



Robert W. WOODRUFF LIBRARY
Atlanta University Center

COLLECTION DEVELOPMENT POLICY

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TABLE OF CONTENTS:

| | |
|---|---------------|
| INTRODUCTION | 2 |
| MISSION and FOCUS | 2 |
| COLLECTION MANAGEMENT | 2 |
| FORMAT | 3 |
| DUPLICATION | 3 |
| BINDING | 3 |
| GIFTS | 4 |
| FACULTY PUBLICATIONS | 4 |
| TEXTBOOKS | 4 |
| EXTENDED RESERVES | 5 |
| CHALLENGES and CENSORSHIP | 5 |
| REPLACEMENT of LOST or DAMAGED MATERIALS | 5 |
| REVISION | 6 |
| EXCEPTIONS | 6 |
| APPENDICES | 7 - 17 |

INTRODUCTION

The purpose of this policy is to provide guidelines for the evaluation, selection, and management of the collections of the Robert W. Woodruff Library, in support of the Library's vision and its mission of service to the member institutions of the Atlanta University Center. The Library's member institutions are Clark Atlanta University, The Interdenominational Theological Center, Morehouse College, and Spelman College.

MISSION and FOCUS

1. The Library's collection helps fulfill the mission of the Library by supporting the learning, teaching and research needs of the member institutions of the Atlanta University Center. An excellent collection is crucial to achieving the Library's vision: "To reflect the excellence of our member institutions by being the first choice for our users in their search for information." (Appendices 1 and 2)
2. The Library supports both undergraduate and graduate education. Graduate programs and advanced research are supported by holding frequently-used materials and providing access, through cooperative agreements, the materials of other academic institutions and resources worldwide. (Appendix 3)
3. The collection will consist primarily of current, constantly-updated materials. Acknowledged classics and items of enduring value will also be retained. Archival or research-level collections will be held only in limited areas specified in individual subject profiles.
4. In keeping with the historic focus of our member institutions, a special emphasis will be placed on collecting and retaining materials relevant to the African American and African Diaspora experience.
5. Collection development will be carried out in close collaboration with faculty, who represent the most in-depth and current subject expertise. Collection decisions will be based on detailed information from member institutions regarding student majors, curricular offerings, academic emphases, and future plans.

COLLECTION MANAGEMENT

1. Each subject liaison is responsible for a regular and ongoing program of collection assessment, improvement, and deselection, including materials in all collected formats and media.
2. Each subject liaison, with input from faculty, will produce a formal subject profile for the materials in his or her subject areas, using the template provided. This profile will be reviewed annually. (Appendix 4)
3. Formal assessment of the collection will take place annually, using best practices, benchmarking with standard sources and selected libraries, and the most current tools and techniques. Gaps thus identified in the collection will be filled.

4. Outdated or out-of-scope materials will be weeded. (Appendix 5)
5. The Collection Development Coordinator will oversee and provide support to all subject liaisons in collection management and development activities. This librarian, in collaboration with a subject liaison's supervisor and any relevant committees, will have the power to review and revise selection decisions.

FORMAT

1. The preferred format for informational materials is full-text online with remote access. This format provides our users with maximum convenience and access to both serials and monographs.
2. The Library will remain current with the most useful new technology and formats as they become available.
3. In considering the most appropriate format, subject liaisons will take into account the intended use of the material, user preferences, cost, convenience of access and ease of use.

DUPLICATION

1. To develop maximum breadth in the collection and depth in subject areas, and in consideration of available funds and shelf space, there will be as little duplication as possible between online, print, and other formats.
 - A. Materials in databases to which the Library expects to maintain an ongoing subscription will not be duplicated in print or other formats. The Library will designate such databases as **Core Online Resources (CORE)**. CORE designation will be based on value to the curricula, authority, reliability, cost, and prevalence of use among peer institutions.
 - B. The Library will not normally duplicate microfiche and print holdings.
2. Normally only one copy of a resource will be ordered. Duplication will be justified only by exceptionally heavy demand or the need for an archival copy.

