


## Collection Management Strategies

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## E-Only Strategy

The UBC Library collections standard is increasingly shifting towards purchasing new resources in online format wherever possible. This has been the norm for our journal collections for some years and the transition is now spreading to our book collections as well.

Tight budgets have led the Library to review our resources ever more carefully. Duplication and overlap has been reduced wherever possible and hard decisions about cutting some resources are being faced. The biggest challenge is finding ongoing funds for materials that have price increases beyond the inflation rate every year. Equally difficult is finding funding to support new titles, programs and platforms upgrades.

The Library has been increasingly canceling print subscriptions for serials titles in favour of providing the online format only. In some cases, the advance to online has afforded us access to a deeper archive of online content than we hold in print. The library will continue to transition titles as we are able to negotiate stable access with publishers and our consortia partners. In some cases, the Library has had to cancel journal subscriptions entirely due to budget restrictions. Contact your liaison librarian for alternate resources if the journal you are interested in is no longer part of our subscriptions.

View the list of journals that have been cancelled or transitioned to the online format [here](#).

Learn more about what you are able to do with our licensed resources [here](#).

Last updated on June 21, 2011 @9:48 am

### Budget and Planning


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**The Library**

**Policy No.: 3**

**Approval Date: September 2012**

**Last Revision:** Draft, June 20, 2012

**Responsible Executive:** Associate University Librarian, Collections

**Title:** Duplicate Copies

**Background & Purposes:**

UBC Library purchases materials that support the teaching and research interests of the University of British Columbia. To provide the broadest possible range of materials to support this focus, while also taking into account user needs and limitations of budget, space and staff resources, UBC Library does not generally purchase, or accept as gifts, duplicate copies of items.

**Scope:**

This Policy applies to a duplicate, multiple or added copy, which is defined as an exact replica of an item. Duplicate materials may be available in more than one format (e.g. print, microform, electronic, audio or video). A version that contains new, deleted, or revised information is a different edition and, therefore, not considered a duplicate copy.

**Governing Principles:**

Duplication is generally avoided; however, there may be situations in which subject bibliographers decide to duplicate items in different formats. Where the decision is made to duplicate a print title, electronic versions will generally be the preferred format, taking into consideration factors such as cost, amount of use, ease of use, storage space, preservation, quality of illustrative content, availability to remote or simultaneous users, and frequency of updating.

**Exceptions:**

Exceptions to this Policy of not acquiring duplicate copies will be considered on an individual basis by the appropriate subject librarian, including in the following circumstances.

- Material that has demonstrated or anticipated high use (e.g. multiple holds, including materials on course reserve or in reference)
- Items for which an archival copy must be retained and does not circulate
- Items that are unique to Vancouver, British Columbia or Canada
- Items required by students in more than one library location

- Interdisciplinary items, where multiple locations share responsibility for collection development in the subject. Liaison librarians in these areas will consult with one another, to avoid duplication of low-use items.
- Performance material, such as music scores, when required for performance purposes
- Items for which the existing format is no longer useable, such as VHS items being replaced by DVD or streaming video
- Items necessary for operational use which require regular and on-going consultation by library staff

## Warehouse Retention Project (IRC)

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Deliverables (based on tabs in the attached Excel Spreadsheet)

- Review1, Review2, and Review3 - For each tab, review the titles in your disciplines (either by Fund Code or Call Number) and let Jay know of any titles that **should not be discarded** and provide a reason for your recommendation. (The default action for each of these tabs will be to discard.)
- **Due date - June 15, 2012**
- **Questions? - Contact Jay Forrest**

### Background

As mentioned in the March IRC meeting (<https://libshare.library.gatech.edu/docs/DOC-6336>), the overall goals of the retention strategy are to best utilize staff and library money in the preservation of collections and to minimize the risk of mold recurrence in the warehouse.

These goals can be accomplished by evaluating our holdings and deciding which titles should be retained. We can minimize the spread of mold by housing the portion of the collection exposed to mold in the side room of the warehouse. Renovations have already occurred to replace the plastic barriers with more permanent structures. We can minimize the staff time in cleaning the exposed volumes, by reducing the number of volumes that will need to be cleaned.

To fit the exposed collection entirely within the separate room, we have need to achieve at least a 20% reduction in the warehouse collection. Currently, only 7% of the volumes are held in electronic backfiles, so we will need to look at the other criteria outlined in the PowerPoint presentation at the March IRC meeting (<https://libshare.library.gatech.edu/docs/DOC-6337>).

### Spreadsheet Description

The attached spreadsheet provides a list of all warehouse titles that have been exposed to mold, either in the Library Basement or in the Warehouse before containment, and has multiple tabs.

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Warehouse Retention Project (IRC)

- **Metadata** - indicates the data source or how a particular field was calculated
- **Review1** - This tab contains titles where GT owns or has access to an electronic backfile. 377 titles, 10,524 volumes - 7% (this list is sorted by Call Number)
- **Review2** - This tab contains titles that have no recorded usage (see metadata tab). 1,847 titles 25,712 volumes - 18% (this list is sorted by Call Number)
- **Review3** - This tab contains titles that scored 6 or higher. 1,167 titles, 13,917 volumes - 9 % (this list is sorted by Call Number).
- **FutureReview** - This tab contains titles that scored low and a backfile is available, but not owned, usage generally indicates that we would not discard the print unless the backfile was purchased. Backfiles for several of these titles can be purchased individually (e.g. Sage and Cambridge). 424 titles, 13,673 volumes - 10%
  - **ExemptfromReview** - This tab contains items that scored low (5 or less) where there are no known backfiles. 2,472 titles 79,489 volumes - 55%
- **ASERL** - Items being considered for contribution to the ASERL CJR.
- **Summary** - Indicates the number of titles by FUND Code, generally following <https://libshare.library.gatech.edu/docs/DOC-5001>

Notes

- **Scoring:** The score column is a mathematical score to provide a general assessment of the title, its components include, completeness, local and ILL use, the availability and ownership of backfiles, ILL rights to those backfiles, contributions of the title to ASERL and LOCKSS or Portico, and the risk of mold. Higher scores indicate a greater mold risk and reduced need to keep the print.  
ILL Impacts:
  - **Review1:** 17 titles (447 volumes) have sources that do not allow ILL. From 2009-2012, there were 3 RAPID requests for pre-1980 articles, and 7 ILL Lending requests for all dates held (not just pre-1980).
  - **Review2:** No impact to ILL
  - **Review3:** Based on past usage, I would expect that removing all titles from this list would increase our ILL borrowing by 24 articles per year and decrease ILL lending by 13 articles per year.
- **ASERL Cooperative Journal Retention:** ASERL CJR contributions do not appear on this list. The ASERL tab reflects a small number of titles that will be considered for a second round of contributions.

# Print Journals Withdrawal Project

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## Purpose

Review print holdings of journals with electronic equivalents (1980- ) that are available to both local and ILL borrowers and where the Library has purchased archival rights.

- Read [Jay's Word Document](#) distributed at the May 18, 2011 IRC meeting which provides the context for the review as well as additional information.

## Journal Titles To Be Reviewed and Evaluated

- Front files (1980- ) of journals for which we have purchased online backfiles with archival rights and where our license permits ILL.
- With one exception (Annual Reviews), these are the same journal collections that were withdrawn during the recent collection relocation of pre-1980 titles to the warehouse as a result of the mold situation.

