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FOR CREATIVES SINCE 1962

**Wade College Library
Collection Development Handbook**

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Introduction

The Wade College Library Collection Development Handbook provides the principles and guidelines by which Wade College Library abides in the selection, acquisition, and evaluation of materials that support the curriculum of Wade College. The purpose of this collection development handbook is to ensure consistency in the library and to communicate these policies to faculty, staff, and students. The principles and guidelines outlined in this collection development handbook are not intended to be exhaustive, neither are they intended to be without exception. Exceptions and extenuating circumstances may exist that might circumvent established policy. Wade College reserves the right to make such changes as necessary for the effective administration of the library. Normally, the Wade College Library will adhere to published guidelines regarding the selection and de-selection, acquisition, and purchase of materials.

Library Mission Statement

The Wade College Library exists to provide services, materials, and information for students, alumni, faculty, and staff. The services, materials, and information available are chosen to reflect and enhance the college-curriculum. The college library maintains facilities which comply with the principles of its regional accreditation association, the *Southern Association of Colleges and Schools Commission on Colleges*. The library facilities are an intrinsic part of the educational program; thus, funds are budgeted so the library can expand its holdings, including bound volumes, reference books, periodicals, electronic databases, electronic books and/or periodicals, audiovisual materials, and course-related computer software support. Information technology, on a scale appropriate to the institution, is employed to assist users in the location of materials and information. It is the ultimate goal of the Wade College Library, as it is of the institution itself, to create life-long learners, and to provide them with the tools to achieve that goal.

Library Objectives

The primary objective of the Wade College Library is to support the instructional and research needs of Wade College students, faculty, and staff. The library's specific objectives are:

1. To secure, organize, and process books, periodicals, documents, audiovisual materials, and other library materials used at Wade College.
2. To provide the physical facilities and equipment that will make possible the most effective use of library resources.
3. To increase knowledge and awareness of basic reference sources by providing guidance in the use of such sources.
4. To encourage students to develop the habit of self-education in order that they may become life-long learners.
5. To encourage extracurricular use of library materials.
6. To foster an environment that encourages research and study.
7. To personally help those who seek it and to seek those who need help. Helping others is priority. The professional library staff, administrative organization, and building are so planned as to implement study, learning, and research. The staff is composed, therefore, of educators who teach, not only in the classrooms, but also by mobilizing the resources of the library according to a well-defined purpose.

Selection Policy

All materials acquired by the Wade College Library should reflect resource and educational needs of Wade College. This underlying principle will guide such basic matters as type, quality, and scope of resources to be acquired. Materials will also be considered for selection based on their overall importance to the college experience, currency, and quality. An appropriate balance of audiovisual materials, online databases, reference materials, periodicals, and bound volumes will be acquired. The library will maintain a current, comprehensive, and well-rounded collection of materials supporting the curriculum in:

- Interior Design
- Visual Communication

- Fashion Design
- Product Development
- Marketing
- Management
- Technology
- General Education

Selection Guidelines

The following guidelines will be considered when selecting and adding materials to the collection:

1. Subject matter and scope:
 - a. suits the purposes of the curriculum for which it is intended;
 - b. is related to the existing collection and to other titles and authors dealing with the same subject;
 - c. is of permanent and timeless interest; and
 - d. serves specific research needs of faculty and students.
2. Treatment of subject or material:
 - a. suits the needs of students and faculty studying the discipline;
 - b. can be introductory, speculative, scholarly, technical, or popular;
 - c. may provide partial or complete coverage;
 - d. may be current or retrospective, with preference for newer materials;
 - e. may be of timely and/or popular interest;
 - f. should be of an appropriate level of difficulty;
 - g. should be suitable and useful in subject and style for the library's intended audience;
 - h. may be important as a document of the times; and
 - i. may have unique and/or special features.
3. Format:
 - a. consider all formats for selection, providing the content falls within the selection guidelines set forth in this document;
 - b. consider the condition and durability of the materials;
 - c. consider the font style and size, indexing, paper quality, binding, new editions, and the suitability of the format for library use;
 - d. when selecting electronic resources, Windows or Mac version, consider IP address checking for authentication, archiving, free trials, full-text availability, indexing, and usability; and
 - e. when selecting textbooks (textbooks are defined as works whose published form clearly indicates its intended use as a principal teaching aid), consider textbooks when they are important for reference purposes;
 - f. when selecting electronic books (e-books) consider vendors who include MARC records easily added to the library catalog and those available in the e-reader (electronic reading device) format Wade College has adopted.
5. Price:
 - a. select paperback editions when deemed appropriate;
 - b. select high priced items when deemed essential to the collection;
 - c. select used copies when item condition is acceptable.
6. Demand:
 - a. acquire only one copy of a title unless high demand requires additional copies;
 - b. avoid unnecessary duplication of titles;
 - c. give preference to e-books that offer multi-user licenses vs single user licenses.

