

**COLLECTION DEVELOPMENT POLICY
FOR
THE UNIVERSITY LIBRARIES
WASHBURN UNIVERSITY**

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Collection Development Policy Committee

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INTRODUCTION

The Collection Development Policy provides guidelines for the development, maintenance and evaluation of online, print and media content acquired by and/or accessed through the Washburn University Libraries. It reflects the [University's mission](#) to prepare qualified individuals for careers, further study, and lifelong learning; the Libraries' mission to guide teaching, learning and research; the roles of the faculty and librarians; the Libraries' role in the purchase/exchange of materials through consortia and the impact of the scholarly publishing environment on decisions regarding the acquisition/preservation of content.

Scholarly communication is an area of publishing that is changing dramatically. The Internet, availability of full-text databases, electronic journals and e-books are commonplace in today's university library. The Libraries' position is to provide access rather than ownership of many materials whenever that situation makes sense from financial and service standpoints.

The Libraries recognize that academic freedom is fundamental to the educational process. Therefore, the Libraries subscribe to and uphold the American Library Association's [Library Bill of Rights](#).

The Libraries use due diligence in complying with [U.S. Copyright Law](#) (and its amendments) and support the Fair Use section, which permits and protects the right to use copyrighted works for teaching, scholarship and research. Material added to the Libraries' collections must have been produced in compliance with copyright statutes.

HISTORY OF THE COLLECTION

Washburn University was founded in 1865 as a private, Congregational school named Lincoln College. In 1941 Topeka voted to maintain and further develop the school. Consequently, the Board of Trustees turned over its physical assets to the newly created metropolitan university, supported in part by the City and governed by a local Board of Regents. Academically, Washburn University is an undergraduate, liberal arts institution with selected graduate (Master level) programs. The Libraries collect at the baccalaureate level or above for all disciplines listed in the Washburn University Catalog. The Libraries support faculty research through its collections or by obtaining materials through resource sharing services, such as interlibrary loan and document delivery.

RESPONSIBILITY FOR COLLECTION DEVELOPMENT

Ultimate responsibility for collection development lies with the Dean of Libraries. The Dean's authority is delegated to the librarians under whose direction materials in specific subjects are selected in collaboration with the faculty. Liaison librarians provide assistance and guidance to faculty selectors, evaluate and recommend content for purchase in their subject areas and fill collection gaps. The Libraries provide faculty and librarians access to collection development tools, both print and electronic.

The Libraries allocate a portion of its funds to academic departments so that faculty can assist the librarians in building a relevant collection. The Libraries have the final responsibility on the

purchase decisions for all content. Any material purchased with Libraries' funds shall be the property of Washburn University and shall be cataloged as part of the Libraries' collections.

Effective collection development depends upon the identification and evaluation of the University's information needs on the part of librarians, faculty, students, and other library users. Included in this effort are the following:

1. review of existing and new courses of instruction, degree programs and research projects in the context of overall University goals and priorities;
2. participation of librarians in the deliberations of committees on curriculum and/or other groups dealing with changes in or additions to existing courses, degree programs and research projects;
3. routine mechanisms for eliciting from faculty members course reserves, reading lists, syllabi, and for receiving from any member of the University community suggestions for the addition of particular content to the collections;
4. participation in library consortia and other organizations responsible for coordinating the availability of information resources;
5. formal and informal mechanisms (library faculty participation in faculty meetings, the University Library Committee, suggestion boxes, etc.) for channeling suggestions regarding the Libraries' collection development policies and practices;
6. programs for maintaining librarian and user awareness of unique materials, specialized information services and significant collections available outside the University Libraries.

CRITERIA FOR SELECTION/WITHDRAWAL

The focus of all collecting is on content which expands the capability of the Libraries to support teaching, learning and research. This activity is based on criteria which apply generally to all content being considered for addition to or removal from the collections. The Libraries collect all applicable forms of information, regardless of format, if it is important to the curricular or research goals of the University. Particular criteria may assume greater or lesser importance depending on the format of material under consideration.

Decisions concerning the acquisition and retention of content should be made within the context of the following general criteria:

- Relevance to the needs of the University's educational programs and appropriate level of subject matter
- Scope and depth of subject coverage
- Relevance to existing collections or importance of a work in comparison with other similar content on the subject

- Scholarly worth or research value
- Currency, timeliness or permanence of the content
- Cost effectiveness and availability
- Language and country of origin
- The need for balance and multiple perspectives
- User-friendly search interface or ease of use
- Stability of URL, accessibility through IP authentication and compatibility with University and Libraries' systems
- Technical quality
- Availability of the title in indexing and abstracting sources

The criteria for withdrawal are generally the same as those used in selection, but may also include:

- Poor physical condition (worn or badly marked)
- Frequency of use or demand
- Space considerations
- Obsolete format

COLLECTION EVALUATION

Collection development includes the selection of new content as well as the ongoing review of existing collections and resources. The Libraries' collections should be continually evaluated by the librarians in collaboration with departmental faculty to determine how well the collections are serving users and to identify and plan to remedy deficiencies.

SPECIAL COLLECTIONS

The Libraries' [Special Collections](#) support research by students, faculty and other scholars whose work relies on primary resource materials, including rare or special books, manuscripts, media and archives. These collections complement the general collection by preserving and providing access to unique and distinctive materials. The Special Collections Librarian is responsible for the general supervision and coordination of collection development activities.

