

**Northwest Nazarene University  
John E. Riley Library**

# **Collection Development Policy**

**Revised October 2000**

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## **I. INTRODUCTION**

Northwest Nazarene University, in its catalog, states that “the essential mission of the university is the development of Christian character within the philosophy and framework of genuine scholarship.” The library must ensure that it is systematically and analytically developing its resources to assist the university in its educational endeavors. This collection development document is intended to clarify the library’s collection development objectives, to assign responsibility for the development of the collection, and to provide guidelines for the selection and withdrawal of materials. While used primarily by the library staff, it will also be of use to faculty, the administration, and other interested bodies as they seek to understand the role of the library collection and its future.

John E. Riley Library's purpose is to support the academic departments in attaining their goals and in meeting their objectives through providing necessary library materials and services. The Library also provides its users with facilities for study and materials for their general interest and recreational reading needs. The Library's key constituencies are the students and faculty of Northwest Nazarene University. The library recognizes as secondary constituencies, local area citizens who have need for the resources of an academic library, and patrons of regional and national libraries.

## **II. COLLECTION PROFILE**

### **A. Quantitative Analysis**

The Association of College and Research Libraries (ACRL), a division of the American Library Association, has prepared a set of standards for college libraries. The current standards, adopted in January 2000, include the following statement regarding resources. “The library

should provide varied, authoritative and up-to-date resources that support its mission and the needs of its users. Resources may be provided onsite or from remote storage locations, on the main campus or at off-campus locations. Moreover, resources may be in a variety of formats, including print or hard copy, online electronic text or images, and other media. Within budget constraints, the library should provide quality resources in the most efficient manner possible.

Collection currency and vitality should be maintained through judicious weeding.”

ACRL College Libraries Section Standards Committee (2000). Standards for College Libraries 2000 Edition. Retrieved October 12, 2000 from the World Wide Web:<http://www.ala.org/acrl/guides/college.html>

Earlier editions of the standards provided a formula for determining the adequacy of the collection size. The library periodically measures the degree to which the collection meets the criteria outlined in that formula. The following chart shows the most recent analysis.

<b>Recommended Collection Size</b>			
<b>ACRL Standards for College Libraries, 1995 edition</b>			
<b>CATEGORY</b>		<b>FACTOR</b>	<b>VOLUMES</b>
Basic Collection			85,000
73.4	FTE faculty	x 100 vols.	7,340
1258.6	FTE students	x 15 vols.	18,879
42	Undergraduate majors	x 350 vols.	14,700
4	Master's degrees offered	x 6000 vols.	24,000
TOTAL VOLUMES recommended for Riley Library :			149,919
TOTAL VOLUMES in collection as of July 1, 2000 *			136,000
The library's collection size is about 91% of the recommended size.			

NOTE: Faculty FTE based on 1998-1999 data, Student FTE based on 1999-2000 data, Undergraduate majors and Master's degrees offered based on 2000-2001 data.

\* Estimate only due to discrepancies in documentation and some resources not yet included in online system.

## **B. Qualitative Analysis**

In 1991, collection level goals to be used when making selection and deselection decisions were established for all subject areas. Levels were determined as follows:

Level 0 - No Commitment: No commitment to collecting library materials in this area. The collection may, however, include important or representative works in a given area.

Level 1 - Minimal/Basic Reference: Includes only fundamental reference works and selected monographs to provide basic coverage.

Level 2 - Representative/Undergraduate Teaching: A balanced collection that provides broad coverage of a subject area to support course work contained in currently offered undergraduate programs.

Level 3 - Comprehensive/Beginning Research: A large well-developed collection that includes general and fairly specialized monographs and serials in a subject area. Indicates a collection that supports and meets the accrediting standards of a master's program.

Because of the nature of the institution and programs taught, the majority of Library of Congress Classification sections will be collected at Level 2. Areas with graduate programs have a Level 3 goal. Other areas are at Level 1 or Level 0. A listing of current collection level goals is included in the appendix. (Appendix A)

Additional qualitative analyses are conducted as needed.

