

## **WRIGHT STATE UNIVERSITY LIBRARIES COLLECTION DEVELOPMENT POLICY**

### **Introduction**

The purpose of this collection development policy is to serve as a guide in the development of a balanced and useful collection that supports the educational programs and research of Wright State University. This general policy statement describes the Libraries' mission and clientele, and our overall philosophy of and approach to collection management. In the individual subject policies, specific collecting criteria for the various subject areas are described in detail.

The Wright State University Libraries include the Paul Laurence Dunbar Library, founded in 1964 as the University Library, and the Fordham Health Sciences Library, established in 1974. Currently, the Dunbar Library serves as the general academic library for Wright State University, while the Fordham Library primarily supports programs of the Boonshoft School of Medicine, School of Professional Psychology, and College of Nursing and Health, as well as the Biomedical Sciences doctoral program.

### **University Mission**

Wright State University will be a catalyst for educational excellence in the Miami Valley, meeting the need for an educated citizenry dedicated to lifelong learning and service. To those ends, as a metropolitan university, Wright State will provide: access to scholarship and learning; economic and technological development; leadership in health, education, and human services; cultural enhancement; and international understanding while fostering collegial involvement and responsibility for continuous improvement of education and research.

### **University Libraries' Mission**

The University Libraries are the scholarly information center for the University. In support of the University's mission of educational excellence, the Libraries collect, organize, preserve, and facilitate access to scholarly resources in all formats; support teaching, learning, and research in an intellectually open environment; and provide instruction in the use of traditional and new information resources and technologies.

## **Clientele**

The primary clientele of the Dunbar Library includes Wright State students, faculty, administration, and staff. The student population includes undergraduates as well as graduate students at both the master's and doctoral levels. In supporting the metropolitan mission of the university, this library also serves a secondary clientele of the entire local community, particularly the business community, students from other college/university programs in the area, local high school and junior high students, and even elementary school children. While the materials in Dunbar Library are available for the use of this secondary clientele, the library does not collect specifically for these groups except as described under the Federal Depository Library Program below.

The clientele of the Fordham Library includes students, faculty, researchers and staff of Wright State University health programs in the Boonshoft School of Medicine, College of Nursing and Health, School of Professional Psychology, the Microbiology and Immunology masters program, and the Biomedical Sciences doctoral program; faculty and graduate students of the Anatomy, Biochemistry and Molecular Biology, Pharmacology and Toxicology, and Neuroscience, Cell Biology and Physiology departments; and health care professionals in the community who do not otherwise have access to medical library services. Because Wright State's Boonshoft School of Medicine is community-based, a large number of faculty, residents and students work in local hospitals, rather than on campus. The clinical information needs of these users are primarily served by the libraries of the six affiliated hospitals (<http://www.libraries.wright.edu/about/affiliates/index.html>). While the Fordham Library does not have direct collection development responsibilities for other University programs, it serves the health information needs of all Wright State students, faculty, and staff. In addition, the Fordham Library is open to members of the community at large.

The University Libraries participate in the Federal Depository Library Program as a selective depository. In that capacity, the Libraries select and provide access to federal government publications, and their clientele includes all citizens of the Seventh Congressional district and the metropolitan area. Similarly, under the Ohio depository program, the Libraries provide citizens with access to Ohio government publications. Finally, as a Patent and Trademark Depository Library, the Libraries provide access to patent and trademark information. (See Appendix A for more information on the Libraries depository collections).

## **Special Collections in the University Libraries**

The University Libraries' Special Collections and Archives serve Wright State students, faculty, researchers, and staff, as well as scholars and genealogists throughout the country. Special Collections and Archives administers collections in both the Paul Laurence Dunbar Library and the Fordham Health Sciences Library. Dunbar Library's emphasis on aviation history and Fordham Library's emphasis on aerospace medicine and human factors engineering combine to

make Wright State a nationally known repository for the documentation of some of the twentieth century's most dramatic technologies. The other major focus for both libraries is the local and regional history of the Miami Valley area of Ohio. Together the libraries offer a comprehensive historical perspective on the region, aviation, and aerospace medicine.

The Dunbar collection includes the University Archives, and is also the official repository for local government records from an 11-county area. Local history and genealogy collections are heavily used by community members, while the collections documenting the history of aviation – including one of the most complete collections of Wright Brothers material in the world – are used by scholars worldwide.

The Fordham collections include archives, manuscripts, and other special research materials in aerospace medicine and human factors engineering, as well as in local and regional medical history. A significant collection of rare books also provides for the study of the history of the health sciences. This collection is especially strong in aviation medicine and high-altitude physiology, and also includes early American medical imprints, important works on medical jurisprudence, and books on nursing. Finally, an extensive collection of early medical instruments documents medical practices and procedures over the past two centuries.

