COLLECTION DEVELOPMENT POLICY STATEMENT FOR HAGAN MEMORIAL LIBRARY, UNIVERSITY OF THE CUMBERLANDS.

I INTRODUCTION

This policy is a statement of the guidelines used by Hagan Memorial Library in its acquisition and maintenance of materials. Rising costs, increasing demands for information, and rapidly changing technology, necessitates careful planning when selecting materials for the library. Immediate and future needs and goals of the library and college must be considered in collection development. This plan strives to provide a framework in which to make the best use of existing resources in order to meet the instructional and research needs of the faculty, students, and staff of the University of the Cumberlands. This plan is reviewed periodically to make sure it is consistent with the changing information needs of the university.

II MISSION STATEMENT

UNIVERSITY OF THE CUMBERLANDS MISSION STATEMENT

University of the Cumberlands has historically served students primarily, but not exclusively, from the beautiful mountain regions of Kentucky, Tennessee, West Virginia, Virginia, Georgia, North Carolina, South Carolina, Ohio and Alabama which have traditionally been described as Appalachia. The University’s impact can be seen in the achievements of its graduates who have assumed roles of leadership in this region and throughout the nation.

While located in the resort like area of Appalachia, with emphasis primarily on serving the beautiful mountain area, the university now reaches into every state and around the world through its student body and alumni.

UC continues to offer promising students of all backgrounds a broad based liberal arts program enriched with Christian values. The University strives for excellence in all of its endeavors and expects from students a similar dedication to this pursuit. Its commitment to a strong academic program is joined with a commitment to a strong work ethic. UC encourages students to think critically and creatively so that they may better prepare themselves for lives of responsible service and leadership. This focus of its undergraduate programs is extended and extrapolated into its graduate programs. These programs also nurture critical and creative thinking in pursuit of the “life-more-abundant” for both the individual and society. At UC, graduate study prepares professionals to be servant-leaders in their disciplines and communities, linking research with practice and knowledge with ethical decision-making.

HAGAN MEMORIAL LIBRARY MISSION STATEMENT

The primary purpose of Hagan Memorial Library is to provide services and resources to support the present and the future informational needs of the faculty, staff, and students of the University of the Cumberlands. The goals of the Library shall reflect and support the mission of the University and the related mission of its various academic departments. The Library serves the University’s Strategic Plan Priority Two by strengthening the University’s academic programs.

III SELECTION RESPONSIBILITY
Ultimate responsibility for the development and maintenance of the library’s collection rests with the Library Director. All requests for materials are reviewed for their adherence to the selection guidelines. It is the Library Director’s responsibility to assign selection responsibilities to librarians and staff and to solicit selections from faculty in their respective areas of expertise. It is hoped that faculty continually monitor their professional literature for appropriate library acquisitions, and that they make the library staff aware of library material most useful for course requirements and for student’s research needs. Students’ and staff requests for acquisition of materials are also welcomed and encouraged, and are reviewed by the same standards as are requests from all other sources.

IV  FUND ALLOCATION

The Library Director’s responsibility is to allocate the budget for materials in such a way as to fulfill the library’s collection development goals. Funds are allocated for books, ebooks, reference materials, non-print media, periodicals, computer-based resources, cataloging, binding, equipment, and supplies.

The funds available for departmental purchases of monographs and media are divided between the academic departments of the university (see APPENDIX 1: SUBJECT AREAS). The amount allocated to each department is calculated utilizing the allocation formula which reflects such factors as; the number of courses taught in the subject area, the number of students and faculty involved, and the average cost of materials in the field (see APPENDIX 2: ALLOCATION FORMULA). All departments will receive an allotment from the materials budget.

The basic mathematical model will be used in arriving at the allocations, with realization that some flexibility is necessary for changing conditions (for example, new course offerings, new levels of academic accreditation for programs, changes in student research requirements, etc.). The budget allocation will be revised annually and appropriate changes will be made.

Faculty can use a variety of tools to make Library purchase recommendations. Each month, the Acquisitions Supervisor sends Choice Review Cards to the appropriate Department Chairs for distribution to the departmental faculty to use as a book selection resource. Other tools can be used by faculty to make book, eBook, and media purchase recommendations including: publisher’s catalogs, book and media reviews, and pre-publication literature.

