

Drake University Cowles Library

Collection Development Policy

2004

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I. Introduction

Library Mission Statement

To support the educational goals of Drake University by providing services, collections, technology, and learning opportunities that make it possible for faculty and students to successfully access and use information.

In fulfilling its mission, the Library works in partnership with faculty and other members of the Drake community, and seeks to contribute to the overall goals of the University. Primary emphasis is placed upon materials and services that expand upon and support the curriculum, and that support faculty teaching.

University Mission Statement

Drake's mission is to provide an exceptional learning environment that prepares students for meaningful personal lives, professional accomplishments, and responsible global citizenship. The Drake experience is distinguished by collaborative learning among students, faculty, and staff and by the integration of the liberal arts and sciences with professional preparation.

Statement of Purpose

The Cowles Library Collection Development Policy is intended to guide the selection, evaluation, and de-selection of print and electronic materials for the collection, whether by purchase, gift, license, or subscription. The purpose of this policy is to provide a written statement of the library's objectives in building its collection. It is meant to provide guidance for selectors in developing a collection that best furthers the goals of the library and the mission of the University. This policy is intended to guide selectors when making individual decisions, and also to communicate these objectives and guidelines to all members of the Drake community so that they too can help plan for and guide the future development of library resources.

As a statement of University Library policy, it is also used in determining the allocation of funds and as a source to identify areas of strength and weakness in our collection.

Diversity Statement

In accordance with Drake University's strategic goal to "ensure that Drake students, faculty, and staff are able to function effectively as members of diverse local, national and global communities," (http://www.drake.edu/facstaff/strategic_plan.pdf)

Cowles Library acknowledges and commits itself to promoting awareness of and sensitivity to human differences. We recognize that the contributions made by diverse groups serve to benefit the personal, academic, and professional growth of all members of the Drake community.

The Library provides the Drake community with equitable access to all of its information resources and services. This access is guaranteed without regard to race, color, gender, religion, ethnicity, sexual orientation, disability, age, marital status, or class.

The Library recognizes its unique role in helping promote diversity by acquiring resources, both electronic and print, that strengthen the University's efforts to promote learning and education in the areas of diversity and multicultural studies. The library's collection must reflect this commitment by supporting research and study that enhances knowledge of our pluralistic society.

Intellectual Freedom

The selection of items to be added to the collection (physical and electronic) is a shared responsibility of the library and teaching faculty. That activity is guided by Drake University's commitment to maintaining the highest standards of academic freedom in the pursuit of teaching, research and the creation of knowledge. (See the Academic Charter, Section IV, p.3).

The library seeks to serve as a free marketplace of ideas, providing equal access to all points of view on all subjects of potential use or interest to its users. Neither physical materials nor access to electronic information is excluded from the collection because of frankness of language or controversial content, or because of the political, moral, religious, sexual, social, economic, or scientific views expressed, or because of the race, national origin, gender, sexual orientation, religion, or political affiliations of the author. Attempted censorship of library materials is vigorously resisted by the library as inconsistent with its responsibility to foster freedom of thought and inquiry, and in direct opposition to the American Library Association (ALA) Library Bill of Rights. (<http://www.ala.org/ala/oif/statementspols/statementsif/librarybillrights.htm>)

II. Budget Allocation / Conspectus / Supplemental Funds

The acquisition budget is prepared annually. The Coordinator, Collection Development prepares a budget recommendation based on input from both the library and teaching faculty. Particular attention is paid to sustaining the strength of the collection in support of current programs, and on identifying new areas of study or areas that need enhancement. Based on this input the Dean of the Library works with the Provost to develop a university budget recommendation.

This allocation is normally announced during the spring of each year and goes into effect on June 1. The materials budget is divided between nonrecurring (“Books,” “Media”) and recurring (“Serials,” “Journals,” “Electronic Database subscriptions”) expenditures. For budgetary purposes, the primary differentiation is between *one-time* and *continuing* expenditures.

Each College/School (and in the case of the College of Arts & Sciences, each Department) receives a budget allocation assigned from the library’s overall materials budget with which to order monographs.

These orders should meet the criteria established in this document. Each college or department is expected to appoint a Liaison to work with the library. Cowles Library will designate a librarian to work with each college or department. The Departmental Liaison assigned by either the Dean of the College or the Chair of the Department should administer this allocation and work closely with his/her colleagues to manage it. The Departmental Liaison will receive a statement at the beginning of each month from the Acquisitions Associate informing them of their departmental “balance” as of the last working day of the prior month. If there are any unspent monies in the annual departmental allocation they will revert to the library each spring (usually late February, or mid-March) so that the library faculty may use the funds to purchase monographs in the assigned area.

Each College/School/Department also has funds allocated by the library towards the purchase of serials/journals. This budget does not normally increase from year to year, except for an annual inflationary 10% increase. If the library receives sufficient additional funds from the University to cover inflation, serials cuts are not normally necessary. In those years in which the library does not receive enough additional funding to cover inflation, Librarian Faculty Liaisons and Departmental Liaisons must work closely together to achieve the necessary budget figure. See “V. Library Collections (Physical); #5 Serials” for more information regarding Serials and Serials cancellations. Through their Departmental Liaisons, faculty in each College/School/Department have the opportunity to review the list of serials/journals assigned to their College or Department each Spring, and to make recommendations for changes and new titles. See “Appendix #5: Procedures for ordering a serial/journal” for more information.

The Library also allocates funds to support subscriptions to Electronic databases. This piece of the budget is growing each year with the help of the Information Technology (IT) fee. See “VI. Library Collections (Networked)” for more information, and also Appendix #6 “Procedures for Ordering an Electronic Database/Journal.”

