

SAINT MARY'S COLLEGE LIBRARY

GENERAL COLLECTION DEVELOPMENT POLICY

May 2003 revision; update 7/04; update 12/07; update 12/08; update 2014

of the Librarian Subject Selector for the department. The Library collaborates with faculty to define the resources necessary to advance faculty scholarship, and works with the College administration to obtain the necessary funding.

selectors coordinate the selection of cross-disciplinary materials. (A current list of librarian subject selectors by discipline and subject area can be found in Appendix B.)

Librarians participate in the curriculum-focused subcommittees of the Academic Senate to keep informed about curricular changes and provide input regarding the strength and use of the Library collections.

The Collection Development Team approves periodical and electronic resources selection and de-selection decisions, and provides a forum for discussing other selection issues. Final decisions regarding collection development selections are the responsibility of the Dean for Library and Academic Resources.

#### B. GENERAL SELECTION CRITERIA:

While it is recognized that different criteria may apply to various formats or that different fields of scholarship may weigh criteria differently, the following criteria are guidelines for evaluating materials to be added to the collection:

1. Subject:
  - Supports the curriculum, or
  - Provides basic information in non-curricular areas.
  
2. Intellectual Content:
  - Author is known scholar or authority.
  - Publisher is reputable.
  - Information is written at appropriate level for intended audience.
  - Bibliographic references are provided to encourage extended research.
  - Information is timely.
  - Material makes significant contribution to a field of knowledge.
  
3. Format:
  - Format is appropriate for intended use.
  - Format is of high quality.
  
4. Relation to Overall Collection:
  - Work presents unique content compared to the existing c







electronic subscriptions are not available, or when license agreement terms are not acceptable, such as some daily newspapers. Some back-file holdings are in microfilm, but as much as possible all periodical backfiles will be replaced by electronic equivalents.

New periodical subscriptions are initiated only when funds are available to continue the

technical quality. The Byron Bryant Film Collection was created with the consultation and financial support of Dr. Robert Hass to represent a contribution to the art of filmmaking, provide important “classic” (timeless) commentary regarding historical, social, or literary issues of universal relevance, and enhance the breadth and quality of the collection. In current practice, material selected for the Byron Bryant Film Collection may include any feature film, television or theatrical performance. Materials selected for the Instructional Media Collection includes teaching/instructional videos. All media purchased with educational performance rights at an extra fee will be non-circulating outside the SMC community.

6. Microforms: Microfilm and microfiche are selected when they are the only formats available, or when budget, space, or preservation requires. Microform formats will only be selected when equipment for reading and printing is available.

7. Manuscripts & Archival Materials: The library does not select manu-scripts or archival materials for the general collection. Manuscripts and archival materials may be selected in accordance with the collec-tion development criteria of the College Archives and Special Collec-tions departments. (under development)

8. Dissertations: The library subscribes to the full-text ProQuest Dissertations & Theses, and selectively links to faculty-produced dissertations. Current Masters' th



collection includes sources "designed by their arrangement and treatment to be consulted for definite items of information rather than to be read consecutively" (A.L.A. Glossary).

2. Faculty and Staff Publications: The library purchases publications authored by members of the SMC faculty and staff, when they meet general collecting criteria, and designates them as such in the Library catalog. The library also accepts gifts of all publications by members of SMC faculty for the College Archives collection.

3. Gifts: Librarian Subject Selectors review gifts using the selection criteria in the Collection Development Policy, and take into consideration anticipated use, current collection strengths and weaknesses, date of publication, and curricular emphases. Gifts of current periodical subscriptions will be accepted when they meet the selection criteria and when there is also a commitment to continuance and timely delivery of issues. Gifts of media resources will be accepted when they meet the selection criteria, and when they are in a currently supported format.

At the Library's discretion, gifts not retained may be exchanged with other libraries or a

decide whether to delete lost items from the collection or to replace them. Inventories are done irregularly.

De-selection (withdrawal) of items no longer appropriate to the collection is essential to collection management. Identifying candidates for withdrawal is informed by the same criteria as the original selection process for the format in question. In addition, withdrawal decisions are based upon use history, physical condition, presence of multiple copies or new editions, and historical significance. Faculty library liaisons are consulted when appropriate, especially during any major de-selection projects.

Off-site storage is an option when building space is limited and de-selection is not appropriate. Material in storage is regularly reviewed to assure continued usefulness and/or possible de-selection. In general, books requested from storage are returned to the circulating collection. When one or more items from multi-volume sets ar

Academic Resources will be sent to the Provost and Chair of the Academic Senate Library Advisory Committee.

Material being challenged remains in the collection until the final decision has been made.