



Collection Development Policy

Purpose

The purpose of this policy is to provide a framework for the development and maintenance of online, print, and media content acquired by and/or accessed through the Watkins College of Art, Design & Film Library. Content management includes the selection of new materials as well as the ongoing review of existing collections and resources. The main objective of collection development and maintenance is to provide access to an active, useful collection that reflects the curricular, research and cultural needs of the students, faculty, and staff of Watkins College. This policy will continue to be developed and modified in response to the changing information needs of the college and the evolution in information delivery and access models.

Community Profile

Watkins is a private, non-profit four-year college of the visual arts offering Bachelor of Fine Arts (B.F.A.) degrees in Film, Graphic Design, Interior Design, Fine Arts and Photography, and a Bachelor of Arts (BA) degree in Art.

Intellectual Freedom

Watkins Library subscribes to the Library Bill of Rights as adopted by the American Library association, particularly guided by sections 2 and 3 which state that "II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval," and "III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment. The full bill of rights is available in appendix I.

Responsibility for Collection Development

Collection development is the responsibility of the Library Director and the professional librarians, who regularly consult review journals, publisher's catalogs, mailings and other announcements of new material. Their decisions are based on their interaction with

faculty and students, as well as their evaluation of the needs of the collection as they are discovered through its daily maintenance.

The primary objective of the Watkins Library's collection development policy is to support the college's specialized curricular programs in the degree-granting disciplines of fine art, photography, film, graphic design and interior design. Materials in the humanities and social sciences are collected on an as-needed basis for individual courses.

The Director purchases items requested individually by faculty. Student requests are fulfilled when the budget allows and when the requests are found to meet our selection criteria. These requests can be made in person, but the library's website provides online forms for purchase and reserve requests.

The following selection criteria are followed whether the material is to be purchased or donated:

Criteria for Selection of All Materials

Collection levels, as defined by the American Library Association, refer to the scope and depth of library collections. These levels are:

- **Comprehensive** – in which a library seeks to include all significant works of recorded knowledge.
- **Research** – which includes major published research material for dissertations and independent research.
- **Study** – which supports undergraduate and graduate course work of less than research intensity.
- **Basic** – materials are introductory and selective.

The collection level guidelines Watkins librarians follow are the “study” level and materials are selected primarily for a four-year undergraduate university.

Selection Guidelines

Specific considerations in selecting individual items beyond the general guidelines include:

- Timeliness and continuing value of material
- Relation to present holdings in the same subject area
- Price of material relative to available funds and other available material

Additional Guidelines:

- Libraries generally do not purchase textbooks. The size of Watkins library makes exceptions to this rule rare. Exceptions may be made when experts in the field consider the title a “classic” or it treats an important area not otherwise represented in the collection. Although the library does have some textbooks in the collection, texts currently in use in the curriculum are not normally purchased. *Revised 08/09*
- Due to the size of the Watkins library and the needs of the collection, the library will only purchase single copies of requested titles. Requests for the purchase of duplicate copies are only considered under special circumstances.
- Librarians review lost or missing item reports regularly; replacement copies are ordered when appropriate.
- The library primarily orders current materials. Out-of-print and secondhand materials are ordered when there is demonstrated need, availability, and sufficient funding.
- All materials purchased must be housed in the library and accessible via equipment available in the library. Materials purchased by the library must not require special shelving or equipment.
- Materials purchased by the library must be available for use by the Watkins community and put in circulation for the benefit of all faculty and students. Instructor or department copies should be purchased by the department. Exceptions will be made for more expensive items or those requiring special equipment, e.g. PAL format DVDs and special collections (zines and artist’s books).
- Titles are primarily purchased in the English language except as needed to support the curriculum and the educational mission of the University.
- The holdings of Consortium Libraries are taken into consideration during the selection process, particularly in the areas of humanities and social sciences. Watkins Library has a cooperative agreement with Fisk University’s library that allows reciprocal student access to each library’s collection.

De-selection

De-selection of library materials (the process of removing items from the collection) is essential for the maintenance of an active, academically useful library collection. De-selection provides quality control for the collection by elimination of outdated, inaccurate, and worn-out materials. Library staff is responsible for conducting an ongoing de-selection effort and for maintaining the quality of the collection.

Criteria for de-selection include:

- Multiple titles that are no longer needed
- Duplicate formats when appropriate, i.e. VHS to DVD
- Works in languages not appropriate to the curriculum or student needs.
- Outdated textbooks
- Outdated topical material without historical significance.
- Incomplete sets and short runs of serials and periodicals, selectively.
- Superseded editions
- Materials which cannot be repaired or rebound or for which the cost of preservation exceeds the usefulness of the information contained are deselected.
- Obsolete software manuals
- Material that has not been used based on circulation and browsing statistics may be deselected after five to ten years of inactivity. However, some library materials, such as items considered classic works in their field, have long-term value and should be kept in the collection despite lack of use.