Conspectus:

Each year the library prepares the Library Conspectus, which is a strategy for setting acquisitions guidelines for academic disciplines. This entails relating the number of titles published each year, broken down by the Library of Congress Classification system, to Drake’s curriculum. Call numbers are assigned to each academic discipline and the percentage of the volumes being published are weighted by the level of the program (as assigned in “III. Curricular Analysis” section). This process produces a total monographic guideline figure or a monographic purchasing target for each discipline.

--Conspectus Approach provides acquisition targets based on number of books published in any given year

--Links to Collection Development Policy based on assigned weights

Supplemental Gift Funds:

The Library has a limited amount of supplemental money regularly available to it. Generally referred to as “gift money,” most of it consists of the proceeds of bequests from which the library receives the income. The funds are limited, and most have restrictions. The Major Supplemental Gift Funds currently are:

- Griffing
- Herriott
- Lynner
- Becker
- Koch
- Hyman

III. Curricular Analysis

General Collection Statement: Cowles Library Information Resources

In order to serve the information needs of Drake University, Cowles Library provides collections of materials, access to electronic resources and temporary use of materials from other libraries through interlibrary loan. The following policies provide guidelines for these elements.

Cowles Library Collections Cowles Library receives and maintains collections of books, periodicals, newspapers and music scores in paper formats. All print materials are bound or reinforced, cataloged and permanently housed in Cowles Library.

Cowles Library receives and maintains collections of books, periodicals and newspapers in reel microfilm and microfiche formats for which we have appropriate reading equipment. All microform materials are cataloged and permanently housed in Cowles Library.

Cowles Library receives and maintains information on compact discs, DVDs, and videos for which we have appropriate equipment. All such media are cataloged, available for use in Cowles Library and, in some cases, accessible through the campus network.

Cowles Library does not purchase or maintain collections of commercial software, music compact discs, art pieces, maps, or slides. If such materials are supplemental to a book, they are treated as accompanying material and shelved with the book.

Access to Electronic Resources Cowles Library provides Drake University faculty, staff, and students with access to electronic databases through the Internet. All contracts and licensing agreements provide access to the whole Drake community and are administered by the Library.

Interlibrary Loan Materials not owned by Cowles Library are obtained from other libraries for use. All Drake faculty, staff and students have access to the service.

Cowles Library does not collect in any format:

Materials intended primarily to support class instruction, nor for individual study or research, including textbooks, lab manuals, workbooks, examinations, tutorials, demonstrations, exercises, course descriptions, reading lists, or forms.

Multiple copies of the same title (use of reserve services is encouraged as an alternative). In no case should additional copies be ordered simply to make student textbook purchases unnecessary.

General catalogs of academic institutions, commercial organizations, art galleries.

Materials that do not support the curricular offerings of the Drake University Language Acquisition Program.

Materials proselytizing religious beliefs, philosophical and psychological practices, self-improvement methods and political movements and organizations (unless requested for an instructional or research purpose).

Materials promoting commercial products, companies or public personalities.

Materials intended for age levels below college level.

Materials intended for use by the visually impaired; for example, Braille or large-type editions, audio transcriptions.

Subject descriptors/rankings:

Art	3
Biology	3
Business & Public Administration	4
Chemistry	3
Economics	3
Education	5
English	3
Geology/Geography	2
History	3
Journalism	4
Law	2
Mathematics	3
Modern Languages	2
Music	4
Pharmacy	4
Philosophy/Religion	3
Physics	3
Politics & International Relations	3
Psychology	3
Rhetoric & Communications	3
Sociology	3
Theatre Arts	3

**Interdisciplinary areas (such as Women's Studies, Latin American Studies, Environmental Studies, etc.) are included under the broad subject area above with which they are most closely associated.

Collection Level definitions:

1. Minimal level

A subject area which is out of scope for the University's mission and in which few selections are made.

2. Basic level

A highly selective collection which serves to introduce and define a subject. It includes major dictionaries and encyclopedias, selected editions of important works, etc. No majors are offered at the University.

3. Undergraduate study level

A collection which is adequate to support undergraduate study. A collection that is adequate to maintain knowledge of a subject required for limited or generalized purposes of less than research intensity. It includes a wide range of basic books, complete collections of the works of more important writers, a selection of representative journals, and reference tools. Majors are offered in the subject.

4. Graduate/advanced study level

A collection which will support master's level graduate work including; materials containing research reports, new findings, scientific results and other information useful to studying for a master's level graduate degree. It should also include all important reference works and a wide selection of books, serials, etc.

5. Research level

A collection that includes the major published source materials required for dissertation level research. Including materials containing research reporting, new findings, scientific experimental results, and other information useful to researchers. It is intended to include all important reference works and a wide selection of specialized books, as well as an extensive collection of journals and major indexing services in the field.

IV. Selection Factors

The following are the primary factors that we consider in making acquisition decisions for materials in our collection:

- relevance of material to the Drake curriculum
- critical review or quality of the material content
- listing in standard bibliographies and guides
- reputation or authoritativeness of the publisher
- reputation or authoritativeness of the author
- price as related to usage potential; potential for use or known need
- strength or weakness of the collection in particular areas; we will collect materials in greater quantity and specificity in selected subject areas based upon the definition of our collection levels
- usefulness with respect to other materials in the collection, including the representation of all sides of controversial issues
- duplication of other similar subject coverage
- currency of the material, especially as it relates to the physical and social sciences
- lasting value of the material for an academic collection
- ability to obtain the material through other means, such as electronic access, document delivery, ILL or other nearby libraries with more appropriate resources in particular subject areas

V. Library Collections (Physical): materials housed in the library

1. Books/Monographs

The primary format for a one-time purchase (that is, non-subscription) is the book format. Books/Monographs are normally collected in clothbound editions except when items are available only in paperback editions. The exception is when the price differential between the clothbound edition and the paperback edition is deemed to be excessive (generally, if the clothbound edition costs at least \$10 more than the paperback edition). In this case the paperback edition will be purchased and will be sent to the bindery.

