COLLECTION DEVELOPMENT AND MANAGEMENT
FOR THE CSU STANISLAUS LIBRARY: BACKGROUND AND POLICIES
(Revised 10/08/04)

1 Introduction

The University Library seeks to promote a collections program in concert with the University's curriculum and users' needs. The purpose of the Collection Development statement is to describe the University Library's collections and collecting efforts in terms of their organization and scope, the various types of publications and materials collected, and the methods and procedures deemed most useful and efficient in collection development efforts. A secondary purpose is to affirm the Library's role in defending the principles of academic and intellectual freedom.

The Collection Development statement also will serve as a planning document in the sense that it seeks to specify curricular/collecting priorities to guide the selection and acquisition of informational and knowledge resources for the 21st century. Effective collection development will require sufficient funding to meet the needs of a growing student population, new courses and programs, and changing faculty research interests. In addition, it will require the added resources needed to cope with escalating inflation rates for books, periodicals, and the newer electronic resources so vital to the educational enterprise. Proliferating innovations in information technology present special challenges to library collection-building efforts. The expansion of digital formats and access points will require, if not increased funding levels to accommodate them, difficult choices as to allocation priorities. All these developments highlight the necessity for effective planning in the development of CSU Stanislaus' library resources.

1.1 General Description of the Library and the CSU Stanislaus Library Community

The Library collection has been developed with the active participation of the faculty to meet the needs of the curriculum and special areas of research. Backfiles of many periodicals currently received are available on microfilm. The Library is a selective depository for United States government publications, and maintains an extensive collection of documents published by the State of California and local governments of the University's six-county service area. The Library houses a growing University Archives and regional history collection, as well as a special collection of juvenile literature, and a restricted-access Case Room collection, housing rare, special, or fragile materials. Publications which are not locally available can be obtained quickly for CSU Stanislaus students and faculty by the Library's interlibrary loan service, which is connected electronically to a multitude of libraries of all types.

Students at CSU Stanislaus are encouraged to take courses that will give them a broad understanding of the liberal arts and sciences during their first two years of study. This breadth then permits them to make a more informed choice of their field of specialization. The University offers 34 majors for in-depth and pre-career study. The University also offers Master of Arts programs in Education, English, History, Psychology, and Criminal Justice; Master of Business Administration; Master of Public Administration; Master of Science programs in Marine Science and in Psychology; Master of Social Work; and Master of Arts and Master of Science in Interdisciplinary Studies; and certificate programs in TESOL and printmaking.
1.2 Mission Statement and Goals of the Collection Development Program

The University Library supports the CSU Stanislaus teaching, research, and public service mission:
—by selecting, acquiring, organizing, preserving, and disseminating the records of human experience in a variety of formats, through an appropriate balance of local collections, “just-in-time” document delivery, and networked access to digital resources;

—by providing a welcoming environment that encourages critical thinking and lifelong learning, through instruction in effective use and evaluation of information resources;

—by defending intellectual freedom;

—by maintaining an atmosphere of respect for cultural diversity and individual differences; and

—by serving as an intellectual and cultural resource for the region and for the state.

Building the collection is a primary function of the Library's mission. Collection development can be defined as the process of building and maintaining the Library's entire materials collection in both print and non-print formats, including electronic access to informational sources. The collection development process includes the formulation of policy and procedures, budget allocation, needs assessment, selection of materials, collection maintenance and evaluation, and resource-sharing. Collection development has a planning aspect as well, in that it involves the overall molding of the library's collections to meet users' needs. The Collection Development Statement seeks to identify and drive library collecting efforts to support the University's curricular and research needs and thereby make maximum use of University resources made available to the Library.

1.3 Intellectual Freedom, Censorship, Confidentiality, and Copyright Issues

The CSU Stanislaus Library recognizes that many books and other library materials are controversial and that any given item may offend some users. Selections will not be made on the basis of any anticipated approval or disapproval, but solely on the merits of the work in relation to the building of collections and to serving the interests of readers. The Library recognizes that free access to ideas and freedom of expression are fundamental to the educational process. Thus, the Library purchases materials that represent a wide variety of viewpoints on political, social, philosophical, scientific, religious, and moral issues. To this end, the Library subscribes to, and complies with, the American Library Association's "Library Bill of Rights" with accompanying statements on intellectual freedom, and "The Freedom to Read," a joint statement of the American Library Association (ALA) and the Association of American Publishers.

California state law specifies that the University Library hold as confidential all user registration and circulation records, with stated exceptions, as outlined in the California Government Code, section 6267. In addition to, and supporting the terms of, state law, the CSU Stanislaus Library subscribes to the American Library Association's "Policy on Confidentiality of Library Records," and "Confidentiality of Personally Identifiable Information about Library Users." The ALA "Code of Ethics," point 3, states, "We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted." (See American Library Association, Office for Intellectual Freedom, Intellectual Freedom Manual, 6th edition, 2002.)

