

**APPENDIX A**  
**LIBRARY DOCUMENTS**

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# **COLLECTION DEVELOPMENT POLICY**

## **LOCK HAVEN UNIVERSITY LIBRARIES**

### **Introduction**

The Lock Haven University Libraries include both Stevenson Library, located at the main campus, and the Clearfield Campus Library. The University Libraries provide adequate print and/or electronic collections to support the academic mission of Lock Haven University. Stevenson Library primarily serves an undergraduate liberal arts population that includes approximately 4,500 students, while the Clearfield Campus Library serves a population of approximately 500 students.

### **Library Mission**

Stevenson Library, located on the University's main campus, provides bibliographical, physical, intellectual, and technological access to knowledge and information that supports and enriches the educational program and curricular needs of Lock Haven University. The Clearfield Campus Library provides library resources and services that support the educational and informational needs of the students at the levels indicated by the curriculum.

### **Selection Guidelines**

#### **Course Work**

The library must provide resources to facilitate and enrich classroom instruction for each department of the University.

#### **Diversity**

All library collections will provide information which represents the diverse and varied background of the university community. The collections will also provide an opportunity for members of this community to acquaint themselves with people of different race, creed, color, religion, nationality or sexual orientation.

#### **Recreational Materials**

The Library will provide recreational reading and audio/visual materials for the university community primarily through gifts and donations.

#### **Language**

Material will be collected primarily in the English language except in support of the foreign languages curriculum.

#### **Single Copies**

The usual procedure will be to purchase only one copy of a title. In certain instances, when continued and/or heavy use can be demonstrated, the liaison librarian may recommend purchase of more than one copy of an item. Extra copies received via donations will be added at the discretion of the liaison librarian.

### **Out-of-Print**

The purchase of current materials will have priority over out-of-print publications.

### **Paperback Formats**

If the cost of a hardbound book is \$15.00 more than its paperback equivalent, then the paperback version will be purchased and bound.

### **Textbooks**

Resources used as textbooks for specific LHU courses will normally not be acquired for permanent holdings. Textbooks, however, will be admissible as gifts, with those designated K-12 going into our curriculum collection, and those college oriented, into our main collection. The library will not accept textbooks that were published more than 5 to 10 years ago.

### **Tests**

Due to publisher restrictions, individual standardized tests, diagnostic tests, personality and vocational tests, and miscellaneous tests are not purchased or housed in the library unless they are part of a published reference work.

### **Specialized Materials**

The library will not purchase materials to support specialized/short-term faculty, academic staff and graduate research without a broader application to support undergraduate research needs. Interlibrary Loan is encouraged to fill these needs.

### **Gifts**

Stevenson Library encourages gifts and donations of materials that enhance the collection and are in line with our mission of providing materials that support the curriculum of Lock Haven University. Gifts are received with the understanding that each item is reviewed and evaluated by the Librarians for inclusion into the collection. Those donated items which do not meet the criteria for adding to the collection will be offered to another library, placed on an exchange list, or discarded. Extra copies will be added at the discretion of the liaison librarian. Severely damaged materials will be immediately discarded without librarian review.

All gifts are formally acknowledged; however Stevenson Library does not offer appraisals. Value placed on donated items is solely the responsibility of the donor. Gift plates recognizing the donor or memorializing an individual are placed in the item upon request. Monetary gifts are handled through the Lock Haven University Foundation.

### **Replacement of Lost or Missing Items**

Subject liaisons or collection coordinators will be notified of lost or missing items. Replacement of lost or missing items will be at the discretion of the appropriate liaison or collection coordinator.

### **Preview Policy**

Because of the high costs of materials and their range of quality, materials, other than reference, costing more than \$350 may be ordered either "on approval," "for examination," or "for preview." If a vendor does not have an arrangement, materials from this source will be acquired only if the item in question has received favorable professional reviews.

### **Challenged Material**

The Lock Haven University Libraries support the American Library Association's Library Bill of Rights which states in Article I that "Materials should not be excluded because of the origin, background, or views of those contributing to their creation," and in Article II, that "Materials should not be proscribed or removed because of partisan or doctrinal disapproval." Individuals who wish to object to any library materials may petition the Dean of Library and Information Services.

### **Selection Responsibility**

Library faculty are responsible for selection of books, media, periodicals, and other materials housed in Stevenson Library, the Clearfield Campus Library, or made available via the web. Teaching faculty are actively encouraged to submit recommendations for purchase. The allotment of funding between the various areas of the library will be set by the Dean of Library & Information Services, in consultation with the library faculty. The allotment and selection of funding for books, periodicals, media resources, electronic databases, reference books and Clearfield resources will be coordinated by librarians assigned to these areas. Purchases of resources for all of the above areas which exceed \$1000 must be brought before the Library Department Faculty for approval. Purchase of electronic databases must have the approval of the library department.