A. Microforms: Monographic Microfilm/fiche

Occasionally one-time purchases will be added to the collection in a microfilm/fiche format. Examples include; theses, books, and large collections of source material. The situations that would precipitate such a purchase could include; more economical to purchase in microfilm/fiche as compared to the paper (book) format; easier to store in the microfilm/fiche format; and/or availability (or lack of availability in another format). Attention should be given to providing appropriate housing and equipment for such purchases; adequate bibliographic access should also be examined.

2. Government Documents

Cowles Library is a partial depository for federal government publications. We receive the same core materials that all depository libraries receive. The remainder of our government collection is determined by the selection process of the librarian responsible for documents, whose decisions on which series numbers we receive generally follow the same criteria applied to the selection of our books and serials. Emphasis is placed on those materials deemed to be the most relevant to our curricular needs. In addition to the publications created by Congress, those put out by the Departments of Education and Commerce comprise the largest share of our government collection.

As a general rule, we receive approximately one-fourth of the federal publications offered to depository libraries. Whenever a new series of publications is offered for depositories, the librarian who oversees documents will make the decision on whether or not we will receive the series, with occasional input from selected faculty members who may have an interest in those particular publications. We can expect that we will be receiving an increasingly smaller percentage of documents in print form as a higher percentage is available through electronic access. We will also try to avoid excessive duplication of materials that are acquired by the Drake Law Library.

3. Special Collections

Cowles Library does have a limited collection of Drake related material. This includes books, articles or other publications written by or about, published or distributed by Drake faculty or various agencies of the University. Cowles Library does not generally purchase additional materials for Special Collections, but will consider any donated items that have a Drake connection. Cowles Library does not claim to be the institutional archives of the University.

Cowles Library does have a varied assortment of non-Drake materials and a few rare books, although we no longer seek or purchase such material.

4. Media

Cowles Library Policy Statement: Purchasing Media with Monograph Funds

Academic departments may use a portion of their library-assigned monographic (Book) budgets to purchase media materials. Media purchased for the Cowles Library collection should meet the same criteria established for other formats (such as print) in regard to relevancy to the curriculum. *Note:* media is purchased for educational rather than public presentations, and public presentation rights are not included in the purchase of such materials. All copyright restrictions will be respected. Cowles Library will accept only the following media formats for purchase:

1. CD-ROMs (usually computer software)
2. Audio CDs
3. DVDs
4. Analog VHS tapes (only when the DVD version is unavailable)

Purchase of media materials in other formats will NOT be accepted, since the formats listed above are the only formats that current library equipment will support.

Also note that any media materials purchased in this manner will be treated, for circulation purposes, in the same manner as other monographic materials; that is, materials will be available for check-out to Drake students, faculty and staff. Items may be placed on "reserve" at the circulation desk for the semester during which they are used as primary course material.

See Appendix #4 for Procedures on how to place an order for Media.

5. Serials

Recurring expenses such as electronic or print periodical subscriptions represent long-term, complex fiscal, physical, and technical commitments, rather than the relatively short-term process and one-time expense of acquiring and processing a book. For this

reason, periodicals and electronica selection must be a carefully considered activity and is treated differently from book selection.

Periodicals are selected and preserved for Cowles Library to enhance the library's collection of learning resources with current materials in various subject fields.

Journals/periodicals/annuals are normally acquired only through subscription; individual issues or reprints are rarely purchased. Journals which are expensive or very specialized, not indexed, or unrelated to specific courses or programs, or which for some other reason are inappropriate for an educational institution, are seldom ordered. To determine which periodicals will be acquired and retained, the following **usage criteria** will be employed:

Ranked in order of importance:

Category #1: Used by students and indispensable to the support of present and proposed curricula.

Category #2: Used by students because they will be directed to the periodicals when they use a standard periodical index.

Category #3: Determined by library staff as necessary for the creation of a well-balanced collection.

Category #4: Used by faculty to support specific research in progress.

Category #5: Used by students and faculty for recreational/general informational reading.

Other factors: Does not duplicate electronic availability, accreditation requirements, longevity of the title, availability of the title at other local libraries, availability of the title at a reasonable cost via document delivery, availability of the title via Interlibrary Loan. New subscriptions will be considered, funds permitting, using the "Selection Factors" listed earlier in the table of contents section and, ideally, will be handled in consultation between the Departmental Library Liaison and the Librarian assigned to that subject area. See Appendix #5 for procedures on requesting a new serial/journal subscription.

Cancellation of serials/journals:

The following are the main reasons for cancellation of a serial/journal subscription. See Appendix #5 for procedural information:

- Fiscal considerations
- Change in or discontinuance of the program it supports
- Content or format changes in the title which make it inappropriate for inclusion

A. Policies pertaining to different types of serials subscriptions:

- **Periodicals** Journal subscriptions that are perceived to be of lasting value will be bound for permanent storage.

- **Microforms** Some serial holdings will be stored only on microform, or will be both bound and stored on microform. The factors that influence the purchase of microform are as follows:
 - High mutilation factor
 - Many missing issues
 - Hard/difficult to bind due to size of material
 - Important to have continuous holdings, that is, with no gaps, particularly for high use items (such as Time, Newsweek, Business Week, etc.)

