

E. H. BUTLER LIBRARY
SUNY College at Buffalo

COLLECTION DEVELOPMENT GUIDELINES

Prepared by the
Ad Hoc Committee on Collection Development 1985
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E. H. BUTLER LIBRARY MISSION STATEMENT AND CORE VALUES

Mission Statement

E. H. Butler Library is dedicated to supporting the scholarship, research, and creativity of the students, faculty, and staff of Buffalo State College.

CORE VALUES

- Quality service and fair use of information for students, faculty, and staff
- Intellectual freedom and equitable access to information in all forms: books, periodicals, audiovisual, and digital
- Acquisition, conservation, and preservation of information from the past for the future
- Provision of a gateway to success in the intellectual world through information literacy and teaching
- Provision of a centrally located venue for intellectual exchange and cultural enrichment

Adopted by Library Administrative Board, 2/10/2004

Introduction

The purpose of these guidelines is to outline a plan for collection development which can be used as a basis for short and long-term decision making by librarians and faculty who are concerned with library resource development.

The current information environment, with the expansion of knowledge and the proliferation of kinds of media, taxes any library's capacity to meet the needs of its users. The guidelines are meant to point out some of the emphases and limitations which are peculiar to State University College at Buffalo and to provide a model for consistent practice.

It is understood that the guidelines will not be a static document. Frequent revisions will be necessary.

Responsibility for resource development

The Director of E. H. Butler Library has the primary responsibility and authority for providing the library resources which meet the College's needs.

The Collection Development Committee assists in policy formation and implementation. The other librarians are also qualified by virtue of their professional education and experience, as well as their academic preparation, to participate in collection building. Their predominant function in resource development will be as "Liaison Librarians" i.e., librarians assigned to work with one or more academic departments on materials selection.

Participation in resource development by the teaching faculty is essential, since faculty members have the academic credentials and curricular expertise to make informed decisions. Faculty "Departmental Library Representatives" are designated by the academic departments to coordinate selection activities and to communicate with their colleagues on library matters.

Close cooperation between librarians and faculty members is required if the Library is to fulfill its mission of supporting the academic program.

The library has responsibility for the Library materials budget. All materials which are acquired through funds from this budget will be housed in E. H. Butler Library. The Library materials budget may also be used to provide on-line information, as this service is an extension of the collection. Services and supplies needed to maintain the collection and to provide for the operation of the library shall be funded from other budgets.

General criteria and priorities

The Library's first priority is to provide materials which relate directly to Buffalo State College's curricula. Undergraduate sources will predominate, in keeping with the College's majority of undergraduate academic programs.

The Library will also acquire a selection of general materials which meet student needs for recreational reading, personal growth and general intellectual development.

The College's graduate curricula must cover disciplines both in broader scope and in greater depth than at the baccalaureate level. Appropriate resource will be provided.

Changes in and additions to the College curricula will occur. As an integral contributor to the educational process, the Library will expect to be apprised of such changes and will actively seek information about them, so that it can respond to the evolving needs of the College.

Faculty research interests will be considered in the building of the Library collection. Given the changing and expanding universe of knowledge, however, even the largest libraries cannot at this time hope to provide all of the resources its graduate students and faculty researchers might require. A primarily undergraduate institution such as Buffalo State College cannot attempt to meet all research needs. The Library will, however, augment its own resources by participating in regional and national cooperative programs which provide access to materials in other libraries.

The Library will actively follow the progress of the newer electronic technologies and seek to exploit them so as to provide better access to its own collections and to make available sources beyond its walls. As these technologies develop, the Library will be able to provide access to an ever increasing variety of resources.

When appropriate, the Library will pay particular attention to strong collections which have already been developed, as long as they continue to support the curriculum. For example, if grant monies or special gifts become available, the opportunity to build on strength may be an important consideration.

Special Collections such as the Lois Lenski and Frances E. Fronczak Collections are resources for the scholarly world at large. These areas will be supported to the extent that funding permits. For collections such as the Courier Express Collection, which are housed by the Library but owned by the College, sources of financial support beyond the annual Library budget must be sought.

Butler Library will offer materials which allow the user to pursue any topic under conditions of intellectual freedom. The Library endorses the American Library Association's Library Bill of Rights, which details the policies that the Library will follow in order to ensure "free expression and free access to ideas." (See Appendix A.)

