

Illinois Wesleyan University
The Ames Library Collection Development and Management Guidelines and Policies

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Introduction

The collections of The Ames Library serve the teaching, learning, and research goals of the students, faculty, and staff of Illinois Wesleyan University. This collection development and maintenance document conveys the Library's policies and guidelines for the selection, acquisition, and maintenance of resources collected or created by the Library.

The Library commits to a periodic, systematic review and update of this document, at least every five years, taking into consideration curricular changes, current trends in scholarly publication, and technological advances in the delivery of information.

I. GENERAL COLLECTION GUIDELINES

A. Collection Values and Principles

Values

- ❖ Intellectual freedom
- ❖ Collaboration with other institutions for mutually beneficial resource sharing
- ❖ Open access to research and scholarship
- ❖ Preservation of the liberal arts heritage
- ❖ Attention to our users' experiences and needs
- ❖ Deep understanding of our campus culture and curriculum
- ❖ Long-term access to IWU's scholarly and cultural record

Principles

- ❖ The primary function of the collections is to support the curriculum and student research and artistic endeavors, including advanced student/faculty collaborative research.
- ❖ Consideration is given to material that supports faculty teaching and research; faculty work will be supported by interlibrary loan and other cooperative arrangements.
- ❖ There are core materials in all disciplines and types of formats that we commit to keeping and preserving.
- ❖ It is not necessary to own everything: we can lease or borrow any items except those that are determined to be core materials.
- ❖ Format preference is determined by available technology, accessibility, user preference, and whether a format is appropriate and advantageous to our students and faculty.
- ❖ The physical collection is housed in The Ames Library.
- ❖ Rapid access to external, digital and global content is critical; we ensure ease of access to information resources and collaborate with external agencies and organizations.
- ❖ Disciplines are not all alike in respect to library materials.
- ❖ We continually assess and evaluate our collections, by qualitative and quantitative means.
- ❖ The library materials budget process must be responsive to internal change (e.g., curriculum) and external change (e.g., publishing business models).
- ❖ Selection and collection management are the responsibility of library faculty, working in close collaboration with classroom faculty.
- ❖ Library allocations are established to support specific disciplines, in addition to general and interdisciplinary collections. Subject allocations are managed as part of the overall library budget.
- ❖ Our collections reflect the University's efforts to promote learning and education in the areas of diversity and multicultural studies.

Intellectual Freedom, Privacy, and Copyright

The Ames Library adheres to the principles of intellectual freedom as outlined in the *Library Bill of Rights* of the American Library Association. The Library attempts to select materials that represent all points of view. No one shall be denied access to these materials on the basis of age, race, religion, sexual identity, or political point of view. No materials shall be removed from the collection because of the viewpoints and ideas conveyed within. The full texts of the American Library Association's [Library Bill of Rights](#) and [The Freedom to Read](#) are included in [Appendix A](#).

Privacy is essential to the exercise of free speech, free thought, and free association. The Library adheres to the [American Library Association Code of Ethics](#), Article III, "We protect each library user's right to privacy and confidentiality with respect to information sought or received, and resources consulted, borrowed, acquired or transmitted."

The Library adheres to the federal copyright law. See IWU [copyright guidelines](#) in [Appendix B](#).

B. Collection Responsibilities

Responsibility for identifying, recommending, selecting and maintaining materials for the library collection is distributed among various campus constituencies.

University Librarian

The University Librarian is responsible for the overall development and management of the library collection, related policy decisions, and budget management.

Library Faculty

Library faculty serve as liaisons to academic departments and interdisciplinary programs. Liaisons identify, evaluate, and recommend resources for their assigned subject areas and communicate regularly with liaison faculty regarding policy changes, format changes, new materials, as well as scholarly communication issues.

