

General Policies Concerning Collection Management and Access (Rev. 11/19/2015)

Contents

A.	PURPOSE AND GOALS	2
B.	COLLECTION MANAGEMENT RESPONSIBILITIES.....	2
C.	GENERAL SELECTION GUIDELINES	2
1.	General Selection Guidelines.....	2
2.	Intellectual Freedom.....	2
3.	Formats/Types of Material	2
4.	Purchase Considerations – Printed Books	3
D.	SPECIALIZED COLLECTIONS	3
1.	General Collection Areas.....	3
2.	Electronic Resources.....	3
3.	Gifts.....	3
4.	Serials.....	4
5.	Monographic Standing Orders.....	4
6.	Approval Plans	4
7.	Institutional Dissertations & Theses	4
E.	BUDGET ADMINISTRATION.....	4
1.	General Budget Information	4
2.	Budget Allocations and Funds.....	4
3.	Acquisition of Materials	5
F.	COLLECTION MAINTENANCE.....	5
1.	Preservation of Regular Library Materials	5
2.	Preservation of Electronic Resources	5
3.	Lost or Damaged Materials.....	5
G.	COLLECTION EVALUATION	5
1.	De-Selection (Weeding) of Physical Materials.....	5
2.	Remote (Off-Campus) Storage (Library Depot).....	6
3.	Successful Deselection and Off-Site Storage Strategies	7
H.	COLLECTION DEVELOPMENT POLICY REVIEW	8

A. PURPOSE AND GOALS

The purpose of the Collection Management and Access Policy is to provide principles and guidelines for Clemson University Libraries to follow in the selection, acquisition, and evaluation of library materials in print and non-print formats.

The primary goal of the Libraries' collection management efforts is to meet the instructional, scholarly, and research needs of students, faculty, and staff (affiliated users) of Clemson University. After the needs of affiliated users are met, consideration may be given to materials that are of service to the Clemson-area community and to the Libraries' role as a Federal Depository Library.

B. COLLECTION MANAGEMENT RESPONSIBILITIES

Routine decisions regarding collection management are normally delegated to the subject liaison librarian, who has responsibility for the selection/de-selection of library materials within his/her assigned academic or other substantive collection areas (e.g., reference collection) and maintains [Subject-Specific Information Access Policies](#), as necessary. The subject liaison communicates on a regular basis with representatives of each subject discipline regarding recommendations for collections and services. Any library user may recommend material to be purchased for the University Libraries, subject to review by the designated subject liaison.

The Information Access Committee (IAC) advises the Dean on collection-related matters in the Libraries and serves as an advisory panel regarding collection management policies, selection/de-selection of materials, and allocation of funds to subject liaisons. See [Information Access Committee](#) (internal use only; password protected).

Ultimate responsibility for the development and maintenance of the Libraries' collections lies with the Dean of University Libraries.

C. GENERAL SELECTION GUIDELINES

1. General Selection Guidelines

General selection guidelines may include, but are not limited to: relevance to the curriculum and usefulness to the University audience; suitability of content to the format; strength of holdings on the same or similar subject; frequency of document delivery, interlibrary loan, or similar requests on same or similar subject; price/relative cost of material in relation to budget; holdings of other libraries in appropriate resource-sharing networks; and timeliness of content and format.

2. Intellectual Freedom

Clemson University Libraries does not restrict access to materials & resources due to content. See [Freedom of Access](#) and [Challenged Materials](#) policies.

3. Formats/Types of Material

In general, the Libraries acquire content in the most appropriate format, taking into consideration the available budget, the effectiveness of the format for the research effort, the ability of the format to deliver the content in a quality manner, and the format most useful for the targeted user population. Formats selected may include printed materials (books, journals, encyclopedias,

newspapers, etc.), as well as non-printed materials, including but not limited to: electronic or online resources (e.g., databases, e-journals, e-books); microforms; and streaming or physical audiovisual media (e.g. CDs, DVDs).

In many cases, electronic formats may be preferred to enhance access of resources to affiliated users.

4. Purchase Considerations – Printed Books

When **hardback and paperback editions** of the same title are available, purchase of the paperback edition is preferred, assuming that the cost is lower. However, depending upon curricular or archival needs, subject liaisons may specify hardback. Unless otherwise specified by the subject liaison, paperback editions will be sent to binding upon receipt. Rush paperback orders for immediate use are tracked by Acquisitions Unit for binding at a later time. Plastic covers are applied by vendor for shelf-ready books.

