

Creighton

UNIVERSITY

Reinert/Alumni Memorial Library

<http://reinert.creighton.edu>

Collection Development Policy

June, 2002

Reinert/Alumni Library Mission Statement

The mission of the Reinert/Alumni Library is to provide the services and resources necessary to meet the research and information needs of the Creighton University community. The Library staff augments the educational mission of the University by:

- ◆ Developing a collection of diverse and scholarly resources
- ◆ Providing the tools and technology that connect people to ideas and information
- ◆ Teaching information and research skills

Collection Development Policy

Edited by Lauralee Grabe, Michael Poma, and David Sherwood

This policy statement has been developed as a guide to assist the Library in exercising its collection development responsibilities. The advent of electronic resources greatly increased prices for books and journals, and higher processing costs made it necessary for the library to have a written collection development plan that stresses wise materials selection. Such a policy also provides a document in hand when a selection decision is challenged.

The Collection Development Policy Statement contains guidelines contributed by the professional staff of the Reinert/Alumni Memorial Library. This statement is open to revision as conditions change, and input from the University community is welcomed.

I. Philosophy Behind the Collection Development Policy

- A. The Reinert/Alumni Library exists to serve the Creighton University community. The Library directly serves University students, faculty, and staff. As members of this academic institution, they require access to a professionally maintained library collection.
- B. The Reinert/Alumni Library is one of three campus libraries. It primarily serves undergraduate and graduate liberal arts and business administration clientele. The campus libraries are committed to library cooperation and seek collection development policies that reduce the duplication of library materials and services.
- C. The collection development policy provides guideposts for the selector and will be periodically reviewed and revised. The most current version of the policy statement can be accessed via the Library's web page.
- D. The Reinert/Alumni Library supports the ALA Library Bill of Rights. (See Appendix VI)

II. Collection Dev. Goals and Objectives of the Reinert/Alumni Library:

- A. Goals:
 - 1. To develop a collection that supports and reflects the University's curriculum and present needs and anticipates those of the future. Library resources should serve both the research and general needs of its primary users: undergraduate students, graduate students, and teaching and research staff.

2. To acquire and make available library materials for general information in subject areas not included in the curriculum of the University.
3. To provide for cost-effective acquisition and retrieval of resources.

B. Objectives:

1. To anticipate and fulfill the information and library acquisitions requirements of each of the primary users by actively seeking and maintaining communications with these groups.
2. To be aware of resources in all formats in the various academic subject areas and to acquire these materials as economically as possible.
3. To develop and maintain bibliographical resources in collection development.

III. **Responsibility for Selecting Library Materials**

Authority for materials selection rests with the Library Director and those to whom such authority is delegated. Selection is the shared responsibility of the library's professional staff and the University faculty. The University budgets money to the Library as a line item to be spent specifically for library materials (print or nonprint). This money is then re-allocated to the various University academic departments, the Reference Department of the Library and to the Library general accounts.

The allocation is based on four factors: number of students per department, credit hours generated per department, library usage by subject, and book cost by subject. Departmental allocations are issued after July 1st.

Departments should encumber their allocations at regular intervals during the year rather than wait until the end of the fiscal year. No orders for the current year are accepted after the annual expenditure deadline is set. Departments will be notified of the specific date in advance.

IV. **Standards for Selecting Library Materials**

The selection of library materials is based on important factors that determine the materials' value to the collection.

A. Criteria for selection:

1. Appropriateness for undergraduate or graduate curricula of Creighton University; possibly of use for one or more courses
2. Relevance to the needs of University research centers or institutes
3. High standards of quality in content, format, and/or literary merit
4. Availability of other materials on the subject
5. Weakness of the collection in a particular subject area
6. Language
7. Accuracy of information
8. Authoritativeness
9. Critical acclaim
10. Demand or popularity
11. Format
12. Inclusion of the title in recognized bibliographies
13. Availability via ILL of those materials considered too expensive for purchase
14. Price
15. Timeliness or permanence of the material

V. **Multiple Copies Policy**

In order to provide the broadest possible range of materials for the support of the curriculum, the Library will not normally purchase multiple copies of books, serials, or audio-visu-als. Requests for multiple copies will be considered individually, according to present needs and the value of the resource as a part of the Library's permanent collection. A librarian will contact faculty members who request multiple or duplicate copies in order to verify the actual need for such added titles. In an instance when a decision is made to purchase multiple copies, the additional copies will be acquired in the most economical format.