- **Newspapers** Subscriptions to select newspapers are carried in order to support teaching and research, to provide sources of national and international news, and general intellectual and cultural awareness for the Drake community. Within these parameters, some level of geographic diversity will be attempted. Also considered will be whether or not the title is available via the internet and/or in one or more of the full-text electronic databases to which the library subscribes. There will be no specific attempt to collect, using University funds, the hometown newspapers of the student body, although gifts will be acceptable.

- **Monographic Series** Monographic series may be acquired as individual titles, or by establishing a continuation order. The need to purchase all volumes in the series is the primary requirement for establishing a continuation order.

- **Electronic/digital Subscriptions** The selection factors listed earlier in this document (p. 8) also apply to the acquisition of electronic journal/database subscriptions. In addition to those factors, the factors listed below should also be taken into consideration. This list is not meant to be all-inclusive, but is merely meant to guide the selector. See the portion of this document entitled “Library Collections—Networked” for further information; and also Appendix 6 for procedural information.

Advantages of digital format Must be demonstrably greater than the equivalent print purchase. That is, there should be a coherent rationale for the acquisition of the resource. Examples include: more timely availability; more extensive content; greater functionality; greater access (especially remote); improved resource sharing; ease of archiving, replacing, preserving.

Accessibility That is, the ease with which the title/database can be readily accessed, both physically (computer hardware/software, internet connections, etc.), and bibliographically (ease of location of pertinent information for library’s catalog/web page, etc.)

Integration Ease of ability to integrate into existing Library services.

Cost Ideally, electronic content should cost less than its print equivalent unless there is added value (such as full-text, internet links, etc.). Practically, costs should not be significantly greater unless the added value is substantial.

Archiving If a print subscription to the title is not also carried, archiving is a key issue to consider. Does the publisher archive all years to which we are paying for access? Will we continue to have access to those years if/when we discontinue the subscription? What forms will that access take?

VI. Library Collection (Networked): electronic resources to which the library provides access

1. Purpose

Digital library materials are collected to support the mission of Drake University. These materials are vital to that mission in the modern era of shared access to electronic information. While much information is available on the Internet, Cowles Library plays a unique role by providing quality scholarly information that would not be available otherwise, and by defending the widest possible access to information in all formats.

2. Broad Categories

Digital library materials currently collected by Cowles Library consist of three broad categories:

1. **Purchased or licensed material** such as electronic journals or databases. These are generally acquired from a commercial source, a government entity, a non-profit organization, a professional society or an institution engaged in furthering scholarly research. In many cases this material is not "physically owned" by the library in the same sense that a printed book or journal may be owned, but instead the library has acquired specific rights to the material on behalf of the library's clientele.

2. **Material that has been reformatted (digitized)** by Cowles Library or the University from non-copyrighted print or analog sources, or has been reformatted from copyrighted sources with appropriate permission. In some cases the library may also serve as a repository for material digitized by other libraries, universities, institutions, or individuals. Typically, this material consists of resources from special collections that have been selected for digitization in order to make them more widely available, or deteriorating materials that have been reformatted for preservation reasons. As the use of digital material in higher education expands, the library will increasingly digitize materials on a programmatic basis in order to support the mission of the University and Cowles Library.

3. **Links and pointers** to Internet resources of significant scholarly value that are added to the library's catalogs, databases, and networked resources as appropriate.

3. Selection Considerations

The Electronic Resources Selection Committee (ERSC) is the primary group for evaluating and selecting new electronic resources, as well as evaluating (and potentially de-selecting) existing electronic resources.

Selection criteria for digital library resources comprise four levels of review:

1. **Content.** Is the content intellectually significant? Is the content relevant to Drake University? Measures of intellectual significance include authority, uniqueness, timeliness, breadth or depth, and demand.

2. **Is the format appropriate for the content?** Is the format appropriate to achieve the underlying rationale for the acquisition of the resource? Print may be the appropriate format for a unique item with a low rate of expected usage, while high-use general undergraduate-level information resources, distance education resources or frequently used reference material may be more appropriately acquired in a “networkable” digital format. In a similar vein, special collections material with wide potential interest might benefit from digitization to increase its utility and to make it available to a wider audience. An analysis of the advantages and disadvantages of a particular format, along with considerations of audience, intended use of the material, archival and access issues, and overall costs are all factors to be considered in determining which format would be most appropriate for the library collection.

3. **Practical issues.** Does the library have the necessary overhead resources (equipment, staff, space, etc.) to support the resource? Do library users have the necessary resources to utilize the content (computers, players, plug-ins, etc.)? Does the license or contract for the resource meet the library, university, and state requirements? Is the vendor reliable, is the format stable, and can we utilize the resource (linking, archiving, etc.) in the ways our users need? Does the digital product adhere to the best prudent practices of current library collection management (including, but not limited to, appropriate retrieval software, a well-designed interface, appropriate format and linking options, a properly reliable delivery mechanism, authentication and security designs that meet library needs, a library-friendly approach to fair use and copyright, quality statistical reporting, appropriate technical support, assurances of rights to permanent access, and appropriate licensing terms).

4. **Strategic Considerations.** Is the resource compatible with library/university information technology plans? Is the product compatible with the library's overall digital library vision and the library's current infrastructure in terms of its discovery, access, organization, and technical components? Is the product design and delivery consistent with the best practices of digital libraries?