## Process and Timeline

- Assumption is that all of these titles will be withdrawn unless a recommendation is received to retain the print copy. If print volumes of a title are retained, they will be located in the warehouse.
- Subject librarians can review a union list of all titles in call number order (Union LCCN tab on Jay's spreadsheet) to identify appropriate call number ranges and review those titles.  
To recommend a title for retention of the print volumes, **send an email to both Jay and Nancy by 5PM on Wednesday, June 8th** and provide the following information:
  - ISSN
  - Title
  - Compelling reason for retaining the title (e.g. Images,Rarity, Potential historical significance, etc)
- **Deadline extended until 5PM on Friday, June 17th.**

## Documentation

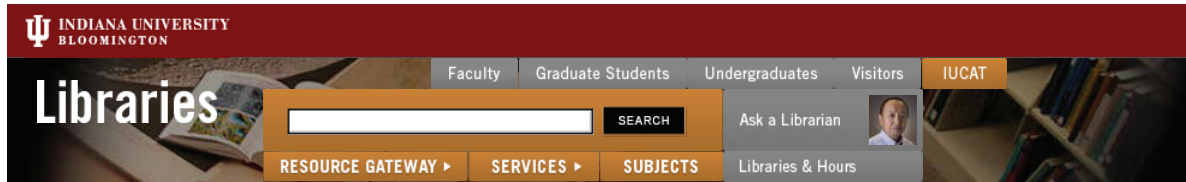
[Jay's Excel spreadsheet](#) contains the following tabs:

- Collections - List of the collections being reviewed
- **Union LCCN - Combined list of all titles to review sorted by LC call number**
- ACS - List of American Chemical Society titles
- AR - List of Annual Review titles
- IOP - List of Institute of Physics titles
- Nature - List of Nature titles
- RSC - List of Royal Society of Chemistry titles
- ScienceDirect - List of titles in 12 ScienceDirect subject backfile collections
- Wiley - List of titles in 3 Wiley subject backfile collections

Print Journals Withdrawal Project

- JSTOR - List of titles in JSTOR collections (No formal review as titles will be considered only if ILL is available)
- IndexAbstracts - List of Indexes and Abstracts that will be moved to the warehouse per 2008 IRC review and decision
- ILL - Current list of publishers with ILL permissions





Libraries » African Studies » African Studies Collection Description



- [African Studies Home](#)
- [African Studies Resources](#)
- [About the Collection](#)
- [More Collection Resources](#)
- [Research Guides](#)

**Contact Information** ▾

**Librarian:** Marion Frank-Wilson  
**Location:** Herman B Wells Library E660  
**Phone:** (812) 855-1481  
[✉ Email mfrankwi](mailto:mfrankwi)

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- » [Fine Arts Library](#) ⓘ
- » [Lilly Library \(Rare books and manuscripts\)](#) ⓘ
- » [Government Information--Foreign Documents](#) ⓘ

last updated: 3/12/2010

## African Studies Collection Description

### General Purpose

The Librarian for African Studies is responsible for building and maintaining a collection of materials produced about Africa and in Africa in all media that will support the present and future undergraduate, graduate, and post-doctoral educational needs of Indiana University students and research needs of African Studies faculty, and contribute to cooperative national projects of the Africana Librarians Council (ALC), Association of Research Libraries (ARL), Cooperative Africana Microform Project (CAMP), and Committee on Institutional Cooperation (CIC). To accomplish this the Librarian for African Studies selects print, microform, audiovisual, and electronic materials for the research collections of the Bloomington campus and provides electronic/digital access to the collection by maintaining a web site and by digitizing appropriate materials (e.g., "Digital Somali Library", "Nuer Field Notes Project", etc.). Materials are selected comprehensively for the Main Library's Research, Reference, and Media collections, the Government Information Department, the Fine Arts Library, the Geography & Map collection, and as appropriate for other collections including the Business/SPEA, Education, and Geology libraries.

### Subjects

The African Studies Program at Indiana University supports a wide spectrum of courses and research in the humanities and social sciences, with special emphasis on history, linguistics, anthropology, folklore, and the arts. Particular emphasis is on research related to three thematic areas: 1) expressive culture, 2) political economy, and 3) trans-nationalism. The library collections reflect this range of interests with emphasis on in-depth collections in such disciplines as history, anthropology, archaeology, folklore, ethnomusicology, the fine arts, literature, film, communication, culture, linguistics, economics, political science and government, and ecology and conservation, and less comprehensively in religion, philosophy, geography, and education. Gender-related materials are acquired in all disciplines, as are materials relating to Islamic cultures.

Textbooks and technical studies on law and the natural and applied sciences are not collected. However, general works and works with obvious interest for social and humanistic studies on law, botany, zoology, geology, agriculture, medicine, and the health sciences are purchased for the research collection or appropriate branch library.

### Languages

Materials are collected in all major west European languages and in the official languages of African states except for Arabic. The Librarian for Middle Eastern and Islamic Studies collects Arabic material published in North Africa. The Librarian for African Studies collects only Arabic material published in Sub-Saharan Africa. Materials in Scandinavian languages and minor west European languages such as Flemish are not collected.

Dictionaries and grammars are purchased for as many African languages as possible. Linguistic materials and vernacular texts are collected in depth for the following languages which are a national resource in the U.S., are national or widely used languages in Sub-Saharan Africa, and are used in research at Indiana University:

- Afrikaans
- Bambara
- Chichewa
- Chitumbuka
- Fula
- Hausa
- Igbo
- KinyaRwanda
- Kirundi
- Kpelle
- Lingala
- Ndebele
- Sango
- Shona
- Somali
- Sotho
- Swahili
- Tswana
- Twi (Akan)
- Wolof
- Xhosa
- Yoruba
- Zulu

Materials in Amharic are not a focus since Michigan State University maintains a comprehensive collection. Vernacular texts and linguistic materials will be collected selectively in other languages and in creole languages.

The continent of Africa (except Egypt which is covered by the Librarian for Middle Eastern and Islamic Studies and subject bibliographers) and the Indian Ocean and Atlantic islands are covered.

Historically, primary emphasis has been on Sub-Saharan Africa, although recently emphasis has also been placed on materials in English and French from or about North Africa. Research-level collections including rare books, local imprints, major journals, political pamphlets and other ephemera, government publications, archival and manuscript materials on microform, audiovisual, and electronic materials in addition to commercial and scholarly publications are acquired for Anglophone, Francophone, Lusophone, and Hispanophone Africa.

Historically, the major focus has been on West and West Central Africa. Publications from Benin and Gambia were emphasized given Indiana University's responsibility for the Small Country Project of the Africana Librarians Council. Somalia is given emphasis since Indiana University is a depository of the International Somali Studies Association. Southern Africa has been a more recent focus of the collection. Because of the large volume of material published in South Africa, it is not possible to collect in great depth. Yale and Northwestern Universities collect comprehensively on South Africa. The current focus is on countries with which Indiana University has exchange programs and/or countries which are the focus of faculty and graduate student research: Cameroon, Ghana, Kenya, Malawi, Mali, Burkina Faso, South Africa, and Zimbabwe. Other countries for which there is special emphasis are: Senegal, Cote d'Ivoire, Guinea, Nigeria, Uganda, Tanzania, Mozambique, Namibia, Angola, and Somalia.

For the Indian Ocean and Atlantic islands, teaching-level collections are acquired in all disciplines except for folklore and literature, for which research-level collections are acquired.

#### **Government Publications**

Due to financial constraints and inadequate staffing, there is less focus on government publications than is ideal for a research-level collection.

An attempt is made to acquire census reports, development plans, yearbooks, and other compendia of general or statistical information, and the government handbooks, constitutions, and guides to archives and publications for all Sub-Saharan African states. Materials that support research in economics, development, political science, government, and history are acquired as funding permits. Historically, priority for developing more in-depth collections has been given to Nigeria, Ghana, Cote d'Ivoire, Senegal, Liberia, Kenya, Tanzania, South Africa, Botswana, Malawi, Gambia, and Benin, although collections for these countries have been uneven over time. Current emphasis on building more in-depth collections is on the same countries listed under geographic coverage above. Few materials on the arts are published by African governments. Those which are acquired are shelved in the Fine Arts Library.