The CSU Stanislaus Library complies fully with all provisions of the U.S. Copyright Law (17 USC) and its amendments, including the Fair Use clause (17 USC 107) which permits and protects citizen's rights to reproduce and make other uses of copyrighted works for the purposes of teaching, scholarship, and
1.4 Brief Overview of the CSU Stanislaus Collections

The CSU Stanislaus Library began operation in the summer of 1960. The first library director, R. Dean Galloway, who also served as collections librarian, purchased for the library not only standard reference tools, textbooks, and periodicals but also subject collections of various sizes in order to have a quantity of library materials on hand for student and faculty use. It was also necessary to quickly bring the library collection up to professional standards. The primary curriculum emphasis was teacher education. As the campus grew so did the curriculum, and with it, the library collection expanded in specific areas, such as psychology, business, speech pathology, and the social sciences. Library budgets declined in the late 1980s, resulting in restricted book selection and cancellation of periodical subscriptions, but by this time the Library had established a firm foundation and depth of collections to support the needs of the small, but ambitious young college. From the outset, discipline-based faculty participated in collection development and steered selection of materials to support subjects actively being taught. The Library consistently employed a service-oriented philosophy where public services, easily accessible collections, and the selection of sound reference tools received primary emphasis.

2 General Policies

2.1 Organization of the Collection Development and Management Program.

2.1.1 Responsibilities for Selection.

The responsibility for collections - their organization, development, and preservation, as well as the expenditure of library funds - rests with the Library. The practice of selecting publications and materials for the Library, however, is a shared responsibility, with full participation of Librarians and members of the departmental teaching faculty. Librarians, through their day-to-day interactions with the collections, observe user demands and monitor usage of library materials. Through research and reference services, including interlibrary loan, they are able to note the strengths, quality, and balance of collections, as well as desiderata and deficiencies.

In keeping with American Library Association Standards for College Libraries (1995 edition), CSU Stanislaus strongly encourages the involvement of academic teaching faculty in library collection development efforts. Thus, discipline-based teaching faculty have primary responsibility for recommending purchase of materials in their own teaching and research areas. The Library depends upon departmental faculty to provide in-depth subject bibliographic knowledge to evaluate collections in their field and recommend purchase of appropriate materials to support teaching and curricular needs. The goal of such faculty library work is to develop well-rounded subject collections in the discipline areas as well as in inter-disciplinary areas where faculty members have knowledge. Student, staff, and administrative personnel may also submit recommendations for purchase of Library materials in areas of felt need, including recreational reading.

2.1.2 Staffing and Assigned Responsibilities

Collection development at CSU Stanislaus is a multilayered and interactive process consisting of four primary components: The Collection Development Librarian, the Acquisitions Librarian and staff, a group of Librarian-liaisons, and finally, the departmental counterparts of the Liaisons, the Library Representatives.
2.1.2.1 The Collection Development Librarian coordinates collections-related activities, including selection and de-selection of library materials, liaison work, and collection maintenance and assessment tasks in the areas of storage, binding, and preservation.

2.1.2.2 The Acquisitions Librarian, and staff, are responsible for the ordering and purchasing of requested library materials, managing library funds and accounting, assisting in maintaining bibliographic control of periodicals, establishing working relationships with publishers and vendors, expediting orders when needed, and initiating the processing of gift collections.

2.1.2.3 Each Librarian at CSU Stanislaus serves as a collection development liaison to one or more of the various academic departments. The Librarian-liaison works closely with the designated departmental Library Representative. The liaisons act as resource-persons, advisors, and communication-links to the departmental faculty, who in turn retain responsibility for selection in their own discipline area. Liaisons may also interact with departmental faculty in other collection management activities, such as evaluation of subject collections and de-selection of materials, or consulting on needed reference items or electronic resources. The Liaisons work together with the Collection Development Librarian and Acquisitions staff to monitor fund allocations and departmental expenditures.

2.1.2.4 Each of the academic teaching departments designates a Library Representative to coordinate library materials selection in the discipline interest area of the department. Each library Representative is responsible for consulting with departmental colleagues, monitoring the department's library allocation, and expending funds in a judicious and timely manner. The Librarian-liaisons work as partners with the Library Representatives to meet collection development goals.

2.2 Budget Structure and Allocations for Collection Development

The Library assigns its materials budget into two broadly defined areas: general funds and funds allocated to academic departments. The Library allocates the majority of collections funds to academic programs within academic departments. The general fund comprises three non-specific categories: "Interdisciplinary," "Microforms," and "Replacements." After setting aside the amount needed to renew interdisciplinary subscriptions and microforms of periodicals, plus an additional 15% of collections funds for general library purchases, the Library allocates 85% of the remaining funds to academic departments for firm orders (books, etc.), continuations (standing orders), and periodical subscriptions.

In consultation with the Collection Development Librarian, the Dean of Library Services sets departmental fund allocations each fiscal year. The departmental Library Representatives receive official notification of their department's library allocation at the beginning of the fall semester. Within the total allocation, three sub-allocations designate funds for periodicals, continuations (standing orders), and firm orders (for books, videos, and other library materials purchased on a one-time basis).

The Dean of Library Services uses various criteria to apportion funds to departments. It should be noted that such criteria for allocation will vary according to subject disciplines and local needs. Allocation criteria include the following:

2.2.1 Degree programs at the baccalaureate and graduate levels;

2.2.2 The number of students enrolled in lower-division, upper-division, and graduate level courses as measured by student credit hours at those levels;

2.2.3 The number of full-time equivalent faculty;
2.2.4 The estimated cost of current publications available by discipline; and

2.2.5 Some measure of use of the collection, e.g., the circulation of books by Library of Congress Classification number ranges.