V  SELECTION GUIDELINES – GENERAL

The institutional mission statement must always provide the framework for selection. The major responsibility and top priority for the library lies with securing materials to support the teaching programs at the undergraduate and the graduate levels. The library endeavors to serve the research needs of the faculty, either by purchasing materials (if the materials can also be used by the student body) or by borrowing materials through interlibrary loan. Although at a much lower priority, the library serves the entire University community through the purchase or leasing of selected recreational, cultural, and general information materials.

The Library Committee acts as a liaison between the academic departments and the Library. This committee is composed of several teaching faculty from different departments, the professional librarians, and one or two student representatives. The Committee meets annually to review Library services, programs, outreach, policies, and materials selection guidelines.
The quality of content and fulfillment of academic curricular need are the first criteria against which any potential item is evaluated. Specific considerations in choosing individual items include:

1. Lasting value of the content
2. Appropriateness of level of treatment
3. Strength of present holdings in same of similar subject area
4. Cost
5. Suitability of format to content
6. Authoritativeness of the author or reputation of the publisher
7. Reviews in scholarly journals and other reputable publications

Other guidelines are also enforced:

1. Duplicates are purchased only under unusual circumstances.
2. In instances where the cost of an item is high and the demand is low, the holdings of nearby libraries are considered in determining whether or not an order should be made.
3. The majority of selections are current publications. The library recognizes the need for retrospective bibliographies and other evaluation obtaining out-of-print and reprinted material. It is important to spend funds for valuable, current, publications of long-term worth, thus preventing a future need for retrospective buying.

VI SELECTION GUIDELINES – SPECIFIC TYPES OF MATERIALS

A BOOKS/EBOOKS

1. Print and eBooks are purchased for the collection. Print books are generally preferred for students and faculty in on-campus programs and eBooks are preferred for students and faculty in online programs.
2. Duplicates are purchased only under unusual circumstances. Occasionally, a book will be purchased in both print and eBook format to provide access for on-campus and online students and faculty.
3. The library does not normally purchase college level textbooks, accompanying manuals, workbooks, and other auxiliary materials. Exceptions are made for textbooks which are recognized as standard reference and review sources or represent the best source of information available on a subject.
4. When there is an option of paper or hardcopy, the decision to purchase is generally made in a paper version where a library book binding may be applied for durable circulation use. However, there are some instances of the library purchasing hardcover books if the costs are relatively similar to the paperback versions.
5. Except for foreign language dictionaries, the library acquires primarily English reference and research sources. Literature and language materials that are used in the teaching or learning of foreign languages are collected as well.
6. The library staff uses the following as primary selection tools, with additional sources as needed: Choice, Library Journal, American Libraries, publishers’ catalogs and pre-publication literature, American Reference Books Annual, Booklist, and Doody’s Core Titles.
Because serials represent an ongoing commitment, budgeting and selection for print subscriptions differ from that involved in purchasing monographs. Additionally, most serials are no longer purchased individually, but are included in the full text database subscriptions.

Each periodical title involves a prospective longstanding commitment, a decision as to print or electronic format, research into need due to serials available through databases, and financial feasibility of the title. Therefore, the decision to add a new serial title receives more consideration than the decision to purchase a single monograph. Review of the serials collection is done annually by the Library Director and the Technical Services Librarian. Requests for new titles are taken under advisement at this annual review. Back files of qualifying serials or journal subscriptions are rarely purchased and only as deemed necessary or as the budget permits.

Daily, weekly, bi-weekly, semi-monthly, monthly, quarterly, tri-quarterly, bi-annual, and in some cases, annual publications are treated as serials. In placing subscriptions for additional serials, a high degree of selectivity is mandated by the availability of comparable titles in online databases, multiplicity of new serial titles, the potential obligation to maintain a serial in perpetuity, escalating costs of serials, and cost of binding and maintenance. Serials are selected and preserved to supplement the book collection with current material in various subject fields and to make them available for reference use on a long term basis. Serials are not purchased on trial. A few titles are purchased for recreational reading. Back files of serial titles are selected based on the same criteria as current and new subscriptions and are purchased as teaching and research needs require and as funds allow.