In consultation with the International Documents Librarian, the publications of intergovernmental African organizations such as the African Development Bank, ECOWAS, OAU, and UN Economic Commission for Africa are acquired. Since Indiana University has standing orders for publications of major international organizations such as the UN, UNESCO, and the World Bank, and is a US government depository, the Librarian for African Studies does not have to acquire publications on Africa from these organizations. Historically, some intergovernmental African organization publications, such as those for ECOWAS, have been shelved in the Research Collection. The publications of all new African intergovernmental organizations, such as SACDD, SADC, and PTA, which are purchased on African Studies funds, are shelved in the Research Collection.

The Librarian for African Studies makes recommendations to the Foreign Documents Librarian for publications about Africa from West European governments.

Official gazettes are not acquired because the ARL Foreign Official Gazette Project makes them available through microfilming at the New York Public Library and Library of Congress.

#### **Maps and Atlases**

An attempt is made to acquire maps and atlases produced by African governments and travel maps that can be used for planning fieldwork. Maps are acquired for the Geography & Map collection. National atlases are acquired for the Main Library Research Collection.

#### **Newspapers**

Subscriptions are held for approximately twenty African newspapers from the major regions of Sub-Saharan Africa. Priority is given to newspapers for which Indiana University Library has national collection responsibility and which are used for research and read regularly by persons affiliated with the African Studies Program. A list of other African newspapers which have online open access is provided on the African Studies website.

#### **Serials**

Subscriptions are held for serials of research value for all disciplines for which materials are collected in-depth, including publications from Africa and those issued by scholarly organizations and trade publishers outside Africa. Because of Serials Department policies regarding irregularly and infrequently published serials, the Librarian for African Studies also must acquire serials from vendors and on exchange which are not on subscription in the Serials Department (e.g., African telephone books). The African Studies curriculum, research interests of faculty, collection responsibilities for CAMP (Cooperative Africana Microform Project), and cooperative programs for the Africana Librarians Council, ARL, and CIC will be taken into consideration in placing other subscriptions.

#### **Ephemera**

Ephemera are acquired selectively by gift, exchange, and purchase which complement materials acquired and cataloged for the Indiana University Library. Emphasis is given to materials of scholarly value which are not cataloged under current Indiana University Library policies, especially to sample serials and newsletters and other irregular publications of social and political organizations that are active in Sub-Saharan Africa. Sample periodicals will be kept for ten years, then given to another library that needs them or added to the pamphlet collection if no major library holds them. Reprints will be collected (in the Pamphlet collection) only from periodicals not held at Indiana University, except for articles by Indiana University faculty. Recent catalogs of African universities from countries in which Indiana University faculty and students do research will be collected if available free of charge. Unpublished conference papers will be collected if available free of charge.

#### **Theses**

US theses are ordered only upon request by a faculty member or graduate student. Foreign doctoral dissertations are acquired by the Center for Research Libraries, and CAMP acquires some foreign MA theses. These may be borrowed on interlibrary loan. Currently, Indiana University is exploring the possibility of acquiring theses from African universities with which it has exchange ties as part of a Title VI African Cooperative project.

#### **Cooperative Projects**

Indiana University belongs to the Africana Librarians Council (ALC) of the African Studies Association and CAMP (Cooperative Africana Microform Project) of CRL (Center for Research Libraries). It cooperates in acquiring Africana for nationwide use as a member of these groups and will continue to participate in cooperative projects of ALC and CAMP which benefit Africanist scholars at Indiana University and throughout the United States. Indiana University also will cooperate in any ARL or CIC projects that are relevant for African Studies.

#### **Materials Excluded**

Afro-American materials are acquired by the bibliographer for Afro-American Studies. The Librarian for African Studies acquires Afro-American materials if they relate to diaspora studies or in those cases where the bibliographer for Afro-American Studies does not acquire relevant materials needed at Indiana University.

Materials on the Third World are acquired only in those instances where the subject bibliographers do not acquire relevant materials. The Librarian for African Studies makes recommendations for the acquisition of Third World and inter-area materials to the Global Studies bibliographer and to the Collection Development Committee for purchase on the general fund.

Children's books about Africa in European and African languages are acquired only if they are written by a creative writer or scholar whose complete works are collected, or include primary material relevant to the Research Collection. The Librarian for African Studies will recommend children's books about Africa for purchase by the Education bibliographer. Gifts of children's books will be given to the Education and Campus View (family housing) libraries as appropriate.

Materials on economics and development which are acquired for the Business/SPEA Library are not duplicated in the Research Collection.


Cookbooks are not acquired. Fiction about Africa by non-African authors is acquired only if it has significant relevance for Africa. Northwestern University collects fiction about Africa by non-African authors comprehensively.


#### **Criteria for Placing Materials in the Auxiliary Library Facility (ALF)**

Materials will be placed in the Auxiliary Library Facility, as needed, according to the following criteria and in consultation with the faculty of each discipline: older serials; serials which have ceased publication; serials which have been cancelled which are indexed in a periodicals index available at Indiana University or have a separately published index which can be shelved in the research Collection; books at the secondary school level which are retained for their historical value; and books published before 1950 which are not used frequently.



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## Collection Development Policy

### University of Massachusetts Amherst Libraries Collection Development Policy

**I. Our Research Mission**

The UMass Amherst Libraries mission is to support the teaching and research efforts of the university. Communication between library liaisons and faculty to identify materials to support research and programmatic needs is central to acquiring resources that faculty and students need.

This policy provides a framework for the underlying principles and guidelines in the selection, acquisition, evaluation, and maintenance of library resources. It also helps to communicate the Libraries' policies concerning goals and methods to faculty, students, staff and users. As academic programs, information needs, and technology change, the Libraries remain committed to meeting new information demands.

**II. Balancing the Collections**

Until the last decade of the twentieth century, academic library collections primarily comprised print materials. The advent of electronic resources and the rising demand for access to them has shifted the focus of library collections. However, the basic goal remains: to provide the UMass Amherst community with the resources it needs to pursue academic excellence. The Libraries' collection development program has always strived to provide information in the most appropriate formats. When scholarly materials are available in multiple formats, the Libraries will normally acquire the material in only one format to efficiently steward the University's resources. There are instances, however, when having resources available in more than one format allows us to make the material accessible to library users when and where they need it.

**III. Access Versus Ownership**

Understanding that no one library can acquire materials to satisfy all of the needs of its users, the UMass Amherst Libraries are committed to providing access to materials we do not own through resource sharing and cooperative collection development agreements with other libraries. Integrating access to resources that are not part of the Libraries' collection is a necessity and provides the university community with access to a wider range of materials than the Libraries could ever hope to provide within our materials budget.

The UMass Amherst Libraries goal is to continue to integrate an approach to materials that includes a balance of traditional, locally owned materials along with access to materials that are not owned. Cost-efficient and best practice models will be incorporated into the decision-making process regarding access to information in all formats.

**IV. Collection Development Guideline**

The Libraries adhere to the guidelines below:

- Develop high quality, relevant and balanced collections to support and strengthen teaching and research.
- Implement collection management policies to build and maintain print, electronic, and media resources to support information needs of the University.
- Provide leadership in a team-based environment to plan, manage, and formulate policies, and to prioritize resources to develop balanced collections that meet new demands and evolving technologies.
- Communicate with faculty to build on existing collection strengths where those align with current research and curricular needs and to develop awareness of new and evolving areas of scholarship.
- Expand access to information through resource sharing and other cooperative agreements with libraries locally, regionally, nationally, and worldwide.
- Share with faculty how they can make a difference with new scholarly communication models.

**V. General Criteria**

The following criteria apply to all materials. Particular criterion may assume greater or lesser importance depending on the type of materials under consideration or the subject matter covered.