- **Multiple print copies** of material are not added to the collection, whether purchased or received as gifts, unless the items in question are heavily used, have special value to Clemson University and its affiliates, or serve the curricular needs of multiple locations (e.g., Clemson and Charleston campuses) In general, e-book access should not duplicate print holdings; procedures to prevent such duplication are maintained by Acquisitions, Systems, and Cataloging. Exceptions to this procedure are at the discretion of the subject selector and must be clearly communicated to Acquisitions when orders for print duplicates are placed.
- In general, books assigned as **textbooks** in Clemson-University classes will not be purchased deliberately. However, other textbooks may be acquired if they are in support of the curriculum.
- Any **exceptions** to these general policies are addressed in the [Subject-Specific Information Access Policies](#).

D. SPECIALIZED COLLECTIONS

1. General Collection Areas

Policies pertaining to collection development for general collection areas are available on the [Subject-Specific Information Access Policies](#) web page. Examples include: Reference, Popular Reading, and Federal Government Information.

2. Electronic Resources

Subscriptions and purchases of electronic resources, i.e., databases, e-journals, e-books, are covered in the Electronic Collection Development Policy (In Progress/2012).

3. Gifts

Gifts will be accepted when offered unconditionally to the Libraries, unless an exception to this is granted by the Dean or stated otherwise in subject-specific [Information Access Policies](#). See [Gifts of Library Material](#) for additional details.

4. Serials

Serials are reviewed periodically for continued relevancy by subject liaisons, Information Access Committee, or both. Trigger events may include, but are not limited to, changes in usage patterns, curriculum revisions, budget considerations, modifications to use of library space.

5. Monographic Standing Orders

Monographic standing orders are reviewed on a periodic basis per subject-specific [Information Access Policies](#). The Information Access Committee is consulted, as necessary.

6. Approval Plans

In general, the use of approval plans is budget-dependent, i.e., during periods of decreased funding, approval plans may be suspended. Approval plan use and profile maintenance are covered in subject-specific [Information Access Policies](#). The Information Access Committee is consulted, as necessary.

7. Institutional Dissertations & Theses

See Electronic Collection Development Policy (In Progress/2012).

E. BUDGET ADMINISTRATION

1. General Budget Information

The materials budget is administered by the Unit Head, Acquisitions Department in consultation with the Information Access Committee and the Dean of University Libraries.

The budget supports the purchase of all formats and takes into consideration the following types of expenditures:

- Firm orders (one-time expenditures);
- Database and serial subscriptions of a continuing nature;
- Standing orders;
- Approval plans;
- Cooperative collection programs with other libraries or consortia;
- Membership or other fees related to participation in consortia;
- Patron or demand-drive programs;
- Archival services (Portico, LOCKSS), discovery services (OpenURL and related);
- YBP catalog records and processing fees.

2. Budget Allocations and Funds

The materials budget is allocated according to available funds and established institutional priorities. Expenditures are tracked by the assignment of fund codes and class codes within established expenditure categories.

Materials obtained through serial funds must be approved by the IAC.

Special funding for monographic or one-time purchases not covered by the allocation formula is decided by the IAC in consultation with the Dean on an as-needed basis.

3. Acquisition of Materials

The Acquisitions Unit is responsible for placing all orders and negotiating all licenses for library materials purchased or leased with state or private monies, recording the receipt of materials, processing invoices and credit memos, claiming materials not received, and maintaining access (e.g., troubleshooting problems) to electronic resources.

F. COLLECTION MAINTENANCE

1. Preservation of Regular Library Materials

Preservation of regular library materials may be necessary when the physical integrity of the item has been compromised and/or the content is important to the mission of the Libraries or the university. Items which may need preserving may be found through:

- Review of library holdings by subjects liaisons;
- Incidental discovery, such as when returned to the library from circulating use or during cataloging;
- Event-triggers, e.g., when a known problem exists with a particular format, such as red rot of book bindings, disappearing data from CDs, deterioration due to mold or other factors.

When an item cannot be repaired, subject liaisons are notified and decide whether the item should be discarded, returned to the shelf in “as is” condition, stored in a special container such as a phase box, other.

Preservation questions affecting larger categories of holdings should be brought to the attention of the IAC, who will decide if the content should be preserved and what the next steps should be and will consult with subject liaisons and others, as necessary.

Methods of preservation are made on a case-by-case basis, but options for preserving may include binding or acquisition of microform, electronic or other formats.

2. Preservation of Electronic Resources

Preservation of electronic materials is covered in the Electronic Collection Development Policy (In Progress/2012).

3. Lost or Damaged Materials

Library items which have been lost or damaged will be replaced if they are still considered appropriate for the collection and as the budget allows. These decisions are made by the appropriate subject liaison.

G. COLLECTION EVALUATION

1. Deselection (Weeding) of Physical Materials

Criteria for deselection (also known as weeding) of print or other physical materials are generally the same as those used in selection and are governed by the [Subject-Specific Information Access Policies](#). Considerations for deselection may include the physical condition or age of material; date of last

loan; circulation activity; re-shelving counts; number of copies in the collection; obsolescence of information (in general or as it relates to the current curricular or research needs); language of the material; coverage of the subject by other material in the collection (print or electronic); availability of the material from other libraries; listing of the item in important bibliographies; awards won; and other relevant factors. The Libraries are under no obligation to retain book-plated materials; therefore, deselection of book-plated materials is at the discretion of the subject liaison.