BINDING

1. Paperback is the preferred binding for print materials. This option provides significant cost savings and is sufficiently durable for normal library use. Hardcover will be preferred only when heavy use and/or extended retention is expected.
2. Materials in need of binding or repair will be evaluated by selectors for retention before being rebound or repaired.
3. Non-current periodicals will normally be bound unless the title is:
 - A. Duplicated in **CORE** databases or other formats
 - B. Similar in format to paperback books
 - C. Not intended for permanent retention

GIFTS

Gifts are evaluated by the same selection criteria applied to purchases. Since gifts must be cataloged, processed, shelved and cared for, no gift is “free.” The Library accepts donations of materials that support the curriculum of the member institutions of the Atlanta University Center. Textbooks, periodicals and current newspapers, photocopies, manuals and workbooks are generally not accepted for addition to the collection. The following conditions apply to all library materials donations:

1. The Robert W. Woodruff Library retains unconditional ownership of the gifts(s);
2. The Robert W. Woodruff Library makes the final decision on use or other disposition of the gift. Gift items not added to the collection may be disposed of in a manner the Library deems appropriate;
3. Under IRS rules, the Robert W. Woodruff Library cannot make appraisals of donated materials for tax or other purposes;
4. Delivery of materials to the Library is the responsibility of the donor. If necessary, the Library may accept donations that require transport from a donor’s residence or other off-site facilities.

The Collection Development Coordinator should be notified of any potential donations of library materials. The Collection Development Coordinator is responsible for the following in relation to gifts and donations of library materials.

1. The Collection Development Coordinator will ensure that all potential donors receive the “Library Materials Donation Form” and are made aware of the conditions under which the Library accepts donations of library materials. (Appendix 6)
2. If necessary, the Collection Development Coordinator will assign responsibility to the appropriate subject liaison(s) for any donations that need to be evaluated and transported from the donor’s residence or other off-site facilities.
3. Once the gifts are received, the Collection Development Coordinator will ensure that all gifts are reviewed by the appropriate subject liaisons before the materials are added to the Library’s collection.
4. The Collection Development Coordinator will also inform the acquisitions liaison for gifts of the total number of items to be added to the collection after the materials have undergone review.
5. For all library materials donations, the Collection Development Coordinator will ensure that a letter of thanks is sent to the donor.

FACULTY PUBLICATIONS

The Library will acquire monographic works authored by the faculties of its member institutions, preferably through donation. This includes works in all media normally collected by the Library. The Library will not attempt to collect all serial publications by faculty.

TEXTBOOKS

The Library does not buy course textbooks. Textbooks are superseded frequently, and it would not be possible to meet the demand should students attempt to rely on the Library for their course texts. Under special circumstances, subject liaisons may choose to add

textbooks to the collection that fulfill other collection guidelines within individual subject profiles.

EXTENDED RESERVES

An item will be placed on Extended Reserve only in those rare cases when the item has outstanding permanent value and requires special protection from loss. Subject liaisons may place items on Extended Reserve for up to 3 years, after which time the subject liaison will evaluate the item and, if necessary, may extend the reserve status for another 3 years. However, the preference is to make materials available for general circulation. An item may be reassigned at any time.

CHALLENGES and CENSORSHIP

The Library upholds the principles of the American Library Association's Code of Ethics and the Library Bill of Rights. It strives to include a broad and representative range of viewpoints in its collection. The Library supports the tenets of intellectual freedom and opposes efforts to censor Library materials. (Appendices 7 and 8)

REPLACEMENT of LOST or DAMAGED MATERIALS

The replacement of lost or damaged library materials is the responsibility of the subject liaison who oversees collection development where the lost or damaged material is normally located. Subject liaisons should use established collection development policy guidelines to determine whether or not the lost or damaged material should be replaced and in what format.

Every four months, the Circulation Manager will run a Voyager report to identify library materials with a "lost" status. After running the report, the Circulation Manager will instruct Circulation staff to physically check the stacks and reshelving area to ensure that the items listed in the report are indeed "lost or missing."

After checking the physical status of the items, another report will be generated by LC class showing all items with a "lost" status. This report will be distributed to subject liaisons.

