

ROGER WILLIAMS UNIVERSITY LIBRARIES COLLECTION MANAGEMENT POLICY

I. INTRODUCTION

The Roger Williams University Library's mission is to provide leadership for the development, organization, and sharing of resource collections, ensuring the optimal access to information (from any reputable source), instruction of users, and services responsive to their needs. Through the integration of print and electronic resources, collection development, and resource sharing the Libraries endeavor to maximize access to the continually expanding world of information.

The purpose of the Collection Management Policy is to provide a planning document to organize and guide the process of acquiring and providing access to print and electronic information resources and to manage their growth, maintenance, preservation, withdrawal and cancellation. It will be reviewed and revised periodically, as needed.

The Roger Williams University community, made up of faculty, undergraduate and graduate students, and staff, serves as the library's primary user group. Although students attending the RWU School of Law may access the libraries, their primary library is within the Ralph Papitto School of Law. The School of Architecture has its own branch library in order to serve the specific needs of students in that discipline. In addition, the RWU libraries are a member of the HELIN library consortium, made up of regional academic and health sciences libraries, and share access to and reciprocal borrowing of library resources with all HELIN member libraries and their primary users.

The library's information resources are collected and accessed in support of the RWU curriculum and the teaching and learning mission of the university. The RWU curriculum supports both professional schools including architecture, business and engineering, as well as the liberal arts including general arts and sciences comprising the Feinstein College of Arts and Sciences. Information resources are purchased or licensed in order to serve the information and research needs of RWU students, faculty and administration. Cooperative collection development between libraries in the HELIN consortium on a formal level is currently being investigated. Informally, selection decisions are often made in consideration of the other HELIN libraries' holdings.

II. FUNDING CONSIDERATIONS

The libraries have been funded with appropriations allocated by format (i.e. book, serials, electronic resources, media etc.) with one librarian responsible for each of the format areas.

Budget allocations are designated to accommodate all areas of the curriculum as equitably as possible, taking into consideration library strengths and weaknesses, usage statistics, and the size and nature of the curricular programs. Priority is given to specific subject areas as the need arises, such as the addition of new courses, accreditation requirements, or the initiation of graduate school programs.

Library resources are also purchased from the gift and endowed funds which are developed through donations. Library resources may also be purchased through grant funds from outside sources or from grants awarded to the Colleges, School, and academic departments and centers within the University.

III. COLLECTING PRINCIPLES AND GUIDELINES

A. Coverage:

The RWU Libraries develops its collections and plans information access strategies according to policies based on a continuing analysis of the University's evolving academic programs, research interests, and user needs. In light of these policies, the RWU Libraries acquires or provides access to a wide variety of resources in various formats from books to digital images, supporting inquiry in all areas of knowledge.

B. Non-print formats:

All formats that are determined to be able to be preserved and accessible in the future are considered for purchase and/or license. General non-print format materials include electronic reference databases, electronic journals, and electronic books. Special non-print format collections include videos, music CDs, and visual resources, including slide and digital images.

C. Duplicates:

Duplicate copies are purchased only in cases where it is justified, such as core materials required in both the Main Library and the Architecture Library or exceptionally heavy use. In most cases it is preferable to purchase multiple titles on the same topic rather than multiple copies of a single work. Duplication may occur in various formats, such as both print and electronic access to books and journals.

D. Gifts:

1. Gifts provide the opportunity to obtain materials for the libraries' collections, to exchange materials with other libraries, and to generate revenue through sales.
2. Gifts are accepted only if they are offered without conditions regarding their retention or organization within the library.
3. Gifts are received and counted by the Collection Development/Acquisitions Department if they are primarily monographs, by the Serials Department if they are primarily serials, by the Architecture Library if they are primarily architecture materials, by the Media Resources Librarian if they are primarily media resources and by the Librarian in charge of Archives if they are archival materials. Acknowledgment of gifts is provided by the Library Director, including a statement of the number of items received. Federal law as stated in the Internal Revenue Code (IRC) section 170, paragraph 1704.41), prohibits appraisal of gifts by libraries. However, a list of qualified appraisers is available for donors upon request.
4. Large gift collections are assessed in terms of appropriateness for the libraries' collections before the decision is made to accept them.

5. Selection of gift materials for the libraries' collections follows the same standards and criteria as used for new materials. An additional consideration is the condition of the gift materials.

