

Collection Development Policy

Penrose Library

Whitman College

February 2008

Endorsed by the Library Advisory Committee, February 11, 2008

COLLECTION DEVELOPMENT POLICY

I. Penrose Library Mission Statement

Penrose Library serves as a bridge between the Whitman College community—students, faculty, administration, and staff—and the information resources that promote teaching, research and learning in the spirit and mission of the College.

Penrose Library Guiding Principles

We are a liberal arts college library that supports our undergraduate curriculum and facilitates access to resources for faculty research.

In partnership with the faculty and staff, the Library staff selects, builds, preserves and offers access to diverse print and digital collections. Together we guide students through the research process, helping them develop the critical thinking skills to conduct research, synthesize information, and communicate the results of intellectual inquiry. Whether interacting with students in the classroom, one-on-one, or through electronic communications, we carefully assess students' information, technological and educational needs and advise them appropriately.

An intellectual and social center of campus, the Library is conducive to individual study, reflection, and collaborative work. The Library's physical spaces provide access to collections which encourage creativity and exploration in a technologically and aesthetically inviting environment. We welcome all members of the Whitman College community into the Library.

II. Purpose of the Collection Development Policy

The goal of the Collection Development Policy is to establish guidelines that govern the future growth and maintenance of the Library's collections. The document also defines the present scope of the collection and provides a framework that facilitates the development of a collection that is balanced, vibrant and versatile. The policy is evaluated on a regular basis to reflect the evolution and changes in the informational needs of the college and its curriculum.

III. Scope of the Collection & Collection Intensity

The collection consists of all monographic, serial, electronic materials, manuscripts, maps, indexes, abstracts, microfilm, audio-recordings, and films in the Penrose Library. The collections provide basic and in-depth information sources in the Humanities, Social Sciences, and Sciences as well as selected coverage of subjects not directly related to the curriculum. English language material is the primary focus of the collection. Foreign

language materials are purchased to support coursework primarily affiliated with the Department of Foreign Languages and Literatures.

For programs of study the Library collects at the "Advanced Study Level" which is defined as "a collection which is adequate to support the course work of advanced undergraduate and master's degree programs, or sustained independent study; that is, which is adequate to maintain knowledge of a subject required for limited or generalized purposes, of less than research intensity. It includes a wide range of primary resources, basic monographs and retrospective collections of the works of more important writers, selections from the works of secondary writers, a selection of representative journals, and the reference tools and fundamental bibliographical apparatus pertaining to the subject." [*Guidelines for Collection Development*, David L. Perkins, editor (Collection Development Committee, Resources and Technical Services Division), American Library Association, 1979.]

IV. Collection Priorities

The Library's primary focus is to serve the curricular needs of Whitman College. Therefore the bulk of library resources should either support independent student inquiry and research or directly assist faculty in the teaching of classes. The underlying tenet is the necessity of providing students with resources to assist in the development of critical thinking skills so that they might obtain a well-rounded liberal arts and sciences education.

In recognition of the complimentary nature of teaching and research, Penrose Library strives to support faculty research through a focused and practical approach. This is accomplished by maintaining current collection strengths that support ongoing teaching and research activities and by acquiring bibliographic collections that allow for the identification of material that can then be obtained through resource sharing services, such as Summit or Interlibrary loan.

In a general sense, the Library strives to meet the recreational, cultural, social and general information needs of the entire college community within budgetary limitations.

V. Selection

Primary responsibility for collection development rests with the faculty and the Acquisitions/ Collection Development Librarian. Other staff librarians are also encouraged to participate in this process. Recommendations from other college employees and students are welcomed, but not solicited, and will be reviewed for appropriateness of supporting the goals and mission of the Library.

Faculty requests are typically tied directly to a departmental allocation for material purchases. However, faculty are encouraged to suggest titles of a general interest, and other books from outside their discipline. The Library also makes use of an approval plan that facilitates the automatic shipment of recently published materials in various

subject areas. The plan is based on profiles developed for each academic department that mirror the specific needs of its curriculum.