VI. Relationship of the Reinert/Alumni Library to Other Area Libraries

The Library utilizes the services of the Nebraska Library Commission and is a member of the NEBASE regional network and OCLC (Online Computer Library Center); it is also a member of PICKLE (Private Independent College Key Library Executives). Cooperation among the Reinert/Alumni Library, the Omaha Public Library, the University of Nebraska at Omaha Library, and other local libraries is encouraged.

VII. Reinert/Alumni Library Responsibility for Government Publications

The Library is a designated selective depository for U.S. government publications and is required to meet minimum standards for the Depository Library System as adopted by the Depository Library Council on Oct. 18, 1977. (See Guidelines for the Depository Library System in the Reference Office.)

Collection development for government publications is the responsibility of the Government Publications Librarian and the faculty. Discretion is to be used in selecting publications so that government funds are not wasted. Only those items best suited to the Library's clientele are selected. With other depository libraries, including Creighton's Klutznick Law Library, Omaha Public Library's W. Dale Clark Library and the University of Nebraska-Omaha Library, the Reinert/Alumni Library serves the citizens of Nebraska's 2nd Congressional District. The people of Nebraska may also draw on the holdings of the University of Nebraska-Lincoln, which is a full federal depository library. Close cooperation with all local libraries is encouraged in order to coordinate and build appropriate collections. If the collection is to be expanded periodically, attention must be given to the care and adequate housing of these materials.

All government publications supplied to depository libraries under the Depository Program are property of the U.S. government and can only be disposed of according to specific guidelines. As an official selective depository, the Reinert/Alumni Library is required to make its Government Publications Collection available to the public.

In addition to managing physical, electronic and on-line materials acquired through the depository library, access to government Internet sites must be organized and maintained for the Reinert Alumni Library's clientele. Selection of sites will be based upon standard collection development criteria. All links to appropriate materials will be provided through CLIC or on the Government Publications web site.

VIII. **Gift Materials**

- A. Gifts of books and other materials are accepted by the Library and are administered according to guidelines set forth in the Gift Book Policy and Procedures Manual. Upon acceptance of the donation, it is understood that there are no commitments as to final disposition of the materials and that they are not necessarily added to the Library's collection. The same criteria used for the selection of all other materials will be used in evaluating gift publications.
- B. The Reinert/Alumni Library staff is not permitted to offer an evaluation of any gift to the University for income tax purposes. This is the responsibility of the donor.
- C. The Library has the right to decide whether a gift should be added to its collection. In general, gifts should be limited to what the Library can use. The following types of materials should be excluded:
 - 1. Materials not meeting collection development policy criteria.
 - 2. Out-of-date publications.
 - 3. Duplicate copies.
 - 4. Materials in poor physical condition.
 - 5. Textbooks. (See Curriculum Lab Materials)
- D. The Library welcomes gifts from individuals, but no specific collections or sections will be set aside for such gifts except in highly unusual circumstances. (See Appendix II)

IX. **Formats and Types of Materials Acquired**

- A. The Library acquires and preserves materials in various formats: printed, microforms, realia, audio and videocassettes, laser discs, software, CD-ROMs, electronic resources, web accessible full-text archival databases, and other electronic resources. Acquisition of materials is not denied on basis of format alone.

Audio-visual equipment and other equipment is acquired by the Library to support and provide access to items in the non-print collections.

- B. The Library acquires non-print formats:
1. Where non-print formats are the only formats available.
 2. Where non-print materials may be added in lieu of the printed form:
 - a) To save space
 - b) To save costs
 - c) To expand remote access
 - d) Timeliness
 - e) Ease of use

X. **Selection and Scope of Library Materials**

Selections are based primarily, but not exclusively, on critical reviews or acclaim and/or inclusion in standard lists. The Library seeks to provide seamless and easy access to information, whatever the format.

