

MEMORANDUM

TO: Fort Wayne Senate

FROM: Mark Jordan, Chair  
University Resources Policy Committee (URPC)

Suining Ding, Chair  
Library Subcommittee

DATE: February 25, 2022

SUBJ: Library Collection Development Policy

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WHEREAS, policy committees such as URPC establish subcommittees to assist with its responsibilities under the bylaws of the Senate, and

WHEREAS, the Library Subcommittee advises the Senate as a subcommittee of URPC; and

WHEREAS, the Library Subcommittee has advanced the attached policy which updates collection development and the policy received unanimous approval of URPC;

BE IT RESOLVED, that the Library Collection Development Policy be adopted by the Senate.

# Helmke Library Collection Development Policy

## **Purposes and Goals of Collection Development**

Collection development is the process of building and maintaining the library's collection. The collection development policy establishes the principles used by Purdue University Fort Wayne Library (hereto referred to as 'the library') in the selection, acquisition, evaluation, and maintenance of information resources in electronic, print, and non-print formats. This policy reflects the philosophies stated in the Purdue University Fort Wayne and the Library missions and communicates the guiding principles for the collection while providing guidance to those responsible for developing the collection. The Collection Development Policy is supported by the internal collection procedures that the library uses to enact the policy.

The primary goal of library's collection is to support the needs of the undergraduate and graduate programs at Purdue University Fort Wayne. Because the library also recognizes its responsibility to respond to specialized information needs of faculty that may be beyond our ability to purchase, the library participates in cooperative collection development and resource sharing agreements with other libraries.

This policy for selection applies equally to all types of materials being considered for the library's collection.

## **Responsibility for Library Collection Development**

A librarian serves as a liaison with each academic department and is responsible for managing the library collection in each assigned area. The subject librarian will work with faculty in their assigned disciplines to select appropriate library materials. The Director for Library Academic Services monitors the development and maintenance of the entire library collection as a whole in consultation with the subject librarians.

## **Library Materials Funds**

The library's materials budget is used to purchase serials, monographs, media, other circulating materials, and databases in various formats. The university allocation is supplemented by funds from gifts and the library's endowment.

## **Selection Policies**

The library adheres to the principles of intellectual freedom outlined by the American Library Association and the Association of College & Research Libraries.<sup>1</sup> Accordingly, the library purchases materials that represent a wide variety of viewpoints and places an emphasis on a diverse and inclusive collection. Material which has been chosen or excluded on the basis of the selection criteria stated in this policy will not be withdrawn or added solely at the request of any individual or group. An individual or group questioning the appropriateness of material within the collection may articulate their concerns in writing to the Library Management Team.

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<sup>1</sup> American Library Association's Library Bill of Rights, the Association of College & Research Libraries' "Intellectual Freedom Principles for Academic Libraries: An Interpretation of the Library Bill of Rights" and "Standards for Libraries in Higher Education."

## **Guidelines for Selection of All Materials:**

The following are considerations liaison librarians use in the selection of materials for purchase. They are provided as a guideline for understanding how materials are selected. Not all guidelines will necessarily apply to all collection decisions. Donated materials, in compliance with the In-Kind Gift Policy, are subject to the same selection criteria.

- Relevance to the curriculum
- Usefulness to the campus community
- Representation of diverse and inclusive view points
- Timeliness and lasting value of content
- Reputation of the author, issuing body, and/or publisher
- Presentation and usability
- Literary, artistic, or social value
- Suitability and longevity of format
- Strength of present holdings on the same or similar subject
- Frequency of Document Delivery requests for material on the same or similar subject
- Price/relative cost of material in relation to the budget
- Inclusion in standard reviewing sources
- Holdings of other libraries in appropriate resource-sharing networks
- Materials with a geographical focus on Fort Wayne, Allen County, northeastern Indiana, or the Midwest
- Current publications have priority over retrospective buying
- Duplicates are not selected unless warranted

Textbooks and manuals are not purchased or added to the collection unless they have earned a significant reputation in their field or are the best source of information on a particular topic.

The library does not purchase materials such as article reprints or preprints, equipment manuals, industry reports, costumes, medical instruments, models, specimens, laboratory equipment, or materials meant for one-time use.

## **Specialized Collections**

### **Purdue University Fort Wayne Faculty Publications**

Purdue University Fort Wayne Library maintains a collection of faculty-authored monographs. Faculty publications in this context are defined as books authored or edited by a current member of the faculty, or books containing a significant contribution such as a chapter. Single encyclopedia entries or solo poems within larger works are not automatically considered to be part of this collection. Works must be in a format that can be reasonably collected and preserved. Staff publications that fall within the academic sphere will be included in this collection.

