

Collection Management Policy

John. E. Riley Library
Northwest Nazarene University

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Collection Management Policy

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1 INTRODUCTION

1.1 MISSION

The mission of Northwest Nazarene University is the transformation of the whole person. Centered in Jesus Christ, the NNU education instills habits of heart, soul, mind and strength to enable each student to become God's creative and redemptive agent in the world.

John E. Riley Library's purpose is to support the academic departments and programs in meeting their objectives through providing necessary library materials and services. The Library also provides its users with facilities for study and materials for their general interest and recreational reading needs. The Library's key constituencies are the students, faculty and staff of Northwest Nazarene University. The library recognizes as secondary constituencies, local area citizens who have need for the resources of an academic library, and through resource sharing, patrons of regional and national libraries.

1.2 PURPOSE

This collection management document is intended to clarify the library's collection management objectives, to assign responsibility for the management of the collection, and to provide guidelines for the selection and deselection of materials. While used primarily by the library staff, it is of use to faculty, the administration, and other interested bodies as they seek to understand the role of the library collection and its future.

1.3 INSTITUTIONAL PROFILE

Northwest Nazarene University presently offers 3 associate's degree majors, 41 bachelor's degree majors, eight master's degrees and two doctoral degrees. In addition to the programs on its home campus, NNU students may study in cooperative programs in 35 countries around the world. Northwest Nazarene University serves approximately 1,300 undergraduate students and 725 graduate students in programs delivered in both face-to face and online modalities.

2 COLLECTION OVERVIEW

NNU strives to provide a wide range of library and information resources to meet the academic needs of students, faculty, and staff. The library contains more than 117,000 print monograph holdings, 13,000 print serial volumes, over 141,000 e-books, and extensive access to full-text journals and newspapers through licensed databases for use by campus-based and online students. The print collection is primarily an English-language collection, with some selective foreign and Biblical language materials.

2.1 PRINCIPLES AND STANDARDS

2.1.1 Standards

[Standards for Libraries in Higher Education](#) were approved by the Association of College and Research Libraries (ACRL) board in 2011. Riley Library uses these standards to guide its role in advancing and supporting the mission of the University. Principle 5 on Collections states that “Libraries provide access to collections sufficient in quality, depth, diversity, format, and currency to support the research and teaching mission of the institution.”

2.1.2 Intellectual Freedom and Censorship

Librarians assume a leadership role in promoting the principles of intellectual freedom within the university by providing resources with diverse points of view and services that create and sustain an atmosphere of free inquiry.

The library is committed to the basic principles of responsible intellectual freedom and does not censor material for mere ideological reasons. Individuals or groups questioning the inclusion or exclusion of material within the collection may articulate their concerns in writing to the library director.

2.1.3 Copyright

The library complies with the provisions of the U.S. Copyright Law and strongly supports the Fair Use provisions of this law.

2.2 COLLECTION ARRANGEMENT, SUBJECT AREAS AND INTENSITY LEVELS

With some exceptions, the Library of Congress Classification System is the system by which the library organizes its collections. The subject areas collected are those which support the curriculum of the University. Collection level goals to be used when making selection and deselection decisions have been established for all subject areas and are available upon request. These levels indicate the desired goal toward which collection management should be guided, not necessarily the level attained.

- Level 0 - No Commitment: No commitment to collecting library materials in this area. The collection may, however, include important or representative works in a given area or recreational reading materials.
- Level 1 - Minimal/Basic Reference: Includes only fundamental reference works and selected monographs to provide basic coverage.
- Level 2 - Representative/Undergraduate Teaching: A balanced collection that provides broad coverage of a subject area to support course work contained in currently offered undergraduate programs.
- Level 3 - Comprehensive/Beginning Research: A large well-developed collection that includes general and fairly specialized monographs and serials in a subject area.

Indicates a collection that supports and meets the accrediting standards of a master's or doctoral program.

2.3 TYPES AND FORMATS

Library materials are collected in a variety of formats: print, electronic, microform and audio-visual. In many areas, electronic format is preferred although other factors such as cost and potential usage are taken into consideration. The library does not actively collect materials in obsolete formats.

2.3.1 Textbooks

Textbooks, defined here as works whose published form clearly indicates the intended use as a principal teaching aid, are normally excluded from the library collection unless they are considered classics in the discipline or are the only or best source on a particular topic.

2.3.2 Multiple Copies

Because of the desire to acquire as many titles as possible with limited funds, the usual procedure will be to order only one copy of a title for the circulating collection. In unusual circumstances and after careful consideration by the librarians, additional copies may be ordered or retained.