- A. *Nonfiction* The Library's goal is to develop a collection adequate in depth and scope to support library service to Creighton University. The list of subject descriptors in Section XI indicates the level of development for each field. These subject fields may change, as user needs change. Nonfiction for general reading is also acquired.
- B. *Fiction* The Library acquires fiction titles to support the general and leisure reading needs of its clientele. The Library attempts to select not only distinguished novels but also other areas of fiction as well. (See also Section XII, pt. B, Browsing Book Collection)
- C. *Foreign language materials* The Library acquires foreign language materials. Selection of foreign language titles is the responsibility of University faculty and librarians. These materials should be developed according to the levels of collection development set forth in Section XI.
- D. *Juvenile works* The Library collects juvenile materials in order to support the University's teacher education programs. Critically acclaimed juvenile titles are acquired including winners of the following book awards: Randolph Caldecott Medal, John Newberry Medal, Boston Globe/Hornbook Award, ALA Notable

Children's Books, N.Y. Times Choice of Best Illustrated Children's Books of the Year, Coretta Scott King Awards, and the Bologna Children's Book Fair Prizes.

- E. *Retrospective Collection Building* The Library endeavors to build retrospective collections in subject areas and special collections according to the collection levels outlined in Section XI. Reviewing media, standard bibliographies, and other sources, including faculty requests, serve as the basis for retrospective collection development.
- F. *Serials* The Library acquires serials (periodicals, annuals, standing orders, proceedings, monographic series) to support and strengthen the subject areas according to the collection levels outlined in Section XI. Specific guidelines for serials collection development are the responsibility of the Serials Unit. (See Appendices III, IV)
- G. *Newspapers* The Library seeks to acquire newspapers representing various geographic regions of the nation and ranges of political interest. International newspapers are also acquired on a limited basis. Multiple national and international newspapers are available via database services such as Lexis-Nexis Academic Universe. (See Appendix III)
- H. *Microforms* The Library regularly obtains periodical titles on microform. Other areas, such as government publications, also include microform editions among their collections. Cost, use, space saving measures, and availability of format are among the factors considered when acquiring microform materials.
- J. *Textbooks* The Library recognizes that most textbooks, workbooks, and accompanying materials are generally introductory in nature and tend to become quickly outdated. The Library, therefore, does not normally acquire such materials. Exceptions include classic textbooks, especially those in scientific, technical, and business fields that have become recognized as standard references. Effort is made to avoid purchasing texts currently in use by students at Creighton University. Elementary and secondary texts, however, are acquired for use in the Curriculum Lab materials.
- K. *Award Winning /Notable Books* The Library seeks to acquire currently recognized notable or award winning books. The Library annually acquires the following: CHOICE Outstanding Academic Books, ALA Notable Books, N.Y. Times Notable Books of the

Year, Booklist Adult Reviewer's Choice. Prize winning children's literature is also added to the collection. (See section X, pt. D, Juvenile Works)

- N. *Reference Resources* The Library maintains a separate collection of reference materials, such as dictionaries, encyclopedias, bibliographies, atlases, and online databases, to provide ready information and to identify sources of additional information. Reference materials, primarily selected by the Reference Librarians, are acquired according to subject descriptors outlined in Section XI and according to the Reference Collection Policy statement.
- O. *Vertical File* The Library maintains a small collection of pamphlets and brochures with a focus on the Omaha area, Creighton University, and travel information. Materials which describe local organizations, politics, businesses, museums, etc. are added as received but are not actively acquired.

XI. **Definitions of Collection Levels**

The following levels of collection intensity are identified:

- A. **Research Level** A collection that includes the major published source materials required for dissertation and independent research, including materials containing research reporting, new findings, scientific experimental results, and other information useful to researchers. It is intended to include all important reference works and a wide selection of specialized books, as well as an extensive collection of journals and major indexing and abstracting services in the field. Pertinent foreign language materials are included. Older material is usually retained for historical research and actively preserved. A collection at this level supports doctoral and other original research.
- B. **Graduate/Advanced Study Level** A collection which will support graduate and specialist level work including materials containing research reports, new findings, scientific results and other information useful to studying for graduate degrees. It should also include all important reference works and a wide selection of books, serials, non-book material, as well as a definitive selection of journals and abstracting services in the field. This level supports master's degree programs as well as more advanced independent study needs.
- C. **Undergraduate/Study Level** A collection which is adequate to support undergraduate or sustained independent study; that is, a collection that 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 books, complete collections of the works of more important writers, selections from the works of secondary writers, a selection of representative journals, and the reference tools and fundamental bibliographic apparatus pertaining to the subject.

- D. **Basic Level** A highly selective collection which serves to introduce and define a subject and to indicate the variety 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.
- E. **Minimal Level** A subject area which is out of scope for the Library's mission and in which few selections are made beyond basic reference tools.

