Angelo State University Library
Policy and Procedure Memorandum

PPM #6: Collection Development Policy

DATE: 1 May 2015

PURPOSE: This policy delineates the philosophy governing the development and maintenance of the Library’s various collections.

REVIEW: This OP will be reviewed in June of even-numbered years by the Executive Director of Library Services in consultation with University Library Committee.

I. Obligations.

A. Collection Development Philosophy.

Angelo State University is a Carnegie class Master’s M institution of higher education authorized to offer a wide range of programs leading to the baccalaureate, master’s, and doctoral degrees. The mission of the Porter Henderson Library is to provide the Angelo State University community with access to information in all formats. As far as practicable, the Library should plan to provide access to as well as acquire and preserve all types of information sources needed to meet its obligations to its primary clientele.¹

Library materials purchased with funds from the Library Materials Budget are the property of the Library and procured with the intent to serve the entire University community. These library materials are not ordinarily items for the exclusive use of a single academic department’s students, faculty, or staff. Whenever possible these materials should be located in the Library or electronically accessible to the University community. Any exceptions to this principle must be made by the Director² prior to purchase.

B. Selection Priorities.

Acquisition priorities for the Library are in the following order.³

1.) To support the University's curriculum, the Library will provide access to and/or ownership to materials in a variety of formats that supply a basic collection of materials with balance for both undergraduate and graduate courses offered by the University.

¹ See PPM #2 for the full mission statement and PPM #3 for definitions concerning primary clientele.
² Director=Executive Director of Library Services.
³ Consortial agreements may supersede the Library’s selection guidelines. For additional information, see section IX.
2.) As financial resources allow, the Library will build (through access and ownership) basic collections of materials in a variety of formats to support the designated programs of distinction and anticipated instructional programs.

3.) As financial resources allow, the Library will support current research programs related to the curriculum and professional research. Resource sharing and alternative means of acquiring resources is encouraged for many research projects.

4.) As financial resources allow, other types of library materials will be acquired or be accessible to fulfill the general information and recreational needs of the University community.

II. Collection Development Guidelines.

In addition to the priorities outlined in Section I, “Obligations,” the Library will follow the guidelines below for determining what new materials to access and/or acquire for the Library’s various collections.

A. Preference will be given to English language materials. Foreign language materials will be acquired as needed to support the curriculum and research needs of the University community.

B. Appropriate current sources, regardless of format, generally will be given preference over out-of-print sources.

C. Other general guidelines include but are not limited to: Relevance to the curriculum; accuracy, currency, and value of information; cost; past usage, and/or predicted future demand; subject coverage and scope; ability to strengthen existing collections and fill gaps; author credentials; publisher reputation; space and ongoing expenses, including maintenance and equipment; intended audience and appropriateness of level; acceptability based on professional selection tools/reviews; presentation of alternative viewpoints; importance of the work to the field; and for online resources, usability and accessibility of the platform is critical, as well as a preference for general IP accessibility rather than single user logons requiring a password.

D. While not encouraged because of budget, personnel, and space restrictions, the purchase of duplicate copies may occur with appropriate justification. Duplicate copies are not purchased solely for the sake of preservation, or in general to provide a circulation copy when the original has restricted circulation. In no case does the Library purchase copies for the sole use of any individual, irrespective of expected usage.

E. When considering open source materials, these items will be treated like any other monograph, journal, or e-resource. These resources may include: journals of peripheral interest, selected professional association and NGO documents posted online with free and open access, and other select resources posted online with free and open access.

F. It is neither the intent nor the responsibility of the Library to systematically acquire the following types of information resources: college-level textbooks and study aids (such as Cliff’s Notes or Monarch Notes); and sources in languages not justified by
curriculum or research needs. Additional considerations include but are not limited to: Outdated formats; books in poor condition; vanity press books without academic value; propaganda without historical value; materials created with the sole intention of demeaning or degrading any community or culture; mass market paperbacks; consumables including laboratory manuals, and examination review books.

III. Collection Formats.

The Library increasingly favors electronic formats (serials, ebooks, and streaming media) over print, microforms, and other older formats. The electronic formats allow for easier, timelier, and wider access. Users can also more easily search by key word and across platforms to identify materials for access. Options such as pay per view/get it now will be explored as alternatives to traditional ownership and/or access.