Library Staff

Library staff play key roles in collection management:

- Acquisitions & Discovery Specialist: ensures timely and streamlined access to electronic and print collections
- Access Services, Data, and Library Operations Specialist: manages interlibrary loan and document delivery services, coordinates collection of usage data
- Library Services Specialist (Circulation, Reserves & Library Services Desk): coordinates physical reserves and circulation of materials
- Archives Processing and Metadata Specialist: ensures timely and streamlined access to archival and special collections through processing and description

Departmental Faculty

Departmental and program faculty identify and recommend the acquisition of materials that support their teaching and undergraduate research and artistic endeavors. Academic departments handle this responsibility in a variety of ways. All recommendations are submitted to the Library through their departmental liaison librarian.

Students and Staff

Individual students, student organizations, and staff are encouraged to make recommendations.

II. SELECTION AND COLLECTION DEVELOPMENT

A. COLLECTION DESCRIPTION

The Ames Library provides collections of physical materials, access to electronic resources, and use of materials from other libraries through interlibrary loan. The collections include resources across a variety of formats and types, such as print and electronic books and journals, electronic

databases and indexes, as well as non-print media in the main stacks, the institutional repository, and archives and special collections.

In all disciplines and subject areas, the Library provides materials at an intellectual level that supports undergraduate teaching and learning (see [Section IV](#) for specific subject area guidelines). In addition, the collection will support advanced student and student/faculty collaborative research. Material in support of faculty and administrative research will be considered if it meets general collection criteria; otherwise, those research needs will be supported by interlibrary loan and other cooperative arrangements.

B. GENERAL SELECTION CRITERIA

Selection refers to purchasing or subscribing to a resource, cancellation and withdrawal of materials, gift decisions, and format selection. Selection also encompasses the creation of digital content (see [Appendix C IWU Archives & Special Collections Statement on Creating and Preserving Digital Collections](#)). Criteria for evaluating individual items are based on documented standard practices of the library profession and on our University and Library mission statements. Withdrawal of materials by librarians is subject to the same criteria and considerations as selection and involves cooperative efforts among campus constituencies (see [Section V. - Maintenance](#)).

Important selection/deselection considerations include:

- Titles that are determined to be core to a discipline and/or the liberal arts
- Known or anticipated need and potential for use in a course
- Critical review or quality of the material content
- Listing in standard bibliographies and guides
- Reputation and authority of the author and/or publisher
- Cost
- Potential for saving students the cost of purchasing a text for a course
- Relationship to other materials in the collection
- Ease of use
- Currency and timeliness and/or lasting value
- Availability of material within CARLI and other resource sharing networks
- Preservation and technology requirements
- The ability to locate library materials and/or learn of their existence through access tools, such as catalogs or indexes
- Physical condition: with few exceptions, items in poor condition do not belong in the collection

Only one copy of an item is acquired by the Library. The rare exception is very high-use material. The Library may acquire two copies of faculty monographs when selected for both the archives and the circulating collection (see [Appendix D. Reserve policy](#)).

Most selections are in English, except for representative works in languages taught at IWU and materials necessary to support the curriculum.

Additional considerations for electronic resources

- Availability to remote users
- Technical considerations such as software compatibility
- Compliance with national standards
- License terms, including but not limited to printing, downloading, sharing, archival rights, perpetual access, and number of concurrent users
- Added costs, such as annual access and maintenance fees
- Vendor
- Interface
- Usage, although cost per use is not a single determinant.

C. SPECIFIC SELECTION CRITERIA FOR Types and Formats of Materials Collected

The Library collects materials in a wide variety of types and formats. The two primary considerations that determine the type and format of items selected/deselected are:

- Does this type and/or format best support the teaching and research needs of the University?
- Does the Library have the technology, equipment, and resources necessary to provide and sustain access to a given format?

When applicable, statements regarding exceptions and guidelines for unique types and formats are addressed in [Section IV](#).

Books

We consider reader preferences, availability of titles, pricing models, digital rights management (DRM), and perpetual access issues in the case of e-books when purchasing monographs.

