



University of Wisconsin Colleges Libraries Collection Development Policy

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| Adopted by University of Wisconsin Centers Library Council 1988 | Adopted by University of Wisconsin Centers Senate and Deans 1989 |
| Revised by University of Wisconsin Centers Library Council 1996 | Revised by University of Wisconsin Colleges Library Council 2002 |
| Revised by University of Wisconsin Colleges Library Council 2007 | Revised by University of Wisconsin Colleges Library Council 2012 |

The University of Wisconsin Colleges Libraries (UWC Libraries) are an integral part of the educational process in the UW Colleges and the UW System. The mission statement of the libraries must be interpreted with reference to the select mission and goals statement of the institution. See [Select Mission and Goals of the University of Wisconsin Colleges](http://www.uwc.edu/administration/mission/) :
(<http://www.uwc.edu/administration/mission/>)

Library Vision and Mission Statement

The vision of the UW Colleges Libraries is to be innovative educational leaders, creating and delivering high-quality, user-focused information resources and services. The libraries are integral partners in fulfilling the mission of the UW Colleges. They are the information gateway to the university community, providing resources and services essential for learning, research, and instruction.

Selection Policy

The collection development policy guides the processes of selecting, maintaining and managing collections purchased, housed, and made accessible by the UW Colleges Libraries. The collections include all formats, i.e. books, periodicals, microforms, audio-visual materials, electronic resources, etc.

The responsibility for the selection of materials for the libraries' collections lies with all members of the UW Colleges community: faculty, librarians, students and staff. The library staff at each campus acquaints new faculty and staff with general library services and resources, and also promotes input for collection development. Involvement of faculty and staff in the selection process is critical to building a healthy library collection in support of the curriculum. Students are also welcome to submit requests for materials that will be useful for their academic needs.

The librarians use various standard reviewing tools in selecting materials for the libraries. These tools are appropriate to academic libraries and generally include sources such as [Choice](#) and *Library Journal*. Faculty and staff are strongly encouraged to send requests for materials that have been reviewed in their professional journals to the librarians. Every effort is made to accommodate requests that conform to stated policy.

Not all types of materials and services are available at the UWC Libraries, such as popular culture films, fiction, and periodicals or children's services and collections. Policies and practices which reflect a library's unique situation or collection interest should be addressed through local campus policy.

Criteria for Selection

1. Appropriateness for the instructional program at the University of Wisconsin Colleges as stated in the UWC Mission Statement. Materials that go beyond the academic curricula but meet the cultural, career, recreational and information needs of the campus community are also given consideration.
2. Faculty, staff, and student requests
3. Possibility of use for one or more courses.
4. Filling identified gaps or weaknesses in the existing collection.
5. Permanence of the material.
6. Currency and timeliness of the material.
7. Expected usage: for occasional needs, interlibrary loan may be used as a viable alternative to ownership.
8. Appropriateness of chosen format (printed, digital, audio, visual) for the subject matter.
9. Cost of the material.
10. Critical reviews of the material.

Specific materials selection at each campus library will depend upon the curricular offerings of that campus. In making selection decisions, consideration of the holdings of other UWC and UW System Libraries will be given in order to provide the broadest access within budgetary limitations, in keeping with the "One System, One Library" theme of the [Council of University of Wisconsin Libraries Strategic Directions documents](#) (<http://cuwlwiki.wetpaint.com/page/Strategic+Directions+2011>).

Collection Depth

In determining the level of collection development appropriate for the UWC Libraries, the following standard categories have been developed using the Library of Congress [Collecting Levels](http://www.loc.gov/acq/devpol/cpc.html) (<http://www.loc.gov/acq/devpol/cpc.html>) as a guide. (The portions of the Collecting Levels relating to law collections have been omitted from these descriptions as not applicable to the UW Colleges.)

LEVEL ONE: MINIMAL LEVEL - A subject area in which few selections are made beyond very basic works.

LEVEL TWO: BASIC INFORMATION LEVEL - A collection of up-to-date general materials that serve to introduce and define a subject and to indicate the varieties of information available elsewhere. It may include dictionaries, encyclopedias, selected editions of important works, historical surveys, bibliographies, handbooks, a few major periodicals, in the minimum number that will serve the purpose. A basic information collection is not sufficiently intensive to support any courses of independent study in the subject area involved.