A. Serials.

Consideration preference is given to electronic formats for subscription purposes. Core titles available only in print are bound for preservation purposes. If available in electronic archival collections, print issues may be considered only for retention during the embargo period and/or for historical preservation.

B. Monographs.

Consideration preference is for eBooks licensing, and when appropriate and affordable, preferences favors multiple or unlimited user options over agreements with single user options; preferences also favor full-text research capabilities and integration with other available applications. Additional preference is given to patron driven acquisitions options to provide wider access to subject areas while only incurring costs for materials actually used by patrons. Printed books may be purchased individually as needed by those programs that are more traditionally based. When print format is the best or only option, hardcover books are preferred over paperback books.

C. Media.

When possible and contingent upon the availability of adequate funds, streaming videos are acquired to support online courses and programs. The decision to provide streaming access is made on a case by case basis. Streaming access is renewed only if there is evidence of sufficient use. The Library no longer purchases materials in formats other than DVD. Sound recordings generally follow similar guidelines with a preference solely for CD. Unless contractually limited, media materials should be available for all ASU users. Place and means of access will be determined on case-by-case basis. (See also Section IV: Collection Highlights.)
D. New Formats.

Prior to placing an order, all requests for the Library to acquire materials in new formats are to be referred to the Director. New formats may be defined for this policy as those not already in the Library’s collections.

IV. Collection Highlights.

A. E-Resources.

Online resources include databases, eJournals, eBooks, eReference, and streaming videos. These resources may be accessed by the ASU community via the Library’s website, RamPort, and Blackboard. In most cases, online resources are available 24 by 7 and provide the most current and easily accessible information at a minimum of cost per use. They cover all subject areas and time periods.

B. Circulating Collection.

This includes the print monographs and monographic serials primarily located on Second Floor as well as those in the Remote Circulating Collection, Oversize Books, Closed Stacks, and Professional Reading Areas. This collection includes materials for all subject areas.

C. Reference Collections.

This includes a variety of materials available in the Atlases, Main Reference Collection (in the Learning Commons), Oversize Reference, Permanent Reserve, Reference Storage, and at the Research Assistance Desk. This collection is slowly being replaced by online reference materials and databases, but still represents a significant resource for in-house usage. At the present time, the Library is phasing out all print indexes.

D. Microforms.

Located primarily in the Basement, contains thousands of items in microformats including newspapers, journals, and important sets of primary source collections. Most of these items are no longer growing as the Library continues to switch to a preference for online access.

E. Periodicals.

Also located in the Basement, this collection represents current and bound copies of serial publications and the few remaining print newspapers. Over the last ten years the Library significantly cut print serial subscription in favor of online access. This trend will continue into the future. The Library keeps a significant number of volumes in storage on the Third Floor.
F. Bestsellers. (Second Floor)

As funds permit, the Library will attempt to meet the University community’s need for a recreational reading collection through purchasing a selection of nonfiction and fiction bestsellers. Selections are made based on a review of the New York Times bestsellers lists. Oversize or “coffee table” books are not selected for this collection. Depending on demand for individual titles, the bestsellers are placed in a temporary location (“Bestsellers”) for a period of one year before they are relocated to the stacks.

G. Curriculum Collection.

[The future status of this collection is to be determined.]

H. Federal and State Documents Collections. (Basement)

1.) The Library is a selective depository for United States government documents. Because of this status, materials are acquired to meet the Library’s obligations to the University and the Congressional District as set forth in the Guidelines for the Federal Depository Library System and 44 U.S.C. 1901, et seq.

2.) The Library is a depository for Texas State documents. Because of this status, materials are acquired and maintained to meet the Library’s obligations to the University and the surrounding area as set forth in the Manual of Guidelines for Depository Libraries.

I. Juvenile Collection. (Basement)

The Library and interested academic departments support this collection to assist those students involved in teacher education programs. Materials in this collection are written primarily for the pre-school through high school (young adult) reading levels.

J. Media Collection. (Basement)

The Media Collection contains non-print, audio-visual resources. The Media Collection is a circulating collection.

K. Paperback Collection. (Second Floor)

The Library also maintains a paperback book collection consisting of classic and contemporary fiction and popular nonfiction books. The collection is supported solely by donations from students, faculty, staff, and other interested individuals. Items added to this collection are kept until they are no longer in demand or until they are physically worn out or damaged beyond repair. Items that are no longer in demand or damaged beyond repair are discarded per policies outlined elsewhere in this document.
L. Dr. Ralph R. Chase West Texas Collection (WTC). (University Center)

1.) The Collection is primarily built through donations of historical documents, books, memorabilia, and manuscript collections. The Library’s share of the Library Materials Budget also supports the development of this Collection.

