

I. INTRODUCTION

The university libraries support the mission of University of North Georgia by meeting the instructional and research needs of students, faculty, staff, and the community through the provision of appropriate collections, services, staff and facilities. The selection, management, and evaluation of library books, media, journals and electronic resources is undertaken to support present and future programs. These activities are carried out in collaboration with the faculty and other members of the university community. In an environment of rapidly shifting patterns of information delivery, it is critical that decisions in the selection and management of library materials be based on sound principles that have the support of all stakeholders in the community. This document outlines those principles.

II. MISSION STATEMENTS

The University of North Georgia: Mission Statement

The University of North Georgia, a premier senior military college and regional multi-campus institution, provides a culture of academic excellence in a student-focused environment that includes quality education, service, inquiry and creativity. This is accomplished through broad access to comprehensive academic and co-curricular programs that develop students into leaders for a diverse and global society. University of North Georgia is a University System of Georgia leadership institution and is The Military College of Georgia.

The University of North Georgia Libraries: Mission Statement

The University of North Georgia Libraries support and enhance the university's student-focused and global mission by fostering learning and academic excellence through diverse collections, services, and teaching, creating a culture of inquiry, research, and lifelong learning in the academic and regional communities.

VISION

UNG libraries aspire to be creative and innovative learning environments that successfully promote and support discovery, collaboration, and academic excellence.

III. PURPOSE AND OBJECTIVES OF COLLECTION DEVELOPMENT POLICY

Policy Purpose

The purpose of this document is to provide a best practice to guide librarians, departmental faculty and others in developing and maintaining a balanced collection. These guidelines will be used to support the Mission Statements of the University of North Georgia and University of North Georgia Libraries and to help meet the changing needs of this growing institution.

Policy Objectives

This policy is intended to define a collection development practice that meets the following objectives:

- To provide a current, diverse, and balanced collection through the acquisition of materials in a variety of formats which support the instructional, institutional, and individual needs of the Library community.
- To acquire a variety of materials for use outside of the areas of academic instruction including general reference and information and popular reading in order to provide an information resource for the Library community and promote a life-long reading habit
- To provide access to resources and collections of materials in appropriate formats for the Library community.
- To provide a variety of materials which represent diverse perspectives on controversial issues.
- To ensure faculty participation in collection development and management.
- To consolidate and centralize access to resources whenever appropriate to serve all collection campuses.
- To ensure collection development activities are sustainable with regard to the Libraries' budget.

The UNG Libraries are committed to providing the best, most appropriate information regardless of format, and every effort is made to meet the needs of the library community through the purchase of appropriate materials, however budgetary constraints may affect the selection process.

IV. SELECTION RESPONSIBILITY

Building the libraries' collections is the product of cooperative work between the library faculty and the faculty in the Colleges and academic departments. Faculty members, in partnership

with librarians, are responsible for contributing recommendations for library acquisitions to support course requirements, students' research needs, and their own research needs. Student, staff, and community requests for acquisition of library materials are also welcomed and are reviewed by the same standards as requests from other sources.

Librarians at all campus locations serve as collection development selectors to academic departments across UNG campuses, ensuring that the Libraries acquire materials to meet the needs of the University. Collection development contacts maintain communication between the Libraries and faculty in the academic departments and assist faculty in developing collections by

- identifying and providing reviews of new materials from which they can select items for purchase
- reaching out to faculty regularly through email and attendance at department meetings
- recommending materials by discipline
- assessing collection strengths and weaknesses
- making final selection and deselection decisions for materials in the discipline

The UNG Dean of Libraries has final responsibility for expenditures and will designate budget appropriations in consultation with the Collection Development Librarians.

