

Collection Development Policy

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Section 1: Statement of Purpose and Mission

The purpose of this Collection Development Policy is to aid librarians and staff involved with the development and maintenance of the Library's collections, as well as to offer clarity on the decisions involved with such work. The policy aims to provide guidance regarding questions of resource selection and collection maintenance, as well as to offer a framework for the future growth of the collection.

The SMJC Library aims to develop policies and engage in practices that support the Mission of Georgian Court University.

This Collection Development Policy supports the Mission of the Sister Mary Joseph Cunningham Library.

Section 2: Audience

The Library's primary service community includes the students, faculty, staff, and administration of Georgian Court University. It aims to support the research and recreational reading needs of these users. Alumni and outside researchers are also welcome to make use of on-site resources.

Section 3: General Policies for Selection

- Standards, Ethical, and Legal Principles:** The SMJC Library supports the American Library Association's Code of Ethics. It supports the statement on Resources and Collections contained within the revised Guidelines for University Library Services to Undergraduate Students, which was adopted by the ALA's Association of College & Research Libraries (ACRL) in October 2013.
- Intellectual Freedom and Censorship:** The SMJC Library recognizes the necessity of Intellectual Freedom to the educational process and resists all attempts at censorship. Refer to Section 12: Intellectual Freedom for more.
- Copyright:** The SMJC Library complies fully with the U.S. Copyright Law (17 U.S.C.) and its amendments. The Library strongly supports the Fair Use section of the Copyright Law (17 U.S.C. 107) which permits and protects citizens' rights to reproduce and make other uses of copyrighted works for the purposes of teaching, scholarship, and research.
- Diversity, Equity, and Inclusion:** The SMJC Library supports the mission and objectives of Georgian Court University's Council for Diversity, Equity, and Inclusion. It is committed to building a collection that reflects and serves our unique community. The SMJC Library also supports the ACRL's Diversity Standards: Cultural Competency for Academic Libraries.

Section 4: General Criteria for Selection

Librarians consider many attributes and values when making decisions about selection for each title. These general criteria include, but are not limited to, the following:

- Value for the academic curriculum of Georgian Court University, or the information or recreational needs of the University community.
- Quality of content, format, or literary merit.
- Authority of the author and/or publisher.
- Currency or timeliness of the subject.

- The strengths and weaknesses of the existing collection.
- Expected usage.
- Appropriateness of format for subject matter.
- Cost.

Section 5: Guidelines for Selection

Refer to the following guidelines for more specific policies regarding relevance, format, duplicate copies, serials, and archival materials.

Relevance

1. **Currency:** Priority is given to recent scholarly publications of the past ten years over older materials. The SMJC Library does recognize a need for some retrospective purchases, such as to fill gaps in the collection.
2. **Language of Resource:** Priority is placed on publications in the English language, with exceptions for works used for teaching foreign languages and literature.
3. **Faculty Requests for Purchase:** Faculty members are strongly encouraged to submit requests for resources to support the curriculum of the University. Requests are accepted throughout the year depending on available funds.
4. **Required Reading:** The Library does not automatically purchase required texts for each course. Required texts may be purchased at the request of faculty members, after review by the program liaison librarian. The Library is not responsible for purchasing enough copies or licenses of a text to support a class.

Format

The Library makes resources available in a variety of formats. Selection of an appropriate format for a resource depends on availability, cost, space, and anticipated demand.

1. **Print Books:** Paperbound books are generally preferred for purchase, but hardbound items may be selected based on availability and/or physical size.
2. **Textbooks:** Due to expense and frequent revisions, the Library cannot make purchases of textbooks unless they have demonstrated exceptional quality. Donations of textbooks may be accepted at the discretion of the subject librarian.
3. **Theses and Dissertations:** The Library maintains a collection of physical and electronic (on CD) copies of Education theses produced from May 2005 to May 2016. It maintains a collection of Psychology dissertations produced since April 2022 in electronic format on the [Georgian Court University Digital Collections](#).
4. **eBooks:** eBooks may be preferred over print for several reasons, including cost and anticipated demand. Single-user licenses are generally preferred, but a multi-user license may be selected if it is cost-effective and if anticipated usage is high.
5. **Media:** The Library maintains a legacy collection of media on VHS, CD, and DVD. While streaming video is preferred, titles that are not available on streaming services may be purchased on DVD. The library acquires most streaming videos as part of a collection, but individual titles may be purchased based on faculty request.

