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# Collection Development Policy

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## Section I. Introduction

### ***Statement of Purpose***

This document is a statement of the collection development policies of the Paul V. Galvin Library at the Illinois Institute of Technology (IIT). Collection development consists of the selection, evaluation, deselection (weeding), replacement, and retention of library materials to best support the mission of the University.

As a public document, the Collection Development Policy describes the Library's existing collection strengths and weaknesses and future collecting activity in order to inform both users and funding decision-makers of collection development priorities. It demonstrates the library's commitment to support the teaching and research needs of IIT. The development and management of the collections depend on cooperation between librarians, faculty, and students. This policy is designed to be reviewed and amended to reflect changes in the university's research and teaching priorities. The Collection Development Policy is also a means of facilitating cooperation with other libraries.

As an internal library document the Collection Development Policy provides guidance to the Library's staff in the selection of resources, assists with focus on patron needs, provides consistency and continuity in building and maintaining the Library's collections, and aids in the orientation of new staff.

This policy statement represents an ideal that must be tempered by the reality of fiscal resources, staff expertise, and the constraints of time and space. There is, however, no attempt to define these considerations within this document.

### ***University Mission Statement***

As part of its 2008 "Many Voices, One Vision" strategic plan, the board adopted the following Mission Statement:

To provide distinctive and relevant education in an environment of scientific, technological, and professional knowledge creation and innovation.

As with previous statements this reflects a consistent thread in the mission that can be traced back to the predecessor institutions over a century ago.

While still playing a key role in educating the professionals that help promote the competitiveness of Chicago region companies, IIT also embraces its long time role as a global educator, in research, scholarship and professionally oriented degree programs in engineering and science, architecture, business, design, law and psychology.

### ***Library Mission Statement***

Paul V. Galvin Library supports the educational and research mission of the university by collecting, creating, organizing, and ensuring access to high-quality scholarly resources while educating members of the IIT community in the skills necessary for effectively locating, evaluating and using information to create knowledge.

### ***Mission Fulfillment***

The collection part of the Library's mission is fulfilled with a mixture of print, audiovisual and microform collections, electronic and web access, and reliance on non-IIT sources available through Interlibrary Loan or from commercial vendors. Fulfillment of the mission depends upon the funds, expertise, physical space, and technology available. Past budgets indicate that the total mission is an ideal, with some aspects going unmet when funds are lacking, so activities fulfilling the Library's mission must be appropriately prioritized.

Specific Library objectives include the development of a centralized, active, and useful working collection to support the current and future educational and research needs of faculty, staff and students of IIT.

### ***Cooperative Collection Development***

Historically, IIT has excelled in education and research while providing less funding for its libraries than its peers. This has been possible because Chicago is a major educational and research center with three major research universities — the University of Chicago, the University of Illinois at Chicago, and Northwestern University — located in close proximity to IIT. There are also over a dozen other university libraries in the Chicago metropolitan area, as well as the Chicago Public Library, the Newberry Library, and the John Crerar Library (now part of the University of Chicago). Reciprocal borrowing and visiting scholar privileges have long allowed IIT students and faculty access to these extraordinary resources.

More recently, the development of strong local and state-wide consortial relationships have provided another alternative to building a large local library collection. Cooperation among libraries delivers more information from a wider variety of sources than a single library can provide, permits better, more efficient allocation of resources, and leads to more intensive use of collections. Many resources are shared among Illinois libraries through the agency of the Consortium of Academic and Research Libraries in Illinois (CARLI). The Paul V. Galvin Library is an active participant in CARLI and all of its programs.

### ***Responsibility for Collection Development***

To best coordinate collection development with the needs of the IIT community, the Collection Development and Management department has primary responsibility for developing the collections in designated subject areas. Librarians in both Collection

Development and Management and Public Services serve as subject librarians and liaisons in subject areas as assigned by the Head of Collection Development and Management. The subject librarians are expected to provide attentive and proactive leadership in selecting library materials that anticipate demand. They will work closely with faculty members in selecting new materials and evaluating the collection (e.g. by checking bibliographies against the Library's holdings, submitting lists of materials to faculty for their approval, preparing desiderata lists, and identifying materials for deselection). Working with the head of Collection Development and Management, subject librarians plan and institute procedures to coordinate collection building in interdisciplinary fields.

Library resources are acquired through individual purchase, approval plans, standing orders, deposit, gift, and exchange. Access to electronic resources may be through subscription or purchase, with terms of access contracted through license agreements with information providers. Cooperative purchases through consortial arrangements are increasingly common for the acquisition or licensing of expensive electronic resources. In the case of purchased materials, the subject librarians are responsible for controlling orders in relation to the availability of Library funding. Funds are allocated by the Head of Collection Development and Management to support all of the University's academic units in a fair and equitable manner. Factors to be considered include the number of credit hours offered; the number of faculty; the number and type of degrees awarded; the average cost of titles in the relevant subject area(s); circulation statistics; the size and age of the existing collection; and the rate of change in the discipline. The Head of Collection Development and Management should always give funding priority to improving outdated, weak, or non-existent subject collections in support of the university's current research and curricula. Mathematical allocation formulae may be used as a guide to inform the Head of Collection Development and Management of significant trends within the University, the Library, and in scholarly publishing. The allocation of funds must also be guided by the Head of Collection Development and Management's professional experience, judgment, relationships with the University's teaching and research faculty, collaboration with other librarians, and knowledge of local, state, and national trends that affect the library and its collections. Funding allocations derived in this way are to be used as a guide by the subject librarians: the realities of maintaining a properly balanced collection dictate that actual expenditures may deviate from these values. The subject librarians work together with the Head of Collection Development and Management to maximize the benefit to the entire collection while staying within the limits of the overall budget.

