

Houston Baptist University

Library Collection Development Policy

I. General Statement of Collection Development Policy

The Library's primary function is to provide informational material to support the University's instructional program. Those charged with the development of the collection must consider a number of factors, including the breadth of the University's curriculum, the levels (undergraduate or graduate) at which the various disciplines are taught, the rate of publication and cost of material in various disciplines, the rate of information obsolescence in the discipline, the number of students in each discipline and their dependence upon library support, the extent of faculty research in the area, the limitation of library space, the current depth of the collection in each discipline, and the availability of library resources in other institutions in the Houston area.

II. Selection Responsibilities and Fund Allocation

A. Responsibility for Selection

Selection of library materials is the joint responsibility of the teaching faculty and the library faculty. Every faculty member is encouraged to participate in the materials selection process in areas of his/her particular expertise. Consideration will also be given to requests from other members of the University community.

Academic faculty should not only assist in the selection of materials in their fields, but also confer with their departmental library representatives to review strengths and weaknesses of the collection, and special needs arising from new and changing programs in their disciplines.

The library faculty will assume responsibility for the overall development of the collection. They will supplement and improve those areas not receiving adequate attention and coordinate the collection development of the library as a whole.

Final responsibility for development of the collection rests with the Library Director, and all requests for materials must be cleared through that office.

B. Allocation of Funds

The University administration is responsible for setting the monetary amount allocated each year for the library materials budget. The Library Director is responsible for the expenditure of all library funds including funds for purchase of materials.

That portion of the materials budget reserved for use of the academic departments will be determined by the Director in consultation with the library faculty and the library advisory committee. In determining the allocation of funds to each department, the director will consider such factors as total funds available, materials essential to the instructional needs of each department, number and level of courses taught, new courses offered, deficiencies in the existing collection,

number of credit hours generated by each program, and average prices of materials in each subject area. Funds reserved for use of the academic departments remain at all times part of the Library budget. All materials purchased with such funds become the property of the Library, available for use by the entire campus community. It is inappropriate to use library funds to acquire materials for the exclusive use of any group or individual.

The money allocated for periodicals is a separate line in the Library budget and allocations are not made to individual academic departments. Library faculty members carefully review all new periodical subscription requests so that expenditures will be fairly distributed among academic disciplines.

III. **General Selection/Rejection Guidelines**

- A. Material of lasting and scholarly value will be given priority. Current publications will be give priority over older and out of print material. Criteria considered will include:
 - 1. Quality of the material in terms of content, format and/or literary merit.
 - 2. Importance of the subject matter to the curriculum.
 - 3. Timeliness or permanence.
 - 4. Author's reputation and significance as a writer.
 - 5. Price.
- B. Generally, library materials are acquired only in those languages in which academic programs are taught. Library emphasizes the acquisition of English-language material.
- C. Duplication of copies will be limited to those justified by heavy and continuous use. Variant editions (except updated editions) of a title will be acquired only if they are "standard" editions or contain substantial changes needed for research purposes.
- D. The Library is committed to the goal of making diverse viewpoints freely available without restriction. Materials will not be excluded because of the social, political, or religious views they express, and the Library's collection development objectives are the primary bases upon which materials are selected.
- E. The following categories are not normally purchased:
 - 1. Reprints of articles available in another form in the Library.
 - 2. Textbooks adopted for classroom use.
 - 3. Expensive, infrequently used research material.
 - 4. Works of propaganda or of a polemical nature.
 - 5. Consumable materials such as workbooks or tests.
- F. Gifts

The Library solicits and encourages gifts and donations of useful materials, or money to purchase them, provided there are no restrictions attached. Materials received as gifts will be evaluated by the same criteria as material purchased. Everything donated to the Library becomes library property, to be used as the library staff deems appropriate. Generally, the library will not maintain gift collections as separate entities. Unneeded items will be disposed of by sale, exchange, donation or discard. The monetary appraisal of gift materials is not the

responsibility of the Library. Lists of materials donated are the responsibility of the donor. The University Advancement Office will issue a formal receipt for each gift after notification by the Library Director.

IV. **Special Collections and Formats**

A. Reference Collection

The reference collection is meant as a non-circulating collection of material designed to provide quick access to factual information in all subject fields. Reference materials are especially selected for:

1. Usefulness to quality reference service, considering the existing collection.
2. Accuracy and authenticity.
3. Scope and depth of coverage.
4. Ease of use.

The responsibility for selection of reference materials lies primarily with the library faculty; however, the teaching faculty are encouraged to suggest reference materials deemed important for the collection.

B. Periodicals

The selection of periodicals is based on the same basic criteria as that for other materials. Periodicals are selected to cover, as broadly as possible, all fields relating to the curriculum of the University. In addition, the Library subscribes to a number of general interest journals and professional journals in the fields of library science and higher education.

