

SHOEN LIBRARY
COLLECTION DEVELOPMENT POLICY

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SHOEN LIBRARY COLLECTION POLICIES AND PROCEDURES

Purpose of the Collection Development Policy

1. To describe the present collection at Shoen Library and to map the direction of its future growth.
2. To assist librarians and faculty as they work together to acquire materials for the various subject areas.
3. To serve as a support document for establishing priorities for budget planning and expenditures.
4. To establish priorities in the event of reduced budgets.
5. To facilitate cooperative or coordinated collection development with other libraries.

Collection Goals

Shoen Library's plan for the collection over the next ten years contains the following goals:

1. Gradually increase the overall collection budget (books, periodicals, electronic resources, CDs, DVDs and videos) to a minimum \$238,000 level per year.
2. Support cooperative collection efforts with other libraries and networks. Encourage gifts and grants for the collection and for the library endowment.
3. Plan for space management of the collection by weeding and reconfiguring space and resources in the library.
4. Revise and consult the collection development policy frequently and keep it alive and up-to-date.
5. Continually assess all departmental subject areas and special collections.
6. Move periodicals and reference works to electronic format when possible and use facilities in ways that promote teaching and use of these resources.

Collection Budget

The library materials budgets of the last 6 years are illustrated on the following chart:

Library Budget Table

	2011	2012	2013	2014	2015	2016
Books (includes e-books)	135,000	84,000	121,000	93,000	82,500	65,000
Periodicals	42,350	42,350	43,500	43,500	43,500	46,200
Electronic Resources (includes e-journals)	85,000	85,000	85,000	85,000	85,000	96,000
Instructional Media (includes videos, DVDs, CDs)	17,000	17,000	7,000	7,000	5,000	3,500

The strength of Shoen Library's collection will depend upon the library's achieving a stable budget which meets inflation, provides for new programs, and enables the library to meet both the curricula and research needs of its community of users. An endowment has been created to subsidize the materials budget and the library has begun to draw close to \$30,000 a year of interest in the endowment in support of library initiatives.

In addition, Shoen Library must optimize its access to the outside world and, in this age of the "virtual library" continue to develop technologically and work with other libraries and networks in cooperative collection development efforts. Our membership in the Orbis Cascade Alliance, with access to over 22 million books from over 30 libraries within 2-3 days, has extended our collection far beyond our walls.

Allocation of Funds

The process of allocating library materials funds is as follows: in preparation for next year's budget, an analysis is made annually to determine the amount required to meet ongoing commitments for books, serial subscriptions, DVDs and videos, binding, etc. At the beginning of the fiscal year, when the library is notified of the new budget, funds are allocated to departmental accounts by the University Librarian and the Head of Technical Services. These departmental allotments are based on an allocation formula that takes into consideration student FTE per department, discipline, level of study and a history of need and use by faculty and students in each department. These budgets serve as guidelines for purchasing material for the library to support curriculum but are not absolute limits. These allocations cannot be used for material to be housed outside the library. Allocations generally consist of an across-the-board increase to each fund's budget when allowed, and supplemental increases for special needs. If a subject area exhausts its funds before the end of the year, orders are held until late in the fiscal year when the status of other funds is better known. Funds can be reallocated to respond to held orders.

When new academic programs are planned at Marylhurst, and grant monies are sought, the Vice President for Institutional Advancement tries to build in funding for library materials needs in the various grant requests. The University Librarian also stays in close touch with new academic programs and developments and encourages planning ahead for library material needs.

Funding of Periodicals

The periodicals renewal budget is determined by analyzing commitments which must be paid over the next fiscal year, adjustment for inflation, new periodical requests, and suggestions for cancellations. The library has over 200 current print subscriptions. With the A-Z list of full-text periodical articles, the library was able to eliminate duplication by canceling print journals that are available full-text from our databases. When looking at new periodical requests, the library checks first to see if it is available from an online resource and we check to make sure it is indexed in the review literature so students will be able to access the contents.

Selection of Materials

Shoen Library primarily uses three companies for book and journal purchases: Yankee Book Peddler for firm and standing orders, Ebsco for periodicals and Amazon for firm order and out of print materials. To encourage selection of materials covering all departmental subject areas and to use subject expertise within each area of the collection, library liaisons (in most cases the department head) are responsible for making orders of

materials in their areas. Copied sections of the academic abstracting journal Choice is routed to each liaison each month for order suggestions; there is also an online subscription to Choice where accounts can be set up to send information on particular areas of interest for faculty. The overall responsibility for the library collection rests with the professional librarians on staff. Librarians select general and reference materials, interdisciplinary materials and materials within their subject fields of expertise (in communication with the subject library liaison), and help fill “gaps” in the collection. Materials which are necessary for the curricula of Marylhurst University have first priority. Areas of special strength include the Lois Rarick Cooke Sacred Music Collection, a valuable and distinctive collection made possible by grants and gifts from the Meyer Memorial Foundation and the Whipple family. Other strong and significant collections include Music, Art, Art Therapy and Northwest writings thanks to the generous gift from family of the Northwest publisher, Thomas Binford.