### ***Library Outreach Programs***

Outreach programs foster communications and cooperation between the Library and its constituencies on and off campus. This communication and cooperation is crucial to the success of the collection development program.

**Library liaison program:** The liaison program structures communication and exchange of ideas between the Library and the Faculty, and is an integral part of the effective

management of the collection. Subject librarians serve as liaisons to work closely with departments, programs, and individual faculty members in their subject areas. Liaisons also keep abreast of academic programs, faculty needs and interests, and collection use, review gifts, and serve as advocates for their subject areas within the Library.

**Information consultant program:** Parallel to the liaison program, subject librarians serve as information consultants to students within their subject areas. This fosters the exchange of ideas between the Library and the student body and is essential for the proper management of the library's collection. Consultants work closely with students to keep abreast of students' needs and interests, current trends, and students' use of the collection and facilities.

### ***Collecting Levels***

The Paul V. Galvin Library collects materials in all appropriate formats that support the curriculum and faculty research interests on the Main Campus of the Illinois Institute of Technology.

The Collection Development Committee, Resources and Technical Services Division of the American Library Association has created nationally accepted standards that define levels of collection development (ALA, 1979). The Paul V. Galvin Library uses these standards to guide their collection decisions. These collection levels are assigned in the individual Subject Collection Policies, which are not a part of this document.

- **Comprehensive level (Level 5):** A collection in which a library endeavors, so far as is reasonably possible, to include all significant works of recorded knowledge (publications, manuscripts, other forms) for a defined field. This level of collecting intensity is that which maintains a "special collection"; the aim, if not the achievement, is exhaustiveness.
- **Research level (Level 4):** A collection that includes the major published source materials required for dissertations and independent research, including materials containing research reporting, new findings, scientific experimental results, and other information useful to researchers. It also includes all important reference works and a wide selection of specialized monographs, as well as an extensive collection of journals and major indexing and abstracting databases in the field.
- **Study level (Level 3):** A collection which supports undergraduate or graduate course work, or sustained independent study; that is, which is adequate to maintain knowledge of a subject required for limited or generalized purposes, of less than research intensity. It includes a wide range of basic monographs, complete collections of the works of important writers, selections from the works of secondary writers, a selection of representative journals, and the reference tools and fundamental bibliographical apparatus pertaining to the subject.
- **Basic level (Level 2):** A highly selective collection which serves to introduce and define the subject and to indicate the varieties of information available elsewhere. It

includes major dictionaries and encyclopedias, selected editions of important works, historical surveys, important bibliographies, and a few major periodicals in the field.

- **Minimal level (Level 1):** A subject area in which few selections are made beyond very basic works.
- **Out of Scope (Level 0):** A subject area that is not collected and in which no materials are selected.

### ***Intellectual Freedom***

The Paul V. Galvin Library is part of the larger IIT community and considers Intellectual Freedom to be fundamental to the success of IIT's students and faculty. The administration and staff of Paul V. Galvin Library adhere to the Library Bill of Rights adopted by the American Library Association.

### **Library Bill of Rights**

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, backgrounds, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948. Amended February 2, 1961, and January 23, 1980, inclusion of "age" reaffirmed January 23, 1996, by the ALA Council.

## Section II. Evaluation Criteria

The subject librarians evaluate possible acquisitions by considering, but not limiting themselves to, the following criteria:

- Subject
- Appropriateness for the entire collection, including filling gaps in the collection
- Authoritativeness
- Author's or publisher's reputation
- Binding
- Currency
- Current IIT Faculty monographs
- Historical value
- Price
- Relevance to the curriculum
- Student and faculty needs and requests
- Published reviews

### ***General Collecting Guidelines***

In addition to the above criteria, the general parameters defined below guide collection decisions. These parameters may be modified slightly in the Subject Level Policies to meet the unique needs of a given college or department.

**Language:** Only English language materials are purchased.

**Chronological:** Primary emphasis is on current materials. Classics in a field and other works dealing with all time periods are considered selectively.

**Geographic Guidelines:** The Library purchases materials primarily from the United States. Significant works from other areas of the world are also considered.

**Subject Treatment:** Materials are selected at an appropriate academic level to support the curriculum & research needs of the university. In most cases this is at a minimum of an undergraduate 4-year college level. The chief exceptions to this are science and math textbooks and curriculum materials at the high-school and middle school levels, acquired to support teacher education in IIT's math and science education program.

**Format:** The primary formats collected are monographs and serials, in both print and electronic formats. In most subject areas, electronic versions of serials are preferred over their print counterparts. Other formats such as videotapes and microforms, are purchased selectively to support the curriculum. Requests for other formats are considered on a case by case basis and may be filled through Interlibrary Loan.