LEVEL THREE: INSTRUCTIONAL SUPPORT LEVEL - A collection that in a university is adequate to support undergraduate and most graduate instruction, or sustained independent study; 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 monographs, complete collections of works of more important writers, selections from the works of secondary writers, a selection of representative journals, and reference tools and fundamental bibliographical apparatus pertaining to the subject.

The UWC Libraries will attempt to meet the guidelines set forth for LEVELS ONE and TWO in supporting freshman and sophomore instruction. The level of collection development achieved for any particular subject, primarily those included in the BAAS curriculum, may approach LEVEL THREE.

LEVELS FOUR and FIVE do not apply to the collections at this time. They are:

LEVEL FOUR: RESEARCH LEVEL - A collection that includes the major published source materials required for dissertations and independent 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 monographs, as well as a very extensive collection of journals and major indexing and abstracting services in the field. Older material is retained for historical research.

LEVEL FIVE: COMPREHENSIVE LEVEL - A collection which, so far as is reasonably possible, includes all significant works of recorded knowledge (publications, manuscripts, and other forms), in all applicable languages, for a necessarily defined and limited field. This level of collecting intensity is one that maintains a "special collection." The aim, if not achievement, is exhaustiveness. Older material is retained for historical research.

Format

The following special format statement will apply to the selection and acquisition of materials for UWC Libraries. Librarians will choose the formats that best meet the needs of their users.

Electronic Resources - UWC Libraries may license access to electronic resources not held physically on-site. Most licenses will be negotiated for the UW Colleges as an institution, and not for individual libraries, due to a shared budget, proxy server, library catalog and IP range. In negotiating Colleges-wide licenses, every effort will be made to assure in-house usage rights for walk-in patrons, and interlibrary loan rights on the material being licensed. Faculty members who wish to request that an electronic resource be licensed should fill out the [Online Database Recommendation for Licensing](#) form (see [Appendix A](#)). The form should be emailed to the Library Council Electronic Resources Evaluation Committee (LCEREC@uwc.edu). The procedure for requesting a Colleges-wide trial of an electronic resource and the criteria for licensing electronic resources can be found in the guidelines of the Library Council Electronic Resources Evaluation Committee. See the LCEREC guidelines. [The revised LCEREC guidelines will be hyperlinked here].

Government Documents - Several UWC Libraries have been designated as document depositories in accordance with state and/or federal laws. Maintenance of these depository collections shall be in accordance with the appropriate state/federal rules and regulations. Because these collections may be transferable upon termination of depository status, deposited documents should not be integrated into the general library collections unless they can later be identified and returned to the depository collection.

Manuscripts and Rare Books - Because of their research orientation and/or high cost UWC Libraries will generally not acquire manuscripts or rare books. However, local interest items may be added to a campus library collection.

Maps and other Cartographic Materials - UWC Libraries will acquire atlases and maps as needed.

Media - Media can be grouped in two broad categories: audio and visual. According to UW Colleges policy, campus libraries are responsible for the acquisition and maintenance of media collections except where a campus has established a separate media department. See [Appendix B](#).

Microforms - Microform is a generic term that includes microfilm and microfiche. The decision to purchase microforms in lieu of, or to replace, the print materials is based on cost, local storage needs, and the condition of the original materials.

Pamphlets - UWC Libraries may acquire pamphlets to supplement their book collections as local needs dictate. The necessity of fully cataloging these more ephemeral items will be considered in balance against the necessity of cataloging more substantial newly-purchased items.

Scores (Printed Music) - Music scores may be acquired by UWC Libraries as needed.

Serials - Serials include annuals, conference proceedings, newspapers, and periodicals in a variety of formats. The same criteria will apply to the selection and acquisition of serials as apply to monographs. Titles that are indexed in standard reference tools accessible by UWC Libraries will be preferred to those not indexed. The availability of titles with online full text may be considered when making serial collection acquisitions.

Additional Guidelines

Copyright - UWC Libraries will acquire and maintain only materials that comply with U.S. copyright law, [Title 17 U.S. Code](http://www.copyright.gov/title17/) (<http://www.copyright.gov/title17/>).