Specific criteria

The Library will make every effort to use its limited budget for the acquisition of resources of high quality. To this end, the following considerations will be important when evaluating any proposed addition to our holdings. This list of criteria does not apply in its entirety to every to every item. It is to be used at the discretion of the selector:

- What are the author's qualifications?
- To what audience is the material directed?
- Is the medium suitable for the kind of material which is being presented?
- Is the presentation appropriate for the subject or for the intent of the author? Is it sufficiently comprehensive? Unbiased?
- Is the work accurate?
- How does the resource compare with other items on the same subject? Does it make a new contribution? Are our holdings extensive or meager?

- Is the price fair and affordable?
- What is the publisher's reputation?
- Language of publication.

POLICIES FOR SPECIFIC CATEGORIES OF MATERIAL

Periodicals and standing orders

“Periodical” is defined as “a publication appearing or intended to appear indefinitely at regular or stated intervals, generally more frequently than annually, each issue of which is numbered or dated consecutively and normally contains separate articles, stories, or other writings.” “Standing orders” may be placed for other kinds of continuing publications, such as annuals’ series (e.g., monographs in the Twayne World Author Series, no. 1, 2, 3 and continuing indefinitely); and sets (e.g. The Papers of W.E.B. DuBois, v. 1-10 published over a period of years).

Periodicals and standing orders will be selected according to the criteria outlined on pages 2-4 above. The choice of this kind of materials requires special care because each order entails the commitment of future funds for its continuance, not only at the original cost, but with an added inflationary factor. Periodical subscriptions and standing orders also incur costs such as processing, replacement of missing numbers and binding.

The following procedure will be required as part of the review of new periodical requests.

1. Requests must be accompanied by titles recommended for cancellation unless the subscriptions are for new or developing programs.
2. Titles recommended for cancellation will be placed on a list to be circulated to academic departments or units and librarians.
3. If the recommended titles are canceled, the new journal request will be considered for purchase.
4. If the recommended titles are not canceled by the requesting department, the new journal requests will require special consideration.
5. Once a journal is canceled, it will not be reinstated unless procedures for requesting new subscriptions are followed.

Several policy guidelines will be observed at the time of reviewing new standing order requests. The Library will not automatically place standing orders for monographic series. We will order them by individual titles unless there is a specific request for the entire series. We will not normally order unnumbered series. Annual series will be considered; they will be reviewed to see if it would be acceptable to acquire new editions every two or three years rather than each year. Standing orders for finite sets may be placed automatically when the set is the work of an established publisher and when bibliographic searching indicates that we can expect publication of future volumes in a reasonably regular manner.

New formats, costly materials and specialized reference services

Definitions: New formats shall be defined as those formats which are not currently part of the E. H. Butler Library collection. Costly materials are those materials which exceed \$1,000.00 or which require new or additional installation, equipment, furniture, utilities, space or staff. Specialized reference services are those which exceed \$250.00 and which require continuing expense (e.g. subscriptions, additional space, equipment, etc.), or which will incur unknown expenses (e.g. electronic databases that charge for connect time, royalty fees, telecommunications, etc.)

Formats may be ordered if they meet the library's general criteria. Information may be sought from other campus units to avoid duplication and to insure that all technical requirements are met.

Orders for new formats, costly materials, or specialized reference services shall be referred to the Collection Development Committee. The committee will consult with the Head of Acquisitions, the head of the affected department, any other interested librarians or members of the faculty. The Collection Development Committee shall have the final authority to process or to reject any order. The decision shall be made according to the guidelines for purchase and including consideration of the related expenses.

The Collection Development Committee may be consulted at any time regarding the ordering of new formats or costly materials. On approval orders and limited trial period orders may be placed with the understanding that the item must still be evaluated and may not be added to the collection.

Duplicates

As a general rule, Butler Library will purchase one copy of any item that meets the criteria of collection development. Additional copies may be ordered when professional judgment indicates a need. Normally, three is the highest number of copies that would be purchased for Reserve, and two is the limit for other collections.

Gifts

Gifts of funds to support resource development are encouraged. They will be sought and received in cooperation with the Buffalo State Foundation and in accordance with the legal requirements of the State University of New York and the State University College at Buffalo.

The Library selectively accepts gifts of appropriate materials. Donors will be directed to the Acquisitions Librarian. In addition to the basic collection development guidelines the nature of the material, its physical condition and the probable processing costs will be considered.

Materials acquired through a grant may be accepted by Butler Library.

