

## UNLV Libraries

### Collection Development Policy

#### **Purpose of Policy Statement**

This collection development policy for the UNLV Libraries is intended for the guidance of librarians responsible for building collections that support the curricular and research needs of the University. The policy is also an instrument for communicating UNLV Libraries' collection policies to the University community and other users. The policy statement defines the scope of existing collections, serves as a planning document to direct future collections and provides a measurement for progress in the collection development program.

#### **Library Mission**

The UNLV Libraries support the mission of the University to emerge as a premier metropolitan university, embracing the traditional values of higher education adapted for the global community in the 21st century. The Libraries build collections and provide access to information and services to support teaching, learning, research and creative endeavors. The Libraries foster information literacy, working with the UNLV community to think critically, create new knowledge, and be life-long learners.

#### **Intellectual Freedom**

Intellectual freedom is an essential value to any university. UNLV Libraries is committed to providing a balanced collection representing a diversity of perspectives on issues. The UNLV Libraries support the American Library Association's:

Library Bill of Rights

The Freedom to Read Statement

Diversity in Collection Development

and the American Film and Video Association's Freedom to View Statement.

#### **Electronic Resources Use Policy**

Most of the electronic resources, such as journals, books, and databases, in the Libraries' collection are subject to licenses that govern their access and use. In accordance with the fair use provisions of the copyright law, library users may search, view, and browse these resources; and may print or download excerpts of reasonable quantity for educational or scholarly purposes.

Commercial use and systematic or excessive downloading, copying, or distributing of information are prohibited. Users are individually responsible for compliance with these terms.

Publishers monitor the usage of the resources and may cut off access for the entire UNLV community if the license terms are violated. If you have questions about using a particular resource, please use the UNLV Libraries' Ask Us service.

## **Collection Management Goals**

UNLV Libraries acquires, organizes, and manages information resources for access and use by the University community. The UNLV Libraries' primary clientele are the students, faculty and staff at the University. The development of the Libraries collections is based on the needs of these users for curriculum, research and public service support. The collection supports most curricular needs, but cannot meet all research needs. The ability to lease or borrow resources is an essential part of building the Libraries' collection.

### **Goals:**

- Build a collection that meets the research, curricular and information needs of faculty, students and staff at UNLV
- Advance the missions of the UNLV Libraries through the implementation of relevant programs
- Establish procedures and policies that librarians to engage in collection development in an efficient and effective manner
- Liaison with academic departments to incorporate faculty input in the development of the collection and to identify new trends in research and curriculum
- Spend collection allocations to achieve the greatest benefit and track expenditures closely to ensure the judicious use of resources. Conduct collection assessments as needed
- Manage the collection to account for the space needs and physical condition of materials
- Aggressively pursue cooperative collection development with other libraries

## **Collection Overview**

- A. Collection Management Department  
The department serves as the operational unit of the collection development program
- B. Serials Review Group  
The group serves as an advisory panel on the selection and cancellation of serial resources, such as databases and journals. The committee works within the constraints of the Libraries' budget and follows the guidelines established in the collection development policy.
- C. Subject Areas  
The primary subject areas collected are those that support the curriculum, research and public service activities of the University community. The library also will focus on building a collection with a regional focus. A majority of library materials are organized by the Library of Congress Classification System.

#### D. Languages

The main language of the collection is English. Foreign language materials are collected based on their relevance to University programs with a foreign language component. Additional criteria for foreign language materials are their usefulness to the University community.

#### E. Selection Responsibility

Selection for the collection rests with the subject liaison librarians who work closely together to ensure that the research and teaching interests at the University are supported adequately. These librarians place an emphasis upon the development of collections that support undergraduate and graduate students and faculty. The Librarians work on understanding the curriculum and the research interest of faculty and students and will use this to develop appropriate collections. The Librarians are expected to maintain close communications with teaching faculty and academic departments within their disciplines to ensure appropriateness of selected material and to prepare for departmental needs.

#### F. Resource Sharing

UNLV Libraries aggressively seeks partnerships with other libraries because it allows the library to increase access to information and reduce costs. UNLV Libraries is a member of the Utah Academic Library Consortia (UALC), EPSCoR Science Information Group (ESIG), the Nevada Council of Academic Libraries and the Greater Western Library Alliance (GWLA).