## **Government Documents**

### **Federal Documents**

The primary purpose of the Federal Depository Library Program (FDLP) is to provide free, unimpeded access to government information and services for both the primary users of the parent institution and the wider constituency of the congressional district or the geographical area that it serves.

The Library was designated a federal depository in 1965 and must meet the requirements for collection maintenance and public service set forth in the Federal Depository Library Handbook. For details on collection requirements for federal documents see the Federal Depository Library Collection Development site and internal guidelines and procedures.

The Library participates in resource sharing and cooperative collection programs for federal documents.

In partnership with local, state, and national entities, federal depository libraries are committed to collectively providing current and historical access to all FDLP materials.

### State and Local Documents

Purdue University Fort Wayne Library collects and maintains an archive of Indiana and Fort Wayne area documents when possible and when in alignment with other collection goals. Local documents of an archival or historical nature are generally not removed from the collection. State documents of an archival or historical nature are also generally not removed from the collection unless they are freely available online and an archival copy is guaranteed in the state of Indiana. PFW Library's collection of local documents has been shaped by the City of Fort Wayne's 1987 Special Ordinance No. S-100-87 and a 2010 Indiana Library Services and Technology Act (LSTA) digitization sub-grant.

### Foreign National and International Documents

Purdue University Fort Wayne Library is not a depository for foreign national government documents or the documents of other international government organizations, such as the United Nations. However, the library does select core documents when they meet the selection criteria enumerated within this policy.

### **LP Collection**

Purdue University Fort Wayne Library maintains a vinyl LP collection. The historic nature of the materials warrants its preservation for research purposes but the library does not actively collect music in this format. Phonorecords of exceptional merit may be added by donation at the discretion of the music librarian, the collection development policy committee, and/or the library management team.

### **ETCS Senior Projects**

In order to preserve unique student works done by students in the College of Engineering, Technology, and Computer Science, the library accepts copies of student senior projects from these departments. The library can accept either print or electronic versions of these projects, but electronic is preferred. Because the library often holds one of few existing copies of these items and missing print versions cannot be readily replaced, the library's print copies are limited to usage within the library building.

### **Collection Maintenance**

#### Location of Materials

Information resources purchased with library funds and gifts to the library become part of the library collection and must be maintained by the library. Physical items will be housed within the library building and all electronic subscriptions must be accessed through the library website in compliance with licensing agreements.

#### De-selection

De-selection of library materials, the process of removing items from the collection, is essential for the maintenance of an active, academically useful library collection. De-selection provides quality control for the collection by elimination of outdated, inaccurate, and worn-out materials. Librarians are responsible for conducting an ongoing de-selection effort in their areas of collection responsibility and for maintaining the quality of the collection. The same guidelines used for selection of library materials provide the underlying principles for de-selection.

#### Conservation, Preservation, and Replacement

Library materials are expensive to purchase, process, and house. Purdue University Fort Wayne acknowledges the necessity of preserving library materials and supports the American Library Association's "Preservation Policy."

The Director of Library Academic Services, in consultation with subject librarians and other library personnel, determines what action should be taken with damaged and worn materials. The library

maintains a disaster plan that designates procedures for the initiation of action should an emergency arise involving the library's collection.

### **Resource Sharing and Cooperative Collection Development**

Resource sharing encourages the exchange of materials among participating libraries for the mutual benefit of all parties. Purdue University Fort Wayne Library is an active participant in local, state, regional, and international resource-sharing networks. Likewise, the library works with its resource-sharing partners to establish cooperative collection development programs that will benefit all libraries involved. Cooperative collection development and resource sharing programs assure the broadest possible access to information for the international community of scholars.

### **Collection Development Policy Evaluation**

The Collection Development Policy is reviewed periodically by the Purdue University Fort Wayne Library Collection Development Committee. Any substantive changes in policy are submitted to the Information Services and Instruction Group, and then to the Library Management Team, before going to the Purdue University Fort Wayne Senate Library Subcommittee for approval.

Originally developed and approved by the Library Council, February 12, 2008: Tiff Adkins, Marla Baden, Denise Buhr, Margit Codispoti, Judith Garrison, Pamela Sandstrom, Stephanie Schulte, Susan Skekloff, Cheryl Truesdell, Judith Violette

Updated November 11, 2021: Ann Marshall, Shannon Johnson, Denise Buhr, Sarah Wagner

*Source: Library Collection Development Committee*

*Approved Date: Approved by the Library Subcommittee, February 28th 2008; Approved with amendments by URPC, October 20th 2008; Approved by Fort Wayne Senate 11/10/2008 as SD08-3*