

COLLECTION DEVELOPMENT

THE COLLECTION DEVELOPMENT COMMITTEE
TROY UNIVERSITY
TROY, ALABAMA

TROY UNIVERSITY LIBRARY
2007

PURPOSE STATEMENT

The Library staff has developed a purpose statement that relates to the mission of the University.

- A. The Library will provide a variety of Information Services
 - a. The Library will seek to identify and interpret information needs.
 - b. The collections and services of the Library will facilitate faculty and staff research and curriculum development.
 - c. The Library will assist in teaching students life-long learning skills through classroom library instruction and individual assistance with assignments, research strategy problems and experience in using computer-based systems to access information locally and remotely.
 - d. The Library will provide in-house use of resources and services for members of the community.
- B. The Library will provide an organized plan for Collection Development.
 - a. The Library will select and acquire materials to support University academic and research programs.
 - b. The Library will provide services for organizing, accessing, retrieving and distributing information.
 - c. The Library will maintain a continuous program of collection evaluation.
- C. The Library will provide leadership role in the provision of campus information.
 - a. The Library will provide leadership in focusing the attention of University Administrators, faculty and students on current and changing technologies in Information access and utilization and their demonstration and teaching.
 - b. The Library will seek regular faculty participation in selection of and access to materials and in consultation on the creation of library and information assignments.

COLLECTION DEVELOPMENT POLICY

Overview

Primary responsibility for the planned direction of collection development and policy decision making rests with the Troy State University Library collection development librarians and ultimately with the Dean of University Libraries. Each of these subject librarians implement and maintain a formal faculty liaison structure with assigned departments or schools to insure that the library is informed of program needs and changes. Priority is given to those materials which directly support the curriculum and for which the selection depends greatly upon the teaching faculty. Material budgets are assigned to subject areas (1) to support faculty requests and (2) to purchase other materials for academic programs as found in standard bibliographies, citation checking, and other resources. The chairperson of collection management is charged to spend unallocated portions of the book budget in order to maintain a strong and consistently built collection within the parameters of the university and library mission statements and collection development policies.

Subject Specialist

Subject specialists need to study collection development manuals, read subject encyclopedias, study the University Bulletin and subject bibliographies. They need to know all journals in the field and to confer with faculty and the other librarians. Subject specialists are involved in policy recommendations, collection maintenance, weeding, "marketing" library service, liaison duties, bibliographic instruction, and serials management. In long range planning they are involved in resource sharing, assessment and evaluation of the collection, user studies, budgeting, preservation/conservation, and inventory. Subject specialists are responsible for providing in-depth reference service for a subject.

The minutes published after the monthly collection development committee meetings will serve as the vehicle for internal communication as well as addenda to the Collection Development Policy. Any library staff member who would like items placed on the agenda is welcome to do so. The Dean is the ultimate head of Collection Development and final decision-maker

Reference librarians know the importance of the reference interview. The interviews/meetings with faculty are as important. Subject specialists should have a well-planned agenda so that information can be exchanged quickly and well. The subject specialists must stay abreast of current events in the subject, know the main schools of thought, and read the latest professional literature.

GENERAL PROCEDURES

The Dean of University Libraries will serve as the coordinator for collection development.

Duties of subject specialists include policy recommendation, ordering of materials in any format (books, periodicals, micro, etc.), liaison duties with respective departments, in-depth reference service in special areas, bibliographic instruction, serials management, resource sharing, continued assessment and evaluation of collection, user studies, budgeting, and preservation/conservation of materials.

Requests for materials should be routed from faculty to subject specialist to Acquisitions. The Technical Services Department, upon request, will provide a computer printout of standing orders with Ebsco and any other standing vendors to each subject specialist once each year. The list will be relevant to the subject specialist's area. A fund for Reference materials will be maintained with the Head of Reference consulting other subject specialists about shared costs of some reference items that deal with specific subjects. Requests for new periodicals or book serials, or changes in current periodicals or book serials (which mean ongoing investment) shall be approved in collection development meetings.

PERIODICAL REQUESTS AND RENEWALS

Requests – New Periodicals

Subject specialists will make the decisions as to which titles will be ordered in their disciplines. After approval in a Collection Development meeting, these requests will be forwarded to Acquisitions for ordering. The periodicals assistant will order the new titles and advise the subject specialists as to when the new titles may be expected, giving expiration dates, year's ordered, etc. The subject specialists will keep requested titles not selected. If a title has not been received after a reasonable length of time, a claim is submitted by the periodical's assistant to the publisher or agency. Notification of Receipt will be sent to the Head of Reference of each title. The Head of Reference will distribute them to appropriate Subject Specialists.

Periodical Renewals

When invoices for periodical renewals are received, photocopies will be forwarded to the Head of Reference to be distributed to the Subject Specialists. The Subject Specialists will make the decisions as to whether these titles should be renewed.

ACQUISITIONS –POLICY AND PROCEDURES

Acquisition of Monographs

Paperback books

When there is a significant difference in price between the hardcover and paperback books, and the book would not be in frequent demand or the book will be out-dated in a short period of time, paperbacks are bought to save funds. When the paperback edition of the book is not

available, the Library will instruct the vendor to change the order automatically to a hardbound edition.

Multiple copies and duplicates

In order to provide the broadest range of materials to support the academic curriculum, the University Library will not normally buy multiple copies. Duplicates are purchased only under unusual circumstances as determined by circulation, reference needs and allocations.

Current publications and retrospective purchases

Even though current and retrospective materials are important to the academic community, the majority of selections will be current materials because of the difficulties and expenses in obtaining out of print, reprinted or old materials. Current materials are defined as publications in the original edition. Retrospective materials are out of print or reprinted publications.

Textbooks

Textbooks and their accompanying materials tend to be outdated rapidly. The Library will not purchase textbooks that are currently used in classes. The exception to this is classic textbooks in the technical, scientific and business area, which have become standard reference and review sources. Another exception is the purchase of textbooks for the teacher education program.

Out of Print Materials

The Library will not try to buy out of print materials unless the requested item is an important addition to the collection.

Acquisition of Serials

The acquisition of periodicals and serials requires a higher degree of selectivity and consideration than that of monographs because of ongoing and costly commitment in terms of its costs, binding and storage.

A serial is a publication issued in successive parts bearing numeric or chronological designations and intended to be continued indefinitely. Periodicals, newspapers and annuals are serial publications.

Periodical: These are journals, magazines and newspapers issued and received on a regular basis and are put into the Periodical Collection.

Annuals/Continuations: Serials which are received classified and cataloged and are integrated into the Library collection other than the Periodical Collection. Types of continuations include monographic series, supplements, yearbooks proceedings of conferences, bibliographic indexes.

Recommendation of new subscriptions and cancellations (print and non-print) from faculty and Subject Specialists will be discussed in the Collection Development Meeting. Once approved, the Serial Request Work Sheet with subscription details will be forwarded to the Technical Services Department/Serials for purchase. Preservation decisions which will add to

the cost of the subscription will be made by Subject Specialists at the time titles are requested. Back issues of serials will be bound, discarded, or obtained on microform.

