

# Hartness Library Collection Development Policy

This Collection Development Policy sets collection goals and priorities to provide a complete, focused, and cost-effective collection. The policy also discusses the tools and methodology used in selection and encourages the participation of the colleges' learning communities. The purpose of this policy is to guide the provision of the most relevant, timely, and authoritative materials in support of the curriculum of the colleges. It also ensures a breadth of collections that fosters a creative intellectual environment and the free exchange of ideas.

## Responsibility for Collection Development

Collection development is the responsibility of the Library Director, Assistant Director, and Faculty Librarian under the general direction of the academic deans. The director may delegate some of that authority to the other professional library staff. CCV and Vermont Tech faculty, administrators, and staff may recommend materials for purchase. Final fund approval is the responsibility of the Library Director.

The director's responsibilities for collection development include judging the completeness of library holdings, considering material recommendations, and judging relative importance of materials. The director is also responsible for maintaining principles of academic freedom in collection development.

Professional librarians and staff are responsible for recommending materials in subject areas. Professional library staff work collaboratively with faculty and program committee members in developing subject collections.

Vermont Tech faculty department chairs are responsible for assessing the "adequacy of library support and recommend acquisitions relative to department programs and offerings." ("Department Chairperson Position Description," Appendix G, Point 10 (p. 136) - Agreement Between Vermont State Colleges and Vermont State Colleges Faculty Federation UPV, AFT, Local 3180, AFL-CIO).

Students are also encouraged to suggest materials for purchase.

## Guiding Principles

Hartness Library has a number of guiding principles to assist selection of materials added to the collection. It is our intent to be mindful of equity, diversity, scope, balance, and freedom of intellectual pursuit. Hartness Library's principles are centered on the following statements:

[American Library Association's Code of Ethics](#)

[Intellectual Freedom Principles for Academic Libraries](#)

[The Library Bill of Rights](#)

[The Freedom to Read Statement](#)

[The Freedom to View Statement](#)

**The Americans with Disabilities Act 1990**

Hartness Library is committed to supporting students with disabilities in making maximum use of the information resources available through electronic resource orientation, provision of safe building access, mechanical aids, and assistance in book retrieval.

## **Strategies for Collection Development**

Hartness Library uses a collaborative approach to collection development that employs the following strategies:

### **College curriculum**

- Faculty and academic staff recommendation
- Student recommendation
- Course descriptions

### **Usage statistics**

- Electronic resource usage including eBooks
- Interlibrary loan requests
- Circulation of print and media resources

### **Structured selection**

- Academic reviews including Choice online reviews and Doody's reviews
- Awards from professional, academic, literary, and other non-profit organizations
- Book reviews
- Annual bibliographies

### **General Selection Criteria**

While many factors are considered when developing and maintaining the collection, the general criteria includes:

- Curriculum and instructional support
- Quality of content, literary merit, and format
- Demand
- Timeliness
- Favorable reviews
- Permanence and lasting value
- Authority: author and publisher
- Scope
- Coverage in indexes
- Physical quality
- Frequency of interlibrary loan requests for similar subject materials
- Whether material is owned by other VSC libraries
- Strength of holdings of materials on similar subjects
- Cost
- Balance in the collection

- Format

## **Formats**

Hartness Library will acquire a title in the most appropriate format needed to support the curriculum. Librarians will continually review the availability of print and digital resources to ensure the best access to materials at the lowest cost. A title will normally not be acquired in both print and digital form, unless a specific need arises to carry the title in both forms.

## **Books & eBooks**

Hartness Library will maintain an academically appropriate and diverse collection of books in both print and electronic format to best accommodate the needs of all students. Acquisition decisions are also influenced by the holdings of other VSC libraries and the ease with which patrons can borrow books that they need for research purposes. With few exceptions, the library acquires only English language resources.

## **Reference materials**

Hartness Library will maintain a current, authoritative, and broad-scoped reference collection in appropriate format which may include print and electronic resources to provide users with background information, statistics, directories, guides, etc. Reference material will be selected by reference librarians based on daily contact with library users and knowledge of the collection. All selections will be approved by the director.