## **C. Selection Responsibilities**

Selection of library materials is the joint responsibility of the librarians and the teaching faculty. The librarians assume primary responsibility for selection of materials for the general book budget. They must also carry the responsibility for neglected areas in order to achieve a balanced collection and to coordinate the resource development of the library as a whole.

The departmental book allocations are primarily spent according to faculty selection. Faculty members have the responsibility to choose the most appropriate materials to support their curriculum needs. It is the librarians' responsibility to prevent the collection from becoming weighted in a particular direction. In order to ensure a balanced collection, librarians retain the right to order materials for departments and to return orders to departments for reconsideration if they do not meet the criteria set forth in this policy.

Any member of the university community may submit requests for items that they would like to see added to the collection. These requests will be given serious consideration when the materials requested meet the guidelines of this policy.

The director of the library is ultimately responsible for coordinating the selection and purchase of library material and developing a collection of material with a wide ranging level of difficulty, diversity of appeal, and presentation of differing points of view.

#### **D. Criteria for Collection Management Decisions**

##### **1. General Selection Criteria**

There are many factors that influence selection. The following criteria will be used as they apply: 1) Materials should support and be consistent with the general educational goals and the specific instructional programs of the university. 2) Materials should meet high standards of quality and scholarship in factual content and presentation. 3) Materials should be of contemporary significance and/or permanent value. 4) Consideration should be given to materials for general information in subject areas not covered by the instructional programs. 5) Materials on controversial issues will be directed toward maintaining a balanced collection representing various views. 6) Consideration should be given to the scarcity of materials available on the subject.

## **2. Special Considerations**

### **Gifts**

The library maintains the right to decide whether any gift is to be added to the collection, sold, offered to other libraries, or discarded. Gift materials must be of such a nature that they can be integrated into the collection and not require special facilities, control or staffing. Gifts will be acknowledged. However, the library cannot appraise gifts for tax purposes; this is the responsibility of the donor. Any exceptions to the above conditions must be approved by the Director of the Library. A copy of the gift policy and donation form is in Appendix B.

Gift materials requiring continuing obligations on the part of the library (such as periodical subscriptions) should not be accepted without serious consideration as to the library's ability to keep the material current. The value of the gift should be weighed against space limitations and the cost of processing the materials. Gifts of periodicals back issues, whether long runs or scattered issues, are generally declined unless the issue or issues fill a gap in the library's holdings.

Unrestricted monetary donations to the library for the purpose of purchasing library materials are accepted and should be directed through the Office of University Advancement.

### **Textbooks**

Textbooks, defined here as a work whose published form clearly indicates its intended use as a principal teaching aid, are normally excluded from the library collection. There may be exceptions including:

- a. When a particular textbook is a classic in the field.
- b. When other kinds of monographs in a curricular area are sparse.
- c. When a textbook treats an important extra-curricular subject not otherwise

represented in the collection.

### **Antiquarian Books**

The library will not actively seek to acquire antiquarian materials.

### **Multiple Copies**

Because of the need to acquire as many titles as possible with limited funds and space limitations, the usual procedure will be to order only one copy of a title for the circulating collection. Only in unusual circumstances and after careful consideration by the librarians will additional copies be ordered or retained.

### **Replacement**

The library does not automatically replace all books withdrawn due to loss, damage or wear. When a book is declared lost, a decision on replacement will depend upon the demand for the particular item, the existence of similar material in the collection, and the availability of better and more current material.

### **3. Deselection Criteria**

The process of deselection is necessary to ensure that the library collection continues to support the educational goals of the university. Deselection consists of selectively identifying and removing those volumes from the collection which because of age, duplication, condition, or program changes no longer satisfy the informational needs of the library's clientele. Deselection within a subject area is an ongoing process supervised by the librarians. Consultation with the teaching faculty is especially important as a safeguard against the withdrawal or cancellation of materials with special qualities or significance.

The decision to dispose of items is influenced by several factors. These include: 1) past circulation record, 2) date of publication, 3) inclusion on a standard list or bibliography, and/or 4) the judgment of librarians and teaching faculty.

