

# **Library Collection Development Policy**

University of Southern Nevada

(Approved by the Administrative Council Feb. 7, 2011)

## **I. Introduction**

### **A. Purpose**

The purpose of the Collection Development Policy is to provide a guide for the continued development and maintenance of the University of Southern Nevada's library materials collection.

### **B. Institutional Context**

The University of Southern Nevada (USN) offers a Doctor of Pharmacy program leading to the attainment of the PharmD degree, a Masters of Business Administration (MBA) program, and a Bachelor of Science in Nursing (BSN) program. These programs are offered at multiple campuses. A postdoctoral residency program in Advanced Education in Orthodontics and Dentofacial Orthopedics/Master of Business Administration (AEODO/MBA) is offered at the Henderson campus. A Doctor of Dental Medicine (DMD) will be offered at the South Jordan campus. An accelerated Bachelor's to BSN program will be offered by the College of Nursing.

The curriculum emphasizes a student-centered, active learning environment where students participate in experiential education. The curriculum is organized into blocks that allow students to take one course at a time; students must demonstrate competency by successfully passing every assessment (examination) associated with each block at 90% before progressing to the next block. The block system impacts the use of the library collection by focusing need for particular materials during a set time of the academic calendar.

### **C. Library Clientele**

The primary clientele of the library are the university's currently enrolled students, faculty, and staff located at various geographical locations. Preceptors, visiting & adjunct faculty not employed by the university, alumni and guests may use resources onsite but may not check out materials. Preceptors and visiting/adjunct faculty may have access to some online resources as license agreements allow.

### **D. Intellectual Freedom and Copyright**

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

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

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## **II. Overview of the Collection**

### **A. Collection Focus**

The primary focus of the library materials collection is providing information in support of the educational and research needs of university students and faculty. The main collecting areas are in health science and business in direct relation to the curriculum, including general science and medical supplemental materials. In addition, the collection includes materials designed to support faculty in classroom teaching and, to a lesser extent, faculty research.

A small number of recreational reading materials are provided through a book subscription/lease service that allows periodic exchange of popular titles for new titles of interest without requiring maintenance of a permanent collection not directly related to the curriculum.

### **B. Subject Scope and Coverage**

The subject scope of the collection is shaped by the university's curricula, accreditation requirements, and the needs of our patrons. Subject coverage is not intended to be comprehensive except in key areas as required to meet curricular needs. Emphasis will be placed on establishing and maintaining core materials in relevant subject areas by selecting titles recommended by recognized authorities (Doody's Core Titles, AACP Basic Resources for Pharmacy, Medical Library Association Dental Section Booklist, etc.) and by academic curriculum teams, educational resource committees and program administrators.

### **C. Language and Geographical Coverage**

Materials added to the collection are primarily in English; however, exceptions will be made when deemed appropriate. While there are no limitations on geographical areas covered by the publications added to the collection, the primary emphasis is on the United States.

### **D. Formats Collected**

The format of the collection consists primarily of print journals and books, media (CDs, DVDs, CD-ROMs, DVD-ROMs), and electronic resources such as online journals, e-books, full-text indexes and databases. Generally, the following items are added only when the value to the collection warrants the inclusion: charts, lab manuals, lecture notes, pamphlets, workbooks, pocket-books, loose-leaf publications, realia and maps. The library does not collect microforms (microfilm, microfiche) or film (16mm, filmstrips) and does not provide equipment for viewing of the same. Legacy VHS tapes exist but are not actively collected.

### **E. Reference**

Reference works are non-circulating resources such as dictionaries, encyclopedias, directories, handbooks, manuals, guidelines, and the like, intended to support basic research and information needs. The reference collection is updated on an ongoing basis as new editions are received and older ones are removed from reference. Superseded editions may be transferred to the circulating

collection or weeded. Physical copies may be replaced with an electronic version dependent on availability, accessibility, and price (see also **IV. Selection, D. Electronic Resources**). Some titles may be placed in unit labs or offsite classroom spaces for quick reference by students working in those locations.

## **F. Reserves**

Reserves are a temporary collection of purchased, loaned (by faculty) or copied materials assigned restricted access and loan periods in order to support the direct needs of students in a particular block. Items are placed on reserve at the express request of faculty. Use of media and the number of photocopies of articles, pages from books, and other material in reserves shall not exceed the fair use limits specified by current copyright law.

