

Madeleine Clark Wallace Library
DRAFT Collection Development Policy

Table of Contents:

- I. Introduction
 - A. Wheaton College Mission Statement
 - B. Wallace Library Mission Statement
 - C. Intellectual Freedom and Censorship
 - D. Confidentiality
 - E. ADA Compliance
 - F. Copyright
 - G. Cooperative Library Agreements (Consortia)
- II. Responsibility for Selection
- III. Collection Levels
- IV. Criteria for Selection
 - A. General Collection
 - i. Language
 - ii. Retrospective Purchasing
 - iii. Out-of-Print Items
 - iv. Textbooks
 - v. Editions & Sets
 - vi. Single-Issue Periodicals
 - vii. Duplicate Titles
 - viii. Replacements
 - ix. Price
 - x. Recreational Materials
 - xi. Multimedia Resources
 - xii. Compact Discs
 - xiii. Spoken Recordings
 - xiv. Resource Format
 - B. Electronic Resources
 - C. Serials
 - D. Reference
 - E. Digital Repository
 - F. Archives & Special Collections
 - G. Curriculum Materials

Madeleine Clark Wallace Library
DRAFT Collection Development Policy

- H. Gifts in Kind
- I. Curriculum Materials
- V. Collection Maintenance and Assessment
 - A. Monographs
 - B. Reference
 - C. Serials
- VI. Appendix
 - A. Gift Policy
 - B. Materials Generally Unsuitable as Gifts

Madeleine Clark Wallace Library
DRAFT Collection Development Policy

I. Introduction

The policies and procedures outlined here are used to develop the Wallace Library as the essential resource of information and scholarly resources for the Wheaton community. The mission of the College is best supported when library collections are based on carefully selected resources representing a variety of viewpoints and closely connected to the curriculum. A small undergraduate college library cannot afford to purchase and house all the available materials that our community desires. Therefore, to expand access to resources, the library participates in consortia for the cooperative purchasing and borrowing of materials in a variety of formats. Through these cultivated relationships, the Wallace Library is able to provide the needed materials to support the undergraduate curriculum as well as limited research needs of the faculty of the college.

A. Wheaton College Mission Statement

“Wheaton College provides a transformative liberal arts education for intellectually curious students in a collaborative, academically vibrant residential community that values a diverse world.”

B. Wallace Library Mission Statement

The Madeleine Clark Wallace Library serves the Wheaton community by collecting, preserving and building connections between the record of human knowledge and achievement. By creating a setting conducive to learning, discovery, and cultural excitement, we help community members meet academic and personal goals that extend knowledge and promote achievement in the individual and in the community.

C. Intellectual Freedom and Censorship

The library subscribes to and complies with the American Library Association (ALA) *Library Bill of Rights* and its accompanying statements of interpretation, including, but not limited to, statements on Intellectual Freedom; the Freedom to Read; Freedom to View; Access to Electronic Information, Services, and Networks; Challenged Materials; and Statement on Labeling.

D. Confidentiality

In accordance with the *Code of Ethics* of ALA, Wallace Library staff must support each patron’s right to privacy with respect to information sought or received and any information pertaining to borrowing and/or usage history. Additionally, the Library adheres to the ALA’s *Policy on Confidentiality of Library Records* and *Confidentiality of*

Madeleine Clark Wallace Library
DRAFT Collection Development Policy

Library Users.

E. ADA Compliance

Wallace Library strongly endorses the concepts of the American with Disabilities Act (ADA) and strives to acquire materials that serve all Wheaton community members. To this aim the library always purchases films with closed captioning and/or transcripts when available and provides significant scholarly content in digital and screen reader compatible format.

F. Copyright

Wallace Library acts in strict accordance with all provisions of the U.S. Copyright Law (17 U.S.C.) and its amendments. Additionally, the library strongly supports the Fair Use section of the Copyright Law (17 U.S.C. 107), which permits limited use of copyrighted works for the purposes of teaching, scholarship, and research.

G. Cooperative Library Agreements (Consortia)

In order to provide additional resources to its patrons, as well as cost saving benefits, the Wallace Library belongs to a variety of consortia. The library became a member of HELIN (Higher Education Library Information Network) in 2005, increasing access to the collections of 7 academic libraries including Rhode Island College, Roger Williams University, and Providence College through daily delivery of books and media. In addition, the library participates in the Oberlin Group, Mass Library Systems, Northeast Research Libraries (NERL), and Online College Library Center (OCLC) for resource sharing and advantageous pricing.