Membership in the Orbis Cascade Alliance also influences collection development decisions at Shoen. The Alliance is working toward the Summit catalog being one catalog, not the union of 37 library catalogs. In the spirit of one catalog, in 2011-12, the Alliance piloted a limit of 3 purchase policy. Studies in other library consortia show that 3 copies of a title is sufficient. For general purchasing not tied to a specific course, Shoen adheres to the limit of 3. For special requests from faculty and for material needed on site for courses, the material is purchased.

Assessment

Library collections are assessed on standardized levels as described below:

- | | |
|------------|--|
| Level I: | Materials support coursework in lower division courses.
General interest materials.
General reference materials. |
| Level II: | Materials support coursework at junior/senior levels, including pertinent DVDs and videos.
Good overall coverage of major periodicals in English. |
| Level III: | Materials support coursework at the Masters degree level.
Library contains nearly all the work published in this subject area that is published by standard commercial publishers.
Includes university press and specialty publications.
Includes some out-of-print searching for materials. Standard published bibliographies in the field are used as selection tools.
Footnotes and bibliographies contained within the major works, the classics, and encyclopedias are checked. |
| Level IV: | Materials support doctoral programs and research interests of the faculty and graduate students in these programs.
Virtually everything published in the field in the United States and in England is acquired, and a broad selection of foreign titles is also acquired.
Primary source materials are strong. |

The undergraduate academic programs that fall under Level 1 and 2 include:

- Art
- Business
- Communication
- Cultural and Media Studies
- English Literature & Writing
- Human Studies
- Interdisciplinary Studies
- Interior Design
- Music
- Music Therapy
- Real Estate Studies
- Science & Mathematics

The graduate academic departments that fall under Level 3 include:

- Applied Theology
- Art Therapy
- Business Administration
- Divinity
- Education
- Food Systems and Society
- Interdisciplinary Studies
- Music Therapy
- Teaching

TYPES OF MATERIALS

Print Materials:

Shoen Library acquires books, journals and other serial publications that are appropriate to the curriculum and research in each subject area. In general, popular books and magazines are not purchased unless they specifically support curriculum. Materials are not purchased for faculty's individual research or interests. We do not purchase tests or consumable material.

Print materials are usually acquired in paperback when available for cost savings. Materials such as reference books and annual publications are received via a standing order program with Yankee Book Peddler.

Non-print Materials

Allocations of the materials budget are made for visual and sound materials in the CD, DVD, e-book, e-journal, and streaming media formats, and selection of non-print materials is encouraged. The library does not arrange for previewing of material for faculty. Like review copies, this must be arranged through academic departments.

Textbooks

Introductory general textbooks usually are not purchased. They tend to become dated quickly and are purchased only when they are outstanding examples of work in the field and contain information which the library does not have, or when the textbooks represent a desirable synthesis of information or new developments.

We define a textbook as a monograph specifically intended for work in a classroom environment. In brief: A textbook is issued in editions and becomes dated very quickly and they usually have chapters with questions at the end of each chapter. They are often compiled rather than written.

The library has traditionally been resourced to purchase material for research and to supplement that used in the classroom, not basic curriculum material. Purchase of textbooks would fall outside of the library's traditional mission and beyond our current level of funding.

This policy does not apply to supplemental reading materials, most of which would ordinarily be acquired for the collection as a matter of course. The easiest thing to do is just send us the titles and we can tell you if the books you are ordering are textbooks or not and whether we can purchase them.

Theses

One print copy of each Marylhurst student's Master thesis is catalogued and housed in the library. In addition, a pdf version of each thesis is uploaded to the library's digital repository and is available on the web and in WorldCat.

Juvenile Collection

Shoen Library has long maintained a juvenile collection for the use of the children of faculty and students and to support departments such as Social Sciences, Art Therapy and the Masters of Teaching that involve work with children. This collection is also appropriate for ESL students. At a minimum the Caldecott and Newberry Award books are acquired each year for the collection.

Multiple and Missing or Lost Copies,

Funding and space do not allow for the purchase of multiple copies except in the area of Art Therapy where demand is high and the material is very specialized. Books reported missing are searched for several times over a period of weeks and replaced if possible. Missing issues from journal volumes are also replaced if discovered in time to acquire them from the publisher; volumes of journal issues are not bound if any issues are missing.

Maps

Directional and geologic maps can be acquired of the Portland region, the state of Oregon, the Pacific Northwest, the United States and the world if requested by faculty or if needed to support classroom instruction. The collection supports general interest and science department needs. Atlases are included in the reference collection. The library owns a wall mounted map of the metropolitan area.

Gift Materials

The library acquires many valuable books, journal issues and other materials through the generosity of donors. The Director provides a count of volumes and/or journal issues to the Vice President for Development and writes a thank you letter to the donor which can be used for tax purposes. It is up to the donor to arrive at the monetary value of the gift. (The donor may be referred to the IRS publication, "Valuation of Donated Property" which may be obtained from the local IRS office.)