R = Research Level

G = Graduate/Advanced Study Level

U = Undergraduate/Study Level

B = Basic Level

M = Minimal Level

<u>SUBJECT DESCRIPTOR</u>	<u>COLLECTION LEVEL</u>
Accounting.....	G
African Studies.....	U
American Studies.....	U
Anthropology.....	B
Archaeology.....	U
Atmospheric Science.....	G
Biology.....	G
Black Studies.....	U

Business Administration	G
Chemistry	G
Christian Spirituality	See Theology
Classical & Near Eastern Studies	U
Communication Studies	U
Computer Science	G
Counseling	G
Economics/Finance	G
Education	G
Electronic Commerce	G
English	See Language
.....	See Literature
Environmental Science	U
Exercise Science	U
Fine & Performing Arts	
Art	U
Arts Management	U
Dance	U
Graphic Design	U
Music	U
Theater	U
Geography	M
Health Services Administration & Policy	G

History	U
Information Systems & Technology	G
International Relations	G
Jewish Civilization.....	B
Journalism/Mass Communications	U
Justice & Peace Studies	B
Justice & Society.....	U
Language	
English	G
French	U
German.....	U
Japanese.....	B
Russian.....	B
Spanish.....	U
Law	M
Literature	
English	G
American.....	G
Romance	U
Germanic.....	U
Irish	U
Other	M
Management/Marketing.....	G

Mathematics.....	G
Medicine	M
Military Science.....	M
Modern Languages.....	See Language
.....	See Literature
Native American Studies.....	U
Natural Science.....	See Physics
Philosophy	U
Physics	G
Political Science.....	U
Psychology.....	U
Social Work	U
Sociology	U
Theology.....	R
Women’s and Gender Studies.....	U

XII. Special Collections/Programs

The following special collections are located in the Reinert/Alumni Memorial Library. Unless otherwise indicated, these collections are integrated within the Library’s general collection.

- A. **Archives** The Archives Office is located on the Library’s lower level, adjacent to the Archives storage area. It contains the historical records of the University and the Creighton family, including letters, memorabilia, and numerous photographs.
- B. **Browsing Book Collection** The Library maintains a small collection, primarily paperback, for leisure reading. Selected titles cover a variety of subjects and include popular novels, mysteries, westerns, gothic romances,

historical novels, sports, and biography. These books, with few exceptions, are not added to the Library's permanent collection.

- C. **Browsing Video Collection** The Library's media collection includes a small selection of leisure viewing videos. These include dramas, comedies, and westerns. A few documentaries are also included.
- D. **The Camerail Club Collection** This special collection comprises books, newsletters, and periodicals pertaining to railroad history, excursions, and photography, with strong interest in the Union Pacific Railroad. Materials are donated by the Camerail Club, a local group with national and international membership.
- E. **Carlson Fable Collection** These materials, located on the Library's upper level in the Carlson Fable Collection (Room 215), consist of a comprehensive collection of fables by Aesop and LaFontaine. Variant editions, formats, realia, and languages are represented. The Library assists the collector, Fr. Gregory Carlson, S.J., in maintaining the collection.
- F. **Center For Henry James Studies** This Center archives copies of approximately 12,000 letters of author Henry James and will edit and publish the *Complete Letters of Henry James* (University of Nebraska Press). The center coordinator will co-edit the letters and continue to develop the collection. The focus of these materials will remain on Henry James bibliographies, criticism, biography, and letters.
- G. **Center For The Study Of Children's Issues** The Center focuses on childhood issues and the needs of children in urban settings. It is a multi-disciplinary, university-wide organization utilizing faculties from the Schools of Medicine, Allied Health, Law, and the College of Arts and Sciences (Psychology, Social Work, Sociology, and Education.) The Library will provide limited support funds and will assist with collection development activities.
- H. **Curriculum Lab Materials** The purpose of the Curriculum Lab collection is to provide for the teacher education program a selective sampling of the supplementary resources available to teachers.. Materials are primarily in print format, with other educational resources included in the media and juvenile literature collections. Types of materials ranging from elementary to secondary level, include teacher's editions of textbooks, curriculum guides and aids, activity books, and workbooks. Curriculum Lab materials are intended to reflect current educational practice with chronological emphasis on the previous ten years. However, items determined to be of historical significance will be considered for inclusion. Focusing on the U.S. geographically, the collection is primarily

limited to English language resources, with some support given to bilingual education materials.