V. FUND ALLOCATION

The goal of fund allocation for collection development is to equitably distribute funds to support academic and degree programs and university initiatives (CTLL, CURCA, FYE and Transfer Students Program, Honors program etc.) The Dean of Libraries is responsible for the allocation of funds and ensuring that the process is efficient, responsive to the needs of the institution as a whole, transparent, and fair. Funds are allocated to support:

- a. centralized subscriptions and purchases that benefit all campuses.
- b. collection development efforts that support individual campuses.
- c. new programs & new courses.
- d. discipline-specific accreditation reviews. NOTE: Requires advance budgeting and special allocations.

The **UNG Dean of Libraries** will allocate funds using the following factors:

- funds available
- student headcount per department and/or degree program
- student FTEs per department and/or degree program
- student majors per department and/or degree program
- graduate student FTEs per department and/or degree program
- faculty (excluding adjunct) per department and/or degree program

- average cost of materials (books & journal) by discipline

VI. SELECTION GUIDELINES

A. Ethical and Legal Principles

The University Libraries supports the standards for collection development contained within the Standards for Libraries in Higher Education - (<http://www.ala.org/acrl/standards/standardslibraries>) - adopted by the American Library Association's Association of College and Research Libraries October 2011. The Libraries also adhere to the standards expressed by the American Library Association's Library Bill of Rights - (<http://www.ala.org/advocacy/intfreedom/librarybill>) - which include the statement that "Books and other Library resources should be provided for the interest, information and enlightenment of all people of the community the Library serves." As such "Materials should not be excluded because of the origin, background, or views of those contributing to their creation..." but should present "all points of view on current and historical issues."

The University Libraries comply fully with the provisions of the U. S. copyright law (<http://www.copyright.gov/title17/>).

B. Requests for Reconsideration

In addition to supporting the Library Bill of Rights the Libraries also support the standards and principles expressed in the Intellectual Freedom Manual , (<http://www.ifmanual.org/>) and the Challenged Materials: An Interpretation of the Library Bill of Rights statement - (<http://www.ala.org/Template.cfm?Section=interpretations&Template=/ContentManagement/ContentDisplay.cfm&ContentID=31881>). The Libraries will purchase materials that represent a wide range of opinion on moral, social, political, philosophical and religious issues. Selection is made without partisanship regarding matters of gender, race, sexual orientation, religion, or moral philosophy. These differences will be recognized in impartial collection practices. The libraries will not, at the request of any individual or group, automatically withdraw any item that has been added on the basis of the stated selection criteria or add any item that has been excluded on the basis of the stated criteria. Patrons who wish to challenge a material's inclusion in the collection will be asked to fill out a Request for Reconsideration form (see Appendix A). Completed forms will be forwarded to the Dean of Libraries.

Standards for Libraries in Higher Education
<http://www.ala.org/acrl/standards/standardslibraries>

Library Bill of Rights

<http://www.ala.org/advocacy/intfreedom/librarybill>

Intellectual Freedom Manual

<http://www.ifmanual.org/>

Challenged Materials: An Interpretation of the Library Bill of Rights

<http://www.ala.org/Template.cfm?Section=interpretations&Template=/ContentManagement/ContentDisplay.cfm&ContentID=31881>

Request for Reconsideration

(X. Appendices, Appendix A – Request for Reconsideration Form)

Copyright Law of the United States

<http://www.copyright.gov/title17/>

C. Criteria for Selection of All Materials

Institutional goals, relevancy to the curriculum, quality of content and fulfillment of academic need are the primary factors taken into consideration when selecting materials. Specific considerations in choosing individual items include some or all of the following:

- Timeliness and lasting value of the content
- Inclusion in recognized bibliographies and indexes
- Authority/reputation of the author, issuing body, and/or publisher
- Availability of materials on the subject
- Strength of present holdings in same or similar subject areas
- Aesthetic considerations: literary, artistic, or social value; appeal to the imagination, senses or intellect
- Suitability of format to content
- Demand, as determined by factors such as circulation data, interlibrary loan, or purchase requests for material on the same or similar subjects
- Physical and technical quality; paper, typography and design; physical size; binding quality and durability – material in spiral binding or in three ring binders is avoided, if possible
- Special features such as detailed and logical indexes, bibliographies, footnotes and illustrations
- Cost of material relative to the budget and other available materials
- Reviews in subject-specific and standard library reviewing sources
- Holdings at other libraries

Textbooks and Instructional Materials:

The Libraries do not ordinarily purchase textbooks used for courses. However, textbooks may be selected if they enhance the collection as a whole or when a textbook is the best or only source of information on a particular topic. Instructional materials such as DVD lecture series, DVD courses, or DVDs with workbook or exercise modules generally are not purchased.