Selection Criteria for Acquisition or Cancellation of Serials:

- Support of present curriculum of the university
- Balance in collection
- Frequency in current use or projected future use in a subject area
- Costs and availability of funds
- Availability in an electronic format

Annual Reassessment of Serials on Standing Order and Renewals:

Serials will be reviewed annually to assess their usefulness and relevance to the collection. The Technical Services Department/Serials will provide a computer printout of the standing orders lists for each discipline to the Subject Specialists for review before the renewal of the annual order each year.

Serial Claims

Serial claiming is the process of requesting missing issues from the publishers or vendors missing issues of serials for which the Library has paid. Claiming should be done in a timely manner since most publishers and vendors honor free replacement within a time limit. Claiming is done initially through the subscription agencies before the consideration of other sources like USBE that charge for services.

Regular claims are made for all non-EBSCO titles. These are done by email or U. S. mail addressed to the publisher/vendor. Process all claims for Continuations which comes in less regularly those periodicals. All EBSCO claims are done electronically through EBSCONET.

Electronic Serials

The acquisition of e-journals will follow the same selection criteria and procedures of the print version. Recommendation of new titles will be discussed and approved in the Collection Development Meeting. Subscriptions to e-journals will be reviewed annually. Technical Services Department/Serials will provide a computer printout of the e-journals available through EBSCO and individual publishers.

Acquisition of Reference Materials

Subject Specialists select and recommend reference materials in their subject areas. The Head of Reference co-ordinates and reviews all order request slips and then sends them to the Head of Technical Services for purchase.

Guidelines for the selection of reference materials

- Usefulness of the publication. Considers the balance of the existing collection, the strengths and weaknesses.
- Favorable reviews.
- Reputation of the author.
- Currency of the topic
- Date and price of the publication.

ASSESSMENTS AND POLICIES BY DISCIPLINE

COLLECTION DEVELOPMENT POLICY HISTORY AND SOCIAL SCIENCE

Introduction

This collection development policy defines “the scope and nature of the library’s existing collections and the policies and plans for continuing development of resources, with precise designation of present collection strengths and current collecting intensity in relevant subject fields and a statement of selection philosophy as related to institutional goals, general selection criteria, and intellectual freedom” (The American Library Association Glossary.)

The History and Social Science collection is supervised by one of the five subject specialists. Eight individual subjects are included in the broad area of study: history, sociology, criminal justice, political science, anthropology, philosophy, religion, and aerospace studies.

Formats

The collections supporting History and Social Science are primarily in the form of books and periodicals in paper and micro format. The TSU Library also contains audio-visual materials, book serials and computer formats.

Level of Collection Intensity

The American Library Association has drafted descriptive codes for use in identifying the strengths of collections. The reader should take note of the definitions below:

Level 1b – Minimal, but chosen well

“Few selections are made but basic authors, core works, and ideological balance are represented. Can support the most fundamental school, public, and academic library inquiries.”

Level 2a—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, historical surveys, bibliographies in print format or available through online databases, and periodicals, audio-visual material. A basic information collection can support school instruction and routine public support higher level academic courses.”

Level 3a –Basic Study Level

“Includes the most important primary and secondary literature, a selection of basic representative journals/periodicals, and the fundamental reference and bibliographical tools pertaining to the subject. Adequate for independent study, for advanced secondary school education, and for the lifelong learning needs of the general public, with coverage at all appropriate reading levels.”

Level 3b – Intermediate Instructional Level

“As above, except a wider range of basic monographs, wider selection of the more important writers and secondary materials, stronger journal/periodical support, and additional non-print

material germane to the subject. Collection adequate to support term paper writing at the undergraduate or junior college level.”

<u>Classes</u>	<u>Levels</u>
History	Basic Study
Sociology	Basic Study
Criminal Justice	Basic Information
Political Science	Basic Information
Anthropology	Minimal
Philosophy	Minimal
Religion	Minimal
Aerospace Studies	Minimal

Details of the Collection

The language of the collection is English. The chronological periods covered within the History and Social Science collection are unlimited. The focus is on United States publications except key European publications including selected translations. Currency of the publications is emphasized.

Selection Criteria – Priority is given to those materials which directly support the curricula and for which the selection depends greatly upon the teaching faculty. Heavy emphasis is given to titles which are reviewed as “the best of the best” and for educated laymen or undergraduate readership. Some of the review tools used by the History and Social Science Subject Specialist include the Journal of American History, American Historical Review, Social Forces, Sociological Review, Criminal Justice Review, Journal of Alabama Archaeology, Florida Historical Quarterly, Historian, Library Journal, and CHOICE. CHOICE cards are sent to faculty for consideration. Core journals are evaluated on recommendations in Bill Katz’s Magazines for Libraries (1989), standard bibliographies, citation analysis, faculty recommendations, use and cost.

Collection Development Policy Business, Accounting, Management, Economics, Finance & Law, Marketing, Computer and Information Science

Introduction

To develop an active partnership with the Sorrell College of Business in advancing the leadership role of our students, faculty, staff, and the general reader by putting knowledge to work for the benefit of current and future decision-makers in corporations, government, the professions, and society; as well as shaping the destiny of our computer and information science-based society.

Format

The broad dichotomy of programs under the generic term “Business” incorporates numerous formats for information access and display. These include, but not necessarily limited to: books and periodicals on paper, microfilm, microfiche, video (DVD/VHS), audio (CDs), and other electronic sources.

Language

Mostly English language.

Chronological

Emphasis is on current topics covering business, accounting, management, economics, finance & law, marketing, and computer and information science practices as they address the evolving business features of the United States, the European Community, Russia, China, Africa, and the World. Older titles are available on micro-texts and electronically.

Geographical

No geographic restrictions apply. Within budget constraints, a balanced acquisition of material is maintained to address the ever-changing business picture throughout the world.

Treatment of Subject

Scholarly and authoritative works are selected, as are other sources, to support study at the undergraduate and graduate (master's) levels. Liaison between the Business Reference Librarian and the Sorrell College of Business are ongoing in order to assist specialty areas. Handbooks and professional manuals are considered and often added. Print materials include monographs but also research annuals and conference proceedings. Textbooks are not selected. Videos covering conferences, biographies, business histories, "How-to", are added each year. Directories and statistical compilations are added in coordination with the Reference Department. Electronically based indexes and data sources are supported from other budget lines.

The following illustrates the sources of information useful for instruction and research. These collections comprise both print and electronic sources of information:

Periodicals and Other Serials

The Library collection is as comprehensive as space and funding allow encompassing those serials that provide information that are practical rather than theoretical in nature. This includes market research reports and journals, directories, company annual reports; trade and business journals, house journals, trade literature and electronic sources.

