

Library and Learning Resources Centers - Collection Development Policy University of Southern Nevada

The purpose of the Collection Development Policy is to provide a guide for the continued development in the growth, maintenance, and future planning of the University of Southern Nevada's library collection. The Policy is to be used as a tool for evaluating and improving the collection so that the library may continue to successfully meet and exceed the educational needs of the University community. To insure its continued relevance, this Policy will be reviewed on an annual basis by the University Information and Technology Resource Committee (UITRC).

Overview

LLRC Mission Statement

The primary mission of the Library and Learning Resources Centers (LLRC) is to support the University of Nevada's overall mission of preparing competent professionals and addressing the health care needs of Nevada, Utah and the surrounding region by providing valuable and relevant information resources and by providing instruction in the use of those resources.

Subject Scope

The scope of the collection is shaped by the University's mission and the needs of our patrons. The primary focus of the collection is to provide information required to support the educational and research needs of our patrons.

Selection Process

The primary criteria for the selection of materials will be equally applicable for both print and non-print materials. However, each format presents unique challenges and opportunities, which must be considered prior to purchase.

Overall Selection Criteria

- Added value to the collection
- Authority of the author, publisher or editor
- Availability
- Copyright and fair use
- Cost-effectiveness (this includes updates and backfiles)
- Currency and validity of contents
- Curriculum requirement
- Gaps in the collection
- Licensing issues
- Patron needs
- Relevance of the subject matter
- Demand due to curricular needs
- Technical ease and accessibility
- Uniqueness of information

- Vendor reliability

Print Materials

Sources used to support decisions for the inclusion of print material into the collection are, but not limited to, the following:

- Catalogs from professional associations
- Catalogs of government documents
- Interlibrary loan requests
- Professional standards/core lists
- Reviews in scholarly journals

Journal Collection

As the major source of current information in the medical and health fields, the serials collection provides up-to-date information, which may be used to supplement the book collection. Additions to the journal collection will follow the same selection process as for any other addition to the collection. However, great care must be taken as an addition of a serials title to the collection represents a potentially costly and long-term commitment.

When considering the addition of a journal to the collection, the following should be considered:

- Appearance of the journal in major indexes and retrieval systems
- Current references are included within the articles
- Authority and reliability of the publisher
- Subject scope
- Interlibrary loan requests
- Affordability
- Current journal collection – availability of similar titles
- Copyright restrictions

Electronic Formats

Though much of the selection criteria for electronic materials are similar to the print collection, the digital format requires supplementary matters to be addressed. In addition to the overall selection criteria, the following matters shall be considered:

- Compatibility with existing hardware
- Licensing
- Vendor reliability and support
- Training
- Reliability of access/speed
- Ease of use
- Availability of remote access
- Archival rights
- Ability to collect meaningful statistics

The University Information and Technology Resources Committee (UITRC) shall assist by making appropriate recommendations for purchase.

Language Coverage

Materials added to the collection are primarily in English; however, exceptions will be made when deemed appropriate.

Geographical Coverage

While there are no limitations on geographical areas covered by the publications added to the collection, the primary focus will have an emphasis on the United States.

Age of Material

Preference is given to those titles published within the previous three (3) year period.

Types of Format

The format of the collection consists primarily of journals, monographs, audiovisual products and electronic databases. Generally, while no format is excluded, the following items are added only when the value to the collection warrants the inclusion: charts, lab manuals, lecture notes, microform, microfilm, pamphlets, workbooks, filmstrips, pocket-books, spiral bound items, loose-leaf publications and maps.

Gifts

The Library and Learning Resources Centers welcome and appreciate gifts of books, journals, and items in other formats. While many donated items have been added to the collection in the past, all gifts are accepted with the understanding that no restrictions may be placed onto the items by the donor. The LLRC staff reserves the right to determine how to best use the donated materials. Only items that will enrich the collection will be added while those items not suited, will not be included. An acknowledgement letter describing the donated item(s) will be issued to the donor; however the letter will not assign a monetary value.

Collection maintenance**Inventory**

An inventory of the books, serials and audiovisual collections will be conducted on an annual basis. The LLRC website will be evaluated twice a year to ensure the currency of the links and posted information.

Replacements

The LLRC will not automatically replace materials withdrawn from the collection due to loss, damage or wear. The decision will be made on a case-by-case basis. Except in rare circumstances, no attempt will be made to replace out-of-print material.

Duplicates

Due to the potential budgetary impact, unnecessary duplication of titles is avoided. Exceptions to this may be deemed necessary in order to improve access to heavily used materials.

De-selection (weeding)

De-selecting is an integral part of maintaining a current and viable collection. In determining whether or not to remove an item from the collection, the following guidelines should be followed:

- Frequency and use by patrons
- Currency and date of publication
- Availability in another format
- Physical condition
- Importance to the collection
- Is it considered an authoritative work
- Availability of a replacement or new edition
- Degree to which the material fits the scope of the collection

If the condition of the item warrants removal from the collection, but the contents cannot be replaced, consideration will be given to repairing or rebinding the item.

Collection Preservation

Whenever possible, monographs are purchased as a hard bound copy. All journals that are being retained, and are a complete set, will be bound.

Collection Management

Funding

The University administration is responsible for the annual allocation of funds to the library budget. The Director of Library Services accepts the obligation to be fiscally responsible in the expenditure of library funds.

In order to create a balanced collection, the funding shall be used in a fair and equitable manner. Historically underserved portions of the collection should be a funding priority. Materials purchased using library funds will become the property of the library and are available for use by the entire University community. Library funds will not be used to procure materials for the exclusive use of any one department or person.

Co-Operative Agreements

The Nevada library maintains a collaborative agreement with the University Medical Center's (UMC) Medical Library. The UMC library is primarily intended to supplement the LLRC resources. The agreement is reviewed and renewed on an annual basis.

Interlibrary Loan

The LLRC utilizes the National Library of Medicine's Docline Interlibrary loan service. Interlibrary loan (ILL) is a service that assists patrons by obtaining items not available in the LLRC collection. This service is meant to provide materials to supplement the collection and should not be used as a substitute for collection development.

Request for Reconsideration

Any patron of the library has the right to object materials selected for the collection. Patrons seeking reconsideration of an item are requested to complete and submit a Materials Reconsideration Form. Upon receipt of this form, the Director of Library Services will bring the request to the University Information and Technology Resources Committee (UITRC) for review. The committee will examine critical reviews, recommendations lists, professional journals, and other appropriate resources in order to determine the outcome. The patron who requested the review will receive a written report detailing the evaluation process and final outcome.

Intellectual Freedom and Copyright

All services and usage of the LLRC collection must comply with the Copyright Laws of the United States.

The library is committed to supporting the intellectual freedom of the university community. As such, the LLRC has the responsibility to be inclusive and not exclusive in the collection development process. In recognition of this responsibility, the LLRC strongly supports the Library Bill of Rights of the American Library Association.

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.

- I. 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.
- II. 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.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. 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, by the ALA Council; amended February 2, 1961; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.