

Sadie Hartzler Library
Eastern Mennonite University

Collection Development Policy

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I. RELATIONSHIPS

This policy statement gives direction to the collection of resources in the main collection of the Sadie Hartzler Library. It describes the philosophical orientation of the collection, states the policies for the selection in relationship to content and format and, finally, defines when materials should be withdrawn.

Additionally, it should be noted that EMU has four collections: the Main Collection, the Menno Simons Historical Library Collection (HL), the Eastern Mennonite University Archives and EMU at Lancaster Collection. This document pertains only to the Main Collection; the HL has a separate collection policy. There are smaller collections elsewhere on campus that are not directly connected to the Hartzler Library.

No Collection Development Policy can cover every conceivable situation; this document is meant to state guidelines. The Library Director is responsible for its implementation.

A. The Mission of the Hartzler Library

The Hartzler Library collaborates with faculty and students in the educational mission of Eastern Mennonite University by building a collection that supports EMU's academic goals, providing easy access to these resources, promoting the library's resources and services, preserving sources for original as well as secondary research, and teaching how to define, locate and evaluate needed information.

A library is more than an accumulation of books, a quiet space for study, or a location for computers; it is central to the educational task of the university. The expression "supports EMU's educational goals" implies not only the task of developing the collection (selection, preservation, classification, and presentation of items), but also the pedagogical task of teaching research skills and promoting information literacy.

The mission of the Hartzler Library recognizes that EMU is a Christian liberal arts institution in the Anabaptist/Mennonite tradition offering undergraduate programs in the arts, humanities, sciences and professions. It also offers professional graduate programs in education, counseling, business, peacebuilding, nursing and divinity. Because EMU is expanding its distance education programs and the library is committed to serving all EMU students, priority will be given to electronic resources.

B. Purposes of the Collection

Within the framework of the mission statement of EMU, Hartzler Library accepts the following purposes that provide a focused rationale for selecting materials and services to assist in the spiritual and intellectual development of the students, faculty, administration and staff:

1. To select and acquire the information resources necessary to support the current and anticipated general educational, research, and instructional needs of the users
2. To maintain a collection of information resources that provide historical, current and multicultural perspectives relevant to educational goals
3. To provide access to information resources through print and non-print both on and off site
4. To provide timely and effective individual and group instruction on efficient research methods for finding and evaluating information
5. To provide appropriate and effective services to bring information resources to those who need them

II. SELECTION PROCESS

The library recognizes that alone it cannot provide every resource a researcher might need. Therefore, it recognizes the importance of partnering with other libraries to obtain such items.

Although the library director has oversight of the collection, the classroom faculty and the library staff share responsibility for building a useful and relevant collection. The library staff actively seeks input from faculty by varied and appropriate means.

A. Funding

The administration of EMU must provide adequate funds to build and maintain a collection that supports the programs and courses offered. As part of the approval process for new academic programs, the library's resources must be considered. The library director has the responsibility of submitting an acceptable working budget and monitoring the financial resources throughout the year.

B. Selection Responsibilities

Any member of the EMU community may submit requests for resources and such requests will be given careful consideration within the parameters of the budget and the Collection Development Policy.

All library staff are authorized to approve or initiate a purchase costing less than the amounts indicated below. Requests for resources that clearly fit the collection criteria and can be obtained for a modest cost will be processed routinely. Items that do not clearly fit the policy or are expensive items will be sent for approval to the Resources Review Committee (RRC).

The following items will be taken to the RRC for approval:

Books (including reference items) that cost more than \$300
VHS tapes, CDs and DVDs costing more than \$300
All new periodical subscription requests

All standing order requests
All new database offers

The RRC assumes primary responsibility for the overall collection and gives special attention to neglected areas. To insure proportionality, the RRC will strive to match the collection to the needs of the users in the various disciplines.

It is understood that some major purchases will be considered a “capital expense” and will thus be put in the budget process as such.

