Gleeson Library Collection Development Policy

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1. Goals and Objectives

The primary goal of the University Library is to provide the information and instructional resources needed by students, faculty, administrators and staff for fulfilling the institution's purposes as stated in its Vision, Mission, and Values. The Agreement between the University of San Francisco and the USF Faculty Association affirms the right of individuals to free inquiry and access to the Library's collections and the freedom to select materials based on sound academic grounds according to the instructional and research needs of the University. The Library endeavors, within its financial and other limitations:

1.1. To provide materials, regardless of format, to support a balance between curriculum, teaching, and research needs;

1.2. To provide carefully selected resources in subject areas not presently covered by instructional and research programs in order to contribute to a general, well-rounded liberal education;

1.3. To obtain reference materials adequate to facilitate instruction and research, and to serve as a gateway to additional resources worldwide;

1.4. To provide materials on topics of high current interest, within and beyond the scope of the curriculum;

1.5. To provide a limited collection of materials to serve the recreational reading interests of the University community at large.

Thus, the acquisitions program endeavors to reflect the educational objectives and curricular needs of the University as well as to provide materials broader in scope than any particular subject area.
2. **Selection Responsibility**

2.1. The ultimate responsibility for the selection of library materials and the policy decisions related to this function rests with the Dean of the University Library. This responsibility is shared with other librarians and faculty.

2.2. Faculty participation in collection development is actively solicited by the library liaison for each discipline as it is an invaluable aid to appropriate selection and makes available the expert knowledge of the subject specialist.

3. **General Parameters**

3.1. Acquisitions emphasis is placed on obtaining current materials. Retrospective materials are acquired only as funds permit. Outdated works and superseded additions are retained only to the extent that they contribute to an outstanding research collection.

3.2. Emphasis is also placed on the acquisition of bibliographic materials such as online indexes, abstracts, and online bibliographic and full text databases which provide access to published materials.

4. **Guidelines**

4.1. Publications in the English language are given highest priority. Foreign language publications are limited to those directly supportive of instructional programs. English translations of such materials are also selected.

4.2. There are no geographical limitations to the collection.

4.3. Acquisition of infrequently used research materials depends on the availability of the material in other libraries.

4.4. Variant editions of a title held are acquired only if they are standard editions or contain substantial changes which are needed for instructional purposes.

5. **Duplication**

5.1. Duplication is generally avoided. Duplicate copies of books and subscriptions to journals may be acquired in accordance with the following guidelines:

5.1.1. Heavy, continuous use of individual titles is the primary consideration for duplication (i.e., patrons do not have reasonable access to a publication without acquiring another copy).

5.1.2. Duplicate copies are not acquired solely for the sake of preservation.

5.1.3. Duplicate copies are not purchased for the sole use of individuals, academic departments, or administrative offices.
5.1.4. Lost items will be replaced if they are available and in demand or standard works or classics.

5.1.5. Duplication of print and electronic formats of the same title is generally avoided, unless there is demonstrated need for both formats.

5.1.6. The cost of any given publication together with budgetary considerations will determine the ultimate decisions.

6. Format of Materials

6.1. The preferred format of journals, magazines, and newspapers is electronic when it is available via IP access. The library does not support access via individual username and password.

6.2. The preferred format of Reference materials is electronic.

6.3. Videos may be purchased in DVD or streaming format, depending on factors including but not limited to availability, suitability to curricular needs, and educational performance or perpetual access rights.

6.4. The library prefers e-books with the fewest restrictions on use, including but not limited to number of users, printing, and downloading functionality.

7. Types of Materials Collected

7.1. Books and Monographs (electronic or print)

7.1.1. Standard works of general reference (i.e., publications which have as their subject matter the total universe of knowledge).

7.1.2. Standard reference works in individual subject fields.

7.1.3. Titles pertaining to each curricular field: the field as a whole, those aspects of the field in which courses are offered, and other significant aspects of the field

7.1.4. Titles in important specific fields that are not treated in the curriculum.

7.1.5. A limited selection of titles appropriate for recreational reading.

7.1.6. Major study guides and standardized test review books such as NCLEX, TESOL, GRE are selectively collected. Tests themselves are not collected.