### **Subject Selection Level**

The materials selected will be based on an undergraduate population unless they are purchased to support a graduate level program. While the overwhelming emphasis will be on purchasing materials to directly support the curriculum, a "General" fund is available to obtain those materials that have either great academic merit or supplement student learning, such as classic works or books on current events.

### **Individual Collections**

#### **Reference Collection**

The Reference collection is comprised of non-circulating materials providing factual information, and consists of well-reviewed, authoritative sources. Popular titles (such as career guides, travel books, road atlases, etc.) will be collected to meet demand.

Because reference materials are not easily borrowed from other libraries, the Reference Collection must be as comprehensive as possible in supporting the curriculum. The Reference Collection will primarily be maintained in print and web-based formats.

#### Scope

The Reference collection should include the following levels of coverage:

1. General: coverage required for general reference work.
2. Instructional: coverage of specialized topic areas which support the curriculum, and keep abreast with developments these topic areas.
3. Research: In-depth coverage required to support the research needs of students.

## **Periodical Collection**

The goal of the periodical collection is to provide articles to students and faculty in support of the university curriculum. The purchase of periodicals in electronic, full-text format is a priority. Such journals provide access to both campuses as well as to distance education students. When a needed publication is not available electronically or the electronic version is available only at an excessively high cost, a print subscription will be purchased. Print titles may be bound or replaced with microfilm, based on space and cost considerations. Document delivery will be used to supplement the library's periodical subscriptions, especially when the library has few journal subscriptions (print or electronic) to support a program. A small collection of popular titles will be provided for leisure reading.

Print journal titles will be retained or discarded based on the academic needs of our students or availability of online alternatives. Important factors such as full color images for the arts may require print format. Journal titles will not be retained for the sole purpose of supporting the library's Interlibrary Loan service, however, Interlibrary Loan requests may factor into journal purchasing decisions. Interlibrary loan journal transactions will be reviewed by the Access Services Librarian. Journal titles that have been requested five or more times by at least two different patrons will be considered for purchase by the subject liaison.

On a regular basis, faculty in each academic department will be asked to meet with their library liaison to review a list of current journal subscriptions in their field and provide input into the evaluation of current subscriptions and suggestions for canceling current subscriptions as well as adding new subscriptions.

Gift periodicals will be accepted under the following conditions:

- The donation will fill an academic or curricular need and there is a commitment of continuance to the subscription.
- The coverage of the periodical fills a necessary gap in the existing collection.
- The donated title consists of a complete run that is of academic or curricular use to LHU.

*Indexing:* Titles that are indexed in an online or paper index available in the Stevenson Library will have highest priority. Past use data has shown that titles that are not indexed are rarely used.

*Quality:* Indicators of quality include favorable reviews in evaluative bibliographies such as Katz, *Magazines for Libraries*, or in professional journals, or high rankings in the ISI Journal Citation Reports.

*Language:* Except for journals purchased in support of the foreign languages curriculum, journals should be predominantly in English.

*Level of specialization:* Journals should be at a level that supports undergraduate research unless an advanced degree is offered at LHU.

*Price:* Lock Haven University supports the SPARC Creating Change initiative to support publishers that control journal prices. High-cost titles must show ongoing use by students to avoid cancellation.

Availability online: Generally, new subscriptions will not be ordered for titles that are available in full text in one of the library's electronic databases such as EBSCOhost, InfoTrac, or Lexis-Nexis. Special consideration will be made for titles that require high quality image reproductions.

Availability from other libraries and through document delivery: The ability to promptly supply users with photocopies of articles from libraries within consortia or from document delivery will be considered, especially for titles that are specialized or expensive.

## **Media Collection**

The purpose of the Stevenson Library Media Services area is to:

1. Support the University's educational mission by providing appropriate non-print instructional-related materials for use by Lock Haven University faculty, students, and staff.
2. Make available materials which are only obtainable, or are most useful, in non-print formats (e.g., motion pictures, theatrical productions, music compact discs, etc.)
3. Provide media equipment for Lock Haven University classroom use. The media center will deliver and setup media equipment for classroom use as requested by faculty.
4. Provide equipment within the Media Center for use of media resources included in the library's collection.

### General Collection Guidelines

Library funds will be used to support the purchase of Compact Discs (CDs), DVD's, documentary video recordings, performances, performance art, and feature films. Popular feature films are purchased only upon the request of an instructor to support classroom instruction. All media resources should only be purchased in widely available formats. Every effort will be made to purchase materials in digitally compatible format.

As the Media resource collections support most academic programs within the university, they include all subject classifications. However, the collections are not evenly divided among the subject areas. Some subject areas are more frequently represented in the production of video and audio materials and more suitable for video or audio presentation.

Media resources purchased by Stevenson Library will be housed only in the library and will not be available for semester loan to individual departments or permanently housed in a department outside the library.