4. Goals and Priorities and Licensing

Within this framework, it is the objective of the library to collect scholarly digital materials in order to provide broad access to relevant scholarly information, including articles, monographs and databases. As with all formats, digital material should meet the same subject, chronological,

geographical, language and other guidelines as outlined in the library's subject collection policies; and possess the same standards of excellence, comprehensiveness and authority that the library expects from all of its acquisitions. The library recognizes that different disciplines utilize different formats and different types of information in different ways, and that no one solution is appropriate for every subject or area of study. The ultimate goal of Cowles Library's digital library collection development planning is to provide seamless cross-linkages between all elements of the digital library.

Priority should be given to those digital materials that offer significant added value in supporting teaching and research over similar materials in traditional formats that offer significant opportunities for cost containment and whose license terms are reflective of the University's academic values. Measures of added value might include; additional content, greater functionality, greater accessibility, improved resource sharing ability, improved linkages with other information tools, ease of archiving, and the enabling of more efficient use of limited faculty and student time and resources. Licenses should allow the library the flexibility to develop collections that match the University's needs without contractually forcing entangling ties to unwanted products, and without restricting the rights of fair use or the values of free academic inquiry. License terms should also be financially sustainable and address archival rights to the resources in question. Also, providers of electronic resources should produce usage statistics, in accordance with emerging standards, in a variety of usable formats. Materials that meet these and other selection needs will be given priority over digital material of a more problematic nature.

5. Specific Formats

A. Electronic Books

Goals: To contract with vendors for permanent online digital rights to selected current academic and trade books.

Observations: These services are new but growing in number. Early experiments with NetLibrary and Ebrary have given the University growing access to tens of thousands of titles.

Qualifications: E-books are growing in popularity and coverage because of features such as full-text searching. The Library needs to be cognizant of and concerned with the special needs of this medium, such as specialized software that each product may require. Also, the Library needs to be aware of the varying licensing arrangements and how this may affect usage (that is, "single" vs. "unlimited" simultaneous users for each title).

B. Online Government Documents

Goals: Cowles Library will provide access to electronic Federal government information made available through the Federal Depository Library Program. This access will be available to both the Drake community and the general public.

Observations: Access to tangible and Internet accessible electronic-only depository titles will be free to any library user with no fees, age restrictions or residency requirements.

Qualifications: Providing access to online Government Documents has implications for both the "virtual" and "physical" library. On the "virtual" side, it requires the Library to maintain an up-to-date Web presence that points to worthwhile government publications. On the "physical" side, it requires the Library to provide public access to those computing resources necessary for access.

C. Special Collections

Goals: Identify local materials whose wider availability would aid university teaching and research, promote scholarship, enrich the arts and sciences, deepen our understanding of human culture and benefit the Drake community.

Observations: Local materials are digitized both to provide wider access, and to preserve them for future generations.

Qualifications: Digitization projects require a significant investment of local resources and are not undertaken lightly. Long-term value to the academic community, congruency with the Library and University missions and areas of interest, and significance to worldwide users of the Internet are all important considerations. Digitization projects are planned in consultation with the Drake Digital Repository (see Appendix 7).

D. Electronic Serials

Goals: To license access to a critical mass of high quality electronic journals in all subject areas of the Drake curriculum.

Observations: Because the acquisition of any particular electronic journal is staff-intensive and involves the work of many people over a period of months -- initial collecting efforts will focus on acquiring a solid core of proven e-journals from respected publishers.

Qualifications: E-journal publishers vary greatly in their familiarity with electronic publishing issues and in their familiarity with needs of the scholarly and library community. In some cases e-journal publishers have unrealistic expectations as to the prices libraries can afford, and in the technical and format barriers they expect libraries to scale in order to access their journals. The library has limited funds and staff time that can be devoted to problematic publishers. In those cases where the content is desirable, but the price and practical barriers are too formidable, we will not pursue the electronic versions of the journal, but will provide access through other formats or delivery mechanisms.

E. Usage Statistics

Goals: To collect and analyze meaningful statistics on the usage of electronic resources, especially those commercial resources which the Library licenses.

Observations: Providing electronic "usage statistics" for online resources is a new phenomenon. There is huge variance in the quality and quantity of information that publishers provide.

Qualifications: Standards are emerging for the collection, analysis, and dissemination of this data; the Library must monitor and support these emerging standards, as proper ongoing evaluation of licensed resources will be impossible without meaningful data concerning usage.

F. Electronic Collection Maintenance

Sound collection maintenance techniques (such as evaluating usage of resources, monitoring pricing trends, and tying the collection to the curriculum) should be applied to electronic materials in the same manner as print, whenever possible. However, collection development managers should be aware that print and electronic materials may have significant differences in the area of archiving. Thus, as stated above, preference should be given to those electronic resources whose publishers demonstrate a commitment to digital archiving.

VII. Physical Collection Maintenance:

1. Binding

Cowles Library binds some new paperback **MONOGRAPHS and SERIALS.**

Except those published on thicker, slick paper, which a commercial binding will not hold; those less than 5/8" thick; those that will have a short shelf life, with contents rapidly out-of-date; and most Reference classified serials.

Exceptions are laminated in-house.

Cowles Library does not bind **NEWSPAPERS.**

Cowles Library binds most **PERIODICALS.**

Except some popular, non-academic titles; titles too large to bind or whose pages have been mutilated; titles published on newsprint paper, too brittle to bind; and titles published as newsletters.

Exceptions are withdrawn or replaced by microfilm.

Cowles Library often sends excessively worn or damaged books to be rebound. The paper must be sturdy enough to be trimmed without falling apart and the margins must be wide enough to assure no loss of text after binding. Other considerations include the popularity and frequency of use of a particular volume, and the availability of other copies or editions.

Cowles Library binds some **SCORES.**

Except performance scores, or those less than 5/8" thick.

Exceptions are laminated or bound in "pam binders" in-house.