**Multiple Copies:** Additional copies of materials are acquired only if demand or a faculty request warrants.

## Section III. Format Guidelines

### *Monographs*

- **Hardbound/Paperbound books:** Hardbound books are generally preferred to paperbacks, but both types will be considered for purchase. Less expensive paperbacks are preferred for materials that go out of date quickly, such as standards, codes, and computer related materials.
- **Books with appended computer disks or CD-ROMs:** The Library selects books with accompanying computer material under the same evaluation criteria for other materials. Such books shall be cataloged, shelved, and circulated in the same manner as all other books. The accompanying disks or CDs may be cataloged and housed separately.
- **Textbooks:** See below.
- **Popular literature:** The Paul V. Galvin Library will maintain a collection of popular literature for the recreational use of the University's students, staff, and faculty. These materials will be acquired principally through a book leasing program in order to keep the collection fresh. Titles may be purchased outright at the discretion of the Library.
- **Dissertations/Theses:** The University Archives collects all doctoral dissertations and master's theses completed by IIT students. The Library or Archives rarely collect non-IIT dissertations, unless at the request of a faculty member or student. Other requests for dissertations will be filled by the Library through access to Digital Dissertations or through Interlibrary Loan.
- **Print Reference Works:** Authoritative, up-to-date reference materials supply useful information and are kept together in a non-circulating collection. The Library expects to satisfy general reference informational needs and provide curriculum support and limited research support.
  - **Bibliographies and Guides to the Literature:** National and major bibliographies and guides to subject literatures are purchased mainly to satisfy the needs of the Librarians to help provide access to material not physically present in the Library's collection.
  - **Abstracting and Indexing Services:** Print abstracting and indexing services are acquired only when a corresponding electronic database is not available.
  - **Telephone Books:** Telephone books are not collected, except for a current copy of the Chicago white and yellow pages. This type of information is readily available via the World Wide Web.
  - **Other Reference Books:** The following types of materials are purchased as long as they fall within subject scope and serve a campus need: almanacs, atlases, directories, encyclopedias, gazetteers, guides, handbooks, statistical compilations,

tables, national and international standards, and local, national, and international codes.

- **Electronic Monographs and Reference Tools:** Although to date most electronic purchases have been for databases and electronic journals only, the library acquires other types of electronic resources as well. Electronic books are relatively new, and the Galvin Library's experience has been limited to on-line products such as *Books 24/7*. The Library prefers World Wide Web accessible products to CD-ROM versions of the same product. CD-ROMs will be purchased only when it is the only version available of an important resource. Specific criteria for evaluating these technologies includes some or all of the following:
  - Cost
  - Demand
  - Quality of indexing and search capabilities
  - Ease of use
  - Suitability to curricular support
  - Technical support requirements
  - Compatibility with existing network system
  - Training requirements for staff and users
  - Comprehensiveness
  - Currency
  - Opinions of review sources
  - Licensing restrictions

### ***Textbooks***

Because of student interest in textbooks, this format deserves a more thorough treatment in order to prevent misunderstandings and to guide students to the appropriate sources for their textbooks. Portions of this policy are published separately.

For the purposes of this policy, a textbook is defined as a book designed to be used in the classroom for the formal study of a subject. In addition to a discourse on the subject matter, textbooks typically include examples, study questions or problems, discussion topics, or study guides; are often organized to correspond to the academic year or semester; and are regularly updated in new editions.

It is neither the policy of the University nor of the Paul V. Galvin Library to provide individual copies of textbooks for students. Indeed, it is the expectation of the University and the individual academic departments that assigned textbooks will be purchased by students for use in their classes. Purchasing sufficient quantities of textbooks to provide a circulating copy for every student would greatly exceed the Library's budget. For this reason, Galvin Library does not add current class textbooks to its circulating collection, either as a purchase or when offered as a donation.

As a convenience to students, however, the library will purchase one copy of each required undergraduate textbook for inclusion in the library's reserve collection. Single

copies of textbooks for graduate-level classes will be purchased at the request of teachers. Additional copies will also be accessioned when donated, subject to limits on the space available. Also, as a convenience to students, superseded editions of current textbooks already owned will remain available on reserve until a) they are more than 5 years old, or b) they have been superseded by 3 subsequent editions. Any books owned by the Library which are later adopted as class textbooks will be transferred to the reserves during the time they are in use for a class. Reserve books are limited to use for only two hours at a time and may not be removed from the Library. This ensures that they are available to as many students as possible during the semester for which they are assigned. In no case shall any copies of a textbook held on reserve be placed in the circulating collection. When a textbook on reserve is no longer needed for a class, the Library will transfer one copy to the circulating collection provided it meets all other criteria listed below and withdraw the rest.

The Library also acknowledges the need in a balanced collection for current, updated textbooks other than those assigned for classes at IIT. Such materials aid students in developing a deeper understanding of the subject matter by providing a different approach to the topic than that in their assigned textbooks and by offering alternative examples and study questions. To this end, the Library will selectively choose textbooks for the circulating collection if a) they are not in use for a current class at IIT, b) they have some long-term research or study value, c) they cover a subject not adequately covered by non-textbook materials, or d) they cover a new or emerging discipline. In addition to the criteria listed above, textbooks added to the Library's circulating collection must meet the general provisions of the Library's Collection Development Policy.

In all cases, only a single copy of a textbook will be purchased by the Library and the Library makes no commitment to acquire additional copies or future editions, should they be published.

### ***Journals***

In order to best support the library's mission of providing access to information anywhere, anytime, electronic journals accessible over the Internet are to be collected in place of their equivalent print versions (see Appendix B). The challenges to providing access to electronic journals warrant a detailed collection development policy focusing on these materials. This policy will provide guidelines for the selection and acquisition of both print and electronic journals as well as the provision of access. Related collection development documents will address procedural concerns in detail.

**Print Journals:** Although electronic access to journals is now preferred, print journals are still collected in some cases. Dual print and electronic subscriptions will be maintained only where electronic access is dependent on a print subscription. Existing runs of print journals will be maintained and augmented through donations and exchange.

Some subjects, such as art, architecture, design, and photography, require access to print

journals, and new print subscriptions will be evaluated in these subject areas. New print journals in the sciences or technology will not be considered unless there is no electronic counterpart or there is a significant cost advantage of the print over the electronic version. A browsing collection of popular journals will also be maintained. In addition to the established evaluation criteria for all materials, a new print journal subscription should be reviewed for the following criteria:

- Electronic or print indexing coverage in a source available to IIT students and faculty.
- Electronic version not available.
- Faculty request.

### **Leisure Reading Collection:**

The Library will maintain a collection of popular magazine titles for the recreational use of the University's students, staff, and faculty. Titles in the Leisure Reading Collection will not be retained and back issues will not be bound.