### Languages

Media resources may be collected in all languages, although the collection emphasis is upon English language material or material subtitled in English.

### Chronological Guidelines

Priority is given to programs produced within the past ten years. Older programs will be purchased only when they are classic titles or when it has been determined that no more recent production offers the same level of coverage -- in terms of content or quality. There are no chronological guidelines for the purchase of feature films.

*Video/DVD:* Although the collection includes materials produced throughout the world, most must be obtained through United States distributors due to compatibility problems.

#### *Media Services Area Purchasing Guidelines*

Requests for media resources (e.g., audio/video CDs, DVDs) are sent to the Media Services Librarian for review and final approval. A librarian may request a preview copy from the distributor when:

1. The title has not been reviewed.
2. The evaluations of two or more reviewer's conflict.
3. The price of the title exceeds \$350.

The subject liaisons will make recommendations to the Media Services Librarian on media purchases for their area. The Media Services Librarian will prioritize these recommendations based on available funds and balance of the collection.

#### **Electronic Databases**

Electronic databases are obtained to support the curricular needs of LHU students and faculty. Certain databases are obtained through our participation in the Keystone Library Network in which Lock Haven University does not have the sole decision. An attempt is made to provide electronic indexes and abstracts for all majors, but the number of majors needs to be considered when selecting databases through either a flat-rate subscription or through a per search basis. In addition, electronic databases that include full-text access will be preferred over those that do not. The selection of databases will be based on the quality and appropriateness of content, usability, cost, and publisher reputation.

#### **Electronic Books**

Electronic books are obtained to support curricular needs of LHU students and faculty. The motivation behind electronic books is for immediate and widespread access to information as well as the potential cost effectiveness of electronic format versus print format. Because of the current uncertainty of the future of electronic books, the move toward acquiring electronic books will be gradual, and criteria for selection will be either from companies such as Netlibrary with some previous history of electronic book publishing or new service from a well respected library vendor.

#### **Children's/Curriculum Library Collections**

The collection provides PK-12 instructional resources that support the teacher education programs at Lock Haven University. The collection includes:

- Curriculum Materials: PK-12 curriculum sets, subject textbooks, activity books, games, kits, and media.
  - Textbooks that are not appropriate for PK-12 level may be held in the main circulating collection.
  - Textbooks that are older than 7 years will not be accepted.
- Juvenile Materials: PK-12 children's literature and non-fiction subject books.
  - Commitment towards purchasing award winning children's books will be maintained.

Curriculum materials purchased by Stevenson Library will be housed only in the library and will not be available for semester loan to individual departments or permanently housed in a department outside the library.

### **Archives**

The Lock Haven University Archives serves as the official repository for the permanent records of the Lock Haven University. Its primary purpose is to serve the administration, teaching, research, and public service needs of the university and other user communities. In order to fulfill this purpose, the university archives collects as comprehensively as possible those records that have enduring value to documenting the history of Lock Haven University, its administration, programs, services, and members of its community. The Archives may thus add to academic or research interests of the community.

Collections and manuscripts are selected for preservation in the Lock Haven University Archives primarily because of their historical research value. Materials accessioned will generally document the history of the university. Historical collections and manuscripts accessioned by the archives may include books, newspapers, media, memorabilia, records, printed documents, photographic images, maps, graphic materials, and other historically significant materials in other physical forms.

### **Theses/Capstones**

The library requires that every Master's level student submit two copies of their thesis or capstone for binding. One copy will be housed in circulation and a second copy will be housed in the Archives.

## **De-Selection of Library Materials**

Materials may be de-selected when they no longer meet the current and long-term teaching, research, and administrative needs of Lock Haven University. Each library liaison is responsible for de-selection of materials in their subject areas in consultation with faculty when appropriate.

De-selection criteria includes:

- Superseded editions
- Duplicate copies
- Outdated material
- Physically damaged or infected material

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## **LHU Libraries Liaison List**



Fall 2006

**Brian Ardan**

Foreign Languages  
Academic Development and Counseling  
Geology and Physics

**Brenda Corman**

BACSIT  
Chemistry  
Federal and PA Documents

**Jamie Foor**

Elementary/Secondary Education  
Educational Foundations  
Master of Education  
Special Education/Early Childhood Education  
Psychology  
Math

**Stephanie Kulas**

Clearfield  
Nursing

**Rick Lilla**

Communications and Philosophy  
Social Work/Sociology/Anthropology/ Geography  
Criminal Justice and Paralegal

**Joby Topper**

History/Economics/Political Science

**Cathy Weglarz**

Athletics  
Health Sciences  
Health & Physical Education  
Physician Assistant & Graduate Studies  
Recreation Management

**Elsa Winch**

Art  
Biology  
Disabilities  
English  
Master of Liberal Arts  
Performing Arts