2.) The primary area of collecting interest covers the general history, development, and settlement of West Texas.

3.) The Collection accepts donations of materials concerning Texas and Southwest history areas. All other donations will be considered on a case-by-case basis.

M. University Archives and Publications. (Part of the WTC in the University Center)

Official copies of University publications and other documents related to the history of the University are housed in the University Archives. Other copies may be placed in appropriate collections in the Library.

V. Responsibility for Selection.

Ultimate responsibility for the development and maintenance of the collection rests with the Library’s Collection Development Team (LCDT) consisting of the Director, Assistant Director for Research and Instruction Services, Head of Library Technical Services, and Acquisitions Librarian. From time-to-time, other staff members with expertise will be added to the team on an ad hoc basis. Primary responsibility for selection of new resources lies with the LCDT and the faculty. Members of the faculty are largely responsible for recommending the acquisition of library materials in the fields of their particular expertise. The Library maintains responsibility for cross-disciplinary and other subject fields not covered by the existing academic departments, for coordinating the collection as a whole, and for aiding the faculty through selection assistance and purchase suggestions. Overall approvals and supervision is also provided by the University Library Committee.

VI. Library Materials Budget (LMB).

A. Fund Sources.

Currently, the LMB comes from two primary sources: a HEAF allocation and portion of the Library Fee. Additional purchases are made with funds from the various gift/memorial, Fund Balance, replacements, and other accounts. These additional purchases are made at the discretion of the donor and/or the LCDT.

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4 Each year, the University Library Committee approves the Director’s recommendations for the portion of the Library Fee to be allocated to the LMB. As needed, the Director also consults with the Student Government Association concerning use of revenue from the Library Fee.
B. Fund Allocations.

Each year in consultation with the University Library Committee (ULC), the Director determines the portion of the LMB available for allocation to the academic departments. The LMB Formula (see Appendix I), also approved and annually reviewed by the ULC, regulates the amount allocated to each academic department. Funding for major package deals for serial titles shared between academic departments will be administered by the ULC and taken from the HEAF portion of the LMB before the formula is applied.

C. Library’s Share of the LMB.

The Library share of the Materials Budget comes from a portion of the Library fee set aside for library resource acquisition and access. The LCDT has responsibility for overseeing the selection of materials purchased with this portion of the LMB.

VII. Collection Evaluation and Maintenance.

A. Weeding.

1.) Introduction.

The Porter Henderson Library is not a “Library of Record.” In the simplest terms, this means the Library strives to provide access to those materials that best meet the mission of the University and does not try to collect and retain all materials in all formats for all subject areas. Library materials, whether print, non-print, or microform, eventually wear out; become outdated; or are lost. Such materials should be routinely considered for withdrawal by the LCDT. Faculty members and/or academic departments may also request that outdated, obsolete, and/or damaged items be withdrawn or replaced.

2.) Processes.

a.) Normal weeding will take place on a regular basis by the LCDT and will follow the criteria listed below.

(1.) Materials not of historical or subject value which have deteriorated or are physically beyond repair.

(2.) Materials irrespective of format which are outdated or have been superseded and are no longer needed for future consultation and/or for subject areas no longer taught on campus.

(3.) Unneeded duplicate titles.

(4.) Materials which have been declared missing will be withdrawn if replacements are not needed or cannot be obtained.

b.) Major weeding projects will take place on a selected basis by the LCDT working with faculty members from the selected subject area. By
working together, all users may be assured that the whole collection is up-to-date and that important volumes are retained.

(1.) The LCDT will submit criteria for the withdrawal of materials to the selected faculty members. Upon approval, the LCDT and faculty members will work together to pull materials for review.

(2.) All materials from major weeding projects will be placed on holding shelves for an agreed upon period of time. Any faculty member or librarian may request that any of the material be retained and those titles will be returned to the proper collection shelves, subject to the discretion of the Director.

(3.) Materials remaining on the holding shelves after the expiration of the agreed time limit will be exchanged or disposed of following established University and Texas Tech University System (TTUS) regulations and procedures.

c.) Titles requiring replacement due to obsolescence or damage may be replaced as required and as budgetary circumstances permit.

d.) Weeding projects involving eResources will include the following criteria. All decisions will involve appropriate academic department/faculty input.