Cowles Library binds Drake authored **THESES AND DISSERTATIONS.**

2. Repairs

The Cowles Library Circulation and Reference Departments determine when items in the collection need repair. Books that cannot be repaired in-house are either sent to the bindery or withdrawn and replaced by another copy or edition when available. In unusual circumstances, and when cost effective, a book is sent away to be professionally restored.

3. Replacements

Cowles Library will acquire replacement copies for monographs designated as missing, lost and paid, or unable to be repaired; AND when it is determined that the title should not be withdrawn and other copies or editions are available for purchase.

When whole runs of periodicals are considered for withdrawal on the basis of poor condition only, replacement in microfilm edition is considered.

4. Weeding

In accordance with the process recommended in the *ALA Standards for College Libraries* for discarding materials, Cowles Library weeds items to maintain a current, active and useful collection that reflects its goals and the curriculum.

Cowles Library withdraws **monographs** if the subject matter is excluded from the Collection Development Policy, if there are superseded editions or superfluous duplicate copies, or its poor physical condition is not repairable. Materials should not be withdrawn due to controversial subject matter or solely because they have not been heavily used. Likewise, latest editions, standard titles in any subject area, or books listed in standard bibliographies and other reference sources should not be withdrawn.

Cowles Library withdraws **periodicals** if subject materials are duplicated, if titles have a few scattered issues or broken files and cannot be filled in and completed, or if a title is in poor physical condition and can be replaced by microfilm. Also, when a title has value for the current year or a few years only, back issues are usually weeded. No periodical should automatically be discarded because it is not indexed. In addition, no periodical should be withdrawn because it contains controversial or unpopular opinions, or because it has not been heavily used, while it is still identified as a core title in its field.

Cowles Library withdraws **serials/continuations** following the same criteria stated above for monographs and periodicals. When a title has value in only the most recent edition (i.e., directories) older volumes are usually withdrawn.

Cowles Library withdraws **media** if the subject matter is excluded from the Collection Development Policy, if it is obsolete technology (such as phonograph albums), the library lacks the necessary equipment to view the item, its physical condition, and if it is available in another format.

Cowles Library withdraws **government publications** according to the rules stated in *Guidelines for the Depository Library System*.

VIII. Special Considerations:

1. Approval Plans/Standing Orders/Blanket Orders

Cowles Library maintains arrangements with vendors and publishers under which it automatically receives certain categories of publications in the following ways:

Approval plans

Current publications from various publishers on prescribed subjects of particular interest, with return privileges for unwanted volumes.

The library currently has an Approval Plan in place with the vendor, Blackwell's. The library employs this professional service to assist in developing and maintaining a balanced collection with appropriate coverage in all disciplines as outlined in this policy.

Standing orders

Volumes of sets or monographic volumes in series being published over a period of time that extends into the future and for which we want complete holdings.

Blanket orders

All unrelated publications of a publisher, organization or association for which complete holdings are desired.

Since these methods provide more efficient procedures for acquisitions than those for individually selected firm orders, they are used whenever appropriate.

2. Gifts

Cowles Library's Collection Development Policy guides the selection and purchase of all materials for the library. Gifts are evaluated by the same standards as are purchased items so that the total collection maintains high quality, consistency and relevance to the needs of the University. Gift books or journals that fill existing gaps and that support the curriculum are especially beneficial.

The library must be free to decide whether all or part of a gift should be added to the collection, discarded, exchanged or given away. Because of space limitations and the cost of cataloging, some gifts cannot be added to the collection. The library does not usually add issues of journals that we do not subscribe to because of the additional expense required to keep such titles current. Duplicates of titles already held, and textbooks, (especially those more than three years old), are usually not added. Other factors, such as condition, odor, age or subject matter may eliminate some books from consideration. If a gift is not added to the collection, it may be sold, offered to other libraries or discarded. Gifts are not returned nor

are they kept together. Normally, gifts with restrictions imposed as to markings, shelving, etc. are not accepted.

Rare and expensive items will be respected and treated as such. Arrangements for handling these may be negotiated between the Acquisitions Associate and the donor.

Appraisals of gifts cannot be made by members of the library staff since the library is an interested party in the transaction. The donor is responsible for arranging and paying an outside appraiser if this is necessary or desired since the donor is the one who benefits from the tax deduction.

Because of limited staff, the library usually cannot provide an itemized list of contributions, but the Acquisitions Associate will be pleased to sign a list of gift titles provided by the donor. A letter acknowledging the gift items is always sent to the donor unless the Acquisitions Associate has been asked not to do so.

All Gift donors are asked to sign a release indicating that they understand and agree to the above conditions.

3. Browsing Materials

The Browsing collection is intended to promote reading and enhance awareness of selected new books. This collection consists primarily of novels, biographies and titles pertaining to topics of current interest. After six months, Browsing titles are transferred to the regular circulating collection.

4. Reserve Materials

Most of the materials on reserve are placed there at the request of a faculty member for a specific course. The professor who places the item on reserve is also responsible for setting the amount of time allowed for its use, as well as the length of time that it will remain on reserve. All reserve items are reviewed for renewal or removal at the end of each semester.

Some materials are placed on reserve by the library staff and are not contingent upon any specific class. The primary reason for doing this is to provide greater control and access over frequently used reference materials.

5. Theses/Dissertations

Cowles Library collects copies of dissertations and theses produced by Drake University students. Two copies of each thesis/dissertation are collected. One copy goes into the circulating collection and one copy into the archives. Students pay thesis/dissertation fees as part of their graduate tuition. It is the responsibility of each College/School to see to it that the Library receives the copies of theses/dissertations.