II. Responsibility for Selection

The Director of Library Resources coordinates collection development by selecting materials in all formats for purchase or access, offering bibliographic assistance to the faculty, and evaluating incoming requests and recommendations. In addition, they work in partnership with the subject liaisons to identify gaps in the collection and fill in the necessary scholarship. Resource selection is a complex process that involves all faculty members and librarians. Faculty members, as subject specialists for their fields and are asked to recommend materials to support the undergraduate curriculum. Selection for the special collections is the responsibility of the Head of Special Collections. The library reserves the right to question any request for material that appears inappropriate for the collection.

Ultimate responsibility for the development and overall quality and balance of the collection rests with the College Librarian and Associate Vice-President for Information and

Madeleine Clark Wallace Library
DRAFT Collection Development Policy

Technology Services who has final approval of the selection of all materials. The library has the responsibility for evaluating present resources to provide coordination and balance for the collection and ensure that the scope and priorities of the collection are adjusted in accordance with any curricular changes.

III. Collection Levels

The American Library Association provides guidelines that outline the depth to which a subject might be collected. The majority of library materials chosen to support courses at Wheaton College are selected at the Instructional Support Level as outlined in the ALA Code, prioritizing purchases that are “adequate to support undergraduate and most graduate instruction, or sustained independent study.” This includes “a wide range of basic monographs, complete collections of works of more important writers, selections from the works of secondary writers, a selection of representative journals, and references tools and fundamental bibliographical apparatus pertaining to the subject”

(<https://www.loc.gov/acq/devpol/cpc.html>). Selected subjects may be collected at the Research Level when sufficient undergraduate scholarship warrants collection at this level. Topics of interest that are not specifically covered in the curriculum may be collected at either the Minimal or Basic Informational Level.

IV. Criteria for Selection

The general criteria for selecting library materials include:

- Importance of subject matter in relation to the college’s educational goals and the curriculum.
- Timeliness or permanence of the material.
- The author’s/editor’s reputation and significance within their given field.
- Authoritativeness as reflected in recommendations or adverse criticism by respected authorities or book reviewers.
- Relative importance in comparison with other similar types of materials on the subject.
- Clarity of presentation and readability.
- Reputation and standing of the publisher.
- Price.
- Brings balance to the collection by filling gaps in certain subject areas

The specific criteria that follow address various factors that come into consideration during

Madeleine Clark Wallace Library
DRAFT Collection Development Policy

the selection process for a wide variety of materials:

A. General Collections

- **Language:** The library purchases titles in English, except for materials used in foreign language and literature courses. Exceptions may be made for materials containing unique information that appears only in a foreign language.
- **Retrospective Purchasing:** In an effort to obtain current materials, the purchase of newly-published works is emphasized. The library may attempt large retrospective purchases in certain weak subject areas using grant monies. The library's Special Collections emphasize the purchasing of unique and rare materials in specific subject areas. The library does order back files of periodicals at the request of faculty and/or at the discretion of the Director of Library Resources as funds allow.
- **Out-of Print Items:** When a recommended purchase is searched by the library and is found to be out-of-print, the Acquisitions and Metadata Librarian attempts to locate a copy for purchase through various online sources. If this attempt is unsuccessful, then the title is returned to the faculty member to request whether further searching is necessary or if an alternative title should be found.
- **Textbooks:** Books intended as basic college texts are not purchased by the Library. Exceptions are made for those items purchased with funds provided by SGA for that express purpose. Priority for the dispensation of those special funds will be given to items with prohibitive costs. Workbooks, teaching aids, and other items which are consumed through a single use will not be purchased except for in use in the Education Curriculum collection. Given the prohibitive cost of textbooks for both students and the library, Wallace Library is committed to supporting OER initiatives on campus and facilitating the adoption of open access materials to support scholarship.
- **Editions & Sets:** The latest edition of any item is purchased unless otherwise requested. When newer editions of titles are purchased, the Acquisitions and Metadata Librarian decides whether to retain the older edition. Complete texts rather than abridged editions are purchased for the library. In regard to sets, the library purchases complete sets (including electronic media) rather than individual parts, unless the cost is prohibitive or a complete set is not essential to the curricular needs for which the material is requested.
- **Single Issue Periodicals:** In most instances, single issues of periodicals are not

