

# COLLECTION DEVELOPMENT POLICY

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# INTRODUCTION

The Collection Development Policy of the Harry A. Sprague Library incorporates changes that reflect the expanded mission of the University and the Library as well as the evolving nature of information and technology. This policy was created by the Collection Resources Management Team and approved by the Library Administration. This

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# I. UNIVERSITY BACKGROUND AND COMMUNITY PROFILE

Building on a distinguished history dating back to 1908, Montclair State University is a leading institution of higher education in New Jersey. Designated a Research Doctoral University by the Carnegie Classification of Institutions of Higher Education, the University's 10 degree-granting schools and colleges serve more than 20,000 undergraduate and graduate students with more than 300 doctoral, master's and baccalaureate level programs. Situated on a beautiful, 252-

## II. RESPONSIBILITY FOR COLLECTION DEVELOPMENT

### III. OBJECTIVES OF THE LIBRARY COLLECTION

#### Library Mission Statement

The Harry A. Sprague Library of Montclair State University provides information resources and instructional services that facilitate the effective discovery, creation, evaluation, and application of scholarship in support of the teaching, research, cultural and outreach

## Collection Levels:

As an essential part of the University's educational mission, the Library provides appropriate and accessible information resources in various formats to support the instructional and research needs of the students and faculty.

This involves supplying wide coverage at the introductory and advanced levels in all subjects offered in the curriculum. In addition, the Library supports faculty and graduate student needs and interests related to University programs by providing a collection of sufficient depth for advanced research. Interlibrary loans and cooperative library agreements will fulfill some of the requirements for information cited in specialized research sources.

While the strength of the collection will be in areas of evident student and faculty need, the Library also provides resources aimed at the development of the liberally educated person beyond the program requirements. To fulfill this goal, a representative selection in all fields of knowledge and resources of general interest to the academic community is collected. In working toward these objectives, a balance will be sought between the fulfillment of immediate and projected needs and the development of a well-rounded collection.

It is essential that the collections be diverse, inclusive, and balanced among traditional book and periodical resources, media, and online resources. When selecting resources, the goal is to obtain a resource in a format conducive to the best teaching and research results, and the best interests of the entire community.





- iv. Space requirements
- v. The Library's ability to support the format
- c. The Library will not duplicate other ~~collections~~ or services maintained by other departments on campus.
- d.

## Budgetary Limitations

The Library is committed to the ~~ation~~ acquisition and maintenance of a collection that is balanced in terms of content and format. However, the ability to purchase print, media and electronic resources varies with the size of the annual budget and funds allocated for each fiscal year.

When budgetary restrictions are necessary, the Library will use available funds to provide resources to meet the most immediate instructional needs and to maintain its course related research function and its basic collection strength. Purchase of expensive items and specialized material may be deferred or eliminated at such times. The Library may

# V. FORMAT GUIDELINES

## Monographs

### Hardbound/Paperbound

Paperbound books are preferred for purchase. Exceptions may be made based on the physical size of the item in question. The Library will bind materials that are heavily used or in need of repair.

### Textbooks

The Library does not automatically collect textbooks. Selected textbooks will be acquired only if they are valuable as reference and research works in their own right or of exceptional interest to the general reader. Faculty are encouraged to loan or donate copies of textbooks to the library's reserve collection. An eBook

license or a single print copy of a textbook may be purchased for course reserve.

Primary responsibility for the development of the collection rests upon the Head of the Periodicals Department accepting new subscription requests from faculty library liaisons.

Subscribing to periodicals involves a long-term commitment of funds, therefore factors should be taken into consideration including:

- B Support for current curriculum and research programs via faculty recommendations
- B Demonstrated demand via ILL requests.
- B Cost
- B Impact factors within a subject category by Journal Citation Reports and Scimago.

Electronic journals (available as part of a collection or individual subscription) that provide current, full-image cover-to-cover access are preferred.

Print subscriptions will be purchased if no electronic access is available and/or the cost of electronic access is too expensive. General and/or popular magazines and newspapers will be retained in print.

Periodical subscriptions (regardless of format) will be reviewed regularly to assure that

- h. Availability of backfiles/resources for purchase

If the product is already owned in another format, the following criteria must be met:

- a. Improved access
- b. Currency of information
- c. Space, maintenance, and processing benefits
- d.



