

**COLLECTION DEVELOPMENT POLICY**

**2011**

**Collection Resources Management Team  
HARRY A. SPRAGUE LIBRARY  
Montclair State University  
Montclair, NJ**

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## INTRODUCTION

This 2009 edition is a revision of the 1999 **Collection Development Policy of the Harry A. Sprague Library**. This new policy incorporates changes that reflect the expanded mission of the University and the Library as well as the evolving nature of information and technology. This policy was prepared cooperatively with by the Library Department Heads and the Library Administration.

The Collection Resources Management Team was appointed by the Dean of Library Services. It serves as a reviewing body to evaluate and provide recommendations regarding significant issues and requests pertaining to library collection resources.

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## **Section I**

### **UNIVERSITY BACKGROUND AND COMMUNITY PROFILE**

Montclair State University, located 15 miles west of New York City, is the second largest public university in New Jersey. MSU offers a rewarding academic experience renowned for its depth, breadth and strength. From its origins as a preeminent teaching college, MSU has grown into a wide-ranging center of learning with a comprehensive array of academic programs. Its programs in education are recognized nationally as exemplars in the field. Within the State, the University has been recognized as a center of excellence in the arts. The University is committed to providing high quality programs for students who have the potential for high achievement and who are broadly reflective of the population of New Jersey.

The University is organized into four colleges and one school. The colleges are: the College of Humanities and Social Sciences (CHSS), the College of Science and Mathematics (CSAM), the College of Education and Human Services (CEHS), the College of the Arts (CART) and the School of Business (SBUS). MSU offers more than 250 majors, minors and concentrations - including a doctorate in pedagogy and an interdisciplinary doctorate in environmental management. The University enrolls 17,000 undergraduate and graduate students from 80 nations.

Please see the University's website for more information  
(<http://www.montclair.edu/aboutmsu/>)

## **Section II**

### **RESPONSIBILITY FOR COLLECTION DEVELOPMENT**

Primary responsibility for selection of resources and for developing the collection as a whole rests with the Library. Faculty members are encouraged to recommend resources in their own disciplines as well as in other areas. Suggestions from students, staff and administrators will also be considered.

Library Liaisons are responsible for collection development in their subject areas and for working with the faculty in each academic department to recommend resources in their disciplines. It is expected that the Library Liaisons will be alert to developments in their designated subject areas, aware of suitable resources in all formats, and provide leadership in developing assigned subject areas of the collection. In general, the Liaisons are to be aware of anticipated demand on resources in their area.

The Database Review Committee is responsible for soliciting requests for electronic databases (bibliographic and multimedia) from faculty and librarians, and for assessing and recommending products based on the criteria set forth in this document.

## **Section III**

### **OBJECTIVES OF THE LIBRARY COLLECTION**

#### **Library Mission Statement**

The Harry A. Sprague Library of Montclair State University provides information resources and instructional services that foster the effective discovery, creation, evaluation, and application of scholarship in support of the teaching, research, cultural and outreach services of the University.

#### **Mission Fulfillment:**

The Library achieves its mission to provide information resources and instructional services in support of the teaching, research, cultural and outreach services of the University by developing collections to support teaching and research to the doctoral level, by providing services utilizing the latest information technology and by maintaining an accessible and efficient facility. The Library seeks to fulfill its secondary mission to serve as a resource for the general public in the greater community via open-door access and reciprocal agreements with local public and academic libraries.

The Library serves the needs of its clientele according to the following priorities:

- a. Instructional needs of students and faculty
- b. Research needs of students and faculty
- c. Information needs of the administration and staff in the conduct of University business
- d. General reading, research and information needs of the greater community

#### **Purpose:**

This document is intended to state the Library's policy on selecting, evaluating, weeding, replacing and retaining library resources and in developing collections in all formats. It serves as a guide to aid selectors in evaluating library resources

and making decisions from a clearly defined point of view. In addition, it informs library users as to the scope and nature of existing collections and insures consistency between the Library's stated objectives and collection development activities. The Collection Resource Management Team will periodically review and update this document.

### **Collection Levels:**

As an essential part of the University's educational mission, the Library provides appropriate and accessible information resources in various formats to support the instructional and research needs of the students and faculty.

