Kalamazoo College Library
Collection Development Policy

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PURPOSE AND MISSION

The mission of the College library is to support the educational objectives of the College by providing resources and services to meet the information requirements of faculty, students and staff. To this end, the library seeks to develop and maintain a collection of books, journals, and audiovisual materials, in a variety of formats, that supports the instructional and research programs of the college.

The Kalamazoo College Collection Development policy defines the scope of the collection, describing types of materials, selection guidelines, and maintenance and weeding of the collection. The policy should be revised annually to accommodate changes in the College’s mission and curriculum.

GENERAL CRITERIA FOR SELECTION OF LIBRARY MATERIALS

Kalamazoo College Library’s primary objective of materials selection is to support the instructional programs of the institution. The collection should support all components of the various curricula for all divisions of the College. Rising costs, increases in publishing output, and the demand for information in a wide variety of formats necessitate careful materials selection based on an understanding of the immediate and future goals of the Library and the College. The Collection must be systematically shaped and developed to make the best use of our financial resources.

PROGRAMS SUPPORTED BY THE COLLECTION

The collection should also support, to the extent possible, the special programs of the College, including First Year Seminars, Study Abroad, Career Development internships, Service Learning, Arcus Center for Social Justice Leadership, and Senior Individualized Projects. Purchase of materials intended solely for individual faculty research will be considered only after instructional needs have been met, and only if funds allow. Faculty may be referred to the Faculty Development committee to request funds for those resources.

COMMUNITIES SERVED

The Library serves the educational and information needs of current students, faculty, administration, and staff of Kalamazoo College. The Library also serves visitors from the community, although librarians cannot undertake research for visitors.

RESPONSIBILITY FOR THE COLLECTION

The selection of library materials is the responsibility of the Librarians, with input from faculty. While faculty recommendations are welcome and necessary, the library staff is responsible for maintaining a balanced collection. Faculty may request acquisition of appropriate and useful
sources for student research needs and course requirements. Students and staff are encouraged to request materials as well. The final responsibility for the maintenance and development of the collection rests with the Collection Development Librarian. Requests should be sent to the Collection Development Librarian.

The Collection Development Librarian performs this final responsibility in consultation with the Reference Librarians and the Director of the Library, including evaluation, selection, weeding, and designation of materials for relocation.

**ACQUISITION OF MATERIALS**

The Collection Development Librarian is responsible for ordering all new materials and maintaining the budget for all collections. Reference Librarians suggest new book titles, as well as online databases and indexes, to the Collection Development Librarian.

**Selection of New Materials**

The following criteria are to be observed in the selection of materials, in all formats, for the library collection (in priority order):

1. Appropriateness for undergraduate use
2. Relevance of subject matter to the current curriculum being offered
3. Strengths and weaknesses of the existing collection related to current demonstrable needs of the college
4. Currency and timeliness of the material
5. Reputation of the publisher
6. Positive reviews in the professional literature
7. Inclusion in reputable bibliographies and subject related lists
8. Availability of funds
9. Reputation of the author, composer, or artist
10. Language of the material (Materials in non-English languages are generally not acquired except in areas where the language is the basis for a program of study.)
11. Availability and/or capability of the materials to be accessible to those with disabilities (e.g. close captioning of visual media or transcripts)
12. Appropriate for collection development efforts within the region, taking into consideration the holdings of other area libraries

The first priority of collection development is to serve the curricular needs of the students. To facilitate this, requests for additions to the collection are assigned the following priorities:

**Priority 1**: Materials that support the current College curriculum; materials that have immediate educational value for College students; materials produced by authors and publishers of good reputation; materials that have basic permanent value and timely materials that have current value.

**Priority 2**: Materials that could be useful to students and faculty in areas within the educational scope of the College, but are not essential to support that area. This category includes materials of outstanding quality that are not concerned directly with the present
curriculum of the College. Purchase of these items is desirable but not essential.

**Priority 3:** Materials of merit that would be "nice to have" but are not essential to the collection, either in support of the curriculum or in related subject areas. These items would be purchased only if extra funds, such as gift funds, are available.

**Specific Policies and Guidelines**

**Duplicate copies:** Only one copy of each title will be purchased unless additional copies are specifically requested for a particular purpose, such as for Closed Reserve, for the Archives. Duplicate copies will be purchased at the discretion of the Collection Development Librarian.