## **Periodicals**

Most periodicals are purchased in electronic format as part of subscription databases from database aggregators. Careful attention is given to selection of print periodicals because they are ongoing purchases and require special space, maintenance, and access considerations. Criteria for print purchase include those listed in the general criteria above, in addition to the following considerations:

- Accessibility: Indexed in standard indexes accessible by the library
- Format and cost
- Availability online in a database
- Availability of institutional electronic access with print purchase

## **Electronic Resources**

The Hartness Library will continue to seek further efficiency in collaboratively developing digital collections with the other VSC libraries and through regional and national consortia, such as the Vermont Consortium of Academic Libraries, the Online Computer Library Center (OCLC), the Westchester Academic Library Directors Organization (WALDO), and the Vermont Department of Libraries.

Each year the Library Director and Assistant Director will collect and review usage on all electronic resources. Regular trials of new databases are also reviewed by professional staff. Criteria for purchase include those listed in the general criteria above, in addition to the following considerations:

- Ease of use
- Flexibility of search features
- Availability of full-text or streamed video in appropriate formats
- Coverage of core resources in the discipline
- Duplication in other electronic and print resources
- Compatibility with other electronic products
- Licensing conditions, such as permission for remote access through a proxy server
- Consortial options for purchase
- Reliability of vendor and vendor customer service record
- Circulation of print and media resources
- Annual bibliographies

### **Fund Allocation**

Strategies for fund allocation will be determined each fiscal year by the Library Director in consultation with the Assistant Library Director and the Faculty Librarian. The allocation of funds to support programs is based on curricular need, not student enrollment levels. Some fields, such as healthcare and new technologies, require the continual addition of new resources and removal of dated material. Other fields, such as literature and history, require less continual rotation.

Finally, many purchases support multiple programs, making definitive fund allocation by academic program impossible. English language, mathematics, business, science, and reference materials support many curricular areas.

### **Material Requests & Textbooks**

Faculty, instructors, students, and staff are encouraged to make suggestions for additions to the collection. Curricular need is a top priority in determining which materials are acquired. Items that are required for all students in a class, which may include textbooks, novels or class workbooks, are not acquired by the library. Recommendations for supplemental textbook materials not intended to be supplied to each student in the class, will be acquired according to the general criteria for that format.

### **Library Gift Policy**

The Hartness Library welcomes gifts of books, and other items, as well as donations of money designated for the purchase of library materials. Over the years, these gifts from faculty, students and private donors have significantly enhanced the library and helped to develop our collections.

### **Acceptance Guidelines**

The library accepts gifts that enhance our collections and fit within our collection development policy. The library does not accept:

- Materials that are not in good physical condition, e.g., contain mold or mildew, tears, stains, water damage or are in any way impaired in a manner that results in limited or restricted use. These are potentially harmful to existing collections.
- Large museum type artifacts. Such items cannot be accommodated by the Library.

- Materials that require significant restoration or conservation or unique storage, unless accompanied by appropriate funding or by permission of the Library Director.
- Gifts with donor restrictions that will negatively affect the use of the materials.
- Popular trade paperbacks.
- Periodicals unless they fill gaps in our current collection.
- Outdated, superseded titles.
- Outdated media formats such as LPs, cassettes, VHS tapes, etc.
- Materials which duplicate current holdings.
- Photo copies/facsimiles of original materials.

In addition, the library does not accept gifts and donations with restrictions, except in rare cases. Other factors such as copyright law, licensing agreements, space limitations and processing costs may prevent acceptance of certain gifts.

### **Procedure**

All agreements with potential donors must be made through the Library Director. The library reserves the right to retain or dispose of gifts, once accepted, as it sees fit. Bookplates are used on request to acknowledge both individual and group donors.

### **Tax Receipts**

All gifts will be acknowledged in writing and may be used as a receipt of goods, but not as an appraisal of fair market value of the items donated. Sorry, but we do not appraise gifts. Appraisal and tax determination is left up to the donor.

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Revised: S. Currier

Approved: J. Kearns/E. Gatti 09/24/2018