

St. Lawrence University Libraries Collection Development Policy

Collection Goals

The St. Lawrence University Libraries strive to further the mission and goals of the University by building and maintaining a collection of scholarly resources that support teaching, enhance learning, and empower students and faculty to participate actively in research and scholarship.

Scope

The Libraries' collections include basic and instructional support level monographs, periodicals, databases, audiovisual materials, data sets, maps, microfilm, and other resources in a variety of formats representing the disciplines taught at the University.

Resources reflect the diversity of the user community and include materials that represent a variety of viewpoints. New resources are acquired through lease, purchase, or on-demand models, depending on availability, cost, and any institutional requirements for a permanent archive. Physical materials purchased with funds from the scholarly resources budget must be housed within the Libraries:

- Owen D. Young Library: Books, periodicals, and films covering the arts, humanities, and social sciences. Materials that deal with the sciences from an ethical or policy perspective are also housed in ODY.
- Lauenders Science Library: Materials dealing with physical and natural sciences, psychology, technology, and selected current popular nonfiction titles as well as history of science.
- Music Library: Sound recordings, video recordings, scores for study and performance, and collected works of select major composers. Books and periodicals about music, musicians, composers, reference sources, and indexes are housed in the Owen D. Young Library; the video collection there also contains some films about music.

The University Archives and Special Collections operate under a separate, specific collection development policy.

Selection Responsibilities

Collection development in the SLU Libraries is a collaborative endeavor, coordinated by the Collection Development and Acquisitions Librarian in consultation with the Director of Libraries and faculty members. Faculty, staff, and students are encouraged to submit requests for the acquisition of new scholarly resources that are consistent with the selection criteria outlined in this document.

General Selection Criteria

Resources are selected in accordance with the following priorities:

- Resources that support curricular needs, are required for class preparation, referenced in a course or placed on reserve, and/or assist faculty with teaching. Textbooks are an exception. The Libraries do not typically purchase course-adopted textbooks unless they are the best or only source of information on a subject.
- Resources that are likely to be used by students for course-based research projects.
- Resources that expand student learning beyond the classroom and support independent student research and projects.
- Resources that reflect our institutional culture and history, and our commitment and responsibility to the Adirondacks and the North Country.
- Monographs written or contributed to by SLU faculty and alumni.
- When funds allow, resources that fulfill the recreational, cultural, or other information needs of the SLU community may be considered.
- When funds allow, specialized resources that support faculty research may be considered; however, faculty are encouraged to rely on interlibrary loan or other document delivery options as much as possible for specialized needs.

Criteria used for the evaluation of individual resources may include:

- Expected or demonstrated use
- Faculty recommendation
- Possibility for use across disciplines
- Reviews in library or disciplinary sources
- Impact factor and/or inclusion in bibliographies, indexes, lists
- Reputation of the creator
- Accuracy, timeliness, permanence and/or uniqueness of coverage
- Strengths and weaknesses of the existing collection
- Availability through consortial lending agreements
- Licensing restrictions
- Ease of use and access
- Cost and availability of funds
- Web accessibility compliance

The Libraries recognize the importance of offering resources that represent a diversity of ideas and perspectives; therefore, materials will not be selected based on anticipated approval or disapproval of content, and will not be excluded based on controversial language or approach.

Guidelines for Specific Resource Types

Monographs – Paperback is the preferred format for print monographs when available. Only one copy of each title will be purchased unless additional copies are required for a particular location such as general reserves or Special Collections. Out of print titles will be acquired

when available at an affordable price. Individual e-book titles can be acquired at the request of the selector, and will be purchased with an unlimited user license when the cost is not prohibitive.

Reference Sources – Digital format is preferred whenever possible. Reference sources are only leased or purchased when there is a specific curricular need. Ready reference sources are no longer routinely acquired by the Libraries.