- I. **Dominican Republic Collection** This collection supports the academic, research, and service programs of the Montesinos Center for the Study of the Dominican Republic and the Institute for Latin American Concern (ILAC). The Library comprehensively collects books, periodicals, government documents, research reports, and other materials about and from the Dominican Republic. Subject areas emphasized include business and economics, education, folklore and culture, health care, history, literature, political science, and theology and religion. Materials in other subject areas are added as deemed appropriate. The Dominican Republic bibliographer develops the collection with input from the Director of the Montesinos Center.

- J.. **Elena Vera Collection.** The Library owns approximately 5,000 titles comprising the personal library of the late Elena Vera (1939-1997), an award-winning Venezuelan author. This collection includes the author's poetry, fiction, and essays, as well as literary criticism and theater books. The scope of the literature is Latin American in general and is not limited to Venezuela. Works on Latin American culture and titles by European authors are also included.

- K. **Rare Book Room** The Library's Rare Book Room (Main Floor) contains a collection of approximately two thousand items considered rare, valuable, or historically significant to Creighton, the area (local and state), the Jesuits, or the Catholic Church. Biographical information pertaining to the Creighton family, along with many family possessions, has also been placed in the Rare Book Room. Most rare book items are obtained via donations and materials for the collection are not actively acquired. For information concerning the Rare Book Room, contact the Head of Technical Services.

XIII. **Deselection Policy**

- A. The Library will pursue the development and adoption of an effective and economical system of discarding materials. This process is recommended in the *ALA Standards for College Libraries*:

"Obsolete materials, such as outmoded books, superseded editions, incomplete sets of longer works, broken files of non-indexed journals, superfluous duplicates, and worn out or badly marked volumes should be continuously weeded with the advice of the faculty members concerned."

Materials are withdrawn to maintain a current, active, and useful collection that reflects the goals of the Library. In this program, consultation with the teaching faculty is especially important as a safeguard against the withdrawal or cancellation of materials with special qualities or significance. Departmental materials considered for withdrawal will be set aside for faculty review and inspection before any final action is taken.

B. Detailed below are the discard criteria covering books, periodicals, and standing orders:

1. Books:

a) Contents:

- (1) Subject matter excluded from the collection by the collection development policy.
- (2) Superseded editions.
- (3) Duplicate copies, unless justified for specific reasons (e.g. reserve copies for classes).

b) Physical condition:

- (1) Books in poor physical condition, unable to rebind.

c) Special factors:

- (1) Materials should not be withdrawn because of controversial subject matter.
- (2) Materials should not be automatically withdrawn because they have not been heavily used (although this, along with other criteria, should be considered). These materials may be considered for remote storage as an alternative to permanent withdrawal.
- (3) Materials listed in standard bibliographies and other reference sources should not be withdrawn.
- (4) The latest edition of a book should not be discarded.

- (5) Standard titles in any subject area should not be withdrawn.
- (6) Special collection materials should not be withdrawn.

2. Periodicals:

a) Contents:

- (1) Back issues of ephemeral titles when the title has value for current year or a few years only.
- (2) Titles of which the Library has only a few scattered issues or broken files. Considerations for discarding broken files should also include these factors:
 - (a) Is it possible to fill in the broken file by acquiring missing volume(s)?
 - (b) How extensive are the holdings?
 - (c) Is the title indexed?
 - (d) Is the title extensively used?
- (3) Microforms or full-text archival databases (i.e., JSTOR) replace hard copies.

b) Condition of periodical:

- (1) Whole runs of periodicals should not be withdrawn on the basis of poor condition only. (Replacement in microform or full-text electronic format should be considered.)

c) Specials factors:

- (1) No periodical should automatically be discarded because it is not indexed.
- (2) No periodical should be withdrawn because it contains controversial or unpopular opinions.

- (3) No periodical title should be discarded because it has not been heavily used if it has been identified as a core title in its field. These materials may be considered for remote storage as an alternative to permanent withdrawal.

The presence of several of the above factors may suggest that the title should be removed from the collection.

3. Serials/Continuations: book series, yearbooks, directories, transactions, proceedings, subscription services, etc.

a) Contents:

- (1) Book series should be treated on the same basis as books.
- (2) Serial volumes in which later volumes entirely supersede earlier volumes may be discarded.