VI. Criteria for selection

All materials are evaluated for purchase or addition to the collection according to the following guidelines:

- A. Materials of current scholarly interest are given priority. Assessment from standard reviewing media is a factor in determining the importance and relevance of those materials.
- B. Materials are selected in a variety of formats (e.g. book, Internet, compact disc, DVD, VHS, and microform) according to the appropriate medium for the subject and to the equipment available to access a particular format. When there is a choice, paperback binding for books is preferred over hardback because of the cost savings.
- C. The library purchases only one copy of a title, unless additional copies are justified by projected or proven heavy and continued use.
- D. When materials with an anticipated infrequent use are suggested for purchase, a major consideration is availability of the materials in other libraries. Resource sharing programs such as Summit and OCLC allow ready access to materials not held in the Penrose collections.
- E. Titles withdrawn by reason of condition, loss, or damage are typically replaced if they meet current selection criteria, have a strong record of circulation, and are still available. Availability of the title in the Summit union catalog will also be checked before purchasing a replacement.
- F. Penrose Library does not purchase or house music scores and recordings, art slides or prints, computer manuals and programs, science laboratory manuals and supplies, curriculum library materials, or language laboratory resources. These materials are acquired and held by the various departments concerned with these curricular needs.

VII. Specific Guidelines for Distinct Collections

- **Archives/Special Collections:** The policy that governs the material held in this collection is available at the following web site:

<http://www.whitman.edu/content/penrose/archives/about-collections#Collecting>

- **Career Center Library:** A small collection of career-related material is held by the Career Center in Reid. Although the material is purchased by the Career Center, the Library catalogs the material and incorporates records of the material into its online catalog.
- **DVD/Video Collection:** Penrose Library currently houses a collection of over 7,000 videos and DVDs. This collection is used primarily in support of teaching, although feature films used for recreational purposes are a component of this collection. Several hundred videos/DVDs are added to the collection each year. Nearly all are purchased in response to requests from faculty and are charged against the respective departmental fund.
- **E-Resources:** Electronic resources should be in a format that is compatible with College and Library systems. Further, they should address library users' research needs for currency, comprehensiveness, and archiving. Electronic resources that are intended to replace "equivalent" resources should provide comparable coverage and allow broader access and enhanced functionality.

Subscriptions to E-resources represent a long-term commitment on the part of the Library. Most of these resources are expensive. Compounding this situation is the fact that the average annual increase for database subscriptions has fluctuated around 8% for the past several years. Given these considerations, the Library must take a very cautious approach when it considers adding a new database.

- **Juvenile Collection:** The children's literature collection has been developed primarily for the Education Department in order to support this aspect of its curriculum. Funds supporting the acquisition of material for this collection are associated with the Graff Endowment. The collection currently amounts to nearly 2,000 titles.
- **Maps:** The map collection on the first floor consists of USGS topographic maps for Washington, Oregon, and Idaho. Also included in this collection is a miscellaneous map file divided by broad world regions, and other map files for Northwest area locations. A smaller USGS geologic map collection identified as useful by the Geology Department is cataloged and located in the circulating collection. Both of the USGS collections are U.S. depository items and are inventoried by title via an SQL database.
- **Microforms:** The advent of the Internet along with the availability of titles in a digital format has had a direct impact on the amount of microform material that the Library now purchases. The Library still acquires a handful of titles in this format (*ArtWeek*, *The Guardian*, *New York Review of Books*, and the *Walla Walla Union Bulletin*). Given the active status and use of this collection, the Library continues to budget for and acquire the hardware necessary to store and access this material.

- **Myron Eells Library of Northwest History:** The collection consists of monographs that focus on a variety of subjects dealing with the Pacific Northwest. Housed on the first floor of the Library, materials are purchased with funds from the Chastain, Eells, and Sparks-Eells endowments. The collection currently numbers over 8,000 titles.

