

## Collection Development Policy

### **Introduction: Who We Are and What We Do**

The University of Wyoming (UW) Libraries provides information resources and services to meet the instructional, research, and outreach needs of UW students, faculty, and staff, as well as the citizens of Wyoming.

The Collection Development Office (CDO) at UW Libraries coordinates the identification and selection of information resources in print, electronic, and multimedia formats. To best serve UW Libraries' patrons, CDO adapts its selection procedures and collection strategies as new technologies present themselves, and as research and patrons' needs evolve. In addition, CDO establishes and maintains cooperative agreements for shared purchasing through membership in state, regional, and national consortia.

Primary responsibility for purchasing and overseeing collections rests with CDO. Selectors from CDO collaborate with departmental liaison librarians and constituents including faculty, students, and other patrons to choose and purchase resources that are not only timely, but also contribute to the breadth and depth of the Libraries' collections.

### **Purpose of Policy**

The purpose of UW Libraries' Collection Development Policy is to elaborate on the responsibilities of CDO by providing a written statement that describes the criteria used to select and assess resources. This statement is intended to serve as a guide for the Libraries' faculty and staff, as well as the UW community. In keeping with the Libraries' role as a partner in educating students and carrying out UW's mission, this policy takes cues from principles articulated in the [Association of College & Research Libraries' Standards for Libraries in Higher Education](#).

This policy will be revised as modifications and needs dictate.

### **Scope of Collections**

Because UW Libraries serves the entire state, its collections are broad in scope. Subjects that support areas of study and academic programs at UW are collected at greater depth and intensity than subjects not studied at UW, though no subject is entirely excluded from the collections. CDO includes an interdisciplinary focus when collecting materials.

### **Intellectual Freedom**

Both the [American Library Association Code of Ethics](#) and the [ALA Bill of Rights](#) inform UW Libraries' commitment to intellectual freedom and discoverability of information. As such, the Libraries strives to collect resources that present a wide range of viewpoints on current and historical issues, as well as resources that contribute to the research activity, critical thinking, inquiry, and enrichment of the Libraries' constituents. Whether physical or electronic, information is not excluded from the collection, nor is its access limited because of controversial content.

Challenges regarding the Libraries' materials are handled on a case-by-case basis and in accordance with the Libraries' commitment to intellectual freedom.

### Collecting Criteria

CDO purchases and maintains access to physical, electronic, and multimedia resources based on selection criteria including, but not limited to:

- Accessibility
- Accuracy and scholarly authority
- Appropriateness of format
- Cost / Maintenance fees / Value
- Current areas of study at UW
- Depth of existing collections
- Licensing requirements
- Physical condition
- Quality
- Recommendations
- Scope
- Timeliness
- Trusted review sources

Content is purchased in the format that most effectively delivers information.

For **printed books and monographs**, format depends on the needs of the area of study for which materials are being purchased.

For **ebooks**, the default for individual titles is a single-user license, while unlimited simultaneous user site licenses are preferred for packages.

For **media**, CDO avoids acquisition of outdated formats (examples: VHS and audio cassettes) and focuses its efforts on CD, DVD, and streaming media acquisitions.

For **journals**, electronic format is preferred.

For **databases**, selection criteria depend on needs related to areas of study, as well as gaps that may exist in the collections.

When acquiring new media formats, CDO consults UW Libraries' Access Services, Library Information Technology, and Digital Collections to be sure that the appropriate equipment and connectivity exists to support certain formats.

In addition, CDO looks to acquire audio and video media—particularly streaming—whose performance rights allow for classroom and instructional use.

### **Electronic Journal Packages and Databases**

When acquiring journal packages or databases, CDO considers **a)** uniqueness of content, **b)** quality of interface, **c)** ease of use, **d)** accessibility, **e)** reliability, and **f)** current and future costs in its decision to purchase.

Collection Development librarians negotiate prices and license agreements with vendors, while carefully reviewing said agreements for any language that would unduly restrict normal library operations. License agreements are then submitted to the University's Office of General Counsel for further, final review and signature.

When budget permits, CDO focuses on obtaining electronic journal packages and databases that allow for simultaneous users and statewide, perpetual access.

### **Textbooks**

Textbooks are a type of publication designed to be used by students for specific courses of study. Textbooks often include study questions, problems, or discussion topics at the end of individual chapters. New editions of textbooks may be published frequently, sometimes as often as every year.

In general, UW Libraries does not purchase textbooks of this type. However, CDO may make exceptions for textbooks that significantly support the teaching and research mission of UW, and will evaluate gifts of textbooks on a case-by-case basis to determine their value for the Libraries' collection.

### **Multiple Copies of Books**

In general, UW Libraries does not purchase multiple copies of a book in any format, except when a new edition is concerned. When a donated book duplicates a book already owned by the Libraries that receives very high use, it may be added to the collection.

### **Assessment of Collections**

CDO regularly analyzes data related to the use of the Libraries' collections to aid in decisions regarding the retention of print and electronic resources, as well as subscription renewals.

Both formal and informal methods are used to assess the Libraries' print collection. Depending on area of study and subject expertise, CDO selectors regularly identify gaps in the print collection and purchase materials based on the aforementioned collecting criteria.

### **Replacements and Withdrawals**

UW Libraries replaces lost and damaged titles when copies are available, unless cost prohibitive. Currently, the Libraries does not withdraw materials from its collections unless unique circumstances warrant deselection.

### **Requests and Rush Orders**

When a resource is needed for a course or other immediate purpose, a liaison librarian or faculty member may contact the selector for the area of study for which the resource is being requested. The liaison or faculty member may also copy [cdoffice@uwyo.edu](mailto:cdoffice@uwyo.edu) on a rush order email to a selector. CDO will then work to procure the resource as quickly as possible.

CDO welcomes suggestions related to materials that patrons would like the department to consider for purchase. To request items for purchase, [start here](#).

### **Gifts**

UW Libraries gladly accepts gifts of books and other library materials in good condition that meet our collecting criteria. Donations are welcome so long as the donor understands that materials become the property of the Libraries once they're received. Materials not selected for addition to the Libraries' collections will be disposed of by sale, donation, or recycling.

In general, the Libraries will not accept donations of **a) media in outdated formats** (VHS, audio cassettes, 16 mm film, etc.) and **b) unbound journal issues**. Additionally, Digital Collections may consider reformatting certain collections when their preservation value and usefulness warrant it.

Before bringing a potential gift to the Libraries, a donor who wishes to provide a large number of titles should contact Janet Woods at [jwoods@uwyo.edu](mailto:jwoods@uwyo.edu) or **307-766-6793** to discuss the gift.

UW Libraries cannot provide appraisals of the value of donated materials.

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