Madeleine Clark Wallace Library
DRAFT Collection Development Policy

purchased by the library, even if they are special theme issues. If the library does not subscribe to a periodical, or if the special issue of a requested periodical is not classified as a monograph, then there is no satisfactory means of housing and retrieving such an item. Special issues of periodicals do not belong with monographs and are rarely cataloged. If a special issue is needed for Reserve, academic departments should purchase the issue and place it on Reserve as a personal copy.

- Duplicate titles are currently purchased based on the following criteria:
 - Publications and works by Faculty, Staff, and Emerita/us may warrant purchase of 2 copies, gifts are encouraged, with one copy for the non-circulating Wheaton Authors collection and one copy for the circulating collection when appropriate. Monographic publications must be fully authored or edited by a member of the Wheaton community as outlined above. Publications with articles or other small entries such as introductions will be copied and housed in the Archives. The Faculty In Print collection, as a subset of the Wheaton Authors collection, will represent those published works that are fully authored, or edited, by current Wheaton Faculty.
 - For Reserves material with sufficiently high demand, additional copies may be purchased at the ratio of one copy per 20 students in the course.
 - Rental services of material may supplant the purchase of an item but will not be used to duplicate items that the Library already owns.
- Replacements: Replacement copies for books that are missing are ordered at the discretion of the Director of Library Resources. They receive a missing and/or billed list of items from the Head of Access Services and order those items that are still in print and of curricular value to the collection. Damaged items that are not replaceable are evaluated for their value and use, and acceptable materials may be repaired or rebound to ensure ongoing access to the content. In instances when an immediate replacement is needed for an item that is reported missing, every effort will be made to obtain a replacement copy in an expedient fashion.
- Price: The library reserves the right to review all requests and to refuse or delay purchase of prohibitively expensive items depending on the availability of special funds and at the discretion of the Director of Library Resources.

Madeleine Clark Wallace Library
DRAFT Collection Development Policy

- **Recreational Materials:** Priority for the purchase of materials is given to those items which meet the curricular needs of the students. After the primary needs have been met, consideration is given to other materials that will give balance to the collection or meet the special interests and needs of a residential college community. The library acquires some fiction and digital media through purchase or gifts that have artistic merit, popularity and/or lasting value. These items are chosen from award and prize lists, as well as from favorable reviews. Student, staff, and faculty requests are also considered for addition to the collection. The library purchases a limited number of non-fiction works representing cultural trends and popular interests.
- **Multimedia Resources:** The library will purchase film titles in either DVD or streaming format. If a requested title is only available in VHS format the requester will be notified and every attempt will be made to find a suitable alternative in an acceptable format. DVDs are purchased with Region 1 accessibility, unless PAL format is the only available option. Once a title has been purchased in one format, another format will not be purchased unless as a replacement copy, or if a faculty member presents a written explanation for the duplication in format. CD-ROMs and software are no longer actively purchased unless it is part of the Education Curriculum Collection or the content is supplemental and included with purchase of a print resource. The music department is, at present, the sole selectors of material in compact disc format, as well as sheet music. Replacements for phonograph records are purchased in CD format only. Spoken Recordings are selected only when its unique format lends itself to the teaching of a subject; e.g., an author reciting her own works, or for practice of a special language such as Middle English. The library does not purchase performance rights for materials. The viewing of films in a course when the instructor is present is permissible under copyright law without performance rights. Groups using library materials for public performances or open screenings that do not take place in the classroom environment are responsible for securing all necessary performance rights and permissions.
- **Resource Format:** To save cost and reduce redundancy, the library purchases items in a single format, unless the duplication falls within the previous parameters for purchasing multiple copies. Preference is given to digital format due to the improved access for users (multiple simultaneous users and remote access), and physical shelving space limitations. The library may purchase items in physical

Madeleine Clark Wallace Library
DRAFT Collection Development Policy

format due to any of the following:

- If the required content is only available in physical format
- If there is a prohibitive price difference between the digital and print formats in purchasing new or updated content
- If the functionality of the specific digital platform is inferior to the print or if the print format provides an important inherent functionality to the material that cannot be duplicated in digital format, regardless of specific platform

When purchasing physical copies, the library orders paperbacks whenever possible to reduce cost. These titles are treated during the cataloging process to maintain durability. Items will be purchased in hardcover when no alternative is available or when there is an articulated need to have the material in a more durable format.