### **Electronic Journals:**

- **Scope:** This policy seeks to address the selection and acquisition of electronic journals accessible via the Internet. This policy covers electronic journals for which the Library gains free access, access at a reduced rate because the Library subscribes to the print, purchases access to in electronic- only format, or obtains access to via full-text bibliographic databases.

The Library will pursue the purchase of other types of resources as these develop in the future and meet the guidelines outlined herein.

This policy does not address electronic resources that may fall into more than one of the following categories:

- online bibliographic databases
- offline electronic resources
- Internet resources (monographic in nature).

Collection development policies for online resources and offline electronic resources address the selection, acquisition, and provision of access for these materials.

- **Selection Responsibility:** Responsibility for selecting electronic journals falls primarily to the Head of Collection Development and Management, although individual subject librarians may recommend titles as these materials fall into their regular selecting responsibility.
- **General Selection Guidelines:** Electronic formats are always to be preferred over print when selecting journal titles. In such cases where the electronic version

meets the criteria specified in the following sections, the subscription to the print version may be cancelled.

In certain cases, in addition to content, the criteria listed below should be considered when selecting electronic journals:

- If free, the improvement or enhancement that the resource will give to existing print materials
- The technical requirements necessary to provide access
- The broad accessibility of the resource under present copyright laws and licensing agreements
- The user-friendliness of the resource
- The necessity of archiving and/or availability of archives.

It is particularly important to consult available published reviews of electronic journals before their acquisition. Reviews can outline how well a resource meets specific criteria and can provide further insight regarding the resource's overall quality. If reviews are not available, then subject librarians should make an effort to locate other pertinent information about the resource, possibly through listservs, and provide the names of contacts at comparable institutions that are using the resource so that possible issues and concerns about a resource may be explored.

A title should not necessarily be excluded because it does not meet every individual criterion or because it duplicates a print subscription. However, every attempt should be made to select resources that adequately meet as many of the selection criteria as is possible. Because this format increases the complexity of acquisition and access, a detailed list of pre-order guidelines should be included when ordering electronic journals.

The licensing or purchase of electronic journals should follow present collecting policies, whether general or subject specific policies. Specifically they should adhere to the chronological, geographical, language, and date of publication guidelines set forth in general or subject specific policies.

- **Specific Selection Criteria:** In addition to the general guidelines, the following specific criteria must be considered when selecting electronic journals:

**Journal Collections, Packages, and Full-text Databases:** Journal collections, packages, and full-text databases can provide a cost effective means for the library to build its collection. They can also result in the library spending scarce resources on unnecessary, unused, or duplicate titles simply because they were included in a collection. Journal packages must be carefully reviewed to ensure that the actual cost of the desired unique titles does not exceed the cost of subscribing to those titles individually.

**Currency and Stability of Content:**

- *Currency.* Electronic publishing allows for the more rapid dissemination of information than print. In some cases, electronic journal issues or articles are made available in advance of the print version. It is also common, however, for journal publishers to impose embargoes on third party content providers so as not to erode their subscription base. Under an embargo, the most current issues of the journal are not available from the content provider. Embargoes are unacceptable for publications that are essential to the University's research and instructional programs. Subject librarians should ensure that for core publications, the electronic version is at least as current as the print version.
- *Stability.* Aggregated third-party full-text data bases should never be relied upon for access to specific journals because the coverage in these databases is subject to rapid change. Any journal selected as a result of the subject specific guidelines must be subscribed to via a reliable source, such as the publisher or a subscription agent.

**Retractions and Corrections (Errata and Corrigenda):** Reader awareness of article corrections (and retractions) can be of critical importance in engineering and the physical sciences just as in the biological sciences and medicine where the issue has received more attention. Reproducibility of experiments is just as essential in engineering, laboratory safety requires detailed attention to methods, and scientific misconduct does occur in these disciplines as it does in medicine. It is crucial that retracted items not be removed. Removal of retracted items destroys the integrity of the scientific record, prevents widespread peer review (if the article is gone researchers cannot evaluate the disputed article for themselves) and causes reader confusion in locating items.

When evaluating electronic journal subscriptions, the selector should look for the following:

- Items under dispute and retracted items remain online and are clearly identified as disputed or retracted.
- The statement of the dispute or retraction provides an explanation of why the item is being disputed or retracted and includes the complete citation of the original item.
- Retraction statements and corrections are clearly linked to the original item, and vice versa. Particular attention should be paid to the placement of the link so that it is readily apparent and not bypassed when the article or the correction/retraction statement is accessed through another product such as an indexing, abstracting, or alerting service.
- Retraction statements and corrections appear on a numbered page in a prominent section of the journal.

Retraction statements and corrections are listed in the contents page, and include the title of the article in their headings.

**Cover-to-cover Digitization:** Electronic content should be cover-to-cover and include all content found in the print equivalent. This includes all content issued as supplements or special issues in print or in other formats such as CD-ROM. Supplements should be made available online at the same time as the main issue. Cover-to-cover content includes, but is not limited to:

Abstracts; Addendums; Advertisements; Announcements; Author Biographies; Award Announcements; Book Reviews; Books Received; Brief Communications; Calendars; Case Reports; Classic Papers; Clinical Practice Reports; Conference Contents Lists; Correspondence; Cover Art; Debates; Directories; Discussions; Editorial Board Members; Editorials; Education Notes; Errata/Erratum; Forewords; Forthcoming articles; Forum Articles; Full-Length Articles; In Memoriam/Memorials; Instructions To Authors; Introductions; Legal Notes; Letters To The Editor And Replies; Literature Alerts; Masthead Information; Miscellaneous; News/News Items; Obituaries; Other Contents; Papers accepted for publication; Patent Abstracts; Patent Reports; Personal Reports; Previews; Product News/Review; Publisher's Notes; Requests For Assistance; Research Notes; Research Papers; Review Articles; Schedule of Issues; Sequencing Reports; Short Communication; Short Surveys; Software Reviews; Supplementary Materials; Table Of Contents; Test Reviews.