Some of all of the following criteria are used in evaluating titles for acquisition or cancellation:

1. Support of present academic curriculum
2. Comparable titles available through the Library’s databases
3. Strength of the existing collection
4. Present use of this or other periodicals in this subject area
5. Projected future use
6. Cost, projected availability of funds
7. Reputation of journal inclusion in a prominent abstracting or indexing source
8. If not owned, number of recent interlibrary loan requests for this periodical
9. Availability to purchase in an online format
10. Suitability for leisure reading

Microform is rarely purchased unless the serial is not available in online format and the Library staff has decided to maintain back files of a specific title. Occasionally, microform will be purchased to fill gaps in serial holdings that are already in microfilm, to replace badly worn volumes, and to conserve shelving space.

DATABASES

The Library subscribes to a wide variety of online databases to support the research needs of the University’s academic programs. These databases contain full text and bibliographic citations for journals, books, and other types of reports and materials. Access is provided to all faculty, staff, and students through the Library’s web page. The campus proxy server insures off-campus access to faculty, staff, and students.
The map collection contains selected topographical and political maps available through the Federal Depository Library Program.

E  SCORES

For purposes of this policy, a score is defined as any printed or mechanically produced notation of music. Scores are essential to the support of the curriculum and degree programs of the Music Department, and are purchased in the following formats:

- Scholarly editions of complete works of major composers
- Scholarly collected editions usually of a specific genre from, a specific area, or a specific time period
- Operas
- Cantatas
- Oratorios
- Broadway shows
- Other large vocal compositions
- Solo instrument/voice with or without accompaniment
- Duets with or without accompaniment
- Small ensembles (3-10 parts) scores and parts

Multiple copies of scores are not purchased with library funds.

F  NON-PRINT MEDIA

Non-print media is an effective alternative to print media for the dissemination of information in some subject areas. Requests for non-print materials (CDs and DVDs, microforms, etc.) are evaluated on the same basis as are monographs, with special emphasis on the suitability of the format to the content, and on the quality of the production. In addition, the following criteria are considered:

1. Appropriate academic level
2. Technical quality of color, sound, continuity, etc. must be good
3. Currency and timelines of the materials
4. Cost effectiveness
5. Appropriateness of the audio-visual format in a subject area
6. Strict compliance with copyright law
7. Suitability for classroom use

Types of non-print media collected include:

1. Sound recordings

For purpose of this policy, a sound recording is defined as any device used for the storage of sound. The library acquires sound recordings of both music and the spoken word. The library only purchases these materials in CD or DVD format and only when the material is not available on the Library’s streaming audio and film databases.

2. DVDs
DVDs are purchased that support the curriculum and degree programs of the University. DVDs are purchased if the title is not available in one of the Library's streaming film collections and if the DVD has been produced in compliance with the current copyright law.

G OFFICIAL DOCUMENTS

- Federal

Hagan Memorial Library is a selective depository for U.S. government publications through the Federal Depository Library Program (FDLP), and follows all rules and regulations of the program. The Technical Services Librarian oversees the selection of materials available through the Government Printing Office (GPO). Selection is made on the basis of the University's instructional and research needs, but also with some regard for the general information needs of the library's non-University patrons, whom the library serves as one of the depositories of Kentucky's 5th Congressional District.

In supporting both reference and research with information published by the Federal Government, the library actively collects government documents covering: business, census, criminal justice, education, foreign relations, health, history, public policy, plus state (KY) and regional (Appalachia) information. Documents contained in an unselected series which are brought to the library's attention may be individually purchased or added to the selection.

The library concentrates on maintaining a functional core literature of depository documents, while requests for more specialized publications are referred to the Regional Depository (University of Kentucky) or to interlibrary loan. The selection remains under 10% of the total items available through FDLP. Selections of new series are carefully evaluated, and currently active selections are periodically reviewed to determine the usefulness of a given series. Online/electronic versions of materials are given preference in selection except for certain titles that have a longer shelf life; for example the Public Papers of the Presidents.

United States government publications are discarded in accordance with Federal Depository regulations.

- State and Local

The library is not a depository for state and local documents, but will acquire them as curricular and research needs dictate.

- Foreign and International

The library is not a depository for foreign or international government publications. Publications of the United Nations, World Bank, International Monetary Fund, OECD, and other international agencies are acquired if needed to support the curriculum.

H MICROFORMS

The library maintains a small collection of older serials and other research material that was previously purchased in microform. No future purchases will be made in this format, except a few local newspapers that are not available online.

I CD-ROMS
The library maintains a selected list of certain U.S. government documents that are received in a CD-ROM format.

J    PLAYS

Individual plays may be purchased from Samuel French, Dramatists Play Service and other play publishers. One copy of each title is purchased for the collection.

