

# COLLECTION DEVELOPMENT POLICY

## Hugh and Hazel Darling Library Hope International University

### ***I. INTRODUCTION***

The purpose of this library Collection Development Policy is to guide the librarians concerning the principles upon which selection is made for library resource collections. The planned development of library collections requires the consistent application of a stated development policy based on the objectives of the University and its curriculum needs.

### ***II. LIBRARY MISSION AND CORE OBJECTIVE***

**Mission Statement.** The Hugh and Hazel Darling Library serves the information and research needs of Hope International University community by providing access to information resources and developing information literacy for lifelong learning.

**Core Objective.** The main objective of the Darling Library is to support the curriculum offered by Hope International University in its various schools and programs. In doing so, it seeks to provide information and learning resources offering a wide variety of viewpoints in expeditious and continuous manner to meet the information needs of students, faculty, and staff interacting within the context of the curriculum, regardless of delivery method or medium.

Within this framework, the library builds resource collections following the guidelines outlined below.

### ***III. COLLECTION DEVELOPMENT STRATEGY***

**Priorities.** Because no library can own all of the materials that should ideally be available to its patrons, it is necessary to set priorities. The Darling Library seeks to strongly support those programs that are identified as

- Curricular strengths of the university, particularly in subject areas that are taught by all schools of the university: ministry, psychology/counseling, business/management, and education.
- Newly created courses, majors, or degree options.

**Sources of Recommendations.** In order to develop resource collections that genuinely support the university curriculum, regular meaningful communication between the teaching faculty and the librarians is required. Sources of recommendations for library acquisitions include in order of preference:

- Direct recommendations from faculty. This may take the form of submission of publisher's catalogs, memos, email, new materials request forms, or other written forms of communication providing the necessary data for ordering (i.e., title, author, publisher, ISBN).
- "Standard lists" in various subject disciplines and other published bibliographies.
- Materials appearing in bibliographies of course syllabi submitted to the library are checked for current library holdings. Titles that are lacking in the collection and available for acquisition will be added to library collections after additional communication with faculty as needed.
- Direct recommendations from students, other patrons and members of the university community.

**Responsibility.** The Library Director and other professional library staff are responsible for making the final decisions on acquisitions for all library collections, taking into account the principles and guidelines in this policy.

#### ***IV. SELECTION PRINCIPLES***

In selecting and acquiring materials for library collections, the following factors will serve as guidelines:

**General Considerations.** Library acquisitions (gift or purchase) always have to be evaluated on the basis of need, cost of purchase and processing, balance of acquisitions among subject areas or curricular divisions, weaknesses and strengths of existing collections, and availability of desired item in libraries in close proximity (especially consortial members), etc.

**Value of Materials.** In selection of materials, consideration shall be given to accuracy and authority of the material, the reputation of the author and publisher, literacy and aesthetic standards and importance of the material. Such evaluation shall be based both on reviews in the professional literature and on the professional judgment of the faculty and librarians.

**Format of Materials.** The library will collect and preserve materials in any form(s) that meet the service obligations and operational capabilities of the library and its patrons.

**Duplicate Copies.** In most instances only one copy of a title is purchased and retained in library collections. Exceptions to this policy could include such things as: additional copies needed for reserve use or multiple copies shelved in different locations (e.g. reference and circulating copies of commentaries). Multiple copies of works from

Restoration Movement authors may be retained for conservation and research purposes.

## ***V. SELECTION GUIDELINES FOR SPECIFIC MATERIALS***

**Books.** Hard-cover rather than paperback books are preferred for durability. Paperbacks may be bound if cost effective. Exceptions are made for items such as reference serials that the library replaces each year.

**Textbooks.** Textbooks of a general survey nature, published primarily for classroom use, are not acquired, unless they meet the criteria of being useful long-term resource materials in their own right.

**Periodicals.** Preference is given to titles included in indexes the library owns or has reliable access to. Other selection factors include:

- importance of the periodical title to the university curriculum;
- other journals currently received, or readily available (i.e., online), in the same subject area;
- cost of the subscription in relation to potential and probable use.

**Indexes & Abstracts.** Priority is given to owning indexes and abstracts which include journals owned by the library and which give patrons access to other materials by making known the existence of the wide range of resources which could be obtained from others. Preference is given to indexes and abstracts that are available for online searching.

**Audiovisual and Non-Print Media.** Materials such as video recordings must be purchased in formats that can be used with equipment in the library or in classrooms on campus.

**Electronic Resources.** Selection of electronic resources (i.e., eBooks, online subscription databases) is based on criteria that quickly changes as technology, copyright laws, and business practices evolve. In addition to those principles guiding our collection development policy in general, issues such as access vs. ownership, license agreements, and consortia packaging are unique to the selection of electronic resources. See Appendix: Electronic Resources for details.

**Archives and Special Collections.** As resources such as space, personnel, and funding for supplies are available, the Darling Library seeks to develop Archives and Special Collections in two general subject areas:

- The Restoration Movement, particularly regional publications of the Independent Christian Churches west of the Mississippi, and
- Hope International University heritage.

**Languages.** The library collects materials that serve specific needs of programs offered in the curriculum, e.g. research in ministry materials written in Spanish are acquired to support Ministry programs taught in Spanish. Materials for which neither faculty nor students have reading skills are not acquired.