Paperback editions are preferred except when items are available only in hardback or if heavy use is anticipated. Books of a popular nature are acquired only when justified by an educational consideration. The library leases popular reading material for student, staff, and faculty leisure reading.

Primary sources serve as important resources for the curriculum. Priority will be given to digital versions when they offer added value over the print or microform equivalents.

Music scores - In most instances, musical compositions are acquired in their original form. Scholarly editions of individual composers' works, historical series, sets and monuments of music are also collected.

Video - Currently DVD or digital (streaming video) are the preferred formats for video. VHS is not acquired.

Audio - Currently digital (streaming audio) is the preferred format for audio works. Compact discs (CDs) are acquired in exceptional cases. Analog cassette tapes and discs are not acquired.

Journals and Other Serials

New subscriptions are considered within the context of a long-term, recurring investment, although renewals are considered annually. Preference is given to titles included in published print or electronic indexes. Electronic is the preferred format for journals, in most cases. Print format duplication is exceptional; reasons for exceptions include discipline-specific needs, pricing, quality of print, and preservation and perpetual access.

Databases

In addition to considerations for electronic resources and journals (see [Section II. B.](#)), considerations for database selection include availability through consortial acquisitions, full text coverage, simultaneous users, and overall depth and breadth of content.

Microforms are acquired only when the desired material is otherwise unavailable.

Course materials

The Library collects materials primarily intended to support specific class instruction, such as textbooks, lab manuals, workbooks, examinations, tutorials, demonstrations, exercises, course descriptions, reading lists, or forms, especially if the purchase benefits the impact on student finances. The Library will work with faculty to provide as much access to course materials as possible, either through open education resources, print reserves, or ebooks, within its means.

D. ADDITIONAL CONSIDERATIONS

Open Access: Open access journals, institutional repositories, digitized collections, and other material made freely available on the web, enrich and broaden the range of resources available for teaching and scholarship. The library integrates and enables access to these materials along with its more traditional holdings by pulling open access content into its collections through its various discovery tools. In order to be included in the Library's collection, these resources must meet the same criteria as purchased and leased materials. (see [Appendix G. OA Statement](#))

Access vs. Ownership: While we are committed to the curatorial responsibility of collecting and owning many of our library resources, we are also committed to making quality materials of all provenance available to our community. We strive to build and maintain a core collection of material that supports the general education program, liberal arts curriculum, and professional schools. However, it is not possible to purchase all of the important resources for many of our disciplines and professional schools. Therefore, our collections include materials that we do not own but to which we ethically and legally provide access.

Interlibrary Loan, Document Delivery, Resource Sharing, and Cooperative Collection Development:

Interlibrary loan and document delivery are important services that provide our community with resources that we do not own or lease. The Ames Library is an active member of [The Consortium of Academic and Research Libraries in Illinois \(CARLI\)](#) and fully participates in the

statewide resource sharing network. Our membership in OCLC enables national and international borrowing and lending. Membership in the [Center for Research Libraries](#) provides students and faculty with access to a rich collection of primary source material outside of the scope of our local collection.

The Library may engage in cooperative collection development programs within CARLI that create a shared resource pool for member libraries. In this context, the holdings of other CARLI libraries are considered in making collection development decisions.

Patron-Driven Acquisitions: Patron-driven acquisitions (PDA) refers to a “just-in-time” model of collection development. According to the Association of College and Research Libraries (ACRL), “the general premise for the model dictates that patron demand is the primary impetus for acquisition and the purchase process remains delayed until the user requires access to the title.”¹ The Ames Library is committed to on-demand purchasing or borrowing, while also building and maintaining a core collection for future scholarship. The Library will continue to explore and adopt PDA business models that best meet the needs of our students and faculty.