- a. Documented curricular need
- b. Cost and potential use
- c. Accessibility and ease of use
- d. Availability of equipment needed to support the format
- e. Technical support, both ~~in~~house and from vendors
- f. Ability to provide training ~~the~~ use of the format

If the item is already owned in another format, the following criteria must met:

- a. Improved access
- b. Currency of information

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## Music Scores

The Library acquires music scores, both in print and electronic formats, in support of instructional and research needs. Parts for individual instruments/voices and musical ensembles no larger than octets may also be acquired.

## Classroom Instructional Material

The Library does not collect curriculum guides, lesson plans, workbooks, charts, instructor s manuals, educational software or instructional aids and devices. Such material may be available in the ADP Center for Teacher Preparation and Learning Technologies at the College of Education and Human Services.

## Exceptional Formats

The Library does not collect Braille, loose pictures or pages in folio format, single articles from periodicals or single issues of a periodical, exhibit lists, calendars, advertising pamphlets, broadsides or ephemeral material of any kind for the general collection.

## VI. GUIDELINES FOR THE SELECTION OF FREE AND OPEN ACCESS WEB-BASED RESOURCES

There are a vast number of freely accessible internet resources that are relevant to academic libraries. Such resources include, but are not limited to Open Access collections, subject directories, scholarly web pages, digital libraries, government documents and statistical websites.

The Library seeks to aid students and faculty in accessing <sup>digital</sup> titles. This is done by selecting resources for inclusion in the Library's catalog.

### Priorities and Criteria for Selection

Priority will be given to the following types of resources:

- Open Access resources (including Journals and Databases)
- Open Textbooks
- Federal and state government resources
- Sites which satisfy a demonstrated curricular need

Criteria for selection are:

- Resources matching criteria outlined in the Electronic Resources policy
- Sites should be notable for their usefulness, high quality and currency
- Non-commercial websites and domains are preferred
- Sites created and maintained by reputable and authoritative institutions, or experts in the field
- Sites reviewed favorably by a reputable source, such as those outlined in *Section IV: Criteria for Selection and Evaluation*
- Sites should meet accessibility standards, be functional, and current
- Resources intended to be permanent are preferred over those which are ephemeral in nature (such as temporary exhibits or personal websites)

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<sup>1</sup> Being defined as material with “free availability on the public internet, permitting any users to read, download, copy, distribute, print, search, or link to the full texts of these articles, crawl them for indexing, pass them as data to software, or use them for any other lawful purpose, without financial, legal, or technical barriers other than those inseparable from gaining access to the internet itself” by the [Budapest Open Access Initiative](#).

## VII. SELECTION AIDS

The librarians rely upon several selection aids when reviewing material for acquisition. These include, but are not limited to, reviews found in library and other professional and specialized journals and newspapers; publisher catalogs and websites; subject specific bibliographies; comparison of the Library's holdings to the holdings of other peer institutions; standard lists; literature guides and approval plans.

### Approval Plans

An approval plan is an agreement with a vendor to select and send materials or notifications within certain defined profiles for consideration for purchase by the Library. Approval plans will be considered for subject areas in which there is heavy use and to insure adequate coverage and balance in the collection. Profiles will be periodically reviewed with input from the library liaisons, and adjusted to meet the changing curriculum and research needs of the University.

The Approval Plan has evolved to include digital content and incorporate DDA. The Demand-Driven-Preferred Approval Plan (DDPAP) allows the library to make new titles available for patrons to use and will only purchase if they are used significantly. This hybrid approach has provided comprehensive and timely access to resources in a cost effective way.

### Standing Orders

A standing order is a request to a publisher or vendor to supply each succeeding issue of a particular type of publication as it is issued. Standing orders are generally available for annuals, series, new editions of continually revised works and subsequent volumes of a work published in a number of volumes issued intermittently. Such orders represent a long term financial commitment and may require extensive storage space. Therefore, standing orders will only be placed under the following conditions:

- a. The materials are heavily used and all publications of an annual, series, or new editions are needed.
- b. There is substantial financial advantage to a standing order rather than ordering each item separately.
- c. The materials are only available on a standing order basis.

Standing orders will be reviewed regularly for any additions or deletions, to assure that use and value are commensurate with the financial commitment associated with such orders.

## VIII. SEPARATELY MAINTAINED COLLECTIONS

### The Reference Collection

The Reference Collection provides general information and a foundation for advanced research. Resources will be acquired in print and/or electronic formats as appropriate. In general, electronic format is preferred for new or revised editions of standard reference sets.

