BRENAU UNIVERSITY
POLICIES AND PROCEDURES

Policy Subject: Library Collection Development Policy
Policy Number: AA.LIB.200.01

Rationale

To meet the academic needs of all Brenau students and faculty on campus as well as at a distance and online, the primary collection development goal of the Trustee Library is to ensure a variety of authoritative, relevant, and current resources are available to the community. An ongoing goal of the Library is to ensure that outstanding resources are acquired to support current curricula and research at the associate, undergraduate and graduate levels, therefore advancing the university's mission of challenging students of all ages to live extraordinary lives. This collection development policy serves as a statement of the general principles and philosophies that guide the development of the Trustee Library collection. To reflect the rapidly evolving information environment and its impact on selection decisions, this document will be reviewed on an annual basis.

Scope of the Brenau Trustee Library Collections

The Library collects and maintains the following types of materials:

- General collection and reference monographs in both print and electronic formats,
- Periodicals in both print and electronic format,
- Audio-visual materials which include CD-ROMs, VHS, and DVD formats, as well as kits that comprise an audio-visual item and a guide book or manual. Streaming media is also acquired to support distance and online learning.
- Rare or unique monographs including the Bentley and Watson collections, as well as other unique titles donated to Special Collections.

Selection Responsibility

Working collaboratively with faculty in the selection process for the development of the print

and electronic collections of the Library determines what materials will best support the needs of the current curriculum. This approach centralizes all the functions of collection development including selection, acquisitions, evaluation, budget management and faculty liaison in one position. This centralized approach also provides faculty with one point of reference regarding collection questions and requests. Working in partnership with each department, the Collection Development Librarian encourages faculty to send recommendations in their teaching and research areas that would strengthen the Library's overall collection and support the department's curriculum. In addition to encouraging requests from faculty, the librarian also promotes faculty involvement by sharing relevant recommendations from bibliographic selection tools such as American Library Association Choice Reviews, brochures, and core collection lists. Students are also prompted to submit requests through an online Request A Book form located on the Library website. All requests will be evaluated in terms of their contribution to the overall curricular or research value to the Library. Ultimately, any final acquisition or management decisions may be made by the Library Dean under the direction of the Provost and Vice President of Academic Affairs at Brenau University.

The Collection Development Librarian also utilizes reliable assessment methods to determine where purchasing is necessary. Collection-centered assessment methods include exploring subject bibliographies and conducting comparative studies with peer institutions' library holdings to gain an objective view of the Library collection. User-centered assessment methods such as investigating interlibrary loan requests, serial usage studies and student and faculty surveys are other ongoing methods to judge the depth and usefulness of the collection.

The Collection Development Librarian utilizes a cataloging application known as LibraryThing to advise faculty, students and staff when requested items and newly acquired materials have been added to the catalog and are ready for check out. This feature is accessible on the Library website and is searchable by subject tag or date. In addition to serving as an updating service, faculty can also use it to review all materials purchased in their area over the current year or previous years.

General Selection Guidelines

Acquisition of Library materials is managed in a systematic selection process. The following describes the core factors considered when selecting materials for the planned development of the Trustee Library collection.

Curricular Support

Items must support the curriculum and reflect the level of learning of the programs offered. It is essential to have a core selection of materials in each subject area offered at

the university. If the item is not considered to be within a subject area offered at the university, it should support either future areas of study at Brenau University, be a core classic in its respective field or further university goals and values in support of special projects such as community education or sustainability.

Balance / Representativeness
Each addition should contribute to the balance of the overall collection. Materials purchased should reflect the latest trends and theories in every subject area. An obvious exception would be a classic title or an item relevant for historical purposes in a field of study. To encourage a broad based and diverse collection, the Library will typically only purchase one copy of an item. Finally, within each subject area, differing points of view should be represented to prevent bias and to encourage intellectual freedom.

Availability
An item must be available from an appropriate vendor. Out of print items are ordered by request only if the item is available from an out of print vendor.

Price
With increasing costs of materials, price will always be a factor when evaluating the purchase of an item. Items considered expensive will be evaluated for their potential usability and importance to the overall collection.

Reputation
Authority and impact of the publisher, author, editor, and the work itself will be considered in selection decisions.

Access
To support the largest number of users, each item will be evaluated in terms of its availability in digital format. Access to an item through other collections within a consortium will be evaluated for certain requests if the item is too expensive, unavailable for purchase, or does not directly support the curriculum.