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## **III. Budgeting**

### **A. Funding Source**

The University administration is responsible for the annual allocation of funds to Library Services. The Director of Library Services accepts the obligation to be fiscally responsible in the expenditure and tracking of the funds for purchasing or subscribing to library resources.

### **B. Library Materials Budget**

Library materials budget funds are used in a fair and equitable manner to maintain a balanced collection, although priorities may vary from year to year as needed to support new programs or address previously underserved portions of the collection. Library materials are intended for use by the entire University community; therefore, library funds will not be used to procure materials for the exclusive use of any one unit or person without written approval from the Academic Dean or Program Director and the agreement of the Director of Library Services.

The annual library materials budget request is allocated by location and college/program based on the amount of funds needed to keep the collection up to date by purchasing updated editions of previously approved titles, purchasing relevant titles not previously available (including titles needed to meet curricular changes and new developments in the various related fields), and a 1% estimated cost for replacing previously purchased missing, lost, or damaged titles. Added to that for each location is a separate allocation for general materials needed by all students but not easily attributed to just one college or program (i.e., medical dictionaries, basic anatomy, etc.), a separate allocation for materials to support faculty instruction and university operations, and a separate allocation for library-related materials needed by library staff to fulfill the requirements of their jobs. Materials needed in support of faculty research are paid for out of the library's college/program designated funds as approved by the relevant Dean/Director unless the materials fall within a category separately identified within the budget to support a Center for Research.

The Library Materials fund allocation in the Library Capital Budget supports the purchase of physical materials such as books, media and realia (i.e., physical objects such as organ models)

that are considered capital expenditures. Priority is given to maintaining currency of the collection through purchasing updated editions of existing works, maintaining parity of coverage for subjects taught at multiple campuses, and to obtaining new titles needed to support classroom instruction. Secondary purchases are supplemental titles from recommended core lists and individual title recommendations (see also **D. Role of the Educational Resource Committees**).

Allocated funds in the Library Operating Budget support journal publications and subscriptions for electronic resources, including databases, online journal collections, and electronic books. Priority is given to continuing obligations over newly proposed resources (see also **D. Role of the Educational Resource Committees**).

### **C. Selection Responsibility**

Ultimate responsibility for the development and maintenance of the Libraries' collection rests with the Director of Library Services. This responsibility includes creating collection development policy and procedures, guiding selection decisions and establishing weeding parameters in order to maintain collection currency. Routine decision making may be delegated to other library staff. An electronic form for purchase recommendations from faculty, staff or students is available on the library website. In addition to individually recommending titles for purchase, faculty members may also serve on College or Program Educational Resource Committees.

### **D. Role of the Educational Resource Committees**

The Educational Resource Committees (ERCs) for each College or Program serve as advisory groups to the library on collection development issues. Each Academic Dean or Program Director determines the make-up of the ERC for his or her college/program, including the number of faculty involved and whether or not the Dean/Director is an active member of the committee. The Dean/Director is responsible for keeping the library up-to-date on the make-up of the committee. The ERCs review faculty recommended titles and newly available resources to help determine fit with current university program needs, recommend purchasing priorities, and assist with periodic evaluation of journal titles and electronic resources. The library identifies additional resources for ERC consideration, notifies the committee of similar materials within the existing collection, provides further title information, and watches for potential overlap between the resources needs of the different colleges/programs. New recommended titles are approved by the appropriate Academic Dean or Program Director prior to library purchase, either through ERC participation or individually. The ERCs meet periodically with the Director of Library Services and/or designated library representatives from each campus to review current collection needs and recommend future collection development.

### **E. Co-Operative Agreements**

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

## **F. Gifts**

Gift books and other informational materials are accepted by the library under the conditions stated in the *Library Gift Materials Policy*. The library reserves the right to determine retention, location, treatment, and other considerations related to use, maintenance, or withdrawal of donated materials and will not assign a monetary value to any gift materials.

## **G. Interlibrary Loan**

The library utilizes the National Library of Medicine's Docline interlibrary loan service to assist patrons by obtaining items not available in the LLRC collection. This service is meant to provide materials supplemental to the collection and not intended as a substitute for collection development.

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## **IV. Selection**

### **A. Overall Selection Criteria**

In addition to recommendations from the Educational Resources Committees and Academic Deans and Program Directors, the Director of Library Services and designated library personnel take into consideration a number of factors when selecting resources for the library collection.