Consider the following criteria:

- (a) Is all valid information reprinted in the latest volumes?
- (b) Is there historical value in retaining the earlier volumes?
- (c) Is all historical statistical information still provided?

b) Condition of titles: Use criteria listed under books and periodicals.

c) Special factors: Use criteria listed under books and periodicals.

C. Discard policies for Specific Collections:

1. Audiovisual:

- a) Audio and videotapes, computer software, laser discs, CDs, and DVDs and other non-print formats:
 - (1) Content
 - (2) Physical condition: Films, recordings, tapes, and other non-print formats are discarded if they are physically damaged through excessive use or if the format becomes obsolete. Replacement copies are considered.
 - (3.) Age

2. Government Publications:

Government publications are discarded according to rules stated in Guidelines for the Depository Library System. (See Section VII)

3. Electronic Resources: (See Appendix I for policy statement)

4. Curriculum Lab Materials:

Curriculum Lab Materials are weeded according to Book weeding guidelines, with the inclusion of the following additional criteria:

- Incomplete series
- Non-current materials (Previous to 10 years old)

XIV. Conclusion:

The Reinert/Alumni Library Collection Development Policy is intended to clarify the general policies of the Library with regard to the principles on which the Library collection is built. A constant shift in user needs, budgetary situations, and other circumstances requires that the Collection Development Policy be reviewed regularly. Appropriate revision of the policy will allow for current, flexible, but clearly stated guidelines that are necessary for wise, cost-effective collection development.

-Appendix I-

I. **Electronic Resources Collection Development Policy**

The Library must select and maintain a mix of media formats. Electronic resources should support the instruction, research, and service programs of the University and should meet the guidelines previously established in the Collection Development Policy. These resources should not be considered as an add-on to the Library's collections, but as an integral part of collection development. Traditional collection development criteria should be applied across all formats, including electronic resources.

II. **Scope of Electronic Resources**

A. This policy focuses on, but is not limited to, the selection and acquisition the following types of materials:

1. *Numeric data files*, such as U.S. economic or census data.
2. *Textual files*, such as encyclopedias (Britannica Online), electronic journals (JSTOR), and literary texts.
3. *Bibliographic files*, such as online indexes (EBSCOhost, FirstSearch, Lexis-Nexis, and SilverPlatter).
4. *Graphics and multimedia files*, such as art databases and maps.
5. *Computer software applications*.
6. *Web sites*.

III. **Selection/Acquisition Role of the Library**

A. Library Guidelines

1. The Library evaluates, selects, and funds electronic resources:
 - a) The purchase of electronic resources is a funding priority of the Library, and such resources will be charged to the Library's electronic resources budget and/or departmental allocations.
 - b) Faculty selections of electronic resources, in consultation with librarians, must meet selection criteria and may be charged to individual academic departments. Multi-

disciplinary resources may be apportioned among several academic departments.

- c) Reference databases in electronic format will be evaluated and selected by the Reference Department and charged to the Library's electronic resources budget and/or departmental allocations.
 - d) Free access internet resources (web sites) will be evaluated and selected by the library's Web Site Selection and Cataloging Committee. (See **Appendix V**)
2. The Library should consider all user and support staff needs when adding electronic resources:
- a) Determine adequate training needs.
 - b) Prepare or provide training manuals, help guides, or training sessions.
 - c) Review and update resources and training methods on a regular basis.

B. Selection Criteria:

1. Traditional criteria, such as those listed previously in the collection development policy, are also applied to electronic resources. These include:
- a) Authority
 - b) Relevance/Objectivity
 - c) Quality/Accuracy
 - d) Coverage or scope
 - e) Currency or timeliness
 - f) Collection Level
 - g) Language
 - h) Price

2. **Priority** should be given to the acquisition of electronic formats over print formats when the following criteria are present:
 - a) Value-added Enhancements are available:
 - (1) Wider access
 - (2) More timely availability or updating
 - (3) More extensive content
 - (4) Rapid delivery of information/research efficiency
 - (5) 24-hr. access
 - (6) Improved functionality: Links to local and/or related resources, greater resource sharing, more complete indexing, ease-of-use advantage, and greater search flexibility
 - b) Replacement or archiving potential increased:
 - (1) Saves space by replacing print version (i.e. JSTOR journals)
 - (2) Fills gaps for incomplete runs or series
 - c) Under-represented subject areas become available via electronic format.
 - d) Graduate or research level materials are enhanced by adding an electronic resource
 - e) Cost savings
 - f) Duplicate formats: The Library can seldom afford to duplicate resources in multiple formats, however, duplication may be considered under the following circumstances:
 - (1) Cost benefit exists for purchasing multiple formats.
 - (2) Multiple formats meet various needs of users.
 - (3) An archived format of the resource will not operate on existing technology.

