

DAVID H. TOWNSEND LIBRARY

NMSU – Alamogordo

Collection Development Policy

July 01, 2002

Purpose of Collection Development

This policy is designed to guide the systematic development and management of Townsend Library collections of print, audiovisual and electronic materials. Since the nature of information dissemination, networking and library resource sharing are undergoing revolutionary change, this policy will consider collection development and management issues within the dynamic framework of global access to information resources, and will require regular assessment and adjustment.

This policy is a guide, not a law, and exceptions should be made to admit valuable materials whenever adequately justified by the interest of the library and the college.

This policy is intended to define a collection development and information access program to meet the following objectives:

- To assist librarians in providing current, diverse, balanced collections of materials to support the instructional, institutional and individual needs of faculty, staff and students, based on the college's fiscal resources
- To provide access to electronic resources, including web-based resources for faculty, staff and students, based on the college's fiscal resources
- To insure faculty participation in collection development and management
- To consolidate and centralize access to resources whenever appropriate to serve all college campuses
- To serve traditional and distance education students and faculty by providing integrated access to collections of materials in all appropriate formats in the most cost-effective manner
- To assist with short-range fiscal planning

Collection Development Responsibility

The librarian assigned with the responsibility of collection development coordinates this task. Standard reviewing journals such as Library Journal and Choice are utilized in print and online formats by library staff providing reference services, who are directed to select appropriate materials, especially in areas of collection weakness or heavy usage.

Full-time and part-time faculty are encouraged to recommend materials in their academic disciplines. Notices are sent to faculty via email, memos and by telephone requesting faculty suggestions. All suggested titles are reviewed and evaluated by the professional library staff. The Branch Librarian has final authority in the selection of materials.

Collection Overview

Collection development focuses on subject areas that serve to support the instructional, research and public service activities of the college community. Townsend Library is a depository for New Mexico state documents.

General criteria for selection of materials

- Relevance to the curriculum and appropriateness to the user
- Timeliness and lasting value of material
- Reputation of the author, issuing body and/or publisher
- Special features: detailed, logical, accurate index; bibliography, footnotes
- Physical and technical quality: paper, typography and design; physical size; binding; durability
- Suitability of content to form
- Depth of current holdings in the same or similar subject
- Demand, frequency of interlibrary loan requests for material on the same or similar subject
- Cost of the material relative to the budget and other available material
- Accessibility in physical or online formats

Types and formats of materials collected

Books/monographs are collected in clothbound editions unless cost is significantly higher than a paper edition. Books that must be frequently updated (nursing/medical texts, computer manuals, test preparation materials) will be purchased in paper formats. No attempt is made to support research needs of faculty pursuing advanced degrees. Interlibrary loan is regularly provided in a timely manner to meet faculty and administrative research requirements for books.

Popular fiction having short-term interest among readers will not be purchased. Established literary works and new works receiving critical acclaim in the literary field will be considered, especially those works that support literature course offerings. Literary prize winners will be purchased when funds permit.

Reference materials support the research needs of NMSU-A students, faculty, and staff. The reference collection contains, but is not limited to, encyclopedias, dictionaries, atlases, directories, indexes, bibliographies, statistical compilations, handbooks and Internet resources. Items for the reference collection are selected by the library staff. Though items selected for this collection primarily support the academic programs offered at NMSU-A, core academic reference works published in other subject areas are also selected when they provide fundamental bibliographic access to, or an introductory overview of, an academic discipline. Items in the

reference collection normally do not circulate. The reference collection is reviewed by the librarians annually to insure currency and accuracy. Reference materials will be collected in print, electronic, and online formats.

Textbooks will not be selected unless recommended by faculty as exceptional resources. Exceptions are those that have earned a reputation as "classics" in their fields, or which are the only or best sources of information on a particular topic, or for a particular user group.

Electronic books will be considered when they provide the most current and/or cost-effective format, or when they provide collections in support of distance education courses and programs. Cooperative lease/purchase of electronic books will be pursued as a cost-effective method of providing access to book collections. In addition to general selection criteria and online resources/Internet-based materials selection criteria, consideration must be given to the availability of an archival copy of electronic texts purchased in perpetuity.