C. Guidelines for Selection

Many factors influence the selection of materials (both physical and electronic), but the process should follow these guidelines:

1. Materials should support and be consistent with the general educational and instructional programs of EMU.
2. Materials should be of high quality in format, factual in content, and attractive in presentation.
3. Materials should be of contemporary significance and/or permanent value.
4. Materials on controversial issues will be included in the interest of representing various views. Providing access to materials does not mean the content is endorsed or advocated by EMU.
5. Consideration can be given to general materials needed to support the curricula although they might not be linked to a specific instructional program.
6. Hartzler Library will not purchase items solely because they are considered rare.
7. New technologies, interfaces and products will be adopted where they contribute to reaching the educational goals of the institution.

D. Process of Selection

Selection is typically not done with the resource in hand. Therefore, the following sources will guide the selection process (in descending order): faculty recommendations, critical reviews, standard selection tools (e.g., *Booklist*, *Choice*, *Library Journal*), publisher's catalogs and discipline specific bibliographies. Although all librarians should scan regularly for appropriate titles, the classroom faculty is strongly encouraged to recommend titles from their academic areas.

E. Collection Levels and Priorities

Hartzler Library supports both the undergraduate and graduate programs of EMU and recognizes that individual disciplines require different materials. Some disciplines are research intensive while others are not. Some subject areas are dependent on databases while others require print sources. Program needs will guide spending priorities.

Changing technologies will impact decisions regarding selection and retention of materials. Although the library will try to meet the needs of all the departments, it might not be able to meet all the needs of a department or program. The institution's academic catalog, long-range plans, and official pronouncements on academic programming will guide the selection process. Most of the resources allocation should be spent on materials that are at such a level that they benefit most of our students.

1. General Level-These materials are non-disciplinary specific, but serve the general interests of our students. Such items might include newspapers, popular magazines, "how-to" books, etc. These materials can consume only a small percentage of the library's budget.

2. Undergraduate Level-These materials are selected to meet current instructional needs. They include basic materials: collections of significant works, primary and secondary sources, monographs and anthologies as well as a core collection of journals relevant to the curriculum. Because EMU is primarily an undergraduate teaching institution, most of the materials in the collection will be at this level.

3. Graduate Level-These materials include specialized books and journals needed to support Eastern Mennonite Seminary and the other graduate programs at EMU. Because of the practical focus of EMU's graduate education, the library will depend heavily on the graduate faculty to identify the needed resources. The graduate programs are expected to supplement the library's budget for books and journals, rather than subtract from the priority of the undergraduate programs.

Additionally, the library supports faculty who are engaged in scholarly research, such as dissertation writing, through borrowing from other libraries and other creative services. The library cannot purchase materials with the sole purpose of supporting a faculty member's scholarly needs.

F. Gifts

The Hartzler Library welcomes gifts of books as well as money that allow an expansion of the collection. If gifts are accepted, it is understood that the library becomes the owner of the material and, as such, reserves the right to determine its retention, location, treatment, and other issues related to its use, maintenance or disposal.

Books and journals will be accepted for consideration with the following understandings:

1. The Library Director or his/her designee is responsible for determining the appropriateness of placing the gift in the collection.
2. No gifts will be accepted if there are any stipulations on the gift (for example, any books not placed in the collection must be returned to the donor or a third party).
3. The library staff is not qualified to appraise the monetary value of any gift. If the donor requests documentation to claim the gift as an income tax deduction, the

library encourages the donor to consider obtaining the services of a professional appraiser before the gift is transferred to the library.

4. Items not processed into the collection may be given to missions, sold for the benefit of the library or discarded. Priority for discarded items will be given to the local Book Savers organization.

G. Objections to Materials in the Collection

The library encourages users to express their opinions about the nature of the collection, areas of weakness, and the appropriateness of specific titles. If a user has a question or wishes to challenge a specific title, he/she may do so

1. if the objection is specific in nature by citing the offending material;
2. if the objection is communicated to the director in writing.

Because the library values the community it serves, it will give all objections serious consideration, but it cannot make decisions based on a strongly held individual preference. It is understood that the library director will inform the provost of such challenges that might adversely reflect on the library or on EMU.