Books

They are collected to serve the needs of business specialty students, faculty, staff, and the general reader working in business related areas who may need to familiarize themselves with principles of their respective field and/or subjects which are outside their main interests. Monographs by domestic and foreign authors are acquired that may provide perspectives outside the mainstream.

CDs, DVDs

Cover a broad range of topics in association with classroom lecture and other written materials to the appropriate patron degree, or interest, level; as well as for personal use. These may include, but not limited to, conferences, production procedures, discussions, information technology, sciences, programming, and others.

Databases

Allows electronic access for journals and periodicals both on and off campus to such sources as ABI Inform Global Edition, Academic Search Elite, Business and Company Resource Center, Business and Management Practices, Business Source Elite, Business Wire News, Commerce Clearing House, Computer Database, Disclosure, Dun & Bradstreet's Company Directory, EconLit, Emerald Library, Expanded Academic, General Business File, Hoover's Company Profiles, LegalTrac 1980 -, Lexis-Nexis Business, Lexis-Nexis Legal Research, OCLC ArticleFirst, Standard & Poor's Net Advantage, Wilson Business, and WorldCat.

Collection Development Policy United States of America Government Documents

Introduction

The United States Government Documents Collection at Troy State University, which comprises approximately 31% of the Government documents that are available for the public, includes items that have been selected over the years to reflect the needs of the students, faculty, staff, and the general public served by this depository. The item selection profile is based in part on the recommended core collection for a small academic library as addressed in the Federal Depository Library Manual Desktop online.

Campus Connection

Subject emphasis for the documents collection has been placed in the areas of education, health, criminal justice, military history, environment, politics and economics, that support the curricula of Troy State University. The additional areas of agriculture, small business, law and census are selected to help supply the information needs of all interested parties.

Formats

The collection includes pamphlets, books, microfiche, maps, posters, periodicals, reports, Internet, and compact discs.

Details of the Collection

Geographic areas such as Alabama, Pike County, and the southeastern states are emphasized. Librarians can provide service to the patron if information outside this region is required. The collection has a broad coverage in terms of time chronology in some areas. Current information is emphasized in most areas. The collection language is primarily English.

Organization

The majority of the U.S. government documents collection is classified by Superintendent of Documents Classification (SuDoc) number and shelved in the Government Documents area. Selected series such as United States Reports and Area Handbooks are cataloged using the Library of Congress method. The subject specialists may request cataloging of specified documents. These publications, if soft bound, are rebound before being added to the general collection. Duplicates received as gifts may be added if use indicates or fills a void due to loss or damage. Selected periodical titles are sent to the Periodicals Department for check-in and shelving.

Accessibility

All publications received through the Depository program are recorded using Kardex. As they are received, Government Documents will be identified with a Su Doc number, in ink, affixed to the document. The Gov Doc student assistant is responsible for the check-in of the documents and the affixing of the Su Doc number. File Transfer Protocols (FTP) are conducted by OCLC directly to SIRSI to update the Gov Doc index.

Circulation

Government documents may circulate according to the same criteria applied to the general collection; three-week loan period or as otherwise specified. Documents classified as reference do not circulate. Selected census publications do not circulate. Other publications may have restricted circulation for a specific reason, i.e., a class assignment. All publications that do not circulate are available for in-house use during the hours the library is open. If a Gov Doc is brought to Circulation for checkout and a record cannot be found, a Librarian will make a temporary record using Sirsi.

Weeding

Weeding is done annually each summer, or at other times as deemed appropriate by the Gov Doc Librarian, and disposed of in accordance with the Government Printing Office (GPO) guidelines. Some superceded documents may be retained in order to fulfill any continuity issues that may be pertinent to a specific field for research purposes. But this is on an exception basis only due to limited storage space.

Selection Criteria

The Gov Doc Librarian makes item selection with input from subject specialists. The item selection profile is evaluated annually, at which time additions and deletions are made. Suggestions for additions and deletions are requested from the subject specialists as they evaluate specific areas of the general collection.

Collection Assessment

The documents collection, numbering in excess of 100,000 items, is well rounded for the material identified for the Troy State University depository program. Material use varies from curriculum to curriculum and year to year. GPO posters are displayed at the entrance and throughout the Library informing the patrons that Wallace Library is a United States Government Documents depository. Librarians and many of the staff are familiar with the location and methods to access this information. The GPO's move to online access of Government Documents may have an eventual affect on Troy State University's nature and degree of participation in the depository program.

Collection Development Education

Introduction

Troy State University traces its origins to the Troy State Normal School, which was established on February 26, 1887. Library collections at that time consisted of a few donated

volumes. Since then, the Library has grown in size and continues to assist the student body, faculty and staff on campus in achieving the educational goals of the University.

The Educational collection is supervised by one of the subject specialists. Many individual subjects are included in the broad area of study. Some of them include Educational Leadership, Educational Psychology, Elementary Education and Reading Education.

Formats

Along with books and periodicals, the Education collection contains children and young adult books, educational and psychological tests, textbooks, book serials, computer assisted instruction software, audio-visuals and many other teacher resource materials.

Level of Collection Intensity

Using the descriptive codes developed by the Resources and Technical Services division of the American Library Association, the evaluation of the university's library collection indicates the holdings for the School of education are at the Basic Study Level. This level includes the most important primary and secondary materials, a selection of journals/periodicals, and the basic reference and bibliographic materials pertaining to the subject. Considering the fact that the University began as a teachers college, the collection should be at a Level 3c-Advanced Instructional Level.

Level 3c-Advanced Instructional Level is as follows:

"A collection that is adequate to support the course work of advanced undergraduate and master's degree programs, or sustained independent study, adequate to maintain knowledge of a subject required for limited or general purposes, but not strong enough for original research in a subject. It includes complete collections of the works of the important authors, selection of works of secondary writers, and selection of representative journals/periodicals, and all the reference tools and fundamental bibliographic apparatus pertaining to the subject."

Strengthening the education collection to a Level 3c would benefit all subject areas because of its broad interdisciplinary coverage.

Details of the Collection

Emphasis is on education in the twentieth century, but historical works on education in all periods are acquired. English is the primary language of the collection and the geographic emphasis is primarily U.S. except for a few key European publications. Multiple copies are purchased for heavily used titles only. Monographs and journals form the base of the collection with indexes, abstracts and encyclopedias providing the basic reference information. Publications of educational professional organizations are selectively collected.

Selection Criteria

The education subject specialist selects materials for purchase with priority given to faculty requests. A variety of review materials used include, but are not limited to, publishers catalogs, promotional materials and a vast number of journals which publish reviews such as CHOICE, Childhood Education, JOPERD, Reading Teacher, and Harvard Educational Review. All requests are reviewed and assessed based on relevance to the collections, evaluate sources, reviews, use patterns, etc.

COLLECTION DEVELOPMENT POLICY HUMANITIES

Introduction

The Library on the main campus of Troy State University serves a diverse clientele. The focus is on the student body, faculty, and staff on main campus. Ten librarians staff the Library when all positions are filled. There are six (6) subject specialists involved with collection development.