**Digital Quality:** The Library's users have a right to expect a certain minimum level of quality in all products offered by the Library, whether print or electronic. For an electronic product, this means text and graphics must be sharp and legible in electronic form, and if a paper copy is reproduced from the electronic, that copy should be comparable to the quality of a print original. Strong preference will be given to electronic journals that adhere, at a minimum, to the specifications for page image and machine-readable text masters outlined in the Digital Library Federation (DLF) document Benchmark for Faithful Digital Reproductions of Monographs and Serials.

### **Principal Access Point and Provision of Access:**

- **Principal Access Point.** The Library will provide access to all electronic journals that it acquires and/or licenses via the central Library Web page. The Library will maximize access to the Library's electronic journals through several means: provision of an online listing of all journals available; necessary archiving and/or storage, provision, maintenance, preparation, and loading of necessary software and hardware; and appropriate staff and user support and training for optimal use. Additionally, subject librarians may wish to provide links to these journals via appropriate web pages.
- **Provision of Access.** Access must be available to all authorized users—both affiliates of the university and walk-ins. Affiliates (e.g. full- and part-time students and employees, including all faculty, staff, and other researchers working on grants administered by IIT) must have access to

the licensed content regardless of their physical location. Walk-ins include any person affiliated with the University as defined above and in addition any persons not affiliated with the University who are physically present at any of the library's sites. The authorization system must allow affiliates access to the resource from any location, on-campus or off, with a minimum of effort on the part of the library and the authorized user. Currently, the only accepted method of authentication is by IP address. Authorization systems must also handle access via EZproxy, and any special requirements for access via EZproxy should be well documented. Authorized users must never be challenged with a login/password prompt. Resources providing access only by means of institutional passwords will be considered only if a means is provided for scripting the login. Individual passwords are not acceptable. A login/password requirement for the purpose of allowing personalization of the interaction with the licensed content (e.g., saving favorite documents, an individual profile, etc.) is acceptable, but must not be a requirement for an authorized user to have access to the licensed content.

**Archiving and Perpetual Access:** In the print environment, the Library subscribes to a journal or journal package knowing that one of the values it receives is virtually perpetual access to the content being purchased. Of course, not all journals acquired by the Library are retained for long term access in their original format. Some publications are converted to a different format or are kept by the Library for a predetermined period then discarded.

Publications that are heavily used and essential to the University's research and instructional programs should be held to higher standards of archival commitment than peripheral publications. Subject librarians should also take into account the intended audience for the journal when considering archival issues. For example, researchers in engineering or the sciences are less likely to need access to older journal literature than are researchers in other fields.

Preference will be given to electronic journals or journal packages that provide perpetual access guarantees as part of the subscription price. For those titles for which continued access is deemed necessary by the subject librarian, the content provider must guarantee the library royalty-free, perpetual access to all purchased content and use of that content in accordance with the terms of the existing or, in the case of cancellation of the agreement, the most recently signed license agreement. Perpetual access need not be provided in the original format of the electronic journal. Conversion of the content to CDROM, DVD, Microforms, or other formats will be considered. In some cases access to backfiles or archives is treated by the vendor as a separate subscription. Subscriptions to backfiles should be selected based on the same criteria as a current subscription.

The Library is a participant in LOCKSS, a distributed archival system developed by Stanford University. Preference should be given to electronic journals that support local caching of their content via LOCKSS.

**Copyright Issues:** This section seeks to highlight some attributes of copyright agreements that support the Library's ability to promote access to scholarship. In general, electronic journal providers must support the educational uses of scholarly works and the principle of Fair Use, including but not limited to:

- The right to post published articles on websites (personal or institutional)
- The right to post pre-publications of articles on websites (personal or institutional)
- The right to make copies for interlibrary loan (from print or electronic format original)
- The right to use copies for reserves and/or e-reserves

*Interlibrary Loan:* Licenses for electronic journals must permit fair use of all information for non-commercial, educational, instructional, and scientific purposes by authorized users. Content providers must allow electronic information to be used for non-commercial interlibrary loan between two libraries in support of their teaching, learning, or research missions. The library agrees to fulfill all interlibrary loan requests in compliance with section 108 of the U.S. Copyright Law and the Guidelines for Proviso of Subsection 108(2g)(2) prepared by the National Commission on New Technological Uses of Copyrighted Works. There should be no additional record keeping beyond that required for copyright compliance by borrowing/lending libraries.

*Electronic Reserves and Course Packs:* The library and authorized users must be able to use a reasonable portion of the licensed materials for use in connection with specific courses in compliance with the fair use policies.

**Statistics:** Electronic journal providers should provide free monthly use statistics, provided in a timely manner, that meet the COUNTER Code of Practice requirements. Additionally, use statistics need to distinguish the publication year of the material being accessed during the reporting period broken down by journal title. Abstract downloads should not be counted as full text article downloads.

**Co-Branding:** Co-branding is vital to ensure that users understand the role the library plays in securing access to research material. Without co-branding users may assume the resource is "free." This undermines the library's ability to make a strong case for future funding and the library's continuing support of the product. The Library also does a considerable amount of marketing for the content provider's products within the University. In addition to providing access to the product, the Library initiates new users to the benefits of the product and provides training and ongoing support of the product to the University's faculty, students, and researchers. Preference will be given to providers who provide the ability to co-brand the product with words and/or images of the Library's choice. In the case of consortial acquisitions, it is important to have the ability to name individual Libraries within the consortium separately, and to use wording and/or images of each institution's choice.