**Replacement copies:** Lost or damaged titles will be replaced if they meet current selection criteria, have significant use, and are still available. A title listed in the online version of *Resources for College Libraries* should be replaced if possible, in accordance with current selection criteria.

**Out of Print Materials:** Out of print materials are subject to the same collection criteria as more recent, in-print materials. Out of print material will be purchased when a copy in good condition can be found at a reasonable price.

**Sources to Consult**

Librarians use a variety of sources for collection development. These materials include *Resources for College Libraries, Choice Magazine/Choice Reviews Online, Booklist, Library Journal, Chronicle of Higher Education, American Libraries,* and *Publisher’s Weekly.* Publisher catalogs are used as well as specialized sources such as listservs. Librarians consult vendors, bibliographies, advertisements, and other sources for new and updated works.

**Guidelines for Various Types of Materials**

**Reference Sources:** Reference materials are not easily borrowed from other libraries, and therefore the Collection Development and Reference department must consider this in building the collection. However, the proximity of other libraries (including the Western Michigan University Libraries and the Kalamazoo Public Library) are considered when selecting or evaluating materials.

**Serials:** Because of the ongoing and ever-increasing cost of serials, these publications are chosen with attention to their value to the collection and are reviewed annually for retention decisions. In addition to the general selection criteria, the following are also considered when making the decision to add or withdraw a periodical or serial:

1. Faculty recommendations
2. Departmental accreditation standards
3. Cost and format – particularly examining cost per use statistics
4. Indexed in a current print or electronic indexing/abstracting resource
5. Availability as part of an aggregated database to which the library subscribes
6. Availability in other area libraries
7. Scope and depth of coverage
8. Availability of pay-per-view article purchasing

The decision as to whether a serial should be provided in print or electronic format is determined in this priority order:
   1. Cost
   2. Faculty requests
   3. License requirements for the publication
   4. Availability, and
   5. Ease of use/implementation.

The electronic format is preferred because of ease of access, if costs are comparable. If the journal requested is available only as part of a larger package, then the entire package will be evaluated for added value to the collection and for long term cost implications.

**Paperback books:** Paperback books will usually be selected over hardbound books because of the difference in cost. If particularly heavy use is anticipated, or if the cost difference is minimal, then a hardcover copy may be purchased. Paperbacks which see high use are rebound or replaced as needed.

**Textbooks:** Textbooks that are required by faculty on their syllabus will not be purchased for the collection. Textbooks are not routinely purchased for the collection. Exceptions may be made by decision of the Collection Development Librarian and Library Director according to the criteria in the Collection Development Policy.

**E-Books:** Beyond the aggregator collections of e-books that we subscribe to (e.g. ebrary Academic Complete & University Press Collections), current e-book guidelines are to select unlimited user e-book license when possible and cost-effective. For higher-price e-books, or where the publisher imposes different requirements, additional copies, or reduced-user licenses will be obtained. If the e-book license is too restrictive, the print book is obtained. E-books which are marked priority 2 or 3 are requested as patron-driven or demand-driven acquisitions when possible, as we do not have to pay for e-books that are not used. This is a cost effective alternative for the College.

**Newspapers:** Newspapers in the collection are selected to provide local, state, and national coverage. Some non-English language newspapers are provided to give students the opportunity to read international news in the language of that country and to have the benefit of a different perspective. Newspapers are retained for varying lengths of time depending on format, and frequency of publication. A number of newspapers are also available in electronic formats.

**Audiovisual Formats:** A-V materials should be subject to the same selection criteria as are other materials added to the collection. Selection should include consideration that the material is accessible for students with disabilities whenever possible.

**Music:** Because of the nature of printed music, it is expensive to bind, catalog, and store. The
Library does not actively collect printed music unless specific pieces are requested by faculty. Gifts of music scores may be added to the collection and are evaluated on a case by case basis.

**Microform:** Microform is no longer purchased for the collection.

**Ephemera:** Printed items with little or no permanent value such as pamphlets, posters, leaflets, newspaper clippings, etc. will not be collected unless they are intended for the Archives.

**Electronic Resources:** The Collection Development Librarian sets up and requests free trials of electronic resources. These trials are available to current students, faculty, and staff of Kalamazoo College. Librarians send out an email to academic departments that may be most interested in a resource and ask for feedback on that resource. Notifications are also posted on the Library blog and Library social media platforms. Based on this feedback, the guidelines above, and the priority level of an electronic resource, the Reference Librarians and the Collection Development Librarian decide whether to subscribe.