3 Policies Concerning the Collection of Materials by Format, Language, and Use.

This section of the Collection Development Policy describes general policies that transcend subject discipline boundaries and govern the collection of materials by format, language, use, or situation.

3.1 Format
The CSU Stanislaus Library recognizes that the modern library is not just a place where books are kept and read. An effective and stimulating learning environment offers informational and research materials in a variety of media types and formats, including videorecordings, microforms, audio CDs, periodicals, newspapers, documents, CD-ROM, digitized materials, as well as the standard book. The above mentioned resources will be considered for acquisition into the library's collections and judged according to standard criteria for quality and presentation of content.

3.2 Excluded Formats
As a general rule, the Library collects materials in all formats that its equipment or facilities can accommodate. The Library will not acquire materials in formats requiring specialized equipment, facilities, or playing devices other than those available in the Library. For example, the Library cannot accommodate stand-alone CD-ROMs, or software requiring Macintosh computer technology.

The Library will not acquire, either by purchase or gift, materials in obsolete formats requiring playing devices no longer manufactured or serviced, e.g., microcard or microprint documents.

Other formats generally excluded include filmstrips and slides, 16 and 35 mm films, and computer software. However, this will not preclude the acquisition of materials in bundled formats, e.g., books with CD-ROMs or books with software, etc. As a rule, bundled formats will be processed and cataloged together as a single item.

The Library does not normally collect college textbooks, instructor's manuals, workbooks, or auxiliary materials. These materials tend to be secondary sources of information written and arranged specifically for instruction. Textbooks are by their nature current subject surveys that become dated rapidly. Exceptions may be made for textbooks that scholars recognize to be standard reference sources, or that represent the best source of information on a subject. The Library does collect selected K-12 textbooks and teacher's manuals to support the University's program in Teacher Education.

3.3 Special Categories of Materials

3.3.1 Newspapers The CSU Stanislaus Library maintains a selective collection of international, national, and regional newspapers in paper copy. As a rule, the Library retains the current month's issues (or until the microfilm edition arrives) in the original paper copy. The Library maintains microfilm back files of selected newspapers deemed useful for reference purposes, especially those of local interest or those with indexing sources. ProQuest Newsstand and the Lexis-Nexis service also provide indexing and full-text access to variety of newspapers and wire services.
3.3.2 Microforms The Library holds an extensive and diverse collection of materials in microform, primarily in microfilm and microfiche. The Library also owns various historical document collections in the microcard and microprint format, e.g., Hansard's Parliamentary Debates and a portion of the U.S. Serial Set. The Periodical collection includes many retrospective backfiles in microfilm. The U.S. Government Printing Office publishes an increasing number of documents and reports in microfiche. As a general rule, microform material is cataloged and interfiled on the shelves with the print collections and not segregated in special areas. The Circulation department maintains an array of microfilm and microfiche readers and reader-printers for patron use.

3.3.3 Electronic Resources The primary focus for selection of electronic materials will be Internet web-based information products. However, the library also will consider all electronic formats within a hybrid environment that integrates electronic resources generally with current print, audiovisual, and other library collections. As a rule, the standards and criteria for selection of library materials generally, as stated in the Collection Development and Management policy statement, will pertain to the selection and acquisition of electronic resources.

When possible, the library will give priority to the selection of electronic materials that offer significant added-value features, such as greater comprehensiveness of information, ease of use, wider accessibility especially to off-campus and remote users, timely updating, and powerful search capabilities.

Licensing agreements offered through the California State University library consortium SEIR, and its representative screening committee EAR, will be an important venue for considering new electronic subscriptions. However, the library also will consider any electronic resource that meets its basic criteria and fills an identified need for students and faculty of CSU Stanislaus.

3.3.3.1 The intent and purpose of collection development efforts with electronic materials is to gain access to useful online bibliographic and other electronic resources that support the instructional and curricular programs of the CSU campus library community. Access to very specialized resources or research collections not related to CSU Stanislaus instructional and curricular programs, while often desirable, will remain a secondary priority for acquisition.

3.3.3.2 Scope: Resources covered by this policy include reference-based bibliographic materials such as indexing and abstracting databases; full-text online reference sources such as encyclopedias, dictionaries, guides, and other similar resources; full-text content databases (e.g., electronic journal literature, news source collections, aggregator databases, research documents and statistics collections); and e-books.

Normally, the library will not acquire information technologies that cannot be accessed or played in the library. In regards to CD-ROM technology, the library, as a rule, will acquire CD-ROMs only when a CD-ROM is bundled with, or accompanied by, another format such as a printed book or manual, and only when the CD-ROM provides significant additional information not found in the other format with which it is bundled... Government document resources only available via CD-ROM and considered valuable to our depository library program will be an exception to the rule.