(1.) Cutting criteria: free options available, no content/no full text, low use/high cost per use, duplicated content, usability/technical aspects, and comparable (but not the same) resources available.

(2.) Ranking criteria: cost, scope of audience, other good solutions available (downgrade, pay per view, etc.), not required/not a 'must have', sufficient resources available for program overall, equitable cutting across programs, and low political costs.

(3.) Decision tiers include:

Tier 1: Must Keep - Excellent use/cost-per-use and absolutely core, the sky will fall if we even thought about cancelling.

Tier 2: Preserve first - Only cancel if we receive little to no additional end-of-year money.

Tier 3: Preserve if possible - First line of cancellations for insufficient end-of-year money.

Tier 4: Must Change – Either dropping outright or making a change (like moving to tokens), regardless of end-of-year money.

4.) Weeding of open source materials will include outdated materials or links with more than two years of no circulation, online usage or library-mediated access.
will be withdrawn, with very rare exception. Open online resources not hosted or subscribed by the Libraries may be dropped from the catalog at any time, and will be when no longer relevant to the curricular, clinical or research missions of the University.

5.) Weeding in the U.S. Government Publications Collection will be done in accordance with the procedures provided by the U.S. Superintendent of Documents.

6.) Weeding of the Texas Documents Collection will include those materials that have been superseded, no longer relevant, or so dated as to be of no value.

7.) There are designated collections of materials in the Library as well as some subject areas in the Library that will not be held to the criteria listed above for withdrawal and will not be weeded or will be weeded sparingly.

B. Preservation.

1.) Binding.

All binding decisions are made by designated Library staff members. The Library contracts with outside agencies for binding services. Materials from all collections are covered by this policy.

2.) Book Repair.

Library staff members perform minor volume repairs. If the volume is beyond repair, then a designated Library staff member decides whether the item is retained as is and returned to its original location; moved to a protected shelving area; or is withdrawn from the collection; or a replacement ordered.

C. Replacement.

The LCDT makes all evaluations and recommendations for replacement of lost, damaged, and/or outdated library materials. Depending on availability, U.S. Government and Texas State document items will be replaced as needed.

D. Discards.

Any Library materials removed from the collections will be discarded following proper University and TTUS regulations and procedures. Discards from the U.S. Government Publications Collection will be done in accordance with the procedures provided by the U.S. Superintendent of Documents.

VIII. Gifts.

A. Introduction.
1.) Gifts of library materials in all formats or cash donations are an important means of improving the quality of the Library’s resources; therefore, the Library welcomes gifts of useful library materials and cash donations. Such materials should reflect the teaching and research needs of the University community, as well as the special needs of residents of West Texas. In accordance with approved procedures, any item donated but not added to any Library collection will be given to the Friends of the Porter Henderson Library and West Texas Collection. (See PPM #7.)

2.) Cash donations are either deposited into the Library’s “Memorial Fund” or special accounts. Donors may designate a particular item to purchase in memory of an individual or group or for a particular subject area. If there are no restrictions on the gift monies, then designated Library staff members select appropriate materials to purchase.

B. Conditions of Acceptance disclaimer.

Each donor receives a “Donor’s Release Agreement.” (See Appendix II for an example of the agreement form.)

C. Tax Deductions.

Gifts to the Library are tax deductible. Donors will receive an acknowledgment letter describing the quantity and type of material donated. However, Federal law and regulations do not permit Library staff members to supply dollar values for donations-in-kind. (See: http://www.irs.gov/publications/p561/ar02.html#0e1653.)

D. Personal Bookplates.

Upon request, the Library places bookplates in donated items or items purchased from the “Memorial Fund” indicating the name of the donor and/or memorials.

IX. Exchanges and Consortial Agreements.

The Acquisitions Unit will handle all matters pertaining to the establishment of exchange relationships with other institutions. These exchange agreements will be in accordance with appropriate University and TTUS procedures and regulations.
APPENDIX I

MATERIALS BUDGET ALLOCATION FORMULA

Porter Henderson Library
Allocation Formula for Materials Budget

\[ Q \text{ denotes the fraction of the materials budget allocated to a particular department, and is computed as the sum of a fixed base amount (B), an internal component (I), and an external component (E):} \]

\[ Q = B + I + E. \]  

(1)

**Base Allocation:** The base amount consists of 10% of the distributable funds, divided equally among all departments. Each department’s base allocation (as a fraction of the total) is therefore

\[ B = \frac{.10}{ND} \]  

(2)

where \( ND \) denotes the number of departments.