Some types of library materials (e.g. reference, periodicals, government documents) may have a unique set of withdrawal criteria; these are defined later in this document. Retention for specific titles is noted in the electronic records and possibly in the physical item. Superseded editions of titles that do not carry retention notes become candidates for withdrawal. Materials may be transferred from one collection to another (e.g. reference materials to the circulating collection). When materials are withdrawn from the collection they are sold at library book sales, offered to other libraries, or discarded.

## **E. Library Resources Budget**

### **1. Departmental Allocations**

The departmental allocations for book order requests are derived using a formula which includes the following elements:

- a. An equal amount given to each department
- b. An amount based on student credit hours taught by each department
- c. Average book prices for each department
- d. Circulation statistics are taken from the previous year's record of books circulated
- e. Number of undergraduate students majoring in that department

The allocations are distributed to the academic department chairs. Faculty members submit order requests to the library staff according to their departmental procedures. Funds not encumbered or spent by late spring of the academic year are then used at the discretion of the librarians.

### **2. Reference, Standing Order and General Book Allocations**

This portion of the book budget is spent at the discretion of the librarians. It is used for reference materials and for general works that do not fall within departmental selection responsibilities.

### **3. Periodicals Allocation**

This budget is administered by the librarians and is used for the acquisition of paper subscriptions, microforms and replacement copies or back files.

### **4. Electronic Resources Allocation**

A portion of the library budget is allocated for the purchase and/or lease of electronic resources. Both online (web-based) and CD-ROM formats are purchased. Whenever possible, the library will seek to obtain group discounts through various consortia agreements.

### **5. Program Supported Funds**

Several new programs have been designed to be self-supporting and are responsible for providing their own funding for library materials. These include the undergraduate Nursing program, undergraduate Business & Economics STEP program, graduate Social Work, Special Education, and MBA programs. Other programs may provide funding for specific resources.

## **III. COLLECTION POLICIES FOR SPECIFIC COLLECTIONS**

In addition to using the analysis of the collection, establishing collection level goals, allocating the budget appropriately, and establishing other selection criteria, it is important to have statements about specific collections. The following statements will aid in a clear understanding of collection management expectations and procedures.

### **1. Reference**

The reference collection is a non-circulating collection of materials designed to provide quick access to accurate factual information in all subject fields. A strong reference collection is necessary to support the liberal arts. Foundational tools such as bibliographies, biographical tools,

subject encyclopedias and dictionaries, and research guides will be emphasized. The reference collection also includes abstracts and indexes, almanacs and yearbooks, geographical sources, handbooks, statistical sources, and style manuals. Since there are graduate level programs in religion, education, business, and social work, more in-depth information sources should be provided in these areas. The reference librarian has the primary responsibility for pursuing a systematic acquisition program for the reference collection. Recommendations from faculty for new acquisitions will be received and reviewed by the librarians; however, a recommendation will not guarantee approval.

## **2. Periodicals**

The multiplicity of new serial titles, the potential obligation to maintain a serial in perpetuity, and the escalating costs of purchasing, binding, and storing serials and microforms make a high degree of selectivity mandatory. Therefore, requests for periodical subscriptions cannot be treated the same as requests for monographic material. Primary consideration is given to journals that:

- a. Are included in indexing and abstracting services available through Riley Library
- b. Present substantial information related to disciplines taught at NNU
- c. Are general interest periodicals appropriate to an academic collection
- d. Are not available in full-text through leased databases
- e. Are favorably reviewed (for example by *Choice* or William Katz's *Magazines for College Libraries*.)

Certain categories of journals are inappropriate for our collection. Nonindexed journals are extremely difficult to utilize for research. Journals so narrow as to be limited to the interests of a few individuals are too specialized for an institution of this size and nature. Some journals of broader appeal may be too expensive and/or may be more appropriate to a public or research library.