Duplicates:

Duplicates are generally avoided unless there is perceived need. Duplicates for two campuses will be purchased when needed to support courses or programs in both locations.

Hardback vs. Paperback:

When there is an option of paperback or hardback, the choice is based on expected use, lasting value of content, and cost differential. As a general rule, hardback or paperbacks with library bindings are preferred over consumer market paperbacks. When possible, paper back volumes are purchased through a vendor who will also bind.

New v. Used:

The Libraries will purchase new books when possible. If a new book is not available then a used copy in good condition may be considered for purchase.

Collection Currency:

The majority of selections are current publications. The libraries recognize the need for retrospective purchases, and systematically use standard bibliographies and other evaluation tools to locate and fill gaps in the collection.

Language:

Acquired materials will primarily be in English. Non-English materials related to the curriculum may be collected.

E-books:

UNG Libraries as a general practice are moving toward electronic collections. When selecting titles, e-books are considered over print formats when possible and feasible. This is due to space constraints, moving forward with our virtual collection, and our now multi-campus operation. Regarding this last reason, collection development contacts select e-books that will be available at multiple locations and allow multiple simultaneous users (when possible and financially feasible). Single user e-books are avoided unless the item is needed and no other formats are available.

In some cases buying individual e-books may necessitate signing new licensing agreements for a new platform. In the cases of new licenses within or outside of YBP, collection development contacts direct vendor representatives to send licenses to the Dean of Libraries and confer with the Dean on any questions that arise.

Collection development contacts are not required to always privilege e-books, particularly if the librarian and the requesting faculty member believe print materials are better to fill the specific need. Collection development contacts have the discretion to order in the format they and the faculty in question deem most appropriate. In fact, format of choice should be part of the discussion with faculty members when they ask for titles. There also may be instances where both print and electronic versions of the same titles are warranted. Finally, there is a great deal of foundational information that has not made it to e-book format, depending on the discipline. Collection development contacts have the authority to make these decisions. The question of format choice involves many factors such as access and response to the preference of the local campus community or faculty in the discipline in question.

VII. SPECIFIC COLLECTIONS

A. Serials

A serial is a publication issued in successive parts, each bearing numeric or chronological information identifying it with its series. Periodicals (journals, magazines and newspapers), annuals and indexes are all serials. Formats may vary and include paper, electronic, digital, audio, and microform. Because serials are a costly and a recurring expense, special attention is paid to the unique requirements of developing and maintaining the serial collection.

The serials collection supports the research needs of the students and faculty. All formats will be considered in the libraries' purchase and/or access decisions with special attention given to electronic formats because of superior access users enjoy. Bundled full-text databases providing a stable set of full-text titles will be considered in addition to individual electronic or print titles.

i. General Selection Criteria for Serials

Serials will be selected and deselected based on how well they support the continuing information needs of the UNG community. Factors to be considered are:

- Support of academic programs
- Uniqueness of subject coverage
- Standing or reputation and reviews of the journal within the professional community

- Cost, including such data as rate of price increases
- Full-text availability through electronic means
- Usage or projected usage
- Availability of indexing for the serial being considered
- Holdings at other libraries

ii. Evaluation

The high and escalating cost of serials require that care be exercised in reviewing serial titles prior to purchase and that an annual evaluation of current subscriptions be conducted. The UNG librarians will conduct regular serials reviews with faculty to determine which serial subscriptions should be added or cancelled and to determine the most appropriate, cost-effective format for subscriptions. Typically, the library faculty review serials each spring.