Duplication of Materials - Through the use of Call Slip Borrowing among UWC Libraries and Universal Borrowing between UWC Libraries and other UW System Libraries, most circulating items are readily available to UWC students, faculty and staff within a matter of a few days, reducing the need for heavy duplication amongst library collections. Some duplication of currently popular titles and classic and standard works in particular fields is a given, but, in general, up to three copies of any individual item in the circulating collection of the UWC Libraries as a whole will be considered sufficient. In certain areas, such as literature, if duplicates are available through gift sources, or new and authoritative editions are published, they may be added to the collections. Consideration will also be given to the Council of University of Wisconsin Libraries' guiding principle that no more than four copies of any title are needed within the UW System.

Foreign Language Materials - UWC Libraries will purchase foreign language dictionaries and materials to support specific course offerings.

Gifts - The selection of items from donations of books, videos, etc., will be governed by the same criteria that govern the selection of items for purchase, as well as the criteria applied for deselecting materials. (For further guidelines on criteria to use in selection of donated materials, see [Appendix C](#)). The UWC Libraries reserve the right to dispose of duplicate or unwanted gift material unless prior arrangements with the donor have been made. Gifts will be accepted and acknowledged in accordance with the current Board of Regents policy. Libraries receiving gift materials cannot provide a monetary assessment to the donor per [University](#)

[policy on gifts-in-kind](http://www.wisconsin.edu/fadmin/gapp/gapp2.htm#VB10) (<http://www.wisconsin.edu/fadmin/gapp/gapp2.htm#VB10>). If an assessment of value is needed, it is the responsibility of the donor to procure this before the collection can be officially donated to the UW Colleges.

Selection of Vendors – UWC Libraries will select jobbers, vendors, approval plans, etc., within UW System purchasing guidelines. Emphasis will be on speed, accuracy, special services, and level of discount. Libraries will utilize state contractors when appropriate to secure the best prices.

Textbooks - Textbooks are not normally acquired for the regular circulating collection unless they cover an area of interest for which there is little or no general material available. They will occasionally be purchased for the reserve collection or accepted as gifts.

Shared Electronic Collection – The UWC Libraries participate in the development of a shared electronic collection for UW System libraries using UW System funding. Please refer to the [University of Wisconsin System Libraries Guidelines for a Shared Electronic Collection](http://uwlib.uwsa.edu/committees/collections/cdc/documents/shared_electronic.htm) (http://uwlib.uwsa.edu/committees/collections/cdc/documents/shared_electronic.htm) for the rationale, principles and criteria upon which the selection of the shared resources is based.

Collection Maintenance

The collections at each UWC Library are assessed on an informal, but regular basis.

Deselecting items from the library collection, the process of withdrawing materials, is an integral function of collection development. While growth is a primary concern, collection use, appropriateness and space limitations are factors that must be evaluated. To facilitate use and to meet the needs of the faculty, staff and students, deselection is carried out on a continuing basis.

The general criteria for withdrawing materials are listed below.

1. Age of titles in relation to subject matter.
2. Duplication (multiple copies which are no longer needed).
3. Physical condition.
4. Use (past circulation record).
5. Authoritativeness
6. Curricular value.
7. Superseded editions.

Serials are regularly evaluated. Some titles may be discontinued due to budget constraints, others so that new and/or more appropriate titles may be added. Titles discontinued due to the former will only be canceled after careful consideration of usage statistics, full-text online availability, and continued usefulness in support of current curriculum.

Materials to be withdrawn may be reviewed by faculty. The guidelines laid out in the [CDC Recommendation on Last Copy](#) (<http://uwlax.lib.uw.edu/committees/collections/cdc/documents/lastcopy.htm>) will also be considered if the item is the last copy held within the UW System Libraries. Those items remaining to be withdrawn are discarded in accordance with State of Wisconsin guidelines for disposal of capital property. See [Surplus Property Disposal - Non-Vehicles](#) (<http://vendornet.state.wi.us/vendornet/procman/prof3.pdf>)

