

# John F. Reed Library Collection Management Policy

## Purpose

The purpose of the Collection Management Policy is to provide an overview of collection management practices within John F. Reed Library, based on the goals of Reed Library and an understanding of the community it supports. The policy serves a number of purposes, which include the following:

- to create a process for collection development within the library
- to provide guidance for selection of materials to that supports the mission and curriculum of the College
- to create guidelines in the selection process to maximize access to all information resources
- to provide a process for the evaluation of the collection
- to indicate the areas of responsibility of individual selectors

## Philosophy

John F. Reed Library supports the curriculum of the College, serving the mission of the College as it relates to the provision of information resources. As the gateway to research and information resources, John F. Reed Library plays a critical role supporting undergraduate success.

## Collection Assessment and Selection/ Renewal Criteria

Selection and renewal of information resources is based on a variety of criteria including value of content, level of content, accessibility, instructional needs, collection strengths, authority, and format. As part of the selection process, selectors will conduct periodic analyses in the areas of their responsibility. Assessment will involve quantitative and qualitative measurements of holdings (See [Appendix A: Collection Assessment Guidelines](#)). Based on an analysis of collection needs, librarians will select materials appropriate for the collection and review electronic resources for continued use. (See [Appendix B: Resource Selection Methods, Processes and Renewal Criteria](#) and [Appendix C: E-Resources Selection and Renewal Criteria](#)).

## Selection Responsibility and Funds Allocation

Librarians may be assigned one or more academic disciplines to be responsible for in collection development. Library liaisons communicate with faculty members in their liaison areas to solicit requests for materials needed to support instructional needs. Librarians draw on faculty input as well as collection assessment tools and knowledge of library users' needs to select materials.

While the Collection Management and Electronic Resources Librarian will be primarily responsible for the maintenance and administration of electronic resources, knowledge by individual library liaisons of the available resources in their subject areas is crucial in selecting the best available resources. Library liaisons are expected to familiarize themselves deeply with resources available in their subject areas and be able to provide recommendations to the Collection Management and Budget Teams.

The Collection Development and Electronic Resources Librarian coordinates the selection, acquisition and maintenance of information resources. The Collection Management Team assists in the process of collection management and oversight. (See [Appendix D: Collection Management Team charge](#)).

## Requests

Requests for library materials are solicited and appreciated. While the majority of funds are dedicated to providing resources available to all library patrons, small amounts of funding (under \$250) may be requested by academic departments to fund requests for resources to be made available for specific class use that fill a need in the curriculum that another more accessible resource cannot fill. These special requests must go through Librarians Council for approval.

Reed Library's selection process is aimed at supporting a primarily undergraduate curriculum. As such, the Library will not acquire resources which support only the personal research of faculty members and are not intended to support instructional needs. Faculty will need to use other available tools, such as consortial borrowing or interlibrary loan, to fill those needs.

## De-selection

De-selection of library materials is the process of removing items from the collection and is essential for the maintenance of an active, academically useful library collection. Subject selectors are responsible for conducting an ongoing de-selection effort in their designated disciplines and for maintaining the quality of the collection. Benefits to be gained through de-selection include an increase in the availability of space for collections and services, and a higher proportion of relevant materials on the shelves for the use of the College community. (See [Appendix E: Procedures for Withdrawing Library Materials](#)).

## Donations

John F. Reed library welcomes donations. The Library's acceptance of donations is impacted by space and budget constraints as well as how well the donated materials meet selection criteria and curricular needs. Donations will be added to the collection if they meet the selection criteria applied to materials acquisitions. Materials that are not added to the collection will be given away or disposed of. Donors will receive a letter acknowledging receipt of the materials donated; however, the library is unable to provide an appraisal of those materials. (See [Appendix F: Donation Policy](#)).