III. GENERAL POLICIES

Ultimate responsibility for providing useful resources lies with the library director. The Director is aided in this task by the expertise of the librarians who partner with classroom faculty to determine needs and priorities.

A. Current vs. Retrospective

Because of the nature and scope of Hartzler Library, it cannot obtain and retain all items that might be requested. The emphasis is on useful, current materials; however, retrospective materials will be considered in order to fill in gaps and provide a broad perspective, especially to support the graduate programs. Such purchases would be the exception because the library has limited funds for locating and purchasing out of print items.

Unlike a museum, this library does not hold material for the sole purpose of showing “what used to be.”

B. Fiction

The library acquires some current non-course related fiction to support EMU’s mission. It also encourages the use of the “Books for Fun” program that accepts donations and allows circulation without checkout.

C. Non-English Materials

Hartzler Library predominately collects resources in English but with three exceptions:

1. materials needed to facilitate the teaching of Spanish
2. materials needed to support Spanish initiatives taken by the Seminary
3. materials in Spanish that are significant to the Mennonite perspective

This principle applies to items purchased to support the graduate programs as well because such programs are practical, rather than research oriented. Non-English materials are inter-filed on the shelf in the main collection. Items of Mennonite significance in languages other than English and Spanish will be directed to the Historical Library. Gifts in languages other than English and not fitting the Historical Library Collection Development Policy will be discarded.

D. Textbooks

Textbooks are normally not purchased because the library's limited resources are designed to complement student textbooks. (It is understood that not all books used as texts are really textbooks in design, style and substance. Generally textbooks are surveys or introductions to the subject designed to give the student an overview of the subject.) With the exception of nursing materials, multiple copies of texts are not held to provide material for class assignments even if the item is expensive for the student to purchase.

E. Dissertations

Unpublished dissertations are generally not purchased because of their limited usefulness for the undergraduate emphasis of the collection. The formal academic format and the lack of an index limit their readership to those doing advanced research on the narrow topic of the dissertation. Dissertations that are re-written and published are understood to be monographs and are considered for addition to the collection on the same basis as any other book.

F. Out of Print Materials

If a resource is requested, the Hartzler Library will try to obtain the needed item even if it is "out of print."

G. Music

Hartzler Library and the Music Department share responsibility to support the research needs of the music courses. It is understood that the Music Department will obtain music scores for performances and recorded music.

H. Juvenile

The Juvenile Collection supports the curricular needs of the education courses, especially those that relate to children's literature. The library will give priority to the purchase of award winners but other children's items may also be obtained if age appropriate, cost effective, attractive in content, reflective of diversity and of acceptable technical quality. Pop-up books and other fragile formats are generally excluded. Juvenile audio books or books with CD or cassettes are generally not purchased. Juvenile textbooks, lesson plans, activity guides, curricula kits and other materials are placed in the Curriculum collection.

I. Replacement/Mending

Since print materials become worn and brittle because of abuse and age, many such items may be discarded. Minor repairs can be completed in-house, but exceptionally an item might require outsourcing. Normally materials withdrawn because of age or condition are not replaced.

J. Multiple Copies

Multiple copies are not usually purchased. Considerations of budget and of space prohibit the acquisition of multiple copies. The use of the reserve system is preferred to the expense of buying multiple copies.

Second copies can be justified if there is demonstrated heavy use or the work has particular significance to the Anabaptist/Mennonite tradition.

The print version of some older periodicals will not be maintained if the library can provide access through stable electronic means such as JSTOR or ATLAS.

K. Preferred Format

When there is a considerable price difference, soft-covered books are preferred over hard covers for most purchases for the Main Collection, but for the Juvenile Literature Collection, hard covers are generally purchased. An additional plastic cover will be added to soft cover books to increase the length of their usefulness. These covers are not added to materials with an anticipated short period of usefulness (e.g., computer software manuals). If the library has a resource electronically, it will not normally purchase it in print unless there are unique over-riding considerations such as visually rich content (color photographs, graphs, charts, maps, etc.).