The Humanities collection is supervised by one of the subject specialists. Under the umbrella "Humanities" fall six individual subjects: Art and Design; Classical and Modern Languages; Journalism; English; Music; and Speech and Theatre. All of the subjects listed above will be taken into consideration in the report which follows.

This collection development policy defines "the scope and nature of the Library's existing collections and the policies and plans for continuing development of resources, with precise designation of present collection strengths and current collecting intensity in relevant subject fields and a statement of selection philosophy as related to institutional goals, general selection criteria, and intellectual freedom" (The American Library Association Glossary).

Campus Connection

"The Humanities" cover two colleges on campus: the College of Arts and Sciences; and the College of Communication and Fine Arts.

Formats

Along with books and periodicals, the Humanities collection at the Troy State University Library also contains audio-visual materials, book serials, electronic databases, and music scores. A variety of formats are collected to give a comprehensive coverage of the material available in the Humanities for patrons in need of a variety of information.

Level of Collection Intensity

The levels of collection intensity vary within the Humanities Collection. Using the collection level codes established by the American Library Association, the collection for each discipline is as follows.

English	3b - Intermediate Instruction Level
Foreign Languages	1b - Minimal, but chosen well
Speech & Theatre	2a - Basic Information Level
Journalism	2a - Basic Information Level
Art	3a - Basic Study Level
Music	3c - Advanced Instructional Level

Details of the Collection

The language of the collection is English. Some items have been purchased in other languages to reflect those taught here on campus. Most of the items held are published in the United States, with the exception of a few key European publications. Only single copies are obtained.

Selection Criteria

A variety of review materials are used to select materials for the Humanities. These include, but are not limited to, publisher catalogs, promotional materials, and a vast number of journals which publish reviews, such as CHOICE, Library Journal, RQ, and others.

Faculty recommendations are requested and strongly encouraged. All requests are reviewed and assessed based on evaluative sources, reviews, relevance to the collection, etc.

COLLECTION DEVELOPMENT POLICY ENVIRONMENTAL SCIENCE

Introduction

This collection development policy defines "the scope and nature of the Library's existing collections and the policies and plans for continuing development of resources, with precise designation of present collections strengths and current collecting intensity in relevant subject fields and a statement of selection philosophy as related to institutional goals, general selection criteria, and intellectual freedom" (The American Library Association Glossary).

Campus Connection

At the present time, Troy State University offers a non-teaching bachelor's degree, 55 semester hours, in environmental science through the biology department. A master's degree in environmental analysis and management is also offered through the biology department.

Formats

Journals and US government documents in paper and micro are important in support of environmental science. Paper monographs for the circulating and reference collections, with many titles purchased as paperbacks not to be bound are collected. Non-book media that can be crucial in teaching laboratory techniques are not collected heavily at this time. In addition, electronic databases provide access to abstracts and, in some cases, full-text, to articles in the environmental sciences.

Level of Collection Intensity

Present Level – Level 2a Basic Information Level

Desired Level – Level 3c Advanced Instructional Level

Details of the Collection

The language of the collection is English. The chronological period is the current decade, with focus on United States publications and a few key European publications in English. Currency of publication is important.

Selection Criteria

Priority is given to those materials that directly support curricula. This priority arrives from a combination of variables: faculty recommendations, published reviews, availability within the state, cost format, etc. Materials written for an undergraduate readership are heavily weighed for selection. Some of the tools used for selection include: CHOICE, Booklist, Library Journal.

Science Books and Films, American Scientist, Magazines for Libraries, Landers Film Reviews, Science and Technology Libraries, research guides, bibliographies and publishers catalogs.

COLLECTION DEVELOPMENT POLICY NURSING

Introduction

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Campus Connection

The Troy campus offers a Bachelor of Science (BSN) and a Masters of Science (MSN) in its Nursing program. In addition, a Family Nurse Practitioner track is also offered. The Family Nurse Practitioner (FNP) track provides both the BSN and MSN nurse a program of studies which qualifies the graduate to sit for the national certification examination. The program for BSN graduates requires a minimum of 47 semester hours of both theory and practicum courses. Upon successful completion of the program the graduate is awarded the MSN degree with the clinical major FNP. The post-Master's certificate program for nurses who hold the MSN degree requires 30 semester hours.

Formats

Along with the books and periodicals, the nursing collection also contains audio-visual materials, book serials, and electronic databases, such as CINAHL.

Level of Collection Intensity

Present level 3a Basic Study Level

Details of the Collection

The language of the collection is English. Most publications are from the United States. Only single copies are purchased. There is an emphasis on current rather than retrospective selection.

Selection Criteria

Priority is given to those materials which directly support curricula. This priority arrives from a combination of variables: faculty recommendations, published reviews, availability within the state, cost, format, etc. Materials written for an undergraduate readership are heavily weighed for selection. Some of the tools used for selection include American Journal of Nursing, Nursing Outlook's Brandon-Hill List, Library Journal, CHOICE, Booklist, research guides, bibliographies and publishers catalogs.

COLLECTION DEVELOPMENT POLICY SCIENCE

Introduction

This collection development policy defines "the scope and nature of the library's existing collections and the policies and plans for continuing development of resources, with precise designation of present collections strengths and current collecting intensity in relevant subject fields and a statement of selection philosophy as related to institutional goals, general selection criteria, and intellectual freedom" (The American Library Association Glossary).

Campus Connection

Within the College of Arts and Sciences on main campus, the biology department offers programs in biology (with concentrations in general biology, ecology and field biology, cell and molecular biology, and medical technology), marine biology, and environmental science. The department offers majors in biology education, biology (non-teaching) and minors in biology (non-teaching) and environmental science. The Department of Chemistry offers the baccalaureate degree in chemistry, and chemistry education along with a minor in chemistry. The majors offered by the department of Mathematics and Physics include a non-teaching mathematics major, a mathematics education major, a mathematics comprehensive education major, a science education comprehensive major, and a physics education major.

Formats

Books and periodicals in paper and micro format are collected, along with a select few audio-visual materials. In addition, the library subscribes to electronic databases, such as Wiley Interscience, that provide students access to the periodical literature in their major field of study.

Level of Collection Intensity

General Science	Basic Information
Astronomy	Minimal
Physics	Basic Information
Chemistry	Basic Study Level
Geology	Minimal
Botany	Basic Study Level
Zoology	Basic Study Level
Human Anatomy	Basic Study Level
Physiology	Basic Study Level
Microbiology	Basic Study Level
General Medicine	Minimal
Mathematics	Basic Information

Details of the Collection

The collection is in English. Most publications are from the United States. Only single copies are purchased. There is an emphasis on current rather than retrospective selection. There

is a non-emphasis on history, treatises, technical report, translations, dissertations, patents, standards and trade literature.