**Funding:** Ordinarily, the subject content will determine the individual fund. The Head of Collection Development and Management, working with the Dean of Libraries, will determine the appropriate individual funds to use for purchasing electronic journals. As with all other formats, the Library will consider other allocations for those titles deemed major purchases.

- **Policy Review:** Because of the complex and dynamic nature of providing access to electronic journals, the Library will need to review this portion of the policy at least every two years.

### ***World Wide Web sites***

The subject librarians may select World Wide Web sites for inclusion in online and printed subject guides, electronic resources lists, or bookmark pages. Because of the transitory nature and impermanence of web sites, they will not be cataloged. Generally, web sites will include, to varying degrees, statistical data and factual information; databases of journals, research papers, standards, or other publications; business or professional news and information; or collections of related links. Specific care should be given to evaluate the authoritativeness of the source before selecting a web site. Web sites, whether free or subscription based, will be added when the web site meets the overall Evaluation Criteria outlined in this policy and the applicable criteria established for electronic materials in this section.

### ***Government Publications***

The Paul V. Galvin Library is a selective U.S. Government Depository Library, receiving approximately one-third of all federal government publications, concentrating primarily on the scientific and technological materials. The Government Documents Depository Coordinator may select additional government documents that meet the evaluation criteria for all materials, and will purchase appropriate government publications for curriculum support.

### ***Newspapers***

Printed newspapers will be selected to cover regional and local interests. Because other regional libraries maintain archives of newspapers, either in print or microform, the Galvin Library will retain only the most recent four weeks' issues unless otherwise specified by either the Head of Collection Development and Management or the Head of Bibliographic Systems. The Library increasingly will provide electronic access to newspapers. Newspaper coverage will expand as regional, national, and international newspapers provide access to their content through electronic database aggregators or free electronic editions via the web. Subscriptions to electronic versions of newspapers should be scrutinized in the same manner as print subscriptions.

### ***Other Formats***

- **Maps & Atlases:** The Library limits its purchase of maps and charts largely to world and national atlases, and maps of special interest, such as soil survey maps, and Chicago Zoning Maps.
- **Microforms:** Microform materials generally are not acquired by the Paul V. Galvin Library. The principal exception to this is the collection of NASA technical papers on microfiche, collected as part of the government documents collection. The Library no longer maintains an archival collection of microforms of journals and newspapers.
- **Audio-Visual Materials:**
  - **Audio Recordings:** The Library generally does not acquire audio recordings as a part of its collection development strategy; however, faculty requests to support curricular requirements may be considered.
  - **Video Recordings:** The Library purchases videotapes to support specific curricular requirements. Most requests for purchase originate from faculty members.
- **Formats not Specified:** Materials in other formats not specified in this document are not collected. Exceptions may be made by the Head of Collection Development and Management in the case of specific requests by faculty.

### **Section IV. Selection Aids**

The subject librarians, in evaluating materials for the collection, rely on selection aids for choosing quality materials for the collection. These selection aids include, but are not limited to, library journals, other journal and newspaper reviews, professional association reviews, publisher catalogs, subject specific bibliographies, standard lists, literature guides, advance notices, and selection aids provided by our approval plans.

Faculty and student suggestions, course syllabi, and web sites also may be considered as selection aids, as their contribution provides immediate input as to the curricular requirements and research activities of the IIT intellectual community.

#### ***Book Approval Plans***

The Library utilizes approval plans with major vendors to supply books for all areas of the Library collection. Approval plans provide new materials promptly and allow the subject librarians to review titles before making a purchase decision.

Subject librarians work with the approval plan vendors to establish subject profiles of the titles most desired for the collection. Working within the parameters of the subject profile, the vendors deliver copies of books deemed most relevant for the library's collection and notification slips for other relevant monographs. The vendors deliver books and notification slips on a regular basis and allow the subject librarians to alter the subject profile to meet the changing needs of the IIT curriculum.

#### ***Standing Orders***

The Library places serially published titles of value to the core collection on a standing order list with the publisher, an approval plan vendor, or other vendor. Standing orders include titles generally published annually, but sometimes more or less frequently; monographic series, or serially published monographs; publications of the various professional societies, such as the proceedings of conferences and symposia; and local, national, and international codes and standards.

Developing a standing orders list allows the subject librarians to feel certain that important titles are always current.

## Section V. Deselection Policy

IIT is not a major research institution nor is it a member of the Association of Research Libraries (ARL). Because other regional libraries provide for in-depth historical research, IIT's library collection needs to be continually evaluated in order to identify materials that have outlived their usefulness or for which no clear purpose is evident so these materials can be withdrawn from the collection. The goal is to maintain an up-to-date, well-balanced, useful, and reliable collection to support the information needs of the IIT community.

Deselection, or weeding, is done as a conscientious effort to achieve a balanced and up-to-date collection suitable for IIT and should be an ongoing process. Weeding is as important as acquiring materials and should be done according to the same principles and policies that determine selection. Significant amounts of material that no longer meet the needs of the IIT community impede the efficient selection of appropriate material. Items in poor physical condition discourage use and detract from the general appearance of the collection. Outdated and inaccurate material obstructs use of the collection and frustrates users. Unnecessary items left in a collection can weaken a library as much as, if not more than, insufficient acquisitions.

Several factors should be considered when deciding whether or not to withdraw materials from the collection, such as:

- Value to the collection.
- Physical condition.
- Number of copies in the collection.
- Coverage of the subject by other printed or electronic materials in the collection.
- Age or obsolescence.
- Historical value and use.
- Copies held by consortial partners.