K    EQUIPMENT

Various equipment, which allows the viewing and copying of materials, will be made available and kept in the best possible condition. The necessity of obeying all copyright guidelines and laws will be emphasized.

VII    SPECIAL COLLECTIONS

A. Reference Collection

The Reference Collection is a non-circulating collection of materials designed to meet the basic research, verification, location, and information needs of the University community in all subject fields. Reference materials of all types, and in all languages, are selected in accordance with the criteria established for the selection of library materials. The works chosen for the reference collection supply as much reliable information as possible with a minimum of duplication. As a general rule, only the latest edition of a reference work is shelved in the reference section. Older editions are transferred to the general circulating collection, or weeded from the collection.

The Reference Collection provides access to printed materials including: General Encyclopedias, Subject Encyclopedias, Dictionaries, Bibliographies, Directories, Legal Resources, Handbooks, Almanacs, Standardized Test Preparation Manuals, and other sources. The Library provides access to online reference sources that meet the research needs of all UC faculty and students. Although the printed reference collection has been maintained, preference has generally been given to electronic reference format over printed material sources.

B. Oversized Collection

The oversized collection contains books larger than 30cm. This is indicated in the MARC record and the call number.

C. Children’s Collection

A variety of children’s books for different ages are found in the children’s area. Award-winning books, high-interest, fiction, informational, picture books, and juvenile reference books are representative of the collection. While meeting the reading needs of all children and youth, from babies to high school students, this area provides a conducive reading environment with displays and toys. This collection is available for use by students, faculty, staff, and members of the community.

D. Appalachian Collection
Books by Appalachian authors and other books written about the Appalachian area are found in this special collection. Some Appalachian books are cataloged and shelved in the rare book collection.

E. Popular Book Collection

Fiction and nonfiction printed books that are deemed to be popular, best-seller, or leisure reading material are housed in the Popular Book Collection located in the reference room. Some of these books are purchased, and some of these books are leased through the McNaughton book program.

F. Media Library

The Media Library houses DVDs, CDs, VHS, musical scores, audiobooks, and standardized testing materials. In addition, a variety of equipment is available to meet the education presentation needs of students, faculty and staff. The Media Library also gives students, faculty, and staff access to faculty and student laptops, microform scanners, overhead projection equipment, video projectors, video cameras, speaker podiums, audio sound equipment, and multiple binding and laminating equipment options. Special collections such as microform which support the University of the Cumberlands’ educational mission are also housed in the Media Library.

G. Government Documents

The Government Documents Collection contains federal documents which have been received through the Depository Library Program.

H. Periodicals

Magazines, newspapers and journals which are purchased in paper or printed format are housed in the Periodical Reading Room. Items which are purchased in microform are located in the area adjoining the Media Library. Criteria for selection of periodicals have been stated earlier in the section on Serials.

I. Rare Books and Documents Collection

The Library houses a small group of rare books and other printed documents. These books and documents include materials purchased specifically for the library, plus donated archival materials that are relevant to the University such as historical documents and annual class yearbooks. The rare books and documents that are housed in this collection must meet criteria such as the relative scarcity of the material, its uniqueness, and its difficulty to replace or acquire in the future. The Library houses three collections of rare materials: Rare, Appalachian-Rare, and the Bert T. Combs archival papers. Additionally, the Library provides access to the Owens Collection; a collection of books and other materials donated by the family of John Joseph Owens, a renowned Hebrew and Old Testament scholar. This collection is housed in the Bennett Building on the campus of the University of the Cumberlands.

J. Dissertation Collection

The Dissertation Collection houses copies of approved dissertations written by University of the Cumberlands doctoral students as part of the requirements of the
completion of their degree. This is a circulating collection, and it is housed in book cases located the Quiet Study Room.

VIII GIFTS

Gifts are encouraged with the understanding that the library may dispose of them or add them to the collection at its discretion, and in the same manner as purchased material. As a general rule, gift books will be added based on the same criteria as purchased ones. The library assumes no responsibility for appraisal of gift items, nor can the library accept gifts under restricted conditions.

Books that are donated to the Library are cataloged and placed into the corresponding collection by librarian discretion. Notable instances of non-inclusion of materials include:

- A duplicate copy is already of the shelves; if the gift copy is in better physical condition it may replace the current library-owned item
- Item is gifted by an organization or person unconnected to the University of the Cumberlands, and the item has a strong acknowledged bias that may impede a student’s research into the topic.
- Item is damaged or has mold.