**Internal Component:** The internal component is computed from prior year’s data on the number of full-time equivalent faculty (FTEF) and a weighted semester credit-hour production (WSCH) from the previous summer, fall, and spring semesters. 45% of the total allocation is distributed on the basis of these internal factors, as follows:

\[ I = .45 \left( \frac{.40 \sum FTEF}{\sum FTEF} + .60 \frac{WSCH}{\sum WSCH} \right) \]  

(3)

In the above expression and throughout, \( \sum \) denotes a sum over all departments. \( WSCH \) is determined by weighting lower level, upper level, and graduate level semester credit hours with relative weights of 1, 2, and 3, respectively. Thus,

\[ WSCH = LSCH + (2 \times USCH) + (3 \times GSCH), \]  

(4)

where \( LSCH, USCH, \) and \( GSCH \) denote the actual semester credit hours at the corresponding level.

**External Component:** The remaining 45% of funds are allocated on the basis of the following external factors, determined by discipline: number of monographs published, average monograph cost, number of serials published, and average serial subscription cost. From these data, a monograph value percentage (\( MVP \)) and a serial value percentage (\( SVP \)) are computed as follows:

\[ MVP = \frac{\text{no. of monographs} \times \text{ave. monograph cost}}{\sum (\text{no. of monographs} \times \text{ave. monograph cost})}; \quad SVP = \frac{\text{no. of serials} \times \text{ave. serial cost}}{\sum (\text{no. of serials} \times \text{ave. serial cost})}. \]

These quantities are then weighted according to the department’s spending priorities as determined by monograph expenditures (\( ME \)) and serial expenditures (\( SE \)) of the previous year, resulting in

\[ E = .45 \left( \frac{\sum MVP \cdot ME + \sum SVP \cdot SE}{\sum MVP \cdot ME + \sum SVP \cdot SE} \right) \]  

(5)

The purpose of this weighting is so that, for example, a department that spends its entire allocation on serials is affected only by the value of the available serials in the discipline and not by the relative value of available monographs.

Combining equations (1), (2), (3), and (5) yields the following expression for the departmental allocation, as a fraction of total allocations:

\[
Q = \frac{.10}{ND} + .45 \left( \frac{.40 \sum FTEF}{\sum FTEF} + .60 \frac{WSCH}{\sum WSCH} \right) + .45 \left( \frac{\sum MVP \cdot ME + \sum SVP \cdot SE}{\sum MVP \cdot ME + \sum SVP \cdot SE} \right)
\]
APPENDIX II
PORTER HENDERSON LIBRARY
ANGELO STATE UNIVERSITY

DONOR’S RELEASE AGREEMENT

I, __________________________________________________, the sole and absolute owner of the materials listed below, or acting as the authorized representative of the owner, do hereby give and grant to the Porter Henderson Library and West Texas Collection, Angelo State University the right to select materials for inclusion into the Collection and/or Library. The following terms will apply:

· Angelo State University has the sole authority regarding the acceptance and disposition of all materials donated to the Collection.
· For materials added to the Collection, literary rights (subject to restrictions agreed to by the donor and the Porter Henderson Library and West Texas Collection) including the right to grant researchers permission to publish are hereby transferred to the West Texas Collection of the Porter Henderson Library, Angelo State University.
· The said materials will be made available to students, faculty and researchers subject to Library’s collection development policies and standard archival procedures governing the use of materials in the Porter Henderson Library.
· Monographs, serials, maps and/or any other item(s) not added to the general collection or West Texas Collection of the Porter Henderson Library will be exchanged with other libraries or given to the Friends of the Porter Henderson Library and West Texas Collection, Angelo State University.

Description of materials:

_____________________________________________________ _____________________

Signature of Donor or Authorized Representative of Owner(s) Date

☐ Need copy of this Release Agreement.
☐ Need acknowledgment letter.

Address:

_________________________________________________

_________________________________________________ Phone # ----------------------

The above described materials have been received by the Porter Henderson Library

_________________________________________________ Date

Executive Director of Library Services