### **Related University Collections**

The Educational Resources Center (ERC), a unit of the College of Education and Human Services, serves the university community as well as educators and students in the metropolitan community. The department maintains a collection of elementary and secondary textbooks, educational kits and games, media, and software.

The Lake Campus Library supports Wright State's curricular offerings in Celina, Ohio, with a small collection of print monographs and serials, reference and interlibrary loan service, and access to University Libraries and OhioLINK electronic resources and services.

### **Cooperative Agreements**

OhioLINK is a statewide library and information network linking university, research and community college libraries in Ohio. The OhioLINK online system provides access to a central catalog of the holdings of member libraries. Patrons may request items from other campuses directly through this online system, with delivery to their home library within 2-4 days. Patrons of OhioLINK libraries also have on-site borrowing privileges at all other OhioLINK member libraries. Electronic resources provided through OhioLINK cooperative purchasing include a wide variety of bibliographic and full-text databases, a significant collection of electronic journals known as the Electronic Journal Center (EJC), a growing collection of electronic books most of which are housed in the Electronic Book Center (EBC), and a wide variety of digital images, maps, and videos, collectively known as the Digital Media Center (DMC). OhioLINK

also sponsors the Electronic Theses and Dissertations Center, a database of masters' theses and doctoral dissertations from graduates of Ohio colleges and universities.

The Dayton Area Graduate Studies Institute (DAGSI) is a partnership between the University of Dayton School of Engineering, the Air Force Institute of Technology School of Engineering, and Wright State University College of Engineering and Computer Science. Its primary long-term goal is to become a world-class graduate and post-graduate research institute. DAGSI coordinates and integrates the resources of the partnership, including the combined faculty, facilities, equipment, and other supporting elements of all three institutions. Reciprocal usage and borrowing agreements permit access by any DAGSI student to the library holdings of all three partner institutions.

### **Collecting Responsibilities**

Within the University Libraries, staff participating in collection development activities is responsible for developing print, media, and electronic collections. The goals of this process include:

- routinely gathering information on the University's curriculum, research and administrative needs;
- maintaining knowledge of the subject areas in which the Libraries collect;
- evaluating the collection on an ongoing basis, using a variety of assessment tools;
- developing and maintaining collection development policies for all collecting areas;
- maintaining knowledge of resources available through alternatives to ownership (OhioLINK, the Internet, article delivery services, etc.) so that we may make the most effective use of library funds in selecting for purchase.

The collection development function is administered by the Associate University Librarian for Collections. Two subject specialists with primary assignments in collection development report directly to the Associate University Librarian and coordinate the efforts of 10 additional subject specialists with primary assignments to other departments in the Libraries.

Subject specialists select for the general and reference collections of the Dunbar and Fordham libraries. Materials for the reference collections are selected in close consultation and cooperation with the heads of both Reference and Instruction Services departments. Subject specialists also select software and audiovisual materials for the Fordham and Dunbar Libraries. Selection policies specific to individual subject areas and the reference collections are addressed further in the collection development policies covering individual subjects. Subject specialists do not select materials for Dunbar Library's Special Collections and Archives, but do select rare books for the Fordham Library's Special Collections, including the medical history collection.

Because selecting to support teaching and research involves close association with and input from faculty, subject specialists are expected to develop an effective relationship with the academic departments corresponding to subject areas in which they select. Faculty may submit requests for materials to subject specialists and every effort is made to order these titles as funds permit, but in addition subject specialists should inform their own collecting efforts by learning as much as possible about the teaching and research conducted in individual departments. Information on undergraduate course and program changes is obtained through the Libraries' membership on the Undergraduate Curriculum and Academic Policies Committee (UCAPC), while information regarding graduate course and program changes is obtained through the involvement of the University Librarian in the Council of Deans and the Graduate Council. Although the information gained through the Libraries' representation in these groups is communicated by the Associate University Librarian, individual selectors should also stay informed of such changes through regular contacts with the departments.

### **Formats, publication types, and collecting methods**

Print and electronic monographs are collected. Electronic versions of monographs may be purchased outright or leased through annual subscriptions. The Libraries also subscribe to monographic content delivered via the web; in general, leasing content on a subscription basis is most acceptable if the content would not be of great value as a permanent addition to the collection (e.g., computer software handbooks). CD-ROM versions of monographs are also purchased occasionally, but in general this format is avoided if possible because it tends to be less user-friendly and file formats may become obsolete over time. Microform versions of monographs are generally not collected. Clothbound books are usually preferred over paper, unless the clothbound version is disproportionately more expensive than the paperbound. Purchase of spiral bound books is avoided if possible. Workbooks are generally not collected.