The overall criteria for the selection of materials are applicable for all formats; however, each format presents unique challenges and opportunities which must be considered prior to purchase.

The following are considered in the selection of library materials:

- Added value to the collection
- Age of the material (preference given to titles published within the past 3 years)
- 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 requirements
- Favorable reviews in respected library/academic literature
- Gaps in the collection
- Licensing issues
- Multiple copy demand
- Recommendations made by respected academic organizations
- Relevance of the subject matter
- Student/faculty needs
- Technical ease and accessibility
- Timeliness of the subject matter
- Uniqueness of information
- Vendor reliability

## **B. Print Materials**

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

- Lists created by related professional associations
- Catalogs of academic publications
- Interlibrary loan requests
- Professional standards
- Reviews in scholarly journals

## **C. Journals**

Print and electronic journals are the major source of current information in the medical and health fields. Selection of titles for the journal collection includes consideration of the value to the academic process. When possible, preference will be given to journals available in electronic format (see also **D. Electronic Resources**).

Additional considerations for journals include:

- Affordability
- Appearance of the journal in major indexes and databases
- Authority and reliability of the publisher
- Interlibrary loan requests from that journal
- Subject scope
- Uniqueness within the current collection

## **D. Electronic Resources**

Electronic Resources include, but are not limited to, electronic serials or collections of serials; online bibliographic or numeric databases; electronic reference materials; electronic monographs or collections of monographs.

General practice will be to run trials of new electronic resources and gather evaluative input from subject-appropriate faculty and ERCs, other than for electronic versions of existing journal subscriptions with known vendors. New ERC-recommended electronic resources will be approved by the associated Dean/Director prior to selection (see also **III. Budgeting, D. Role of the Educational Resource Committees**). Resources costing more than what can be covered in the current fiscal year budget will be submitted for approval in the following budget cycle.

Due to the unique nature of electronic resources, the following additional criteria will be applied:

- Acceptable licensing terms
- Archival rights
- Interface usability
- IP authentication
- Proxy capabilities for remote access

- Usage statistics availability
- Vendor reliability and support

## **E. Media**

Current preferred formats for media are digital disc-based CD, DVD, CD-ROM and DVD-ROM. Digital media that accompany books will be cataloged and housed separately as media unless the intended use requires keeping both parts together as a kit.

## **F. University Archives**

The University Archives is a collection of items documenting the history and growth of USN. Materials collected include university publications such as student catalogs and yearbooks, photographs and programs from campus events, and other items that may be deemed of future interest. For preservation purposes the collection will not be readily available on the shelves but kept in a secure, controlled location on the main campus and made available for in-library use upon request.

## **G. Request for Reconsideration**

Any university student or employee has the right to request reconsideration of materials contained within the collection. Requests must be in writing. Upon receipt of the written request, the Director of Library Services will bring the request to the appropriate Educational Resources Committee and Academic Dean or Program Director for review. Examination of critical reviews, recommendation lists, and other appropriate resources will be used in determining an outcome. The requestor will receive a written report detailing the evaluation process and final outcome.

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## **V. Maintenance**

### **A. Inventory**

An inventory of the physical books, journals and media will be conducted on an annual basis. Materials identified as missing will be considered for replacement based on current curricular needs, duplication within the existing collection, and the age of the missing material, by recommendation of the ERC.

### **B. Replacements**

The library 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.

### **C. Weeding/Withdrawal**

Regular weeding of physical materials 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

criteria will be considered:

- Access within the collection to the same content in another format
- Availability of a replacement or new edition
- Currency and date of publication
- Degree to which the material fits the scope of the collection
- Frequency of use
- Importance to the collection
- Physical condition
- Superseded edition
- Whether item is considered an authoritative work or classic in the field

If the condition of the item warrants removal from the collection, and the content is considered authoritative but cannot be replaced, consideration will be given to repairing or rebinding the item. For superseded works, the library will only retain the current and one previous edition; older editions will be weeded.

Lists of titles to be weeded other than for poor physical condition or having been superseded by a newer edition will be distributed to the appropriate ERC and Academic Dean or Program Director for review prior to being permanently withdrawn. All withdrawn titles will be reported to the university Accounting unit for inventory purposes.

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## APPENDIX A

### **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.

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Adopted June 18, 1948, by the ALA Council; amended February 2, 1961; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.