The Reference Collection includes the following:

- a. General reference works designed to be consulted for specific facts
- b. Statistical, biographical, and other reference works

## The Government Documents Collection

The Library is a selective Federal Depository for publications distributed by the Government Printing Office (GPO) and a state depository for New Jersey government publications. Selection of Federal and NJ state documents is the responsibility of the Government Documents Librarian, in consultation with librarians and faculty. The Library subscribes to a service, which provides timely access to those Federal documents that are released directly to the Internet. Federal materials are available in tangible and online formats. Preference is given to the electronic format.

- a. Publications, including newsletters and annual reports, of individual Colleges, Schools, Departments and Administrative Units
- b. Publications of individual faculty members, staff or administrators, including journal articles, reports, personal papers or photographs, unless they relate to the history of Montclair State

## Special Collections

As noted in *Section V: Format Guidelines*, the Library does not collect rare books or rare

## IX. GIFTS

### Acceptance

The Library accepts gifts with the understanding that they will be evaluated using the same criteria set forth for selection. Only gift materials meeting these standards will be added to the Library's collections.

### Appraisal

The Library does not appraise donations of books and other materials for income tax deduction purposes. The responsibility for appraisal and its cost rests solely with the donor.

### Delivery

The responsibility for delivery of gifts rests with the donor.



## X. COOPERATIVE COLLECTION DEVELOPMENT

Cooperative collection development has become an integral part of the Library collection development strategy. Library cooperation enhances effectiveness and provides higher quality service to users by sharing resources, broadening coverage, and increasing access.

The Library participates in a number of cooperative collection development programs and consortial agreements at the local and regional levels, including, but not limited to, Lyrasis/WALDO VALE, and LibraryLinkNJ.

# XI. MAINTENANCE, PRESERVATION AND REPLACEMENT OF ITEMS IN THE COLLECTION

The Library regularly reviews the collection for dated or damaged material and for material that no longer supports the curriculum and the research needs of the University and is no longer of general interest. Responsibility for the withdrawal of such material rests with the Library, under the coordination of the Collection Management Librarian. Library Liaisons are responsible for weeding library collections in their subject areas. The faculty will be asked to advise on the retention of materials in their disciplines.

The Library seeks to preserve damaged but still useful material through mending or binding.

Replacement of materials because of loss, damage or wear is based on evaluation of content, present usefulness and availability. In reviewing material for retention or withdrawal, the policies formulated for selection are followed.

The following guidelines are intended to assist librarians in selecting materials for withdrawal.

## Reference & Circulating Collections

Criteria for deselection :

B Physical Condition

B Duplicates: In general, duplicates are not kept. However, up to three copies of a title may be kept based on need as evidenced by the value, quality and use criteria described below.

B Editions: In general only one copy of previous editions are kept if there is a demonstrated curricular need (e.g. older editions of current textbooks) to three copies of the current edition. 3 e o 1 . 3

- B Proceedings and annuals: Only one copy of each separate issue, e.g. annual, number etc., will be kept.
- B Dated or obsolete information.
- B Age Criteria vary with the subject field. When age is the main criterion for withdrawal, date of receipt should also be considered. Some guidelines are as follows:
  - o Textbooks that identify themselves as such after 10 years
  - o Applied Science and Business after 10 years
  - o Economics and Science after 10 years
  - o Travel books and inexpensive geographic sources after 10 years
  - o Topical materials after 10 years
- B Use Criteria: Books that have not circulated for 5 years and do not appear on a standard list are candidates for withdrawal. However, this criterion should be applied in terms of value and quality criteria on a by-case basis.
- B Value and Quality Criteria: based on the criteria stated above.

Criteria for Retention:

Material should meet the criteria stated above ~~Section IV: Criteria for Selection & Evaluation~~. In general, the following are retained:

- Pre-1900 American imprints
- Pre-1820 European imprints
- Biographical sources
- Histories of corporations and institutions

## Government Documents

The Government Documents collections are weeded regularly to ensure that holdings are up-to-date. Although the five-year retention period mandated by the Federal and State depository programs is observed, documents of historical value are retained longer or permanently. All documents, regardless of format and location in the Library, are reviewed against agency web pages and online versions to determine retention. Preference is given to online versions over printed versions of a document; online versions are cataloged to facilitate patron access. Liaisons reviewing subject areas must route government documents to the Government Documents Librarian for review and weeding.

## Multimedia Resources

Criteria for deselection

- Poor physical condition
- Out-dated content or physical format
- Duplicate information which is no longer in heavy demand
- Low usage

## Periodicals

Additional Criteria for deselection

- Titles with holdings of a few issues or very short or scattered runs
- Back files are available on microform or electronic format
- Back files are incomplete and/or scattered runs