IX. Library Liaison Program

The development of the collection is a *shared* responsibility of the teaching faculty and the library faculty.

In order to facilitate communication between the Library and the academic program areas which it supports, the Library will designate “School/Departmental Liaisons” to serve as primary Library contacts to designated areas. Each College/School (and in the case of the College of Arts & Sciences, each Department) will have one librarian assigned to it. Additionally, emerging areas, such as Interdisciplinary Studies, Diversity Studies, etc. may have a librarian assigned to them.

The faculty Liaison Program is the main vehicle of communication, collaboration and cooperation between library and discipline-based faculty. Generally, the library will host a meeting of the Librarian Liaisons and the Departmental Liaisons once each in the fall and spring semesters.

The goals of the Library Liaison Program are:

- To build effective working relationships between library and discipline-based faculty, by providing a framework for increased cooperation.
- To improve the quality and appropriateness of Cowles Library’s collections and services.
- To foster increased use of the library and its collections within Drake’s curricular context.
- To provide workshops on new library resources and services.
- To provide a mechanism for incorporating information literacy directly into curricula.
- To promote awareness by maintaining an in-depth understanding of college/departmental programs (e.g. courses, degree programs), and by maintaining an awareness of individual faculty members instructional and research interests.

1. Librarian Liaison guidelines

Duties of the Library Liaison:

- To serve as a channel of communication between the Departmental faculty and the Library faculty; to maintain regular and on-going contact with Departmental Library Liaisons, Chairs, and other faculty in designated areas of responsibility in order to remain current on curriculum content, teaching methods and faculty research interests.
- To keep the Departmental faculty informed of library services, such as electronic resources, document delivery, and ILL.

- To make the Departmental faculty aware of any gaps within our existing collection; to serve as primary resource manager for designated School or Department responsible for selecting collections, access to appropriate databases, document delivery programs, etc.
- To develop a collection profile for each subject area, based on the level of material needed or expected for each discipline within the parameters of our curriculum.
- To coordinate the removal (weeding) of outdated material from the collection with the Departmental Liaison.

2. Departmental (discipline-based) Liaison guidelines

Ultimate responsibility for collection development rests with the Library faculty. However, the Departmental Library Liaisons also carry responsibility to work with the Librarian Faculty member assigned to their discipline/school/department in order to achieve a balanced collection and to coordinate the resource development of the Library's collections in their subject areas.

Each School/Department is responsible for appointing a faculty member to serve as liaison to the library. This person must be able and willing to fulfill the duties and responsibilities outlined in this document, and to attend the bi-annual Library Liaison meetings held at the Library (schedule permitting).

Duties of the Department Liaison:

- To internally coordinate her/his department's acquisition needs and represent them to the Library; this person is the "information conduit" between the academic department/program and the library. This person must be in regular contact with all of the faculty in their department/academic unit.
- To keep the Librarian Faculty member assigned to their department informed of any new course offerings, and whatever materials may be needed for such.
- To make the librarians aware of certain course assignments given by the department that may require extensive reference service.
- To verify that the Library indeed has certain materials in the collection needed by their students.
- To coordinate the annual review of the serials/journals list holdings assigned to their department with their colleagues. This also includes, when necessary, coordinating serials/journals cancellations for their department.

X. Appendix

1. ACRL Standards for Libraries in Higher Education (draft)

<http://www.ala.org/ala/acrl/acrlstandards/standardslibraries.htm>

2. LibQUAL

There is increasing pressure for libraries to move towards more outcome-based assessment efforts, instead of relying solely on input or resource metrics. This pressure comes from funding authorities as well as users themselves. Outcome measures show how well an organization serves its users, and the Association of Research Libraries (ARL) members are continually searching for new measures that demonstrate their efficiency and effectiveness. The LibQUAL+™ project is one of several begun under the ARL New Measures Initiative. Cowles Library undertook this initiative during the Spring of 2003, and plans to periodically update results by re-surveying its users.

To see the results of the survey, visit this link:

<http://www.lib.drake.edu/geninfo/libqual-results.html>

This project will allow libraries to compare their service quality with other peer institutions, to develop benchmarks, to receive information about areas needing improvement and to identify best practices across institutions. By using the LibQUAL+™ instrument and initiating action based on the results of this survey, Cowles Library can be more responsive to user needs and provide services to meet user expectations.

3. Procedures for Ordering a Monograph/Book

Each School/College (and in the case of the College of Arts & Sciences, each Department) is given an allocation each year from which to place orders for monographs (books). Any faculty member may place an order for a book to be added to the library collection, but should check with the Liaison of their School/College/Department to determine if a procedure is in place for submitting its book orders. Individuals may also place a book order request from the Cowles Library home page, provided that the book meets with the previously stated selection criteria.

4. Procedures for Ordering Media (DVD, Video, CD, etc.)

Each School/College (and in the case of the College of Arts & Sciences, each Department) is allotted a set amount out of their monograph (book) budget from which they may order media items. Currently this is approximately 10%. For example, if the department book budget is \$2000, the department would be

allowed to spend approximately \$200 per year on media purchases. This percentage is negotiable if there is a particularly coherent rationale for the adjustment of this percentage. The ordering process is the same as for books and the library will purchase such items if they meet the selection criteria. See the section of this document entitled “V. Library Collections (Physical); 4. Media” for more information.

5. Procedures for Ordering a Serial/Journal (print)

Faculty members are encouraged to request serial/journal title subscriptions and to justify their request(s).

