

Martha S. Grafton Library

Collection Development Policy

Purpose

The purpose of this policy is to provide a framework for collection management at the Martha S. Grafton Library, Mary Baldwin College. Collection management includes the selection of new materials as well as the ongoing review of the existing collection. The main objective of collection development is to have an active, useful collection that reflects the curricular, research and cultural needs of the students, faculty, and staff of Mary Baldwin College. Library staff will continue to develop and modify this policy in response to the changing information needs of the College.

Community Profile

Mary Baldwin College is a private, four-year women's liberal arts college with an undergraduate coed Adult Degree Program (ADP), a Master of Arts in Teaching (MAT) program, and a Master of Letters/Master of Fine Arts in Shakespeare and Renaissance Literature in Performance (MLitt/MFA) program. In Fall 2007, there were 2254 students enrolled (with an FTE of 1317) and 462 faculty and staff.

Mission of the Library

The mission of Grafton Library is to provide information resources and services that support and enhance the College's mission of personalized, transforming liberal education. The Library supports the instructional programs of the college and serves as a learning center for the entire academic community, including residential and non-residential students, faculty, and staff. As a gateway to information, the Library obtains, organizes, and provides access to an array of resources. As part of a community of learners, the Library strives to empower users to locate, obtain, and effectively use information that will form the foundation for lifelong learning. The Library staff maintains a commitment to quality service and to continuous improvement in meeting and anticipating the needs of its users.

Responsibility for Collection Development

The librarians in conjunction with the faculty have primary responsibility for developing the library collection. By way of the liaison program, they coordinate their efforts to ensure that the library collects to meet the needs of the College. A librarian is assigned to each academic department in an effort to maintain awareness of departmental projects, programs, and initiatives that have implications for the library collection and services. The liaison also strives to keep the department aware of library services and materials of interest to the department. In turn, each department is asked to assign a representative to support collection development in their area. *For more information on the liaison responsibilities, see Appendix A as well as the library's web pages at <http://www.mbc.edu/grafton>.*

The library liaison facilitates the collection development process by distributing reviews on cards from *Choice* and timely budget reports to the appropriate departmental representative. In addition, all faculty have access to *Choice Reviews Online* to help in their selection process. Librarians consider reviews in library publications, standard bibliographies, and user requests in selecting general and reference materials for purchase.

Every effort will be made to accommodate faculty requests that are in the scope of the collection development policy. Students, staff, and administrators are also encouraged to make recommendations for material purchases using our online request forms.

Allocation of Funds for Library Materials

Each academic department is allocated a portion of the library's operating budget for collection development. Allocations are determined in accordance with a formula that includes the following factors: course enrollments, number of majors in a discipline, costs of materials, circulation and interlibrary loan data. The undergraduate Health Care Administration and the MAT and MLitt/MFA programs all include budget allocations for support of appropriate library acquisitions within their respective operating budgets. *For more information on the allocation formula, see Appendix B.*

General Guidelines

Materials needed to support the current instructional and general information needs of students and faculty members are given highest priority. Also important are basic reference works not specifically related to any one college discipline but essential titles in an academic library. The library will develop its collection in a way that supports those subject areas which relate essentially to the liberal arts curriculum. The library will also collect and preserve materials related to the history and development of Mary Baldwin College. Interlibrary loan service is available to provide supplementary access to specialized materials that support faculty research.

The library supports off-campus programs (ADP and MAT) principally through the development of the main library collection, providing electronic access to it and supplying materials from it to the students enrolled in off-campus programs. Procedures are in place for students to secure materials from the main library collection. If the library does not own the needed material, standard interlibrary loan procedures are used to obtain the material for the student. In general, the library does not seek to build and maintain separate collections at off-campus sites which duplicate the main library collection, unless special funding is provided.

