Collection Development & Management Policy

James J. Shea, Sr. Memorial Library

Introduction

This document describes the collection development and management policies of the James J. Shea, Sr. Memorial Library of American International College, Springfield, Massachusetts. The purpose of this document is to elaborate on the policies, procedures as well as the overall guiding philosophy of collection maintenance.

Mission of Shea Library

The mission of James J. Shea, Sr. Memorial Library is to assist the American International College community in their quest for knowledge by providing resources and services that support information literacy, encourage life-long learning and promote personal fulfillment.

Goal of Collection Development and Management

The goal of collection development and management is to support the coursework and research needs of AIC students, faculty, staff and alumni. These needs are determined by performing syllabi studies, monitoring changes in the curriculum, the ongoing assessment of current resources, and with the cooperation of faculty via program reviews.

In order to achieve this goal, the collection must contain material which is up-to-date in both content and format, which aligns with the academic curriculum, and adheres to all requirements of accreditation. Additionally, the scope of the collection must be wide enough to include all graduate and undergraduate degree programs offered by AIC, but not to include material which is irrelevant or obsolete. Materials of interest to the AIC community are also collected.

Direct responsibility for collection maintenance ultimately lies with the Information Literacy Librarians and Director of Library Services of James J. Shea, Sr. Memorial Library.

Fund Allocation and Restrictions

The Library Resources account is used to fund all academic resources for the library. This is the only account used for purchasing these materials, and is thus shared by all academic departments. When acquiring material, the librarians will attempt to balance ordering in as fairly as possible.

All materials ordered with Library Books money must be allowed to circulate freely among AIC students, faculty and staff through the CW/Mars consortium and over interlibrary loan. Therefore, any materials which are restricted access (such as test kits and reserves) must be purchased using the funds of the department which will regulate access to the material.

Selection Resources

Faculty cooperation is crucial to collection development and management. To facilitate this, resource suggestions are regularly distributed to department heads or deans. Evaluation of library resources is a standard part of systematic academic program reviews.

Review titles from publishers are not accepted.

Accreditation

Through collection maintenance, the library strives to help meet and exceed the requirements of the New England Commission of Higher Education (NECHE).

The library works with individual academic departments to meet requirements of accreditation organizations. These requirements may include specific serial subscriptions and database access, specific titles, and memberships in professional organizations. It is the responsibility of the academic department to inform the library when accreditation may be approaching, to help review current resources, and to make recommendations for additional purchases. Acquisitions will coordinate the purchase of these materials on a schedule agreed upon with the department.

Formats

Books: Books are purchased in both hardcover and paperback format, depending on price. The library reserves the right to reject book requests over $100 unless specifically requested by the head of an academic department. Out of print books are not purchased unless easily available. With the exception of some Education Resource Center materials, the library does not collect textbooks.

Serials: Serials are purchased in print, print and online, or online only when best available. When adding a new serial title, retention must be determined. Subscriptions are no longer added in microfilm or microfiche formats, as these formats are considered obsolete. It is the preference of the library to replace print subscriptions with electronic whenever possible.

Electronic Resources and E-Books: Due to ongoing cost, electronic databases are only added after completion of a successful trial procedure using the scoring rubric (see appendix 1). Access statistics for all electronic resources must be kept and evaluated on an ongoing basis. E-book platforms should also be trialed, but new collections may be added within an existing platform without the need for further trials.

The library does not collect audio/visual formats. All A/V material is available through Faculty Course Reserves.

Through ownership or guaranteed access, the institution makes available the library and information resources necessary for the fulfillment of its mission and purposes. These various resources are sufficient in quality, level, diversity, quantity, and currency to support and enrich the institution's academic offerings. They support the academic and research program and the intellectual and cultural development of students, faculty, and staff.

The library's collection development and management program supports a working collection tailored to AIC's graduate and undergraduate programs. New books are purchased at a rate of approximately 100 a year, across all academic subjects, and are complemented by ebook collections. Through journal subscriptions and packages, we provide access to 2,392 full-text electronic and print journals. Our 54 databases include cross-disciplinary databases such as Academic Search Premier, Business Source Premier, CINAHL Complete, and SAGE Premier, as well as databases to support specific academic programs, such as Cochrane Library. The library works with faculty to identify new resources, integrate those resources into the curriculum, and to remove outdated resources as needed. The entire program is goverened by a collection development policy, adopted in 2011.

Collections

General: The general collection comprised the majority of books owned by Shea Library. Material in this collection circulates freely.

Reference: Reference titles include encyclopedias, dictionaries, almanacs, atlases and other materials which are useful to have on hand for quick access to facts. Reference materials do not circulate, and are added to the collection at the discretion of the Collection Development Librarian.

Reserves: Reserves include material added by faculty for use in courses, as well as high-use, high-theft reference material (such as style guides).

Oversize: Oversize storage is necessary for titles over 11 ½ inches tall.

Juvenile: The Juvenile Collection includes material formerly part of the Educational Resource Center. Classified in Dewey Decimal format, maintenance of this collection is done in conjunction with the Education Department. This collection may include textbooks.

Testing Materials: Testing materials belong to, and are used by, various Education, Psychology and Extended Campus Program courses. They are housed in the library as a courtesy and their access is restricted as determined by those departments.

Oral History and Archives: These collections are overseen by the Technical Services Librarian and their access is restricted. Some donated items may be added to these collections.

Gifts and Donations

Shea Memorial Library accepts gifts and donations from all parties. However, not all donations are appropriate for the collection and are only added at the discretion of the Library Director. Some materials may be added to the Archives collection instead. The library does not appraise the value of materials donated. Letters acknowledging receipt of donation are sent once a year in December. Once accepted, donations cannot be returned and may be removed from the library collection at any future date. The library reserves the right to dispose of gifts not added to the collection as it sees fit.

Replacement Books

Replacement copies for lost or damaged books are only purchased if the books were published within the last five years, or if it is a title of great interest. Payment from billed items is returned to the Library Books account.

Weeding

Weeding is a necessary function of an up-to-date circulating collection. The library encourages an ongoing review process with contributions from faculty during program reviews. However, in times of crisis, library staff may need to weed without the input of faculty. Outdated, inappropriate or irrelevant materials, items in poor physical condition, or duplicate items may be candidates for weeding. All librarians are able to make the final decision about damaged, inappropriate, irrelevant or obsolete materials.

Due to accreditation requirements, cancellation or weeding of certain serials titles may require the permission of department head or Dean. It is the responsibility of the liaison librarian to track those titles.

Appendix 1: Scoring Rubric for Database Trials

Database Name: _____

	Total Points	Score
Objective Evaluations		
Compatible with EZProxy	1	
Compatible with finding aids	1	
Supports concurrent sessions (at base price)	1	
Utilizes familiar platform or interface	1	
Has peer reviewed content	1	
Indexed and abstracted	1	
Majority full-text	3	
Current content	3	
Content is still being added	3	
Backfile is permanent	5	
Supports searching, advanced searching and browsing	1	
Searching is customizable by admin	1	
Supports limiters	1	
Provides customer support	1	
Readily available usage statistics	1	
Has cross-disciplinary appeal	5	
Subjective Evaluations		
Recommendation of two librarians	10 each	
Recommendation of two interested faculty	10 each	
Recommendation of one outside faculty	5	
Price Evaluations		
Annual price in line with other databases of scope and size	5	
No setup or maintenance fees	5	
TOTAL	**85**	

Faculty Questions:

1. Did you find the database easy to use, was it simple to figure out how to search and browse?
2. Were search results relevant?
3. Were there other features of the database you found useful?
4. Do you recommend we purchase this database?