

**Collection Development Policy
Archbishop Alemany Library
Dominican University of California
(December 2007)**

Library Mission Statement

Archbishop Alemany Library aspires to the full spectrum of collections and services that define a University library. As the only University library in Marin County, we respond actively not only to the research demands of Dominican's varied undergraduate and graduate curricula, but also to the thriving intellectual and cultural ethos of the wider North Bay community. Guided by the four Dominican pillars of study, reflection, community, and service while alert to emerging trends in information access, the Library builds an innovative future on a solid foundation of tradition.

In its personalized commitment to the educational needs of patrons, in the development of its collections, and in the design of its reference and instructional services, the Library seeks to:

- Preserve “the best that has been thought and said” in human culture as an archival obligation to future generations, including focused special collections and attention to Marin County’s distinctive characteristics.
- Enhance an interdisciplinary thrust in collection development as a reflection of the growing cross-fertilization among subject disciplines.
- Respect the University’s Dominican and Catholic heritage.
- Provide state-of-the-art electronic access and information delivery.
- Strengthen research skills and information literacy.
- Honor pluralism and a diversity of perspectives.
- Promote service learning and community-engaged scholarship.
- Collaborate with other local libraries and institutions in fostering a richer, more buoyant, cultural environment throughout the North Bay.
- Encourage reflective reading and a sense of community through programmatic initiatives and attractive library design.
- Create a library atmosphere conducive to exploration and self-education.

In short, Archbishop Alemany Library strives to become the scholarly heart of our region and a magnet for the intellectually curious.

Preface

The collection and maintenance of information resources in all formats in accordance with clearly articulated selection standards is vital both to the mission of Dominican University of California as an institution of higher learning and, more broadly, to the fulfillment of the commission we receive from our Dominican tradition: the joyful pursuit of truth in charity.

Introduction

The purpose of this Collection Development Policy is to establish guidelines for the responsible selection and maintenance of library materials in accordance with the long-term mission and strategic institutional goals of Dominican University of California and, more specifically, in fulfillment of the Library's current Strategic Plan. Although the policy is designed primarily to guide selectors and planners in meeting the challenges of rising costs, limited space, expanding electronic formats, and the changing needs of new and developing programs, it is also intended to provide faculty, administration, students, and other stakeholders with a systematic description of the Library's rationale for its collection management decisions. Two foundational principles should be kept in mind when interpreting the policies elaborated below:

- (1) an appropriate balance should be sought between the demands of the traditional liberal arts and those of professional programs and, by extension, between traditional print materials and electronic media; and
- (2) in a rapidly changing and always complex library environment, flexibility must remain the hallmark of sound selection and collection management. Collection development policies represent guidelines, not binding rules.

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Collection

The Collection comprises all materials in all formats acquired by the Library. Materials acquired through gift or through purchase with Library funds will be housed and maintained exclusively in Archbishop Alemany Library. Materials specifically acquired by individual departments from their own funds and for their specific use ordinarily will not be housed in Alemany Library, although exceptions may be negotiated. The Collection includes materials in the following categories and, as appropriate, may include both print and electronic formats:

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|----|------------------------------------|-----|-------------------------------------|
| 1. | Books and monographs. | 7. | VHS and DVD titles. |
| 2. | Periodicals, serials, and indexes. | 8. | Sound recordings. |
| 3. | Newspapers. | 9. | CD-ROM titles. |
| 4. | Atlases and maps. | 10. | Software programs. |
| 5. | Theses. | 11. | Electronic databases (subscription) |
| 6. | Musical scores. | 12. | Electronic databases (owned) |

Materials will be cataloged electronically according to the most current standards mandated by USMARC format, the Anglo-American Cataloging Rules (AACR2R), Library of Congress Subject Headings (LCSH), and Library of Congress Rule Interpretations (LCRI) and will be housed under conditions appropriate to their format – all in the interests of consistent library practice and enhanced resource sharing.