B. Electronic Access, Licenses, Internet Resources Policy

The Wallace Library strives to include a wide variety of materials in its collections and this includes those items accessed electronically, and/or off-site. Access to these materials is provided through selected service providers with chosen citation and full-text databases such as First Search and Lexis/Nexis. E-resources will be chosen based on their academic merits and relevance to the curriculum. Requests for new E-resources will be vetted based on the following specific criteria:

- Uniqueness of content, capabilities or features
- Subject relevance
- Currency
- Accuracy, authoritativeness, and completeness of database
- Cost/benefit considerations
- Interdisciplinary applications
- Added value over other formats or products
- Availability of archival copies and replacements
- Reasonable storage and maintenance costs
- Availability of support services and documentation by vendor
- Reliability of vendor
- Availability of infrastructure and staffing to support installation and usage

Before negotiating for electronically accessed resources, the library will consider the

Madeleine Clark Wallace Library
DRAFT Collection Development Policy

following questions:

- Has the product been reviewed based on the above criteria
- Has a trial of the product been provided to the Wheaton community with feedback gathered
- Are the equipment and infrastructure for distributing and maintaining the electronic databases already in place? Are the electronic databases compatible with the software/hardware available in the library? Equipment for use and maintenance must be in place before subscription and access are initiated.
- Do copyright and licensing agreements restrict access to specific databases? The library will avoid signing licensing agreements restricting the use of electronic products by multiple users. The library will comply with Copyright Law and advise users that responsibility for copying, and any infringement thereof, resides with the user.
- Will the current and future budget be adequate to maintain and provide for continuous access to the product?
- Will access to a specific database replace or supplant content in another database or content in print format?

C. Serials

The library will provide journal subscriptions in a single format only. In acquiring new journal titles, and maintaining current subscriptions, preference will be given to electronic formats, with possible exceptions as noted below. Current subscriptions in all formats are reviewed on an annual basis. If a print and/or microform subscription is available in an electronic format, cancellation of the print and/or microform subscription and conversion to an electronic subscription will be favored unless doing so compromises student/faculty use or is not cost effective. Preference is given to publisher supplied content as opposed to content provided in “aggregator” packages.

Multiple formats may be acquired/retained:

- When a print copy is deemed essential by the Wheaton community and electronic access is available as part of a subscription package with no or little additional cost.
- When electronic only subscriptions are not available (i.e. subscription is available as a “print includes online” and/or a “print only”).

Madeleine Clark Wallace Library
DRAFT Collection Development Policy

- Student/faculty use of back issues of the journal can be anticipated over time as unlikely to decline, and permanent access to an electronic archive of the journal is unclear.

A print and/or microform subscription will be preferred:

- When the image quality required by our primary users is greater than what can be provided digitally.
- When the electronic coverage provided omits important information and/or content found in the print and/or microform edition or the provided content has an embargo period, such as journals included in “aggregator” packages or the overall electronic format is unacceptable (i.e. difficult to use, lacks pdfs or images, etc.).

Wallace Library will not attempt to serve as an archival repository for electronic journals, but will rely upon the producers of journals or other sites to provide access to journal archives. We will actively participate in national programs and organizations to insure that access is available as needed. When cost-effective means of providing access to retrospective issues electronically seems assured the library will consider discarding retrospective print holdings.

D. Reference Collection

The Reference Collection is inclusive of material in all formats that provide factual or bibliographic information and are defined by their arrangement, treatment, or content as reference works. These are materials which, regardless of format, offer consultation for rapid retrieval of information rather than continuous reading and generally do not circulate. The complexity of reference works often requires librarian expertise for efficient use. The library endeavors to collect, maintain, and organize excellent access to a robust collection of reference material and article indexes either in print or digital format.