Selection Criteria

Priority is given to those materials that directly support curricula. This priority arrives from a combination of variables: faculty recommendations, published reviews, availability within the state, cost, format, etc. Materials written for an undergraduate readership are heavily weighed for selection. Some of the tools used for selection include: CHOICE, Booklist, Library Journal, Science Books and Films, American Scientist, Magazines for Libraries, Landers Film Reviews, Science and Technology Libraries, Quarterly Review of Biology, Science, Nature, research guides, bibliographies and publishers catalogs.

COLLECTION DEVELOPMENT POLICY ATHLETIC TRAINING, KINESIOLOGY AND HEALTH PROMOTION

Introduction

This collection development policy defines "the scope and nature of the library's existing collections and the policies and plans for continuing development of resources, with precise designation of present collections strengths and current collecting intensity in relevant subject fields and a statement of selection philosophy as related to institutional goals, general selection criteria, and intellectual freedom" (The American Library Association Glossary).

Campus Connection

The Collège of Health and Human Services on the main campus offers a bachelors of science in athletic training, a bachelor's in health and physical education (P-12), a bachelor's in sport and fitness management (non-teaching), a bachelor's in physical education (P-12), a bachelor's in health education (7-12), a bachelor's in rehabilitation.

Formats

Books and periodical in paper and micro format are collected, along with audiovisual materials. In addition, the Library subscribes to electronic databases, such as SportsDiscus, that provide students access to the periodical literature in their major field of study.

Level of Collection Intensity

Basic information Level

Details of the Collection

The language of the collection is English. Most publications are from the United States. Only single copies are purchased. There is an emphasis on current rather than retrospective selection.

Selection Criteria

Priority is given to those materials which directly support curricula. This priority derives from a combination of variables: faculty recommendations, published reviews, availability within the state, cost, format, etc. Materials written for an undergraduate readership are heavily weighed for selection. Some of the tools used for selection include: CHOICE, Booklist, Library Journal, research guides, bibliographies and publishers catalogs.

COLLECTION DEVELOPMENT POLICY LEASE BOOKS

Lease books are ordered for the pleasure reading of TSU students, faculty, and staff. The Library faculty and staff make choices from a monthly selection list of which 20 books or their equivalency are ordered. If a book is \$26.00 or less it counts as one book-if it is more than \$26.00, it counts as two books; therefore, the library does not receive a full 20 books each month.

These books are checked out the same charge period as other circulating books and are subject to overdue fines as is the general collection. Some of the books will be purchased later when it is decided that they fill a definite need in the collection.

Lease books may not be put on "Reserve" for classes until they have been purchased and cataloged into the TSU general collection.

POLICIES AND PROCEDURES FOR SEPARATELY HOUSED COLLECTIONS

INSTRUCTIONAL MEDIA

Campus Connection

The primary purpose of Instructional Media (IM) is to support the professional curriculum of the School of Education at all levels (Grades K-12). These resources are intended to be used by students in their efforts to develop the skills needed to identify, select and evaluate the materials they will use in teaching. The secondary purpose is to provide media resources for all the subject areas.

Formats

Housed in IM are all juvenile print materials, all elementary and secondary level textbooks, the test collection and all audio-visual material. IM also houses the children's vertical file, which is a collection of pamphlets, clippings, fliers and other ephemeral materials used for quick and easy access to materials covering topics of current interest to teachers.

Level of Collection Intensity

Using the descriptive codes developed by Resources and Technical Services Division of the American Library Association, the collecting level of the materials in Instructional Media is at the Basic Study Level. This level includes the most important primary and secondary materials.

Details of the Collection

English is the primary language of the collection. Textbooks in the foreign language section will contain texts in languages listed in the Alabama State-Adopted Textbook List other titles will be selected from El-Hi Textbooks in Print to strengthen weak areas. Materials will be

selected with a recent copyright date unless they are of historical value. Gifts of books will be accepted if they are of a recent copyright date of historical value. Current usage will determine the acceptance of duplicates.

Textbooks currently in adoption by the Alabama State Department of Education for use in public schools are acquired as comprehensively as can be afforded. Other current textbooks are accepted as gifts for historical and comparative purposes.

Selection Criteria

The library collects those elementary and secondary level textbooks which cover subject areas in which the School of Education offers certification. Textbooks in all subject areas, grades K-12, in both student and teacher editions are collected, as well as teachers' guides or manuals to the textbooks. College level textbooks are not acquired. Books for the children's collections, easy, fiction, and non-fiction, will be acquired selectively with special attention given to books which support courses relating to literature for children and young adults. As a rule, only one copy of each title will be ordered except for certain award books and titles for which there are intensive demand and heavy use.

Juvenile books will be collected in the following categories: (1) Newberry and Caldecott winners, generally two copies will be ordered of these titles and the runner-ups for these awards, (2) ALA Notable Books, (3) Historical (The study of children's books are housed in the main collection.), (4) controversial books, (5) transitional books for teenagers, (6) non-fiction (poetry, biography, science, etc.) and (7) books which reflect trends (death, divorce, etc.).

Selection of juvenile books will be made from reviews in such periodicals as Booklist, Wilson Library Bulletin, Language Arts, Horn Book, Social Education, and Science and Children. For retrospective buying, selection will be made from standard book selection works such as Children's Catalog, Junior High School Catalog, Elementary Library School Collection and other basic lists.

SPECIAL COLLECTIONS

Introduction

The Special Collections department was created in the mid 1980's to facilitate the collection and storage of rare materials. Special Collections also contains materials of particular interest to Alabamians.

Campus Connection

Like the government documents collection, special collections are not limited to the departments or clientele that the library serves. Material included in the collection serves a diverse patronage, not only at the University but throughout Alabama.

Formats

Format restrictions are not placed on the materials housed in special collections. As long as the item meets the selection criteria for the collection, it is eligible for inclusion.

Details of the Collection

Special Collections is divided into two main areas: the Alabama Collection and the Special Collection. Although each of the collections is "special," they will be discussed separately. Each of these collections has special procedures and guidelines to be followed. The language of the collection is primarily English. Only single copies of items are obtained. The chronological periods covered are not limited to a certain time period. The geographic area of the collection is not limited to a certain area.

Alabama Collection

This part of the collection generally includes all duplicate Alabama materials and only copies of any out-of-print or rare Alabama materials deserving safekeeping.

Special Collection (scarce or fragile)

Generally, books that are considered rare, semi-rare, scarce, fragile, or otherwise deserving of special safe-keeping are included in the special collection. Like the Alabama Collection, the collection is primarily in English language, chronological periods are unlimited, and the geographic area is not limited to one location.

Selection Criteria Alabama Collection

The most appropriate selections for present and past materials are scholarly studies related to Alabama, works written about the state and all works of Alabama authors from reputable publishers plus all works by area and local authors. Items from some prolific and popular writers and from certain types of popular material written about Alabama may be acquired on a selective rather than complete basis in order to present a cross-section of subject matter.

For the Alabama collections, original copies are preferred to reprints. If the original edition is in the Alabama collection, reprints will not be added unless there is some variation that makes it a desired item. However, reprints may be purchased for the general collections.