#### G. Gifts

Donations to the library are accepted through the Head of Collection Management. Gift material is subject to the same criteria for addition to the collection as purchased material. UNLV Libraries reserves the right to accept or reject gifts and reserves the right to dispose of unwanted gift material. Please see UNLV Libraries Gift policy (<http://www.library.unlv.edu/services/policies/giftpolicy.html>)

### **Budget**

The materials budget supports the purchase of all formats designated in the collection development policy. The budget supports expenditures for the following:

- Approval plans, firm and standing orders to the extent that funding is available including books, journals, electronic resources and other items
- Cooperative programs with other libraries or memberships in consortia
- Binding of serials, monographs, and other formats as necessary
- Borrowing and lending of materials, including document delivery and LINK+

The budget is administered by the Head of Collection Management in consultation with the Dean of Libraries and Director of Research and Education.

### **Allocation of Funds**

The materials budget is allocated according to available funds and established institutional priorities. Expenditures are tracked by the assignment of fund codes. The Materials Ordering and Receiving staff are responsible for placing all orders for library materials, recording the receipt of materials, processing invoices and credit memos and claiming materials not received.

#### Firm orders

The budget allocates funds for purchases of one-time materials. The firm order budget is allocated by individual liaison librarian by discipline. The materials are mostly books for the circulating collection or reference, but may be used as a one-time purchase for other materials. These materials are reviewed by the Collection Management department by:

- Size of the department including number of majors, credit hours, graduate program and number of faculty.
- Coverage of the approval plan
- Overall monies spent in the subject area
- Cost and publication rate of materials in the subject area
- Library use expressed through circulation and interlibrary loan statistics
- Statements in planning documents regarding future developments in course and program offerings

#### Approval Plan

To facilitate the selection and acquisition of monographs, the Libraries receives certain designated categories of materials through approval plans with selected commercial vendors. Liaison librarians monitor the performance of the approval plan vendors in their subject areas and report any issues to the Head of Collection Management. Liaison librarians also receive discretionary funds to purchase books not covered by the approval plan. To assure that approval expenditures stay within the allocation, the Head of Collection Management, in consultation with Liaison Librarians, maintains approval profiles that reflect the teaching and research requirements of the University. Approval materials will be monitored by library use expressed through circulation statistics.

#### Serials/Electronic Databases

The budget for serials and electronic databases are ongoing costs and are determined by the cost of subscriptions plus an inflation rate. Because of the ongoing nature of these materials, cost must be monitored rigorously. Decisions on serials are based on criteria including:

- Cost and inflation
- Use of materials and interlibrary loan requests
- Coverage of the serial
- Availability of the titles elsewhere in the collection
- Benchmarking for cost effectiveness

## **Formats**

### **A. Books or Monographs**

Monographs are acquired with first priority given to supporting the curriculum and research activities. Materials not received through approval plans will be purchased by the liaison librarian in support of the general collection. The following criteria will govern the selection of books:

1. Purchase of research material which is used solely for individual faculty or staff use shall be subordinate to the adequate fulfillment of the primary book needs of the students. Access to those unique research needs of individual faculty and staff which the university cannot purchase shall be through interlibrary loan.
2. Before materials that are rare, highly specialized, or very expensive are bought for students or faculty, the access to holdings of neighboring libraries should be consulted to avoid unnecessary duplications.
3. Materials in foreign languages which can be used for teaching and exercises in language courses offered at the university are desirable purchases for the Library. However, materials for non-language courses which are published in languages other than English, with the exception of dictionaries, encyclopedias and other reference tools, shall be bought only in those instances where there is evidence of the usefulness to students and faculty.
4. When there is a choice, hardbound books should be selected over paperbacks, because of their greater durability.
5. No materials should be excluded from the collection because of the race or nationality of the authors, or the political, moral, or religious views expressed therein.

General criteria governing final consideration by the librarian of all books added to the collection will include:

1. Does the book provide material needed for one or more courses in the curriculum?
2. Does it offer faculty resource material for courses currently taught or anticipated?
3. Is the subject content applicable to the university?
4. Does the subject evaluation indicate a need for additional materials?
5. Is the format compatible to the service expected for the price?
6. Has the item been favorably recommended by faculty, reviews, or recommended bibliographies?
7. Does a variant edition provide new or revised information?
8. Has it dual or multi-purpose coverage for faculty, courses or departments?
9. Has a translation met the other criteria for selection?
10. Will the book contribute to the collection, even though not directly contributory to any specific course?

### **B. Textbooks**

Textbooks are not routinely acquired. Single copies of textbooks will be purchased only when that title represents the best source of information in that field.