- Curriculum and research need.
- Scope and content – comprehensiveness and depth of coverage.
- Scholarly value.
- Currency and timeliness.
  - Computer books, especially computer manuals, published 4 years or before are not selected or purchased.
  - Selection of older editions would only occur with valid reasons.
- Relevance to existing collections.
- Physical quality and/or special features.
- Availability of materials through Interlibrary Loan or document delivery.
- Inclusion in major indexing and abstracting tools or professional organization indexes.
- User-friendly search interface.
- Suitable for use on available hardware and platforms.
- Consistently reliable response time and overall technical performance.
- Cost – the purchase price as well as any on-going expense of maintaining access. Excessive cost may limit access.
- Mode of access available from the vendor (e.g., Internet, LAN, single workstation)
- Size of the potential audience

#### VI. Resources Collected

The UMass Amherst Libraries collect all manner of formats and materials which support the University's teaching and research. These materials may be physical (e.g., books, paper journals, microforms, maps, pamphlets, and music or video recordings) or digital (e.g., online access to citation and full-text databases, e-books, spoken-word, music or moving images).

#### VII. Resources Not Collected

The UMass Amherst Libraries do not collect materials in certain categories. These include but are not limited to: classroom texts, large-print books, or individual software packages. Ephemera are not acquired for the general circulating collection.

Material in outdated formats (e.g., Betamax tapes, floppy disks) is generally not collected. In limited cases, notably in conjunction with faculty requests, materials are accepted or purchased which require external support not provided by the library (PAL-system audio visual materials, for example).

#### VIII. Collection Maintenance and Evaluation

##### A. Preservation

The collections of the UMass Amherst Libraries, in addition to their intellectual and aesthetic value, represent a substantial economic investment. The responsibility to build research collections carries with it the obligation to ensure that these collections are permanently accessible. The Libraries are committed to the retention, preservation, and long-term access of the collections they hold in perpetuity, regardless of format.

Active participation and leadership in preserving the Libraries' collections is the responsibility of Library staff. Decisions on preservation of damaged materials and replacement of lost, stolen or damaged materials are based on use and condition of the materials, availability of the information in the same or other formats, and within the overall context of the Libraries' Collection Development Policy, balancing the constraints of cost, historical and aesthetic and scholarly value, and user accessibility.

Preservation of library material is accomplished through storage of materials in proper conditions, through careful handling and housing, through use of security systems designed to eliminate mutilation and theft, through commercial binding and rebinding, through commercial microfilming, through refreshment and migration of electronic files, and through repair or replacement of damaged materials. The Libraries' disaster response plan is reviewed and updated annually and a team of library personnel is trained for disaster response and salvage.

Materials of unique aesthetic or historical value should be preserved in their original form. Where costs, deterioration, or damage prevent the preservation of materials, attempts will be made to replace items valuable to the collection in reprinted editions or alternative formats. Continuing access to electronic titles cannot be guaranteed once the format in which they are published becomes technically obsolete. However, the Libraries support and participate in digital preservation research programs in order to address this issue in the longer term.

##### B. Deselection (Weeding)

Weeding is an integral part of the collection development process. Weeding helps keep the collection up-to-date by removing older editions, so there is room for newer materials that ensure the collection remains responsive to user needs and to optimize the use of space. The following factors are generally considered in the weeding of library materials:

###### 1. Retention

- Past usage data
- Value for historical research
- Last copy with archival value

###### 2. Discard

- Multiple copies of older editions
- Superseded volumes of reference works
- Physical condition

##### C. Duplicates

Decisions to purchase multiple copies are based on heavy demand, either present or anticipated, due to class assignments, course reserves, status of a title or author, or high circulation of a title.

##### D. Replacement

###### 1. Monographs

Library liaisons are responsible for making decisions regarding replacement of lost, damaged, missing, or worn-out Library monographs as funds permit. It is the responsibility of the appropriate subject selector to decide, within the guidelines of this policy, whether to replace a specific monograph or purchase a comparable one, and in what format.

Replacement is always preferred over rebinding for inexpensive in-print titles. Current editions are preferred over previous ones, unless the earlier edition has special distinguishing characteristics. It is usually desirable to replace monographs or serials in their same format; however, electronic or microform versions should be considered for extensive serial replacements.

###### 2. Serials

Staff will identify lost, damaged, missing, or worn-out serials and notify Acquisitions. Decisions to replace annual, biennial, and irregular serials will be handled according to criteria set forth in this policy. The following serial items will not be replaced:

- Newspapers or newsletters unless a special need exists;
- Titles that are not retained permanently;
- Titles that are not indexed;
- Titles routinely replaced by microfilm.

##### E. Withdrawal of Materials

An item is discarded if it is worn, mutilated, or defective, and/or a decision has been made not to retain it.

**F. Lost or Missing Materials**

An item is declared officially lost and entered into circulation records as such after it has been reported lost by a borrower or presumed lost by the library. If a lost item is returned or a missing item is located after its records have been withdrawn, a decision concerning its addition to the collection will be made by the selector within the guidelines of this policy.

**G. Gifts**

The Libraries welcome donations of all types of recorded information which support the university's curricular and research programs. Gift materials, both individual items and collections, can be valuable additions to the Libraries' collections.

Because of space limitations in our libraries, we encourage donors to consult with library liaisons when planning to donate books and other printed or recorded material. Depending on the number of volumes being offered to the library, the Associate Director for Collection Services may request an on-site evaluation of the collection by the appropriate subject specialist before a determination to accept can be made. Materials that are judged to be more suitable to our special collections are referred to the Libraries' Special Collections and University Archives department.

All offers of gifts receive careful consideration and are evaluated in terms of the collection development goals of the Libraries (see especially sections IV-VI of this policy). Materials appropriate for the collection include: hardbound or good quality paperback scholarly monographs; music compact discs and scores; videos and DVD's. Materials that do not meet the Library's collection development goals will be disposed of through sale, exchange, donation, or discard.

Upon receipt, donated materials become the property of the Libraries. The decision to add gift materials to the collection will be made by subject specialists, the Head of Special Collections and University Archives, or the Associate Director for Collection Services in consultation with other Library staff as appropriate. In general gifts to which the donor has attached conditions, such as those concerning retention, housing, classification and use, will not be accepted for inclusion in the Library collection. Exceptions may be made for materials, primarily manuscripts and personal papers, which would be appropriately housed in the Libraries' Special Collections and University Archives department.

The Libraries encourage donors to obtain an independent appraisal of their gift's value for income tax purposes. United States Internal Revenue Service regulations prohibit librarians from acting as appraisers of materials given to their institutions. The Libraries will, however, assist in identifying appraisers for this purpose. Interested donors will be referred to the Libraries' Development Office for information about claiming tax deductions for donated materials. Donors may also wish to consult their personal attorney or tax advisor for further information and legal advice.

With the exception of unsolicited materials, gifts to the Library will be acknowledged in writing. Please refer to the Libraries' Gift Policy (<http://www.library.umass.edu/giftpolicy.html>) for further information.

**H. Storage**

Due to lack of sufficient space, the UMass Amherst Libraries must periodically remove volumes to off-site storage. The following factors are generally considered when moving material to off-site storage:

- The primary criterion is use, which is defined as actual and anticipated use, not just the number of times an item has circulated.
  - Language itself is not a valid criterion. All materials, regardless of language, should be selected based on use.
  - Date of publication by itself is not a valid criterion.
- Bibliographers and selectors should consider the teaching and research needs of faculty in selecting materials for transfer.
- Availability of the material in another medium, such as electronic or microform, may be an appropriate criterion in some cases.
- How easily the format or size of an item, an oversized book or items other than printed monographs and serials, may be accommodated.
- The availability of online records or other adequate bibliographic access should be considered in selecting materials.
- Bibliographers and selectors should consider the physical condition when reviewing materials. Fragile materials could be damaged by the move to off-site storage and delivery to campus. Conversely, the environmental conditions in off-site storage may be beneficial for other materials that are not housed in optimum conditions.
- The retention of duplicate copies for materials sent to off-site storage should be avoided.
- Staffing, hours of operation, and users being able to consult materials onsite at the off-site storage facility may be factors in the decision to select materials to relocate.
- Errors will be made. Even with the best intentions and effort on the part of the selectors, some selection decisions may result in the assignment of library materials more appropriately shelved on campus. Such assignments will be addressed whenever they are identified.