Goals and Community Service

The Collection's primary obligation is to support the University's curricular offerings, its undergraduate and graduate degree programs requirements, and compliance with the licensing standards mandated by various professional associations and accrediting bodies. Secondly, it acquires scholarly materials that serve the particular research interests and syllabus design needs of disciplinary faculty. Thirdly, and with increasing significance in view of our ongoing transformation from a college to a research-oriented university library, the Collection seeks to enhance the overall quality of subject coverage by acquiring important works in selected disciplines not directly represented in the curriculum (e.g., agricultural policy, the book arts, Marin County authors). The Library also provides a limited collection of award-winning fiction writers, inspirational titles, selected popular magazines, and other "leisure" reading materials of recognized quality in order to encourage the habit of reflective reading and offer students and patrons from the wider North Bay community what Somerset Maugham praised as "intelligent recreation."

As part of a consortial agreement, Archbishop Alemany Library provides free reciprocal reference and borrowing privileges to students and faculty of both the College of Marin and the member schools of The Northern California Consortium of Psychology Libraries (NCCPL). The general public is also welcome to use the Library's print collection, and visitors presenting a Marin County public library card may borrow circulating items at no cost for the standard loan period.

Selection Responsibility

Final responsibility for the selection, development, and maintenance of the Collection rests with the Senior Librarian for Collections and Cataloging. Nevertheless, librarians consult with disciplinary faculty in strengthening course-related holdings. A formal liaison structure exists in which librarians and faculty members from assigned departments work closely on a broad range of library issues relevant to academic programs (e.g., collection development, reference, information literacy instruction, and

collaboration in syllabus design and assignment review). Over the years, these liaison relationships have substantially improved library resources and services. Moreover, a Collection Team of librarians and staff provides overall counsel and guidance on broad issues of collection development policy. Acquisition requests are also welcomed from students, staff, and community patrons.

Intellectual Freedom/Censorship

With respect to the acquisition of materials and to their availability to Dominican University of California users, Archbishop Alemany Library supports the American Library Association's *Statements on Intellectual Freedom*, particularly the *Bill of Rights* and the *Interpretation on Challenged Materials*. The Library purchases materials representing a variety of points of view and seeks balance and objectivity in building its Collection resources.

Materials Budget Allocations

It is the joint responsibility of the Executive Director of Library Services and the Senior Librarian for Collections and Cataloging to prepare and allocate the materials budget in fulfillment of collection development goals, especially as these goals are set forth in the Library's current Strategic Plan. Only a portion of the materials budget is subject to departmental allocation because the Library must reserve funds for general purpose and costly reference acquisitions. An allocation formula is applied to the materials budget early in the fall of each fiscal year in order to distribute these funds equitably among academic departments. These allocations represent internal library guidelines for the balanced expenditure of the materials budget and are always under the control of the Library. Allocations do not constitute fund transfers to departments for their independent disposition.

In view of the rapidly changing and often unpredictable educational needs of the University in a time of intense competition, the Library must remain free to adjust these allocations to meet unforeseen programmatic and curricular shifts. Such demands, for example, might involve prompt compliance with professional board review expectations or the development of a core collection in a new discipline not formerly served by the Library's holdings.

Collection Assessment

Building library collections consonant with the mission of the institution and adequate to curricular and research needs must be based on systematic assessment of the density of current holdings by discipline and format. Regarding monographic collections in print, strengths and weaknesses in overall coverage by discipline are determined by periodic analysis of shelflist counts according to Library of Congress Classification Schedules. On the basis of these counts, it is possible to establish holdings ratios among disciplines, identify areas requiring attention, and adjust selecting patterns and resource allocation. Ideally, such shelflist counts and holdings ratios are assessed at least biannually. (OCLC WorldCat provides an excellent "Collection Analysis" service to automate this function. The service not only analyzes Dominican's collection upon request, but also compares Dominican's collection with those of up to five other institutions at any one time.) Naturally, such counts refer to quantity, not quality of holdings. Presumably, the quality of holdings has been guaranteed in advance by thoughtful selection, but continuing quality can be ensured by inviting faculty to assess areas of the collection relevant to their disciplines. Such faculty participation should also occur at least biannually.