III. Budget, Acquisitions, and Gifts

A. Materials Budget and Fund Allocation

The University Librarian prepares an annual budget which includes funds for both one-time (monographs, special collections materials) and recurring expenditures (serials, journals, database subscriptions). Funds are allocated to academic programs, Archives and Special Collections, and others based on a combination of historical spending and current disciplinary needs. Because of rapid changes in higher education and publishing, as well as yearly increases due to inflation, fund allocation is necessarily flexible. Particular attention is paid to sustaining the strength of the collection in support of current programs, and on identifying new areas of study or areas that need enhancement.

Library faculty serve as liaisons to departments, schools, and programs and work closely with teaching faculty in their assigned areas to determine how best to spend their allocated funds. Library faculty assume primary responsibility for purchasing decisions and fund management. Departmental allocations which remain unspent at the end of the fiscal year may be used to purchase resources identified on the Library’s desiderata list and/or for other identified needs.

B. Consortial purchasing

The Library participates in consortium-negotiated contracts with vendors, when they meet the guidelines in this document, and offer savings or access to additional materials at a sustainable price. CARLI membership especially provides the opportunity for consortial purchasing and licensing agreements that significantly increase the size and range of resources.

¹ ACRL “Keeping Up With...” http://www.ala.org/acrl/publications/keeping_up_with/pda

C. Licensing

License terms for electronic resources should adhere to the principles established in [CARLI's Electronic Resource Licensing Principles](#) with its emphasis on Fair Use Provision of the United States and international copyright laws; licensed materials may be used for the purposes of research, education or other noncommercial use.

D. Gifts

Material donations are accepted with the criteria set out in [The Ames Library's gift policy](#) (see [Appendix E](#)). Once accepted, gift materials become the property of Illinois Wesleyan University and will be added to the collection or responsibly disposed of as deemed appropriate by The Ames Library. The library reserves the right to decline offers which fall outside the scope of its Collection Development Policy.

IV. SPECIFIC COLLECTIONS

Popular Reading Collection

The popular reading collection provides recreational reading materials that would not otherwise be added to the Library's collection. Fiction and non-fiction books are made available in print and e-reader format, along with popular magazines.

[Reserve Collection](#)

The reserve collection is a revolving collection of print, media, and electronic material set aside by faculty for specific course use. Use of reserve material is restricted to IWU faculty and students. [The Ames Library copyright guidelines](#) are followed strictly to conform to regulations ([see Appendix D Copyright Policy](#)).

Minor Myers, Jr. Honors Collection

The Minor Myers Jr Honors Collection (MMjrHC) includes award-winning books that represent the best writing and scholarship across the disciplines. Book awards will broadly represent the major disciplines and the IWU curriculum. In support of the University mission, book awards selected for this collection also will focus on democratic citizenship, life in a global society, diversity and social justice, and environmental sustainability. National and international book awards of enduring significance will be included automatically. These include:

- Pulitzer Prize books for poetry, biography, fiction, non-fiction
- National Book Award
- Man Booker
- Caldecott
- Newberry
- Coretta Scott King

Book awards are reviewed on a regular basis by the library faculty to ensure balance between academic disciplines, representation of diverse perspectives, and to include new awards. The current list of book awards purchased is [online](#).

Special Collections

[Special Collections](#) consists of individual items and collections that warrant extraordinary care in preservation because of their historical significance, physical format, subject content, or other distinguishing features. The primary collecting areas are:

- Environment & Ecology with special focus on local organizations
- Beat Writers, including all forms of printed materials, including ephemera
- Book Arts Collection, with works that exemplify artistic processes in books
- Avant-garde and Artists' Books, where visual arts are integral to conveying literary meanings

University Archives

[University Archives](#) documents the history of Illinois Wesleyan University from 1850 to the present, and the activities of its faculty, staff, and students. The primary purpose of the archives is to appraise, collect, organize, describe, make available, and preserve records of historical, legal, fiscal, and/or administrative value to Illinois Wesleyan University, with an emphasis on all significant university publications. Records are defined as all recorded information regardless of format or medium.