This involves supplying wide coverage at the introductory and advanced levels in all subjects offered in the curriculum. In addition, the Library supports faculty and graduate student needs and interests related to University programs by providing a collection of sufficient depth for advanced research. Interlibrary loans and cooperative library agreements will fulfill [some](#) of the requirements for information cited in specialized research sources.

While the strength of the collection will be in areas of evident student and faculty needs, the Library should also provide resources aimed at the development of the liberally educated person beyond the program requirements. To fulfill this goal, a representative selection in all fields of knowledge and resources of general interest to the academic community is collected. In working toward these objectives, a balance will be sought between the fulfillment of immediate and projected needs and the development of a well-rounded collection.

It is essential that the collections be balanced between traditional book and periodical resources, CD-/DVD-ROM, and online resources. When selecting resources, the goal is to obtain a resource in a format conducive to the best research results.

## **Section IV**

### **CRITERIA FOR SELECTION & EVALUATION**

Selectors will evaluate possible acquisitions by considering, but not limiting themselves to, the following criteria:

#### **1. Subject relevance to the curriculum**

- Resource must be of value to students or faculty as required and/or supplementary reading for courses, necessary for research or fulfilling the general aims of a liberal education.
- As an indication of demand, Interlibrary Loan requests for particular titles may be taken into account.

#### **2. Subject relevance to the general collection**

- The need to balance the collection by subject will also be a consideration.

#### **3. Quality of content and expression**

One or more of these may apply:

- Reviewed favorably in a reputable source
- Issued by known publishers or producers with high standards of quality and reliable reputations
- Written or produced by authorities or outstanding people in a subject field
- Cited in bibliographies for academic libraries or standard subject bibliographies

#### **4. Viewpoint**

- An effort will be made to represent the widest possible diversity of viewpoints on any particular subject.

#### **5. Currency**

- Major emphasis will be on current publications and preference will be given to works which promise to fulfill future and current needs.
- Classics in a field are purchased.
- The Library will obtain out-of-print material if readily available.

## **6. Cost**

- Including binding and maintenance fees if applicable

## **7. Format**

- When considering information resources that are available in multiple formats, the following criteria will be considered:
  - i. user demand
  - ii. reliability of access
  - iii. ease of use
  - iv. space requirements
  - v. the Library's ability to support the format
- Other factors may also apply with specific formats. For resources in specific formats see below for relevant guidelines.

## **8. Recommended by a faculty member.**

## **9. Faculty publication.**

### **General Parameters of Collection Areas**

In addition to the above criteria, the following parameters must be considered:

#### 1. Geographic guidelines

Materials are purchased from all over the world.

#### 2. Languages

In general, the Library acquires materials in English. However, the Library does acquire the following types of foreign language material:

- a. Research tools not available in translation but essential for the support of the curriculum.
- b. Major literary works, as well as literary criticism, in the original language if a program in that language is offered by the University.
- c. English translations of selected foreign literary works, including translations of literary works in languages not in the curriculum.

- d. Seminal non-literary works in the original languages that support the curriculum, if the language is taught at the University, as well as in English translation.
  - e. Other non-literary foreign language works if needed to support special programs, courses, or research. Such resources will be limited to representative samplings of the literature of a field.
3. Format

The primary formats collected are print, multimedia and electronic. See Section 5 for specifics.

4. Duplicate copies

As a rule, the Library does not acquire duplicate copies. Exceptions will be made for material required for course reserve and for materials that are heavily used. No more than three copies will be acquired or retained.

**Budgetary Limitations:**

The Library is committed to the creation and maintenance of a collection that is balanced in terms of content and format. However, the ability to purchase print, media and electronic resources varies with the size of the annual budget and funds allocated for each fiscal year.

When budgetary restrictions are necessary, the Library will use available funds to provide resources to meet the most immediate instructional needs and to maintain its course-related research function and its basic collection strength. Purchase of expensive items and specialized material may be deferred or eliminated at such times. The Library may request written justification from requestors for expensive items and those requiring an ongoing commitment of funds.

## Section V

### FORMAT GUIDELINES

#### Monographs

- Hardbound/Paperbound

Paperbound books are preferred for purchase. Exceptions may be made based on the physical size of the item in question. The Library will bind materials that are heavily used or in need of repair.