7.1.7. Juvenile literature is generally not collected except when the materials has wide appeal for a general audience

7.1.8. Textbooks. The Library does not automatically acquire textbooks adopted as required texts for any given course. Some textbooks and other course-adopted materials, however, are valuable in their own right. These are selected in accordance with the provisions of this policy.
7.1.9. Career materials are located in the Priscilla A. Scotlan Career Services Center. However, the Library collects a number of reference sources relating to college programs and career fields.

7.1.10. Laboratory Manuals in general are not collected with the exception of materials dealing with standard scientific protocols.

7.2. Serials and Periodicals

7.2.1. New serial titles (periodicals, continuations and standing orders) are acquired in accordance with the general collection management goals and selection policy, but with special rigor due to long term cost considerations.

7.2.2. Additional criteria to be considered in selecting serial and periodical titles will include (but not be limited to) the following:

7.2.2.1. The degree to which the title adds significant new material and perspectives to the collection.

7.2.2.2. Whether indexed in a standard indexing or abstracting service.

7.2.2.3. Availability in another library in the area, state, or region, or in full-text electronic packages to which the library subscribes.

7.2.2.4. Cost in relation to its projected use.

7.2.2.5. Need for and cost of backfiles.

7.2.2.6. Format – preference is for electronic format if the version is generally equivalent to print (graphs, images, content, etc.) and the publisher provides for perpetual access.

7.2.3. The Library will generally avoid purchasing:

7.2.3.1. Foreign language periodicals not necessary for curricular support or meeting the general information needs of faculty and students.

7.2.3.2. Trade journals (except when essential to curricular support)

7.2.3.3. Materials requested for the sole use of a faculty member

7.2.3.4. Individual issues and scattered and/or incomplete files

7.2.3.5. Newsletters

7.3. Government Documents

7.3.2. State of California. The Zief Law Library receives California State Publications selected for distribution to a limited number of libraries in the state, as prescribed in the State Depository Law. Some of these materials are passed along to Gleeson Library for consideration and may be added to Gleeson Library's collection. Gleeson Library also orders or downloads additional California documents that are consistent with this collection development policy.

7.4. Theses and Dissertations

7.4.1. As of August 1, 2014, the library only accepts electronic copies of theses and dissertations. Existing print copies held by the library will be scanned and made available electronically to the USF community.

7.4.2. Dissertations/Theses from other institutions are purchased only in rare instances with special justification.

7.5. Audiovisual and multimedia materials are selectively acquired in support of a course/curriculum.

7.6. U.S. Geological Survey maps of California and additional government, country, state, and city maps are selectively acquired.

7.7. Musical scores are selectively collected.

7.8. Gifts. Effective August 1, 2015 the library no longer accepts material or in-kind donations. Once received, the library becomes the owner of all donated materials and reserves the right to determine their retention, location, cataloging treatment, and other considerations related to use, maintenance, or removal. Exceptions to this policy are made at the discretion of the Library Dean.

7.9. Exchange. The Library may enter into exchange agreements with other institutions if the publications to be received on exchange meet the evaluative criteria of this policy.

7.10. Rare Books/Special Collections. See Addendum titled “Collection Development Policy. Donohue Rare Book Room”.

7.11. Archives. The University Archivist preserves the documentary records of USF.

8. Deselection of Library Materials

Deselection or "weeding" is the systematic evaluation of the library's collection to identify and discard those items which are no longer appropriate to the collection. Carried on at intervals or on a continuing basis, this process is an integral part of collection management. Library staff use standard library statistics and methods (e.g., circulation statistics, evaluation of the item's physical condition, duplication, uniqueness, etc.) to identify candidates for withdrawal. Ultimate responsibility for the deselection of library materials rests with the Dean of the University Library. Materials may be moved to an offsite storage location if available/appropriate, or may be completely removed from the collection.
In general, the same criteria apply to deselection as are used in the selection of new materials. The following criteria should be regarded as flexible guidelines:

8.1. Books and Monographs

8.1.1. Usage: Does the item show evidence of recent or frequent use?

8.1.2. Physical condition: Should a damaged item be repaired or replaced? A regular ongoing evaluation program to renew out of date and worn materials is in place. As worn or damaged items are identified after circulation, they are evaluated for replacement, discard or repair.