Responsibility for weeding falls to the subject librarians, who use their judgment, subject expertise, and understanding of the current and future needs of the University community to evaluate the collection. Weeding should be carried out on a routine schedule. The Library will also make a conscientious effort to involve the University community.

### ***General Criteria for Weeding***

Subject librarians will apply the following criteria according to the requirements of the discipline when selecting materials for withdrawal.

- **Outdated and shabby materials.** It is a disservice to the University to keep shelves crammed with outdated shabby materials. However, the content may qualify some material for replacement or repair. Also, caution should be taken to avoid discarding rare books or works of importance to a field of study.

- **Material not actively used.** It is important to have a collection of materials that are needed and used by the community. Warehousing unused books is not within the mission of the library and is a waste of university funds.
- **Multiple copies.** Unneeded multiple copies that have not circulated in the last five years.
- **Age.** Older, superseded editions that have not circulated in three years if a newer or improved edition has been acquired, depending on discipline.
- **Poor content.** Materials that contain obsolete or incorrect information and are not of historical value. Materials on computers, law, science, technology, health, and travel need to be current to be useful. Also, materials on subjects of little interest to the IIT community or that promote content regarded as inappropriate, such as sexism or racism, unless specific to course curricula.
- **Material that is damaged and cannot be repaired.** Attention must be given to broken spine, fragile, brittle or dirty paper, torn or missing pages, and insect or mildew infestations.

### ***Specific Criteria for Retention***

1. Material that meets accreditation standards.
2. Items identified by faculty, which should be retained.
3. Items, such as clearly identified "classics", considered valuable for the integrity of the collection by the subject librarians.
4. Local or university history.
5. University authors.
6. Special collections.
7. History of science and technology application.

### ***Weeding the Reference Collection***

To present an up-to-date reference collection that serves the needs of the IIT community, the collection must be weeded on a regular and on-going basis. Currency of information is the primary function of a good reference collection, so outdated materials should be withdrawn in a timely manner. Withdrawn reference materials may be placed into the circulating collection if deemed appropriate by the subject librarian and if the items meet the selection criteria for circulating materials described in this document.

### Guidelines for Updating the Reference Collection

- **Encyclopedias:** The Library keeps only the latest edition of encyclopedias. Superseded editions are withdrawn and discarded unless, in the subject librarian's opinion, they are of historical significance, in which case they will be moved into Closed Stacks.
- **Dictionaries:** The library will buy updated editions of dictionaries when these are available. Superseded editions are withdrawn and discarded unless, in the subject librarian's opinion, they are of historical significance, in which case they will be moved into Closed Stacks.
- **Handbooks and Manuals:** Subject librarians will review handbooks and manuals that are more than 5 years old. Outdated or superseded editions are withdrawn and discarded unless, in the subject librarian's opinion, they are of historical significance, in which case they will be moved into Closed Stacks.
- **Indexes/abstracts and bibliographies:** All indexes/abstracts and bibliographies are retained. Once the cumulative issue of index/abstract is received, superseded loose issues should be discarded. The Library will consider removing print indexes/abstracts and bibliographies when an appropriate electronic equivalent is available, and the print version no longer serves an educational purpose.
- **Directories:** Only the latest issues of directories are retained. Subject librarians will review directories that are more than 3 years old. Outdated or superseded editions are withdrawn and discarded unless, in the subject librarian's opinion, they are of historical significance, in which case they will be moved into Closed Stacks.
- **Statistics:** All statistical publications are kept until superseded. Superseded editions will be placed in Closed Stacks.
- **Atlases:** A current set of atlases is kept. Older editions of atlases with historical value may be retained.
- **Technical standards and specifications:** Only the latest editions are kept in the Reference Collection. All older editions are withdrawn and discarded unless, in the subject librarian's opinion, they are of historical significance, in which case they will be moved into Closed Stacks.
- **Codes and regulations:** Only the latest editions are kept in the Reference Collection. All older editions are withdrawn and discarded unless, in the subject librarian's opinion, they are of historical significance, in which case they will be moved into Closed Stacks.

## **Section VI. Gifts**

This section of the Library's Collection Development Policy addresses only donations-in-kind of printed materials to the Library. It does not address the unique requirements of electronic resources nor donations of manuscripts or other materials to the University Archives. Generally speaking, all gifts must meet the same criteria as other materials before they are to be added to the collection.

### ***Responsibility for Accepting Gifts***

The Head of Collection Development and Management and the subject librarians make the decision to accept gifts for addition to the Galvin Library collection. When gifts are sizable or potentially rare or valuable, the Dean of Libraries' approval is necessary. Gifts of manuscripts or archival materials must be referred to the University Archivist.

Accepting or refusing a gift is a sensitive matter. If a person thinks that the items they have are worth donating to the Library, it is important to explain to prospective donors how their gifts fit or do not fit into the Library's collection. It is also important not to alienate our alumni, trustees, or faculty.

### ***Appraisal of Donations***

Potential donors must be advised that due to IRS rules, the Library cannot make monetary appraisals of donated materials. The librarians can advise donors that many services exist to help them place a value on their donations. Although the Library does not provide appraisals, an inventory of all gifts that are accepted for the Library's collection must be made. For gifts that require a Deed of Gift, the Dean of Libraries will process these deeds.

In most circumstances, donors are responsible for sending gifts to the Library. In certain cases, the Library will pay for packing and shipping of gift items. These arrangements should be made in advance with the subject librarian or the Head of Collection Development and Management.

### ***Acknowledgements***

Donors will be sent written acknowledgements in a timely fashion, unless they specifically request that no acknowledgement be made. A listing or count of the items donated, their condition, and the date they were received must be stated in the letter. Additionally, donors will be offered the opportunity to place a "Bookplate" in the verso of the books they donate with wording of their choice.