Other Considerations:

- The title may be retained if it is included in a standard list or bibliography like *Books for College Libraries*.
- The title may be deselected if the library has better materials on the topic.
- The title may be retained if the author has a reputation for being an authority on the topic.

Considerations for Serials

Serial publications are the primary source of current information in a number of disciplines. Serials provide information not always available in books and serve to keep the collection up-to date. Since serial subscriptions represent a significant and continuing expense, recommendations for new titles are reviewed with more scrutiny than is the case with requests for books.

Selection criteria for serials include: indexing or abstracting in sources that the library owns, demonstrated need, scholarly reputation, price, and previous Interlibrary Loan requests. Requests for new serial subscriptions are reviewed on an annual basis. When an academic department determines that a new journal subscription is required, it may be necessary to suggest another subscription in the discipline for cancellation in order to cover this expense.

Considerations for de-selection of serials:

- Incomplete and short runs of a title may be withdrawn, particularly when the title is not received currently.
- Titles which contain information that is not useful long-term, such as newsletters and trade magazines, usually have automatic discard patterns established such as Variety, Daily Variety, and BackStage. Back issues of these periodicals are not kept. There are, however, extensive online archives.
- Annuals, biennials, and regularly updated editions of guidebooks, handbooks, almanacs, and directories have a de-selection pattern established depending on the value of the information contained in earlier editions. Often one or two older editions are retained in the reference and/or circulating collections.

Acquisitions Methods

- Materials are purchased directly from publisher, independent vendors, and from jobber or subscription services like EBSCO.
- Gifts and Donations. *See Appendix II for policy statement*
- Subscriptions

Budget Guidelines

The library's budget is administered by the library director. The library has specific funds for books, serials, electronic subscriptions, and videos that it attempts to spend equally among the major disciplines; however, the library will spend more money in certain areas of development as needed. The development of new courses, for example, may warrant heavier collecting in that area.

Types of Materials

Included

Monographs, monographic series, serials, newspapers, reprints, DVD and electronic media (including electronic texts). Exhibition catalogues are acquired for textual and pictorial content. Major art market reference works are acquired on a highly selective basis, as are technical manuals and guides

for studio artists and photographers. The library purchases zines and artist's books for the library's special collections.

Excluded

Trade information, including auction sales catalogues, are excluded, as are individual reproductions and slides of works of art.

Interlibrary Loan & Document Delivery

Interlibrary Loan serves as an adjunct to local collection development. Document delivery and interlibrary loan services are available to provide supplementary access to specialized materials that support faculty and student research. Interlibrary Loans are managed by the Library Director.

Web

The library's website is a primary access point for all electronic formats of information deemed of interest to the Watkins community, such as article and image databases and subject specific website evaluated by library staff. It is intended to enhance teaching and learning through the promotion of the library's scholarly resources and services. Decisions regarding content on and organization of the website are the responsibility of the Library Director and designated library staff.

Policy drafted Fall 2008 & Winter 2009; edited and completed March 2010 by Lisa Williams

Appendix I

ALA Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948, by the ALA Council; amended February 2, 1961; amended June 28, 1967; amended January 23, 1980; inclusion of "age" reaffirmed January 24, 1996.

A history of the Library Bill of Rights is found in the latest edition of the [Intellectual Freedom Manual](#).

See American Library Association Website <

<http://www.ala.org/ala/aboutala/offices/oif/statementspols/statementsif/librarybillrights.cfm> >

Appendix II

Donations or Gifts

The library welcomes gifts of books, journals and other materials suitable for the Library's collection. The Library's mission is to enhance teaching and learning at the College. Priorities related to this mission include strengthening the library collection, both print and electronic, and enhancing library space to facilitate research and study including collaborative activities and delivery of user-centered services.

Donations to the collection or to improve the setting or services are to be referred to the Library Director. Not all gifts of materials or services are suitable for the collection. Gifts are added when they enhance the existing collection and support the teaching and research programs of the college see criteria for selections above. They must also be relevant to the curriculum, of appropriate academic level and quality, and in good physical condition. If proffered donations require special preservation or conditions of display to which the Library cannot commit, the donor will be strongly encouraged to consider a gift to support the preservation or display.

Gifts are accepted with the proviso that the Library becomes the sole owner of the donated material and therefore determines retention, location, cataloging procedures, preservation format, and conditions for access and/or publication. When the Library cannot use donated materials it may arrange to donate them to other institutions or sell them and use the income to purchase other materials.

Donors will receive an acknowledgment of the gift from both the Library and the Office of Institutional Advancement, which will issue a gift receipt. Appraisal of the monetary value of the gift for tax purposes is the responsibility of the donor.