6. Gift materials selected for inclusion are integrated into the libraries' collections. Gift materials that are not selected may be disposed of at the library's discretion.

IV. COLLECTION MAINTENANCE

A. Replacement/Preservation of Materials

1. Books declared missing are periodically reviewed. Titles that are still available and suited for the libraries' collections are replaced. Titles that are still important, but no longer available may be added to an out-of-print want list. Titles no longer considered useful are not replaced and the records are withdrawn from the catalog.

2. Worn books are reviewed for replacement as needed. The decision to replace, repair, bind or discard an item is based on its condition, availability and utility.

B. De-selection of Materials

1. De-selection of materials is necessary in order to maintain a viable collection which reflects changes in the curriculum, considers space utilization and focuses on current information. Standard or classic works will be retained in all fields of study.

2. Faculty recommendations may be solicited in the de-selection of materials.

3. HELIN Consortium resource needs are considered when de-selecting the only copy of a title in the consortium.

V. CENSORSHIP AND INTELLECTUAL FREEDOM

Intellectual freedom is fostered within the library by collecting materials that present the widest range of viewpoints possible. Selection of materials does not imply endorsement of their content, however, the quality of all works must meet the standards as set forth in this document.

The Library fully subscribes to the American Library Association's *Library Bill of Rights* <http://www.ala.org/ala/oif/statementspols/statementsif/librarybillrights.htm> and the joint statement entitled *The Freedom to Read* <http://www.ala.org/ala/oif/statementspols/ftstatement/freedomreadstatement.htm> issued by the American Library Association and the Association of American Publishers. Both documents are appended to this policy in its printed version.

VI. Information Resource Profiles

A. Circulating Book Collections

The Circulating Book Collections include printed books that provide information for research and study in all subject areas of the curriculum and general fields of knowledge. Standard review sources, such as Choice, Books for College Libraries (forthcoming Resources for College Libraries), The Reader's Adviser, Books in Print with Reviews, are used as selection tools as well as subject bibliographies. In addition, a curriculum-based vendor approval plan is in place for architecture books and a notification slip service is available in other disciplines. Selection criteria include subject relevance to one or more areas of the curriculum, reputation of the author, reputation of the publisher, accuracy of contents, literary style and readability, originality of the work, price, currency and timeliness of the information, academic level, and inclusion of indexes, bibliographies and illustrations.

Newly acquired books are displayed in the New Books Area at the entrance of the Main Library prior to being shelved in the Circulating Book Collection.

The Bestseller Collection is a leased collection of books that appear on the New York Times bestseller lists for fiction and non-fiction. This collection is housed adjacent to the New Books Area. Books from this collection may eventually be purchased and added to the Circulating Book Collection when appropriate or returned to the vendor on a rotating basis.

The Circulating Book Collections also include electronic books from a variety of e-book vendors as warranted by collection needs. All electronic books are searchable through the HELIN database, but may also be accessed from the e-books link on the library home page.

B. Reference Collection

The primary goal of the reference collection is to provide access to information that supports the academic curriculum. Both print and computer-based formats are supported in collecting reference resources in all subject areas of the curriculum and in general fields of knowledge. Whenever feasible, reference resources are purchased in electronic format to ensure greater access to the user population. Criteria for selection include currency, physical and intellectual quality, scope, depth, level of information, subject matter, arrangement and accessibility, price and reputation of the author and publisher. The Reference Collection includes annual subscriptions to general and discipline specific web-based databases. Criteria for selection of web-based resources include ease of use, including enhanced searching capabilities; cost; authority; accuracy; frequency of updating; anticipated demand by library users; quality of support; remote access capability; and licensing fees and usage restriction.

C. Periodical Collection

The Periodical Collection consists of a broad range of titles designed to service the most current information needs of the curriculum. Titles which are retained for research purposes may be kept in paper copy, bound or converted to microfilm.

Other titles are discarded after a designated period of time. Selection criteria include style, format, editorial content, subscription price and accessibility through indexes, abstracts and bibliographies. [Magazines for Libraries](#), [Ulrich's International Periodicals Directory](#) and [Choice](#) are some of the tools used to evaluate a title. Access to journals is also available via electronic resources.

