

Collection Development Policy

University Library, California State University, Stanislaus

1.0 Introduction

The mission of the University Library is to provide access to information resources and services that facilitate teaching, learning and research, and to provide an environment that encourages and enables those in our diverse community to expand their intellectual, cultural and artistic horizons.

The Collection Development statement of the University Library serves to specify curricular and collecting priorities to guide the selection and acquisition and management of resources. The University Library collects materials in support of the University's curriculum and users' needs, and affirms the library's role in defending the principles of academic and intellectual freedom.

1.1 General Description of the Library and the California State University, Stanislaus Library Community

The University Library collects material to support 41 undergraduate programs, 23 masters programs, a doctor of education program, six graduate certificate programs, and seven school credential programs (as of 2015/16). The Library is focused on liberal arts and sciences and a select number of professional programs. The collection has been developed with the active participation of the faculty to meet the needs of the curriculum and special areas of research. In addition, the Library houses University Archives and a regional history collection. The Library's collection also incorporates key electronic resources acquired with other California State University libraries. Being a selective depository for U.S. government and California state publications, the Library also maintains a collection of government documents.

The Library's collection development efforts are guided by the [Standards](#) set forth by the Association of College and Research Libraries (ACRL) Standards for Libraries in Higher Education.

2.0 General Statement

The responsibility for collections rests with the Library. Library faculty serve as collection development liaisons to one or more academic departments. The liaisons act as resource persons, advisors, and communication links to the department faculty and departmental library representatives.

The Library encourages the involvement of academic teaching faculty in library collection development efforts, depending upon departmental faculty to provide in depth subject knowledge and recommend purchase of materials to support teaching and curricular needs.

2.1 Allocation of Acquisition Resources

The Library participates in California State University system-wide acquisition of a wide range of important academic resources to benefit from the efficiencies of collective purchasing. In addition, in consultation with the library faculty, the Dean of Library Services sets departmental fund allocations each fiscal year. Departmental allocations are distributed to academic programs for purchase of materials.

3.0 Collection of Materials

The Library collects materials in formats which support the instructional and curricular programs of the University Library community and reflecting the current needs of our constituency.

3.1 Selection Criteria

Primary considerations for selection of materials include:

- Significance or importance in the academic community of California State University, Stanislaus
- Significance or importance in supporting a subject discipline
- Duplication of the titles and content in the existing collection
- Availability of material via consortial collections
- Usability and accessibility
- Balance of coverage among disciplines and subject areas, adjusted vis-à-vis student enrollment and demonstrated demand
- 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

3.2 Format

Materials currently added to the library collection includes print and electronic books and journals, electronic databases, maps, atlases, music recordings, video recordings, theses and dissertations, and government publications.

- The Library generally does not collect assigned textbooks from current syllabi.
- Purchase of materials in outdated formats, such as videotapes, microfilm and microform, is discouraged.
- The library does not purchase computer programs or software.

3.3 Language

English language materials predominate in most program areas. The Library also collects materials to support programs in language, bilingual education and language instruction. The Library may collect scholarly texts in the original language for research and study.

3.4 Special Collections

The primary purpose of Special Collections at California State University, Stanislaus is to support faculty teaching and student learning and research. Special Collections accessions donated and purchased collections relevant to disciplines taught at California State University, Stanislaus and to the University's six-county service area which it has the ability to preserve. Special Collections provides digital discovery of collections via electronic finding aids and MARC catalog records hosted in appropriate locations. Special Collections consists of two principal divisions, Local History Collections and University Archives.

3.4.1 Local History Collections

These collections consist of materials documenting the multicultural, intellectual, social, political, and economic history of the California State University, Stanislaus's six-county service area of San Joaquin, Stanislaus, Merced, Mariposa, Tuolumne, and Calaveras Counties including:

- Unpublished materials, such as oral history interviews, pamphlets, letters, diaries, journals, ledgers, pictures, etc. from local business, organizations, private citizens, and state and federal elected representatives.
- Published materials, such as maps, books, periodicals, and local newspapers.
- Examples of fine printing by regional printers and presses, as well as printers and presses important in the history of the book, limited numbered editions, and rare book association copies which provide a context for regional printers and presses.

University Library Special Collections does not collect local government records as these should be maintained by the entity which created them for ease of researcher access.

3.4.2 University Archives

The Library collects pertinent, original materials of enduring value relating to the history, growth, development, and campus culture of California State University, Stanislaus since its founding in 1957.

The University Archives is actively collecting:

- Theses and Dissertations: a copy of every thesis, dissertation, and project sponsored by California State University, Stanislaus graduate programs.
- Serials: the California State University, Stanislaus catalog, class schedules, the student newspaper, news bulletins, and serial ephemera from campus departments, centers, and institutes.
- Administrators: documents and papers from the California State University, Stanislaus presidents, vice presidents, deans, and other administrators.
- Faculty: personal papers relating to research, grants, and special awards.
- Student Body: materials from California State University, Stanislaus student body agencies, residential services, student services, and alumni.
- Photo File: images of campus events, students, personnel, and facilities from the beginning of California State University, Stanislaus history to the present

3.5 Children's and Young Adult Collection

The University Library maintains a representative collection of literature written for children and young adults and strives to represent diversity in all categories. These materials support the curriculum in teacher education, literature, child development, gender studies and ethnic studies.

Award winning books from the following categories will be given priority for selection:

- Newbery Medal
- Caldecott Medal
- Mildred L. Batchelder Award
- Pura Belpre Award
- Coretta Scott King Award
- Michael Printz Award

- Children's Notable Books
- California Young Reader Medal

4.0 Management and Maintenance of Collections

The Library will conduct ongoing review and evaluation of collections in all disciplines. In order to maintain accuracy and currency in subject areas, librarians will consult with discipline faculty for the purchase of new materials as well as deselection of materials from the collections.

Materials may be withdrawn from the collection based on the following criteria:

- Superseded or obsolete materials
- Duplicate copies of little used works
- Lost, missing, or damaged items

5.0 Gifts

Monetary Donations

The Library welcomes monetary donations for the enrichment of research resources. Cash donations may be made via the Library's [Donate-a-Book](#) program, by contacting the Dean of Library Services or University Advancement.

In-Kind Donations

The Library will consider in-kind (non-monetary) donations that support the University's curriculum and are appropriate for the Library collection. Potential donors must contact the Library in advance of delivery of donations. Gift materials will be evaluated by the appropriate librarian subject selector for possible addition to the collection. The Library reserves the right to determine the ultimate disposition of accepted gift items.

Sources Consulted

[Standards for Libraries in Higher Education](#). (2011). Association of College and Research Libraries.

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