3.3.3.3 Selection Criteria: The following technical and qualitative criteria shall be considered when evaluating an electronic resource for purchase:

* Technical Considerations:*
  * Functionality in terms of ease of access, quickness and accuracy in searching, and comprehensiveness in results;*
- Presentation of text and data, especially readability of the text, graphics, and color, and as complete as possible coverage of content and images;
- Capability of using IP authentication through the library’s proxy server;
- Compatibility with the library’s existing or future hardware;
- Availability and quality of product documentation;
- Compatibility with different makes and versions of web browsers.

**Qualitative Considerations:**

- Balance of coverage among disciplines and subject areas, adjusted vis-à-vis student enrollment and demonstrated demand;
- Cost considerations, especially in regards to cost-benefit analyses;
- Offerings of unique, more extensive, or more complete content resources;
- Currency and validity of information, including frequency of updating;
- Archival considerations in terms of preserving access to previously purchased resources;
- Vendor reliability, e.g., customer support, database maintenance, and if desired, training programs;
- Availability of reliable, timely, and comprehensible vendor-supplied usage statistics.

3.3.3.4 **Multiple Formats and Duplication:** As a general rule, the library will seek to retain a given information resource in one format only. Given a choice between electronic and print resources, preference will be given to electronic format for resources that meet the criteria described above, and cancellation of duplicate print content will be warranted. It is advisable for the library to compare “duplicate” formats to ensure that timeliness and complete coverage are given with the electronic versions. The library will consult with discipline-based faculty and departments when appropriate before undertaking print cancellations.

3.3.3.5 The number of users in a multi-user license shall be determined by anticipated demand and will be monitored periodically to allow for the most useful and cost-effective coverage.

3.3.3.6 Due to budgetary constraints, the library will prefer licensing agreements that allow electronic-only access. Generally, the library will look with disfavor on vendor-imposed agreements that compromise the collection development criteria or principles stated in this policy, such as mandatory dual-format collections. However, occasionally an online reference or bibliographic source may be of such practical value and usefulness that a print as well as online version shall be retained.

3.3.3.7 **E-books** The wide accessibility and format of e-books makes them valuable to users when print materials are unavailable or checked out from the local collection. The CSU Stanislaus library recognizes that current e-book technology remains in a period of transition, and thus for many library users electronic access to lengthy texts (without downloading and printing capabilities) is a less desirable format and
delivery mechanism than having the printed texts. However, in many cases, especially for some reference and rapidly outdated technical information, e-books serve a very useful purpose and retain the same advantages as electronically accessible article literature.

3.3.4 Atlases and Maps The Library collects contemporary, historical and thematic atlases, predominantly in large-format English language editions. Housed in the Reference Collection, the atlases support a range of instructional and research needs. The map collection contains selected topographic, demographic, and political maps available from the U.S. government through the depository library program. The Library offers a complete collection of California U.S. Geological Survey maps available for reference purposes. A small collection of historical maps of local and regional interest is housed in the special collections unit.

3.3.5 Music and Recordings The Library acquires musical scores and recordings as needed to support the music curriculum. Scores are cataloged and integrated with the general collection. The Library collection of music recordings, primarily in the audio CD format, are cataloged and housed in a separate collection arranged by the ANSCR (Alpha-Numeric System for Classification of Recordings) system.

3.3.6 Videorecordings The Library recognizes the medium of film as a vital communication source. Documentaries and film dramas serve as important non-print sources of information and constitute a genre of art and literature warranting study. Academic departments in many disciplines select videos for their instructional and educational content. The Library collects films in the VHS and DVD formats, and they are cataloged and shelved in a separate collection. The Circulation department maintains several videocassette and DVD players for patron viewing.

3.3.7 Theses and Dissertations The Library serves as a repository for all theses sponsored by CSU Stanislaus graduate programs. The Office of Graduate Studies delivers to the Library two copies of each approved thesis. The Library catalogs each thesis and preserves one “master” copy of each title in a Case Room collection. The second copy is integrated into the general collection. On occasion, the Library will purchase and catalog doctoral dissertations in special areas of interest, e.g., research studies on regional or California history.

3.3.8 Language English language materials predominate in nearly all program areas. Exceptions include programs in the modern languages where students study primary materials in their original languages, and programs in bilingual education and language instruction where stories and texts in other languages may be necessary. Occasionally in the humanities, the Library will collect scholarly texts in the original language for research and study.

3.4 Special Collections

3.4.1 Government Publications

The CSU Stanislaus Library is a selective depository for U.S. government and California state publications. A stipulation of the depository agreement for U.S. documents requires the Library to meet the needs of the general public as well as to select publications for curriculum needs. For example, the Library selects most Department of Agriculture publications to meet needs of the region, where agriculture plays an important role in the economy. The Library selects particular titles or series of publications from categories outlined in the List of Classes of U.S. Government Publications, Available for Selection by Depository Libraries. For almost all agencies the Library selects the “Annual Reports” and “Bibliographies and Lists of Publications” categories, as well as many statistical publications. For those government agencies that offer a greater wealth of materials to meet curriculum and/or public
demands, the Library selects “General Publications” and “Handbooks, Manuals, & Guides” categories. Curricular program changes may require revisiting the selection categories. For example, when the criminal justice program began, the Library opted to select many more publications from the Justice Department. In addition to agency and executive department publications, the Library selects most Congressional publications, such as hearings, reports, and documents (i.e., Serial Set). The exception is appropriation hearings; historically, the Library has found less need for this type of publication. The Library uses Superintendent of Documents (SuDocs) classification numbers to organize U.S. federal documents in a separate collection. The majority of government documents are not yet represented in the Library's online catalog.