## ***VI. ACQUISITION PROCEDURES***

**Responsibility.** Every acquisition recommendation the library should be forwarded to the Technical Services Office with specific information required for accurate ordering (i.e., author, title, ISBN, edition, date). All recommendations are checked against current library holdings and orders in process to eliminate acquisition of duplicates. The library will make all decisions with regard to the source of purchase. Unless otherwise instructed by the Library Director, faculty members may not financially obligate the library to acquire materials in any way.

**Timeliness.** For most materials, the acquisition process takes at least two months under the best of conditions. Priority is given to "rush" requests for materials such as those titles that are needed for reserve reading assignments and should be accompanied by an appropriate notification of their intended use.

With the exception of some which have to be ordered directly from publishers, all periodicals are handled through subscription agency(s), with the entire list reviewed and altered only once or twice each year. Participation in Duplicate Exchange programs with other libraries is a preferred method for the inexpensive acquisition of missing volumes.

**Communication.** To facilitate open communication with faculty and others who are expected to provide recommendations that help to develop library collections, the library will communicate regularly in the following ways:

- Routing of flyers, publishers' blurbs, and catalogs.
- Report of materials recommended but already owned or not available.
- Report of arrival of new materials to requestors.
- Report of new additions to library collections.

## ***VII. COLLECTION MAINTENANCE***

In order to keep the collection up to date and in good condition, the library regularly engages in the following activities:

**Evaluation.** To determine areas of weakness, library resources are compared with appropriate standard collection development reference guides and internal collection analysis reports are developed.

**Inventory.** Periodic inventories of the collection are undertaken to determine which materials may be missing from the library. Since many titles reported lost are in fact only

temporarily misplaced, a period of at least one year is allowed to transpire before missing books are officially withdrawn from the library's records.

**Weeding.** In order for the collection to remain relevant to the university's curriculum, a systematic plan of withdrawal is followed by having the shelves reviewed by the teaching faculty. Material that is deemed unworthy of a place in the collection is further reviewed by a librarian before withdrawn.

**Withdrawals.** Authority to withdraw lies ultimately with the library. A request for withdrawal may be made by any member of the faculty, but must be reviewed by the Director of Library Services. Periodicals will be withdrawn according to the retention policy.

**Replacement.** Missing, lost or withdrawn materials are not automatically replaced. The titles are re-evaluated and the need for replacement is weighed in consideration of the selection guidelines outlined above.

**Repairs and preservation.** Items that are in disrepair due to high use but cannot be replaced for reasons of availability will be considered for repair. Alternate formats will also be explored e.g., digital representations of print materials. Copies of non-print media may be retained for back-ups as permitted.

## ***VIII. LIBRARY COOPERATION***

**Interlibrary Loan.** Materials of limited value to our collection and highly specialized materials may be borrowed, in accordance with Interlibrary Loan Policy and Code. At the same time, the library recognizes a reciprocal responsibility:

- To lend our material to other libraries;
- To purchase the works repeatedly requested on interlibrary loan, as these works can be identified.

**Cooperatives and Consortia.** The Darling Library participates in library consortia and cooperatives that provide additional library services including reciprocal borrowing at other Southern California libraries and allow for significant discounts on resources.

Examples of these memberships include:

- Inland Empire Academic Libraries Cooperative (IEALC) – reciprocal borrowing.
- Southern California American Theological Library Association (SCATLA) – reciprocal borrowing at graduate theological libraries.
- Statewide California Electronic Library Consortium (SCELC) – provides rates on electronic resources based on FTE.
- California State University, Fullerton (CSUF). A written agreement provides reciprocal borrowing for students, staff, and faculty patrons of the Darling Library at the Pollack Library.

## ***IX. GIFTS/DONATED MATERIALS***

The Darling Library regularly receives gifts of books and other materials.

**Responsibility.** The library has the prerogative to decline gifts that do not contribute to the accomplishment of its mission and purpose. Selection principles and guidelines for acquisitions (outlined above) apply.

The library will determine the classification, housing, and circulation status of all gift items added to the collection.

The library retains the right to dispose of duplicates and unneeded material as it sees fit, although every effort will be made to pass unneeded donations on to churches, missionaries, other organizations, and individuals who need them.

**Communication.** Gifts will be institutionally acknowledged by letter from the Advancement Department of the university.

A summary of the quantity and format of donations will be provided in writing. No monetary valuation statement will be made.

**Special handling and maintenance costs.** In view of the limitations of space, personnel, budget, acceptance of any donation which would require special or extraordinary housing and handling will be considered carefully by the Library Director, in consultation with the Library Committee and university administrators as needed. Donors may be asked to consider sharing in the support costs of special gifts, especially if maintenance costs will be on-going.

## ***X. POLICY HISTORY & REVISION***

This Collection Development Policy will be reviewed periodically and revised as necessary by the Library Director and Staff, in cooperation with the Faculty Library Committee, the Academic Dean, and the faculty as a whole.

Approved March 2, 2007 by the Library Committee: David Timms (Chair), Erik Maershoffer, Curtis Holtzen, Robin Hartman, Terri Bogan.