Format Statements

Books:

The library will purchase single copies of requested titles. Requests for the purchase of duplicate copies will be considered when expected use will be heavy or when material is needed for reserve. Normally, textbooks will not be purchased. Exceptions will be made when the title is considered a classic by experts in the field or it treats an important area not otherwise represented in the collection. Titles will be primarily purchased in the English language, except when needed for foreign language instruction or basic reference purposes. The library cannot normally purchase out-of-print titles, except when there is demonstrated need, availability, and sufficient funding. *For more information on the Library's Acquisition policies, see the library's web pages at <http://www.mbc.edu/grafon>.*

Serials:

Serial publications are the primary source of current information in a number of disciplines. Serials provide information not always available in books and serve to keep the collection up-to-date. Since serial subscriptions represent a significant and continuing expense, recommendations for new titles are reviewed with more scrutiny than is the case with requests for books.

Selection criteria for serials include: indexing or abstracting in sources that the library owns, demonstrated need, scholarly reputation, and price. Requests for new serial subscriptions are reviewed on an annual basis. Most subscriptions are charged to the library periodicals account. When an academic department determines that a new journal subscription is required, it may be necessary to suggest another subscription in the discipline for cancellation in order to cover this expense. If departmental book funds are used to cover serial subscriptions, a three year commitment must be made by the discipline. The library prefers to handle required additional subscriptions, particularly for new academic programs, through additional budget allocations in the next fiscal year. *For more information on the Library's Serials Review policies, see the library's web pages at <http://www.mbc.edu/grafon>.*

Nonprint Materials:

Nonprint resources in all formats are evaluated on the same basis as monographs, with an emphasis on the suitability of the format as well as the quality and quantity of equipment available for its utilization. When both print and nonprint formats are available for purchase/access, the format choice will be based on expected use levels, lasting value of content, and cost differential.

Microforms are acquired by the library when necessary to preserve materials and to provide access to current or back volumes of serials that are not available in print format. Requests for the purchase of audiovisual materials, both educational and recreational, should be forwarded to the College's Audiovisual Services Department. The College's Computer and Information Services handles all requests for general use computer software.

The library staff recognizes a responsibility to continually consider resources which are accessed through electronic means rather than traditional forms of ownership. These resources may include specialized monographs, reference works, indexes and abstracts, full-text periodicals, aggregator databases, and free-access web sites or electronic text resources. Funding for these resources will be through the library's collection budget, as well as by shared arrangements with other institutions, library consortia, and the Virtual Library of Virginia (VIVA) project. The identification of electronic resources and the establishment and maintenance of linkages with these resources is an integral part of the library's collection development activity and is in accord with our service mission to provide equitable resources to our off-campus users.

Collection Depth

Using the conspectus method, the library collection will be developed primarily at the Basic Information Level and the Study or Instructional Support Level. Materials to support the MAT and MLitt/MFA programs will be collected at the Advanced Study or Instructional Support Level and, where appropriate, at the Research Level. *For more information about the collection levels, see [Appendix C](#).*

Evaluation Policy

One main goal of the library is to maintain an active, useful collection which reflects the overall mission of the library. The collection is evaluated periodically by the library staff in consultation with the faculty. Each year, the library will coordinate a review of the areas of the collection, including reference and serials, that correspond most closely with those departments undergoing their quadrennial plan. The general reference and periodical collections are continuously evaluated by the library staff.

1. General Collection

Criteria to be used to determine the suitability of deselecting general materials:

- a. The importance of the work: its inclusion in standard subject and comprehensive bibliographies or rare book lists.
- b. The appropriateness of the subject matter to the curriculum.
- c. The quantity and recency of patron use.
- d. Interlibrary loan use.
- e. The physical condition of the publication.
- f. Number of copies in the collection.
- g. Language of the publication.

Evaluation procedure:

All superseded editions of general collection titles are reviewed for possible withdrawal as newer editions are published. Decisions to withdraw are made on a title-by-title basis.

All damaged general collection titles are reviewed for possible withdrawal. At the end of each academic year, all lost and long overdue general collection titles are reviewed for possible withdrawal or replacement. Any material deemed suitable for continuing inclusion in the collection will be repaired or replaced.