Serials/ periodicals/journals/newspapers are publications issued in successive parts bearing numeric or chronological designations and intended to be continued indefinitely. Serials are issued in print, microform, and electronic formats. All formats will be considered in the library's purchase and/or access decisions. Serials are acquired via subscription. Individual issues or reprints will rarely be purchased.

The selection of serials requires a continuing commitment to the cost of the title, including maintenance, viewing and reproduction equipment, and storage space. The escalating cost of serials subscriptions demands that requests for serials subscriptions be carefully reviewed before they are purchased for the collection and that an ongoing evaluation of current subscriptions be conducted.

Since it is becoming more cost-efficient to purchase electronic access or document delivery services for serials instead of acquisition through print subscription, this method of delivery will be chosen when fiscally prudent. Cooperative acquisition (regional and statewide) of electronic serials databases is actively pursued. Electronic serials subscriptions licensing contracts may limit access to currently enrolled students, faculty and staff. The professional library staff reviews local serials collections and accessibility of online titles annually.

The serials collection supports the research needs of the NMSU-A curriculum. No attempt is made to support research needs of faculty pursuing advanced degrees. Interlibrary loan is regularly provided in a timely manner to meet faculty and administrative research requirements. Factors to be considered are:

- Support of academic programs
- Cost, including rate of price increases, cost of storage, and/or access costs
- Uniqueness of subject coverage for the college libraries
- Accessibility within resource sharing groups, consortia, and/or through document delivery or courier services
- Full-text availability via electronic access
- Professional reputation
- Usage or projected usage
- Indexing and abstracting in sources accessible to library users
- Demand for title in interlibrary loan or document delivery requests
- Intended audience including special users (2 + 2 or joint-use programs).

State Government Documents are collected as depository items, since Townsend Library is a selective depository.

Law materials are also collected to support the curriculum. Many of these are found in the Reference section.

Audio-visual materials, including videotapes, audiotapes, compact disks and DVDs (in the future), are collected and housed in the Library. Audiovisual materials are purchased at the request of the faculty, from library funds. Limited budgets support only the narrow purpose of providing audiovisual materials for classroom support.

Electronic materials will be collected when that format is most effective in support of teaching and research, and when cost effective. CD-ROM and floppy disk formats are supported at the library.

Online Resources/Internet-based materials will be considered when they provide the most current and/or cost-effective resources. The following online resources will be actively selected. Licensed commercial, fee-based resources and databases will be selected when they provide cost-effective means of providing resources for the library. These resources may include electronic books, citation, abstracting and full-text databases providing periodicals, newspapers or reference materials, or databases providing information portals for specific subject areas. In addition to general selection criteria, the following criteria will be used:

- Material has broad appeal to large number of Townsend Library users or will serve special needs of a user group
- Good technical support is available
- The interface is user-friendly
- Appropriate online help is available
- The license agreement allows normal rights and privileges accorded libraries under copyright law

- The availability of usage statistics is highly desirable
- The library is not required to subscribe to both print and electronic versions of the product
- The vendor allows a trial of the actual product
- The license agreement gives the library indemnification against third party copyright infringement
- The product compares favorably with similar products
- Multiple user access is preferred

The library will attempt to balance print, electronic and online resources without unnecessary duplication. Print, audiovisual, or electronic resources may be duplicated with fee-based online resources when:

- The resource has significant historical value
- One format is unstable
- A cost benefit for purchasing multiple formats exists
- Multiple formats meet the different needs of user groups

Freely linkable World Wide Web resources and other freely available resources, services and databases will be selected and provided as links from the Library web page, the library's web-based subject directory of Internet resources.

In addition to resources located via Internet directories and search engines, several sources are consulted for current reviews of Internet resources. These sources of selection include Choice, CRL News, American Libraries, Library Journal, and The Scout Report. Several high-quality subject indexes are also regularly consulted, such as the Internet Public Library and The WWW Virtual Library. Duplication of print resources is acceptable for free Internet resources since it provides an additional point of use.