Subject coverage includes history as well as material associated with other social sciences and the humanities which provide a historical treatment of the subject matter. Subjects that focus on Washington, Oregon, Idaho, and Western Montana are given first priority. Titles associated with the history or anthropology of Alaska, British Columbia, and the Yukon are also collected as are materials providing historical accounts of Yellowstone Park.

- **Periodicals:** The collection generally consists of serials (journals and newspapers) which come at least as frequently as once a year to the Library. The collection encompasses both paper, electronic, and micro formats. Each periodical subscription is associated with a departmental, a divisional, or the general fund.

Each serial or periodical subscription represents a long-term commitment on the part of the Library. Journals can be very costly, take a substantial amount of time to process, and create major space implications. Compounding this situation is the fact that the average annual increase for a periodical has fluctuated around 10% for the past several years. Moreover, the price of a foreign subscription may double in the space of a year due to the weakening of the U.S. dollar.

Given these considerations, the Library must take a very conservative approach when a request for a new subscription is made. The Library currently follows a general policy of adding a new periodical subscription only when titles of equivalent cost can be identified for cancellation. The Library is also committed to a regular review of its subscriptions in order to insure that the materials provided are in sync with the College's current needs.

The Library will continue to migrate to the electronic journal format whenever possible. Not only does this allow for greater access, it eliminates processing and space concerns, and also allows library staff to monitor the amount of use for each title. Our growing collection of electronic journals does have major implications for space utilization. We currently have access to significant retrospective runs of many journals with perpetual access guaranteed. The Library needs to consider whether storing the bound versions of these titles is a wise use of space in a facility where roughly 10,000 books and bound periodicals are added to the collection each year.

- **Popular Literature Collection:** The Popular Literature collection, located in the Allen Room, offers the Whitman community a selection of recent publications for leisure reading. Known in the book industry as the McNaughton Plan, the collection includes selections from many genres with 8-10 new titles added on a monthly basis.

The collection is intended to provide a sampling of best sellers and other current titles that are being reviewed and discussed by the general reading public.

The titles are leased to the library which simplifies providing access to many popular titles that would otherwise be out of scope with the library's permanent collection. At the end of each semester, the collection is weeded of titles that have not circulated. Titles that have high circulation counts, add long-term value, and conform to the goals of the general collection may be added to library holdings on a permanent basis.

- **Reference Collection:** Titles designated for the Reference collection are selected for that location by the Reference librarians. A reference fund facilitates the purchase of materials for this collection.
- **Reserve Reading Materials:** Typically one copy will serve 20 students depending on the amount of material to be read and the time required to read the material. The Library will consider purchasing up to two copies of a book if the number of enrolled students for the class exceeds twenty or if a significant amount of material needs to be read within a short timeframe. If more copies are desired for purchase, they will be charged to the instructor's academic department. In cases where the instructor has required students to purchase a title, the Library will only purchase the item if it meets established collection development criteria.
- **Text Books:** Since it is the purpose of the library collection to supplement and augment the curriculum, textbooks adopted for class use will not normally be purchased for the library collection unless they constitute a unique source, serve a specific reference purpose, or are an acknowledged standard in the field.
- **Theatre Programs:** This collection of *Playbills*, opera and dance programs has been built through contributions of Theatre department faculty. Housed in the Allen Room its pieces are arranged in alphabetical order by title. A locally maintained database provides a title inventory list.
- **U.S. Government Publications:** Penrose Library is a selective depository library for Government Printing Office (GPO) material. Government publications are selected for the collection based upon the College curriculum as well as faculty and student research interests. The Collection Development Librarian has primary responsibility for the selection and maintenance of the collection based upon GPO guidelines.

The Library selects about 25% of the federal publishing output with an emphasis placed on collecting material associated with the GPO's academic core list of publications. The Library also selects more heavily in areas of regional/community interest, such as forestry, agriculture, environmental, congressional, and Census publications.

The bulk of the collection is shelved by the Superintendent of Documents (SuDocs) classification system and is housed on the first floor. This material is accessible via an SQL database that provides a title inventory. Government documents that are deemed to be of higher local interest may be integrated into other Penrose Library collections through full Library of Congress cataloging and classification.