Dissertations from other institutions are collected as needed for research; Master's theses are not collected. Beginning with the fall quarter of 2006, dissertations and theses written in fulfillment of requirements for Wright State degrees are submitted to the OhioLINK Electronic Thesis and Dissertation Center as part of the degree process and thus not collected in physical format by the Libraries. Textbooks at the undergraduate level are collected on a highly selective basis, but graduate-level textbooks may be collected more frequently, particularly in engineering and the sciences. Study guides (e.g., Cliff Notes) are not collected, with a few exceptions such as study guides for major standardized examinations (e.g., MCAT or CPA). Maps are collected for the Dunbar Library (see Appendix B). Government documents may be purchased if a needed title is not supplied as part of the Federal Depository Library Program.

Media formats collected include DVDs, VHS videocassettes, or digital files delivered via the web. The DVD format is generally preferred over VHS, unless reviews indicate that the DVD version of a particular work is of inferior quality. The Libraries also purchase digital videos for the OhioLINK Digital Video Center when funds permit. If at least one VHS or DVD copy of a

work distributed by a participating firm (currently Films for the Humanities and Sciences and Ambrose Video) has already been purchased by an OhioLINK library, the University Libraries will attempt to meet a local need for the title by purchasing a digital copy through OhioLINK, thus making the digital copy available for use statewide. This is currently the preferred approach to purchasing FFHS and Ambrose titles unless the digital rights are not available or the digital version cannot be made available quickly enough to meet the local request.

In addition to the materials outlined above, scores and music compact discs are selected for the music collection. In exceptional cases, LPs or cassettes may also be purchased for the music collection.

Both print and electronic journals are collected. Electronic journals collected are those available over the Internet; CD-ROM versions generally are not collected. Microform versions of journals are not collected except in the following cases: for titles with a high theft or damage rate for current issues, so that without the microform version user access would be effectively lost; for titles for which the costs of binding would be prohibitive and the preservation issues overwhelming (e.g., most newspapers); for back volumes of journals not available in print or electronic format.

Although the acquisition of new journals is limited by budgetary constraints, new titles are occasionally selected to fill critical gaps in the collection. Criteria considered in the selection of a new serial title include: relevance to WSU teaching or research; coverage of the subject in the existing collection; quality of the publication; indexing; cost; availability in an electronic version; and availability from other libraries locally or through other OhioLINK libraries. Journal cancellations are not undertaken without extensive consultation with faculty. In considering cancellation of a journal, subject specialists use the same criteria as those applied to consideration of a new title, except that use statistics for current issues and bound volumes are also considered, as are any consortial agreements which may preclude cancellation for a specific period of time. Journals are purchased on a subscription basis, with funds allocated specifically for this purpose. Back volumes of journals, purchased to fill gaps in the collection, must be purchased with monograph funds, however.

Increasingly, the Libraries are collecting data sets (e.g., those available from ICPSR); these may be either monographic or serial in nature. Data sets may come to the library in CD-ROM format, or may be accessible from the provider's web site. Whatever the format of the data, acquisition of this type of material typically involves extensive consultation with the user and with CaTS to ensure that the data can be stored, manipulated and used once it has been purchased. Typically the head of Library Computing Services and the Associate University Librarian for Collections coordinate these discussions between the Libraries, the user, and CaTS.

### **Library-of-record and duplicate copies**

In 1993, the Libraries instituted "library-of-record" guidelines designed to minimize duplication

of titles between the Dunbar and Fordham Libraries, so that limited resources might be better used for acquiring more titles (see Appendix C). Where there is overlap in subjects covered by the two libraries (e.g., psychology), the library-of-record document serves as a guide to deciding which library will be the most appropriate home for the single copy that is purchased. This is not an absolute prohibition on duplicating titles between the two libraries; where high usage is anticipated among both primary user groups, duplicate copies may be ordered. Similarly, titles are duplicated within a single library's collection only if high circulation levels warrant. With a very few special exceptions, journal titles are not duplicated in the Libraries. This general prohibition does not apply to electronic versions of journals supplied without additional charge as part of a print subscription, or supplied as part of an OhioLINK electronic journal package.