The acquisition of state publications through the California depository program is less systematic and dependable than the federal program. The Library is supposed to receive copies of those items so designated as depository in California State Publications. The Library relies on each state office for the printing and distribution of its documents. As a result, the Library's receipt of these publications is often irregular or inconsistent. The ERIC microfiche collection helps to supplement the California Department of Education publications. The Library uses special California Documents (CalDocs) classification numbers for California government publications.

The Library also collects publications from local government agencies in the University's six-county service area which includes Calaveras, Tuolumne, Mariposa, Merced, Stanislaus, and San Joaquin counties. The Library maintains a more informal relationship with the local city and county governments and agencies, primarily by requesting to be placed on distribution mailing lists from Boards of Supervisors, City Councils, Planning Departments, etc. for appropriate reports and publications. Some faculty members who serve on local government committees provide publications to this collection.

### 3.4.2 Reference Collection

The Reference Collection primarily supports the research needs of CSU Stanislaus students and faculty. It contains, but is not limited to, encyclopedias, dictionaries, atlases, directories, indexes to books and periodical literature, bibliographies, statistical compilations, law codes, and handbooks. The newer electronic reference sources, including remote access online services, increasingly provide fast, accurate, and comprehensive reference coverage and have established a prominent position in the Reference Collection. The Reference Librarians select materials for the Reference Collection. They periodically assess the collection for currency and accuracy, de-select less useful items, and generally maintain the collection for optimum public use. Although items selected for the Reference Collection in large part support academic programs at CSU Stanislaus, the collection also accommodates primary reference sources in related subject areas that provide fundamental bibliographic access to, or an overview of, associated academic disciplines. The Library has designated the essential reference items - those deemed most useful and necessary for research and reference purposes - for shelving in the Reference Collection. However, many items of a reference nature, but of secondary importance, have been integrated into the general collection.

### 3.4.3 Case Room Collections

The primary purpose of the Case Room collections is to provide a measure of additional library security to selected materials because of their format, condition, content, value, rarity, or difficulty of replacement. Access to the Case Room collections is limited to library faculty and staff only.

*Types of Materials Selected for the Case Room collections:*
3.4.3.1 The first copy of each CSU Stanislaus master's thesis.

3.4.3.2 Portfolios of loose plates and books of hybrid or unconventional formats.

3.4.3.3 Books which might be mutilated or stolen because of their content; e.g., illustrated books on sex or erotica, art books with fine art plates.

3.4.3.4 Books valued at $500.00 or more.

3.4.3.5 Fine printing, works of private presses or presses important in the history of printing, limited numbered editions, and important autographs.

3.4.3.6 Miniature books (less than 14 cm. in height).

3.4.3.7 Certain local history materials, such as pamphlets, documents, periodicals, pictures, etc.

3.4.3.8 Selected documents pertinent to the history of CSU Stanislaus.

3.4.3.9 Miscellaneous materials which require special care or handling because of format, condition, age or content; e.g., Sayad Collection.

3.4.4 Children’s Literature Collection

CSU Stanislaus Library maintains a representative collection of literature written for children, primarily preschool to Grade 6. It is intended to support the curriculum in child development, teacher education, and children’s literature courses. This collection consists of picture books, fiction, and non-fiction. The collection also includes a variety of bibliographies of children’s literature, books about children’s authors and illustrators, and books describing the history of children’s literature.

Selection of books for the children’s literature collection is prioritized as follows:

3.4.4.1 Award-winning books Books that win the following awards have the highest priority. Titles that receive honorary mention from these awards may also be considered for purchase if the budget permits:
   - Newbery Medal
   - Caldecott Medal
   - Mildred L. Batchelder Award
   - Pura Belpre Award
   - Coretta Scott King Award
   - Michael Printz Award
   - John and Patricia Beatty Award
   - California Young Reader Medal

3.4.4.2 Children’s Notable Books This annual list is sponsored by the Association of Library Service for Children (ALSC), a division of the American Library Association (ALA).

3.4.4.3 Multicultural children’s literature Books that describe the experiences of people from a variety of cultures and ethnicities are a valued part of this collection.
3.4.4.4 Bibliographies and other secondary sources  A variety of bibliographies of children’s literature and histories of this literature should be acquired when the budget permits.

3.4.4.5 Selection tools  The library web page “A Guide to Children’s Literature,” http://library.csustan.edu/gorenstein/childrensliterature/, provides links to the web sites for all the children’s literature awards that are listed here. This web page also links to the list of notable books published by the Association of Library Service to Children (ALSC).

ALSC, a division of the American Library Association, provides a variety of bibliographies of children’s literature. *Booklist, School Library Journal*, and *The Horn Book* may also be consulted for reviews of children’s literature and appropriate secondary sources.

