or exercises
- f) that is recreational software

Only games with sufficient educational or instructional value for use in course work will be purchased.

All software purchased from the library's materials budget shall:

- a) become the property of the library
- b) be cataloged as part of the library's collections
- c) run on hardware available in the library

## Criteria for Removal of Library Materials

Many factors are considered in removing material from the collections: the authority of the work and author, the quality of the publisher, the currency of the material, the condition of the item, the number of additional copies of the piece, the relevance to the curriculum and research needs of the University community, the format, and the compatibility of the material to standard bibliographic tools (indexes, user guides, etc.). The [CREW Manual](#) (*Continuous Review, Evaluation and Weeding*), a publication distributed by The Texas State Library (2012) is used in determining criteria.

While electronic methods can be devised to retrieve a list of materials which meet the criteria mentioned above, weeding (deselection) is inherently a subjective process. No automatic formula can be applied. Each item is a potential candidate for deselection and must be individually examined.

The Assistant Dean supervises the removal of library materials. Members of academic departments will be consulted for guidance on deselection.

## **Selection of Serials**

The primary purpose of the serials collection is to support the undergraduate and graduate programs of the University, to provide general and advanced materials for student and faculty research in all fields, and to furnish a limited number of materials for leisure reading.

Departments, using their Library allocations, select serials appropriate for their students and faculty. Because the cost of serial publications has risen, and continues to rise, at an alarming rate, each department is responsible for keeping its serial list within a budget limitation. If a new serial is to be added to a department's list, one similar in price must be dropped.

Specialized databases used by only one Department or a very small number of students and faculty, should be paid from that Department's allocation or Departmental resources.

In selecting electronic resources to add to the library's collection, full-image and full-text are preferred. Other considerations are cost, content, remote access, network hardware and software compatibility, quality of interface (ease of use for library users and staff), training implications, potential use, licensing agreements, and reliability of vendor and vendor support. Currently, the library offers more than 216 databases to students and faculty. Many of these are provided at a reduced cost to the University through consortial agreements and by the State of Texas through the TexShare Program.

## **Selection of State-Adopted Textbook Materials**

To support TWU's teacher education program a number of teacher's editions of Texas state-adopted textbooks are purchased. This collection is limited to those areas of study in which TWU offers certification for the K-12 grades. Materials in this collection are kept for the period of state adoption – usually 5 to 7 years – before being replaced with new adopted materials.

## **Selection of Other Materials**

Criteria for selection of non-print materials follow the same principles as those used for print acquisitions. The Librarian selects the format based on: the type of material

(ebook, serial, index, digital recording, map, etc.), the longevity of the format, the intensity of projected use, the ability to use the material from outside the library, cost, 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.

The Libraries support the acquisition of Internet-based electronic books. The purchase of electronic book format depends upon the subject discipline, access and connection issues, readability, and distance education needs.

Microfilm, microfiche, and electronic files are purchased for periodical backfiles, monographs, and other materials as needed.

Some interactive software, usually in compact disc format is purchased. These materials must be suitable for use with existing workstations in the Library's media area, and use of the material must take place there.

The Library does 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.

Interactive software suitable for use in a library environment, such as readers for electronic books, is made available to users.

As for the Internet and other remote resources, materials included in the Libraries' Web pages or online catalog must serve the academic and research interests of the University and fall under the guidelines of other, purchased resources. If Internet sites are well regarded for accurate information on a particular subject, they may be made accessible through the Library's catalog and Web pages.

## **Gifts**

Gifts to the Libraries are a generous way to honor friends, family, and special individuals and are accepted and added to the collections if they meet the criteria used for purchased material, supporting the University's academic and research programs. All gifts are received through the Technical Services area of the Libraries. Gifts not added to the TWU Libraries' collections are placed in the Friends of the Libraries book sale area.

Gifts of periodicals are often used to fill gaps in existing runs of titles in the collections. Short runs of periodicals for which the library does not have a subscription are not added to the collections.

## **Restricted/Remote Access**

Both the Restricted Access and the Remote areas are located on the Garden Level. ***Only designated library staff and student assistants are permitted to remove items in these areas.***

### Restricted:

Materials that are older and/or fragile are located in the Restricted Access area, but are made available for checkout to TWU students, faculty, and staff. The circulation period for materials in this area is the same as for other materials checked out from the general collection.

### Remote:

The Remote storage area is designated to house lesser used materials and to free valuable shelving space in the general collection. Items from the Remote storage area can be retrieved any time the library is open. Bound periodicals are located in Remote storage and may be retrieved for in-library use through the Circulation Desk.

## **Special Collections**

Collection guidelines and policies for the Woman's Collection are covered in a separate statement.

## **Children's Collections**

Collection guidelines and policies for the Children's Collection are covered in a separate statement.