If the subject liaison wishes to replace/reorder lost or missing items, he or she will send an e-mail with the bibliographic record for the item to the appropriate acquisitions liaison. The acquisitions liaison will then reorder the item and also ensure that the bibliographic record for the original lost or missing item is suppressed if a different edition is used for replacement.

If the subject liaison does NOT wish to reorder the lost or missing item, he or she will send an e-mail with the bibliographic record for the item to the Cataloging Coordinator who will suppress any records no longer in use.

A replacement fund will be established using the approval code **rep7**. The money for this fund will be derived from fines on overdue items, replacement costs for missing items, and ILL fines. All subject liaisons are permitted to use this fund to finance the replacement of lost or missing items regardless of subject area. When the replacement fund has been exhausted, subject liaisons will be asked if they wish to use their subject funds for replacements.

REVISION

The Collection Development Policy will be revised and updated as needed, under the leadership of the Collection Development Coordinator and the Collection Development Committee. It will be re-evaluated in its entirety by a designated task force at least every 5 years. Revisions must be approved by the Library Director & CEO.

EXCEPTIONS

Exceptions to the above principles require written justification in the subject profile or departmental policy sections of this Collection Development Policy.

APPENDICES:

- 1. Vision and Mission Statements of the Robert W. Woodruff Library**
- 2. Atlanta University Center Institutions**
- 3. Cooperative Agreements**
- 4. Subject Profile Template**
- 5. Weeding Policy**
- 6. Library Materials Donation Form**
- 7. Code of Ethics of the American Library Association**
- 8. Library Bill of Rights**
- 9. Archives and Special Collections Policy (in process)**

Appendix 1
VISION and MISSION
of the
ROBERT W. WOODRUFF LIBRARY

Vision Statement:

To reflect the excellence of our member institutions by being the first choice for our users in their search for information

Mission Statement:

Achieve excellence in providing and supporting the learning, teaching and research needs of AUC member institutions

Provide the highest level of service to Woodruff Library users including undergraduate & graduate students, faculty and other members of the community

Establish an environment of high expectation, high performance and continuous improvement for staff and management

Appendix 2

THE ATLANTA UNIVERSITY CENTER

The Atlanta University Center (AUC) is a consortium of independent, historically black institutions of higher learning. The AUC institutions engage in academic, administrative and cultural cooperation to enhance their individual resources and promote economy and efficiency.

The institutional members of **The Robert W. Woodruff Library** include:

Clark Atlanta University, a comprehensive coeducational institution of higher education with undergraduate, graduate, and professional degrees as well as non-degree programs.

www.cau.edu

The Interdenominational Theological Center, a Christian, ecumenical, graduate professional school of theology.

www.itc.edu

Morehouse College, a four-year liberal arts college for men.

www.morehouse.edu

Spelman College, a four-year liberal arts college for women.

www.spelman.edu

In addition to membership, the bylaws of the Robert W. Woodruff Library also provide for “partner” status. The Library’s collection development may not reflect all curricula and programs of partner status institutions.

Appendix 3

COOPERATIVE AGREEMENTS

Cooperative agreements with other libraries, networks and consortia extend user access to materials that are not owned by Robert W. Woodruff Library. The Library relies on such agreements to provide expanded research capabilities for the Atlanta University Center community through reciprocity, interlibrary loan, and programs of cooperation, e.g. collection development, programming, and publications.

The Library itself is the result of a cooperative agreement among the member institutions of the Atlanta University Center. Member institutions are also involved in various cooperative agreements which may have significance for the Library.

Organizations with which the Library has a cooperative agreement include:

- OCLC / SOLINET (Southeastern Library Network) for interlibrary loan, cataloging utilities, databases and consortial buying agreements
- ARCHE (Atlanta Regional Consortium for Higher Education) for interlibrary use cards, interlibrary loan truck deliveries, and other consortial projects
- USG (University System of Georgia) for participation in GALILEO (Georgia Library Learning Online)
- AMPALS (Atlanta-Macon Private Academic Libraries) for consortial buying of GALILEO and other databases
- ATLA (American Theological Libraries Association) for participation in the ATLA Religion database, ATLA Serials database, and other theological resources.