4 Policies and Programs for Management and Maintenance of Collections

The effective development of a collection includes concerns for quality as well as quantity. A sound collection management and maintenance program can do much to alleviate problems caused by expanding collections, limited space, deteriorating and obsolete materials, changing user needs, and shifting curricular goals. The term “Collection Management” connotes the programs and activities undertaken to promote a high quality and usable collection. Management activities include ongoing review and assessment of collections, deselection (or weeding) of unneeded items, and maintaining a storage facility to house infrequently used materials. “Collection Maintenance” activities include efforts to preserve, repair, and restore individual items needing attention, as well as the process of identifying and determining those items warranting replacement. The increasing costs of library materials, together with constricted library budgets, necessitate a renewed focus on the need to preserve and protect the basic assets of our established collections.

4.1 Collection Evaluation

Ongoing review and evaluation of collections plays an integral role in collection management and maintenance activities. The Library will systematically monitor collections to identify missing, lost, damaged, and worn-out items, as well as make qualitative evaluations of collection areas. The Association of College and Research Libraries, *Standards for College Libraries, 1995 Edition* states

> The library collection should be continually evaluated against standard bibliographies and evolving institutional requirements for purposes both of adding new titles and identifying for withdrawal those titles which have outlived their usefulness. No title should be retained for which a clear purpose is not evident in terms of academic programs or extracurricular enrichment.

4.2 Deselection

Deselection (or weeding) of library materials is an essential practice to maintain an academically viable and useful collection. It is a quality control function in which Librarians and/or discipline faculty identify outdated, inaccurate, and worn out materials for withdrawal from the collection. A judicious and ongoing weeding program in consultation with discipline-based faculty when appropriate, is desirable. Materials may be withdrawn from the collection based upon the following criteria:

4.2.1 Items that have been damaged beyond repair due to wear and tear, mutilation, or deterioration. (In exceptional cases, items considered uniquely valuable to the collection shall be left in fragile condition and placed in the Case Room);
4.2.2 Items that are superseded or have become obsolete. Standards as to durability of particular items will vary discipline by discipline. The Collection Development Librarian shall consult with discipline-based faculty concerning withdrawal decisions when appropriate.

4.2.3 Items that have been converted to other formats, e.g., periodicals or newspapers that have been replaced with microform or electronic formats;

4.2.4 Duplicate copies of little-used works;

4.2.5 Items that according to circulation policies have been officially declared lost;

4.2.6 Government publications supplied to the Library through the Federal Depository Library Program will be subject to disposal regulations as specified in the following publications: Instructions to Depository Libraries (Chapter 4) and Federal Depository Library Manual (Chapter 2 and supplement).

4.2.7 Some considerations when reviewing collections for deselection:

- Ascertain, if possible, some measure of user demand.

- Depending upon the discipline area, judge the level of use of, or dependency upon, retrospective collections.

- When items are determined to be unique, they probably warrant retention regardless of age or condition. Also, consider “last copy” status in CSU libraries.

- Seminal or high-demand texts may warrant retaining multiple copies.

- Before de-selecting previous editions, assess the value of earlier editions. Non-current editions may be retained if they have historical value or contain material not included in the later edition.

- With periodicals or serials, judge the need for length and completeness of backruns.

4.2.8 Guidelines for weeding:

- The librarian liaisons, together with the Collection Development Librarian, will be responsible for coordinating weeding projects in departmental or discipline areas. The liaisons will act as stewards of library collections in their assigned areas and will assume responsibility, in association with discipline faculty, for ensuring so far as possible, high quality collections.

- Ideally, weeding (or deselection) will be undertaken periodically. A weeding project may be initiated either by faculty in a department or by a librarian liaison. For example, weeding efforts might be coordinated with a 5-year department program review.

- It is preferable that the librarian liaison involve the department’s Library Representative (or another available departmental faculty member) in the weeding exercise. The expert knowledge of a scholar in the field, who has a good knowledge of the literature of a discipline, is the ideal basis upon which to guide the weeding effort.
• A discussion with the department representative outlining criteria and procedures for weeding is useful, in regards to setting parameters and goals for weeding.

• If a departmental representative (or other departmental faculty representative) is unable or unwilling to participate, then the librarian liaison may proceed with the de-selecting exercise.

• However, it is advisable, once the de-selecting has occurred, to arrange for a departmental faculty representative to review the de-selected items before processing and withdrawal. Generally, the library will honor the suggestions of the departmental faculty member; however the library will remain the final arbiter for the disposition of any particular item.

• In regards to procedures for weeding, the library endorses the work of the Association for Library Collections and Technical Services (ALCTS), in their publication, *Guide to Review of Library Collections: Preservation, Storage, and Withdrawal 2nd ed.* (Scarecrow, 2002).

4.2.9 Withdrawal Disposal of withdrawn materials shall be at the Library’s discretion. The Library’s preference will be to offer usable withdrawn items, as well as unwanted gift items, to other libraries. A second choice will be to donate such withdrawn or discarded items to the Friends of the Turlock Public Library for their annual book sale or to another non-profit organization. Books composed largely of pictures or illustrations shall be brought to the attention of the Display Librarian.