All gifts become the property of the Library. Some gift items will be added to the collection, while others, because they duplicate current holdings or do not meet the criteria, may be given to a more appropriate library or disposed of in some other way.

The Acquisitions Librarian will send each donor a letter of acknowledgement which will include a description of the gift. Copies of all acknowledgements will be kept on file in the Acquisitions office. In compliance with the policy of State University of New York and in accordance with the recommendation of the Association of College and Research Libraries, E. H. Butler Library cannot appraise gifts.

The library will accept gifts of serials applying the collection development criteria without making a commitment for a continuing subscription.

Textbooks

Textbooks are defined as manuals of instruction which may contain student exercises and suggestions for further work or further reading. Generally speaking, E. H. Butler Library will not collect textbooks, unless they constitute a principal written source for the subject.

Textbooks and other materials which an instructor requires students to purchase for a course are primarily the responsibility of the student. The Library may acquire such titles, but it will not make a systematic effort to add all items which students are asked to obtain.

Mixed Media

The preference is to keep the materials together. A decision on shelving location will be made in consultation with the Media Services Librarian and the appropriate staff. Technical Services will be notified.

WEEDING

The Library must be concerned not only with selecting appropriate items to add, but also with removing materials which have become obsolete or which no longer meet the criteria for inclusion in the collection.

The Collection Development librarian will coordinate this activity in consultation with librarians and faculty and by referring to standard bibliographies.

The categories below will be considered:

1. Multiple copies
2. Superseded editions.
3. Items in very poor physical condition. These will be examined for removal or replacement.
4. Works which have not circulated for the past five years. (Unless published within the last five years.)
5. Ephemera; i.e., materials of an earlier era which treated popular or topical subjects whose significance has not withstood the test of time.
6. Specialized items which no longer support the curriculum.

In reviewing materials from any of these categories, a great deal of common sense and good judgment, as well as subject knowledge, will be required. The above categories are not rules to be followed to the letter, but guidelines to items which should be examined.

Items which are recommended for retention include:

1. Rare books.
2. Items of local or regional interest.
3. Titles which appear in general, standard bibliographies such as Books for College Libraries or standard listings of core works in a subject field.
4. Works which form part of collections in which the Library has particular strength.

Nonprint, including electronic monographic and serial items will be reviewed according to the same criteria and procedures as print materials.

Serials in two forms may need control. Duplicate or little-used subscriptions may be canceled in the course of our ongoing program to maintain a curriculum-relevant and fiscally manageable subscription list, as described earlier.

Back issues will be reviewed for withdrawal for many of the same reasons as monographs. In addition, the following categories of back issues will be considered for removal, storage, microform replacement, acquisition of missing volumes or retention:

1. Volumes which the Library has duplicated in electronic, microform and hardcopy.
2. Back issues of serials which are no longer published or no longer currently received by the Library.
3. Runs of which the library holds miscellaneous or assorted volumes.

INVENTORY

It is recognized that theft and loss are in effect defacto weeding. A periodic inventory to record these losses would take a commitment of time, staff and technology.

SPECIAL COLLECTIONS

Reference Collection

Butler Library will maintain a non-circulating collection of reference materials for the use of library staff as well as library patrons. Reference materials are designed to be consulted for specific information or for guidance to other resources which contain the information sought. Other library materials which must be “protected” or made available to specific patrons or groups of patrons will be placed in Reserve, not in Reference.

The reference collection will follow the Collection Development Guidelines. Standard reference works, as identified by reviewing sources or by professional recommendation, will also be ordered when deemed advisable. In addition, reference librarians may order materials which will fulfill specific patron needs that are necessarily curricular, e.g., resume books, materials relating to Western New York, etc.

No limitation as to format will be imposed.

As a general rule, one copy of a reference work is ordered. Duplicates of certain materials will be ordered when requested by a librarian e.g., dictionaries, thesauri, style manuals, etc.

Archives

The Buffalo State College Archives are under the administrative responsibility of E. H. Butler Library. The Archives comprise publications and records which are of historical significance for documenting the life of the College.

Publications include those of all departments, programs and administrative units of the College, as well as publications of all student groups and organizations.

Records include correspondence, documents, files, manuscripts, photographs and other materials of historical and research value which pertain to the activities of the College and its officers, faculty and staff members.

The decision to transfer records to Archives will be based on (1) a determination by the responsible officer that they need not be kept in the originating department for administrative or legal reasons and (2) an agreement by the Archivist that they have historical or research value and that Archives is able to house them and make them accessible. Certain records will be transferred automatically and periodically, while others will be added to Archives on a one-time basis.