Any federal depository publication over five years old may be considered for withdrawal by following established GPO guidelines. The continual review of this collection will ensure that the Library is retaining material that continues to support the mission and goals of the Library.

There are approximately a quarter of a million titles available via the Internet on the *GPO Access* Web site. Penrose Library provides a link to this site as well as to other GPO partner Web sites through its home page. Through these additional partner sites, an additional half a million titles are accessible.

- **Whitman Faculty Authors:** Penrose Library obtains 2 copies of monographs authored by Whitman faculty. The first copy is slated for inclusion in the Whitman Authors collection, housed in the Allen Reading Room. The second copy is added to the circulating collection.
- **Whitman Theses Collection:** This collection consists of theses authored by Whitman students who participate in the College Honors program. The collection is housed in the Allen Reading Room.

VIII. Donated Materials

Penrose Library welcomes donations or gifts of books which support the College's programs of study. For initial consideration, all donated material must be in good physical condition. Gifts are then evaluated and added to the collections based on the same selection standards for purchased materials. The Library also accepts complete journal collections which fit the profile of our academic programs. Individual journal volumes or issues may be accepted for the purpose of supplementing holdings or filling in existing gaps of journal coverage.

Since processing and housing materials is expensive, the library reserves the right to accept or discard any materials received as a gift/donation. Once a gift has been accepted by the Library, it is understood that the College becomes the owner of the material. Donated material that is not added to the collection is disposed of responsibly with the Library's benefit as a determining consideration.

All gifts and donations are recorded and acknowledged by the Library. Appraisals of donated material for tax purposes are the responsibility of the donor and should be made before the gift is transferred to the College.

IX. Criteria for Deselecting Library Materials

Materials may be removed from the library collections according to the following guidelines:

- A. Older editions may be withdrawn when newer editions supersede the information contained in them.
- B. Newspapers and popular magazines are withdrawn within established timeframes.
- C. Materials may be withdrawn when they are not appropriate for the Penrose collection because they are: obsolete textbooks; duplicate copies of infrequently used materials; and outdated reference materials.
- D. Materials may be withdrawn if they have deteriorated to the point that they can no longer be repaired.
- E. Titles no longer relevant to current curricular or research needs and therefore not within the scope of the Library's current collection development policies may be removed from the collections or (in the case of subscriptions) canceled.
- F. Titles not used by current faculty and students or lent to other libraries via Summit or interlibrary loan may be considered for deselection.

Appendix

Orbis Cascade Alliance Last Copy¹ Policy

The Orbis Cascade Alliance seeks to offer and maintain a diverse, wide ranging collection to serve our users. Member libraries are dedicated to sharing resources when appropriate to achieve economies of space and expand the range of materials available. In order to provide this wide range of materials, withdrawal decisions are made carefully and collaboratively to preserve unique items in the Summit collection.

In light of this preservation goal, the following guidelines are recommended to Orbis Cascade Alliance libraries:

When considering an item for withdrawal, library staff should routinely consult Summit to determine if the copy is the last one held in the consortium.² If the copy is found to be unique to the catalog, reasonable efforts should be made to preserve the copy. If in the professional judgment of staff, the title is in usable condition and adds value to the Summit collection it should be retained by the library or offered to other Alliance members.

Procedures:

1. Libraries should use the Alliance's Materials Exchange List; each member library should have a subscriber on the list.
2. Materials are offered on a first come, first serve basis.
3. The subject line of the message should read "Last Copy in Summit".
4. The body of the message should include a date by which libraries should respond.
5. If possible a message should cover offerings in a single discipline or be organized by discipline.

¹ Copy refers to manifestation of a work that, given professional judgment, contain equivalent or near equivalent content.

² Different Summit bibliographic records might need to be consulted to determine if the item in question is truly a last copy. For example, if different printings have been cataloged on different bibliographic records, the withdrawal of one printing would not trigger the last copy policy.