Some Sources to be Checked Regularly

Sunday book review sections of State newspapers; Out-of-Print lists of Alabama or Southern material titles; University of Alabama Press Books – (any titles that relate to Alabama); Any Periodicals relating to Alabama – (e.g. Alabama Business, Alabama Magazine and Southern Living; Alabama section of APLS Acquisition List (monthly

Special Collections

Each shelflist card in Special Collections Room should have noted the reason for inclusion in this collection. In some cases where qualitative evaluations are required, appropriate authority files need to be established. Any additional information will be added to the appropriate vertical file.

Examples of Materials

1. Any published before 1900
2. Unusual editions
 - a. First, if significant
 - b. Any significant edition in any field
 - c. Any edition of some particular books

- d. Any rare edition
 - e. Deluxe edition
 - f. Limited editions issued in lots of 300 copies
Or less, but only if these books are by important authors or on important subjects listed in an authority lists (to be developed).
 - g. Selected facsimile editions, if the original is in the scope of this collection.
3. Expensive or unusual formats – The durability of most library materials declined drastically after the mid-nineteenth century, and it is now increasingly difficult to locate even representative examples of many printing and binding processes in fine original condition.
- a. Significant miniature books less than 5” tall.
 - b. Binding – fine and signed by early publishers, elaborate bindings.
Note: Books finely bound can be controlled by names of fine binders listed in an authority file. This criterion can encompass such fine binders as De Riviere, Cockrell, Paine and other. It does not have to cover all books bound in leather, all of which may need special care such as leather dressing and cleaning.
 - c. Illustrations – engravings, lithographs, original photographs, loose, color or other unusual plates, and fore-edge paintings.
Note: Books illustrated by famous illustrators should be listed in an authority file.
 - d. End-papers, decorated
 - e. Paper, any highly unusual, such as hand-made, vellum, or other
 - f. Printing – fine.
Note: Finely printed books can be controlled by name of printer in an authority file. This criterion can encompass books printed by such printers as Morris, Baskerville, Bondini and other famous printers.

Books autographed by well-known authors whose names are in an authority file for authors. Books associated through ownership or other wise with famous person listed in an authority file. Important presentation copies and books interesting because of provenance. Reasons for inclusion of these books will be listed in an authority file.

Books of important private presses.

Books with any other characteristics that make them more valuable than the usual book, including: irreplaceability; desirability to collectors and the antiquarian book trade; censored or banned books; early and especially important works in a particular field of study or genre of literature; works known to be scarce; any single books which are extremely valuable.

Other categories than books – original drawings, original photographs, engravings, lithographs and volumes or portfolios containing unbound plates, broadsides, posters and printed ephemera.

General Cataloging/arrangement

1. Aim is to have all materials fully cataloged and classified, beginning with an

“Alabama” and a “Special” collection symbol.

- a. A three or four letter symbol over all numbers.
 - b. “Special Collections” will be stamped under each call number.
 - c. Books (other than those transferred from present collections) will have no ownership mark except the call number penciled on page 39.
 - d. All books will have call number, author and title, and Troy State University stamp on a tall acid free strip 2 ½ “ wide and extending 1” beyond height of the book.
2. Any uncataloged materials are arranged in some identifiable order – alphabetical, numerical, chronological, geographical or by subject.

Acquisition/Sources/Policies/Procedures

The entire staff is responsible for (a) assisting with selection of materials, and for (b) providing the reason for selection. Additional informational materials will be added to the appropriate Vertical File.

Purchase

Generally, the only expenditures will be for purchase of duplicate copies of all Alabama materials under \$50.00 per item. (Any items over \$50.00 will be considered for duplicate purchase.) Purchase to be originated by appropriate Subject Specialist. Special Collections materials will be charged to the general fund.

Transfers From General Collections

All departments of the library are requested to look for materials that should be cataloged in or transferred to Special Collection for safekeeping. A transfer procedure sheet will be worked out with Head of Technical Services, Chair of the Collection Development Committee and others concerned.

Use

Materials will be used in the Special Collections Room or under the supervision of the library staff in a designated area.

FACULTY/CELEBRITY BOOK PUBLICATIONS

Introduction

Current faculty members, new faculty, visiting professors or visiting celebrities often wish to contribute their book publications to the library. The following policy addresses the procedures to be followed for these and other materials like them.

What the Library Acquires

Faculty and visiting professors often give more than one copy of their publication. One should be cataloged and the others left unmarked (1 for exhibit, 1 for Special Collections “backup file”). Three copies are ideal and the copies should be autographed if possible. In the case of visiting celebrities, more than one copy would be nice. If only one is received, it should be cataloged. Celebrity publications should be autographed, if possible.

Suggested Procedures

1. Subject Specialists

- a. Find & Xerox fullest available biographical information, especially with regard to all published books (in and out of print).
- b. Find other list(s) of all published books. This is important with regard to distinctive editions, printing, out-of-print titles, etc.
- c. Tape newspaper or other notice on 8 x 11 sheet.
- d. Attach a and b to c to be kept in a permanent file in Special Collections.
- e. Make extra work copy of list(s) of publications.
 - Indicate number of copies library has of each title.
 - Make order cards for all available, indicating requested by "your name—Faculty File." Note sent to Acquisitions.
 - OP titles—Mount entry on 3x5 card.
 - Indicate "Not in BIP ___". Note date and action taken, and your last name somewhere on the card.
 - Send copies of all of e to Special Collections to be kept as a Master Card file of permanent record and initial action. (Records of work in Progress will be kept by individual Subject Specialist. When Complete, records of correspondence, etc. of interest should be Send to Special Collections to be kept on file.)

2. Acquisitions

- a. Watch for books and DO NOT STAMP 2 copies.
- b. Contact Subject Specialist to inquire where to send books
 - to Subject Specialist to obtain autographs, or
 - one copy direct to Cataloging, other two copies to Special Collections.

3. Cataloging

Send one shelf list copy to Special Collections.

4. Special Collections

- a. Set up and maintain exhibits.
- b. Keep unmarked books safe
- c. Keep central records as follows:
 - Biographical information & lists of all published works
 - An author & title card file composed of any one of the following: (1) copy of official shelf list card with pencil notes of all copies and locations and (2) copy of initial order card (until shelf list is received)
- d. Coordinate & assist with work as needed.

GIFTS

Introduction

The TSU Foundation and Troy State University Library are most pleased to welcome and encourage gifts of materials for inclusion in the University collections. Subject specialists use the same criteria for gift materials that they use for purchased materials. Note: The TSU Foundation's Gift Policy applies in selected situations.

Formats

Periodicals and book serials, as a rule, are not accepted by the Library. Backfiles are generally declined unless the gift is a long run of a specific title that is needed. Textbooks are usually not accepted, and trade books are usually not accepted.