Duplicate Copies

Due to budgetary and space constraints, duplicate copies of titles, especially in print, are considered unnecessary. Exceptions may be made on a case-by-case basis.

In certain situations, it may be advantageous to purchase a title digitally in addition to print. This may be the case for a high-demand title, for a resource needed by a remote or hybrid class, or to replace a print item that is damaged, missing, or lost.

Serials

1. **Monograph Series:** The Library rarely purchases complete series. Titles are evaluated individually, rather than collectively.
2. **Periodicals:** The SMJC Library collects periodicals in print and electronic formats to support the research needs of the GCU community. Periodical selections are reviewed annually. Decisions to add or cancel periodicals will depend on usage, Interlibrary Loan statistics, cost, and requirements for accreditation. Faculty will be informed prior to any planned cancellations. The Library relies on Interlibrary Loan to supplement its periodical holdings, and students and faculty are encouraged to make use of this service.
3. **Newspapers:** The SMJC Library collects certain local and national newspapers to support the research and civic needs of the GCU community.

Archival and Special Collections

The SMJC Library collects certain resources, including primary sources and rare items, that are deemed to be of special value to the University and its history, operations, and community.

Section 6: Responsibility for Selection

Responsibility for the selection, development, and maintenance of the Library's collections resides with the program liaison librarians. This responsibility may be carried out with the use of selection aids (*see* Section 7: Selection Aids), collection maintenance policies (*see* Section 8: Collection Maintenance), communication with other faculty members, donations (*see* Section 11: Donation Policy), and requests for selection of materials. All requests will be reviewed for selection or rejection by the librarians.

Section 7: Selection Aids

Librarians are encouraged to make use of traditional selection aids, including, but not limited to, the following:

- Book review resources, such as ACRL-CHOICE Reviews, Library Journal, and Booklist.
- Book awards, such as the National Book Award, Pulitzer Prize, and Stonewall Book Award.
- Subject bibliographies.
- Reviews published in scholarly journals.
- Publisher catalogs and brochures.

Recognizing that many traditional selection aids may not accurately represent all researchers and their work, librarians are encouraged to seek out, evaluate, and make use of other selection tools,

such as social media and reputable blogs. This is done to ensure a diverse and inclusive selection of books for our community.

Section 8: Collection Maintenance

Collection maintenance is a vital step in ensuring the continuing high quality of the SMJC Library's collections. It addresses issues of relevance, accuracy, and access. Collection maintenance includes:

- **Weeding:** Weeding is the removal of books from the collection. Books may be removed due to lack of relevance, low-circulation, or severe damage. Librarians are encouraged to weed throughout the year and may engage in periodic library-wide weeding projects.
- **Replacement and Repair:** Damaged books should be replaced or repaired, depending on funds and usage of individual titles. Damaged resources may be weeded at the discretion of a librarian.
- **Inventory:** The Library periodically inventories its collections to ensure that the catalog is accurate by identifying missing and misplaced items. Inventory projects are performed at the discretion of the Collection Services and Electronic Resources Librarian and the Access Services Generalist.
- **Other Quality-Control Projects:** Other quality-control projects may be initiated by the Collection Services and Electronic Resources Librarian depending on need. These may address physical holdings, electronic resources, or electronic services.

Section 9: Responsibility for Separately Maintained Collections

The SMJC Library is home to several collections in addition to the main Circulating Collection. While every librarian is engaged with the development and maintenance of this collection, responsibility varies for other collections.