All general collection titles acquired within the last 20 years which have not circulated and are not listed in *Resources for College Libraries* are reviewed on an ongoing basis.

The titles under consideration for withdrawal are listed and sent to the appropriate faculty members for review. Each department is requested to indicate which titles from the list they wish to remain in the library's collection and return their selections by a specified date.

2. Reference Collection

Criteria used to determine the suitability of deselecting reference materials from the library collection:

- a. Significance/Comprehensiveness of the publication.
- b. Age and currency of the publication.
- c. Availability of more recent editions.
- d. Physical condition of the publication.
- e. Duplication of content in more recent works.
- f. Projected frequency of future use.
- g. Language of publication.

Evaluation Procedure:

Superseded editions of a reference work will be automatically reviewed for possible withdrawal. All reference titles received on standing order will be reviewed at the end of each academic year. All titles in the reference collection will be systematically reviewed on an ongoing basis.

3. Periodicals

Criteria for deselecting periodicals:

- a. Completeness of library holdings of the journal.
- b. The frequency of patron use.
- c. Degree to which the journal is indexed in the library's collection of indexes, abstracts, and databases.
- d. Availability of the journal in full text electronic format or on microfiche/microfilm.

Evaluation Procedure:

Infrequently used journal titles will be reviewed on an annual basis. The library staff will:

- a. determine that the title should be retained and place the journal holdings in the library storage area as space permits, or
- b. withdraw the title and attempt to sell the issues through a serials jobber.

4. Electronic Materials

Criteria for deselecting or unsubscribing:

- a. The frequency of patron use.
- b. Availability of similar products.
- c. Cost.
- d. Compatibility with current software/hardware.

Evaluation Procedure:

The library staff will review all electronic holdings on an annual basis.

Appendix A: Library and Departmental Liaison Responsibilities

Responsibilities of Library Liaison

The library liaison has two major responsibilities: (a) to develop and oversee that part of the collection which supports the curriculum of her assigned departments and (b) to work with faculty in her assigned departments as they develop the collection. The degree to which these responsibilities are accomplished depends upon the support and active involvement of department liaisons and are carried out through activities that may include but are not limited to:

- Serve as key contact person between the academic department and the library.
- Identify the key areas of the collection that are most closely associated with the department and:
 - evaluate these areas of the collection
 - establish goals for the collection
 - develop and implement plans to achieve those goals
 - select materials to meet the needs of the department and of the college community
- Identify obsolete materials to be withdrawn
- Maintain familiarity with courses offered by department by reviewing course descriptions in the course catalog, consulting course syllabi, and through regular contact with the department liaisons.
- Keep informed of projects, programs, and initiatives within the department
- Work with the department on any issue that has implications for library materials and services, e.g.
 - New Course Proposals
 - With the assistance of teaching faculty, ensure that a collection assessment is performed to determine the adequacy of the collection to support the new course
 - Assist (if necessary) the department in developing a list of materials needed to adequately support the course
 - Upon approval of the course proposal, ensure that needed materials are purchased
 - Self Studies/Accreditation
 - Work with department to bring the collection assessment up to date and to evaluate the collection as required by the accrediting agency
 - Work with department to address any deficiencies
 - Upon approval of the course proposal, ensure that needed materials are purchased
 - Off-campus programs and course offerings
 - Identify faculty teaching courses off campus or the faculty member responsible for coordinating the department's off-campus programs
 - Identify and confer with others who will need to assist in providing off-campus students with access to library resources and services
- Inform departments of special projects initiated or being planned by the library that relate to the development and evaluation of the collection, explain role of faculty in these projects, and enlist their participation and support.
- Offer to attend a department meeting to address library-related issues, to promote collection development as a shared responsibility, and to clarify policy or procedural questions, etc.
- When a new department liaison is assigned, review collection development policy and procedures, and responsibilities of library liaisons and department liaisons.
- In consultation with department, develop priorities for periodical requests
- Provide selection tools (publisher catalogs, bibliographies, subject lists of books in print, etc.) for the department.
- Share reports on new materials received.
- Evaluate damaged materials and make decisions regarding replacement, repair, or withdrawal.
- Periodically provide fund account reports to the departments, and, if necessary, reminders of deadlines for submitting materials requests.

