

Angelo State University Library
Policy and Procedure Memorandum
PPM #6: Collection Development

LAST DATE OF REVIEW

1 May 2015

SCHEDULE FOR REVIEW

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

DIRECTOR'S NOTE

13 September 2020

- **During the COVID-19 pandemic, PPMs and LPs may be temporarily amended to balance public health considerations with the library's service and operation responsibilities. Any amendment of this nature in no way supersedes the traditional collaboration between the library and the University Library Committee for regular scrutiny of governing documents.**
- **Any concerns or questions regarding this PPM's content – traditional or temporary – should be sent to Chris Matz chris.matz@angelo.edu**

Collection Development, both as a PPM and as a faculty/library collaborative process, was extensively discussed in University Library Committee meetings during the 2019-2020 academic year. Updates were acknowledged by the ULC with the intention of putting them into practice in FY21.

Highlights include...

- Formal retirement of the allocation formulas by subject / academic department, which had not been observed for some time prior to last year
- A continued moratorium on donations, both due to public health concerns and the ongoing relocation of West Texas Collection into the Mayer Museum; donor agreement forms will be updated no later than January 2021
- Immediate availability of funding for faculty requests as each fiscal year begins
- A very specific and SACS-supported focus on supporting library constituents in all modalities of learning and teaching

I. Resource Selection Priorities

1. The Library will support ASU's curriculum by prioritizing digital formats for a foundational collection balanced for both undergraduate and graduate courses and meeting access needs in all learning modalities.
2. The Library will build and maintain collections to support designated programs of distinction and anticipated instructional programs.
3. The Library will support current research programs related to the curriculum and professional research.
4. Other types of resources within scope of format priority will be acquired or be accessible to fulfill the general informational needs of the ASU community.

II. Collection Development Guidelines

From the fiscal year's first day every 1 September, discretionary money within the Library's materials budget – those dollars not pre-obligated for subscriptions and other contractual commitments – is available to pursue item requests by ASU faculty and other patrons.

Along with priority by content format (as outlined in Section I), preference will be given to English-language items, though other languages will be acquired in order to support ASU's curriculum and research needs. Additional considerations may include:

- Accuracy, currency, and value of information
- Cost
- Prior usage and anticipated future demand
- Subject coverage and scope
- Potential to strengthen existing collections and fill gaps
- Author credentials
- Publisher reputation
- Open source availability
- Intended audience and appropriateness of level
- Seminal importance to field(s) of study

Regarding online resources, usability and accessibility of the platform is vital. The Library prioritizes general IP accessibility for patrons rather than single-seat log-ons requiring a password.

Duplicate copies are discouraged. They are not purchased solely for the sake of preservation nor are they considered as supplements when the original has restricted circulation. The Library does not purchase copies for the sole use of any individual.

As curricular needs and means of delivery evolve, the Library will consider the integration of textbooks and course materials into its collection beyond the temporary status of reserves, so long as the item(s) honors copyright and fair use guidelines and fits the all-modality access model.

III. Collection Formats

The Library prioritizes electronic formats (serials, ebooks, and streaming media) for usage suitable to any classroom or research modality. Patrons can also more easily search by key word and across platforms to identify items 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. As backfiles become available digitally, bound journals will be de-selected.

B. Monographs

Consideration preference is for eBooks licensing, and when appropriate and affordable, preferences favors multiple or unlimited patron options over agreements with single patron 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 items actually used by patrons. Only if every option for digital access is exhausted will the library select print-format books.

C. Media

Streaming videos are prioritized for acquisition to support online courses and programs. The Library will purchase access to media suitable for any classroom modality. DVDs will be considered only if digital access is unavailable and no suitable content alternative can be identified. No other media formats will be considered.

D. Emerging Formats

Prior to placing an order, all requests for the Library to acquire items 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 and will be considered only if suitable for delivering their content to any classroom modality.

IV. Collection Highlights

A. Electronic resources

Databases, eJournals, eBooks, streaming videos, and other resources may be accessed online by the ASU community via the Library's website, RamPort, and Blackboard. In most cases, online resources are available 24/7 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 items for all subject areas.

C. Reference Collections

This includes a variety of items available in the Atlases, Main Reference Collection (in the Learning Commons), Oversize Reference, Permanent Reserve, Reference Storage, and at the Research Assistance Desk. This physical collection is being replaced at best possible speed by online reference items and databases to meet needs in all modalities.

D. Microforms

Located primarily in the Basement, contains thousands of items in microformats including newspapers, journals, and important sets of primary source collections. Most sets are no longer growing as the Library continues to emphasize online access. Collections of historical significance will be reviewed by the Library and the West Texas Collection for optimal retention strategy.

E. Periodicals

Also located in the Basement, this collection represents current and bound copies of serial publications and the few remaining print newspapers. These collections are being phased out in favor of all-modality access online. The Library is also systemically retiring periodical volumes in storage elsewhere in PHL.

F. Bestsellers

The future status of this collection is to be determined

G. Curriculum Collection

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H. Federal and State Documents Collections (Basement)

The Library is a selective depository for United States government documents. Items are therefore acquired to meet 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. The Library is also a depository for Texas State documents. Items are therefore acquired and maintained to meet obligations to the University and the surrounding area as set forth in the Manual of Guidelines for Depository Libraries. Both documents collections are being modernized as rapidly as depository guidelines allow.

I. Juvenile Collection (Basement)

The future status of this collection is to be determined

J. Dr. Ralph R. Chase West Texas Collection (University Center → Mayer Museum)

The Collection is primarily built through donations of historical documents, books, memorabilia, and manuscript collections. The WTC selectively supports development of this Collection, as well. The primary focus covers the general history, development, and settlement of West Texas. The Collection accepts donations within the Texas and Southwest historical scope. However, until relocation then opening service into its new facility, the WTC is observing a moratorium on all unsolicited gifts and donations.

K. University Archives

Per Texas state law, any documents produced by ASU follow a retention schedule. [Official copies of University publications and other documents related to the history of the University are housed in the University Archives](#). For physical space considerations, the UA prioritizes submissions in digital format. Born-digital items should be considered for inclusion within the ASU Library's digital repository.

L. Withdrawn collections

As curricular demands and means of access change, the ASU Library's holdings necessarily evolve. Existing physical resources are being reviewed for efficacy, as they are suboptimal for meeting the needs of learners and instructors outside the PHL facility. When determined to be irrelevant, resources will be deselected and retired. Recently, this includes the Paperback Collection (2019) and the Media Collection (ongoing).