Responsibility for Selection

The primary responsibility for materials selection rests not with one individual, but with many. The professional Wade College Library staff depends on the expertise of the faculty in regard to additions in their specific subject disciplines. The librarians also contribute purchase requests (which may be seconded by faculty). Administrative staff and students are welcome to contribute purchase requests. All purchase requests are submitted to the library staff; the Director of Learning Resources will submit requests to the President/Chief Executive Officer, who approves the materials. Once approved, it is the responsibility of the Director of Learning Resources to order the materials.

It is the professional responsibility of faculty to make recommendations in their respective disciplines and to incorporate library materials into course development. However, because the librarians can best judge the balance of the total collection and have constant access to the collection, the final acquisition decisions rest with the library staff. All librarians have an obligation to work closely with faculty and staff in coordinating the selection of materials and building a collection that truly meets the resource needs of the college. The funds involved in this process belong to the library budget and in no way represent any sort of monetary concession to individual academic departments.

Principles of Resource Selection

The Wade College Library is committed to the principles supported by the American Library Bill of Rights in that it provides:

1. Materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities, and educational level of the users served;
2. Materials that will stimulate growth in factual knowledge, literacy appreciation, aesthetic values, and ethical standards;
3. Materials that supply a background of information which will enable users to make informed decisions in their daily lives;
4. Materials presenting opposing sides of controversial issues, so that students can develop critical reading and thinking skills;
5. Materials with a global perspective, representative of many religious, ethnic, and cultural groups;
6. Materials on various learning and interest levels necessary to complement the open-door admissions policy of the college.

Policies by Format of Material

The library selects from a variety of different formats including:

- **Books** - For greater durability, hardbound editions are generally the preferred format. Paperbacks are purchased for topics that change rapidly, when duplicate copies are needed, if a hardcover edition is unavailable, if the title requires frequent replacement, if price considerations warrant, or if it is determined that circulation may be light.
- **Ebooks** – Not intended to replace print editions of materials, ebooks can serve to fill-out collections and offer access (single or multi-user) to content in subjects and materials not regularly acquired by the library.
- **Textbooks** - The library does not specifically purchase the textbooks used in Wade College courses but does request textbook copies from the Wade College bookstore for inclusion in the library. Per instructors' requests, the library will consider acquiring supplemental course materials.
- **Periodicals and Newspapers** - Acquisition will be determined by the same general guidelines that are used in the selection of all materials. Other considerations include reading level, the availability of indices, electronic format availability, writers' expertise and authority, and coverage of local, state, national, and international topics.
- **Non-Print Materials** - Acquisition will be determined by the same general criteria used in the selection of all materials. Because of space limitations, acquisition of non-print materials is encouraged. The most frequent non-print material formats the library selects are DVDs, CDs, and electronic databases.

- **Reference Collection** - The reference collection is a non-circulating collection of curriculum-focused library materials designed to meet the basic research, verification, location, and information needs of the faculty, staff, and students of Wade College. Reference materials are selected by the librarians in accordance with the general guidelines established for the selection of library materials and the specific needs of the academic and curricular programs. Usually only the latest edition of a work is kept in reference while older editions can circulate or be withdrawn. Reference materials are selected according to the following guidelines.
 1. Encyclopedias: The library includes various types and kinds of encyclopedias on a wide variety of subjects. Subject and topical encyclopedias are acquired and updated as they become available.
 2. Dictionaries: English language and subject dictionaries are purchased as needs dictate.
 3. Indexes, Abstracts, Directories, and Databases: Both general/interdisciplinary and subject-specific indexes and databases relevant to student and faculty needs are selected by the librarians. Online versions are normally preferred.
 4. Bibliographies: In general, bibliographies may be acquired as part of general collection development for inclusion in the reference collection.
 5. Career Materials: Career materials are selected as needs dictate.
 6. Maps and Atlases: A collection of state, U.S., world, and subject atlases and gazetteers are selected by the librarians and included as part of the reference collection. Superseded editions are considered for inclusion in the library's general collection.
 7. Electronic reference sources will be considered if they meet the previously stated criteria.