4.3 Closed Stacks

The Library maintains a compact shelving facility in the lower level of the library building to house a selection of little-used books and periodicals. Infrequent use is the main criterion for transferring materials to storage. Items stored in closed stacks are easily accessible; the online catalog designates the location of such items as “closed stacks.” Library users may recall closed stack items by requesting them at the Circulation desk. The requested item(s) will then be paged and delivered to the Circulation desk in a timely manner. Monographs retrieved from closed stacks, upon return, will be reintegrated with the general collection. The principal objective for placing a portion of the collection in storage is to use prime space available in the main collection for materials that are in greatest demand. As in the case of deselection, placing lesser-used items in closed stacks results in making the open stack collection easier to use and maintain.

4.4 Conservation and Preservation of Library Materials

The Library recognizes the need for ongoing preservation efforts, i.e., mending, repair, and commercial binding when appropriate. The goal of preservation is to ensure that materials significant to the collection remain available to the Library’s users. Following are the primary components of the library preservation program:

4.4.1 Library staff members identify materials in need of preservation through a number of points in the processing and handling workflow.

4.4.2 The Collection Development Librarian and the Mending and Repair Unit work together to set priorities and determine appropriate actions to be taken with deteriorated or damaged books and other library materials.

4.4.3 Staff members with preservation responsibilities define appropriate preservation options.

4.4.4 The Collection Development Librarian decides what materials shall be retained, whether to bind or
replace particular items, and which replacement format to select. When appropriate, the Collection Development Librarian shall consult with library liaisons and/or departmental representatives.

4.4.5 Commercial binding shall be requested for selected books and periodicals when needed. As a rule, newly acquired paperbound books, as well as worn or damaged materials, shall be sent to the bindery.

4.4.6 Items of permanent research value, such as local historical materials, should be retained in the original format as long as possible through the application of unobtrusive mending and repair actions, or retained in fragile condition in the Case Room.

4.5 Replacements

The Library makes every effort to maintain copies of standard and important works for use in its collections. However, the Library will not necessarily replace every item that is unusable due to loss, damage, or deterioration. Decisions on replacement (or withdrawal) shall be based on the following criteria:

4.5.1 Demand for a specific work, based on circulation data;

4.5.2 The number of copies held by the library;

4.5.3 Currency and validity of the work, as well as an assessment of the existing coverage of the subject in the collection;

4.5.4 Availability and costs for a replacement. On occasion, the Library will opt to purchase a newer edition or an alternative title as a substitute.

5 Special Policies

5.1 Gifts

The Library appreciates and encourages donations of academic books and other library materials, as well as bequests, or gifts of money. Gifts and donations often present an effective way for the Library to add to its collections, especially in times of dwindling resources. However, it should be noted that gifts of books and library materials are not free, in that they take time to evaluate, process, and integrate into the collection, or conversely, to deem them inappropriate for the collection. The Library accepts gift materials only on the condition that it may determine the disposition of the items, whether they are added to the permanent collection or appropriately exchanged, donated, or discarded as necessary. Before accepting donations on behalf of the Library, staff members must be sure that the donor understands and agrees to this condition. The Library strongly encourages that donors give advance notification to the Library in terms of the type and number of items considered for donation. This kind of information allows the Collection Development Librarian to evaluate the collection before it arrives at the Library and to encourage or discourage the donor's generosity at the appropriate time.

The Collection Development Librarian, with the assistance of the Acquisitions staff, evaluates gift collections and selects appropriate items for addition to the collection. The same criteria and guidelines applied to purchased acquisitions, in regards to content, format, and presentation, will be applied to gift materials. The Library will not make appraisals of gift materials for tax purposes. However, it will provide a count of hardcover and paperback books, a description of general subject areas, and an assessment of the condition of the materials. Gifts and donations will be acknowledged in writing by the
Collection Development Librarian. In special cases, upon the donor's request, the Library will place bookplates in gift books and materials in honor of the donor.

Gifts of money will be used to supplement library collections, equipment, or services. Donors of monetary gifts may specify desired purposes for such funds, provided there is agreement through negotiation with the Dean of Library Services.

5.2 University Archives

5.2.1 Definition, Purpose, and Content

The University Archives is a repository of materials pertaining to the history of CSU Stanislaus since its founding in 1957. The purpose of the collection is to assemble, preserve, index, and make available materials for the research and study of the history of CSU Stanislaus. The University History Archives contains material from all sectors of the CSU Stanislaus community and other appropriate CSU educational agencies. The archives collection is an independent entity in the library and contains materials in these areas:

5.2.1.1 Serials Included here are the CSU Stanislaus catalog, class schedules, yearbooks, news bulletins, newspaper clippings, and serial ephemera from campus agencies such as departments, centers, and institutes.

5.2.1.2 Administration Included here are materials from CSU Stanislaus administrative agencies and personnel, and are primarily minutes of meetings, budgets, policy statements, and memoranda of various types. Specifically, these documents are from the CSU Stanislaus presidents, vice presidents, deans, and other administrators, and also from administrative agencies such as human resources and plant operation.

5.2.1.3 Curriculum Included here are materials from the academic areas at CSU Stanislaus such as academic departments, professional schools, curriculum committees, academic centers and institutes, Admissions and Records, and off-campus programs. Included also are accreditation documents, special academic programs, consortium, extended education, and course syllabi.

5.2.1.4 Faculty Included here are materials from CSU Stanislaus faculty governance bodies, faculty committees, and collective bargaining units. Included also are documents on faculty personnel matters, research and grants, and special awards.