Special Collections

Special Collections may include any collection which enriches the curriculum of the College and which, because of its rarity or special format, particularly manuscripts and unpublished papers must be housed separately from the general collections. Similarly, any collection recording events in the historical development of the Niagara Frontier may be included in Special Collections when, in the judgment of the Special Collections Librarian, it is of significant importance for future historians and researchers and it contributes to a better understanding of society. This would include papers of outstanding citizens and community groups or institutions which have had an impact on the history of the area.

In building the Special Collections, several points must be considered. In certain cases, referrals may be made to other repositories which may have more adequate facilities and whose clientele would be better served by the material than would our college. Before accepting any collection, especially a large one, there must be serious consideration of personnel, space and expense. If a legal document is required, it should state in clear terms the responsibilities of all involved in the transaction. Such documents will comply with all legal requirements of the College. The Director of E. H. Butler Library, in consultation with the Special Collections Librarian, makes the final decision for accepting a special collection when it is of substantial size and when it requires much space, personnel and expense. Legal agreements may be made to store on a temporary basis those collections which are in need of a temporary location. The Special collections area will cooperate with local repositories in sharing the responsibility of preserving valuable records, especially those of local interest.

Special Collections will not accept any collection which does not meet the standards set forth in the statements above, collections which judged to be better accommodated in another repository, already in another repository, or have legal restrictions judged to be too stringent will not be accepted.

Creative Studies Collection

This non-circulating collection is comprised of books, miscellaneous materials, and dissertations which touch on many aspects of creative thinking and problem solving. The materials support the curricula of the International Center for Studies in Creativity.

Books, microfilm dissertations on creativity and miscellaneous materials are housed in a separate room, apart from the general collections. Access to all materials except the uncataloged, miscellaneous items is through the Library's online catalog.

Foci of collection building are the teaching of creativity and creativity in business and organizational settings.

Insofar as funds permit, books acquired for the Creative Studies Collection will be duplicated in the general collection. A selection of the most relevant dissertations will be added to the Creative Studies Collection, but the Library will not maintain a comprehensive collection of these dissertations. Access to dissertations through online databases and manual indexes will complement the Collection.

A librarian will continue to be assigned to develop the collection, in consultation with the Collection Development Librarian, and to provide assistance in its use.

Curriculum Laboratory

The Curriculum Materials Laboratory is a special collection of print materials and teaching materials, i.e., kits, realia at the elementary and secondary school level. It is

intended to enrich the resources available to education majors, teachers, and other professionals who work with children. Adult reference works and works of pedagogy will be housed in the general collection.

Fiction and Non-Fiction: The library will order children's and young adults' fiction and non-fiction using the materials budget. All materials added to this collection will be cataloged and classified and they will circulate. The collection is intended to be a representative sampling of the type of materials used by elementary and secondary school students.

Curriculum Guides: Print curriculum guides have been classified into the E. H. Butler Library general collection since 1983. New York State Curriculum Guides are housed in the Curriculum Laboratory. Curriculum Guides will circulate and will supplement the guides on microform.

Textbooks: The Library will acquire textbook series gratis from publishers, if possible, and from the Curriculum Lab materials budget. The collection will be current (discarding older or superseded textbooks) and undergo minimum processing.

Duplicates: The Curriculum Materials Laboratory Librarian will order duplicate copies of those titles expected to get extensive use, e.g., award winners.

Media Services

Media Services will maintain a collection of audio-visual materials in support of the curriculum which require additional equipment for use. The collection will support mandatory listening and viewing as well as limited recreational use.

Format: All media (formats) will be collected. Multi-media/interactive technology shall be included. Formats in Media Services include: compact disks (audio), DVDs, CD-ROM, and videocassettes.

Collection Limitations: The scope of formats collected shall be limited only by the library's ability to make pertinent viewing and listening equipment available. An effort will be made to keep current with technology.

- Preferences:
1. Nothing disposable will be collected.
 2. DVDs for video: CDs for audio
 3. If a request for off-air production is received, we will attempt to purchase a commercial version to facilitate licensing and processing.

All materials will be purchased with appropriate license and will be circulated with strict adherence to that license

Microforms

E. H. Butler Library will acquire microform materials which meet the guidelines detailed under “General criteria and priorities” and “Specific criteria”. Microform may also be chosen to save space, as with serials, to avoid burdensome processing, as with the college catalog collection, or to preserve materials which might otherwise easily be mutilated or lost. The Microforms area is maintained as a separate physical unit, under the responsibility of Information Commons, because of the specialized storage and access requirements of the materials.