Format selection excludes: music recordings, film strips, microform, or sonnets.

Collection Management

Collection management refers to the systematic evaluation and maintenance of all resources contained in the collection. Collection evaluation is the responsibility of the Director of Learning Resources. Collection maintenance refers to shelf maintenance, binding, rebinding, and book repair. Collection evaluation, sometimes referred to as "weeding the collection," is conducted on an ongoing basis by librarians working in conjunction with the faculty. Weeding constitutes the removal of outdated, superseded, damaged, or duplicate material from the collection. Its purpose is to:

- reevaluate the collection in conjunction with the selection of new and replacement materials in order to keep the collection viable and useful;
- withdraw unnecessary, out-of-date materials from the shelves;
- alert faculty and other librarians to areas of weakness in the collection;
- identify materials in need of replacement, binding or repair;
- reclassify materials to improve access by grouping like titles.

The following criteria are used by librarians for evaluating the library's collections. Evaluation guidelines, similar to selection guidelines, address titles for retention, repairing, relabeling, relocation, cataloging or classification changes, replacement or general updating. Issues considered are:

- Physical condition beyond repair
 - replace if it meets selection criteria and is available
 - repair if possible and is worth retaining
- Number of copies
 - withdraw unneeded, additional copies
- Superseded editions
 - retain "next-to-last" edition depending on subject, length of time between editions, circulation, extent of revision, or as a backup for reference
- Materials not suitable for the collection as defined by the library's Collection Development Policy
 - withdraw from shelves and library's catalog

- Outdated material
 - preference is given to physically newer materials
- Use of material
 - consider insufficient use as a factor, but not as a sole factor, for withdrawal
- Journals
 - withdraw broken runs of seldom-used older journals or those no longer purchased or published
 - title is a classic/industry standard within its field
- Special considerations for retaining materials
 - local author, faculty member, or local topic
 - famous illustrator, or the title contains unusual photographs or illustrations
 - title still circulates regularly
 - title is a prize winner (Pulitzer, NBA, etc.)
 - title is considered to be primary source material for historical research
 - title is part of a series that is retained according to the selection criteria above
 - title strongly illustrates the culture or contemporary knowledge of a specific time period
 - faculty recommendation to keep

Weeding Policy

The weeding of any library collection is necessary in order for the collection to be vital and useful to the needs of its users.

Bound Materials

- Multiple copies - will be removed from the collection first, with the best copy being retained
- Outdated computer books are the next priority for weeding.
- If additional space is needed, retain books that best support the curriculum of Wade College. Consultation with the faculty is strongly encouraged when weeding other types of materials.
- Seldom used, lost, or damaged materials may be withdrawn and replaced at the discretion of the Director of Learning Resources and the faculty.
- To keep the collection current and relevant, materials no longer meeting acquisition criteria may be withdrawn unless a faculty member requests retention.
 - Periodicals are weeded per the minimum retention schedules below: Newspapers and Dallas Morning News—2 months; New York Times and Wall Street Journal – 3 months
 - Daily periodicals—3 months
 - Weekly periodicals—6 months
 - Monthly periodicals—18 months
 - Bimonthly periodicals—36 months
 - Quarterly periodicals—48 months
 - Journals—retain as space permits
 - Electronic journals—printed electronic periodicals will be weeded as above formats.

Repairing and Discarding

Decisions are made as needed whether to repair or discard worn materials. The Wade College Library handles only minor book repairs. Each decision is based on the actual condition of the title, the current validity of its contents, availability of the title for reorder, intrinsic importance to the collection, and the cost of replacement. In making such decisions, the following guidelines will be followed by the librarians.

1. If the weeding policy supports withdrawal, materials may be withdrawn. If a replacement is needed, see **Replacements** below.
2. If the title is still available, replacement with a new copy is preferable when minor repairs will not restore usability.
3. Most pamphlets, paperbacks, and videos which are in poor condition should be discarded.

4. An irreplaceable title of importance will be given special handling and must be retained regardless of condition.
5. The library doesn't repair printed materials that require substantial and significant mending or binding.

Disposal of Discarded Library Materials

After withdrawal and removal from the collection, bound materials may be disposed of as the library staff sees fit. Periodicals are generally sent to the art department for use in projects.

Replacements

Titles in the collection reported missing will be either promptly replaced or considered a high priority for acquisition. The same selection criteria will be used for replacements as for original purchase of materials. Missing serial volumes should be replaced depending on suitability and availability.