Specific Selection Criteria

The following section describes the various types of materials and formats supported by the Trustee Library. It includes brief descriptions of each type of material collected and the various formats available with selection guidelines specific to their type.

Print Monographs

Print monographs are selectively acquired to enhance the main collection, the reference collection, the musical scores collection and the College of Education curriculum lab. Housed in the main Library, these materials support the curricular needs of the university and its mission. For the main and reference collection, only scholarly academic materials which meet the general selection guidelines are considered. Musical scores are purchased on a selective basis at the request of music faculty to support current and upcoming courses. The education curriculum lab consists primarily of award winning and popular titles in children's literature as well as a small young adult collection.

Monograph recommendations for newly published materials as well as retrospective titles are attained through several different means including faculty and student requests, American Library Association Choice Online, reviews in *Library Journal* and from core collection lists such as those found in *Doody's Core Titles.*

Preference is given to the hardbound form for all collections including juvenile books. Paperbound forms are also collected when the hardbound is not available, is too expensive, is of an ephemeral nature, is easily dated, or is replaced periodically. Mass market paperbacks are rarely purchased and only done so when the item is either high in demand or when the mass market paperback is the only purchasing option.

Textbooks used in University courses are generally not purchased by the Trustee Library, as students are expected to purchase these items for their personal use. Exceptions may include titles considered classics in their field of study, titles that serve as a knowledge base for fields of study not typically taught at the university, or titles considered useful as reference texts. Consumables such as student workbooks and manuals are not purchased by the Library.

The Library devotes a small percentage of its budget to a browsing collection which supports the recreational reading interests of the community. It includes items purchased for leisure reading, such as popular books relevant to the curriculum or novels or non-fiction that are in high demand. Books selected for this collection must possess one or more of the following qualities: demand of title or author, local authors or award winners. Materials to support staff development are also included in this collection.

Ebooks

The Brenau Trustee Library recognizes the importance of electronic materials in an age of online access and digitization of print materials. While the Library maintains print collections in support of all programs offered, preference is given to ebooks when available given their accessibility to all constituent groups either on or off campus or online.

The Library is actively growing its electronic book collection. These books can be accessed through the Library's online catalog, directly through the vendor's website or through GALILEO (GeorgiA Library LEarning Online), a web based information portal. Selection criteria are similar to those for print monographs however the purchasing approach is somewhat different. Ebooks may be acquired in shared collections, subject sets or individually.

Print Journals

Print periodicals are housed as individual issues in the "Periodicals" section of the main Library for the current and most recent year in most cases. Bound and older individual issues are kept in the "Bound Periodicals" section. Most print journals are purchased in one large, annual order from a subscription agency at the beginning of the fiscal year. In order to ensure receipt of entire volumes of periodicals, the Library requires that all requests for new periodical subscriptions be submitted by August 1st each year.

While a core selection of journals and magazines are collected in print format, the Library prefers the electronic versions in order to provide the widest possible access to off campus and online constituencies. Selection criteria for the acquisition of a journal in print format are the lack of online availability, embargoed coverage or visual benefits most suited to a printed format.

Electronic Journals

Electronic resources include serials available through the Library's selection of databases. Databases are selected based upon curricular needs and acquired through consortia or individually. Electronic serials are accessible through the Library's Databases A-Z list and the Library catalog. Thousands of electronic journals are either indexed or exist in full text in the multiple databases that the Library provides.

Audio-Visual Materials

Audio-visual items supplement the monograph collection and currently include compact discs and DVDs, as well as some VHS tapes, streaming media and audio kits. They are primarily selected based on faculty request. Audio-visual materials are reviewed for scholarly content and generally purchased through academic vendors. VHS recordings are no longer purchased. The Library collects a small number of audio books. An audio-visual player is housed in the Library for listening and viewing of these materials. Popular audio books are not collected at the Trustee Library. Infrequently, however, classics are purchased at the request of faculty, to aid foreign language speakers and students with learning disabilities. These items are housed in the technical services media area of the Library and are accessible to faculty for short lending periods.

Streaming Media

Streaming media is leased to support comparability of resources across all platforms. When audiovisual materials are available in both physical and digital formats, preference is given to digital formats. Faculty members have access to streaming videos through the Trustee Library and can create individual playlists to support their particular courses. Streaming media videos are acquired with renewable licensing agreements.