DONATIONS/GIFTS

The Libraries accept appropriate donations of library materials with the understanding that such gifts become the property of the University and that the Libraries will make the final decision on the use or other disposition of the donation in the best interests of the Libraries and its users. The Libraries will decide the conditions of display, housing and access to the materials.

The Libraries do not provide itemized lists of donated materials. However, each donor will receive a letter of acknowledgment of their gift unless he or she requests otherwise.

In accordance with Internal Revenue Service requirements the Libraries, as an interested party, cannot make appraisals of gift material. Appraisals are the responsibility of the donor. The acceptance of any gift that has been appraised by an outside person or agency does not imply an endorsement of the appraisal by the Libraries.

Monetary gifts are deposited into the Friends of Mabee Library account or into one of the Libraries' endowment funds. Anyone interested in donating money or collections to the Libraries should contact the Dean of Libraries.

CHALLENGED MATERIALS

The content provided by the Libraries is selected by faculty and librarians to meet the curricular and research needs of the Washburn University community. It is the responsibility of the Libraries to collect resources from differing perspectives so that students may practice applying critical thinking skills and understand opposing viewpoints. Washburn University officials will follow the procedures outlined in Appendix A to render a thoughtful decision.

COLLECTION DEVELOPMENT POLICY REVIEW

The Libraries' Collection Development Policy will continue to be modified in response to the changing information needs of the University and the evolution in information delivery and access models. This policy will be reviewed (and amended as necessary) no less than every three years by the librarians in collaboration with the Dean of Libraries and the Faculty Library Committee.

APPENDIX A

Procedure for Handling Challenged Materials

1. All challenges to library materials shall be referred to the Dean of Libraries.
2. The librarian on duty shall provide the complainant with copies of the Libraries' *Collection Development Policy* and the *American Library Association's Library Bill of Rights*. If the complainant still has concerns, provide him/her with (1) the *Statement of Concern* form for filing a written challenge and (2) the Libraries' *Procedure for Handling Challenged Materials*.
3. When the complainant returns the completed *Statement of Concern* form, keep the form but return to the complainant the procedure sheet, *Procedure for Handling Challenged Materials*. Give the completed *Statement of Concern* form to the Dean of Libraries.
4. Within five business days of the filing of the form, the Dean of Libraries will appoint a Reconsideration Committee who will review the challenge and recommend disposition thereof. The Dean of Libraries will notify the complainant in writing of the receipt of the *Statement of Concern* and explain the procedure to be followed thereafter.
5. Access to challenged materials shall not be restricted during the reconsideration process.
6. The Reconsideration Committee shall be made up of three members:
 - a. The Dean of Libraries
 - b. The Liaison Librarian responsible for collection development in the appropriate subject area
 - c. A representative from the University Faculty Library Committee
7. The Dean of Libraries shall be the chairperson of the committee.
8. The complainant shall be invited to the first meeting of the Reconsideration Committee.
9. The procedure for the first meeting of the Reconsideration Committee is as follows:
 - a. Distribute copies of the completed *Statement of Concern* form and give the complainant an opportunity to talk about and expand on it.
 - b. Distribute reputable, professionally prepared reviews of the material when available.
 - c. Distribute copies of the challenged material as available.
10. At the second or a subsequent meeting of the Reconsideration Committee, the committee shall make its decision in open session. The vote on the decision shall be by secret ballot.
11. The sole criteria for the final decision is the appropriateness of the material for its intended educational use.
12. The written decision and its justification shall be forwarded to the complainant within two weeks of the committee's final meeting.
13. A decision to sustain a challenge shall not be interpreted as a judgment or irresponsibility on the part of the people involved in the original selection or use of the material.
14. Requests to consider materials which have previously been before the Reconsideration Committee must receive approval of the majority of the Committee members before the materials will again be reconsidered.
15. If the complainant is not satisfied with the decision, he/she may appeal to the Vice President for Academic Affairs.

Statement of Concern about the Libraries' Resources

To file a statement of concern about Mabee Library or Curriculum Resources Center materials, complete this form and return it to the Dean of Libraries.

Name _____ Date _____

Address _____

City _____ State _____ Zip _____ Phone _____

1. Material on which you are commenting:

____ Book

____ Non-print Resource

____ Journal

____ Content of Library Program

____ Newspaper

____ Other

2. What brought this title to your attention?

3. Have you examined the material in its entirety?

4. Please comment on the material as a whole as well as being specific about how the material being challenged does not meet its intended educational use. (Use other side if needed.) Comment:

Adapted from the recommendation of the ALA Intellectual Freedom Committee, January 12, 1983

Dear _____ :

We appreciate your concern over the presence of certain material in the Mabee Library or Curriculum Resources Center. The Libraries have a written collection development policy, but realize that not everyone will agree with every selection.

A committee composed of the Dean of Libraries, the librarian responsible for collection development in the appropriate subject area and a representative from the University Faculty Library Committee will meet to review your concerns.

This meeting has been scheduled for _____
in Room 105 at the Mabee Library. If you wish to speak at the meeting about your concerns, please contact the Administrative Secretary to the Dean of Libraries, at 670-1179.

You will receive written notification of the committee's recommendation within two weeks of the meeting.

Sincerely,

Dean of Libraries