B. Media

General selection criteria apply. Current technology is given precedence. The Libraries purchase DVDs with closed captions/subtitles whenever possible.

VHS/Audiotapes/MP3s/CDs are not actively acquired, and outdated formats will be deaccessioned and replaced in a newer format where warranted.

C. Juvenile Collection

With general selection criteria applied, children's books (with the intended audience of Preschool through Young Adult) are purchased only to support the Education programs.

D. Leisure Reading Collection

Small, leased collections of leisure reading materials are maintained to encourage the reading habit. This may include popular fiction, non-fiction books, and popular magazines.

E. Electronic Databases

General selection criteria apply. Other considerations include:

- ease of access and authentication options
- the usability and functionality of the search engine, format and print interface
- requirements for technical support including bandwidth
- pricing and license options
- availability of usage or other statistical data.

F. Government Documents

The U.S. Government Printing Office designated the Dahlonega campus library a selective depository for U.S. government publications in 1966. The purpose of the depository is to collect, organize, and provide access to U.S. government publications, in all formats, in support of the current and anticipated instructional, research, and service programs of the University as well as to serve the research needs of the citizens of the 9th Congressional District of Georgia.

Collection development for government publications must be in accordance with The Federal Depository Library manual (<http://www.fdlp.gov/file-repository/historical-publications/federal-depository-library-manual-a-supplements/1173-federal-depository-library-manual-november-1993>) and the Instructions to Depository Libraries (<http://www.fdlp.gov/requirements-guidance/instructions>). Collection development and maintenance is the responsibility of the Managers of Access and Technical Services.

G. Archives and Special Collections

Printed items pertaining to the university and the surrounding communities will be added to the Archives and Special Collections via consultation between the Dean of Libraries and the Special Collections and Digital Initiatives Librarian. The areas of focus for Archives and Special Collections are: University history; local and community histories; Appalachian Studies; Asian Studies; Military Science. Collections of rare and semi-rare materials will be evaluated based on their relevance to the university, curriculum, and financial burden they may present.

VIII. GIFTS

The UNG Libraries welcome gifts of books, manuscripts and other “gifts in kind” which are within the collection scope of the libraries, enhance the existing collections or support the mission of the libraries or the university. For reasons of space and in keeping with the character of the collection, however, the libraries do not generally accept textbooks, non-scholarly paperback books, books that are heavily marked, books that are in poor condition or gifts with restrictions. Potential donors and donations by mail should be directed to the Head Librarians.

Gifts of Funds

Gifts at all levels are appreciated, as are bequests and other planned gifts, endowments, and larger contributions. The Dean of Libraries should be contacted regarding any monetary donations to UNG Libraries.

Gifts of Books

UNG LIBRARIES COLLECTION DEVELOPMENT POLICY [NOVEMBER, 2015]

Individuals who wish to donate books should be encouraged to contact the Head Librarian at the pertinent campus location. Prospective donations of materials to the archives and special collections should be referred to the Special Collections and Digital Initiatives Librarian.

UNG Libraries welcome donations of scholarly books, DVDs, and academic journals that meet the following criteria:

- Up-to-date coverage of scholarly topics
- Relevant to UNG's academic mission, current programs, and the scope of existing collections
- Clean, well-maintained, and in useable condition

UNG Libraries also seek yearbooks, student newspapers, and other items related to Gainesville State College or North Georgia College and State University history.

Librarians and other library staff members have the discretion to refuse donations of out-of-scope materials, in consultation with the Head Librarian at each location.

The UNG Libraries generally cannot accept the following donated materials:

- Textbooks
- Publications from vanity presses
- Paperback books
- Popular books, magazines, DVDs, and music CDs
- Vinyl sound recordings
- Commonly available magazines and journals or journals in incomplete runs
- Materials that duplicate what is already owned
- Materials in poor condition
- Non-book instructional materials such as lab equipment, instruments, etc.