- Each spring the Collection Development Librarian will, upon request, provide a list of serial/journal titles assigned to each College/School (and in the case of the College of Arts & Sciences, each Department). This list will be provided to either the Department Chair or the Departmental Library Liaison.
- Ideally, each College/School/Department will review the list for potential changes in regard to changing curricular needs, etc.
- Either the Department Chair or the Departmental Library Liaison will notify the Collection Development Librarian of any changes to be made in the list by the end of the spring semester.
- Serial/journal renewals are processed during the summer and are due to the serials vendor in late summer (note: these renewals/cancellations/additions take effect during the next calendar year. For example: renewals/cancellations/additions submitted to the Collection Development Librarian in May 2004, would take effect on January 1, 2005).
- At the time the title list is provided for review, the Collection Development Librarian will notify the Department Chair and/or the Departmental Library Liaison of the “bottom line” figure to be achieved. Generally speaking, this will be a “break even” figure. Generally, if a subscription is added, a subscription of equal or greater cost must be discontinued.
- During those years the library does not receive adequate funding to maintain the current level of serials expenditures (given the annual 10% inflation rate), the Collection Development Librarian will, as soon as the budget information is made available to her/him, notify the Department Chair and the Departmental Library Liaison of the need to cancel subscriptions. The serial/journal lists will be provided (as per the procedures outlined above) to accomplish this goal. If the Department does not respond (that is, provide a list of titles to discontinue within the target figure), the Library Faculty will make the decision on which titles to discontinue.

6. Procedures for Ordering an Electronic Database (for electronic journals see “Procedures for ordering a serial/journal” section above)

I. Background

Over the last several years the staff of Cowles Library has put in place a significant body of electronic library resources. Linked to the library web site, these resources represent a significant expansion in the availability of scholarly information to the Drake community.

The resources currently available represent obvious core collection needs. As we begin to look at the next levels of electronic access which will involve selection of more specialized resources, it will be necessary for a higher degree of interaction and consultation between library and teaching faculty. To facilitate that collaboration the library has already undertaken several steps. First, communication between the Library and Departmental Liaisons has been increased. Second, the library has put in place an internal operational team to evaluate and facilitate the selection and implementation of electronica. The Electronic Resources Selection Committee (ERSC) has begun to develop methodologies for the selection process, building on the well-developed base of existing collection development techniques. To that end, ERSC is introducing the following process and set of criteria for selection of electronica.

II. Introduction to the Criteria

The number of electronic resources available to libraries on a subscription/licensing basis continues to increase exponentially. As Cowles Library has moved into a truly multi-platform environment, making information resources available to its users in a variety of formats, both librarians and university faculty frequently initiate requests for subscriptions to new electronic products. In order to give all requests due consideration and to insure that faculty understand the process by which we determine which titles to add to our collection, we have developed the following policy. In many ways it is simply an extension of our current collection development policy that was written for print resources. In addition, it incorporates additional criteria that are unique to online resources such as technical requirements and archival capabilities.

III. Electronic Selection Criteria

Resources will be acquired with the intent of supporting the curriculum; that is, meeting the information and research needs of Drake students and representing value for the money.

Faculty may request that a free electronic resource trial be initiated. The request should be addressed to the Librarian Liaison assigned to their College/School/Department, *or by directing a request to Teri Koch (teri.koch@drake.edu).*

The Library's Electronic Resources Selection Committee (ERSC) will announce the trial via e-mail to the department(s) most closely associated with the subject content of the resource. A part of this announcement will include the encouragement of feedback to the Electronic Resources Selection Committee.

After the commencement of the trial, if the Electronic Resources Selection Committee (ERSC) has received two or more positive responses, the Library will consider subscribing to the resource based on criteria listed below.

IV. Evaluation elements taken into consideration by the Electronic Resources Selection Committee (ERSC):

A. Content suitability

- Accuracy, authoritativeness and completeness of database
- Potential users; usefulness for a variety of classes and/or disciplines, anticipated volume of use
- Subject coverage; duplication of current library resources
- Alternative products available that might better serve users' needs
- Format alternatives
- Frequency of content updating

B. Search engine and interface

- Ease of use for patrons and library staff
- Quality of retrieval and search engine
- Frequency of updating of search engine, user interface updating and new searching features
- Availability and quality of documentation
- Treatment of graphics, formulae, and other non-standard characters

C. Vendor reliability

- Vendor's reliability and stability and reputation for producing quality products
- Availability and responsiveness of technical support

D. Archiving and Preservation

- Access to the back files of the data after the license has expired or if product is removed from market

E. Technical compatibility

- Capacity and requirements for remote access; Password vs. IP authentication (The library will give priority consideration to those resources that can be accessed via IP authentication)
- Requirements for Library hardware and software
- Network compatibility

F. Licensing and other legal concerns

- Licensing terms and restrictions
- Number of simultaneous users or unlimited usage based on FTE
- Remote access

G. Service Implications

- Ease of training potential users

H. Cost and Budgetary constraints

- Cost/value analysis
- Availability of funds
- Historical and potential inflation factor of the resource

Note also that the library will consider joint purchasing through grant and Departmental funds. Purchases with joint funds will require special negotiations.

6. Drake Digital Repository

The Cowles Library at Drake University is currently exploring options for creating an institutional repository or digital archive for the scholarly output of the Drake University community. The goal of the institutional repository would be to preserve and make more widely available to the international scholarly community the intellectual output of the Drake University community.

The Drake Digital Repository will consist of two components: the institutional repository, or “eScholarShare@Drake” (<http://www.drake.edu/lib/ddr/ess/>), representing the intellectual output of Drake faculty, staff and students; and the Drake Digital Heritage Collection (<http://ddr.lib.drake.edu>), a digital archive of Drake’s history, which would comprise selected items culled from the current Special Collections Department.