Responsibilities of Department Liaison

- Serve as key contact person between the library and the department.
- Work with library liaison and other members of the department in evaluating the collection.
- Work with department colleagues to ensure that materials required to support the curriculum and classroom assignments are selected.
- Share with library liaison information about projects, programs, and initiatives within the department.
- Share with library liaison information regarding new course proposals; accreditation applications and renewals; off-campus programs and course offerings and other issues with implications for library materials and services. Work with library liaison to ensure that the library provides adequate support for these endeavors.
- Ensure that materials requests are submitted to the library throughout the year, and that allocated funds are spent before the cut-off date for submitting requests for the current fiscal year.
- Assist the library liaison in developing priorities for periodical requests.
- Distribute selection tools (publishing catalogs, Choice review-on-cards, etc.) to department colleagues.

Appendix B: Allocation of Funds

Allocation of the departmental book budgets is based on the following criteria: credit hours generated, number of majors in a discipline, circulation in related call number areas, interlibrary loan figures, and the average book price in a discipline. Each of these criteria is weighted as follows and is applied to the total annual book budget:

Credit Hours Generated	
100 and 200 Levels	15%
300 and 400 Levels	25%
Number of majors	15%
Use of Collection	
Circulation	25%
Interlibrary Loan Requests	10%
Cost (average from previous year's purchases)	
Average Price	10%
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	100%

Appendix C: Collection Levels

0 OUT OF SCOPE

The library does not intentionally collect materials in any format for this subject.

1 MINIMAL INFORMATION LEVEL

Collections that support minimal inquiries about this subject and include a very limited collection of general resources, including monographs and reference works.¹ Periodicals directly dealing with this topic and in-depth electronic information resources are not collected. The collection should be frequently and systematically reviewed for currency of information. Superseded editions and titles containing outdated information should be withdrawn. Classic or standard retrospective materials may be retained.

1a MINIMAL INFORMATION LEVEL, UNEVEN COVERAGE

- Few selections and an unsystematic representation of the subject
- Supports limited, specific service needs
- Consistently maintained even though coverage is limited

1b MINIMAL INFORMATION LEVEL, FOCUSED COVERAGE

- Few selections, but a systematic representation of the subject
- Includes basic authors, some core works and a spectrum of points of view
- Consistently maintained

2 BASIC INFORMATION LEVEL

Collections that introduce and define a subject, indicate the varieties of information available elsewhere, and support the needs of general library users through the first two years of college instruction include:

- A limited collection of general monographs and reference tools
- A limited collection of representative general periodicals
- Defined access² to a limited collection of owned or remotely-accessed electronic bibliographic tools, texts, data sets, journals, etc.

The collection should be frequently and systematically reviewed for currency of information. Superseded editions and titles containing outdated information should be withdrawn. Classic or standard retrospective materials may be retained.

2a BASIC INFORMATION LEVEL, INTRODUCTORY

Limited collections of introductory monographs and reference tools that include:

- Basic explanatory works
- Histories of the development of the topic
- General works about the field and its important personages
- General encyclopedias, periodical indexes and statistical sources

2b BASIC INFORMATION LEVEL, ADVANCED

Collections of general periodicals and a broader and more in-depth array of introductory monographs and reference tools that include:

- Basic explanatory works
- Histories of the development of the topic
- General works about the field and its important personages
- A broader array of general encyclopedias, periodical indexes, and statistical sources
- A limited collection of representative general periodicals
- Defined access to a limited collection of owned or remotely accessed electronic bibliographic tools, texts, data sets, journals, etc.

This collection is sufficient to support the basic informational and recreational reading needs of an educated general public or students through the first two years of college.