The CREW Method is the suggested guide for the deselection and relocation to off-site storage of library materials. It should be considered as a tool to aid in the deselection and remote storage decision making process. CREW (Continuous Review, Evaluation, and Weeding) is a method that applies objective and subjective criteria in the evaluation of materials. Objective criteria to consider are the **age of materials** and **circulation**. Subjective criteria to use are **misleading** (factually inaccurate), **ugly** (worn beyond mending or rebinding) **superseded** (by a new edition or by a better book on the same subject), **trivial** (of no discernible literary or scientific merit), **irrelevant** (unrelated to the needs and interests of the library's community), and **elsewhere** (it is easily obtainable from another library).

Review of deselection/weeding portions of access policies

Subject liaisons or de-selectors should conduct regular reviews of access policies, providing updates as needed. Individual subject access policies should align with library- and university-wide policies (including the current document), with additional terms for subject-specific considerations.

Suggestions for inclusion in access policies

The following considerations are provided as potential points for inclusion in policies:

- Parameters for various collection management decisions including removing from the collection, moving to off-site storage, replacing, or presenting as candidate for special collections.
- Temporal considerations should be phrased with respect to preceding time, rather than specific date, e.g., "in the past 15 years" as opposed to "before 2000." Specific disciplines or programs may have exceptions (for example, "prior to 1976" for government documents as that is a milestone date.)

Variations on deselection evaluation based on material format should be referenced; if the policy applies to the discipline's collection regardless of media, the language should support that status.

2. Remote (Off-Campus) Storage (Library Depot)

The transfer of library materials to remote storage facilities varies by discipline, and may also be event driven. Trigger events may include, but are not limited to, modifications to use of library space; electronic availability of materials (journals, indexes, and monographs); changes in usage patterns; and curriculum revisions. Subject-specific materials for remote storage are determined by liaisons; disposition of library materials to remote storage may be determined by Research Librarians, the Information Access Committee, and others, as necessary.

Evaluation of electronic resources is covered in the Electronic Collection Development Policy (In Progress/2012).

Guidelines for selecting and relocating materials to Off-Site Storage:

- Selections for Off-Site Storage should be done regularly to ensure an even workflow.
- Major relocation projects should be coordinated with Off-Site Shelving staff and the Collection Management Team.
- Selections should be made using collection management methods outlined above.
- Deselecting materials from Off-Site Storage should follow the same policies as materials housed in the campus library collections: Selectors should be aware of the complex process in withdrawing items from Off-Site Storage.
- Large deselection projects should not be done concurrently with large accession projects.
- Priorities and timelines should be established to reduce congestion caused by competing projects and limited staff availability.
- Collections are physically housed in staging areas while the deselection process is underway to ensure that they are not mixed in with other materials. Staging areas are designated by the project coordinator.
- Obsolete formats should be evaluated for continued accessibility or recommendations to an alternate format should be sent to the IAC.
- Careful consideration of monographs and serials titles to stable platforms (JSTOR, etc.) and its holdings status in WorldCat.

Certain resources are not good candidates for Off-Site Storage and need careful consideration:

- Damaged or fragile materials should be repaired before sending to Off-Site Storage. Contact Binding for assistance.
- Multiple copies of a title, unless the title is of local interest or value.
- Current reference titles such as dictionaries and encyclopedias, especially those that are superseded by later editions.
- Older reference titles should be sent only if they are of value according to discipline.
- Items not cataloged in the OPAC. Items must be cataloged and barcoded to be considered for Off-Site Storage.
- Titles with high circulation.
- Titles awaiting a decision for deselection.
- Resources that will be discarded according to an established retention schedule.

3. Successful deselection and off-site storage strategies

- State the purpose for deselecting (e.g. improves the collection, free up space, make materials more accessible, etc.).
- Thoroughly plan the project (identify shareholders and their responsibilities, set clear objectives, and minimize obstacles).
- Communicate with faculty and other shareholders to reduce anxiety or negative publicity in the deselection or relocation to off-site storage.
- Allow sufficient time to complete the task.

- Carefully implement the project to minimize errors in deselection, relocation, and processing activities.
- Promote a biennial review of Subject Collection Policies to ensure best practices regarding formats, availability, and accord with these General Policies.

H. COLLECTION DEVELOPMENT POLICY REVIEW

The Collection Development Policy is reviewed periodically by the Information Access Committee. Substantive changes in policy are reviewed with the Dean and additional library faculty and staff as necessary.