*Approved by SMG January 23, 2008  
Reviewed and endorsed by Research Library Council March, 2008*

Last Edited: 4 September 2008



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**UNIVERSITY OF MASSACHUSETTS  
AMHERST**

UMASS AMHERST LIBRARIES  
University of Massachusetts  
154 Hicks Way  
Amherst, MA 01003-9275

Strategy for Deaccessioning Books and Serials

The imperative to reduce the collection footprint is something many research libraries now face. The Libraries' collection space has exceeded the recognized 80% working capacity for over 10 years. We have been able to manage this through the ability to send materials, primarily serials and journals, to the Five College Libraries Depository (FCLD). However, space at the FCLD is at near capacity. Discussions are underway on how best to expand that facility but a solution is still several years away.

The forthcoming Du Bois Library electrical upgrade is scheduled to begin in July, 2012. It will have a significant impact on existing stack space. A minimal impact design now under consideration would require the removal of 8-12 sections per stack floor, possibly 25,000 volumes. There also is the potential now or in the future that the space required to renovate two existing electrical closets on each Du Bois floor will translate into an overall decrease in collection space of approximately 125,000 volumes. In either case, the impact is significant and the time frame pressing. Why the large impact? It is due primarily to building code changes in the past 35 years.

The Libraries' Master Plan for the Du Bois Library and the Science and Engineering Library proposes to repurpose library space to anticipate changing user needs. The Libraries must develop a coherent strategy for de-accessioning print materials to deal proactively with the electrical upgrade for near term and to meet changing service needs in the longer term.

We have developed strategic partnerships with the Four Colleges and the Boston Library Consortium to develop a systematic approach to withdrawing duplicate materials that are held elsewhere in these consortia, and to ensure continued access to materials for faculty and staff served by those member libraries. Other groups that have well-established models for withdrawing duplicate print materials include:

- Print Archive Network (PAN): The Center for Research Libraries was instrumental in creating PAN. PAN was designed as a prototype national print archives network, and builds on the overlap among currently active archives for JSTOR, the American Chemical Society, the American Physical Society, and the American Institute of Physics. It now has expanded to include other journals, and is intended to assign responsibility for material retention. The Five College Libraries are involved in ongoing discussions with PAN about the creation of a national network of print repositories.
- Orbis Cascade, a consortium in the Northwest, has taken an approach similar to PAN for creating a print archive of widely owned print journal backfiles. They recently merged with WEST (the Western Regional Storage Trust) to plan for a

shared print archiving program. Other WEST participants include the University of California System, Stanford University, and the Greater Western Library Alliance (GWLA).

- HathiTrust (<http://www.hathitrust.org/about>) was formed by Libraries that are part of the Committee on Institutional Cooperation (CIC). It has been a leader in making digital surrogates of materials scanned through the Google Book Project and the Internet Archive available to HathiTrust members. It also is involved in efforts to create a national network of print repositories and a repository to preserve digital surrogates.

Libraries nationally and internationally are working in concert to ensure continued access to the scholarly record. With the UMass Amherst Libraries participating in these partnerships, we propose to take a phased approach toward deselection of print material to create space to accommodate planned service and facility needs.

Phase 1: Proposed Start Date – June, 2012

1. Deselect *duplicate* print serials with no circulation since 2007 that are currently housed in the FCLD. There are approximately 15,000 volumes held at both UMass and the FCLD that are candidates for de-selection.
2. Deselect approximately 50,000 duplicate copies of print monographs published *prior to 2002* that have not circulated/have not circulated three or more times since 2007 (past ten years).

Phase 2: Proposed Start Date – September, 2012

1. Deselect monographs published prior to 2002 that have not circulated since 2007 and which are also held by one or more of the 4 College Libraries.

Phase 3: Proposed Start Date – December, 2012

1. Work with Sustainable Collection Services (<http://sustainablecollections.com/>) to develop a strategy for de-accessioning additional print monographs based on:
  - a. circulation data
  - b. year of publication
  - c. availability in the 4 College Libraries
  - d. availability in the Boston Library Consortium
  - e. availability in the HathiTrust
  - f. other relevant information, including whether UMass is the *only* owning institution among the Five Colleges

The approach outlined above aligns with de-selection processes taking place at other research libraries. The ability to provide access to some of this material through HathiTrust actually expands and enhances access for faculty and student. Further, we are confident that the Interlibrary Loan/Document Delivery Department will be able to obtain for faculty and students any item which is not available locally on our shelves, as is ILL/DD's current practice.

Approved by the  
Senior Management Group, February 22, 2012



## COLLECTION MAINTENANCE

MORE

ASK a Librarian

[Click here to return to Department of Access Services Home Page](#)

### About Collection Maintenance

**Collection Maintenance** maintains the collection in Pattee Library and Paterno Library and also assists the University Park Branch Libraries with collection redistribution and other projects. The operation is responsible for maintaining materials on more than 32.5 miles of shelves in Pattee and Paterno.

Every day the staff works in the main sorting area. Here books that have been returned are separated before being taken to their proper places on the shelves. The staff also goes to every floor and shelves the material for use by patrons. When classes are in session the staff handles an average of 15,500 books per week. During the final days of each semester the number of books being returned and used in the buildings skyrockets. Other daily duties include:

- Retrieving books from the book return
- Transferring new and rebound material to their proper locations
- Returning the materials used daily by Interlibrary Loan to their places on the shelves
- Remaining alert for mechanical, safety and security problems

In addition to the daily duties, the staff also engages in ongoing projects and responds to problems affecting the availability of the collection such as shelf reading and shifting materials.

If materials are not in proper sequence they become lost amid over 32.5 miles of shelving. When shelf reading, the staff goes through large areas of the collection checking every book to make sure that it falls in its proper sequence on the shelves, so that patrons can find it with ease.

Every two years the staff measures the entire collection. The unit manager then uses the gathered data to calculate collection growth and dynamics. For such a large amount of material the collection is surprisingly fluid and experiences constant growth and movement. Shifting is the project that responds to the collection's need for physical space. When an area gets crowded or congested the materials may become damaged. The staff "shifts" the collection according to the space projections so that the life span of the materials is not shortened.

In short, the overall job of Collection Maintenance is to make sure that the collection can be accessed by all patrons with the greatest possible ease. Whether a piece of material is new, has been used in-house, or has circulated outside the Libraries, the Stacks staff will have handled it at some point.

### The Stacks

The Libraries' materials are organized primarily by the Library of Congress classification system, but large amounts of material are also organized using the Superintendent of Documents and Educational Cutter systems. These systems place a vast amount of material into a framework that makes the collection manageable for University Libraries patrons.

Every piece of material in Penn State's collection has one, and only one, place in a very specific sequence. If stretched out into one long line the collection is over 32.5 miles long, and each piece of material has its own particular place in that sequence.