D. Newspaper Collection

The Newspaper Collection includes a few large metropolitan dailies, as well as some local titles, national business dailies and other titles relevant to academic life. Newspapers are kept on a short term basis, except those that are indexed and retained on microform for research purposes. Selection criteria for newspapers are the same as those for periodicals. Access to newspapers is also available via electronic resources.

E. Microform Collection

The Microform Collection consists of both microfiche and microfilm. The microfiche collection includes a number of research collections. The microfilm collection consists of mostly periodicals and newspapers retained for research purposes. Conversion of paper holdings to microfilm is considered when permanent retention is desirable. However, the graphical limitations of this medium and the additional cost of conversion is taken into consideration for each title.

F. Media Collection

The Media Collection consists of audiovisual materials that support and meet the instructional and general needs of the students, faculty and staff. Selection criteria include needs of the community, audience level, current holdings, content accuracy, currency and impartiality, image and sound quality, potential uses, and cost. Selection resources include [EMRO](#), [Library Journal](#), [Choice](#) and other professional reviewing sources.

G. Curriculum Materials Center

The Curriculum Materials Center contains materials useful in teaching students from grade 1 through grade 12, including books, periodicals, tapes, diskettes, and kits. Materials that focus on educational techniques or that may be used in the classroom are housed in this collection, while general works about education are kept in the Circulating Book Collection. Non-fiction children's books are located in the Curriculum Materials Center, while children's literature is housed in the Circulating Book Collection within the PZ classification for juvenile fiction.

H. Map Collection

Print map collections are maintained in the reference areas of the Architecture and Main Libraries. Both reflect the general and specific needs of the curricula they support, including road, topographic, hydrographic and demographic maps and nautical charts. Both print map collections are relatively static in size as more map information is being made available electronically.

I. Archives and Special Collections

The Archives and Special Collections are a closed-stack collection housed together in a special climate controlled room on the second floor of the Main Library. Access is available only in the company of a librarian. The Archives serve as the repository for university records and serves as the information center for institutional history. It includes administrative materials of significance, committee files, records of student organizations, photographs, yearbooks, institutional publications and official copies of RWU theses. The Special Collections include rare books and other materials requiring special treatment to enhance their preservation.

J. Visual Resources Collection

The Visual Resources Collection is located in the Visual Resources Center in the Architecture Library. There are two collections available to the RWU community: a slide collection and a collection of digital images contained on a computer server (hosted by the Information Technology Department). Both collections are primarily focused on images of architecture, art, and historic preservation.

VII. Cooperative Collection Development

Cooperative collection development is under discussion within the HELIN Consortium, but a formalized plan has not been arranged. However, lower priority monograph titles may not be purchased for the RWU Libraries if they are already available via resource sharing within the Consortium. Also, electronic resources are purchased collaboratively through HELIN when it is fiscally advantageous.

VIII. Collection Development Responsibilities

1. The Collection Management Committee is comprised of the librarians who have primary responsibility for materials budgets, including the Collection Development/Acquisitions Librarian (Chair), the Serials/Government Documents Librarian, the Reference and Information Resources Librarian and the Media Resources Librarian, the Architecture/Art Librarian as well as the Associate Dean and the Dean. This committee is responsible for insuring continuity and equity in the collection management process, reviewing budget allocations, discussing expensive and/or unusual requests, assisting with collection assessment and periodically reviewing collection policies. The Committee also discusses new technologies and products to better serve the information needs of the University.

All materials formats are considered, including monographs, serials, electronic resources, visual resources and non-print media. Library liaisons are invited to participate periodically to discuss collection management issues of general interest or collection development issues in specific disciplines. Faculty members and/or deans involved in planning new programs or preparing for program reviews or accreditations will be invited to meetings as needed.

2. The Collection Development/Acquisitions Librarian is responsible for the development of the libraries' book collections. Selections are sought from the

Architecture Librarian for art, architecture and historic preservation titles and from the Reference and Information Resources Librarian for titles for the Main Library Reference Collection. Faculty recommendations are encouraged in the development of all library book collections and solicited by the distribution of Choice cards. Library liaisons may submit requests in the disciplines to which they are assigned. Final selection and approval of all orders are the responsibilities of the Collection Development/Acquisitions Librarian.