The library will not automatically replace materials withdrawn from the collection because of loss, damage, or wear. The decision to replace an item will be based on the following:

- Fit with current collection development policies.
- Demand for the specific titles to support the curriculum.
- Existing coverage of the subject within the collection.
- Availability of new and better materials on the subject.

Gift Policy

Wade College Library welcomes and encourages gifts of books and other library materials as a means of enhancing the library's collection and its ability to provide a variety of resources to its patrons.

The Wade College Library only accepts gifts that support the teaching and research mission of the college and meet the criteria of the collection development policy outlined above. Materials such as outdated textbooks, popular magazines, mass market paperbacks, unnecessary duplicates, books in poor condition, etc. are generally not accepted.

Upon receipt of gift materials, Wade College and the Wade College Library become owners of the materials. The library reserves the right to determine retention, location, cataloging treatment, processing priority, and other considerations related to disposition. The donor is requested to sign a form which indicates that he/she has read the policy statement and understands and agrees to its content. Every attempt will be made to receive a signature but in the case of a gift without a signature, ownership of that material item will be the sole and exclusive property right of Wade College and the Wade College Library.

The library will also provide appropriate acknowledgment of all gifts received, unless the donor prefers otherwise. The library will not make appraisals of gifts for tax purposes nor provide an inventory of gifts.

In accordance with the American Library Association, the library makes an effort, through its collection, to offer the widest possible viewpoints in its attempt to further the free exchange of ideas. Censorship will not be exercised in the selection of gift materials concerned with religious, political, sexual, social, economic, scientific or moral issues. However, a representation of ideas associated with particular gifts is preferred. Below is a *Statement of Understanding and Agreement* form. This should be completed by each donor and given to the Director of Learning Resources.

Questions about gifts to the Wade College Library should be directed to: Emilie Duvall, Director of Learning Resources, Wade College Library, 1950 North Stemmons Freeway, LB# 562, Suite 4080, Dallas, TX 75207

Statement of Understanding and Agreement

I have read the "Gift Policy" statement for the Wade College Library, and I understand and agree to its contents.

Signature of donor _____

Name of donor _____

Address of donor _____

Phone number of donor _____

Date _____

Resource Sharing

The Wade College Library is committed to building a collection that meets the needs of the curriculum, as well as the needs of the students and faculty. However, it is a recognized fact that the library cannot realistically contain within its collection all of the information necessary to satisfy the needs of all users. Resource sharing encourages free exchange of materials among the participating libraries to their mutual benefit. The Wade College Library is committed to robust resource sharing, facilitated through consortia memberships. This provides a variety of resources that dramatically increase the physical and electronic holdings of Wade College Library through resource sharing and interlibrary loan services available to faculty, students, and staff. Consortia services include:

- Interlibrary Loan: The library participates in an interlibrary loan program that allows students, faculty, and staff to request books and materials from other libraries and academic institutions.
- Electronic Databases: The library includes textual, full-text, bibliographical, art, and image databases and indexes.
- Consortial Agreements: The library may establish reciprocal consortial agreements to provide access to other university or college library materials.

A sample interlibrary loan form [ILL] is shown below. The form can be obtained in the library. Librarians will promptly fulfill each request.

Inter-Library	Loan	Book	Request
Material Request (fill in as much information as possible)			
Author	<input style="width: 100%;" type="text"/>		
Title	<input style="width: 100%;" type="text"/>		
Publisher, Place & Date	<input style="width: 100%;" type="text"/>		
Edition	<input style="width: 100%;" type="text"/>		
ISBN	<input style="width: 100%;" type="text"/>		
Name	<input style="width: 100%;" type="text"/>		
Email address	<input style="width: 100%;" type="text"/>		

The copyright law of the United States (Title 17, United States Code), governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research". If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement. This institution reserves the right to refuse to accept a copying order, if, in its judgment, fulfillment of the order would involve violation of copyright law.

Evaluation

Periodic evaluations are necessary to determine whether the collection is meeting its objectives, how well it is serving its users, its strengths and weaknesses, and what remains to be done to develop the collection. The library staff will evaluate the collection and formats on a regular and ongoing basis, seeking to ascertain the thoroughness, accuracy, and currency of the overall collection. User surveys will be one method used to evaluate the library, its services, and the collection. This formal and objective evaluation process will be conducted at the end of each calendar year. Various informal evaluation methods will occur on a continual basis.