Details of the Collection

Guidelines Understood By Donor

For any gifts accepted, the donor and receiving libraries discuss the items with regard to the following guidelines: (1) Gifts are reviewed by appropriate subject specialist as to suitability for the collection. (2) Gifts of materials become an integral part of the Library's collection, are usually fully cataloged, have gift book plates placed in them, (when desirable), are shelved with other publications, and are available to all patrons within borrowing regulations. (3) Gifts of funds – All cash donations to the library are referred to the Dean of Libraries for appropriate action. (4) Gift subscriptions – No library subscriptions are to be placed or replaced by personal gift subscriptions. Second copy subscriptions as gifts are acceptable.

Disposal

The Library reserves the right to dispose of duplicate and unwanted material as it sees fit, unless prior arrangements to the contrary have been made. The Library, for example, will, upon request, return to donor items that are not to be added to the collection.

Acknowledgements

The TSU Foundation or the librarian accepting the gift gives certificates of receipt to donors. The Dean of Libraries sent a letter of acknowledgement for the gift. In appropriate situation, a subject specialist may need to acknowledge a gift.

Gift Plates

Appropriate gift plates are determined, and implemented by Technical Services and the Dean of University Libraries

Records

All gift records are kept by Technical Services and noted in the online catalog.

Appraisals

The Library cannot provide a statement of the value of gift items for income tax deductions or other purposes. Donors may be directed to book dealers' catalogs if they wish to estimate the value themselves.

Disposal of Unwanted Gifts

The following steps are taken regarding the disposal of gift items not suitable for this library's collection: (1) Other TSU libraries are contacted and invited to review materials not suited for main campus use. (2) Scholarly items of interest to other academic libraries in Alabama may be placed on an exchange list. (3) Items may be placed on "For Sale" shelves near the front of the library so that TSU users may purchase interesting or needed items for a

nominal cost. The Subject Specialists decide which items should be placed on these shelves. (4) Remaining items will be discarded.

Selection Criteria

Several items which have been added to the collection were received as gifts. Those especially desired include: Materials which support the curriculum and research needs of the University. Standard books in general fields of knowledge. Contemporary works expected to have enduring value. Primary source materials. Rare or unusual items. Materials about local or state history or the southeastern regions.

Physical Condition

The librarian evaluating the gift should pay close attention to the condition of the material. Poorly bound or brittle materials, as a rule, are not worth processing time and cost. Preservation of worthwhile items should be planned as materials are added.

Pre-Selection

When the Foundation and the Library accept material from donors, it is with the understanding that it is acceptance for review. Because of space and staff shortages, the pre-selection of items before they are delivered to campus can be extremely helpful to all concerned.

Procedures --Acceptance

No staff member should make a definite commitment to accept gifts without the approval of the Dean of University Libraries. The Dean Libraries will give gift items to subject specialists responsible for review of the material. When offers are not suitable, as a whole, for addition to this Library, the donor may be referred to other area libraries. Acknowledgements and appropriate publicity for major donated collection will come from the office of the Dean

TEST COLLECTION

Purpose

The purpose of the test collection is to provide resources for students, faculty and other professionals engaged in evaluation or research and to support faculty in instructional programs requiring access to tests. It is essential that the collection's use be restricted to the above user categories so that the validity of the tests not be compromised. Most test publishers require a written statement from the library indicating that only qualified persons will have access to the tests. The Library does not provide materials for the administering of tests, nor does it approve of photocopying test materials for any purpose. With the above the factors in mind, the following rules will apply to the use of the collection.

Procedures

- (1) The test collection will be maintained in Instructional Media. Depending upon their physical format, the tests will be housed in alphabetical order on the shelves or in the filing cabinets.
- (2) Patrons using test should check the materials for missing items before and after signing them out. Missing pieces should be reported to the librarian on duty.
- (3) Tests may be checked out for a period of one week

- (4) Materials may be duplicated.
- (5) The test collection is for the use of Troy State Faculty, students and staff. They are not to be loaned on Interlibrary Loan.
- (6) A list of students, who are enrolled in the classes requiring the use of the test materials, will be kept on file at the Instructional Media Desk.

TSU THESES AND DISSERTATIONS

Policy

One copy will be housed in special collections with call number beginning with Spec-Dis. Second copy will be placed in the circulating collection according to LC classification scheme. Cataloging will include an added entry...Troy State University-Dissertations. TSU-Montgomery and TSU-Dothan catalog their own theses and send two copies to the Main Campus, one for Special Collections and one for the general collection. At this time, DIS is placed above the call number to indicate shelving locations and copies do circulate.

AMERICAN LIBRARY ASSOCIATION GUIDELINES

The Resources and Technical Services Division of the American Library Association is drafting descriptive codes for use in identifying existing collection strength and current collecting intensity. These guidelines are a modified and expanded adaptation of the definitions developed by the Research Libraries Group and the Alaska library consortium which includes libraries of all types.

- O Out of scope
 - The library does not collect in this area.
- 1a Minimal, with uneven coverage
 - Unsystematic representation of subject
- 1b Minimal, but chosen well
 - Few selections are made but basic authors, core works, and ideological balance is represented. Can support the most fundamental school, public, and academic library inquiries. For school and public libraries, would include toys, manipulative objects, and other three-dimensional objects
- 2a 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, historical surveys, bibliographies in print, format or available through online databases, and periodicals, audio-visual materials, and software in the minimum number and range of coverage that will serve the purpose. A basic information collection can support school instruction and routine public inquiries, but is not sufficiently intensive to support higher level academic courses or independent study or the wide-ranging recreational reading demands of a highly educated general public.
- 2b Augmented information level
 - As above, except a few major periodicals, selected editions of important

Works wider selection of reference materials.

3a Basic study level

Includes the most important primary and secondary literature, a selection of Basic representative journals/periodicals, and the fundamental reference and Bibliographical tools pertaining to the subject. Adequate for independent Study, for advanced secondary school education, and for the lifelong learning needs of the general public, with coverage at all appropriate reading levels.

3b. Intermediate instructional level

As above, except a wider range of basic monographs, wider selection of the More important writers and secondary materials, stronger journal/periodicals Support, and additional non-print material germane to the subject. Collection Adequate to support term paper writing at the undergraduate or junior college Level.

3c Advanced instructional level

As above, except adequate to support the course work of advanced undergraduate and master's degree programs, or sustained independent study; adequate to maintain knowledge of a subject required for limited or general purposes, but not strong enough for original research in a subject. It includes complete collections of the works of the important authors, selections from the works of secondary writers, a selection of representative journal/periodicals, and all the reference tools to the subject. Access to software and computer applications may be required, particularly in technical, scientific, and quantitative fields.

THE RLG CONSPECTUS LEVEL

O Out of Scope

The library does not collect in this area

1 Minimal level

A subject area in which few selections are made beyond very basic works.

2 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, access to appropriate bibliographic databases, selected editions of important works, historical surveys, bibliographies, handbooks, and a few major periodicals. A basic information collection is not sufficiently intensive to support any advanced undergraduate or graduate courses or independent study in the subject area involved.