- Textbooks

The Library does not maintain a textbook collection. Students are responsible for acquiring their own textbooks. Selected textbooks will be acquired only if they are valuable as reference and research works in their own right or of exceptional interest to the general reader.

- Theses and Dissertations

The Library collects two copies of all Montclair State University students' masters theses and doctoral dissertations. The full text versions are also available online through the University's subscription to *Dissertations & Theses: Full Text*. The purchase of other theses and dissertations will be limited to those that are deemed essential for course-related assignments and research needs.

- Pamphlets

Pamphlets are not acquired.

- Rare Books/Materials

The Library does not have a rare book or rare materials collection. The building is not physically equipped to include material that requires a carefully controlled climate nor is the Library adequately staffed for the

special handling essential to maintain such a collection. Access to rare materials may be provided through the purchase of microform or facsimile reprints or through the use of various electronic resources.

## **Periodicals**

The acquisition of periodicals and the appropriate maintenance of the collection represent a long-term commitment requiring continuing subscription costs, storage of back issues, conversion of back-files to microform and/or electronic formats, accessibility and the availability of hardware and software for adequate viewing, photocopying and printing.

Therefore, the following additional guidelines will be considered in selection:

- a. Documented curricular need
- b. Reviewed in standard sources
- c. Included in standard indexes, abstracts, bibliographies and electronic resources
- d. Accessibility and ease of use
- e. Cost and potential use
- f. Technical support, both in-house and from vendors

Electronic journals (available as part of a collection or individual subscription) that provide current, full-image cover-to-cover access are preferred. Print subscriptions will be purchased if no electronic access is available and/or the cost of electronic access is too expensive. General and/or popular magazines and newspapers will be retained in print.

Periodical subscriptions (regardless of format) will be reviewed regularly to assure that use and value are commensurate with the financial commitment to each title.

## **Electronic Resources**

Electronic resources are available as physical media (e.g., CD-ROMs, DVDs) which are located in the Library or as content accessible online (e.g., Full-text databases, E-journals, E-books). They may be purchased or used on a subscription basis. In general, web-based resources will be preferred over other types of electronic resources.

The following additional guidelines will be considered in selecting electronic resources:

- a. Documented curricular need
- b. Accessibility and ease of use
- c. Cost and potential use
- d. Compatibility with available hardware/software
- e. Licensing requirements and number of simultaneous users permitted
- f. Technical support, both in-house and from vendors
- g. Ability of vendors to provide training in the use of the resource
- h. Availability of back-files/resources for purchase

If the product is already owned in another format, the following criteria must be met:

- a. Improved access
- b. Currency of information
- c. Space, maintenance, and processing benefits
- d. Ease of use in comparison to the equivalent in the format already owned
- e. Cost

## **E-Books**

E-books may be purchased individually, purchased as package, or subscribed to as a package.

The decision to choose to acquire monographs in electronic or print format or both is at the discretion of the Collection Development Librarian. This decision will be guided by the criteria set out in the Collection Development Policy as well as budgetary constraints.

### **Books for which both formats would be preferred:**

- Books for which there is a demonstrable preference for e-format, but which are also classic works requiring permanent access (may include reference works)
- Books which are useful in different ways in each format (e.g., literary texts that are read cover-to-cover in print, but analyzed electronically)
- Books which are already owned in paper, and are later made available in electronic format that is purchased as part of a package
- Books which are available in both formats for no extra cost
- Essential books for which the electronic version is preferable, but is published much later than the print version.

### **Books for which electronic format would be preferred:**

- Reference books
- Books with added utility in the electronic version
- Books which undergo frequent revisions/editions
- Books for which the disciplinary preference is for electronic format

### **Books for which print format would be preferred:**

- Books used primarily as objects ( e.g., art books)
- Children's literature
- Books which are not usable in the electronic format
- Archival books

Books available from temporary or unstable websites

### **Newspapers**

The Library subscribes to major representative national and New Jersey newspapers. International newspapers, in print or electronic format, are purchased in response to curricular need.

Back files of newspapers may be purchased in microform or electronic formats only.

## **Media**

The Library actively collects DVDs, compact discs and CD-ROMs. The Library will not duplicate other media collections or services on campus.