APPENDIX A

LIBRARY BILL OF RIGHTS

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historic issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948

Amended February 2, 1961, June 27, 1967 and January 23, 1980
by the ALA Council

Challenged materials which meet the criteria for selection in the materials selection policy of the library should not be removed under legal or extra-legal pressure. Adopted 1971, revised 1990.

Expurgation of any parts of books or other library resources by the library, its agent, or its parent institution is a violation of the Library Bill of Rights because it denies access to the complete work, and therefore, to the entire spectrum of ideas that the work was intended to express.

APPENDIX B

SELECTION TOOLS

Many of the criteria listed can be determined through the use of reviews. The Library considers reviews to be the most desirable category of selection tool for current materials, especially those reviews which offer evaluation of the resource in question, rather than only description. Publishers' announcements are often a viable source of information; however, fuller detail is usually to be preferred and is especially useful.

General publications like the New York Times Book Review and the New York Review of Books are familiar to everyone.

Several tools of the library and book trades provide up-to-date reviews of new materials in all subject areas. Print and non-print formats, periodicals and the newer resources such as online databases and computer programs are covered. Choice magazine is a leading source. It consists of brief, evaluative reviews, by college and university faculty and librarians, of materials suitable for college libraries. Other such publications, all of which are available to the general public as well as to librarians, include Booklist, Library Journal, and Publishers Weekly.

Each academic and professional discipline has its own sources of reviews, such as Arts and Activities (art education), Computing Reviews, Contemporary Psychology, the French Review, the Quarterly Review of Biology, and many more. The Library recommends that faculty scan these in the course of their professional reading and use them as the basis for requests for new items.

APPENDIX C

WEEDING POLICY

Materials are purchased with consideration of their long-term value to the collection. The value of a work, however, changes over time. While many works retain their value to the curriculum, when considered against the whole of a subject or area of knowledge, some works will age and need to be replaced by newer research. The same considerations involved in selecting an item for acquisition will be used in considering an item for withdrawal. We retain items that do not reflect current scholarship or the current needs of the curriculum if the item is classic scholarship. Whenever possible, weeding will be done as a collaborative effort between the liaison librarians and subject specialists from the relevant departments.

Weeding Process

Weeding or de-selection the removal of materials to be discarded, is an important part of the total collection development process. Building a viable collection of materials to serve the college is a dynamic process that includes assessment and the removal of materials that are obsolete, damaged beyond repair, or no longer relevant to the curriculum or not central to cooperative collection agreements.

Guidelines for Weeding Print and Non-Print Collections

- The following categories of materials will be considered for weeding from the collection.
 1. Outdated materials.
 2. Superseded editions.
 3. Excessively worn or damaged materials. Items in poor condition, but still valuable in terms of intellectual content will be considered for repair or replacement.
 4. Multiple copies of monographs which are no longer needed to support the curriculum.
 5. Textbooks and instructional materials or previous editions of more recent texts.
 6. Technologies widely considered to be obsolete, such as audio cassettes, 8 track tapes, phono-records and slides.
- Whenever possible, monographs initially chosen for discard will be checked against standard bibliographies (e.g., Books for College Libraries) and WorldCat to adhere to SUNY “last copy” guidelines before being discarded.
- Whenever possible the preservation of historically relevant audio or visual materials should be addressed with digitally reformatted materials.
- Faculty representatives will also be asked to review potential discards in their subject area(s) whenever Library staff is uncertain about the value of materials.
- All materials designated for withdrawal will be reviewed by the Collection Development area.

Weeding Criteria

For specific weeding criteria, we cite: Slote, Stanley J. Weeding library collections: Library Weeding Methods. (latest edition). Englewood, CO: Libraries Unlimited, in particular:

- Weeding based upon appearance or condition
- Weeding of superfluous or duplicate volumes

- Weeding based upon poor content
- Specific classes of work with specific ages for weeding

Disposition of Weeded Materials

Disposition of weeded materials will be made in accordance with Chapter 122, Subsection Six of Section 178 of State Finance Law, of New York state. This law allows campuses to dispose of library books or journals after the department head certifies they are no longer needed. A record of each transfer or disposal, along with certification, is to be filed with OGS.. The library should maintain any disposal records for an audit trail.