Because of space and preservation concerns, periodical back issues older than five years will be maintained in only one format. In cases where the content of a journal includes many illustrations or color designations in graphs and charts and much of the value would be lost in a black and white microform, the choice for the permanent copy is bound paper. In other cases, microfiche is the preferred permanent form unless a title is available only on microfilm. If film is the established form, the preference is for 35mm over 16mm.

Missing issues will be claimed from the publisher promptly; issues unavailable from the publisher may be purchased from a vendor or requested via a Periodical Exchange list. Little time or money will be spent in acquiring back files.

English language periodicals are purchased almost exclusively although at least one title will be available in each of the modern foreign languages taught.

### **3. Junior Library**

This collection of children's literature is provided to support collateral reading for students studying children's literature and to support education majors seeking to introduce literature into their instructional program. The following authoritative sources provide guidelines for inclusion:

- a. Text or collateral reading list of the children's literature course taught at NNU
- b. NCTE (National Council for Teachers of English) recommended list
- c. Core recommended reading list issued by local school districts
- d. Newbery, Caldecott and Coretta Scott King and other award lists
- e. *Children's Catalog* by H.W. Wilson
- f. *Best Books for Children*
- g. *Building a Children's Literature Collection: A Suggested Reference for Academic Libraries.*

#### **4. Curriculum**

This collection contains student and teacher editions of texts and accompanying aids for all subjects taught in kindergarten through grade twelve. Material for the collection is acquired through an ongoing relationship with one of the evaluators on the Committee for the State of Idaho Department of Education Textbook Adoption Process. Textbook materials are normally retained for a maximum of five years. Accompanying aids of enduring value are retained indefinitely. According to the textbook adoption agreement, curriculum not retained must not be sold.

#### **5. Government Documents**

The library is a depository for documents published by the agencies of the State of Idaho and also for selected material published by federal government agencies and distributed by the Government Printing Office. Links to the GPO Access website are provided for users from the library's home page to facilitate access to electronic documents. Government documents include reference sources, books, periodicals, pamphlets, posters, and maps. They may be in paper, microfiche, or electronic format. Government documents that are part of the core collection are integrated into the reference or circulating book collections. Government document periodicals are incorporated into the periodical collection. Other items are located in the government documents collection. All documents received must be handled according to the guidelines regulating the Federal Depository Library Program. All state and federal documents are retained for a maximum of 5 years. Exceptions to this would be items that have enduring value to the NNU curriculum or to users of the congressional district served.

#### **6. Audio-Visual Materials**

Currently vinyl recordings are located in the library but the collection is static. Other audio-

visual collections are purchased, maintained, and circulated by Media Services; the library provides cataloging for these items. Music CD recordings are purchased with library allocations. They are maintained and circulated by the Art and Music Department.

## **7. Wesley Collection**

The Wesley Collection was initiated in 1994 to support the work and interests of the Wesley Center for Applied Theology. It includes works by and about Wesleyan authors on doctrinal and biblical studies.

## **8. Electronic Resources**

Selection of resources accessed via CD-ROM, Internet, or other digital media follow the same guidelines as those pertaining to print collections.

Additional factors to be considered in selection and retention include:

- a. Ease of use, degree of access, remote accessibility
- b. Technical support required for installation and ongoing support including hardware, software, and personnel
- c. Duplication or replacement of currently held resources
- d. Cost/usage ratio analysis

## **9. Archives**

The Archives is the designated repository for the permanent records and historical materials of Northwest Nazarene University. The primary mission of Archives is to collect, preserve, and make available documents and other resources contained in the collection.

# **IV. INTELLECTUAL FREEDOM AND CENSORSHIP**

As the library of a private, evangelical Christian, academic institution, there is a danger that a

particular subject area may not represent diverse points of view. Faculty and professional library staff assume a leadership role in promoting the principles of intellectual freedom within the school by providing resources and services that create and sustain an atmosphere of free inquiry and to protect against an imbalanced collection. They work together jointly to integrate curriculum with library materials to equip students to locate, evaluate, and use a broad range of ideas effectively. Through resources, programming, and educational processes, students and faculty experience the free and robust debate characteristic of liberal arts education and of a democratic society.