Upon receipt of a donation, the UNG Libraries become the sole owner of the materials. We are unable to return any materials that are not added to the collection. A gift acknowledgement letter confirming the number of books donated can be requested at the time the gift is received. In accordance with IRS rulings, the libraries cannot appraise or attach a monetary value to the gift items. For large or unique collections, donors should obtain a professional appraisal for income tax purposes. Appraisals are the responsibility of the donor and should be completed prior to donating books to the libraries.

The libraries will not return unsolicited material delivered via post. When gifts are received in person, however, the donor should be made aware that the donations not suitable for the collection will be refused as designated by the Head Librarian in the campus location, and/or the Dean of Libraries.

All donors should complete a Donation form. The Head Librarian will keep all Donation forms on file and a copy of this form will be returned to the donor. A letter acknowledging the donation will be sent to the donor by the Dean of Libraries. No donation valuations will be made by library personnel.

In all cases, the Head Librarian will determine the appropriateness of the material based on the standard criteria for all acquisitions. Books selected for inclusion are evaluated for condition and routed to Technical Services to be catalogued.

IX. Collection Maintenance

Collection Maintenance is an ongoing process. Library Faculty in conjunction with the Access and Technical Services Departments will maintain the collection with regard to proper care and handling of materials, temperature and humidity control, and selecting damaged materials for repair. The Libraries regularly remove obsolete, damaged, and little used materials from the collection. De-selection is the responsibility of the Library Faculty in consultation with the teaching faculty. The general criteria for weeding (de-selection) include:

- Obsolescence – both in format and in data provided, especially when new editions are available
- Physical condition – this includes monographs and serials that are part of incomplete sets as well as books that are simply in poor condition
- Significance – to the discipline and the community at large
- Usage – may be determined using browsing and circulation statistics
- Faculty recommendation
- Duplication
- Accreditation requirements
- Availability of updated materials or formats

Additionally, specific considerations are applied to certain portions of the collection more so than others:

- Reference materials are weeded based on the need for the most up to date information. As a result, not all items weeded are discarded but can be relocated to the circulating collection.
- Serials are weeded when there are only a few volumes or issues of a title, the publication has been discontinued or becomes available electronically, or no longer has value to the University.

Weeded titles, both monograph and serial, must be checked against other USG Library holdings and offered to the University of Georgia when no other Library in the USG owns a copy.

An approval process for this policy will be established and implemented by the Dean of Libraries.

X. Appendices

A. Appendix A – Request for Reconsideration Form

University of North Georgia Libraries Request for Reconsideration

Request initiated by:

Name _____

Address _____

City _____ State _____ Zip _____

Phone _____

Do you represent? _____ Yourself _____ An organization _____ Other group

Please name the group or organization _____

Type of material: _____ Book _____ Magazine/journal _____ Video _____ Other

Title _____

Author _____

Publisher _____

Publication date _____

Please answer the following questions on the back of this form.

If you object to a work in the library's collection:

1. To what in this work do you object? Please be specific and cite pages or frames.
2. Did you examine the entire work? If not, what parts did you examine?
3. What brought this work to your attention?
4. Is there anything good about this work?

UNG LIBRARIES COLLECTION DEVELOPMENT POLICY [NOVEMBER, 2015]

5. Are you aware of the judgment of this work in reviews or other sources? Please cite specific sources.

If you object to the library not adding a title:

1. Did you review the entire work?
2. What brought this work to your attention?
3. Are you aware of the judgment of this work in reviews or other sources? Please cite specific sources.

Signature _____ Date _____

The evaluation of library resources at the University of North Georgia Libraries is the responsibility of Dean of Libraries through established reconsideration procedures to address concerns about those resources. Completion of this form is the first step in that process. If you wish to request reconsideration of library resources, please return the completed form to a faculty or staff member at the service desk. This request will be forwarded to the Dean of Libraries for review.

If you need this document in another format, please email [Library Electronic Services](#) or call 706-867-2528.