COLLECTION DEVELOPMENT: SELECTION POLICY

7.1 Purpose

The purpose of this policy is to guide in the choice of materials and to state the purposes and standards for building the Livingston Lord Library's collections. Selections will be made consistent with the American Library Association's (ALA) Library Bill of Rights1 as adopted with interpretations2 by ALA's Intellectual Freedom Committee.

7.1.1 Intellectual Freedom

The Livingston Lord Library strongly supports the concept of intellectual freedom. All collection management decisions at this library will be made in accordance with the Library Bill of Rights.

Any complaint brought against library materials must be submitted in writing to the Library Department Chair. The Chair will bring the complaint before the library faculty, who will recommend a course of action to the Associate Vice President for Academic Affairs. The AVP will issue a written response to the person or group bringing the complaint.

7.2 Responsibility for the Participation in Selection

Responsibility for the management of library resources and the policy decisions related to this function rests with the library faculty, coordinated by the Collection Management Librarian.

Interested and active teaching faculty participation is invaluable to intelligent selection and retention decisions. Therefore, library faculty will actively solicit the involvement of teaching faculty in appropriate departments and subject areas.

Student and staff recommendations for the purchase of materials shall be welcomed.

7.3 Definition of Library Materials

Library materials are defined as print and non-print materials (e.g., books, periodicals, maps, audiovisual materials, etc.) organized for retrieval and use by the members of the university community to fulfill the aims and functions of the university and its curriculum, and in fulfillment of the library's mission.

7.4 Collection Categories

Materials in the following categories shall be considered for selection:

   Reference materials, see 7.4.1.

   Media, 7.4.2

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Materials useful in specific curricular fields, 7.5-7.8

Interdisciplinary and broadly cultural materials not specific to a single discipline.

In some instances, materials which relate to specific fields not currently included in the curriculum but which may reasonably be expected to be added in the near future.

7.5 Collection Priorities

General materials shall be selected for each field represented in the curriculum in priority as follows:

The field as a whole.

Divisions of the field in which courses are offered.

Other divisions of the field in which courses are not currently offered but in which courses may reasonably be expected within the near future.

Specialized or advanced aspects of the field of interest to faculty members but not yet represented by course offerings.

Works that have won major literary prizes or prizes awarded by the several scholarly societies to which faculty may belong. Special attention is given to works reflecting the diverse student body that may be present on campus, as well as to works that support the current signature programs present at the university.

7.5.1 Current Materials vs. Retrospective Materials

Current materials shall generally receive higher priority for purchase than retrospective materials. Current materials are defined as those in-print in the original editions; retrospective materials are defined as those which are out-of-print or available only in reprint (either as full size, or electronic formats).

7.5.2 Textbooks

Designation as a textbook shall not disqualify a publication for selection. Use of the library materials budget to supply course textbooks is discouraged.

7.5.3 Rare Books

Rare books may be purchased, if they are required to fulfill the aims and functions of the university and its curriculum. Such purchases shall not receive high priority when budgets are inadequate.

7.5.5 Specialized Research Materials

The primary purpose of the library is to support the curriculum on the undergraduate and graduate levels, and this function shall receive top priority. After provision has been made for this
priority, specialized research materials may be purchased to support graduate offerings. Only in rare instances may the materials required for the personal research of individual faculty members be considered for purchase. In most instances, specialized research needs of students and faculty alike can best be served by the use of interlibrary loan.

7.5.6 Foreign Language Materials

Materials published in a foreign language may be purchased to support the curricular objectives of the university. Higher priority shall be given to materials in the English language unless that material is to be used as an aid in the teaching and learning of foreign languages. In such cases, difficulty and appropriateness of the materials shall be a prime consideration.

7.5.7 Reviews

The use of critical reviews is recommended and urged in making purchase recommendations. Caution is urged in accepting publishers’ statements at face value and in selecting titles on the basis of the author’s or of the publisher’s reputation. Requests accompanied by citations of favorable critical reviews shall be given priority.