The library is committed to the basic principles of responsible intellectual freedom and does not bar material for mere ideological reasons. The library of Northwest Nazarene University affirms the patron's right to privacy and right to read. We support the Association of College & Research Libraries' *Intellectual Freedom Principles*. (Appendix C)

To protect against censorship and to ensure intellectual freedom, the library has established the following procedures.

- A. In the event that a patron has a complaint about objectionable material in the collection
  1. The patron will fill out Library Material Objection Form (Appendix D).
  2. The concern will be referred to the chair of the Instructional Resources Council to add to the agenda of the next meeting.
  3. Response to the patron's concern will be delivered in writing within 10 days of the Instructional Resources Council meeting.
- B. In the event that a patron has a concern that the library is censoring materials:
  1. The patron will write a statement expressing his/her concern.
  2. The concern will be referred to the chair of the Instructional Resources Council to add to the agenda of the next meeting.

3. Response to the patron's concern will be delivered in writing within 10 days of the meeting of the Instructional Resources Council.

C. In the event that a librarian has a question about a request by a faculty member for material to be added to the collection:

1. The Library Director will discuss the request with the faculty member as it relates to the selection criteria.
2. If necessary, the request may be presented to the Instructional Resources Council by either party for resolution.

## **V. CONCLUSION**

Although the intent of this document is to serve as an authoritative guide to the development and management of the collections of the John E. Riley Library, it is understood that, like the collection itself, it is ever changing growing. To be an effective tool it must be referred to frequently and updated periodically. This document is subject to the approval of the Instructional Resources Council.

## VI. APPENDIXES

### Appendix A

#### Collection Level Goals

The following chart indicates collection level goals to be used when managing the collection or when defending the level of the collection in particular subject areas.

LC Classification & Description	Responsible Department	Collection Level Goal
A                      General Works	Library	1
B-BD, BH-BJ            Philosophy	Philosophy & Religion	2
BF                        Psychology	Psychology & Sociology	2
BV1460-BV1615        Religious Education	Philosophy & Religion	2
BL-BX                    Religion	Philosophy & Religion	3
C-F                        History	History & Political Science	2
G-GF                      Geography	History & Political Science	1
GN                        Anthropology	Psychology & Sociology	1
GR                        Folklore	Library	1
GT                        Manners & Customs	Library	0
GV                        Sports	Kinesiology	2
H-HA                      Social Sciences (general), Statistics	Social Work	3
HB-HD, HJ              Economics	Business & Economics	3
HE-HG                    Business	Business & Economics	3
HM-HN                    Sociology	Psychology & Sociology	2
HQ                        Family, Marriage	Psychology & Sociology	2
HS                        Sociology	Psychology & Sociology	2
HT-HX                  Social Pathology Social & Public Welfare Criminology	Social Work	3
J                            Political Science	History & Political Science	2
K                            Law	History & Political Science	1
L                            Education	Education	3
M                            Music	Art & Music	2
N                            Art	Art & Music	2
PA,PJ                    Greek, Hebrew, Latin (grammar & literature)	Philosophy & Religion	1

P,PB-PH, PQ, PT	Modern Languages & Literature	Modern Languages	2
PN	Some Literature & Drama	Communication Studies	2
PR,PS	English & American Literature	English	2
PZ	Fiction	English	1
Q	Science (General)	Library	1
QA	Mathematics	Mathematics & Computer Science	2
QA76-QA76.8	Computer Science	Mathematics & Computer Science	2
QB	Astronomy	Library	1
QC	Physics	Physics	2
QD	Chemistry	Chemistry	2
QE	Geology	Library	1
QH-QL	Biology, Botany, Zoology	Biology	2
QM-QR	Human anatomy	Biology	2
RF	Otorhinolaryngology	Communication Studies	1
R-RE,RG-RZ	Medicine	Nursing	2
S	Agriculture	Library	0
T	Technology (general)	Library	0
TA-TN	Engineering	Physics	2
TP	Chemical technology	Chemistry	2
TR	Photography	Art & Music	1
TS	Manufacturing	Library	0
TT-TX	Handicrafts	Library	0
U	Military Science	Library	1
V	Naval Science	Library	0
Z	Bibliography, Library Science	Library	1

## **Appendix B Gift Policy**

### **DONATIONS AND GIFTS**

Donations of books and other items are often an important source for enriching the library collections and providing our users with the resources they need. Library materials are added or rejected according to the overall Collection Development Policy of the library. Policies governing the purchase of materials also apply to donations. Ordinarily, we must accept gifts subject to the conditions listed below. Any exceptions or special conditions must be approved by the Library Director.

