

COLLECTION DEVELOPMENT POLICY

HOOLEY-BUNDSCHU LIBRARY AVILA UNIVERSITY

[REVISED 6/22/22]

INTRODUCTION

This document serves as a guide to the Hooley-Bundschu Library Learning Commons (hereinafter “the Library”) standards and policies for the selection, maintenance, and deselection of materials held by the Library in all formats. The purpose of this document is to communicate the Library’s policies to all areas of the University who are concerned with the Library, including Library staff, University administration, faculty, staff, and students.

The Library supports the mission of the University as stated below:

University Mission Statement

Avila University is a value-based community of learning, Catholic, coeducational and sponsored by the Sisters of Saint Joseph of Carondelet. In a climate respecting the worth and dignity of each individual, the college provides liberal arts, professional, undergraduate, and graduate education for students' responsible lifelong contributions to the contemporary world.

Library Mission Statement

The Hooley-Bundschu Library and Learning Commons supports the mission, purposes, and values of Avila University and facilitates the learning experience and the educational goals of Avila University.

- The Library provides support for the curriculum and an Avila community that is actively engaged in learning.
- The Library recognizes the value placed by the University on excellence in teaching and learning and strives to support that value by providing materials and services to support and enrich the Avila Community.
- The Library recognizes and values the contributions of the Sisters of Saint Joseph and their commitment to social justices and responsiveness to the needs of others.

INTELLECTUAL FREEDOM AND CENSORSHIP

In accordance with Avila University's Statements of Values and Philosophy (available at <https://www.avila.edu/about/mission-values/>), the American Library Association (ALA)'s Library Bill of Rights, Freedom to Read and Freedom to View Statements, and applicable related ALA policy statements (available online at <https://www.ala.org/advocacy/advocacy-public-policy>) the Library is committed to providing its users with resources so that they can examine issues freely in an atmosphere of trust and of open inquiry and expression, and in the absence of intimidation and exploitation. As materials are purchased and provided in support of the curriculum and specific coursework, censorship cannot be tolerated.

Complaints or challenges concerning Library materials must be presented in writing to the Library Director. The complainant should state the exact item(s) challenged and the reasons for challenge in detail. The Director will initiate a process of review and will respond as soon as the process is complete.

DESCRIPTION OF COMMUNITY SERVED

The primary community to be served is the faculty, staff, and students of Avila University. Users of the Kansas City Cluster of MOBIUS are the secondary community to be served, and the remaining users in the MOBIUS consortium are the tertiary community to be served. Finally, other members of the public will be served to the extent that this does not interfere with the primary mission of the Library.

PURPOSE OF COLLECTION

The purpose of the Library's collection is to meet the information resource and service needs of the University population and to support educational curriculum and programs.

DESCRIPTION OF COLLECTION

The Library holds approximately 40,000 books, most of which are available for borrowing. The standard borrowing period is three weeks with two renewals. There are also approximately 130 periodical subscriptions. Periodicals are available for checkout only to faculty.

There are two video collections. One video collection consists of DVDs, which are available for checkout only to faculty. The second collection of popular, recreational movie videos can be checked out by staff or students.. There are currently just over 100 DVDs in this collection.

Approximately 30 online electronic databases are available to Library users; authorized users (faculty, staff, and students) may also access most of these databases remotely using the Avila proxy server. When appropriate, Library patrons will be referred to other libraries' online databases if they qualify as authorized users (e.g. Mid-Continent Public Library).

SPECIAL COLLECTIONS

Curriculum Collection

The Curriculum Collection is made available through the online catalog primarily for the use of students enrolled in Education courses. Decisions regarding addition or deletion of material are made in collaboration with the Education faculty. The Library staff maintains control over the method of cataloging in consultation with Education faculty in order to achieve maximum ease of use of the collection. Curriculum Collection material is not available for loan through MOBIUS or Interlibrary Loan.

Juvenile Collection

The Juvenile Collection is maintained primarily for the curriculum needs of Education students and faculty, but is available for general circulation and MOBIUS and Interlibrary Loan. Material for this collection is ordered through regular channels or is donated.

Women Religious Special Collection

The Women Religious Special Collection, begun in the fall of 1997, is unique as the first college/university library collection focused entirely on the experience of Catholic sisters and nuns. Intended as a repository for out-of-print and contemporary books and materials on American sisters, the Women Religious Special Collection was created to acquire and provide access to books and materials related to the communities and activities of sisters and nuns in the United States. Founded and sponsored by the Sisters of St. Joseph of Carondelet, Avila University and the Hooley-Bundschu Library Learning Commons. This collection is managed and maintained by the Marth Smith Archives. This singular collection highlights the activities and accomplishments of women religious and to serves as a research site for scholars, historians, and others interested in the history of women religious.

RESPONSIBILITY FOR SELECTION

The Library Director and University Faculty share responsibility for the expenditure of all Library funds. In fulfilling this role, the Director consults with and receives requests from University faculty for the purchase of materials in support of teaching and learning

at the University. The Director may designate other Library staff to perform the acquisitions function for various types of materials (for example, books, periodicals, or video items), and/or to act as liaisons to University academic units or faculty.