- Reference, Oversize, Periodical, and Multimedia Collections: All librarians are responsible for these collections.
- University Archives: The University Archives are maintained by the Archivist.
- Children's and Young Adult Literature Collection (IMC JUV): This collection is maintained by the program liaison librarian who works with the English Department.
- Leisure Collection: The Library Director is primarily responsible for the Leisure Collection. This collection is developed through donations (*see* Section 11: Donation Policy).
- Other collections, including Special Collections, the Merton Collection, the Matthew J. Sheridan Special Collection of Prison Literature, and the Comics, Manga, and Graphic Novels Collection: These collections are administered by the Collection Services and Electronic Resources Librarian, though other librarians may be involved in their maintenance.

Section 10: Collection of Works by Faculty, Staff, Administrators, and Alumni

In order to support the curriculum of the University, the SMJC Library will endeavor to collect books written or edited by current faculty members, and books with chapters written by current faculty members. Librarians should make use of the university's *Faculty Focus* publication to

discover these resources. Faculty members may also reach out to the Library to request that their publications be purchased. The Library will receive any donations of these titles as well.

The Library cannot purchase new subscriptions to journals for the purpose of collecting all faculty journal articles. However, the Library can accept donations of journal issues, even if the journal title is not currently a part of the periodical collection.

The Library will accept donations of publications by other community members, including administrators, alumni, and staff. Individuals have the option of requesting that the Library purchase their publication. Such purchases will be at the discretion of a program liaison librarian based on a review of the title and may not be accepted.

Section 11: Donation Policy

The Library encourages the donation of materials that support the research or recreational interests of its user community. All donations must be evaluated by a librarian who will accept or reject them for inclusion in the collection. Donors have the option to request that any rejected books be returned to them. The Library will not hold rejected books for more than two weeks.

Donations will be automatically rejected if they show signs of mold, water damage, insect infestation, physical damage beyond normal wear, or are otherwise unreadable or potentially harmful to other resources.

All donations become property of the SMJC Library. The Library reserves the right to add items to the collection, put them up for sale, or discard them according to need.

Potential donors are encouraged to contact the Library Director or Collection Services and Electronic Resources Librarian concerning their donation. Large donations (i.e. those of more than five books) cannot be accepted without prior approval from the Library Director or a librarian. The Library will not pay to ship or receive donations. The Library cannot assign monetary value to any gifts but, for tax purposes, can give receipts showing the date and number of books donated.

Section 12: Intellectual Freedom

The SMJC Library is dedicated to the pursuit of unfettered academic scholarship and maintains that this goal can only be achieved through Intellectual Freedom, referring to the right of every individual to seek and receive information from all points of view without restriction. To this end, the Library supports the American Library Association's [Library Bill of Rights](#) and [Freedom to Read Statement](#).

Section 13: Challenge/Reconsideration Policy

Resources within the SMJC Library may be challenged by members of the student body, faculty, staff, and administration of the University. Challenges mounted by those outside of this service population will not be considered. A challenge must be based on the claim that the inclusion of a resource in the Library does not meet the guidelines outlined in this Collection Development Policy. The challenger may request that:

- 1) The Library remove an item because it is inappropriate, or

- 2) The Library acquire an additional resource to provide an alternative viewpoint.

Library users who wish to mount a challenge must complete a Request for Reconsideration of Library Resources Form. The request will be considered by a committee of librarians. The committee will submit their recommendation to the Library Director, who will make the final decision. The Director will notify the challenger of that decision and the action to be taken in writing. The challenger may appeal this decision or action first to the librarian committee and then to the Associate Provost.

Challenged items will remain available throughout the reconsideration process. They cannot be removed from shelves in anticipation of a request or decision. Titles cannot be challenged more than once per academic year.

Section 14: Revisions

This Collection Development Policy will be reviewed annually by the Collection Services and Electronic Resources Librarian, in consultation with the other librarians. Significant revisions to the content may be made based on a majority opinion.