In addition to general selection criteria, the following criteria will be used for selecting general and subject-specific Internet resources for the library webpage directory:

- The resource may support the curriculum, faculty research interests, or the reference collection.
- The resource may enhance the library's collections for community users or specific groups or organizations.
- Access and design considerations include:
 - Size of files; how long do the pages take to load?
 - Is the site open to everyone or does access to most of the site require membership and/or fees?
 - Is it usually possible to reach the site or is the server often down or overloaded?
 - Must you download software to navigate the site?
 - Is the purpose of the site clearly stated?
 - Are author and title information clearly identified?
 - Are there clear instructions for use?
 - Does the site employ navigation buttons or links, enabling the user to return to an index page or easily locate a particular page?
 - Do all parts of the site work?
 - Is the page stable, or do features frequently disappear or move between visits?
 - Can the user back out of the site, or does one get stuck looping between pages?

The NMSU-A College Archives Collections provides an organized collection of selected historic documents of NMSU-A. The archives include the following:

- Newspaper clippings
- College catalogs
- College annuals and publications

Vertical Files have been collected since May 1992. These include pamphlets, news clippings and other materials that are associated with the New Mexico area.

All library materials will be collected primarily in the English language with the exception of foreign language materials supporting introductory language courses.

Out-of-print materials are rarely purchased. Most selections are current publications. The library recognizes the need for some out-of-print purchases, primarily for replacement of heavily used items which are lost or withdrawn due to poor physical condition. However, in view of the difficulty and expense in obtaining rare, out-of-print and reprinted material, it is most important to spend funds for current publications of long-term worth.

Detailed analysis of subject classification

This section describes the breadth and depth of subject collections. The following categories for collection development levels are used by Townsend Library to describe collections appropriate for the support of a college curriculum.

A=Study level

A collection which supports undergraduate work, or sustained independent study, 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, complete collections of the works of important writers, selections from the works of secondary writers, a selection of representative journals, and the reference works pertaining to the subject.

B=Basic level

A highly selective collection which serves to introduce and define the subject and to indicate the varieties of information available elsewhere. It includes major dictionaries and encyclopedias, selected editions of important works, historical surveys, important bibliographies, and a few major periodicals in the field.

C=Minimal level

Few selections are made, but basic authors, some core works, or a spectrum of ideological views are represented.

NMSU-A provides degree and certificate programs at the Associate degree level, and therefore does not endeavor to collect at the research level, which describes a collection which includes the major published source materials required for dissertations and independent research, nor the comprehensive level, which include all significant works of recorded knowledge for a defined field.

Classification	Subjects	Current Level	Target Level
A	General works		
B-BD	Philosophy		
BF	Psychology		
BH-BJ	Aesthetics		
BL-BX	Religion		
C-CR	Auxiliary History		
CS	Genealogy		
CT	Biography		
D	General history		
DA-DX	European history		
E-F	American history		
G-GB	Geography		

GC	Oceanography		
GF-GN	Human ecology, anthropology		
GR	Folklore		
GT	Manners, customs		
GV	Recreation		
H	Social sciences		
HA	Statistics		
HB-HJ	Economics, finance		
HM-HT	Sociology, social groups, races		
HV	Criminology		
HX	Socialism, communism, anarchism		
J-JV	Political science		
JX	International relations		
K	Law		
L	Education		
M	Music		
N	Fine Arts		
P	Language, literature		
Q	General science		
QA	Mathematics, computer science		
QB	Astronomy		
QC	Physics		
QD	Chemistry		
QE-QH	Geology, natural history		
QK-QL	Botany, zoology		
QM-QR	Human anatomy, physiology, microbiology		
R-RZ (except RT)	Medicine		
RT	Nursing		
S	Agriculture		
T	Technology		
U-V	Military, naval science		
Z	Bibliography, library science		

Donations

The library uses the same guidelines for inclusion of donated materials that are used for purchased materials. Materials should be in good physical condition with no writing or highlighting inside. There should be no stains or mildew, yellow or brittle pages, and bindings should be in good repair. Donations that meet collection development guidelines will be integrated into the main collection. Periodical donations are usually not accepted, unless they are not available electronically, and provide a complete run of bound volumes in an area requiring a high level of curriculum support. The Library will not provide any estimation of value for any donated item, but will provide a letter of acknowledgment describing any donation which is accepted.

Deselection (Weeding)

Deselection of library materials (the process of removing items from the collection) is essential for the maintenance of a current, academically useful library collection. Deselection provides quality control for the collection by elimination of outdated, inaccurate, and worn-out materials. Librarians are responsible for conducting an ongoing deselection effort. Faculty members are regularly consulted when specific items are recommended for deselection.