7.5.8 Multiple Copies

Generally, only one copy of an item shall be purchased. However, multiple copies of materials may be purchased when the need for such copies can be demonstrated by use. Variant formats will not be considered duplicate copies.

7.5.9 Digital Formats

Digital formats possess advantages for searching storage, and access, and may be the only practical form for some extensive collections. Digital formats may be purchased in lieu of paper copy when appropriate, depending upon curriculum and audience.

7.5.10 Paperback vs. Hard Bound Editions

When materials will have long term value and receive heavy use, hard-bound editions shall be purchased. If materials are judged to be of transitory usefulness, or if the cost of rebinding added to the cost of the paperback is substantially less than the cost of the hard-bound edition, the paperback edition shall generally be purchased.

7.5.11 Lost Items

Library materials which have been lost shall be replaced if they are available through the current book trade and if they are still considered to be appropriate according to criteria stated above.

7.5.12 Out-of-Print Materials

Efforts to obtain materials on the out-of-print market shall be made if the material is of enough importance to justify those efforts. Judgment of importance shall include probable frequency of use and shall involve the consensus of at least two members of the library faculty.
7.6 Gift Policy

Gifts to the university library shall be accepted with the understanding that they shall be added to the collection only after they have met the same evaluative requirements as materials which are to be purchased. Materials shall be accepted only with the understanding that the disposition of materials not incorporated into the library collections is at the discretion of the Collection Management Librarian and in consultation with the library faculty if necessary. Valuation of donated items shall not be provided.

7.7 Weeding Policy - General Collection

The library will implement weeding procedures to:

- Maintain usefulness and quality of the collection based upon a commitment to current signature programs, curricular needs, and Tri-College/MnSCU responsibilities.

- Use available space effectively.

7.7.1 Principles

The Collection Management Librarian shall be responsible for initiating procedures for weeding that are approved by the library faculty and reviewed as needed. The procedures shall include but not be confined to the following principles:

- MSUM is not a library of record.

- No set of rules/guidelines can substitute for the judgment of professionals.

- The evaluation of materials prior to discarding shall include consultation with the library faculty, opportunity for instructional faculty to make judgments, awareness of Tri-College collection development responsibilities and may include checking in appropriate bibliographies.

- Materials that may be considered for weeding shall include but are not limited to those that are obsolete, little used and in poor physical condition.

- Normally, works of local and regional authors and works of local or regional history are not weeded.

- Creative literary works in the general collection may be selected for off-site storage.

7.8 Relationship of MSUM to Tri-College University and the Minnesota State Libraries

While the primary responsibility of the university library shall be to serve the needs of its students and faculty, consideration shall be given to cooperative endeavors that shall serve the students and faculty of the other members of the Tri-College University and Minnesota State. It shall be the policy of the MSUM Library to cooperate with the Tri-College and Minnesota State Libraries in the selection, purchase, and sharing of materials in print, microform, audiovisual, or electronic formats.
7.8.1 Tri-College Collection Development

The Collection Management Librarian coordinates the cooperative selection policy process with the Concordia College Library and North Dakota State University Library. Continued participation in this process by MSUM is dependent upon adequate funding.

7.8.1.1 Duplication of materials

The Livingston Lord Library will make an effort to avoid duplicating material held by Concordia College. It is recognized that some duplication will be unavoidable.

7.9 Relationship of the Livingston Lord Library to MINITEX and Minnesota State Libraries

The Livingston Lord Library shall use MINITEX and Minnesota State Libraries as a supplement to local resources. It is not intended to take the place of the local collection of materials needed to serve students and faculty.

7.10 Government Documents

Within the context of the library’s overall selection policy, the Government Documents Librarian is assigned the primary responsibility for the selection of Government Documents. Federal depository series and non-depository items selected should meet the following criteria: supportive of the curriculum, of timely and continuing interest, of research value, of service to the Congressional district, as needed, and in compliance with Superintendent of Documents’ guidelines. Coordination of collection policies with NDSU will be continued.