E. Digital Repository *Not included in this document*

F. Archives & Special Collections *Not included in this document*

G. Curriculum Materials

The Education Curriculum Collection of the library is a separate collection devoted to materials that are used by education students in the teaching of preschool-12th grade. The

Madeleine Clark Wallace Library
DRAFT Collection Development Policy

collection is considered a laboratory by providing examples of texts, multimedia, curriculum guides, kits, and juvenile titles in a unique format; e.g., oversized. The following principles are used as guidelines when selecting items for this collection:

- The relevance of the material to Wheaton's teacher education program.
- Faculty and staff recommendations.
- Favorable reviews in professional literature.
- Price of the material.
- Date of publication.
- Reputation of the author or publisher.

Maintenance and assessment of the collection will be done using the same criteria established for the rest of the Library's collections.

V. Collection Maintenance and Assessment

The library makes every effort to maintain a collection with the most current and/or the most useful information available regardless of format. Consistent maintenance of the collection through withdrawal of selected materials supports a well-balanced collections to best serve the curricular needs of the college. Retaining materials which no longer serve Wheaton scholarship, impedes the efficient selection and access of suitable material. Space becomes limited as new titles are added to the library's holdings, and to maintain a vital collection of resources the library must engage in ongoing evaluation of materials and withdraw items which no longer meet criteria for inclusion and do not have any future anticipated use or benefit. In each case, materials are evaluated both for their own individual worth and also for their value in relation to the rest of the collection.

A. Monographs

Changes in the curriculum may affect the usefulness of some items, which may be removed from the collection for one, or several, of the following reasons:

- **Physical Condition:** A volume may be deleted from the collection if it is too damaged to withstand additional circulation, or if it is impossible to rebind or phase box the item.
- **Additional Copies:** To fill short-term needs, the library sometimes acquires multiple copies of materials. Duplicates may be weeded when the demand for such materials diminishes.

Madeleine Clark Wallace Library
DRAFT Collection Development Policy

- **Superseded Material:** When a new edition of a work is received, the older edition is examined to determine whether it warrants retention. When topics are covered more extensively by newer titles, older materials may be weeded.
- **Lack of Circulation:** When titles fail to circulate over an extended period of time, they may be deleted from the collection if they have no intrinsic or historical value.

B. Reference

Weeded reference materials may be transferred to Special Collections or removed from the library collection. Standing orders and subscriptions are reviewed annually. Criteria for weeding:

- Availability of later editions or new formats
- Currency
- Duplication of content
- Physical condition
- Standard authorities

C. Serials (to be written)

Appendix

A. Gift Policy

The Library welcomes gifts of books and manuscript materials that fall within the scope of its collecting activities. The same criteria used for the purchase of new materials are applied when gifts are reviewed. In both cases, the decision is based upon the demands, present and anticipated, of the College's programs of teaching and research. Gifts of materials are accepted by the Library with the understanding that, once received, they are owned by the College. The Library reserves the right to determine their retention, location, cataloging treatment and other considerations related to their use or disposition. A gift of books or materials may qualify for a tax deduction. In certain cases, a tax deduction requires a qualified appraisal. By law, the library cannot provide an appraisal for the gift's value so any required appraisal is the responsibility of the donor.

B. Materials Generally Unsuitable as Gifts

The following materials are generally unsuitable as gifts, although the Library reserves the right to make exceptions whenever circumstances dictate:

- Textbooks except in those areas where the titles represent the main body of

Madeleine Clark Wallace Library
DRAFT Collection Development Policy

knowledge or best available source of information.

- Complimentary desk copies or publisher samples.
- Paperbacks, particularly of the mass market variety, unless hardbound editions are unobtainable.
- An older edition of a title already owned by the Library, unless the earlier edition contains different information or is deemed intrinsically valuable.
- Marked-up or dilapidated copies.
- Consumable materials including workbooks, laboratory manuals and standardized tests which generally fall into the category of instructional supplies.
- Materials on hobbies and crafts.
- Outdated titles containing erroneous or misleading information, particularly in science, social science and business disciplines. Some titles are so dated that they assume a new value as historical record of another era.
- Incomplete and defective sets of periodicals, unless the acquisition would complete an existing run, or have historic value, plates, etc.
- Books damaged by fire, water, mold or infestation.
- Films or media taped off-air and other electronic media for which copyright clearance is not confirmed.