The screenshot shows the Penn State University Libraries website. At the top, there is a dark blue header with the Penn State logo and the text "UNIVERSITY LIBRARIES". Below this is a navigation bar with links for "Accounts", "Renew", "Hours", and "Search". A "Menu" button is also visible. On the right side of the header, it says "Welcome! Library Accounts". Below the navigation bar, there is a breadcrumb trail: "University Library Home > Cataloging and Metadata Services > Cat Ref Collection > Local Procedures". The main content area has a dark blue header with the text "CATALOGING AND METADATA SERVICES". Below this, there are two buttons: "MORE" on the left and "ASK a Librarian" on the right. The main heading is "Withdrawal Procedure". Below the heading, there is a red text box that says "This procedure applies to all materials except for serials and periodicals." The content is organized into four main sections: I. General Information, II. Withdrawal Situations, III. Withdrawal Requests, and IV. Disposing of Withdrawn Items. Section I includes a list of bullet points: "ALL serial and periodical items MUST be handled by the Serials Cataloging Team. See Serial Withdrawal Request Form.", "All locations should have at least one staff member trained to do withdrawals.", "Contact the Cataloging Trainers for withdrawal training", "Submit a Cataloging Services Project Request in advance for large withdrawal projects.", and "Follow the proper lost and missing search procedures before withdrawing any items." There is a "Top" link to the right of this section. Section II is titled "Withdrawal Situations" and includes a sub-section "A. Withdrawing an Item from a Location (Not Last Print or Micro Copy)" with a list of four numbered steps: "1. Use Call Number and Item Maintenance wizard to find item.", "2. Highlight your item's barcode.", "3. Change the Home Location to WITHDRAWN.", and "4. It is NOT necessary to notify Cataloging about this type of withdrawal." There is another "Top" link to the right of this section. Section III is titled "Withdrawal Requests (if unable to do the withdrawal(s) yourself)" and includes a bullet point: "Withdrawal Request Forms: Maps/Cartographic Material, Monographs, Music/AV, Serials". Section IV is titled "Disposing of Withdrawn Items".

3. Change the *Home Location* to **WITHDRAWN**.
4. It is **NOT** necessary to notify Cataloging about this type of withdrawal.

### C. Withdrawing an Item That Has Been Digitized (indicated by an eCopy sticker on back cover and/or Staff note in Extended information section of the Call Number/Item record)

**Note:** This includes items that may be Last Copy withdrawals.

1. Use the *Call Number and Item Maintenance* wizard to find item.
2. Highlight your item's barcode number.
3. Do NOT change the *Call number* or *Class scheme*.
4. In the *Item information* section, change *Item library* to **Online** and click **Save**.  
**Note:** If modifying one of multiple copies, this step will create a new holding.
5. Leave the barcode number in the *Item ID* box.
6. Change *Item Type* to **Online**.
7. Change *Home location* to **Online** and save your changes.
8. *Circulate* should remain checked.
9. Notify Cataloging if this is a Last Print or Micro (i.e., physical) Copy withdrawal using the appropriate *Withdrawal Request Form*.

**REMINDER:** Refer all periodical and serial withdrawals to the Serials Cataloging Team. Digitized materials are NOT an exception.

See also [Replacing an Item That Has Been Digitized](#) and [Replacing Only the Barcode for a Digitized Item](#).

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### D. Last Print or Micro Copy Withdrawals

1. Follow *Last Copy Procedures* in the *Collection Development Companion*.
2. Use the *Call Number and Item Maintenance* wizard to find item.
3. Change the *Home Location* to **WITHDRAWN**.
4. Notify Cataloging of ALL Last Copy withdrawals so that we can remove our holdings in WorldCat.  
Withdrawal Request Forms: [Maps/Cartographic Material](#), [Monographs](#), [Music/AV](#), [Serials](#)

### III. Withdrawal Requests (if unable to do the withdrawal(s) yourself)

Send Withdrawal requests by completing the appropriate online form:

- [Maps/Cartographic material](#)
- [Monographs](#)
- [Music/AV](#)
- [Serials](#)

### IV. Disposing of Withdrawn Items

University Park locations should follow the instructions in [ADMINISTRATIVE Guideline UL-ADG13 DISPOSITION OF LIBRARY MATERIAL](#).

Campus locations are also encouraged to recycle and may contact the Penn State [Sustainability Institute](#) with questions, as necessary.

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## Collection Development Statement Deaccessioning and Annex Transfer Policy for Circulating and Reference Collections

### Purposes:

Deaccessioning or Transfer to Annex of materials in the Stacks or reference collections of the Libraries are done to remove from the shelves items that no longer are useful, in poor condition or occupying limited space needed for services or for other useful materials. Criteria for Deaccessioning or Transfer are implemented with input from the appropriate subject librarians. Deaccessioned materials may be discarded or sold. If they are brittle or damaged but potentially useful, they may be identified by the subject librarians as candidates for digital preservation. Items identified for removal to the Annex facility must fit within the criteria of the [Annex Policy](#).

### Criteria:

#### Utility:

Materials may be deaccessioned or sent to the Annex because they are superseded, plagiarized, retracted by the author(s) or judged dangerous to safety of persons or equipment by specialists in a particular field of study. (For example, obsolete medical texts can be dangerous if used by the unwary to treat themselves, and obsolete computer manuals can cause problems in programming.) Subject librarians also may judge certain items to no longer have value for the collections. Materials regarded as of doubtful Utility may still be judged by the appropriate subject librarian worth retaining in the Annex for historical purposes or for digitization.

Another category of materials that can be considered for Deaccessioning or Transfer to the Annex on grounds of Utility is a collection in a subject area no longer taught by the university.

#### Condition:

Materials may be removed from the shelves because they are too badly damaged or decayed to endure use on the open shelves and are judged by the appropriate subject specialist not to be worth the efforts to repair them for remaining on the shelves or simply are beyond repair. These may be withdrawn, sent to the Annex or digitized as is judged appropriate for the value of their information.

#### Space:

The Libraries remove materials where sufficient space is lacking. Among the criteria for Deaccessioning or Transfer from the Stacks collections to make space are duplicate copies of an edition or volume judged to be unnecessary, volumes fitting the criterion of Utility and volumes fitting the criterion of Condition, as stated above. Candidates for Deaccessioning or Transfer from the shelves might also include cancelled indexes, directories or periodicals, or back files of such titles that are not frequently used. Another category that can be considered contains titles identified as low use through compilation of circulation or reshelving data for the Stacks collections.

#### Proper Deaccessioning:

Deaccessioning must include update of cataloging records and marking copies "withdrawn" if

they have marks of ownership by the University. Withdrawn copies can be sold, donated or discarded as appropriate.

*Digitization:*

Items selected for preservation digitization must conform to the Libraries' copyright policies. They must fit into RUL workflows and financial resources, and access must be provided to them via the Libraries' website and catalog.

NOTE: Implementation of Deaccessioning or Transfer projects is guided by the [Last Copy Policy](#).

NOTE: This policy will be adapted to the unique needs of Special Collections.

(December 2010)

Last updated: January 5, 2011

URL: [http://www.libraries.rutgers.edu/rul/staff/collection\\_dev/policies/deaccessioning\\_collections.shtml](http://www.libraries.rutgers.edu/rul/staff/collection_dev/policies/deaccessioning_collections.shtml)  
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## Consolidation and Retention Policy for Print Journal Runs

**Rationale:** As major journal collections continue to move to digital format, the Rutgers University Libraries will organize print journal runs across the system for retention and access.

This collection development policy governing print journal runs is complementary to the existing policy covering print indexes and abstracts. Print journals as a class of materials are subject to all other RUL collection development policies such as the last copy policy. Going forward, print journal runs will be evaluated holistically in consultation with selectors.

The goal of this policy is that RUL will retain one complete contiguous archival print run regardless of the availability of digital backfiles. This final complete run will be housed in the appropriate research collection, or in the library annex, at selector discretion.

