

**Sojourner Truth Library
State University of New York at New Paltz**

**COLLECTION DEVELOPMENT POLICY
November 2010**

Collection Development Policy
Table of Contents

I.	Introduction.....	1
II.	Purpose of the collection in relation to:	1
	A. Clientele.....	1
	B. College Mission.....	2
III.	Responsibility for selection.....	2
IV.	Selection Guidelines.....	2-3
V.	Selection Criteria.....	3
VI.	Serials.....	4
VII.	Special Materials.....	4-7
	A. Foreign language materials.....	4
	B. Textbooks.....	5
	C. Machine-dependent materials (non-computer).....	5
	1. Microforms.....	5
	2. Audiovisual Materials.....	5
	D. Paperback books.....	5
	E. Out-of-Print materials.....	5
	F. Maps.....	5
	G. Music scores.....	5
	H. Multi-volume sets.....	6
	I. Standing orders.....	6
	J. Government Documents.....	6
	1. U.S.....	6
	2. State and local.....	6
	K. Non-Library purchases.....	6
	L. Acquisitions on Demand.....	7

VIII.	Special Collections.....	7-8
A.	Children and Young Adult Collection.....	7
B.	New Paltz collection.....	7
C.	Rare.....	7
D.	Restricted.....	8
E.	Reference.....	8
IX.	Duplicate Copies.....	8
X.	Editions and translations.....	8
XI.	Gifts.....	9
XII.	Grants.....	9
XIII.	Withdrawal Policy.....	9-10
XIV.	Replacement.....	10

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COLLECTION DEVELOPMENT POLICY

I. Introduction

The purpose of this policy statement is intended to provide for the development and maintenance of the library collection.

In developing its collection, the Library affirms the “Library Bill of Rights” created by the American Library Association’s Office for Intellectual Freedom, including the following policies:

- 1) Books and other library resources should be provided for the interest, information, and enlightenment of all the people in the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- 2) Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- 3) Libraries should challenge censorship in the fulfillment of their responsibilities to provide information and enlightenment.

II. Purpose of the collection in relation to:

A. Clientele

1. The collection of the Sojourner Truth Library is primarily designed to serve students, faculty, and staff of the State University of New York at New Paltz. The collection should provide materials in a variety of formats both for students’ course work and independent study and for faculty in their class preparation and scholarly research.
2. Although borrowing privileges are extended to non-affiliated patrons, materials are not purchased specifically for this group.

B. College Mission

The Mission Statement of the State University of New York at New Paltz (7/97) states that, “We offer undergraduate and graduate programs in the liberal arts and sciences which serve as a core for professional programs in the fine and performing arts, education, health care, business, and engineering.” The library collections should support both the traditional core of disciplines and the professional programs. The library also promotes the campus-wide goal of providing “library and information technology resources which support the curriculum, independent study, research, and information literacy.”

III. Responsibility for selection

Primary responsibility for building the collection rests with the Collection Development Librarian, the Library Liaisons, and members of the Electronic Resources Group. Each liaison recommends materials in all formats for assigned disciplines, with input from departmental faculty and assistance from other members of the library faculty. The Collection Development Librarian has overall responsibility for the selection of materials and serials. The Coordinator for Reference Services collaborates with the Collection Development Librarian in selecting reference materials. Faculty members are encouraged to recommend resources in their disciplines and to notify their library liaison of materials required for their courses. Library Liaisons regularly consult with teaching faculty to solicit recommendation and advice. Students are also encouraged to recommend materials for the collection. Electronic Resources purchased as annual subscriptions, such as databases, are selected through the Electronic Resources Group, under the leadership of the Electronic Resources Librarian. Access to recommended free services available through the internet is linked to the Library’s website and is the responsibility of the Library Web Team. All purchases made with library acquisitions funds are ordered through the Collection Development Office. Final decisions are the responsibility of the Library Dean.

IV. Selection Guidelines

In accordance with the above general statement about the purpose of the collection, some particular guidelines for selection include the following:

- A. Support all courses taught on this campus which have been approved by the College Curriculum Committee and Graduate Council.
- B. Provide a basic collection reflecting a diversity of viewpoints in all disciplines included in the curriculum. Emphasis should be placed upon sources of outstanding quality and permanent value. Quickly outdated textbooks, anthologies, general surveys, etc. should be avoided unless essential for some specific reason.

- C. Support faculty research. The degree of support will be determined by such considerations as (1) the degree of relationship between the research and course work of the college; (2) the necessity for a faculty member's frequent re-use of the material, or use for extended periods of time; (3) the nature of the material itself; whether it is important "classical" material of permanent value to the collection or material which, however important for an immediate research purpose, may be of relatively temporary value; (4) the availability of the requested material in area libraries and within the SUNY system
- D. Provide materials for independent reading and study.
- E. Collect materials of regional significance.
- F. Collect published material by and about Sojourner Truth.