### **OhioLINK and the “statewide collection”**

The collections of the 87 OhioLINK institutions form a statewide collection that is available to Wright State University faculty, staff, and students. The Libraries contribute to this statewide collection through our local purchases and benefit from the purchases of other member institutions. In order to use our local resources as effectively as possible, the Libraries will not acquire a monographic title if there are already six or more available copies in OhioLINK. Exceptions to this policy may be made on a case by case basis at the discretion of the individual subject specialist.

### **Gifts**

The University Libraries accept donations of print and non-print materials which support the teaching and research missions of the University. The final decision to accept or reject such gifts lies with the Associate University Librarian for Collections in consultation with the appropriate subject specialist (s). Gifts are accepted with the understanding that they may be added to the collection, sold for the benefit of the Libraries' collections, offered to other OhioLINK libraries, or discarded. The complete gifts policy is attached as Appendix D.

### **Collection maintenance**

The Libraries' space is finite. In order to house new and more heavily used materials, older, infrequently used materials may be withdrawn from the collection or sent to the Southwest Ohio Regional Depository (SWORD) in Middletown. Criteria selectors use in making this decision include:

- How many times has the item circulated, and how recently?
- Do the Libraries own another edition?
- Is the information presented too dated to be of value for current research?
- Is a more recent edition available?
- Is the item readily available from other OhioLINK libraries?

Older monographs (at least 15 years old) may be sent to SWORD if they have not circulated in the past five years (regardless of total circulations) or have five or fewer circulations and have not circulated at all during the past year. Monographs will not be sent to SWORD if they duplicate materials that are already held there. Bound journals more than 20 years old are also stored at the depository. Materials may be recalled from the depository for use in the University Libraries with approximately two days' notice. More specific guidelines for selecting materials to be sent to the depository are contained in "Criteria for Selecting Materials to be Transferred to SWORD" (see Appendix E).

Superseded reference works are removed from the reference collections on an ongoing basis. Older reference materials may be sent to the general collection, but reference works that are of marginal value once they are no longer current are withdrawn. (Specific guidelines on weeding of the reference collections are included in individual collection development policies for the reference collections.) In consultation with faculty, weeding projects may also be undertaken for materials in the general collection that are clearly of marginal value for teaching or research.

Using the criteria outlined above, worn or damaged materials may be withdrawn, replaced or sent to the bindery for repair. If the decision is made to withdraw a title, a replacement title (an exact match, reprint, or later edition) may be ordered from funds designated for that purpose. SWORD provides a preservation option (closed stacks and a controlled climate) for damaged materials that are potentially valuable to researchers and likely to be irreplaceable. Subject specialists should consult with the Associate University Librarian for Collections before sending materials to SWORD for preservation purposes.

### **Intellectual Freedom and Collection Diversity**

The University Libraries affirm that the free access to ideas and freedom of expression are fundamental to the educational process. The Libraries endorse and comply with the American Library Association Library Bill of Rights and the Freedom to Read Statement (see <http://www.ala.org/ala/oif/statementspols/statementsif/librarybillrights.htm> and <http://www.ala.org/ala/oif/statementspols/ftrstatement/freedomreadstatement.htm>).

As an entity within a public institution committed to the principles of intellectual freedom, the Libraries should provide materials reflecting the widest possible range of viewpoints. Where there is controversy concerning the truth of particular ideas, the Libraries will attempt to provide a broad selection of materials encompassing the major views. Materials will be selected without regard to the sex, sexual orientation, race, nationality, or political or religious views of the authors.

As affirmed in its Diversity Vision Statement, the University Libraries "will continuously work to further the intellectual diversity of its collections and services." In addition to supporting the teaching and research needs of our clientele, the Libraries will develop collections which present a balanced view of the variety of groups in our society. The Libraries endorse the ALA statement on Diversity in Collection Development: An Interpretation of the Library Bill of

Rights (see

<http://www.ala.org/Template.cfm?Section=interpretations&Template=/ContentManagement/ContentDisplay.cfm&ContentID=61833> ).

No restrictions will be placed on what any person may read, and no materials are placed under restricted access, except to protect valuable or rare items from injury or theft.

### **Confidentiality**

The University Libraries protect each user's right to privacy regarding information sought and materials borrowed. Under no circumstances will library staff give such information about a user to a third party, including an agency of government, without an order from a court of competent jurisdiction.

### **Copyright**

The University Libraries comply with the copyright law of the United States of America (Title 17 U.S. Code). Library policy conforms with the guidelines stated in the Wright State University Policy on the Use of Copyrighted Materials. In regard to collection development, the following section is relevant:

Single copies of copyrighted works may be made by libraries in order to preserve the work, to replace damaged copies, and to acquire a work that is out of print and cannot be obtained at a fair price through normal commercial channels.