Consolidation into one archival complete run of each title would be the first step. All duplicates can be withdrawn and discarded. Campuses would have the option of retaining an additional run if justified by selector/campus coordinator in consultation with the AUL for Collection Development and Management. Print would be the format of choice for retention over microfilm/fiche subject to issues of physical condition. When the archival tradition has been microfilm/microfiche format, existing practices can be continued.

Where current print journals are still received on subscription, the corresponding back print runs will remain at that location until such time as no further print is received. In the case of the last copy of an existing current print subscription, an evaluative process will ensure that one copy of print remains in the system.

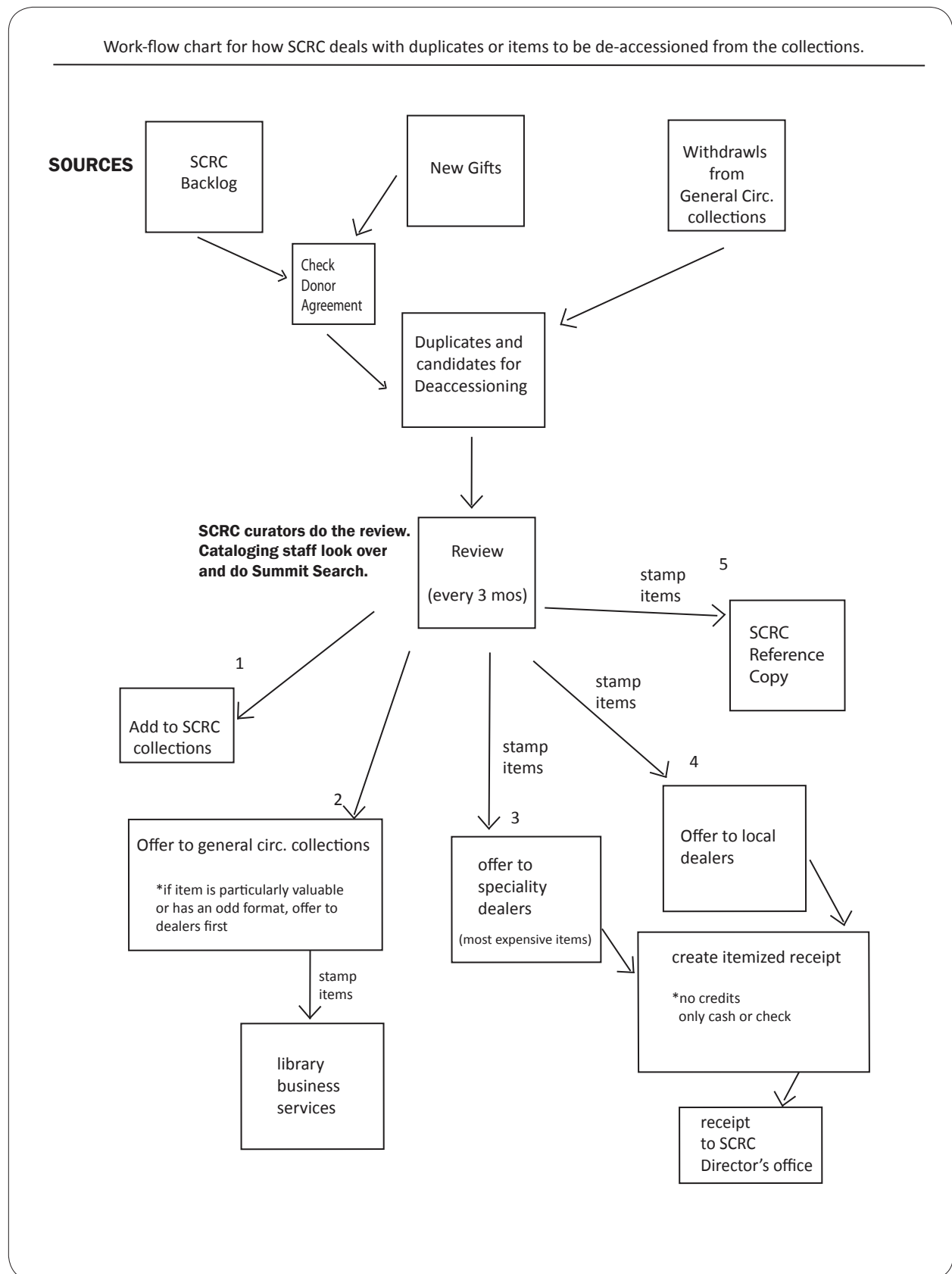
Systemwide collection development team leaders would review and make decisions on any print journal titles that cover areas that are general or otherwise not assigned to a subject selector. Interdisciplinary titles would require consultation between appropriate selectors on all campuses before final decision is made.

Any exceptions to this policy will be discussed with the AUL for Collection Development and Management and appropriate selectors.

Approved: January 19, 2012

Last updated: January 30, 2012

URL: [http://www.libraries.rutgers.edu/rul/staff/collection\\_dev/policies/print\\_journal\\_runs.shtml](http://www.libraries.rutgers.edu/rul/staff/collection_dev/policies/print_journal_runs.shtml)  
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UNIVERSITY OF WATERLOO

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Library » Subject Guides » Collection Evaluation & Retention Policy Toolkit Admin Sign In

## Collection Evaluation & Retention Policy Toolkit

Toolkit meant to assist liaison librarians in the evaluation of their collections for retention purposes

Get Started **Preparing Retention Policies** Collection Evaluation Process Evaluation Methods & Tools Resources FAQ

Get Started [Print Page](#) Search:

### Purpose of the Toolkit

The aim of the toolkit is to provide liaison librarians with simple, step-by-step guidelines for writing subject-specific collection retention policies.

The toolkit includes:

- An explanation of the need for retention policies
- Instructions for preparing subject-specific collection retention policies using the collection retention policy template
- A breakdown of available support
- Instructions for preparing to evaluate individual collections
- A breakdown of evaluation methods and tools
- Next steps in collection maintenance
- A list of helpful research, links, and resources

[Collection evaluation & retention policy toolkit](#)

### Collection Management and IRMC

IRMC reviewed and approved the toolkit as well as the collection retention policy template.

The toolkit was developed as a pilot project in Porter ISR in collaboration with two liaison librarians, who are members of IRMC.

Feedback can be sent to [libIRMC@library.uwaterloo.ca](mailto:libIRMC@library.uwaterloo.ca).

### The Need for Evaluation & Retention Policies

Collection evaluation is commonly perceived as a task that requires a great deal of time. However, finding the time to perform collection evaluation:

- Strengthens decisions regarding the lifecycle of a collection
- Ensures that individual collections encompass materials that effectively meet the changing research needs of its users
- Gives opportunity to identify and remedy a collection's weaknesses
- Exhibits proactive engagement with a collection
- Helps maintain liaison librarians' accountability to users, academic departments, and stakeholders.

Collection retention policies support each of these recognized benefits and lead to effective and responsible decision-making in the form of strategic withdrawal action. Strategic retention ensures that collections remain relevant by explicitly identifying necessary materials to be retained over the long-term.

### Collection Lifecycle and Retention

Collection retention is an integral part of the collection lifecycle by:

- Creating a bridge between collection development activities and withdrawal of materials
- Validating collection development principles through collection evaluation activities
- Ensuring strategic collection maintenance and review over time

#### Collection Lifecycle

```
graph LR; Selection --> Acquisition; Acquisition --> Cataloguing[Cataloguing & Processing]; Cataloguing --> Circulation[Circulation & Maintenance]; Circulation --> Evaluation[Collection Evaluation]; Evaluation --> Retention; Evaluation --> Withdrawal; Evaluation --> Gap[Collection Gap Identification]; Gap --> Selection;
```

### Specific Outcomes of Retention Policies

The implementation of subject-specific collection retention policies at the University of Waterloo Library will foster a number of visible outcomes. Retention policies will:

- Institute an efficient, streamlined collection evaluation process that can be carried out on a regular basis, in a manageable manner, by all liaison librarians. Focusing on retention will efficiently structure the withdrawal review process.
- Promote a proactive approach to collection retention and withdrawal that facilitates continuous review rather than a reactionary and defensive "crisis management" approach applied only when required.
- Directly address the often unique long-term research needs particular to individual collections.
- Provide personal incentives for liaison librarians over the long-term by saving them considerable time and effort as well as by assuring that their collections are perpetually relevant to the students and faculty using them.
- Improve communication among faculty in regard to collection maintenance.