L. Additional Consideration for Non-print Formats

In addition to the general selection guidelines already stated, electronic formats (including databases, CD-ROMs, DVD and multimedia items) require additional considerations. Such items must be considered by the Resource Review Committee if

they cost more than \$300. The committee will consider a number of factors such as (in no particular order):

1. Needs of the curriculum
2. Potential duplication with other resources in the collection
3. Purchase price and network license fees
4. Accessibility, ease of use and training
5. Necessary hardware and/or upgrades
6. Compatible access through the on-line catalog
7. Availability of print versions of the item
8. Stability of the media (for example, preference is given to DVDs over VHS cassettes)

The RRC will review all database subscriptions during the month of March each year. Usage statistics will be an important part of this evaluation process.

M. De-selection (“weeding”)

De-selection is an essential, though sometimes controversial, aspect of developing a collection. Because of limitations of shelf space, materials of limited usefulness must be removed to ensure that the collection remains useful and accessible.

The decision to remove a print item is usually the result of a combination of factors such as (The acronym "MUSTIE" can help one remember these factors):

Misleading and/or factually inaccurate

Ugly (moldy or worn out beyond mending)

Superseded by a new edition or a better source

Trivia (of no discernable literary or scientific merit)

Irrelevant to the mission of the library

Elsewhere (the item can be easily borrowed from another source).

De-selection can also consider age, frequency of use, multiple copies and currency. Items missing more than a year will be declared lost and the record removed from the system.

It is understood that some areas of the collection need to be weeded more thoroughly than others, but all areas should be weeded at least once in a five-year cycle. The teaching faculty in that discipline will be encouraged to be part of the process of de-selection, but the library faculty will proceed without them if they choose not to be involved. Weeding will be an item for discussion when the RRC meets with the various departmental or program faculty.

Likewise journals (bound and unbound) need to be weeded observing the following factors (in no particular order):

1. The availability of an electronic version

2. The number of volumes in the collection
3. The relevance to the current curricula

It is understood that some titles might be retained but not regularly bound.

N. Copyright

The Hartzler library will comply with the provisions of the current Copyright Law of the United States (Title 17 U.S. Code) by posting signs on or near all photocopying equipment, adhering to the provisions of the code in ILL functions and encouraging others to observe copyright restrictions. The user is responsible for observing the requirements of copyright. Faculty placing items on reserve are responsible to secure permission to use copyrighted material and provide a copy of such permission for the library's records.

IV. SPECIFIC AREAS

A. Reference Collection

Although the print Reference Collection was once the essential starting point of a research project, it is increasingly being bypassed by students who start their searches electronically. Because print reference materials are increasing in cost but decreasing in use, the library will adapt by judiciously weeding irrelevant and dated materials while simultaneously purchasing items with enduring content and user-friendly format. Such items could include, but are not limited to, dictionaries, encyclopedias, atlases, biblical reference items and style manuals.

Because electronic searching is so much more efficient, Hartzler Library has discontinued most print index subscriptions.

B. Serials (Standing Orders, Periodicals and Newspapers)

The multiplicity of new titles and escalating costs (subscriptions, binding, storage, etc.) of serials necessitate that requests for subscriptions be treated differently than those for books. Each request will be considered by the Resource Review Committee.

Certain periodicals are not appropriate, such as those needed only rarely or by a few individuals or those prohibited by cost.

The following factors will be considered in the selection of serials (in no particular order):

1. The recommendation of a member of the faculty
2. The price
3. The authority of the issuing body, publisher, editors, etc.
4. The availability of an index

5. Its existence in electronic format
6. The anticipated student use
7. The content and its role in the curricula
8. The number of ILL borrowings

Faculty may recommend a subscription to desired serials, but the Resource Review Committee must make the final decision.

Periodicals are usually ordered through a subscription agency (e.g., EBSCO), but a small number may be ordered directly. The subscription list is reviewed by the RRC annually. Generally the library will not bind a periodical if back issues are available in a stable database. Decisions regarding binding and discarding are ongoing throughout the year.

To satisfy the need for knowledge of current events, the library subscribes to a few local and national newspapers. Most old newspapers are kept for three months before being discarded.

Approved by library staff 5/20/08

Revised and approved by library staff 8/4/10