Special Collections and Rare Books

Rare and unique items are stored in a secure section of the Library known as the Special Collections area. This area consists of three distinct collections: The Bentley Rare Book Gallery, The Watson Collection and Special Collections. While the Watson collection is closed, the Bentley and Special Collections areas do receive occasional donations. Currently there is no budget allocation for the purchase of rare book materials. The Trustee Library reserves the right to determine which donations are appropriate to be added to the Special Collections area.

Please see Appendix A for further information.

Student Theses

Bound editions of Brenau students' theses are deposited with ProQuest Dissertations and Theses and added to the Trustee Library Collection.

Microform

Trustee Library does not purchase microform materials.

Computer Software

Trustee Library does not purchase software.

Assessment of the Collection

Monographs

Monographs are evaluated for relevance and currency. The Collection Development Librarian uses tools such as American Library Association *Choice Reviews Online*, OCLC's WorldCat Collection Analysis, *Doody's Core Titles*, or reviews from journals such as *Library Journal* to ensure that the Library has a solid core collection. Faculty input is also a valuable resource for evaluation. The Collection Development Librarian meets regularly with faculty individually or at departmental or school meetings to discuss new purchases or to consult when new programs are proposed.

Periodicals

Print periodicals are evaluated bi-annually. Silent and posted usage surveys are conducted on the print serials area each year. The Collection Development Librarian also meets with representatives from each department each year to discuss the journal collection and its relevance to the curriculum, online duplications, results of the circulation studies, and faculty preferences. Annual reports of the titles of journals borrowed through interlibrary loans are analyzed with a view to possible additions. Usage statistics for all online databases are analyzed to provide a more global assessment of the types of journals and other materials that are being utilized.

Audio/Visual Materials

Audio-visual items are evaluated on an as-needed basis with particular attention devoted to format. Items should correspond with the current technologies. At this time, the university purchases DVD and streaming formats, and has a legacy collection of VHS materials. When it is necessary to renew licensing for streaming media, titles will be evaluated for currency, relevance, and usage to determine if they should be leased again, updated or removed. For audio, the CD is the current technology used by music professors and students, who primarily utilize the collection. As is the case with other types of material, any out of date items are eliminated and replaced when appropriate.

Fund Allocation and Management

At the beginning of the fiscal year, funds from the Library budget are allocated to each college for purchases of monographs and media. These funds exist to develop Library collections to support the academic programs within each college. The budget line for subscriptions to print journals and databases is managed separately by the Library. In conjunction with the faculty, the Collection Development Librarian purchases materials and provides regular updates to college deans as to their spending. The colleges are primarily responsible for spending their budget until the university Spring break, at which time the funds are consolidated and purchasing decisions are made based on the Library's overall collection needs. The Collection Development Librarian will continue to purchase faculty requests as funds remain until the end of the fiscal year. Requests not purchased during the current fiscal year will be retained for purchase in the upcoming fiscal year. Note that all items acquired with funds from the Library budget remain under the management of the Library.

Gifts and Donations

In most cases, gifts and donations are gratefully accepted at the Trustee Library**.** Any monetary

donations are managed by the Collection Development Librarian in conjunction with the Library Dean. Books and items purchased with the donation will be honored with a bookplate. Book donations can be given directly to the Collection Development Librarian. In general, the Trustee Library does not accept mass market paperbacks, serials, textbooks dating more than 5 previous years, and items damaged beyond normal wear and tear. For a list of the types of materials that the Library will accept, please ask the Collection Development Librarian. Each donated item will be evaluated for its potential contribution to the collection. Items not added to the collection will be returned if the donor requests, sold in a book sale, or donated. The profit from the sale of these items benefits the Library.

Please see Appendix B for the Library's Gift and Donation Policy.

Deselection

Items deselected are no longer relevant to the curriculum and do not contribute to the overall collection. Specific attention is devoted to the medical and scientific domains where currency is essential. However, materials in all disciplines require regular review to ensure timely and relevant information is available for students and faculty. In addition to items deselected for outdated content, items are also withdrawn from the collection when they are damaged beyond repair. In most cases, an exact, similar, or updated replacement will be ordered.

Please see Appendix C for the Library's complete deselection policy.

Access

The Trustee Library acknowledges and affirms the shift in libraries from ownership to access. Through its participation in Library associations and consortia, the Library can significantly expand the variety of resources available to faculty and students.

