

MARY AND JOHN GRAY LIBRARY

Collection Development Policy

I. POLICY

Collection Development

The Collection Development Policy governs the acquisition, access, and disposition of resources that support the research and teaching needs of students and faculty. The library is committed to curating collections in multiple formats from a variety of publishers.

II. PURPOSE AND SCOPE

The Mary & John Gray Library supports the mission of Lamar University as a diverse and accessible global university for life-long learners by cultivating and licensing appropriate content. The purpose of this document is to provide guidance for faculty and librarians in developing and maintaining general collections reflective of the university's changing needs. Special Collections, [Government Documents](#), and the [Faculty Corner](#) have individual collection policies determined by the University Archivist, the Federal Depository Library Program (FDLP) Coordinator, and the Head of Research, Engagement, and Learning.

Collection development activities are designed to meet users' needs using emerging acquisitions models to maintain sustainable and dynamic collections within the allotted materials budget. Funds are designated for ongoing commitments (serial and database subscriptions) and one-time purchases (monographs). Backfiles and archival collections will be considered as funds permit.

III. DEFINITIONS

- Continuation (serial) - A book or other uncompleted work continued by another writer, usually after the death of the original author. A continuation order is an order placed by a library with a publisher or vendor to automatically supply until further notice each succeeding issue, volume, or part of a serial or series as published. If a continuation order does not specify a maximum price, it is assumed that the item may be shipped regardless of price. Some publishers offer a discount on continuation orders (usually 5 to 10 percent). Annuals (example: Library and Book Trade Almanac) and reference serials are often purchased in this way.
- Database - A large, regularly updated file of digitized information (bibliographic records, abstracts, full-text documents, directory entries, images, statistics, etc.) related to a specific subject or field, consisting of records of uniform format organized for ease and speed of search and retrieval and managed with the aid of database management system (DBMS) software. Content is created by the database producer (for example, the American Psychological Association), which usually publishes a print version (Psychological Abstracts) and leases the content to one or more database vendors (EBSCO, OCLC, etc.) that provide electronic access to the data after it has been converted to machine-readable form (PsycINFO), usually online via the Internet, using proprietary search software.
- Deaccession - The process of deleting from an accession record documents and other materials that are to be removed from a library collection.
- Electronic Resource - Material consisting of data and/or computer program(s) encoded for reading and manipulation by a computer, using a peripheral device directly connected to the computer, such as a CD-ROM drive, or remotely via a network, such as the Internet (AACR2). The category includes software applications, electronic texts, bibliographic databases, institutional repositories, Web sites, e-books, collections of e-journals, etc. Electronic resources not publicly available free of charge usually require licensing and authentication.
- Fiscal Year - A period of 12 months, not necessarily coincident with the calendar year, used by a library or library system for financial accounting purposes. Lamar University's fiscal year begins on September 1 and ends on August 31.
- Gift - One or more books or other items donated to a library, usually by an individual but sometimes by a group, organization, estate, or other library. In academic libraries, desk copies and review copies are

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sometimes received as gifts from members of the teaching faculty. Most gifts of materials are unsolicited and arrive unexpectedly, but gift collections may also be solicited by the library. Donated items are usually evaluated in accordance with the library's collection development policy and either added to the collection or disposed of, usually in a book sale or exchange with another library.