3 Instruction support level

A collection that is adequate to support undergraduate and MOST graduate Instruction, or sustained independent study; that is, adequate to maintain knowledge of the subject required for limited or generalized purposes, or less than research intensity. It includes a wide range of basic works in appropriate formats, a significant number of "classic" retrospective materials, complete collections of the works or more important writers, selections from the works of secondary writers, a

selection of representative journals, access to appropriate non-bibliographic databases, and the reference and fundamental bibliographic apparatus pertaining to the subject.

4 Research level

A collection that includes the major published sources materials required for dissertations and independent research, including materials containing 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. Pertinent foreign language materials are included. Older materials are retained for historical research.

5 Comprehensive level

A collection in which a library endeavors, so far as is reasonable possible, to include all significant works of recorded knowledge (publications, manuscripts, 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 the achievement, is exhaustiveness.

Language Codes for Collections

Language codes are used in conjunction with collection intensity indicators to signify the language priorities and limitations governing the library's collection policies. Although English is the primary language for scholarly materials in many fields, as, for example, computer science, the absence of foreign language materials may alter the scope and breadth of a collection. The use of language codes allows these differences to be reflected. The following qualifiers are used to indicate the variety and scale of language coverage:

- E** English language materials predominate. Little or no foreign language materials are in the collection.
- F** Selected foreign language material included in addition to the English language material.
- W** Wide selection of material in all applicable languages. No programmatic decision is made to restrict materials according to language.
- Y** Material is primarily in one foreign language. The overall focus is on Collecting material in the vernacular of the area.

TROY STATE UNIVERSITY, UNIVERSITY COLLEGE LIBRARY COLLECTION DEVELOPMENT STATEMENT

The library mission of the Troy State University, University College, Regional Library Services operations is to provide, promote and facilitate access to the information resources that support the University's goals, and to provide services and opportunities for all facets of the TSU University College community, to develop information literacy skills for lifelong learning. Library resources are therefore developed and managed to fulfill this mission. While each Region is unique in terms of clientele served, contractual, geographic, resources, and budgetary constraints, all follow TSU Library collection development and management policy, and

guidelines set forward for distance education library and information services by the Association of College and Research Libraries and the Commission on Colleges, Southern Association of Colleges and Schools.

Development and maintenance of primary TSU library resources are the responsibility of the University College Regional Librarians, under the oversight of the Dean of University Libraries, TSU Troy, Al. Information technology advances have substantially increased collection availability and access to student and faculty at TSU for both print and online resources in the respective Regions.

Materials in the TSU Library System are identified online through the TSU Library System online public access catalog (OPAC) and may be requested through Interlibrary Loan(ILL) from the Main Campus Library or a Regional Library via OCLC, e-mail, or telephone, according to ILL policies such access makes ILL a viable option for students and faculty at all sites.

Depending upon the Region or teaching site, the Regional print collection may be housed in a military installation library, a TSU library, or an academic library with which a contractual agreement or Memorandum of Understanding (MOU) has been negotiated. Certain aspects of collection management are therefore determined by the nature or policies of these libraries and the extent to which a negotiated agreement meets specific TSU distance education needs.

The development of the print collection is based on a combination of needs assessments. Priority is given to those materials which directly support the curriculum and for which the selection depends greatly upon the teaching faculty. Emphasis is given to those materials supporting graduate studies and undergraduate majors. Materials for general studies are addressed, particularly in areas where assignments routinely call for such materials. Emphasis is also placed on current rather than retrospective materials, except where particular curriculum needs dictate to the contrary, or where standard works are needed to provide background information.

To determine needs, the collections of the libraries involved are assessed using all or some of the following methods. Collections may be assessed using standard bibliographies in the graduate and undergraduate major disciplines. These may include such resources as Katz's Magazines Libraries (2000), Lorna Daniell's Business Information Sources (1993), Harvard Business School Core Collection, etc., and such publications as ALA's "Outstanding Reference Books." Titles are selected where appropriate to the curriculum. In addition, the ALA review services, CHOICE, is utilized, with new reviews circulated among the faculty. Reviews in professional journals are an additional source of selection, and these are also circulated among the faculty when time and staffing permit. Reading lists of courses are also used as sources for purchase.

Surveys of students and faculty by both the library and administrative departments provide further assessment and information. Surveys are conducted both in classroom settings and at point-of-use. Interlibrary loan information also helps establish needed print materials for the reference and monographic collections.

A Library Committee, usually comprised of the Regional Librarian and faculty members, is actively involved in most University College Regions and takes part in the development of both

collections and services. The Committee also functions as an advisory board to address other library concerns.

The Regional Librarian is responsible for circulating review materials through the faculty each term and works with them to determine priorities. This Librarian also reviews, where feasible, other information and statistics to aid in selection of materials. This process may be used to order materials through TSU to place in the relevant libraries or to provide information for the libraries with which TSU has agreements to order such materials. Note: military installation libraries dedicate funding annually to purchase to support on-site education programs and generally solicit input as to the needs and requests of the institutions.

The electronic collection consists of academic journal and book databases selected by the Main Campus Library and made accessible to all distance education students and faculty through password access. Regional Librarians suggest databases to be considered for acquisition. The databases, chosen to support courses offered throughout The TSU System, include Business, Social Sciences, Psychology, Education, and Criminal Justice resources. In addition, an e-book monographic database currently provides access to some 14,500 titles, many of them relevant to TSU courses. To assist in use of these databases, TSU Web pages offer online helps and guidance to use of their products.

Since graduate assignments rely heavily on journal resources, particular attention is paid to those available in the online databases to determine which journal titles should be added in the Regions. TSU Regional Librarians routinely subscribe to print or microform periodicals that are not covered in multiple databases or that are frequently requested for assignments that require hands-on use of print materials. Where feasible, records are kept on student usage of these print materials to determine which subscriptions should be maintained, while ILL statistics indicate which titles need to be added. Faculty requests also dictate journal acquisitions. In some instances, a Region may decide to subscribe to an additional database not provided by the Main Campus collection, if it addresses needs particular to that Region. Because of the differences in types and strengths of libraries used throughout the Regions, weeding of materials may follow several sets of guidelines. Discarding of materials is based on the guidelines established by Main Campus, and Regional Librarians working with other libraries have input into discards in their host libraries either through the guidelines established as part of an MOU or through more informal terms.

Monographs are initially removed from the shelves according to guidelines established by the Main Campus Library. Titles so removed are reviewed by the Regional Librarian to determine if any titles need to be retained for a particular reason. Lists of the remaining potential discards are then circulated among the faculty. Faculty are requested to indicate any materials they wish retained or that should be updated with a newer edition, where available, or with similar material. Unless library regulations dictate otherwise, discarded books are then offered to faculty and then to other libraries in the community. Remaining books are recycled.

Periodicals with a concurrent subscription in microfiche are held in some libraries as long as space permits. Discarded materials may be offered to faculty for instructional resource libraries or to students, except where disposal must follow military regulations, as noted above.