Appendix 4

SUBJECT PROFILE TEMPLATE

Subject Area

Librarian (Name of Subject Liaison)

Phone Number

E-Mail Address

Purpose/Programs Supported

Describe in detail the academic programs and research initiatives that library resources in this specific subject area support. Also, describe any other program(s) that might utilize resources from this subject area. Interdisciplinary studies programs should also be included.

Guidelines for Collection Development and Management

Languages

List all languages collected

Example: English, with special purchases in French and Spanish

Chronological Coverage

List any chronological limits pertaining to the collection, and specify any chronological emphases.

Example: No Limits, special emphasis on 17th-19th Century political theory

Geographical Coverage

List any geographical limits pertaining to the collection, and specify any geographical emphases.

Example: The majority of the collection is focused on Western economic theory, special emphasis on the economic theory of Great Britain.

Scope

Short statement describing the overall character of the collection. This section may also be used to detail specific sub-disciplines within a given subject area.

Types of Materials, Formats Collected

List in detail types of materials collected (i.e. bibliographies, reference works, monographs, and serials). Also, describe the various formats collected (electronic resources, audio-visual resources, and print resources).

Special Considerations

This entry is used to add further detail to the subject area profile

Appendix 5

WEEDING GUIDELINES

- I. Subject liaisons will weed on a regular basis in order to keep the collection current, relevant, attractive and within scope; to eliminate outdated information; and to make the best use of shelf and virtual spaces.
- II. Faculty involvement in the weeding process will be actively solicited and encouraged. Final decisions will rest with the subject liaison.
- III. The following criteria should be taken into account in making weeding decisions:

1. The collection level: How important is the item for AUC coursework and research?
2. The intrinsic value of the work: Is it still useful? Historically important? A classic in its field?
3. Standard literature: Is the work listed in standard indexes, guides and bibliographies?
4. Duplication: Is there sufficient demand for multiple copies?
5. Physical condition: Discard, repair, rebind, purchase a new copy, or replace with virtual resource?
6. Age: How valuable are older materials to the subject area in question? What is the retention recommendation for the discipline?
7. Edition: Is the older edition superseded by a newer one?
8. Completeness: Do we have the rest of the set or series?
9. Availability: Is it readily available from other libraries? Is it still available for purchase?
10. Uniqueness: Is this a rare or archival item? Do we hold the only copy?
11. Use: Has the item been checked out frequently or recently?
12. Location: Does this item belong in a different location?

Appendix 6

LIBRARY MATERIALS DONATIONS FORM

The Robert W. Woodruff Library benefits from the generosity of its donors. The Library accepts donations of materials that support the curriculum of the member institutions of the Atlanta University Center. Textbooks, periodicals and current newspapers, photocopies, manuals and workbooks are generally not accepted for addition to the collection. The following conditions apply to all library materials donations:

1. The Robert W. Woodruff Library retains unconditional ownership of the gift(s);
2. The Robert W. Woodruff Library makes the final decision on use or other disposition of the gift. Gift items not added to the collection may be disposed of in a manner the Library deems appropriate;
3. Under Internal Revenue Service regulations, the Robert W. Woodruff Library cannot make appraisals of donated materials for tax or other purposes;
4. Delivery of materials to the Library is the responsibility of the donor.

Donor Information

Donor Name: _____ Date: _____

Address: _____

Phone: _____ E-mail: _____

Approximate number of items: _____

Donor Signature: _____ Date: _____

If you have any further questions, please contact Michael Chromey, Collection Development Coordinator, either by e-mail (mchrome@auctr.edu) or by phone (404) 978-2029

FOR OFFICE USE ONLY

Signature of Receiving Librarian: _____ Date: _____

Appendix 7

CODE OF ETHICS OF THE AMERICAN LIBRARY ASSOCIATION

As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees and library staffs.

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

1. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
2. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
3. 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.
4. We recognize and respect intellectual property rights.
5. We treat co-workers and other colleagues with respect, fairness and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
6. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.
7. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.
8. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.

Adopted by the ALA Council
June 28, 1995

Appendix 8

LIBRARY BILL OF RIGHTS

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948.

Amended February 2, 1961, and January 23, 1980,

Inclusion of "age" reaffirmed January 23, 1996,

By the ALA Council.