- **Print and audio-visual resources deselection**

- Superseded editions are routinely deselected from the collection.
- Materials which cannot be repaired or rebound or for which the cost of preservation exceeds the usefulness of the information contained are deselected.
- Because currency of information is extremely important in some fields such as health sciences, technology, and business, older materials must be regularly deselected so that outdated or inaccurate information is eliminated.
- Material that has not been used, based on circulation and browsing statistics, may be deselected after five to ten years of inactivity. However, some library materials, such as items considered classic works in their field, have long-term value and should be kept in the collection despite lack of use.
- The title may be retained if it is included in a standard list or bibliography such as Books for College Libraries or if the author has a reputation for being an authority on the topic.

- **Online resources deselection**

Ongoing deselection of Internet resources is a necessity because of the dynamic nature of such resources. The following guidelines are used:

- An Internet resource is no longer available or maintained
- The currency or reliability of the resource's information has lost its value
- Another Internet site or resource offers more comprehensive coverage
- A comparable fee-based or free resource provides more affordable access

- **Serials Deselection**

- Incomplete and short runs of a title may be withdrawn, particularly when the title is not received currently.
- Titles which contain information that is not useful long-term, such as newsletters and trade magazines, usually have automatic discard patterns established such as "Library retains one year only"
- Annuals, biennials, and regularly updated editions of guidebooks, handbooks, almanacs, and directories have a deselection pattern established depending on the value of the information contained in earlier editions. Often one or two older editions are retained in the reference and/or circulating collections or the latest edition is retained at the Townsend Library.

Preservation of materials

Library materials are expensive to purchase, process, and house. The NMSU-A library acknowledges the necessity of preserving all holdings.

- Library employees and library users will be informed of the proper care and handling of library materials.
- Temperature and humidity controls are essential for maintenance of library materials.
- Book repair is provided for damaged materials.
- Binding is used to preserve periodicals and other materials as needed. Print periodicals and journals are bound or replaced by microfilm on a regular basis. Titles will not be bound or replaced by microfilm if only the current two to three years are retained.
- Newly acquired paperbound books are not rebound. Exceptions may be made when heavy use is anticipated.

Replacement of materials

Decisions must be made regarding the replacement of lost, damaged, missing, or worn-out materials, based on the following criteria:

- Does the material being replaced meet the general library collection policy?
- Does the frequency of use justify replacement?
- Is the item used for class reserve reading or is it on a faculty recommended reading list?
- Is the item listed in Books for College Libraries or other recommended book list?
- Is an electronic version available that would provide remote access for users?

Standards

The college libraries support the statements on collection development contained within the "Standards for Community, Junior, and Technical College Learning Resource Programs" adopted by the American Library Association's Association of College and Research Libraries.

Intellectual Freedom

The Townsend Library support the American Library Association's Bill of Rights, Intellectual Freedom Principles for Academic Libraries, Freedom to Read Statement, Freedom to View Statement, and Access to Electronic Information, Services, and Networks: an Interpretation of the LIBRARY BILL OF RIGHTS. The library acquires materials that represent differing opinions and without censorship in regard to controversial issues. The library does not add or withdraw, at the request of any individual or group, material which has been chosen or excluded on the basis of stated selection criteria.

An individual or group questioning the appropriateness of material within the collection will be referred to the Librarian. An individual may register a complaint concerning objectionable material by using the (Request for Reconsideration of Library Resources form. The librarian is responsible for reviewing the material in question following current collection development objectives and selection criteria. The librarian may consult book reviews, other commentaries, and outside advice. The petitioner will receive a reply indicating the library's position and action planned or taken.

Copyright

Townsend Library complies fully with all of the provisions of the U.S. Copyright Law (17 U.S.C.) and its amendments. The library supports the Fair Use section of the Copyright Law (17 U.S.C. 107) which permits and protects citizens' rights to reproduce and make other uses of copyrighted works for the purposes of teaching, scholarship, and research.

Interlibrary loan

Since the library makes no effort to collect at the research level, and does not provide materials to support faculty and staff pursuing advanced degrees, interlibrary loan and document delivery will be utilized to provide materials outside the scope of the library's collections.

Policy Review

This Policy will be reviewed and revised as necessary in order to reflect the changing information environment in the college libraries.

Policy last revised September 2001