Institutional Repository/Digital Commons & IWU Scholars

[Digital Commons](#) is IWU's online archive of outstanding student work and faculty scholarship, including several student journals, Honors theses and programs from the annual John Wesley Powell Undergraduate Research Conference. Born-digital records related to University governance and campus history may also be included. [IWU Scholars](#) is our platform for sharing faculty research and scholarship.

SUBJECT AREA DESCRIPTIONS (Departments, Programs, and Schools)

V. COLLECTION MAINTENANCE, ASSESSMENT, AND DISCOVERABILITY

A. MAINTENANCE

DESELECTION

A collection must be kept vital and fresh not only by insightful selection, but also by the deselection of materials that, for specified reasons, no longer enhance a library's utility and value. A systematic, ongoing process of review and deselection (also known as "weeding") will not only remove outdated items but identify those that need to be replaced, updated, or preserved. Deselection of library materials by library faculty is subject to the same rigorous policies and procedures established for selection, employing the same criteria and considerations. Whenever possible, the process involves cooperative efforts among the identified campus constituencies (teaching faculty, students, and staff) to ensure that publications of historical or research significance are preserved, with the final decision regarding disposition of material

made by library faculty.

Deselection is the application of selection criteria in reverse. General reasons for withdrawal include:

- Relevance – content is no longer relevant to curricular or research needs
- Obsolescence – content is inaccurate or incomplete, or technology is obsolete
- Redundancy – duplicate titles not needed or content is available elsewhere in the collection
- Infrequent use
- Poor physical condition
- Consortial library holdings

Special consideration will be applied to certain materials, such as such as classic works, memorial gifts, grant purchases, faculty publications, works of historical significance in a specific field, works with low ownership by other libraries.

Based on criteria established by the academic library community, library faculty can responsibly withdraw print back runs of journal titles. Decisions will be made in consultation with liaison departments and programs. We may retain any volumes that provide unique and continuing value to the curriculum in print format. Criteria for withdrawal include those listed above, as well as:

- Content is preserved online in JSTOR. Our license with JSTOR assures us that IWU owns the content to which we are subscribed and it is perpetually available in digital format
- Print copies are secured in Portico or other third-party archives and content is available if digital access fails.
- Title has scattered issues or broken files that cannot be completed .
- Title has value only for the most recent year(s).

Decisions to cancel subscriptions to journals, databases, and similar materials will be made in accordance with selection and deselection criteria. Additional factors are:

- Cost per use
- Vendor support
- Content updates
- Functionality

RECONSIDERATION POLICY

The Ames Library's [Statement of Values](#) and Collection Management Policy both prioritize intellectual freedom as a guiding principle for our work. Our collections, digital and physical, are a major contribution to our campus community's academic and artistic endeavors, and we follow

the American Library Association's Bill of Rights, which states:

- Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

The library faculty value any and all feedback about our collections, and encourage members of our campus community to email the University Librarian with any questions or concerns. The University Librarian and the appropriate subject liaison will then review the concern and the item in question. The item will be reviewed against the collection development guidelines and principles and its supporting documents, including but not limited to such factors as currency, relevancy, curricular value, and accuracy. Also informing the final decision are the library and university's mission, vision, values, guiding principles, and strategic goals. Review of the reconsideration request will occur within 5-7 weekdays of receiving the request for reconsideration.

Once a decision has been made, the item will either be returned to the appropriate collection or processed according to collection development plan guidelines.

RESPONSIBLE DISPOSAL The Library participates in [CARLI's Last Copy Project](#).

Deselected print monographs that are identified as the last existent copy held by an Illinois library will be donated to the project. Items that are not accepted in the Last Copy project will be offered to other academic institutions in Illinois, other U.S. libraries, and non-profit agencies serving low- and middle-income countries. Material in unusable condition will be recycled whenever possible.

REPLACEMENT

Items that have been declared missing or are damaged beyond repair may be considered for replacement if it is determined that the title should not be withdrawn. Replacements are made on a case-by-case basis, according to selection criteria.