Last Updated: Jun 7, 2012 | URL: <http://subjectguides.uwaterloo.ca/evaluation> | [Print Guide](#)

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## UW-Madison Libraries Campus Collections Plan

Approved: 2/20/2012 by the Space Planning and Shelving Committee  
and 2/24/2012 by Resources Management Group

The University of Wisconsin-Madison's Collections have over 8 million volumes, over 125 miles of shelving, and is the 11<sup>th</sup> largest research collection in North America. Our collections are vital for supporting the research and teaching needs of our faculty, students, staff, residents of Wisconsin, and the mission of our university. As we continue to expand our collections, adding over a mile of books and journals per year, we continue to need space to shelve and access these materials. Our goal is to maintain our campus libraries below the American Library Association's standard of 80% capacity which is considered "critically full." Although electronic resources have become an important medium, print materials will continue to play an important role for historical and future research purposes. In order to guarantee access to our collections in the future while making room for both expansion and alternative uses of library space UW-Madison's Library System have developed a shared campus collection plan:

### **Active Campus Collections (the publically accessible shelves within our campus libraries):**

*Campus libraries are committed to maintaining dynamic and accessible collections. We will continue to participate in on-going assessment and review of our collections in order to make sure our active collections meets the current needs of our users, that will serve the anticipated future needs of our users, and that build on our unique collections strengths. The following guidelines determine which materials remain on active and publicly accessible on-campus shelves:*

- Items which demonstrate high use based on circulation, browsing and other usage statistics are likely to remain on active shelves.
- Protecting efficient intellectual access to information remains a high priority for campus libraries. As such, transferring currently vital resources to facilities inaccessible to library users would have adverse consequences to research and teaching.
- Browsable collections are the cornerstone to our success as a research institution. Materials identified as needing browsable and immediate access are likely to remain on active shelving.
- Fragile materials that may be damaged in transfer will remain a part of our on-campus collections.
- Special collection materials, because of their rarity, value, and necessity of controlled environmental conditions, will remain on-our campus shelves.
- Large volumes/sets which would be costly to move from one collection to another or lack sufficient bibliographic access will remain on active shelving.

### **UW-Madison Shelving Facility Collections (the closed stack facilities located both on and off our campus):**

*The following factors will contribute to the decision of moving materials to one of our shelving facilities: pressures on shelving capacities in campus libraries, the historic and predicted usage of an item, the local uniqueness of an item, and formal agreements with storage and access partners. Titles transferred to shelving facilities which experience significant use can be returned to a campus library quickly. The following guidelines determine which materials may be shelved in one of our campus shelving facilities:*

- Materials held in any of the GLS collections, or other campus resource libraries (such as Law, Ebling, etc.) may be considered part of the storage plan or may be considered for transfer to other campus collections/facilities.
- Selection for the shelving facility will be done at the levels of specificity appropriate for the materials.
- There is demonstrated low use of the title based on circulation, browsing and other usage statistics.
- There are no duplicates of the title in the same format in other active campus library shelving or campus storage.
- The title is available in the same format from a consortial partner.
- For titles with duplicative local electronic coverage, the vendor license provides for ownership of the online format with perpetual access rights.
- Active shelving locations which are at or above capacity, hindering collection browsing and collection development.
- Materials which make a significant change in space available within our active collections may be considered for a shelving facility (i.e. larger collections, sets, etc.).

**Criteria for Withdrawal of Materials:**

*UW-Madison Libraries' are dedicated to retaining as much unique content as possible in our collections. The following guidelines may be considered when determining whether to withdraw a title:*

- Last print copies may be withdrawn if we have formal agreements with consortial partners; we will not withdraw copies for which we have the retention obligations
- Title is available through electronic coverage accessible on campus, with ownership/perpetual rights.
- There is a duplicate copy of the title in any format, including microformats, in another UW-Madison library shelving location or from consortial partners.

**UNIVERSITY OF WISCONSIN-MADISON**  
**COLLECTION DEVELOPMENT AND MANAGEMENT POLICY**

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Goals and Priorities:

The continued maintenance of quality library collections and the development of electronic information resources are the primary goals of the UW-Madison libraries' mission to support teaching and research.

Principles of Collection Development and Management:

**Access and Ownership:** It is inappropriate to expect libraries to acquire and maintain all information resources. Collaborative agreements among institutions to develop and share collection resources is fundamentally essential to ensure broad access to all necessary scholarly resources.

**Intellectual Freedom and Censorship:** In selecting materials, librarians consider appropriate for inclusion all information that is needed to support the educational mission of the University and do not exclude sources on the basis of their origin, affiliation of the author(s), intellectual level, or view on current or historical issues.

**Campuswide Coordination:** To assure the prudent allocation and expenditure of monies for collections and other information resources, campus libraries are viewed as a coordinated whole rather than individual or autonomous entities developing collections without regard for need or duplication.

Collection Scope:

The UW-Madison librarians continue to acquire nearly all known formats of information, including print resources, microformats, media, digital resources, software, and realia. Ideally, information resources will be acquired for the University community at a level that meets the functional needs of each discipline. Yet the manner in which these needs are met will vary due to differences in the types and intensity of information required by individuals and by various disciplines. The finite nature of budgets will restrict the institution's ability to fulfill all information needs, and institutional program priorities will also suggest priorities for developing collection resources.

Criteria for Acquiring and Licensing:

- curriculum support
- faculty research support
- graduate student and academic staff research support
- subject representation (representative materials on major trends in scholarship)
- collaborative agreements with other academic libraries
- maintenance of strong existing collections as deemed appropriate but only when possible without compromising current curricular and research needs

Strategies for Acquiring and Licensing:

Although unprecedented increases in publishers' prices have occasioned annual serial cancellation projects, long-established collection development and management strategies remain firmly in place to assure that locally owned collections and access to other information resources meet faculty and student needs and expectations.

- selection and purchase of new and out-of-print materials
- access to information in electronic formats
- preservation and maintenance of existing collections
- cooperative and collaborative agreements with libraries within the UW-System and at peer institutions (Committee on Institutional Cooperation, Center for Research Libraries, Association of Research Libraries)
- consortial purchases and licenses
- collection enhancement through document delivery support
- gift and exchange programs

Collection Preservation:

In order to maintain the University's collections for future use, the libraries' preservation programs routinely address

issues of repair, replacement, and reformatting in accordance with recognized standards and priorities of consortial programs.

Collection Retention and Disposition:

Materials are periodically withdrawn from campus libraries in order to maintain the integrity of collections and effective use of resources (e.g., superseded, deteriorating, or duplicated items or resources available from another source).

Collection Development Librarians:

The UW-Madison libraries divide responsibilities for building and managing collections among a number of librarians, each of whom is responsible for one or more subject areas. These librarians, or selectors, determine which books, periodicals, electronic information, and other resources should be acquired or licensed by the libraries. Selectors' decisions are made on the basis of their knowledge of current curriculum needs, faculty research interests, research and publication trends in the relevant subject areas, and the strengths and weaknesses of the collections and other information resources already provided by the libraries. Communication between the selectors and the faculty is essential in developing library resources which both meet current needs and anticipate near- and long-term modifications in teaching and research programs.

L. Pitschmann January 27, 1999

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