Regarding journal collections in print, the acquisition and retention of titles and the length of time for which issues are held should be tracked annually in relation to changing curricular needs and in consultation with disciplinary faculty. Annual review is important because of the high inflationary rate for journals and in preparation for our subscription agent's yearly renewal schedule. Since periodical literature is the primary research source for scientific and professional disciplines (e.g., health sciences, life sciences; business), particular care must be taken in maintaining the currency of the journal collection.

The increasing availability of full-text journal literature in electronic format requires comparable review on a regular basis. See **Selection Criteria for Electronic Databases and E-Books** for additional comment.

Levels of Collecting Intensity

It is customary in developing academic library resources to acquire materials at a level of scholarly sophistication appropriate to the degree offered in a given discipline. The most current *Guidelines for Collection Development* prepared by the American Library Association (1979) describe these levels of collecting intensity as follows:

- Baccalaureate degree programs should be supported at **Level 3C.2: Initial study level**. “A collection which is adequate to support undergraduate courses. It includes a judicious selection from currently published basic monographs (as are represented by *Choice* selections) supported by seminal retrospective monographs (as are represented by *Books for College Libraries*); a broad selection of works of more important writers; a selection of major review journals; and current editions of the most significant reference tools and bibliographies pertaining to the subject.” (ALA, p. 4)
- Master’s degree programs should be supported at **Level 3C.1: Advanced study level**. “A collection which is adequate to support the course work of advanced undergraduate and master’s degree programs, or sustained independent study; that is, which is adequate to maintain knowledge of a subject required for limited or generalized purposes, of less than research intensity. It includes a wide range of basic monographs both current and retrospective, complete collections of the works of more important writers, selections from the works of secondary writers, a selection of representative journals, and the reference tools and fundamental bibliographical apparatus pertaining to the subject.” (ALA, p. 4)

Recognizing that these ALA *Guidelines* were established before the advent of electronic access to many kinds of materials, especially journal literature, and before the subsequent increase in cost-saving cooperative ventures among institutions of higher learning, it is advisable to adapt these levels of collecting intensity to the new networked environment. Nevertheless, the substance of these guidelines remains valid and collection development policies are routinely implemented with these guidelines in mind, especially with regard to graduate-level work.

In the event that the University inaugurates doctoral-level programs, careful consideration will be given to a long-term strategic plan to provide Collection resources at Level 3B: Research level: “A collection which includes the major published source materials required for dissertations and independent research, including materials containing research reporting, new findings, scientific experimental results, and other information useful to researchers. It also includes all important reference works and a wide selection of specialized monographs, as well as an extensive collection of journals and major indexing and abstracting services in the field.” (ALA, p. 3) At this level of collecting intensity, cooperative resources-sharing agreements among similar institutions will be essential.

General Selection Criteria

In considering any potential acquisition in whatever format, the Library may consult:

- Faculty, staff, and student recommendations.
- Course syllabi.
- Standard periodical review tools.

- Specialized bibliographies, guides, and other reference works.
- Bibliographies and critical apparatus of important individual works.
- Bibliographies of student theses.
- Citation indexes.
- Holdings of comparable academic institutions.
- Publishers' catalogs and websites.
- Vendor websites.
- Patron surveys.
- Interlibrary loan borrowing patterns

General Selection Criteria for Print Materials

As stated under **Goals and Community Service** above, the Library acquires materials in all standard formats primarily in support of the University's programs and faculty needs. To these ends and in order to form a coherent collection in which volumes "converse" with one another, the Library selectively examines the bibliographies and critical apparatus of "classic" titles, recent acquisitions, and important reference works. This selection strategy is designed to unify the collection over time by acquiring the principal titles informing debate on a specific topic or within the structure of a scholarly discipline, thereby facilitating patron access to relevant materials on the premises. More specifically and in conformity with the mandates of the current Strategic Academic Plan, the Library will emphasize the acquisition of materials across subject areas that:

- Offer interdisciplinary approaches.
- Support diversity through multicultural and women's perspectives.
- Strengthen the international ethos of the University.
- Nurture political awareness and civic responsibility.
- Preserve the Dominican and Catholic heritage of the institution.
- Promote reading for pleasure and edification as a life-long habit. In view of recent studies by the National Endowment for the Arts (2004, 2007) that indicate a substantial decline in reading for pleasure among all age groups and social classes in the United States and that further suggest a strong correlation between this decline and the erosion of critical thinking skills and general knowledge among college students, the Library seeks to counter this distressing trend within our community by acquiring popular magazines and award-winning authors in many genres for a leisure reading collection designed to encourage such reading.

With a view to the advantages of interlibrary loan for the provision of circulating materials, the Library will also emphasize the development and maintenance of a strong reference collection across disciplines relevant to our curriculum. Potential titles are evaluated using the following accepted selection criteria for academic libraries:

- Curricular and scholarly need.
- Lasting value of the content.
- Appropriateness of level of treatment.
- Strength of present holdings in the same or similar subject areas.
- Suitability of format to content.
- Authority of the author or reputation of the publisher.
- Recommendations of standard review sources, especially *Choice: Current Reviews for Academic Libraries*, the *New York Review of Books*, and the *New York Times Book Review*.
- Aesthetic quality.
- Cost.
- Demand.

In view of limited financial resources, these additional guidelines are also applied:

- Textbooks are not acquired as it is assumed that students will purchase required textbooks as part of their course participation. Exceptions may occur when a textbook represents an important, time-tested survey of a subject area or constitutes a reference resource in its own right.
- Duplicate copies are not purchased unless usage statistics indicate very high demand. One exception is the acquisition of faculty publications in which case two copies will be purchased, one for the general collection and one for our archives.
- Materials in foreign languages are not acquired except in support of specific courses as recommended by faculty. Exceptions may occur for the sake of the Collection's coherence and integrity (e.g., completing an existing monographic series) or to provide critical information not otherwise available in English (e.g., a musical score).
- Lost or stolen items will be replaced as demand and available funding permit. Such items may be replaced with a more current edition of the same work or a more suitable title.
- Clothbound titles are preferred for primary works, especially in the arts and humanities, materials of lasting value, and those for which high use is anticipated. Paperback titles will ordinarily be bound in vinabind (a clear, durable plastic covering) by our book vendors, Eastern Book Company and Midwest Library Services, or in more traditional dark cloth by our San Francisco bindery, Herring and Robinson.
- Interlibrary loan and other cooperative resource sharing arrangements will be used to supplement the Collection, especially for materials of low demand or of little relevance to the curricular emphases of the University.

Because of funding levels and the volume of annual purchases, the Library does not at this time utilize approval plans or blanket orders for the acquisition of books and monographs.

Special Criteria for Books and Monographs

The criteria established as general guidelines for the acquisition of print materials apply most broadly to the collection of books and monographs. See above **General Selection Criteria for Print Materials**. More specifically, the Library emphasizes the publications of university publishers listed in the American Association of University Presses, over 200 selected trade publishers with strong academic or professional standing, and publishers recommended by disciplinary faculty.

Selection Criteria for Print Periodicals

Selection criteria for print periodicals are similar to those for monographic materials. Because of the ever-increasing costs of serial subscriptions, the continuing annual expenditures, the need for storage space, the advent of online periodicals in full-text, and the unpredictability of library funding from year to year, the evaluation of print periodical subscriptions must be conducted with even greater care. Criteria include:

- Established peer review status.
- Faculty recommendation in support of a program.
- Availability of indexing and/or abstracting in a reputable online database.
- Reflection of Dominican values and heritage.
- Unavailability or impracticality of online full-text access as an alternative to print.
- Availability of back issues to ensure continuous runs.
- Requirements of professional associations and accrediting bodies.
- Value to the larger Marin County community.
- Availability of the journal at a local Bay Area institution or through interlibrary loan.