**Gifts and Donations**

All gifts and donations are subject to the College’s Gifts in Kind Policy. The goal in accepting gifts into the Collection is to acquire only materials that are highly relevant to Kalamazoo College’s needs. Gifts and donated materials will be evaluated using the same criteria as purchased materials. The Collection Development Librarians makes the final decision on whether a gift item is added to the collection. Each item donated to the Library becomes Library property, to be used as the Library staff deem most effective. Library staff will determine the classification, housing, and circulation policies of all gift items. Unneeded items will be disposed of by exchange, donation, sale, or discard.

**COOPERATIVE AGREEMENTS AND RESOURCE SHARING**

**Michigan Cooperative for Library Services (MCLS) and Oberlin Group of Libraries**

The Kalamazoo College Library is a member of the Michigan Cooperative for Library Services and the Oberlin Group of Libraries. As a member of these consortia, the Library has privileges on discounts given for electronic and print resources. These discounts are significant enough to make some titles affordable at a group rate that would not affordable at an individual rate. The Kalamazoo College Library Collection is often enriched by resources that would be unaffordable otherwise.

**Michigan Electronic Library (MEL)**

The MEL project, founded by the Library of Michigan, offers free database access to Michigan libraries. Several databases are geared towards public libraries, so the Reference Librarians select appropriate databases from the MEL offerings and link to them from the Library Website.
The Kalamazoo College Library has reciprocal agreements with the Western Michigan University Libraries regarding circulation policies, and the Reference departments of both institutions strive to serve each other’s patrons when possible. Since Kalamazoo College students can use the libraries at WMU, the Collection of the Kalamazoo College Library is essentially augmented by the Collection at WMU.

COLLECTION MAINTENANCE

Inventory and Shelf Reading

Inventory and shelf reading are done an ongoing basis. These activities assure that the library catalog is kept up to date and accurately reflects the library's holdings, and that library materials may be easily accessed once found via the catalog.

Inventory of the Collection shall be performed every other year, usually during the summer after Spring Quarter has ended.

Circulation Student workers are tasked with re-shelving and shelf-reading the Circulating collection.

Student Reference Assistants are assigned to sections of the Reference Collection to keep tidy and shelf-read. Each section should be read through once per quarter.

Materials Repair

Books in bad physical repair, but still worth keeping, will be repaired if possible, or replaced with new copies if they are available. Materials needing repair are referred to the Collection Development Librarian, who decides on the best disposition of the piece. This may include mending, re-binding, withdrawing, or replacing.

DEACCESSIONING MATERIALS

The Library assesses the usefulness, relevance, and physical condition of its collection on a continuing basis.

Deaccessioning Criteria

Librarians follow the same principles and guidelines in evaluation as in selection of new materials. Categories of deaccessioning include the routine removal of superseded editions of titles and the title-by-title weeding of unused volumes no longer relevant to the curriculum or to current research needs of faculty and students. Superseded volumes are usually discarded, unless it is determined that not all of the information is included in the most recent edition.

For title-by-title weeding, portions of the collection are reviewed on a rotating basis to assess the condition, relevance and currency of the materials.

“Weeding” criteria which should be considered are:
1. Inclusion in the online *Resources for College Libraries*. For reference sources, inclusion in *Guide to Reference Books* by Robert Balay, *Reference Sources for Small and Medium Sized Libraries* by Scott Kennedy, or *Choice’s Outstanding Academic Titles*. These items are generally kept and noted in the back of the book that it appears in one of these bibliographies.

2. Circulation/in-house usage count
3. Availability of later editions
4. Currency, relevance of the contents
5. Physical condition of the publication
6. Duplication of the contents in more recent works
7. Language of the publication
8. Space needs; e.g. do we have room for these materials?
9. Appropriateness to the demonstrated needs of the college community;
10. e.g., mission, curricula, reference queries

Print materials with low usage and/or in poor condition may be dealt with in the following ways:

- Moved to off-site storage
- Materials in poor condition which are listed in Resources for College Libraries, or which show significant usage should be repaired or replaced when possible.
- Materials may be withdrawn. These materials are discarded, recycled, or given to other libraries at the discretion of the Collection Development Librarian.

The collection is evaluated in two important ways: automatic weeding of older editions of a work and periodic evaluation by the Librarians.