1. Donors must agree that the disposition of gift materials is at the discretion of the library staff.
2. The library staff do not provide estimates of value.
3. Donations should be delivered to the library.
4. An acknowledgment letter will be sent.
5. In general, donor recognition is not placed in gift materials.

Cash donations are welcomed and should be sent to the University Advancement Office of the University with the Library clearly designated as the recipient.

Approved by Library Staff: May 7, 1997

Approved by Library Committee: May 8, 1997

Approved by Academic Resources Council: May 14, 1997

Revised & Approved by Library Staff, February 1, 2000

Approved by Instructional Resources Council, April 12, 2000

## **Appendix C**

### **INTELLECTUAL FREEDOM PRINCIPLES**

#### **For Academic Libraries**

A strong intellectual freedom perspective is critical to the development of academic library collections and services that dispassionately meet the education and research needs of a college or university community. The purpose of this statement is to provide an interpretation of general intellectual freedom principles in an academic library setting and, in the process, raise consciousness of the intellectual freedom context within which academic librarians work. These principles should be reflected in all relevant library policy documents.

The general principles set forth in the Library Bill of Rights form an indispensable framework for building collections, services, and policies that serve the entire academic community.

The privacy of library users is and must be inviolable. Policies should be in place that maintain confidentiality of library borrowing records and of other information relating to personal use of library information and services.

The development of library collections in support of an institution's instruction and research programs should transcend the personal values of the selector. In the interests of research and learning, it is essential that collections contain materials representing a variety of perspectives on subjects that may be considered controversial.

Preservation and replacement efforts should ensure that balance in library materials is maintained and that controversial materials are not removed from the collections through theft, loss, mutilation, or normal wear and tear. There should be alertness to efforts by special interest groups to bias a collection through systematic theft or mutilation.

Licensing agreements should be consistent with the Library Bill of Rights, and should maximize access.

Open and unfiltered access to the Internet should be conveniently available to the academic community in a college or university library. Content filtering devices and content-based restrictions are a contradiction of the academic library mission to further research and learning through exposure to the broadest possible range of ideas and information. Such restrictions are a fundamental violation of intellectual freedom in academic libraries.

Freedom of information and of creative expressions should be reflected in library exhibits and in all relevant library policy documents.

Library meeting rooms, research carrels, exhibit spaces and other facilities should be available to the academic community regardless of research being pursued or subject being discussed. Any restrictions made necessary because of limited availability of space should be based on need, as reflected in library policy, rather than on content of research or discussion.

Whenever possible, library services should be available without charge in order to encourage inquiry. Where charges are necessary, a free or low-cost alternative (e.g., downloading to disk rather than printing) should be available when possible.

A service philosophy should be promoted that affords equal access to information for all in the academic community with no discrimination on the basis of race, values, gender, sexual orientation, cultural or ethnic background, physical or learning disability, economic status, religious beliefs, or views.

A procedure ensuring due process should be in place to deal with requests by those within and outside the academic community for removal or addition of library resources, exhibits, or services.

Approved by ACRL Board of Directors: June 29, 1999



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In your opinion, is there anything good about the material? \_\_\_\_\_

What do you believe is the theme of this material? \_\_\_\_\_

Please suggest a suitable alternative to this item that covers the same subject.

Additional comments \_\_\_\_\_

Signature \_\_\_\_\_

**FOR LIBRARY USE ONLY**

Date Received: \_\_\_\_\_

Action Taken: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_