As full-text journal articles become more readily available by subscription or purchase at reduced cost through such buying consortia as SCELC, our principal partner for such transactions, the Library's print subscriptions will no doubt dwindle. In assessing the suitability of online journals over their print counterparts, however, it is always critical to consider faculty preferences, publisher embargoes, and any

other potential loss of content before abandoning print in favor of exclusive reliance on electronic access. As financial constraints and curricular changes warrant, the above criteria should also guide the evaluation of current print journal subscriptions for discontinuation and weeding.

Selection Criteria for Newspapers

Newspaper subscriptions in print are selected to represent Bay Area, national, and Pacific Rim interests. Print subscriptions are supplemented by online access to the full text of a variety of international newspapers.

Selection Criteria for Electronic Media, Excluding Electronic Databases and E-Books

Audio-visual materials and other electronic media (e.g., sound recordings, CD-ROM discs; VHS and DVD titles) are evaluated using the same criteria as monographs and other firm order acquisitions. In accordance with the University's current Strategic Academic Plan and the expectations of professional accrediting agencies, the Library makes a special effort to enhance its audio-visual and related holdings in support of the curriculum and as supplementary teaching tools to be used in tandem with traditional print materials. With the decline of VHS format, the Library acquires films in DVD format whenever possible. VHS is acquired only when the title is necessary and otherwise unavailable. With the Library's current provision of online access to an enormous repertoire of music through the **Naxos Classical Music Library** and the **Naxos Jazz Music Library**, music in CD-ROM format is acquired only upon faculty request and/or when the musical piece is not available online through Naxos.

Selection Criteria for Electronic Databases and E-Books

Selection criteria for electronic databases and e-books must address not only the traditional questions of quality of content and suitability to the mission and character of the Collection as described for print materials, but must also assess additional factors related to electronic format and variables associated with determining which format is preferable for any given resource: print or some electronic version. Indeed, in some instances, it may be advisable to acquire a title in both formats. Criteria for selection of electronic resources include:

- Compatibility of electronic collection with materials in print and other formats.
- Compatibility of electronic access with campus computer workstations and the campus network.
- Ease of maintenance and routine operation, including cost, labor, and technical requirements.
- Cooperation of the University's IT Department in supporting electronic media.
- Periodic upgrades.
- Reliability of the medium for long-term access and information storage (e.g., will the medium be superseded in the foreseeable future?)
- Ease of access (e.g., password restrictions, off-campus access; multiple simultaneous users).
- Ease of patron use of database functions (e.g., searching, printing, emailing).
- Length and complexity of content; scholarly purpose.
- Instructional requirements (e.g., who will instruct patrons in the medium's use?)
- Desirability of ownership versus leasing.
- Cost savings.
- Licensing restrictions.
- Liability and copyright considerations.
- Advantages and constraints imposed by consortial arrangements.

Additional criteria for choosing among formats are:

- Binding costs of print materials.
- Patron preference.
- Nature of patron use (e.g., reference, browsing; close reading).

- Quality of graphic reproduction.
- Storage space.
- Aesthetic considerations.

Increasingly, print materials are accompanied by multimedia formats (e.g., CD-ROMs). These multimedia items are cataloged separately as item records and are housed at the Circulation Desk for purposes of security and proper maintenance.

Special Collections: Rare Books and Archives

Although the Library does not actively collect rare materials, manuscripts, archives, or paper ephemera of any kind, we do possess and from time to time acquire these materials through gift or other means. As such materials come under our care, they are cataloged for the “Case,” our Special Collections/Rare Books room. “Case” materials are restricted and, in some instances, special handling protocols must be observed. Access to these materials should be arranged with the Senior Librarian for Collections and Cataloging.