5.2.1.5 Student Body Included here are materials from CSU Stanislaus student body agencies, residential services, student services, and alumni.

5.2.1.6 CSU Board of Trustees Included here are materials from the board and are primarily minutes of meetings, directives, and memorandum of various types.

5.2.1.7 CSU Chancellor's Office Included here are materials from the chancellor's office, primarily minutes of meetings, directives, and memoranda of various types.

5.2.1.8 Special Files:

5.2.1.8.1 Photo File The photos found in this file are of both campus personnel and campus facilities from the beginning of CSU, Stanislaus history. There are also 100 pictures stored digitally in a computer database.
5.2.1.8.2 Audio and Video Tape File  The tapes in this file are interviews of campus personnel, primarily retired administrators, faculty, and staff.

5.2.1.8.3 Personal History Project File  This file contains written accounts by retired campus personnel. It is their story concerning CSU Stanislaus.

5.2.2 Access

5.2.2.1 The archive is open to all researchers either from the CSU Stanislaus campus or the public at large.

5.2.2.2 It is opened generally Monday through Friday when the University Archivist is present, or by appointment.

5.2.2.3 Archival materials are kept in closed stacks and are off limits to non-archive personnel. Campus library faculty are permitted to have access after discussing their need with the University Archivist.

5.2.2.4 Materials must be used in the archives at the study stations provided.

5.2.2.5 Only paper and pencils or laptop computers are allowed. Brief cases and backpacks are to be left at the University Archivist's desk upon entering.

5.2.2.6 There is a printed index available from the University Archivist which indexes the documents found in the archive. There is also a copy at the library reference desk.

5.2.3 University Archivist

The University Archivist is responsible for the archives' policy, procedures, and content, and reports directly to the Dean of Library Services.

5.2.4 Collection Development

The University Archivist selects the archival material based on the “content” category outlined above. The donors are to sign an archival “change of ownership” form giving the rights to the archives to dispense with the donated material as it deems appropriate.

5.2.5 Preservation.

It is the responsibility of the University Archivist to preserve the archival material as needed:

5.2.5.1 All materials, if practical, are stored in acid-free containers.

5.2.5.2 All damaged materials are examined to determine the extent of restoration needed.

5.2.5.3 Fragile and acidic materials are photocopied on acid-free paper.

5.2.5.4 Important archival serials are microfilmed.
5.3 Local History Archives

5.3.1 Definition, Purpose, and Content

The Local History Archives is a repository of materials pertaining to the history of the CSU Stanislaus six-county service area of San Joaquin, Stanislaus, Merced, Mariposa, Tuolumne, and Calaveras Counties. The purpose of the collection is to assemble, preserve, index, and make available materials for the research and study of the history of the CSU Stanislaus six-county service area. The Local History Archives contains material from local governmental agencies, business, organizations, and private citizens. The archives collection is an independent entity in the library and contains material primarily from these sectors:

5.3.1.1 Government Included here are materials from Turlock City, Stanislaus County, Calaveras County, and San Joaquin County governments such as memos, receipts, directories, court records, roll books, and account ledgers.

5.3.1.2 Commerce Included here are materials such as ledgers and receipts from local businesses such as Turlock Mercantile and the G.W. Hume Company.

5.3.1.3 Local Newspapers Included here are newsclippings and special issues of local newspapers.

5.3.1.4 Private Citizens Included here are materials from a number of local citizens and families such as John Caswell, Dean Galloway, Jack Brotherton, Bernice Wood, and the Aibara family.

5.3.1.5 Special Collections The Sayad (Assyrian) collection contains books primarily in Syriac concerning the Eastern or Apostolic Church.

5.3.2 Access

5.3.2.1 The archive is open to all researchers either from the CSU Stanislaus campus or the public at large.

5.3.2.2 It is opened generally Monday through Friday when the University Archivist is present, or by appointment.

5.3.2.3 Archival materials are kept in closed stacks and are off limits to non-archive personnel. Campus library faculty are permitted access after discussing their needs with the University Archivist.

5.3.2.4 Materials must be used in the archives at the study stations provided.

5.3.2.5 Only paper and pencils or laptop computers are allowed. Brief cases and backpacks are to be left at the University Archivist's desk upon entering.

5.3.2.6 There is a printed index available from the University Archivist which indexes the documents found in the archive. There is also a copy at the library reference desk.

5.3.3 University Archivist

The University Archivist is responsible for the archives' policy, procedures, and content, and reports directly to the Dean of Library Services.
5.3.4 Collection Development

The University Archivist selects the archival material which must pertain to the university's six-county service area as defined in Section a. above. The donors are to sign an archival "change of ownership" form giving the rights to the archives to dispense with the donated material as it deems appropriate.

5.3.5 Preservation

It is the responsibility of the University Archivist to preserve the archival material as needed:

5.3.5.1 All materials, if practical, are stored in acid-free containers.

5.3.5.2 All damaged materials are examined to determine the extent of restoration needed.

5.3.5.3 Fragile and acidic materials are photocopied on acid-free paper.

5.3.5.4 Important archival serials are microfilmed.
6 Collections Policies Manuals and Guides