2.3.3 Audio-Visual Materials

All audio-visual materials owned in physical form are discoverable by searching the library catalog. Maps are housed adjacent to the Reference Collection. VHS and DVDs are integrated into the collection. Music CDs are catalogued and located in browsing bins; vinyl recordings are housed in closed stacks and must be requested at the Learning Commons Service Desk. These physical collections are static. The library prefers, when possible, to subscribe to streaming audio and video collections.

2.3.4 Antiquarian Items

The library will not actively seek to acquire antiquarian materials but may accept some gifts.

2.4 MATERIALS BUDGET

A portion of the University's operating budget is allocated each year to the library. Final authority for expenditures from and management of this budget are the responsibilities of the Library Director. In addition to using this budget for development of both the physical and digital collections, supplemental funds from gifts or restricted accounts may be available.

3 COLLECTION DEVELOPMENT

3.1 SELECTION RESPONSIBILITIES

Selection of library materials is the joint responsibility of the librarians and the classroom faculty. The librarians assume responsibility for general subject areas and coordinate the resource development of the library as a whole. Faculty members have the responsibility to recommend the most appropriate materials to support their curricular needs.

Any member of the university community may submit recommendations for items that they would like to see added to the collection. Recommendations will be reviewed by the librarians to evaluate whether materials requested meet the guidelines of this policy and if funding is available.

The director of the library is ultimately responsible for coordinating the selection and purchase of library material and developing a collection of material with a wide ranging level of difficulty, diversity of appeal, and presentation of differing points of view.

3.2 GENERAL SELECTION CRITERIA

There are many factors that influence selection. The following criteria for selection apply equally to all types of materials being considered for the library's collection.

- Materials should support and be consistent with the general educational goals and the specific instructional programs of the university.
- Collections should incorporate a variety of formats.
- Materials should meet high standards of quality and scholarship in factual content and presentation.
- Materials should be of contemporary significance and/or permanent value.
- Consideration should be given to materials for general information in subject areas not covered by the instructional programs.
- Materials on controversial issues will be directed toward maintaining a balanced collection representing various views.
- Consideration should be given to the scarcity of materials available on the subject.

3.3 RESOURCE SHARING

Additional resources for the research needs of students and faculty are provided through interlibrary loan, a service provided to NNU students and faculty at no additional cost. NNU's membership in OCLC enables the library to significantly extend the resources available to the University community with shared cataloging functions and interlibrary loan services.

NNU has long-standing reciprocal borrowing agreements with Boise State University and with College of Idaho whereby students and faculty may receive a special borrower's card at the

reciprocating library by presenting their own institution's valid ID card. A more recent agreement is in place with Boise Bible College.

3.4 SPECIAL CONSIDERATIONS

In addition to the Intensity Level goals (2.2) and General Selection Criteria (3.2) for all selection decisions, special considerations and additional criteria are needed in some areas.

3.4.1 Reference

The reference collection consists of both print and electronic materials and is intended to provide quick access to accurate factual information in all subject fields. A strong reference collection is necessary to support the liberal arts. Biographical tools, subject encyclopedias and dictionaries, and research guides will be emphasized. The reference collection also includes almanacs and yearbooks, geographical sources, handbooks, statistical sources, and style manuals. Biblical commentaries and study materials are a significant part of the reference collection.

3.4.2 Periodicals

Because periodical subscriptions require an ongoing and often increasing commitment of the library budget, a high degree of selectivity is essential. Therefore, priority will be given to titles that are:

- indexed through databases leased by the library
- identified as critical resources by an external accrediting body,
- favorably reviewed in *Choice or Magazines for Libraries* by LaGuardia & Katz.

Periodical back issues older than five years will be maintained in only one format. In cases where color or graphical elements comprise the essential content of a publication, the choice for the permanent copy is bound paper. In other cases, microfiche is the preferred permanent form unless a title is available only on microfilm. If film is the established form, the preference is for 35mm over 16mm.

Missing issues will be claimed from the publisher promptly; issues unavailable from the publisher may be purchased from a vendor or requested via a periodical exchange list. Little time or money will be spent in acquiring back files.

3.4.3 Government Documents

The library is a member of the Federal Depository Library Program as a selective depository for documents published by federal government agencies and distributed by the Government Printing Office. Links to the GPO Access website are provided for users from the library's databases page and most documents received are searchable through the library's online catalog. Government documents include reference sources, books, periodicals, pamphlets, posters, and maps. They may be in any format, but the preferred or priority format is digital. Titles which are frequently used, difficult to access or not published online are acquired in print.