Reference weeding:

Older volumes of many publications, such as encyclopedias, directories and yearbooks, are automatically removed from the Reference collection when newer, updated editions arrive. Reference Librarians decide whether to keep older editions on a title-by-title basis. Standing order titles are also reviewed along with all other reference titles during the continuous Reference review. Faculty members and other library staff may be consulted when appropriate. Reference Librarians decide whether to move Reference materials out of the Reference Collection into the circulating collection, or whether the materials should be withdrawn. Print materials withdrawn from the Reference Collection may be dealt with in the following ways:

- Materials may be moved to Reference Storage
- Materials may be moved to the circulating collection
- Materials may be withdrawn. These materials are discarded, recycled, or given to other libraries at the discretion of the Collection Development Librarian.

Electronic Resources:

Electronic resources are reviewed on an ongoing basis. Librarians gather statistics on
database usage and compile them in the Library’s Annual Report. These statistics aid the Librarians in determining the usage patterns of particular databases. Databases with little use may be discontinued if there are few compelling reasons to keep the subscription.

INTELLECTUAL FREEDOM, CONTROVERSIAL MATERIALS, CRITICISM, AND CENSORSHIP

As a private college governed by its own Board of Trustees, Kalamazoo College does not acknowledge censorship attempts on the part of persons or groups outside the corporate structure of the institution.

In order to evaluate the criticism of persons or groups legitimately related to the college and to establish guidelines for the acquisition of materials of potentially controversial nature, the Library follows this policy:

A. In an effort to support the College’s mission, the Kalamazoo College Library makes available materials offering the widest possible variety of viewpoints, regardless of the popularity of the viewpoints or the popularity or unpopularity of their authors.

B. Selection of materials for the Kalamazoo College Library is based on the criteria expressed in this document regardless of the frankness of language or controversial manner authors may use in dealing with subjects of religion, politics, sex, or other issues.

The Library adheres to the principles of intellectual freedom as outlined in the Library Bill of Rights of the American Library Association in the acquisition and retention of library materials. Possession should be not interpreted as an endorsement by the Library or the College but rather as the fulfillment of the responsibility to present all sides of issues by the best spokespersons available. The Library assumes the maturity of the readers for whom these materials are available.

Procedure for Challenges

Complaints concerning material in the collection should be directed, in writing, to the Library Director. The Library Director will respond to the complaint and will send a copy of the complaint and the response to the Associate Provost for Information Services and to the President of the College, as appropriate.

REVIEWING THE COLLECTION DEVELOPMENT POLICY

This Collection Development Policy will be reviewed by the Collection Development Librarian annually.
Addendum A: A.M. Todd Rare Book Room Collection Development Policy

The A. M. Todd Rare Book Room of the Kalamazoo College Library houses rare and unusual books and related materials in a variety of subject areas. The room is located on the third floor of the Upjohn Library Commons. The great majority of the materials have been received as gifts from friends of the College. Many were in the collection assembled by Albert May Todd (1850-1931) and have come to the College from members of his family. Exhibits of materials drawn from the collection are available for viewing on a regular basis as posted. Small group and class visits can be scheduled. Researchers wishing to make use of the collection must make arrangements in advance with the library staff. Materials in the A. M. Todd Room collection must be used in the room under staff supervision.

The Rare Book Librarian decides whether to accept offers of donations to the Rare Book Collection, in accordance with the gifts policy. Materials to support and enhance the Rare Book Collection are purchased occasionally by the Collection Development Librarian. Decisions about removing items from the Rare Book Collection are made by the Rare Book Librarian.

Decisions about rarity and special significance vary between institutions. Categories of materials of particular interest to the A.M. Todd Rare Book Room collections include, but are not limited to:

- Special presses of particular interest, e.g., Kelmscott Press, Arion Press
- Fine bindings
- Incunables
- Works with the A.M. Todd bookplate
- Items of exceptional market value
- Items considered rare because of date and place of publication
- Special attributes, e.g., signed limited edition, special illustrator, etc.

Bibliographic records for materials in the A.M. Todd Rare Book Room appear in the library’s online catalog and are classified according to the library of Congress classification scheme. The collection currently is overseen by the Rare Book Librarian.

A portion of the College’s art collection is housed in the A.M. Todd Rare Book Room.

The Collection Development Librarian will review this document on an annual basis.

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