¹ Monographs and reference works includes nonprint materials where appropriate for the subject area

² Defined electronic access: links from the online catalog and/or library web pages for selected resources

3 STUDY OR INSTRUCTIONAL SUPPORT LEVEL

Collections that provide information about a subject in a systematic way, but at a level of less than research intensity and support the needs of general library users through college and beginning graduate instruction include:

- An extensive collection of general monographs and reference works and selected specialized monographs and reference works
- An extensive collection of general periodicals and a representative collection of specialized periodicals
- Limited collections of appropriate materials in languages other than the primary language of the collection and the country, for example, materials to aid in learning a language for non-native speakers or literature in the original language, such as German poetry in German or Spanish history in Spanish
- Extensive collections of the works of well-known authors and selections from the works of lesser-known authors
- Defined access to a broad collection of owned or remotely-accessed electronic resources, including bibliographic tools, texts, data sets, journals, etc.

The collection should be systematically reviewed for currency of information and for assurance that essential and important information is retained, including significant numbers of retrospective materials.

3a BASIC STUDY OR INSTRUCTIONAL SUPPORT LEVEL

Resources adequate for imparting and maintaining knowledge about the primary topics of a subject area that include:

- A high percentage of the most important literature or core works in the field
- An extensive collection of general monographs and reference works
- An extensive collection of general periodicals and indexes/abstracts
- Other than those in the primary collection language, materials are limited to learning materials for non-native speakers and representative well-known authors in the original language, primarily for language education
- Defined access to appropriate electronic resources

This collection supports undergraduate courses, as well as the independent study needs of the lifelong learner.

3b INTERMEDIATE STUDY OR INSTRUCTIONAL SUPPORT LEVEL

Resources adequate for imparting and maintaining knowledge about more specialized subject areas which provide more comprehensive coverage of the subject with broader and more in depth materials that include:

- A high percentage of the most important literature or core works in the field, including retrospective resources
- An extensive collection of general monographs and reference works and selected specialized monographs and reference works
- An extensive collection of general periodicals and a representative collection of specialized periodicals and indexes/abstracts
- A selection of resources in other languages, including well-known authors in the original language
- Defined access to a broad range of specialized electronic resources

This collection supports upper division undergraduate courses.

3c ADVANCED STUDY OR INSTRUCTIONAL SUPPORT LEVEL

Resources adequate for imparting and maintaining knowledge about all aspects of the topic which are more extensive than the intermediate level but less than those needed for doctoral and independent research that include:

- An almost complete collection of core works including significant numbers of retrospective materials and resources
- A broader collection of specialized works by lesser-known, as well as well-known authors
- An extensive collection of general and specialized monographs and reference works

- An extensive collection of general and specialized periodicals and indexes/abstracts
- A selection of resources in other languages, including well-known authors in the original language and a selection of subject-specific materials in appropriate languages.
- Defined access to a broad range of specialized electronic resources

This collection supports master's degree level programs as well as other specialized inquiries.

4 RESEARCH LEVEL

Collections that contain the major published source materials required for doctoral study and independent research include:

- A very extensive collection of general and specialized monographs and reference works
- A very extensive collection of general and specialized periodicals
- Extensive collections of appropriate materials in languages other than the primary language of the country and collection
- Extensive collections of the works of both well-known and lesser-known authors
- Defined access to a very extensive collection of owned or remotely accessed electronic resources, including bibliographic tools, texts, data sets, journals, etc.

Older material is retained and systematically preserved to serve the needs of historical research.

5 COMPREHENSIVE LEVEL

Collections in a specifically defined field of knowledge that strive to be exhaustive as far as is reasonably possible (i.e., "special collections"), in all applicable languages include:

- Exhaustive collections of published materials
- Very extensive manuscript collections
- Very extensive collections in all other pertinent formats

Older material is retained and systematically preserved to serve the needs of historical research. A comprehensive level collection may serve as a national or international resource.

Source: Bushing, M., Davis, B., and Powell, N. *Using the Conspectus Method: a Collection Development Handbook*. Lacey, WA: WLN, 1997.