TRANSFER TO SPECIAL COLLECTIONS

Under certain circumstances, material deemed necessary for retention by subject liaisons but not suitable for circulation may be transferred to Special Collections. Prior consultation with the

archivist & special collections librarian is recommended. Items that may be transferred to Special Collections without prior communication with the archivist & special collections librarian are:

- publications with locations from anywhere in the world that are dated before 1800,
- U.S. imprints with dates prior to 1865, and
- imprints from West of the Mississippi dating before 1890.

Volumes designated for withdrawal that fall into the primary collecting areas of Special Collections should be sent to the archivist & special collections librarian for review before disposal. Books with notable bindings, illustrations, printing or other embellishments widely called “book arts” will also be considered. (see [Appendix F. Transfer to Special Collections](#)).

INVENTORY

A regular cycle of inventory is critical to collection maintenance in general and specifically for establishing a regular weeding cycle. The physical collection will be inventoried annually.

PRESERVATION

Preservation concerns are taken into account throughout a range of collection management activities, including cataloging and marking, binding and repair, shelving, retrieval, and weeding. As stewards of our local collection and as an active participant in state and national resource sharing, we make every effort to preserve and maintain the integrity of the items contained in the Library to high professional standards.

The Ames Library accomplishes preservation through activities that include:

- Cooperation with Physical Plant maintenance and custodial staff for physical and environmental upkeep
- Collaboration with appropriate levels of Information Technology Services personnel depending on levels of protection needed for different types of digital objects
- Implementation of a disaster prevention program
- Utilization of security measures to guard against theft
- Cooperation of a training program for student assistants and new staff to ensure proper handling of physical materials and timely reporting when problems are noticed
- Consultation with external experts as needed for different material types
- Negotiation of third-party preservation system agreements as needed

Special collections and archives do not circulate and are not subject to the same assessments and treatments as circulating collections.

ARCHIVING AND PERPETUAL ACCESS

The Library participates in [CARLI's Last Copy Project](#) for archiving of print monographs. Perpetual access for core materials in electronic format is important to the Library. Preference is given to electronic resources whose publishers demonstrate a commitment to digital archiving. The Library is a member of [Portico](#).

B. COLLECTION ANALYSIS: ASSESSMENT & EVALUATION

Collection analysis is an organized, continuing process that uses a variety of methods to systematically analyze and describe a library's collections, which in turn informs decisions regarding the acquisition, retention and preservation of collections. Understanding who uses our collections, how they are used, and whether they support IWU's mission is critical to our ability to make wise decisions about how we allocate and expend our material budget.

The Access Services, Data, and Library Operations Specialist is responsible for gathering and maintaining quantitative data, such as usage statistics for electronic resources and book circulation.

Quantitative data will be collected and analyzed on an annual basis. Qualitative data collection (through community focus groups and faculty interviews), analysis and reviews should be conducted regularly, preferably in a three to five year cycle. Performance indicators will be regularly updated and made available to the University Librarian and library faculty to assist in decisions relating to resource allocation, selection and deselection, and collection maintenance.

Other data may include:

- Comparative data, such as title matching against bibliographies or holdings at peer institutions
- Benchmarks, such as national standards

In addition, statistical information requested by external agencies, such as the U.S. Department of Education, will be routinely gathered and documented.

C. RESOURCE DISCOVERY AND ACCESS

Access to library materials and content through the Library's catalogues and a range of discovery tools is essential to the support of research and artistic endeavors. Whenever possible, we integrate discovery and delivery, enrich content, and improve search and navigation tools to expose our collections. Physical materials owned by the library and most electronic resources are cataloged as part of the collection, including electronic journals subscribed to on a title-by-title basis. Web-based resources will also be made available using appropriate technology, such as web pages, link resolvers and discovery services. Locally produced digital content is accessible on-line through digital management systems.

All library materials are physically housed in the library building or organized on library websites. The Ames Library does not support or maintain collections in other campus locations.

VI. APPENDICES.