Recognizing the unique significance of primary source materials generated by the University over its long history, the Library also strives to identify archival documents associated with this history, secure them for preservation, and descriptively catalog them for restricted public access.

Theses

The Library collects Dominican University of California senior theses and master’s theses as follows:

- One copy of a senior thesis in clear plastic binding. Senior theses are not cataloged, but are currently shelved in a special section of the circulating collection in alphabetical order by author’s last name.
- Two loose copies of a master’s thesis on acid-free, 20lb. weight paper. Both copies will be bound by Herring and Robinson Bindery in San Francisco, and then cataloged. One copy will be placed in the Library’s permanent archive and one will be shelved in the circulating collection.

What the Library Does Not Collect through Budget Expenditures

The Library does not routinely collect the following materials through the expenditure of its annual materials budget. From time to time, it may acquire an item through gift (e.g., rare book) or to fulfill a specific academic need at the request of a faculty member.

- Course textbooks.
- Government documents.
Dominican University of California is not a Congressionally-designated depository for U.S. Government Documents. Therefore, government documents are acquired as individual titles only as they are deemed necessary in support of a specific program, course, or discipline. Such titles are evaluated on the same basis as monographs. Patrons interested in consulting the broad range of U.S. Government Documents are referred to the Government Documents Library at the University of California, Berkeley.
- Patent information.
- Software programs.
- Microform.
- Psychological or educational tests or instruments.
- Rare books and manuscripts.

- Visual arts (e.g., paintings).
- Musical instruments.

Gifts

The Senior Librarian for Collections and Cataloging is responsible for the receipt and disposition of gifts in kind. Inquiries regarding donations should be referred to Alan Schut, Senior Librarian, at **415/458-3703**. Donated items become the exclusive property of the Library and will be reviewed for inclusion in the Collection using the same selection criteria applied to purchased materials; moreover, the Library does not accept gifts under restricted conditions. Items not added to the Collection will be placed on the library book sale shelves, discarded, or otherwise disposed of at the discretion of the Library; they will not be returned to the donor. Consequently, potential donors are encouraged to contact the Senior Librarian before delivering gift items to the Library.

Although letters of appreciation are sent to donor acknowledging the tax-deductible nature of their gift, the Library does not provide a detailed inventory of such gifts, nor does it assess their fair market value or provide an appraisal. Such appraisal as well as the completion of an inventory for tax purposes is the sole responsibility of the donor.

Limited staff resources and storage space restrict the Library's ability to accept gifts in kind. If Archbishop Alemany Library is unable to accept a gift, the donor is referred to the Marin County Friends of the Library at **415/883-7714** and to the Salvation Army at **415/454-7201**.

Collection Management/Weeding

Maintaining the quality of the print and audio-visual Collection requires periodic weeding, the removal of items that meet the following criteria:

- Material in poor physical condition, in which case it can be either repaired or replaced.
- Material presenting outdated information that may be harmful (e.g., for nursing and allied health students) or misleading.
- Material superseded by newer or revised when the older edition serves no educational or historical purpose.
- Unnecessary duplicate titles.

A regular review of the Collection is useful in identifying items of special value that should be transferred from circulation to the "Case" or items that have simply been misshelved. As a matter of routine collection management, the circulating collection should be examined every four years in increments of 25% per year, and the reference collection should be weeded annually. Weeded items are de-accessioned, marked "Withdrawn," and either placed on the book sale shelves or disposed of at the discretion of the Senior Librarian.

Periodical subscriptions and electronic databases may also be discontinued because of lack of use, prohibitive increases in annual subscription rates, technological considerations, or changes in the University's curricular offerings. In any case, electronic resources should be monitored regularly to determine if the vendor has altered the contents or search interface in ways that may compromise the educational value of the resource as such alterations may warrant cancellation.. At the very least, such monitoring will allow librarians to alert patrons to substantive changes and assist them in adapting to these changes.

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