Intellectual Freedom

In accordance with the American Library Association's Library Bill of Rights and Freedom to Read Statement, the UWC Libraries will attempt to provide for the free exchange of all ideas. The libraries' collections will be available to all potential patrons and should offer the widest possible range of viewpoints, regardless of the popularity of these viewpoints, or of the sex, religion, political philosophy, or national origin of their authors. See [ALA Library Bill of Rights](#) – (<http://www.ala.org/advocacy/intfreedom/librarybill>) and [ALA Guidelines for the Development and Implementation of Policies, Regulations and Procedures Affecting Access to Library Materials, Services and Facilities](#) – (<http://www.ala.org/offices/sites/ala.org.offices/files/content/oif/statementspols/otherpolicies/guidelinespoliciesproceduresfacilities.pdf>) and [ALA Freedom to Read Statement](#) – (<http://www.ala.org/offices/oif/statementspols/ftstatement/freedomreadstatement>)

Persons having concerns about particular items will be asked to fill out a "Request for Reconsideration of Library Materials" form and submit it to the Library Director. See [Appendix D](#).

In handling criticism of material or attempts at censorship, the librarians will reply verbally or in writing to the person or group, quoting or referring to the ALA policies mentioned above. Persistent or repeated criticism from persons or groups will be referred to the campus dean and/or appropriate committee on each campus.

Appendices

[Appendix A: Online Database – Recommendation for Licensing](#)

[Appendix B: UWC Administrative Policy #14](#)

[Appendix C: Criteria for Selection of Donations](#)

[Appendix D: Request for Reconsideration of Library Materials](#)

Appendix A

Online Database - Recommendation for Licensing

Name of Database: _____ Cost _____

Name of Recommender _____

Dept. _____ Phone _____ Email _____

Is this an official Departmental recommendation _____ yes _____ no

Name of Dept. Chair _____

Chair's Email _____ Phone _____

Which students (courses) would make use of this database _____

What needs will be met by this database that cannot be met with other databases that are currently available to UW Colleges students? _____

What are some assignments that might be given which would use this database? (include sample assignments if possible) _____

Are there currently available database subscription in the same subject area that could be canceled in order to fund this? If so, which ones? _____

Is the database a primary source for your discipline _____ yes _____ no

Other Comments: _____

The form should be completed and emailed to the Library Council Electronic Resources Evaluation Committee (LCEREC@uwc.edu).

Appendix B

UW Colleges Administrative Policy #14

Cataloging of Media Materials

Implemented: September, 1988

All media materials, particularly videos and films, purchased by any UWC department (or administrative office) from any UWC funds regardless of source, should be:

1. cataloged or indexed and maintained as part of a Colleges library collection separate media collection where appropriate,
2. circulated in accordance with the holding Colleges' circulation policies, and
3. shared with other Colleges in accordance with UWC intra-library loan practices

Appendix C

Criteria for Selection of Donations

The UW Colleges Libraries will, as first priority, select donated materials which are appropriate for the instructional program at the University of Wisconsin Colleges as stated in the UWC Mission Statement. Additional criteria to be considered in the selection of donated materials include:

1. Collection balance
2. Level/scope
3. Physical condition of the item (is it mutilated, acid-eaten, mold damaged, or worn?)
4. Superseded edition
5. Material that is clearly outdated and no longer supports the curriculum
6. Replacement of a lost or long overdue item
7. Favorable reviews
8. Size of donation (the Director of Library Support Services should be consulted about large donations numbering more than 50 items which will require cataloging to determine if/how these materials can be accommodated by current LSS staff)
9. Whether or not the materials need to be cataloged (could the materials be circulated with brief bibliographic records in the shared database, or do they need to be fully cataloged, knowing that LSS staff will give priority to cataloging newly-purchased materials?)

Appendix D

Request for Reconsideration of Library Materials

Title _____

Type of Material: _____ Book _____ Periodical _____ Other

Author _____

Publisher _____

Request Initiated by _____

Address _____

City _____ State _____ Zip Code _____

Phone _____ Email _____

Whom to you represent? _____

What would you like your library/colleges to do about this work? _____

Did you read the entire work? If not which parts? _____

Please type your answers to the following questions on an attached sheet of paper:

- Describe the content in the material that is objectionable to you: (Please be specific and cite pages)
- What do you feel might be the result of reading this work?
- What do you believe is the theme of this work?
- Are you aware of judgments of this work by literary critics?
- In its place, what work would you recommend that would convey as valuable a picture and perspective of the subject treated?

Please sign and date this form and turn it in to your campus library director.

Signature _____ Date _____