- Monograph - A relatively short book or treatise on a single subject, complete in one physical piece, usually written by a specialist in the field. Monographic treatment is detailed and scholarly but not extensive in scope. The importance of monographs in scholarly communication depends on the discipline. In the humanities, monographs remain the format of choice for serious scholars, but in the sciences and social sciences where currency is essential, journals are usually the preferred means of publication. For library cataloging, any nonserial publication, complete in one volume or intended to be completed in a finite number of parts issued at regular or irregular intervals, containing a single work or collection of works.
- Monographic Series - a series of monographs, usually issued under a collective title by a university press or scholarly society. Each volume in the series may contain more than one monograph, each with its own title in addition to the series title.
- Renewal - The period for which a periodical subscription is to be delivered, usually by an additional year or period of years, in exchange for payment of a renewal fee by the subscriber. A price break may be given to subscribers who renew for multiple years.
- Reference Book - A book designed to be consulted when authoritative information is needed, rather than read cover to cover. Reference books often consist of a series of signed or unsigned "entries" listed alphabetically under headwords or headings, or in some other arrangement (classified, numeric, etc.). The category includes almanacs, atlases, bibliographies, biographical sources, catalogs, concordances, dictionaries, directories, discographies and filmographies, encyclopedias, glossaries, handbooks, indexes, manuals, research guides, union lists, yearbooks, etc., whether published commercially or as government documents. Long reference works may be issued in multivolume sets, with any indexes in the last volume. Reference works that require continuous updating may be published serially.
- Reserves - Materials given a shorter loan period (one-hour, three-hour, overnight, three-day, etc.) for a limited period (usually one term or semester) at the request of the instructor, to ensure that all the students enrolled in a course have an opportunity to use them. Items on closed reserve must be used on library premises. Instructors sometimes put personal copies on reserve, usually at their own risk.
- Resource Sharing - The activities that result from an agreement, formal or informal, among a group of libraries (usually a consortium or network) to share collections for the benefit of their users and to reduce the expense of collection development.
- Serial - A publication issued in successive parts, usually printed on the front cover and in the masthead of each issue or on the title page of a monographic serial. In electronic serials, the title appears on the welcome screen. Serial title is uniquely identified by the International Standard Serial Number (ISSN). Title changes are more frequent in serials than in other types of publications.
- Standing Order (monograph) - An order placed by a library with a publisher, jobber, or dealer to supply each volume or part of a specific title or type of publication as published, until further notice. Unlike subscriptions, which must be paid in advance, standing orders are billed as each volume is published.

IV. POLICY ROLES AND RESPONSIBILITIES

The dean of the Mary & John Gray Library is responsible to the University administration for the expenditure of funds. Authority is delegated to librarians charged with making the most effective use of funds. The final responsibility and decision to expend library funds rests with the librarians.

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Librarians should meet twice a year for collection development: once in the fall to review usage data and discuss retention of resources and once in the spring to review budgets and discuss items to add to the collection should funds become available. Purchasing and retention schedules will be tailored to the resource.

V. PROCEDURES

General selection guidelines are as follows:

- Support for curriculum and research: Materials must relate to the teaching and research needs of current students and faculty. Consideration will be given to formats preferred by the specific disciplines. When no preference is stated, electronic resources will be procured if fiscally responsible.
- Value: Interdisciplinary resources are favored. Information sources should be reliably accurate, factual, and reasonably comprehensive within the subject. Level and depth of collecting should be appropriate for the subject.
- Usability: Materials restricted to single-user access (standards) will not be purchased. Databases requiring username/password authentication will not be purchased. Only electronic resources with authentication via IP recognition and remote access via proxy server will be considered. Full-text access is preferred, and standardized usage statistics should be available.
- Accessibility: Every effort will be made to purchase resources that are ADA compliant. In the event this is not possible, an accessibility plan will be provided to ensure all users have unfettered access to resources purchased with State and Local funds.
- Copies: Multiple copies of resources will not be purchased without justification.
- Consumables: Materials intended to be consumed (workbooks, tests) will not be purchased.
- Textbooks: The library will not purchase or maintain a collection of currently adopted textbooks. Textbooks may be purchased on a case-by-case basis if they have value beyond that of a textbook. Donated textbooks may be added on a case-by-case basis.

Resources will be selected based on the specified level and depth of collecting:

Level of Collecting

Lamar University: B and C

Lamar Institute of Technology (LIT): B

- A. General: popular interest, or general academic works which enhance the curriculum
- B. Undergraduate: basic resources (monographs, journals, media, reference tools, electronic resources) that support the undergraduate curriculum
- C. Graduate: advanced resources that support graduate programs and faculty research

Depth of Collecting

Lamar University: 2

LIT: 1

1. Basic: resources that support core curriculum in degrees offered
2. Moderate: resources that are of primary importance and core to the programs or degrees offered but are not core to the curriculum
3. Intense: all resources related to the field of study/discipline

It may become necessary to discontinue and/or withdraw resources in favor of new ones. Deaccession will be conducted in accordance with the Collection Development Policy. Departmental faculty will be consulted before actions are taken.

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Faculty Requests:

Department representatives are encouraged to submit requests for materials using the [Faculty Purchase Request](#) form. All requests not submitted using the Faculty Purchase Request form should be forwarded to the Head of Library Technical Services. Whenever possible, faculty requests will be honored. Subject to availability of funds, materials requested will be added to the collection in the format requested. Faculty will be notified if alternate formats present the opportunity for significant savings. Upon request, faculty requests may be added to the reserve catalog.