Consortia

Brenau Trustee Library is a member of multiple consortia. The Atlanta Regional Council for Higher Education (ARCHE) is a consortium of Atlanta area universities. As members, the Trustee Library and its patrons can enjoy a broad range of access to other libraries. With the acquisition of an ARCHE card, patrons can visit member libraries and enjoy limited privileges to supplement the Trustee Library resources.

Interlibrary Loan and Document Delivery Services

Brenau Trustee Library provides interlibrary loan services to patrons who are unable to find pertinent materials physically owned by the Library. Items are acquired through agreements with other participating lending libraries.

Intellectual Freedom

The Library strives to provide multiple viewpoints and information that supports analytical thought. The Trustee Library follows the American Library Association's guidelines for intellectual freedom. Please see the American Library Association website link below for more information.

http://www.ala.org/advocacy/intfreedom/censorship/faq

Appendix A

Brenau Trustee Library
Special Collections Policy
Revised August 2020

Rationale

The Brenau Trustee Library special collections area houses rare and unique materials that support Brenau University's mission. These materials, and the rooms they are housed in, support the mission by adding to the students' experiences of intellectual, professional, and artistic growth.

Scope

Bentley Collection
The strength of the Bentley Collection is in the area of nineteenth and twentieth century American literature, but the collection also includes works by authors from other countries. Many of these books are first editions, and/or signed by the author. The Trustee Library adds to the Bentley Collection every book donated by Mr. Fred Bentley, Sr.

Watson Collection
The Watson Collection dates mostly to the late nineteenth and early twentieth century. The strength of the collection is in the areas of United States history and biographies of world leaders. This is a closed collection; no materials will be added. This collection is the only area of the Brenau Trustee Library to be cataloged with Dewey decimal classification.

Special Collections
Special collections encompasses a large range of subjects and times. The dates range from the fourteenth century to the twenty first century. No one subject is predominant over another. The materials housed here are notable and rare books donated by people other than Bentley and Watson. This area also houses some older or significant materials relating to the history of Brenau University, such as yearbooks. The Trustee Library is still collecting and accepting donations in special collections. The collection is housed in the Graham Arader Natural History Art Research Room.

Collection Development

Add to the Collection:

- Donated works created by local authors which have been produced in limited editions or by small publishing houses, whether the works are signed or unsigned.

- First editions, unique editions, or rare volumes.

- Items signed by individuals whose autograph adds material or historical value to the item and/or the collection as a whole, as determined by the special collections librarian and the library dean.

Do Not Add to the Collection:

- Works created by authors who are not considered of local interest, regardless of the size of the publishing house.

- Any unsigned work produced in a mass printing, unless exclusion of the work would detract from the value of a donated collection as a whole, as determined by the special collections librarian and the library dean.

- Additional copies of a work already contained within the special collection.

Preservation

The collection is kept in a climate controlled, dark environment. The constant temperature is kept no higher than 70 degrees F. The relative humidity (RH) of the environment is between 30% and 50%.

Security

- Guests using rare materials will sign the registration book located in the Bentley Rare Book Gallery.

- Eating and drinking are prohibited.

- Only pencils will be used when writing or taking notes.

- Guests will wear white gloves, provided in the Rare Book Gallery, by the registration book, when handling rare materials.

- All bags and briefcases must be secured by the staff member on duty or placed under the table.

- Materials are for use only in the Rare Book Gallery. The Trustee Library does not loan these materials.

- Many items are protected by provisions of the U.S. Copyright Law and the user assumes full responsibility for legal questions that may arise from the use of materials.

- No photography is allowed, unless special permission is granted by the Trustee Library.

- No photocopying is allowed.

- Materials taken into the research room will be inspected by the special collections librarian, or the librarian on duty, before guests exit the building.

- When not in use, the door to the Bentley Rare Book Gallery is to remain closed and locked.

- When not in use, the door to the Graham Arader Natural History Art Research Room is to remain closed and locked.

- The door between the Graham Arader Natural History Art Research Room and the Watson Collection is to remain closed and locked at all times.

- When guests are using the materials, the special collections librarian or another staff member will be present.

Hours

The Bentley Rare Book Gallery, the Watson Collection, and Graham Arader Natural History Art Research Room are all open by appointment with the special collections librarian. If the special collections librarian cannot be present at the time the rooms are being used, then another staff member may accompany guests.