In considering the acquisition of new digital formats, the criteria for selection and general guidelines for evaluating media resources will be applied. In addition, licensing requirements will be considered when necessary.

The following additional guidelines will be considered in selecting media:

- a. Documented curricular need
- b. Cost and potential use
- c. Accessibility and ease of use
- d. Availability of equipment needed to support the format
- e. Technical support, both in-house and from vendors
- f. Ability to provide training in the use of the format

Evaluation of the quality, content, presentation and adherence to technical standards may be done through a preview of the resources or through a trial period.

Online databases which provide access to streaming video or audio will be evaluated using the criteria established for purchase of electronic resources.

## **Government Publications**

The Library is a selective Federal Depository of publications distributed by the United States Superintendent of Documents and a full New Jersey Depository. Resources are collected in both tangible and electronic formats.

## **Microforms**

The microform formats acquired by the Library consist of microfilm and microfiche. Materials are purchased in microform when available in no other format, when much less expensive in microform than other formats, or when microform adds a considerable storage advantage.

## **Maps & Atlases**

The Library acquires world and national atlases, and maps of local interest. It does not acquire maps in sheet form for the general collection. Selected maps issued by government agencies are collected by the Government Documents Department.

## **Music Scores**

The Library acquires music scores, both in print and electronic formats, in support of instructional and research needs. Parts for individual instruments/voices and musical ensembles no larger than octets may also be acquired.

## **Classroom Instructional Material**

The Library does not collect curriculum guides, lesson plans, workbooks, charts, instructor's manuals, educational software or instructional aids and devices. Such material may be available in the ADP Center for Teacher Preparation and Learning Technologies in the College of Education and Human Services.

## **Exceptional Formats**

The Library does not collect Braille, sheet music, loose pictures or pages in folio format, single articles from periodicals or single issues of a periodical, exhibit lists, calendars, advertising pamphlets, broadsides or ephemeral material of any kind for the general collection.

## **Section VI**

### **GUIDELINES FOR THE SELECTION OF FREE WEB-BASED RESOURCES**

There are a vast number of freely accessible internet resources that are relevant to academic libraries. Such sites included, but are not limited to, full-text sites, subject directories, scholarly web pages, digital libraries, government documents and statistical sites.

The Library seeks to aid student and faculty in accessing these sites. This is done by selecting resources and providing cataloging data in the Library's catalog.

#### **Priorities and Criteria for Selection**

Priority will be given to the following types of sites:

- Databases
- Government resources
- Sites which satisfy a demonstrated curricular need
- Sites linked from the Library's web pages

Criteria for selection are:

- Sites should be notable for their usefulness, high quality and currency (if relevant)
- Preferred domains are .edu, .gov and .org
- Sites created and maintained by reputable or authoritative institutions
- Sites created and maintained by experts in the field
- Sites reviewed favorably by a reputable source
- Sites should be compatible with existing or available hardware and software, and interfaces should be easy to manipulate by general users
- Sites which appear to be permanent are preferred over ephemeral sites such as personal web pages

## **Section VII**

### **SELECTION AIDS**

The librarians rely upon several selection aids when reviewing material for acquisition. These include, but are not limited to, reviews found in library and other professional and specialized journals and newspapers; publisher catalogs and websites; subject specific bibliographies; comparison of the Library's holdings to the holdings of other peer institutions; standard lists; literature guides and approval plans.

#### **Approval Plans**

An approval plan is an agreement with a vendor to select and send materials within certain defined profiles for consideration for purchase by the Library. Approval plans will be considered for subject areas in which there is heavy use and to insure adequate coverage and balance in the collection. Profiles will be periodically reviewed with input from the library liaisons, and adjusted to meet the changing curriculum and research needs of the University.

#### **Standing Orders**

A standing order is a request to a publisher or vendor to supply each succeeding issue of a particular type of publication as it is issued. Standing orders are generally available for annuals, series, new editions of continually revised works and subsequent volumes of a work published in a number of volumes issued intermittently. Such orders represent a long term financial commitment and may require extensive storage space. Therefore, standing orders will only be placed under the following conditions:

- a. The materials are heavily used and all publications of an annual, series, or new editions are needed.
- b. There is substantial financial advantage to a standing order rather than ordering each item separately.
- c. The materials are only available on a standing order basis.