#### C. Serials or Journals

The Libraries are committed to acquiring complete holdings for serial titles to which the library subscribes when affordable. Electronic access is the preferred format for serials when available. For those serials which the library owns both the print and electronic formats or if the journal is available full-text through an aggregated database, print will be canceled in preference for the electronic format, if available. The following exceptions apply:

- For those serials in databases that have an embargo, print subscriptions may continue
- If graphics, tables, etc cannot be reproduced satisfactory in electronic format, print subscriptions may be continued
- If an aggregated database is considered "unstable" and cannot assure continued long-term access, print subscriptions may be retained.
- If an electronic subscription is dependent on a print subscription, the print subscription will be retained, but discarded
- If the publisher has no commitment to provided continued access to the electronic archive, the print subscription may continue

Electronic formats of serials do not have recurring binding, shelving, reshelving or storage costs. Published studies have documented the monetary cost savings of electronic storage compared with print storage. The transition to an electronic format allows the Libraries to provide more access to library users and allows money saved in expenses to be used for new resources for faculty and students.

Factors to consider when evaluating journals:

##### Relevance

- Extent to which the title supports academic programs
- Interdisciplinary nature of the title
- Demographic data for the department(s) that the title supports
- Inclusion on list of accrediting agency

##### Quality

- Reputation of editors, contributors, and publishers
- Reviews of the title
- Journal ranking studies
- Quality of paper, print, graphics and special features
- Currency and regular publication of issues

##### Relationship to existing collection

- Other journals in same discipline that are currently in the collection

- Accessibility through indexing sources and online collections currently in the collection
- Availability from other collections
- Current holdings of the title

#### Use

- Use of current, bound and microform holdings
- Use of electronic files
- Extent to which faculty publish in or cite the title

#### Cost

- Current and past price history
- Number of pages and frequency of publication
- Shelf space necessary for physical retention
- Ongoing expense to make the title available

Gift materials of titles new to UNLV are accepted and added to the collection if they meet the criteria applied to other new titles. Gifts of added volumes of titles already in the collection will be added only if needed to fill gaps in the collection. Unwanted or unneeded gifts will be disposed of in an appropriate manner. No evaluations for income tax deduction purposes will be given. Unsolicited materials are routed to appropriate bibliographers for decisions concerning disposition.

#### D. Microforms

Microforms include microfilm and microfiche. Microforms of specialized collections are purchased to support the curriculum and research needs or to enhance the existing collection. Serial microforms are acquired with regard to the existing collection and with regard to space, availability, alternative formats, price and use.

#### E. Newspapers

Current newspapers are acquired on a highly selective basis. Emphasis is placed on local newspapers. Access to major and regional U.S. and select International newspapers is provided electronically.

#### F. Media Collection

Includes DVDs, VHS tapes and other materials. These materials are acquired with priority given to support the curriculum and research needs. Considerations of suitability of format and quality of production, availability of equipment and facilities assists with the selection.

#### G. Dissertations or Theses

The University Archives houses the original copies of all theses and dissertations submitted by UNLV students and accepted by the university for a degree. All theses are catalogued and accessible through the library

catalog. A bound circulating copy is available in the general stacks. The original copies can also be accessed via index cards for those papers submitted prior to 1996, and via a database within the department for those written from 1996 to the present. Please note that full-text versions of all UNLV theses and dissertations from 1996 to the present can be accessed via the library's website under Indexes and Databases at **Digital Dissertations/UMI Current Research** and are available free to UNLV students, faculty, and staff.

#### H. Reference Collection

The reference collection consists of materials in both print and electronic formats. These materials are usually limited to resources that provide brief factual data or a means of finding information or have detailed background information on a specific subject. Timeliness is a priority for the reference collections and older editions of some of the reference resources are often placed in the circulating collection.

#### I. Maps

Maps, atlases, globes and charts are selectively purchases. The Government documents collection regularly receives maps on a selective basis from the U.S. Government printing office. Selection criteria include support of the curriculum and depository community, space, usage and staffing.

#### J. Computer Software

Computer software is acquired selectively. Considerations include availability on the campus network, individual needs of faculty and students, curriculum, quality of product, availability of equipment, facilities and technical support.

### **Collection Evaluation**

The library regularly conducts detailed collection evaluations for each subject or fund to ensure that the collection keeps pace with the changing, growing needs of the University community. The recommendations from these assessments help direct planned growth of the collections. The assessments involve usage data, historical budget spending and changes in teaching and research. Assessments may also involve online surveys and focus groups of faculty and students.

### **Weeding**

Weeding or De-selection of materials is the process of withdrawing or relocating obsolete or damaged materials from the library collections. This process may also involve duplicate materials. Weeding is conducted periodically to help the library with space issues.