Procurement:

Collection development decisions will be data driven except when curriculum necessitates the purchase and/or retention of specific materials. General procurement guidelines are as follows:

Reference works will be purchased to support the curriculum and research needs of the faculty and students. When appropriate and fiscally responsible, electronic reference sources will be given preference.

Continuations and standing orders will be selected and renewed in support of curriculum needs. Cost will be a major determinant for inclusion in the collection, second to necessity.

Electronic resources will be selected and renewed according to the following criteria:

- Curriculum needs
- Affordability
- Accessibility (ADA compliance)
- Availability of site license with IP recognition
- Cost per use
- Number of concurrent users

Document delivery services will be used to extend our collections. Interlibrary Loan (ILL) requests will be monitored to identify content not readily accessible and/or freely available through resource sharing. Time of delivery and cost to purchase will be evaluated. Materials will be supplied in the most efficient and least costly manner.

Foundation accounts will be utilized to purchase materials based on the endowment agreements. Resources purchased using foundation monies will be selected and purchased by the head of technical services no later than May 31 according to the following criteria:

- **Caldwell McFaddin** – This fund is to be used to purchase learning resources (physical and digital) for the library provided the resources are available to all library patrons. Study guides and faculty publications should be purchased from this fund. Copies of LU Literary Press books will also be purchased from Caldwell McFaddin.
- **Peter Wells** – This fund is to be used to purchase books by or about Texans or about Texas for Special Collections. They will be added to the Special Texian collection housed on the seventh floor of the Mary and John Gray Library. The Specials Collections librarian is responsible for selecting items to be purchased from Peter Wells.
- **Friends of the Library** - This fund is to be used to purchase resources and services in support of Lamar's Mary & John Gray Library operations. Office copies will be purchased from this fund.

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Deaccession:

Materials that no longer meet the stated objectives of the library (including items that have become damaged or obsolete) will be systematically withdrawn according to the following criteria:

- Usefulness to support the curriculum needs of the University
- Circulation and in-house use (print resources)
- Usage statistics (electronic resources)
- Age and relevance of the resource (superseded materials will not be retained)
- Historical significance
- Availability from an alternate source
- Physical condition
- Acquisition method (gift, capital expenditure)

Disposal of withdrawn library materials will be at the discretion of the head of library technical services, subject to all relevant provisions of the statutes of the State of Texas.

Gifts:

The Mary & John Gray Library accepts gifts and/or memorial gifts from patrons as in-kind donations to Lamar University. Gifts are accepted if no restriction is placed upon their use and disposition. Acceptance of gifts (books and other materials) will be determined by the library dean based on suitability to the library's purposes and needs in accordance with the library's collection development policy.

Because of space limitations, most unsolicited book donations will not be added to the collection. The library will not add duplicates, textbooks, dated materials, materials that do not support the academic programs at Lamar University and LIT, or materials in poor physical condition (e.g. brittle paper, water, or mildew damage, torn and/or missing pages) except as noted in the Collection Development Policy. Materials donated without a [donor release form](#) may be discarded. Materials added to the collection may be removed and discarded at a later date.

Use of gift materials will be determined by the library dean or the head of library technical services. Values will not be placed on donated items for income tax purposes. Acknowledgements will be provided for items in good or better condition.

VI. ADDITIONAL LU POLICIES

Extended Collections Policy

Reserve Policy

VII. REFERENCES

- A. Bell, Walter, and Theresa Storey. "Mary and John Gray Library Collection Development Policies" Unpublished manuscript, last modified 2015. Microsoft Word file.
- B. Hoffmann, Frank W., and Richard J. Wood. *Library Collection Development Policies: Academic, Public, and Special Libraries*. Lanham, MD: Scarecrow Press, 2005.
- C. Sam Houston State University. "Collection Development Policy" Newton Gresham Library. Updated July 7, 2022. https://shsulibraryguides.org/CD_Policy.
- D. University of California Santa Barbara. "ODLIS: Online Dictionary of Library and Information Science" UCSB Library. Updated 2019. http://products.abc-clio.com/ODLIS/odlis_about.

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- E. University of North Texas. "Collection Development Policy" UNT Libraries. Updated June 2021.
<https://library.unt.edu/policies/#collection-development>.

VIII. REVIEW AND RESPONSIBILITY

Responsibility Party: Head of Library Technical Services

Review Schedule: Every 3 year(s) on or before May 1.
[# of year(s)] [Month & Day]

IX. APPROVAL

Trina Nolen	11/8/22
Head of Library Technical Services	Date
Michael Saar (Interim)	11/8/22
Dean, Library Services	Date