Standing orders will be reviewed regularly to assure that use and value are commensurate with the financial commitment associated with such orders.

## **Section VIII**

### **SEPARATELY MAINTAINED COLLECTIONS**

#### **The Reference Collection**

The Reference Collection provides general information and a foundation for advanced research. Resources will be acquired in print and/or electronic formats as appropriate. In general, electronic format is preferred for new or revised editions of standard multi-volume reference sets.

The Reference Collection includes the following:

- a. General reference works designed to be consulted for specific facts
- b. Statistical, biographical and other works designed for quick access to information
- c. Bibliographic works that are either general in scope, guides to the literature of subjects, or cover specific topics
- d. Indexes, abstracts and full-text databases
- e. Materials collected for the Sprague Library Archives which are bound and cataloged

#### **The Periodicals Collection**

Guidelines for this collection are detailed in *Section V: Format Guidelines: Periodicals, Newspapers and Electronic Resources*.

#### **The Multimedia Resources Collection**

The Multimedia Resources Collection consists of electronic media (computer disks and CD-ROMs), sound recordings (audiocassettes, compact discs and LPs), microfilm formats (fiche and film) and video (VHS, DVD, etc.).

The priorities for selection are:

- a. Curriculum support

- b. Replacement with updated formats for heavily used titles in out-of-date formats
- c. Replacement of broken/scratched popular titles
- d. Replacement of missing titles

More specific guidelines for the selection of items in this collection can be found above under *Section V: Format Guidelines: Media, Microforms and Electronic Resources*.

### **The Government Documents Collection**

The Library is a selective Federal Depository for publications, distributed by the United States Superintendent of Documents and a full New Jersey Depository. Selection of Federal documents is the responsibility of the Government Documents Librarian, in consultation with librarians and faculty. The Library subscribes to the Marcive Documents Without Shelves service, which provides timely access to those Federal documents that are released directly to the Internet. Although Federal materials are available in tangible and online formats, selection preference is given to those Federal documents that have migrated fully to the Internet in order to provide rapid access to the University community. When appropriate, selected tangible resources will be placed in the Circulation, Multimedia and Reference collections.

### **The Juvenile Collection**

The Library maintains a selective collection of literature for children and young adults in support of the Education curriculum as well as special programs. Selection is limited to outstanding material in the field, identified by lists of outstanding children's and young adult literature such as the annual Caldecott Award winners.

### **The Sprague Library Archives**

The Library collects and maintains the following resources in the Sprague Library Archives:

- a. All documents related to the history of Sprague Library, including publications, annual reports, publicity releases, newspaper clippings and photographs
- b. Montclair State Catalogs – Undergraduate, Graduate and Summer Session
- c. Montclair State Masters Theses and Doctoral Dissertations
- d. Board of Trustees Minutes
- e. University Senate Minutes
- f. Annual Reports of the President of Montclair State University
- g. Student newspapers, yearbook and literary publications
- h. Staff newsletters
- i. Alumni Magazine
- j. Commencement Programs
- k. Middle States reports, including Self-Study reports
- l. Selected documents that relate to the history of Montclair State University, including newspaper clippings, publicity releases and photographs

The following are not collected:

- a. Publications, including newsletters and annual reports, of individual Colleges, Schools, Departments and Administrative Units
- b. Publications of individual faculty members, staff or administrators, including journal articles, reports, personal papers or photographs, unless they relate to the history of Montclair State

### **Special Collections**

As noted in *Section V: Format Guidelines*, the Library does not collect rare books or rare materials. In general, the Special Collections consist of certain collections which were specifically donated with the stipulation that they be housed separately, as well as other materials of unique value or materials that are especially fragile.

## **Section IX**

### **GIFTS**

#### **Acceptance**

Materials offered as gifts are accepted with the understanding that they will be evaluated using the same criteria set forth for selection. Only those gift materials meeting these standards will be added to the Library's collections.

#### **Appraisal**

The Library does not appraise donations of books and/or other materials for income tax deduction purposes. The responsibility for appraisal and its cost rests solely with the donor.

#### **Delivery**

The responsibility for delivery of gifts rests with the donor.