OUTLINE OF THE ORDERING PROCESS

Calendar of Annual Acquisitions and Collection Development Activities

August 15	Budget letters sent to Deans, including library funds allocated for book and video purchases, and a list of the school or college's current periodical subscriptions
November 15	50% of non-serial budget allocations encumbered
February 15	100% of non-serial budget allocations encumbered
March 15	Deadline for submitting orders for unencumbered funds
May 15	Annual collection development policy review completed
June 1	Orders for the following fiscal year accepted
July 15	Final budget statement distributed
Monthly	Budget statements to schools and colleges

Contingent on the availability of Avila University funding, the Library acquisitions funds are allocated to academic units on the basis of need. Factors considered are the balance and mix between monographs and serials; print and non-print; strength or weakness of current collection; breadth and depth of need; new programs, courses and faculty; and cost of materials.

Allocation decisions are based on a process that involves negotiation with academic units, examination of departmental profiles maintained by the library, and discussion between library and departmental staff based on an evaluation of the existing collection and curriculum needs.

After Materials Have Been Ordered

Current trade or high-interest academic books usually arrive within one month of ordering; other materials can take two to four months to arrive, depending on availability. Videos on order may take at least one month to arrive.

Currently, ordering for audiovisual items is handled differently so they will not appear in the online catalog until they are cataloged.

Library staff will respond to inquiries about the status of orders at any point along the acquisitions and cataloging process, and will accommodate requests for accelerated processing when needed.

GUIDELINES FOR SELECTION

General guidelines:

In suggesting library materials for purchase or accepting gift materials, the following criteria will be considered:

1. The clientele who are to be served.
2. Materials should support the current undergraduate and graduate curricula.
3. Lasting value of the library material.
4. Strength and depth of the present holdings.
5. When there is a paperback vs. hard copy edition, the choice is based on the expected use, lasting value, and cost difference.
6. Authoritativeness of the author or the reputation of the publisher.
7. Verification with respect to Library holdings and the accuracy of bibliographic information must be made by the person requesting the material prior to a purchase request.
8. Current fiction is purchased only when the material is of sufficient literary or academic merit and contributes to the overall enrichment of the Library collection.
9. Unless requested otherwise, one copy of any individual item in the circulating collection will be considered sufficient.

Specific guidelines:

Consortia (MOBIUS) collection development

The Library is part of a statewide consortium and shares its online catalog within the KC-Towers cluster. It is particularly important to take into consideration the holdings of other Kansas City cluster and MOBIUS consortium members when making collection management decisions.

Languages

Generally, Library materials will be selected in the English language, and materials in languages other than English will only be added when specifically required and requested by faculty for curriculum needs.

Gifts

Gifts may be added to the collection when they support the curriculum or add needed strength to the collection. Gifts will be accepted only when offered unconditionally to the Library unless an exception to this policy is specifically made by the Director.

Items added to the collection should be physically in good condition, i.e. no stains, mildew, missing pages, or writing in the item. The information should be current or classic. Gifts should generally meet the same criteria for selection as other new acquisitions. Periodicals are not accepted unless as replacements for missing issues in the collection or as a continuing gift.

The Library does not evaluate gifts for tax purposes in accordance with IRS regulations, but will issue a receipt showing an item listing or summary if requested by the donor.

Textbooks

The Library does not collect textbooks. Textbooks will only be added to the Library collection if it is determined that the textbook has the best quality material available for the field. Textbooks older than five years will routinely be weeded. Faculty may review weeded textbooks on request.

Instructor Examination or Review Copies given to the library by faculty will be returned to the publisher according to its instructions and will not be added to the library collection.

Audiovisual Materials

Preference will be given to video materials available in DVD format. Older formats made obsolete and for which equipment is not available will not be acquired.

Serials

Serials include periodicals, newspapers, books published in series, microforms, CD-ROMs, electronic journals, web-based resources, and information services. At this library, most, but not all, serial subscriptions are handled through EBSCO Subscription Services. Library staff is responsible for initiating orders, claims, and cancellations with EBSCO as well as maintaining accurate and up-to-date bibliographic, check-in, and holdings records in the Sierra online catalog.

As a general rule, the current issues of all journals that the Library subscribes to are kept in the Current Periodicals area in alphabetical order by title. Older issues are bound, either temporarily or permanently as the budget allows, and shelved in alphabetical order next to the Current Periodicals area or in a storage area. Decisions regarding binding and retention are made on a title-by-title basis.