V. Selection Criteria

The following criteria will be considered in selecting materials. (Criteria are not listed in order of priority):

- A. Reviews in reputable sources.
- B. Recommendation by faculty member.
- C. Reputation and authority of author, publisher or editor.
- D. Inclusion in indexes, abstracts, standard bibliographies, e.g *Resources for College Libraries*.
- E. Strength of materials held by the Library in the discipline in relation to level of courses, number of majors, number of students enrolled.
- F. Currency of the treatment of the subject.
- G. Accessibility of related materials in libraries within the region and the SUNY system.
- H. Physical characteristics. (For print material: size, format, binding, printing and arrangement. For audio and video CD's: the technical quality of the sound and visuals.)
- I. Cost of item.
- J. Potential use of item.

VI. Serials

1. A serial is a publication issued in successive parts bearing numerical or chronological designations and intended to be counted indefinitely. Serials include periodicals, newspapers, annuals, and database subscriptions.
2. Selection of serial titles is based on the same criteria as monographs (see section V). However, because of the ongoing nature of the commitment and the cost of processing and maintaining the material, greater emphasis is placed on Section V, parts D, G, I and J. Serial titles are reviewed every year for continued appropriateness to the curriculum.

Serials are purchased in electronic format for the following reasons:

- A. Convenience of access
- B. Space restrictions
- C. Value added features
- D. Cost savings
- E. Lack of availability of hard copy

Serials are purchased in microform for the following reasons:

- A. Width of margins, size, peculiarities of format, relative ease of storage, etc.
- B. Space restrictions
- C. Limited use expected
- D. Microform is less expensive than paper subscription
- E. Archival properties of microform

VII. Special Materials

- A. Foreign language materials

Materials in foreign languages will be acquired if they support major or primary sources and if it is essential to have the original text as well as the English translation. Outstanding secondary sources may be acquired if unavailable in translation.

B. Textbooks

Textbooks used for courses are not knowingly purchased.
Textbooks are not acquired unless they have significant reference value.
Textbooks may be selected from gift books.

C. Machine – dependent materials (non-computer)

All are selected on the basis of the guidelines and criteria in Section IV. As demand develops for materials other than those considered below they will be reviewed and added if appropriate.

1. Microforms

- a. Serials--see section V.
- b. Monographs--purchased if no other format is available.

2. Audiovisual materials

Audiovisual materials are purchased in support of the campus curriculum and to enrich the collection. Selection of audiovisual materials is based on favorable reviews and faculty and student requests. Collection balance and interdisciplinary use are also considerations.

D. Paperback books

Paperback editions are purchased if they are original titles, if the hard-cover edition is not available, or if the paperback edition is substantially less expensive than the hard-cover edition and heavy use is not anticipated.

E. Out-of-print materials

Out-of-print materials are purchased on the basis of known or anticipated use or to complete or enrich a subject area.

F. Maps

Maps are purchased according to the criteria in Section V stated above.

G. Music scores

The library acquires scores of standard musical works, but the collection does not aim at comprehensiveness.

H. Multi-volume sets

When the library, based on the selection policy, purchases a volume of a multi-volume set, it assumes the responsibility of completing the set, if possible.

I. Standing orders

When the Library purchases volumes of a series or serial or publications of a particular publisher, a standing order for the whole is not automatically established.

J. Government Documents

1. U.S.

As a partial depository for U.S. government documents, the library selects and maintains a collection suited to the needs of the college and the residents of the geographic area the depository serves. Purchase of government documents shall be based on the same criteria as used for monographs.

2. State and local

Sojourner Truth Library was a partial depository for New York State documents through 2009 when the partial depository program was discontinued. Some tangible items continue to be received as quantities permit. The *Monthly Checklist of State Documents* is reviewed for additional acquisitions. Public interest is considered along with the criteria previously stated for monographs. The Library will attempt to provide access to key documents produced by the town and village of New Paltz, Ulster County, and regional commissions which include Ulster County.

K. Non – Library purchases

Materials for collections outside the Library's jurisdiction and materials needed in campus offices and classrooms are not purchased with Library funds unless supplementary acquisitions funds are provided specifically for such purchases. In such cases, the materials will be cataloged and made available to the campus community.

L. Acquisitions on Demand

This category includes materials that cannot be borrowed on interlibrary loan. After the Interlibrary Loan Librarian consults with the Collection Development Librarian, patron driven requests needed for research are procured through purchase-on-demand acquisitions and selectively added to the collection.

VIII. Special Collections

A. Children and Young Adult Collection

Books are solely selected to address the needs of the School of Education curriculum.

B. New Paltz Collection

1. The New Paltz Collection contains materials concerning the college and the region. First priority will be given to publications by and about the college.

For example:

- a. Publications of the college, the administration, the faculty and student groups intended for public distribution.
- b. Publications about the college.
- c. Two copies of works authored by college faculty and staff are purchased for the New Paltz and the stack collection. Single copies of Monographs containing a faculty authored book chapter will be added to the stack collection.
- d. Graduate student theses and independent studies. In addition to print format, selected theses will be archived electronically.