Appendix B

Brenau Trustee Library Gift and Donations Policy
Reviewed April 2020

Gift and Donations

The Brenau Trustee Library appreciates any interest in donating books or other learning materials. Donations can be a valuable enrichment source for our collection. In order to ensure donated items are appropriate to the collection, we carefully consider certain factors before adding them.

Curriculum Support

Donated items must support the current curriculum and reflect the level of learning of the programs offered.

Currency

Items purchased for the physical collection should reflect the latest trends and theories in every subject area. An obvious exception would be a classic material or an item relevant for historical purposes in any particular field of study.

Duplicate Copies

Additional copies of a work already housed within the collection will not be kept unless there is significant demand for the title or the duplicate title is of greater value than the current copy.

The Collection Development Librarian and Library Dean will assess donations and make the final decision whether books or other items should be added to the collection.

Donated items deemed not appropriate to our collection will be returned if the donor requests, sold in a book sale, or donated. The profit from the sale of these items benefits the Library.

Once we have assessed a donated item, we will send you a letter acknowledging the donated materials.

A book plate with the donors name will be placed in the front of the donated book, and a note will be entered in the online Library catalog (visible to staff only) indicating the donor's name.

The Library cannot appraise donated items; we are not qualified appraisers. Please see IRS Publication 561 at the link below for further information.

https://www.irs.gov/forms-pubs/about-publication-561

Appendix C

Brenau Trustee Library
Deselection Policy and Procedures
Reviewed April 2020

Deselection Policy

Deselection of Library materials is an important element of collection development that must be executed on a continual basis. In order to meet the goals of the Library's Strategic Plan and to ensure the relevance, usefulness and timeliness of the Brenau Trustee Library collection, it is necessary for the Library to subscribe to an effective and economical system of discarding materials.

Decisions to deselect items from the collection are made within the framework of the Library's collection development policy. Materials are eligible to be removed from the collection if the item falls under one of the conditions of the American Library Association *MUSTIE* methodology.

M – Misleading and or factually inaccurate material
U – Ugly, worn and beyond mending or rebinding
S – Superseded by a new edition or better book
T – Trivial, of no discernable literary or scientific value
I – Irrelevant to the needs of our users
E – Materials are available elsewhere

See the American Library Association Selection & Reconsideration Policy Toolkit for Public, School, & Academic Libraries link below for further information.

http://www.ala.org/tools/challengesupport/selectionpolicytoolkit/weeding

Deselection Procedures

Deselection decisions are a consultative effort between the Library, faculty members and other pertinent individuals. Working in concert with other librarians and faculty ensures that important materials related to current and upcoming programs as well as materials of special significance that offer retrospective depth remain in the collection regardless of age or circulation. General decisions regarding categories to be weeded are made by the Collection Development Librarian

under the guidance of the Dean of the Library.

- Materials in poor condition are routed to the Collection Development Librarian to determine if deselection is warranted.

- Item records regarding materials designated as lost are also given to the Collection Development librarian to determine if replacement is feasible and desirable or if deselection is warranted.

Specific items or areas of the collection identified as being in need of review with regards to the MUSTIE standards are first explored by the Collection Development Librarian to determine if the item should be replaced, repaired or removed from the collection.

- Monograph titles are compared to subject bibliographies in American Library Association Choice Reviews Online as well as to standard bibliographies published by discipline specific associations and professional organizations when available. An item will remain in the collection or a new copy of the same imprint will be purchased if it appears in American Library Association Choice Reviews Online, on professional lists or has circulated within a reasonable time period based upon the subject.

- Journals are examined for currency and quality as well as availability in full text electronic format.

- Audio visual materials are evaluated based on currency and relevance to current curricula as well as format. VHS titles in poor condition, if still desirable, will be replaced with DVDs or streaming media when available.

- Online databases are analyzed periodically based on subject content, usage statistics and survey data to determine relevance.

Items that fall within a MUSTIE designation and are not determined to be useful or relevant are removed from the stacks and placed on a cart for review by the Research and Instruction Librarians and members of the faculty. Relevant faculty are alerted through email that books in their field are available for review and have 30 days to evaluate the materials selected for discard. If a faculty member disagrees with specific deselection suggestions, the Collection Development Librarian will reevaluate the item and a determination will be made whether to remove, replace or allow the item to remain in the collection.

After 30 days, deselected materials will be removed from the catalog, evaluated for their possible

value and either sent to a nonprofit, third-party bookseller, sold in a book sale, or will be recycled to further the university's sustainability efforts.