Most government documents that are received in physical form and which are part of the core collection are integrated into the reference, book and periodical collections. All but ephemeral items are cataloged and discoverable by all users through the library's online catalog. All documents received are processed and made accessible according to the guidelines in the [Federal Depository Library Legal Requirements](http://purl.fdlp.gov/GPO/gpo9182) document (<http://purl.fdlp.gov/GPO/gpo9182>) All print documents are retained for a minimum of 5 years according to FDLP regulations. Materials which have enduring value to the NNU curriculum, residents of the state of Idaho, or to users of the congressional district are retained indefinitely.

3.4.4 Children's Literature

The Children's Literature collection is provided to support collateral reading for students studying children's literature and to support education majors seeking to introduce literature into their instructional program. The following authoritative sources provide guidelines for inclusion:

- Newbery, Caldecott and Coretta Scott King and other award lists
- Text or collateral reading list of the children's literature course taught at NNU
- Core recommended reading list issued by local school districts

3.4.5 Curriculum

The library is a regional repository for K-12 curriculum adopted by the Idaho State Department of Education. This collection contains copies of student and teacher editions of texts and accompanying aids for all subjects taught in kindergarten through grade twelve. Textbook materials are normally retained until the next adoption cycle. Accompanying aids of enduring value are retained indefinitely. According to the textbook adoption agreement, curriculum not retained may not be sold.

3.4.6 Wesley Collection

The Wesley Collection was initiated in 1994 to support the work and interests of the NNU Wesley Center for Applied Theology. Works by and about John Wesley – founder of Methodism which is the theological foundation of NNU – and his brother Charles, form the basis of this collection. Additional works by Wesleyan scholars are included.

3.4.7 University Archives

The Archives is the designated repository for the permanent records and historical materials of Northwest Nazarene University. The primary mission of Archives is to collect, preserve, and make available documents and other resources contained in the collection. In the summer of 2016, an Institutional Repository was launched. It includes digitized archival materials and scholarly content produced by members of the NNU community.

4 COLLECTION MAINTENANCE

4.1 DESELECTION

The process of deselection is necessary to ensure that the library collection continues to support the educational goals of the university. Deselection consists of selectively identifying and removing those items from the collection which because of age, duplication, condition, or program changes no longer satisfy the informational needs of the library's clientele. Deselection within a subject area is an ongoing process supervised by the librarians. Consultation with the classroom faculty is especially important as a safeguard against the withdrawal or cancellation of materials with special qualities or significance. Before an item is deselected, consideration is given to usage data from the integrated library system, inclusion in a standard list or bibliography, and availability through resource sharing.

Retention for specific titles is noted in the electronic records and possibly in the physical item. Superseded editions of titles that do not carry retention notes become candidates for withdrawal. Materials may be transferred from one collection to another (e.g. reference to the circulating collection). When materials are withdrawn from the collection they are sold, donated, offered to other libraries, or discarded.

4.2 PRESERVATION, CONSERVATION, DISCARDING

It is incumbent on the library to maintain all collections. Library personnel will determine what action should be taken with worn or damaged materials. The cost of mending, binding or replacing will be considered.

4.3 REPLACEMENTS

The library does not automatically replace all books withdrawn due to loss, damage or wear. When a book is declared lost, a decision on replacement will depend upon the demand for the particular item, the existence of similar material in the collection, and the availability of more current material.

4.4 GIFTS

The library staff determines whether gifts are added to the collection, sold, donated, offered to other libraries, or discarded. The same selection criteria used for purchases apply to gifts. In addition, gift materials must be of such a nature that they can be integrated into the collection and not require special facilities, control or staffing. Gifts will be acknowledged. It is the responsibility of the donor to secure any appraisals for tax purposes. Any exceptions to the above conditions must be approved by the director of the library. A copy of the [Donations and Gifts Policy](#) is available on the library website.

Gift materials requiring continuing obligations on the part of the library (such as periodical subscriptions) will not be accepted without serious consideration as to the library's ability to keep the material current. Gifts of periodicals back issues, whether long runs or scattered issues, are generally declined unless the issue or issues fill a gap in the library's holdings.

Unrestricted monetary gifts to the library for the purpose of purchasing materials will be accepted and should be directed through the Office of University Advancement.

5 CONCLUSION

Although the intent of this document is to serve as an authoritative guide to the development and management of the collections of the John E. Riley Library, it is understood that, like the collection itself, it will change over time. To be an effective tool it must be referred to frequently and updated periodically.