The following factors are considered when making decisions about serials:

- **Retention:** The use of some serials, particularly trade magazines and newsletters, as current awareness resources, may preclude the necessity for indefinite retention with the concomitant added costs of binding and storage.
- **Format:** Oversize and/or newsprint publications may be difficult and costly to bind and preserve.
- **Back Files:** Usually a serial is not acquired from the first issue of the first volume. A decision must be made by the instructor, in consultation with the Collection Development Librarian, concerning the possible acquisition of back files and the format desired.
- **Indexing:** Serials which are not included in the periodical indexes and abstracting services held by the Library have, as a general rule, less reference value than serials which are regularly cited in indexes. If a serial is not indexed, it should be linked to course content by some reference to it in the outline or reading list distributed to students.
- **Subscription Processing:** Most serials are ordered through an agent (EBSCO in this case) who is able to prepare invoices for the hundreds of titles acquired by the Library. The agent has the expertise to handle a variety of time-consuming tasks that include communication with publishers, claims, renewals, cancellations, suspensions, supplemental invoicing, currency fluctuations, and the availability of electronic versions. The start date of a new subscription is dependent upon publisher policy so it may not begin immediately. Cancellations are made at the end of the current subscription period. Thus, the cessation of a serial subscription, for whatever reason, may not mean the immediate release of funds to apply to new subscriptions.

Reference Items

The Reference collection includes, but is not limited to, general and specific encyclopedias or handbooks, periodical indexes, general and special dictionaries, directories, atlases, almanacs, and literary explicators. Decisions regarding which works should be placed in the Reference Collection will be made by the Library Director. The Library intends to continue to reduce the amount of print Reference resources over time and purchase online Reference Databases.

Computer Software

All computer software requested for purchase must first be reviewed by Computer Services to ensure compatibility and security with University computer systems. Software requested must support University curriculum needs and not be for personal use. Installation on University computers will be handled by Computer Services.

COLLECTION EVALUATION AND MAINTENANCE

Collection Assessment

Periodic assessment of the Library's holdings in various subject areas is important to ensure that the holdings remain relevant to the current needs of the curriculum and provide relevant historical context in the subject area.

Online Resources

Online electronic resources are evaluated primarily by means of usage statistics in relation to the annual cost of the database in review. Decisions regarding retention of online resources are a collaborative effort between the Library staff and Deans and Department Chairs of the respective subject areas.

Print and Audiovisual Resources

Onsite print and audiovisual materials are evaluated through periodic weeding projects. Lists of items in various subject areas are created and sent to interested faculty for their input regarding whether certain items should be withdrawn or retained.

Inventory and Shelf-Reading

Periodically, physical Library holdings should be checked against lists generated from the Library's online catalog to ensure consistency and correct discrepancies. The physical holdings should also be checked on a regular basis to ensure that call number order is correct, as this is vital to efficient locating of materials. These activities will be ongoing contingent on the availability of staff.

Replacement of Lost, Damaged, or Missing Materials

Library materials which have been lost or damaged will be replaced if they are still available in the current book trade, if they are considered appropriate for the collection (see Guidelines for Selection above), and as the budget allows. Clientele responsible are charged for the lost or damaged item.

For missing books, demand for the resource, its value to the collection, and whether or not it has been superseded by a new edition or other newer materials are some of the criteria used for evaluation before any recommendation for replacement. Replacement should be initiated only after thorough searching and sufficient time (possibly one to two years) has elapsed to avoid unnecessary purchases. Heavily used items may be replaced immediately as an additional copy.

Audiovisual material may be replaced at the request of faculty when an item is no longer usable. Cost of replacement copies is charged to the department's budget.

Repair Guidelines

Due to budgetary constraints, the library can make only very minor repairs to damaged books or periodicals. Any materials considered damaged in more than a minor way, in the judgment of the Technical Services Librarian or the Library Director and will be treated the same as “lost” items and it will be evaluated for replacement or withdrawn from the collection.

Bibliographic and item records of those titles withdrawn and not replaced will be deleted from the online catalog.

DESELECTION/WITHDRAWAL GUIDELINES

Last copy retention agreement with MOBIUS

An item will not be withdrawn from the collection if it is the only copy available within the MOBIUS consortium, unless the item is deemed damaged or obsolete, or contains dated or inappropriate content not of historical value.

Damaged or worn materials

After determination is made whether to attempt to repair or replace the item, seriously damaged or worn items will be withdrawn from the collection and discarded.

Obsolete materials

Materials deemed obsolete during collection evaluation will be withdrawn from the collection. If the item is considered sellable it will be included in a book sale, otherwise it will be discarded.

Old and no longer used materials

Materials which have not been circulated or used for a period of time to be determined may be withdrawn or suggested for withdrawal to faculty, and then disposed of either through sale or discard.

Previous editions

Subject to decisions and agreements with faculty and departments, previous editions of materials will be considered for withdrawal from the collection and either sold or discarded.

Policies and procedures for withdrawing and discarding materials

Items found to be candidates for withdrawal through evaluation and maintenance activities will be placed on a list or congregated in such a way that an opportunity can be provided for review by Library staff and faculty.

All library materials designated to be withdrawn from the collection based on the above procedures must be brought to the cataloger or assigned library staff member, who will remove the item from the online catalog and, if necessary, delete the bibliographic records and the holdings symbol from the OCLC WorldCat file. Items will then be stamped “Withdrawn” and disposed of in the appropriate manner.

Disposal policy

The Library currently donates all unwanted books to BookDriveKC, a local book repurposer and recycler. BookDriveKC also handles the Library’s annual Book Sale by providing materials and removing unsold items. All discarded books must be stamped either “Withdrawn” or “Discarded” across the barcode and the call number label lined through with black marker.