Because periodicals represent a significant commitment of annual funds and shelf space, new subscription requests are carefully reviewed. Priority is assigned to those journals that are more frequently cited and indexed in indexes owned by the Library, and that are likely to be utilized by more than a few readers. New periodicals may be acquired in paper copy to be bound, in paper copy to be replaced by microform back files, in microform only or in electronic format, depending upon the frequency of use, loss or mutilation rate of the material, space requirements, availability, and price.

Requests for back files of periodical subscriptions will be reviewed separately. The following criteria will be used in determining their purchase:

1. The importance of retrospective information to the particular discipline.
2. Existing periodical holdings in that discipline.
3. Evidence of need, based on interlibrary loan statistics and periodical use studies.
4. The inclusion of the periodical in indexes owned by the library.

When back files are acquired, they will usually be acquired in microform or electronic format because of space and cost considerations.

C. Classified Serials and Other Standing Orders

As is the case with periodicals, serial items which are added to the classified collection and other standing orders represent a continuing budgetary commitment beyond the initial year of purchase. For this reason these purchase requests should be carefully reviewed by both the teaching faculty and the library faculty.

D. Curriculum Collection

In compliance with the requirement of the Texas Education Agency, the Library will collect state adopted instructional materials for grades K-12 in those areas in which the University certifies teachers. The Library will attempt, whenever possible, to acquire teachers' editions of textbooks or teachers' guides or manuals to accompany them. Non-adopted instructional materials will be collected only when requested by faculty members for use in the instructional program.

The Library will also collect curriculum guides with particular emphasis on guides from local school districts.

E. Youth Collection

A collection of juvenile books suitable for students in grades K-12 will be maintained for use of education students. The Library will attempt to collect outstanding children's books, especially those winning awards or highly recommended by reputable reviewers. This collection should contain only books which would meet the standards of good school libraries. The Library will not attempt to collect non-book materials in this area.

F. Electronic materials

The Library purchases and makes available for use a number of resources that must be accessed by a computer. These include electronic indexes and abstracts, full-text resources, computer programs on specific sources, and Internet resources. These items are purchased using the same general criteria as for other library materials, but, because of the high cost of some items the following factors need to be taken into consideration:

1. Purchase or lease price.
2. Hardware/operating system requirements.
3. Comparison of the electronic version to the print version.
4. Complexity of search engines.
5. Compatibility to other resources.
6. Quality of the documentation.
7. Networkability and network price.
8. Space considerations and number of access points necessary.
9. Electrical and furniture requirements.
10. Licensing restrictions.

G. Non-Print Media Collection

The library acquires audio-visual and other non-print materials in accordance with the guidelines established for the purchase of print materials. Because of the special nature of these types of materials, consideration should be given to the following:

1. The various media available and their potential uses.
2. The cost of the media.
3. The kind, cost, and quality of the equipment required to use the media.
4. The appropriateness of a specific medium to a specific content area.
5. Staff supervision required for use of the media.
6. Specialized knowledge required for sound judgment in selection and organization.
7. The practical problems associated with circulation control, space requirements, and storage conditions.
8. Impact on the library environment, including noise and light considerations.

H. Microforms

The Library acquires in microform material not available in any other format, and materials preferred in this format because of lower cost and reduced bulk. Microforms are recommended in the following circumstances:

1. For back files of periodicals and newspapers because of the expected low usage and minimum space required.
2. For materials whose high cost would be unaffordable in hard copy.
3. For materials subject to mutilation, theft or rapid deterioration.

I. Rare Book Collections

The Library maintains a number of rare books collections which contain valuable materials with usage restricted to the library building only. In general library book funds are not expended on items for these collections. Most additions are through gifts.

V. Collection Maintenance

A. Weeding

Weeding, or the removal of obsolete or unneeded material to be discarded, is an integral part of the total collection development procedure. Weeding is primarily the responsibility of the library faculty, but input from teaching faculty may be requested. The following material should be systematically weeded:

1. Works containing information which has become obsolete or misleading.
2. Superseded editions. The next-to-last edition may be considered for retention, depending on the subject matter, length of time between editions, circulation, and extent of revision.
3. Duplicate copies, when these are deemed no longer needed for the academic program.
4. Worn out or extensively marked books which cannot be easily rebound or otherwise repaired.
5. Titles of little importance to the curriculum and with poor circulation.

6. Broken files of periodicals for which there is no current subscription.

B. Replacement

Titles which are lost or damaged beyond repair are considered for replacement. Decisions to replace an item will be based upon the following considerations:

1. The availability of the item for purchase.
2. The demand for the specific title and its value to the curriculum.
3. The number of copies held.
4. Existing coverage of the subject within the collection.
5. The availability of newer or better material on the subject.
6. The price of the replacement.

C. Binding and Repair.

A book in poor condition is considered for rebinding using the following considerations:

1. Value and use of the title.
2. Possibility of replacement.
3. Physical condition, including quality of paper, margins and illustrations.
4. Cost of rebinding versus cost of replacement.