The librarians at Shoen Library determine whether or not to process and keep individual gifts. Duplicates and materials which do not support the needs of the curriculum at Marylhurst University or which are not of general interest to the library community of users are placed in the library book sale, offered to other libraries, or recycled. The library does not keep textbooks; pulp paperback books; books that are written in, smell bad, are moldy or are falling apart. *Shoen Library is not bound to accept any or all materials, nor can it promise materials accepted as a gift will be added to the collection.*

Previewed material

In order to prevent duplicates, utilize well established ordering processes with the benefits of discounting whenever available, eliminate time consuming and costly shipping, the library does not preview books or videos or buy previewed material from departments. We value reviews and information available online such as table of contents and summary information when making selections. If departments wish to preview material before they decide to order something, the department needs to be in charge of requesting the item, reviewing it and returning it to the publisher. If after reviewing the item the department decides to purchase it, the department should forward the bibliographic information to the library to initiate the purchase through our vendors and our ordering process.

Electronic Resources

Based on input from faculty and librarians, the Collection Development Committee will select, catalog and provide electronic access to external web resources (subscription and non-subscription) that support the academic programs at Marylhurst University.

The following factors are weighed in determining whether an electronic resource is selected:

- Content
- Cost
- Scope
- Uniqueness
- Usability

- Longevity
- Peer reviewed
- Currency
- Indexed

Weeding Policy

1. Keep all books less than 10 years old, unless they are in poor physical condition or there are multiple copies.
2. Evaluate books older than 10 years according to these criteria:
 - a. classicality. Is the book considered a classic, or is it listed in *Books for College Libraries* or *The Readers Advisor*? If so, keep at least one copy.
 - b. author's reputation. Is the author widely respected in his/her field? If so, keep at least one copy.
 - c. relevance to curriculum and/or faculty interest. Is the book used in the classroom? Does a particular faculty member often refer to it? Does the title support degree programs of students or research done by faculty? If so, keep at least one copy.
 - d. subject area coverage. If the item is withdrawn would the subject be adequately covered in the collection to meet curriculum/faculty needs? If not, are there newly published titles available to better represent the topic in the collection? Or, is local need for the subject at a level where access to resources available through Summit and ILL is deemed adequate? If needed, send specific selection requests to Technical Services Librarian for library acquisition.
 - e. relevance to Marylhurst and/or Northwest history. Is the book of significance to the college's history, or the history of the Northwest? If so, keep at least one copy.
 - f. intrinsic value. Does the book itself seem valuable and worth keeping? Is it a first edition? If so, keep and consider placement in Archives.
 - g. circulation. Has the book circulated more than once in the past two years? If so, keep at least one copy.
 - h. Physical condition; for materials in poor physical condition place a "Collection Status Change Request" slip in the item. Indicate on the slip whether you recommend withdrawal, repair, or replacement.
 - i. Duplicates and older editions; strongly consider weeding duplicate copies. Always weed copies in worst condition. Weed older editions except when newer edition is paperback and there have been no revisions. In this case, consider as duplicate copies and weed according to condition.

Preservation

There is a line in the budget for preservation of rare or unique library materials. Books that need to be rebound are sent with the serials binding shipment that is sent out once a year.

Rare Book Room

Shoen Library has a Rare Book Room that is closed to the public. Some of the material cataloged in the online library catalog can be retrieved for a patron when time allows. The room contains rare and valuable books, books signed by authors, Marylhurst publications and materials published by Marylhurst community members. Future plans include a move to a climate controlled environment.

Resource Sharing

Shoen Library prides itself on offering excellent service to the Marylhurst community and the library community in general. We offer free interlibrary loan to our patrons and to all Oregon libraries. This is a stipulation for participation in the Statewide Database Licensing program which affords the library tremendous discounts for many of our online databases.

Shoen Library is a member of the Orbis Cascade Alliance, a 3-state, 39 library consortia with a shared catalog called Summit. Shoen has committed to filling requests in a timely manner to achieve a consortium wide standard of a two day turn around between request and receipt.

Cooperative Collection Development

Shoen Library participates in cooperative collection development through membership in the Orbis Cascade Alliance. The Alliance acts as fiscal agent and chief negotiator for group purchases of electronic resources and electronic books. The Alliance also supports a standing committee on Collection Development that actively pursues ways to collaborate among the many members of the organization.

Intellectual Freedom

Shoen Library subscribes to the principles of academic freedom as upheld by the tenets of the American Library Association. All materials will be added to the collection when judged necessary for the curricula. No materials will be censored, and a balance of opinion in controversial issues will be maintained.

The Library Bill of Rights

<http://www.ala.org/ala/oif/statementspols/statementsif/librarybillrights.htm>

and the Freedom to Read Statement

<http://www.ala.org/ala/oif/statementspols/ftstatement/freedomreadstatement.htm>

attest to the commitment of Shoen Library and of libraries throughout the country to the principles and practice of intellectual freedom.

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