IV. **Cost Considerations**

- A. Cost is not necessarily of primary concern when acquiring electronic formats; the Library seeks to provide wider access to resources via local and remote servers.
- B. The Library seeks package discounts from vendors when retaining subscriptions to the paper version or alternative format.
- C. Purchase or subscription options are to be closely examined in order to determine the most cost-effective option.
- D. Consortial agreements for subscription databases or subscription resources resulting in discounts are encouraged.
- E. Discounts for vendor hardware and software bundles related to specific products must be closely examined.
- F. Start-up and maintenance costs related to electronic resources require additional consideration.

V. **Licensing Issues:**

The Library will negotiate licensing agreements for electronic resources and will comply with the copyright law. Guidelines recommended in *Principles for Licensing Electronic Resources* (ALA) and *Licensing Electronic Resources* (ARL) will be followed.

- A. The Support Services and Serials Librarian will negotiate licensing agreements.
- B. The Library will comply with the Creighton University External Vendor/Contract Control procedures in order to ensure the legality of the contract.
- C. The language of the license should be clear and address the following terms:
 - 1. Ownership rights to information paid for, including backfiles
 - 2. Updating methods/schedules
 - 3. Disposition of superseded files
 - 4. Definition of authorized users

5. Restrictions on the number of simultaneous users
 6. Product use on local area networks (LANs) or wide area networks (WANs)
 7. Remote access and method of use restrictions, i.e. IP filtered, password access , or proxy permission
 8. Use data should be available as part of contracted provisions for a license and the confidentiality of individual users and their searches must be fully protected
- D. License should permit fair use of information for educational, instructional, and research needs of authorized users. It should specify restrictions on viewing, downloading, and printing of information, and the creation of course packets.
- E. Other legal provisions, such as indemnification against third-party copyright infringement should be clarified.
- F. Product warranties should be clearly stated.
- G. Archival responsibilities of the vendor and the Library should be clearly stated.

VI. Deselection:

Electronic resources go out of date as do print resources. (See Section XIII – Weeding Policy.) These resources are updated by adding new features or operation enhancements and/or by including new information. Superseded information needs to be deselected (weeded) from the collection. Electronic resources that are not supported by the vendor or that are not regularly updated should also be candidates for weeding from the collection.

Librarians will periodically review electronic materials to determine their relevance, currency, and value to the collection. Electronic resources no longer determined to be of value to the collection will be weeded.

-Appendix II-

I. University Gift Policy

- A. Gift materials must meet the standards and criteria of the Collection Development Policy.
- B. All gifts become the exclusive, unrestricted property of Creighton University and the Reinert/Alumni Memorial Library. The Library staff determines retention, location, and final disposition of gift materials.
- C. Creighton University's Reinert/Alumni Memorial Library will not accept multiple copies of the same material or copies of material already in the collection except by special permission of the Library Director.
- D. The Reinert/Alumni Memorial Library staff is not permitted to offer a valuation of any gift to the University. Valuations are the exclusive domain of the donor. The Library staff is only authorized to acknowledge that a gift has been given and to describe such a donation.
- E. The library does not accept gift journal subscriptions without the assurance that the subscription will be paid by the giver in subsequent years.
- F. The library does not accept partial runs of periodicals unless they can be used to complete the library's own runs.

I, the undersigned, agree to the above University Gift Policy in offering my gift to the University.

I, the undersigned, agree to accept the gift (books) in the name of Creighton University to be used at the discretion of the Library Director of the Reinert/Alumni Memorial Library.

-Appendix III-

I. Policy for Periodical Purchases

In general, periodicals are selected and preserved for the Reinert/Alumni Memorial Library to enhance the Library's collection of learning resources with current materials in various subject fields.

- A. To determine which periodicals will be acquired and retained, librarians will consider how library patrons will use the titles.

Usage Category

1. Used by students as indispensable to the support of present and proposed curricula.
 2. Used by students because they will be directed to the periodicals when they use the standard periodical indexes.
 3. Determined by library staff as necessary to the creation of a well balanced collection.
 4. Used by faculty to support specific research in progress.
 5. Used by students and faculty for recreational and general information reading.
- B. Once a category has been determined, the following criteria are to be considered.