2. Materials will be collected about the village and town of New Paltz, Ulster County, and other towns in Ulster County.

For example:

- a. Regional history.
- b. Official publications of the Village and Town of New Paltz and Ulster County.

C. Rare

The Rare Book Collection contains materials that are separated from the general collection because of their rarity, fragility, or intrinsic, monetary or research value. This includes any book deemed rare by a member of the faculty or a librarian.

D. Restricted

The Restricted Book Collection contains materials that are separated from the general collection because they are likely objects of theft or mutilation and are not readily replaceable.

E. Reference Collection

The Reference Collection selection policy follows the general selection guidelines and criteria with emphasis on providing authoritative resources that assist in the research process. The collection includes but is not limited to:

- a. Resources to be consulted for general background information and standard knowledge, such as general and subject encyclopedias, dictionaries, and biographical dictionaries.
- b. Resources consulted for quick reliable data and answers to standard questions, such as almanacs, directories, handbooks, maps and atlases.
- c. Resources that aid in the discovery and identification of specific content, such as current research guides, electronic databases, and print indexes. Print indexes must meet the following criteria:
provide citations to publications that support learning and teaching at SUNY New Paltz and pre-date the coverage available in electronic databases; provide a specialized subject focus and facilitates retrospective research within a particular discipline.
- d. Specialized resources that often require assistance from a librarian to use.

IX. Duplicate copies

For the general collection, duplicate copies (normally not more than two) are purchased of those titles which are, or are expected to be, heavily and continuously used, or are on reserve. Second copies of Special Collections materials will be acquired where appropriate to provide a circulating copy.

X. Editions and translations

When several editions of a work are available, selection decisions are based on format, editor and date. New editions, including translations, are purchased when they substantially update or improve on the previous edition.

XI. Gifts

Gifts are books, journals and other print and non-print materials donated to the Library. Gifts are accepted on the condition that the Library be permitted to dispose of them or add them to the collection at its sole discretion. The Library will, upon request, return to the donors books which are not to be added to the collection. The Library may add gift books to the collection which might not otherwise have qualified for purchase.

XII. Grants

Acquisitions of materials funded by grants administered by the Library are subject to this selection policy. These funds usually are not used for subscriptions or standing orders. Acquisitions of materials funded by grants administered outside the Library will be treated as gifts (see section XI).

XIII. Withdrawal Policy

The *Association of College and Research Libraries Standards* for college libraries, 1995 edition, section 2.1, states: "No title should be retained for which a clear purpose is not evident in terms of academic programs or extracurricular enrichment." Materials whose content is no longer relevant to current and anticipated curricula and research may be removed from the collection with caution.

A. Missing Items

Lost and paid for items are immediately withdrawn from the Online Public Access Catalog (OPAC). Items marked "missing" for more than six months are removed from the OPAC. If an item is in heavy demand during the six months, an added copy may be purchased. Replacement copies for withdrawn items will be purchased if desirable.

B. Other materials

1. These may be submitted to the Collection Development Librarian and the Coordinator of Reference Services for withdrawal by any staff member for the following reasons:
 - a. Beyond reasonable repair.
 - b. Obsolete, superseded or both.
 - c. Lack of use.
 - d. Replaced by another format.
 - e. More than one copy.
 - f. Single volume of incomplete multi-volume set.
 - g. Single issue of unanalyzed serial.
 - h. Duplicate of separate issue of serial.

2. Withdrawal decisions will be made after consulting one or more of the following sources as appropriate:
 - a. *Resources for College Libraries, Guide to Reference* and subject bibliographies.
 - b. Relevant reference tools.
 - c. Teaching faculty and librarians.
 - d. Union lists (for periodicals).
 - e. STL catalog for holdings on the subject.
 - f. Use statistics.
 - g. OCLC for other libraries' holdings.
3. Final decision to withdraw is assigned to librarians as follows:
 - a. Collection Development Librarian: Non-reference materials (and serials).
 - b. Coordinator for Reference Services: Reference materials.

C. Disposal of withdrawn items

Items which have been withdrawn from the collection may not be given to library faculty or staff. They may be disposed of in the following ways, at the discretion of the librarian making the withdrawal decision:

1. Items may be donated to other campus offices, including academic department collections.
2. Items with some useful life remaining may be donated to other institutions.
3. Materials not suitable for either of the above courses of action shall be recycled as efficiently as possible. Holdings records of withdrawn items must be removed from OCLC and the ALEPH database. Withdrawn forms are filled out to be submitted to the Property Controls Office.

Records of such disposal shall be kept in accordance with methods established by State Offices.

XIV. Replacement

Materials withdrawn are not automatically replaced. Replacement depends on the number of copies held by the library, existence of similar material in the collection, as well as criteria in XIII Section B2 above. Replacement decisions are made by the appropriate librarian as designated in XIII Section B3 above.