Gifts of money are used by the library to purchase library materials, equipment, or services. Donors of monetary gifts may designate the use of these funds for specific purposes through negotiation with the President of the University.

IX MAINTENANCE OF THE COLLECTIONS

A. Location

Library materials paid for with library funds must be housed in Hagan Memorial Library.

B. Multiple Copies

Normally, only one copy of a title is purchased. Exceptions may be made to provide circulating copies of selected reference books when there is a high demand, need for copies at more than one library location, for reserve purposes, or a title may be purchased in print as well as in ebook format. Reserve copies will be purchased in accordance with the objectives and criteria of the collection development policy.

C. Lost Items and Replacements

Resources that are missing, lost, or withdrawn because of wear are considered for replacement within one year. Materials which are known to be lost are replaced based on the selection guidelines plus the following criteria:

1. Importance of the item to the collection
2. Demand for the material
3. Availability
4. If the budget permits

D. Inventory
The library’s collections will be inventoried every two to five years. This inventory is to occur during the summer session as to cause the least amount of inconvenience to our students and patrons. The information gained in the inventory will allow us to correct status information in our circulation module and also allow us to determine which books have been lost so that a replacement determination can be made.

E. Weeding

Collection weeding is done for two primary reasons: To create space for additional materials, and to eliminate outdated, damaged, or duplicate materials. The Reference Collection is weeded continuously through the withdrawal of outdated materials and the addition of updated print or electronic reference sources. The entire Reference Collection is reviewed and weeded every two to three years. The Oversized Collection and the Main Collection are weeded on an “as needed” basis. The IML is weeded every five years. Librarians assess the relevance and physical condition of materials in the Library’s collections. Materials deemed outdated or otherwise irrelevant for the University are removed. Materials judged to be in poor condition, but still useful, will be repaired or replaced if possible. Materials superseded by new materials will be replaced. Particular attention to a need for currency is paid to the areas of computer sciences and health sciences during weeding.

F. Preservation and Restoration

Hagan Memorial Library is committed to being a center of information and learning on the University of the Cumberlands’ campus. As a University library, Hagan Memorial Library recognizes that the limitations of space and resources will not allow all materials to be kept indefinitely. Thus, while seeking to maintain a good atmosphere for the preservation of the collection as a whole, the library staff will also be involved in selective preservation of particular items. The library will seek to maintain an atmosphere of preservation by:

1. Working toward and advocating a properly controlled temperature and humidity environment
2. Training of all staff in the proper handling of materials including restrictions on overcrowding of shelves.
3. Purchasing materials in the most appropriate format for both preservation and use.
4. Binding, rebinding, and mending of materials when necessary.
5. Use of acid-free boxes for rare and manuscript material storage as deemed appropriate.

Hagan Memorial Library will place the greatest preservation emphasis on material that meets one or more of the following criteria:

1. Rare and unusual books or materials
2. Out-of-print material which has continuing value to the mission of the library
3. Items of local interest – especially works about the University, community, or persons associated with either.
4. Material produced by persons connected to the University or its community
Selected worn and damaged books are sent to the bindery for repair. Other items, such as award books, student honor research papers, student dissertations, and faculty dissertations, are bound when requested. Some chosen serials are bound so they may be preserved for conservation reasons.

APPENDIX I: SUBJECT AREAS

- Art
- Biology
- Business Administration
- Bachelor of Science in Nursing
- Chemistry
- Communications and Theater Arts
- Criminal Justice
- Education
- Education – Graduate
- English
- Foreign Language
- Health, Movement and Leisure Studies
- History and Political Science
- Human Services
- Internet Securities
- Master of Business Administration
- Master of Criminal Justice
- Master of Counselling
- Mathematics, Physics, and Geography
- Music
- Nursing
- Physician Assistant
- Psychology
- Religion
- Social Work
APPENDIX II: ALLOCATION FORMULA

\[ \frac{A + B + C}{3} = \text{Factor} \% \text{ of Budget} \]

A = % of courses given by Department

B = % of students serviced by Department

C = % cost of books by subject areas

(The Library Director will allocate a portion of the annual library budget for departmental library choices. Most of this allocation will be divided between departments using the above allocation formula. The remainder will be divided among the new startup programs and departments to enhance library holdings during program startup.)