Periodicals – Digital preferred unless print is needed to cover gaps in digital holdings, a permanent print archive of a core title is necessary, and/or in cases where images or other content are best viewed in a print format. Titles that are acquired by individual subscription are reviewed annually for retention or cancellation.

Databases – The Collection Development and Acquisitions Librarian sets up trials for databases that meet selection criteria, and requests feedback from relevant academic departments or from the entire SLU community. Feedback is taken into consideration when subscription or purchase decisions are made.

Open Access Publications – The Libraries are committed to the principles of Open Access, and will add OA and alternative publications to the collections when they fulfill curricular needs and meet selection criteria; however, the scholarly resources budget is not used to subsidize OA publishing initiatives.

Government Documents – Due to wide online availability, the Libraries no longer actively acquire government documents in print and have greatly reduced the size of the print collection. Maintenance of American government documents is conducted in accordance with guidelines established by the New York State Library and the Federal Library Depository Program. As a Federal Repository, ODY Library is required to provide access to print and online government documents to the general public as well as the SLU community.

Films – The Libraries provide database access to streaming video, and will also purchase individual titles on request. Public performance rights are purchased for documentaries when possible. The Libraries do not rent films in any format.

Foreign Language Materials – Resources in non-English languages, primarily monographs, films, and some periodicals, are acquired in support of the curriculum. Resources that support the process of learning a foreign language such as textbooks, workbooks, and software are not routinely acquired by the Libraries. Such materials are usually purchased by the Modern Languages Department and are housed in the Language Resource Center.

Software – The Libraries do not typically acquire software. Software purchases are usually made by individual departments or IT.

Gifts

The SLU Libraries will accept books and other materials as a service to faculty and staff who are currently employed by, or recently retired from, the University. Donated materials must be in good physical condition and consistent with our collection development guidelines.

The SLU Libraries reserve the right to decline gifts, and do not accept donations from individuals without a current connection to the University; however, exceptions may be made for curated collections or in cases where the material to be donated is especially rare, valuable, or of particular institutional interest. Donors are asked to assume the responsibility of arranging for the shipment of donated materials and paying for any associated shipping costs.

Gifts are not usually accepted with restrictions on use or disposition, and the libraries reserve the right to make decisions regarding the cataloging, shelving, circulation, maintenance, and/or removal of donated materials. Gift books and other materials are evaluated using the same selection criteria that are used for purchased materials. Print books selected for addition to the Libraries' collections can be bookplated at the donor's request. Materials that are not selected may be sold, recycled, or forwarded to other institutions.

IRS regulations prohibit libraries from providing an appraisal of donated materials; therefore, appraisals are the responsibility of the donor and should be completed before materials are handed over to the Libraries.

The Libraries do not compile lists of items for donors, except in cooperation with University Advancement on rare occasions when special recognition is required and the value of donated materials is known beforehand.

Donors who wish to make financial contributions to support the purchase of library resources should contact University Advancement.

Collection Maintenance

Repair / Replacement of Lost or Damaged Materials – Materials that are missing or that have been removed from the library collections due to poor condition are evaluated for possible replacement or repair. Those that still meet selection criteria and are likely to see significant use will be replaced if they are commercially available at a reasonable price.

Weeding – Collection development is a dynamic process that includes the removal of library materials from the physical collections. To cultivate a relevant collection, materials may be reviewed for possible deaccession based on the following criteria:

- Age and physical condition
- Patterns of use
- Duplicate copies or other editions in the Libraries' collections
- Availability in another format
- Existence of newer editions or more up-to-date sources for the same information
- No longer relevant to the curriculum
- Format obsolescence

Database Review – Databases are reviewed periodically to evaluate content, usage and relevancy to the current curriculum. Subscriptions to leased resources may be cancelled based on a number of factors:

- No longer relevant to the curriculum
- Low usage statistics
- Unreasonably high cost per use
- Unsustainable annual price increases

- Significant overlap with the content of other resources
- Availability of similar content in a less expensive resource