Criteria

1. Accuracy and objectivity based on:
 - a) issuing agency
 - b) authority of editors and contributors
2. Available indexing and abstracts
3. Duplication of other similar subject coverage

4. Price
5. Availability in the local library community
6. Language
7. Listing in standard guides

Each request for a new periodical title must be justified in writing (form provided) to the Serials Librarian for a decision on whether to add the new title.

B. Periodical cancellations are justified when:

1. Usage category (see above) changes.
2. Price rises at a rate judged to be unjustified by improvements in quality and an alternative title is offered by SPARC or its collaborators.
3. Subscriptions that fall into usage categories no. 4 or no. 5 are found to be duplicated in aggregator databases to which the library subscribes.

-Appendix IV-

I. Periodicals Retention Policy

- A. General: For economy of storage and for durability, heavily used periodicals retained beyond two years by the Reinert/Alumni Library will be retained in microform or on full-text archival databases. Due to space limitations, bound materials that become available in electronic format may be moved to remote storage.

- B. Reasons:
 - 1. Acid in the paper used in the printing of 20th century periodicals results in the gradual disintegration of the periodical.
 - 2. Bound periodicals require, in proportion to microforms, an extremely large amount of storage space; and electronic versions require no storage space.
 - 3. While an item is being bound, it is absent from the library for approximately four weeks.
 - 4. Periodicals are often mutilated by heavy use and, therefore, not bindable.
 - 5. Microforms are less easily damaged than bound materials, and electronic versions are indestructible.

- C. Exceptions:
 - 1. For the user's convenience, titles currently being bound will continue to be bound unless they become available in a full-text archive such as JSTOR or ATLAS.
 - 2. Periodicals with illustrations (art work, graphics, scientific materials), where there would be a decrease in the value of the illustrations if it were transposed from paper to film, will be bound or retained in the paper form.
 - 3. Final decision on film, binding, retention in electronic or in original form will be at the discretion of the Library Director.

D. Procedure:

For the first year of a new subscription, all issues will be retained on the current issue shelves, alphabetized by title. At the end of the second year the binding, film, or retention in paper form decision will be made following the general policy and the exceptions.

-Appendix V-

Criteria/Procedures for Selecting & Cataloging Web Sites

The following procedures and criteria are primarily intended for the selection and cataloging of free internet sites. Due to limited staff, time, and priority projects, it is not possible to “catalog the internet”. However, specific web sites will be considered for cataloging into the CLIC database.

When considering web sites to catalog, keep in mind the following guidelines:

- Does the web site meet standards/criteria set forth in RAL’s *COLLECTION DEVELOPMENT POLICY STATEMENT*?
- Is the material relevant? Would we purchase this site if it were a print resource?
- Is the site one in which we own (or do not own) the print equivalent? (Priority should be given to those in which we own the print equivalent.)
- Is the site a Government Publication U.S. Government web site? (Gov’t Publications are becoming increasingly available via digital format web sites only. Priority should be given to sites that parallel selected items, i.e. Shipping List title.)
- Is the site relevant to special collections?
- Does the site serve special information or classroom needs?

Use the “Web Site Cataloging Request Form” to submit suggestions to the Web Site Selection and Cataloging Committee. Complete the form using the five listed standard evaluation criteria:

- Content
- Design
- Access
- Authority
- Currency

Place the completed request forms in the labeled box located in the Technical Services Department. Decisions regarding the requests will be determined by the Committee and the forms returned to the requestor indicating the action taken. The library will generate a link-checker report to indicate broken, changed, or discontinued URLs. Reports will be routed to the original web site requestor in order to search/correct the link problems.

-Appendix VI-

I. **Library Bill of Rights**

- A. The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.
1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
 2. 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.
 3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
 4. Libraries should cooperate with all persons and groups concerned with resisting abridgement of free expression and free access to ideas.
 5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
 6. 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, June 27, 1967, and January 23, 1980, inclusion of "age" reaffirmed January 23, 1996, by the ALA Council.

*Source: Office for Intellectual Freedom, American Library Association. This document and many others related to Intellectual Freedom are available from the Office for Intellectual Freedom, American Library Association, 50 East Huron Street, Chicago, IL 60611.