3. The Serials/Government Documents Librarian is responsible for the development of the library serials collections, including periodicals, newspapers, and standing orders. Selections are sought from the Architecture/Art Librarian regarding art, architecture and historic preservation titles and from the Reference and Information Resources Librarian for titles for the Main Library Reference Collection. Faculty recommendations are encouraged in the development of the serials collections in all subject areas. Library liaisons may submit requests in the disciplines to which they are assigned. Final selection and approval of all orders, as well as retention and disposal decisions, are the responsibilities of the Serials/Government Documents Librarian.

4. The Serials/Government Documents Librarian is responsible for the development of the government documents holdings. Selections are sought from the Architecture/Art Librarian regarding art, architecture and historic preservation titles, and from the Reference and Information Resources Librarian regarding titles for the Main Library Reference Collection. Faculty recommendations are encouraged in all subject areas. Library liaisons may submit requests in the disciplines to which they are assigned. Selected Rhode Island state documents are received as depository items. Selected U.S. government documents are received through the library's membership in the Federal Depository Library Program. U.S. Census materials are received regularly and without charge due to our status as an Affiliate of the Rhode Island State Data Center. All other government documents from local to international levels must be purchased. Government documents are not kept in a separate collection, but integrated into the libraries' collections.

5. The Reference and Information Resources Librarian is responsible for the development of the electronic resource collections, including online indexes, databases, books and websites. Selections are sought from the Architecture/Art Librarian for art, architecture and historic preservation resources. Selections are sought from the Collection Development/Acquisitions Librarian for electronic books. Selections are sought from the Serials/Government Documents Librarian for electronic journals, serials, databases, government documents and related products. Library liaisons may submit requests in the disciplines to which they are assigned. Electronic resources are reviewed annually by the library faculty and deans prior to renewal. Final selection and approval of all orders are the responsibilities of the Reference and Information Resources Librarian in conjunction with the Dean.

6. The Media Resources Librarian is responsible for the development of the media collection, including compact discs, phonograph discs, video tapes and video discs. Faculty recommendations are encouraged in the development of the media collection. Library liaisons may submit requests in the disciplines to which they are assigned. Final selection and approval of all orders are the responsibilities of the Media Resources Librarian.

7. The Architecture/Art Librarian has the primary responsibility for the development of the Visual Resources Collection, including instructional slides and digital images in the areas of art, architecture, and historic preservation. Recommendations are sought from faculty members in these disciplines; however, faculty from other areas may submit requests for items that would contribute to the collection.

8. The Archivist is responsible for the development of the Archives which serves as the repository for university records. Custodial arrangements for materials belonging to other institutions are initiated through the Library Director with the advice of the Archivist.

9. The Archivist, in conjunction with the Collection Development/Acquisitions Librarian, is responsible for the Special Collections which include rare books and other materials that require special climatic control and monitored access. This collection is not actively developed, but rather serves as a repository for materials selected as appropriate to the libraries, but requiring special treatment.

IX. Standards and Criteria

1. Standard works, as defined by Books for College Libraries (forthcoming Resources for College Libraries) as well as standard subject bibliographies, are collected for all disciplines offered in the curriculum.

2. New materials are selected based on relevance to one or more areas of the curriculum. The academic level of the collection is primarily at the undergraduate level, but graduate level materials will be selected in the specific disciplines where graduate programs are offered. Professional level materials will also be purchased in subjects where it is required. Selection criteria include reputation of the author, reputation of the publisher, accuracy of contents, literary style and readability, originality of the work, price, currency and timeliness of the information, and inclusion of indexes, bibliographies and illustrations. Additional criteria for selection of electronic resources include ease of use, including enhanced searching capabilities; frequency of updating; anticipated demand by library users; quality of support; remote access capability; and licensing fees and usage restriction.

3. Accreditation requirements for the university as a whole and for individual programs are considered critical guidelines in the development of the libraries' collections.

4. The library abides by the U. S. Copyright Law at all times. Items produced in violation of this law will not be added to the collection.

5. Higher education textbooks are only acquired in cases where they are considered standard works in their field or required by an accrediting agency.

6. Foreign language materials are primarily collected to support the foreign language curriculum of the College of Arts and Sciences and the teaching of foreign languages within the School of Education. Foreign language materials may also be purchased in the field of architecture.

7. The Acquisitions Department link from the RWU Libraries Home Page provides access to selection tools and sites related to the acquisition of library materials: <http://library.rwu.edu/about/acquisitions.html>.