## **Section X**

### **COOPERATIVE COLLECTION DEVELOPMENT**

Cooperative collection development has become an integral part of the Library collection development strategy. Library cooperation enhances cost-effectiveness and provides higher quality service to users by sharing resources, broadening coverage, and increasing access.

The Library participates in a number of cooperative collection development programs and consortial agreements at the local and regional levels, including, but not limited to, Lyrasis, VALE, Waldo, New Jersey Knowledge Initiative, and Infolink -- The Eastern New Jersey Regional Library Cooperative.

## **Section XI**

### **MAINTENANCE, PRESERVATION AND REPLACEMENT OF ITEMS IN THE COLLECTION**

The Library regularly reviews the collection for dated or damaged material and for material that no longer supports the curriculum and the research needs of the University and no longer is of general interest. Responsibility for the withdrawal of such material rests with the Library, under the coordination of the Collection Management Librarian. Library Liaisons are responsible for weeding library collections in their subject areas. The faculty will be asked to advise on the retention of materials in their disciplines.

The Library seeks to preserve damaged but still useful material through mending or binding.

Replacement of materials because of loss, damage or wear is based on evaluation of content, present usefulness and availability. In reviewing material for retention or withdrawal, the policies formulated for selection are followed.

The following guidelines are intended to assist librarians in selecting materials for withdrawal.

#### **Reference & Circulating Collections**

##### **A. Criteria for de-selection:**

- Material in poor physical condition.
- Duplicates: In general, duplicates are not kept. However, up to three copies of a title may be kept based on need as evidenced by the value, quality and use criteria listed below.
- Editions: In general, only one copy of the latest edition is kept. Up to three copies of the latest edition may be kept based on need as evidenced by the value, quality and use criteria listed below. One copy of the previous edition should also be kept if still useful. Remove all earlier editions except in cases where earlier editions are of value.

- Curricular need: Books that neither support the curriculum nor are of general interest.
- Material in foreign languages that are not taught at the University, not needed for general study or research or not known to be of special value in other ways (e.g.: first editions of well-known works).
- Proceedings and annuals: Only one copy of each separate issue, e.g. annual, number etc., will be kept.
- Dated or obsolete information.
- Age Criteria vary with the subject field. When age is the main criterion for withdrawal, date of receipt should also be considered. Some guidelines are as follows:
  - Textbooks that identify themselves as such after 10 years
  - Applied Science and Business after 10 years
  - Economics and Science after 10 years
  - Travel books and inexpensive geographic sources after 10 years
  - Topical materials after 10 years
- Use Criteria: Books that have not circulated for 5 years and do not appear on a standard list are candidates for withdrawal. However, this criterion should be applied in terms of value and quality criteria on a case-by-case basis.
- Value and Quality Criteria: based on the criteria stated above.

B. Criteria for Retention:

Material should meet the criteria stated above under *Section IV: Criteria for Selection & Evaluation*. In general, the following are retained:

- Pre-1900 American imprints
- Pre-1820 European imprints
- Biographical sources
- Histories of corporations and institutions
- Books that contain material related to New Jersey
- Books listed in standard subject bibliographies
- Books included in the VALE Last Copy Collection

## **Electronic Resources**

### Criteria for de-selection:

- Amount of unique content: avoid content overlap with other electronic resources
- Usage: usage has declined or stayed low
- Curricular need: the resource no longer meets curricular needs
- Cost: Content can be found elsewhere at a lower cost

## **Government Documents**

The Government Documents collections are weeded regularly to ensure that holdings are viable. Although the five-year retention period mandated by the Federal and State depository programs is observed, documents of historical value are retained longer or permanently. All tangible documents, regardless of format and location in the Library, are reviewed against agency web pages and online versions to determine retention. Preference is given to online versions over tangible versions of a document; online versions are cataloged to facilitate patron access. Liaisons reviewing subject areas must route government documents to the Documents Librarian for review and weeding.

## **Multimedia Resources**

### Criteria for de-selection:

- Poor physical condition
- Out-dated content or physical format
- Duplicate information which is no longer in heavy demand
- Low usage

## **Periodicals**

### Additional Criteria for de-selection:

- Titles with holdings of a few issues or very short or scattered runs
- Back files are available on microform or electronic format
- Back files are incomplete and/or scattered runs