8.1.3. Format: Is the content reliably available on the Internet in digital format?

8.1.4. Duplication: Is demand sufficient for multiple copies of the item?

8.1.5. Edition: Is a newer edition available or already held by the library? As new editions are ordered and received, superseded ones are removed from the stacks for a decision to discard or retain.

8.1.6. Intrinsic value: Is the item a seminal work in its field, or considered source material (e.g., the Warren Commission Report)?

8.1.7. Research value: Are older materials still valuable for research interests in this field?

8.1.8. Completeness: Is the item part of an incomplete set or series, or part of a complete set that the library should maintain intact?

8.1.9. Relevancy to the curriculum: Does the item have relevance to current or anticipated programs?

8.1.10. Uniqueness: Is the item held only by USF?

8.1.11. Additional considerations may be made for works by a local author or faculty member and for California and Bay Area material.

8.2. Serials and Periodicals

8.2.1. Format: Is the print title duplicated in electronic format, especially in stable archives such as JSTOR or Project MUSE (to which the library maintains perpetual access)?

8.2.2. Uniqueness: Is the print title archived in WEST? (Western Regional Storage Trust, a distributed print journal repository program serving research libraries, college and university libraries, and library consortia in the Western Region of the United States).

8.2.3. Relevancy to the curriculum: Does the item have relevance to current programs? For ceased titles, does the material still have value?
8.2.4. Usage and cost: Is the price relative to use and to the cost of other titles in the collection justified?

8.2.5. Completeness: Does the library own only fragments of a title?

8.2.6. In general, the print copy is retained for those titles where the publisher does not offer perpetual access, where the print version is more complete than the online version, or where the print contains graphs or images in a better way than the online version; or

8.2.7. The title is a "core" journal in that field of study; or

8.2.8. Retaining a print subscription is a prerequisite for receiving online access, or the title is part of a package with cancellation restrictions.

8.3. Electronic Resources

Ongoing review of electronic resources is a necessity because of the dynamic nature of such resources. Subscriptions to electronic databases or journal packages will be evaluated annually for retention, cancellation or expansion/reduction. Factors such as current cost, price increase, usage and faculty & librarian input will be taken into account. Additional criteria for deselecting ebooks includes but is not limited to superseded editions, outdated materials, the format or internet site is no longer supported, and relevancy to the curriculum.


8.5. The process of deselection

8.5.1. The Library:

8.5.1.1. Notifies all academic Department Chairs that a section of the collection is under review;

8.5.1.2. Identifies items chosen for deselection;

8.5.1.3. Generates a list of the items pending deselection and sends the list to the primary Department Chairs and to other interested individuals, as requested.

8.5.2. Reconsideration of deselected titles

8.5.2.1. Each Department will be given no more than 30 days to request reconsideration of titles chosen for deselection.

8.5.2.2. The Library considers the case for titles in question and notifies the Department Chair of the decision.

8.5.2.3. The Joint University Library Advisory Committee (JULAC) may act as arbiter if the Department disagrees with the Library's decision. Ultimate decision rests with the Dean of the Library.
8.5.3. Processing of deselected items

8.5.3.1. With the exception of government documents, the Library disposes of remaining items by the most appropriate means, including: selling materials, discarding, recycling*, or contacting charitable organizations to pick up and package materials*

*as arranged by interested members of the JULAC (formerly JCLMS)

Note: Deselection section - Approved draft 4/26/95
Joint Committee on Library and Media Services