### ***Deeds of Gift***

The Deed of Gift is a document that conveys the gift material to the Library without any encumbrances, including copyright or ownership issues. It spells out any terms or conditions of the gift and provides a clear title to the material. The Dean of Libraries Office is responsible for issuing the Deed of Gift and keeping the master files on these gifts.

### ***Accepting Large Collections***

Large gift collections can be accepted only after proper consultation has been made with the Dean of Libraries and the Head of Collection Development and Management. In these cases, the Library must arrange for transportation, processing, as well as temporary and permanent housing. The subject librarian also must arrange with Technical Services to send materials for processing on a staggered basis after basic inventory and selection process have been completed. When appropriate, the subject librarian must advise potential donors of the possibility of delays in the processing of donated materials.

### ***Disposition of Gift Materials***

It is the responsibility of the librarian working with the donor to advise him or her that:

- Not all donated materials will necessarily be added to the Library's collections.
- Any donated items not added to the Library's collections may be placed in the library book sale, sold to dealers, shared with other university libraries, or otherwise disposed of.
- Donated items not selected cannot be returned to the donor.

### **Section VII. Challenges to Library Materials**

The Library welcomes expressions of opinion from the IIT community concerning materials selected or not selected for inclusion in its collections. Requests to add or remove Library materials will be considered within the contexts of the policies laid out in this document. Members of the IIT community who wish to request the reconsideration of Library materials must complete and sign a "Request for Reconsideration" form (appendix A), which is available at the reference desk on the upper level of the Library. The form must be filled out completely to assure that the library staff is able to follow up for clarification and that the appropriate library staff will address the library user's concern. Anonymous phone calls, rumors, or voiced concern will not be honored. Action will only occur after the signed "Request for Reconsideration" form is returned to the Library. Once a completed "Request for Reconsideration" form is returned to the Library, the Library will create a Task Force to review the challenge. For materials already in the collection, the material in question will remain in the Library's collection while the review is underway.

#### ***Procedures:***

The subject librarian who originally selected the item will review the item on the basis of the Collection Development Policy and reports his or her findings to the Task Force. If that librarian is no longer working at the Library, his or her replacement will perform this duty. The Head of Collection Development and Management reviews both the objection and the response. The Head of Collection Development and Management submits his/her written recommendation to the Task Force for review and forwards a written response to the complainant. Further appeals can be made to the Dean of Libraries.

## **Section VIII. Amending and Updating this Policy**

### ***Introduction***

Because the needs of the Library's patrons are constantly changing, it is vitally important to provide for an orderly and effective means of revising and updating this Policy. Ideally, this should be done on a regular basis.

### ***Responsibility for Updating the Policy***

Responsibility for updating and maintaining the Collection Development Policy rests with the Collection Development Policy Committee. This committee will consist of the Dean of Libraries; the Head of Collection Development and Management; the Assistant Dean for Public Services; and the Subject Librarians. The Dean of Libraries and the Head of Collection Development and Management may also, from time to time, appoint or invite other interested parties to serve on the Committee. Ultimate responsibility for the policy rests with the Head of Collection Development and Management.

### ***Procedures***

To ensure that this Policy remains current and relevant, the Head of Collection Development and Management is directed to call a meeting of the Collection Development Policy Committee on an annual or bi-annual basis to review the Policy and recommend changes or revisions. In addition to the regular reviews of this policy, it may sometimes be necessary to amend this policy outside of the regular review cycle. In these cases, the Head of Collection Development and Management or the Dean of Libraries may call a meeting of the Committee at any time as circumstances warrant.

All amendments and revisions to this Policy must be agreed upon by a majority of the Collection Development Policy Committee before being incorporated into the Policy. After approval, amendments and revisions must be logged in the History section of this Policy to provide a record of the changes made and to ensure that the most recent version of this document is made available to the Library's patrons.

### ***Revision History***

August, 2003: Draft Policy circulated.

September 2003: Revised Draft Policy circulated.

November 2003: Policy approved.

February 2004: Revision to Gifts section.

July 2004: Revision to Format Guidelines for Journals.

August, 2004: Creation & posting of web-based HTML version of the Policy.

September, 2004: Revision to Deselection Policy.

January, 2005: Addition of section regarding Amending & Updating the Policy.

August, 2006: General revisions resulting from reorganization of library departments.

September, 2006: Revision to Textbook policy

October, 2006: Revision to Gifts section.

August, 2011: Revision to Textbook policy.

## Section IX. Sources Used

IIT is one of the 16 institutions that comprise the Association of Independent Technological Universities (AITU). The Paul V. Galvin Library's collection development policy is based on the collection development policies of other AITU Libraries, in particular those of Drexel University and Rochester Institute of Technology, both of which have comparable graduate programs and enrollment to IIT.

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## Appendix A. Request for Reconsideration Form

Date: \_\_\_\_\_  
Book  Periodical  Other

Title:

Author:

Publisher: Publication Date:

Request initiated by:

Name:

Street address:

City:

State:

Zip:

Phone:

Do you represent:

Yourself  An Organization (please name)  Other Group (please name)

The Library has a Collection Development Policy and subscribes to the Association of College and Research Libraries' Intellectual Freedom Principles. It is recommended that you review these to understand how the library will make its decision.

### **I. If you object to a work in the Library's Collection:**

What in the work do you object to? Please be specific and cite pages.

Did you review the entire work? Yes / No. What parts?

What brought this title to your attention?

Are you aware of the judgment of this work by literary critics?

### **II. If you object to the library not purchasing a title:**

Did you review the entire work? Yes / No. What parts?

What brought this title to your attention?

Are you aware of the judgment of this work by literary critics?

\_\_\_\_\_  
Signature