

SEATTLE PACIFIC UNIVERSITY UNIVERSITY LIBRARY COLLECTION DEVELOPMENT POLICY

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1.0 INTRODUCTION

This Collection Development document describes how the Seattle Pacific University (SPU) Library collection is created and maintained so that it supports the teaching, learning, and research mission of the University and the Library's vision, mission, and guiding principles (see the "SPU Library Strategic Plan"). Listed below are policies and procedures for each stage in the life cycle of intellectual content owned by or maintained in or through the SPU Library.

2.0 GENERAL COLLECTION POLICIES

2.1 Collection Guidelines

It is a part of the mission of the SPU Library to provide "access to collections of sufficient quality, depth, diversity, format, and currency to support the teaching, learning, and research mission of Seattle Pacific" University (Guiding Principle no. 2).

For this reason, all content selected by SPU liaison librarians should be in one or more of the following categories:

1. Materials that support library-using programs in the undergraduate and graduate curriculum.
2. Core materials expected in the library of a university of this sort.
3. Materials that reflect SPU's mission, history, and signature statements, as well as SPU initiatives. For more on these, see "Special Collection Development Policies," under 3.1.2, below.

The SPU Library's collection development decisions are made within the context of the [Orbis Cascade Alliance](#). Because SPU is a member of the Orbis Cascade Alliance, materials that do not fall into categories 1-3 should normally be obtained through the Orbis Cascade Alliance's Summit borrowing program, or through interlibrary loan. However, purchasing some materials outside of these categories may be justified if the materials support SPU student or faculty research, and if owning these materials makes a contribution to the consortial holdings of the Orbis Cascade Alliance. Hence SPU liaison librarians may decide to purchase also

4. Materials supportive of advanced research (including the advanced research of faculty) that a) meet SPU collection development criteria other

than their importance to advanced research and b) make a contribution to the holdings of the Orbis Cascade Alliance.

The SPU Library collection is periodically evaluated by accrediting agencies. The overall collection is developed to meet the accreditation standards of the Northwest Commission on Colleges and Universities, and certain disciplinary collections, to meet secondary accreditation standards. To meet accreditation standards, new SPU academic program proposals must contain a Library Impact Statement.

2.2 Responsibility

The University Librarian is responsible for the Library collection. The University Librarian makes decisions about collection policy and implementation based on the teaching, learning, and research mission of the University, and the vision, mission, and guiding principles of the Library. In practice, the University Librarian delegates responsibility for the development of the Library collection to the liaison librarians.

Each liaison librarian has responsibility for defined subject areas. With advice from faculty, each liaison selects, maintains, evaluates, and deselects books and media in these areas. Decisions regarding multidisciplinary or high-cost materials are often made collectively.

2.3 Communities

The SPU Library collection development is done for two levels of user communities:

Primary Community

Library collection development is primarily done for current SPU students, faculty, administration, and staff.

Secondary Communities

SPU Library resources are also made available to other academic institutions through consortial and cooperative agreements. The primary consortial arrangement for the SPU Library is the Orbis Cascade Alliance. For this reason, SPU Library collection development is also done with an eye on the contributions (whether distinctive or otherwise) that SPU is obliged to make to the “collective collection” of the Orbis Cascade Alliance.

2.4 Intellectual Freedom

Seattle Pacific University and its Library are committed to professional principles of academic freedom and access to information (“Section 9.2 Academic Freedom” of [Faculty Employment Handbook](#)). Rights and responsibilities of librarians regarding intellectual freedom are defined in “Section. 9.2.1 Academic Freedom for Librarians” of the [Faculty Employment Handbook](#).

The Library makes available materials reflecting diverse social, religious, political, and moral viewpoints in order to provide students and researchers with a variety of materials. See [the American Library Association's web site](#) for these and other intellectual freedom statements and policies:

- [Library Bill of Rights](#)
- [Interpretations of the Bill of Rights](#)
- [Code of Ethics](#)
- [Freedom to Read Statement](#)

Requests for reconsideration of materials held by the Library are directed in writing to the University Librarian who, with the appropriate subject liaison(s), will make a decision regarding the retention of the library materials in question.

3.0 COLLECTION POLICIES AND PROCEDURES

3.1 Selecting

3.1.1 General Selection Criteria

Acquisitions are made to meet the academic needs of SPU students and faculty as specified under 2.1. In addition to the guidelines already spelled out in section 2.1, overarching considerations shall include the following (listed in no particular order):

- Need
- Currency
- Lasting value
- Quality
- Importance or Reputation
- Contribution
- Strength of holdings in subject area, considered also in the light of whether it is an area especially distinctive of SPU
- Price, value, cost-benefit, etc.
- Level of difficulty
- Format
- Number of copies already in the SPU Library or available via Summit borrowing
- Language
- Usage, projected and past
- Space

Because “textbooks” do not normally rise to a number of these (and other) criteria (e.g. Currency, Lasting value, Importance (in the sense of seminality), Price, Space), the Library does not usually consider them a good investment.

3.1.2 Specific Selection Criteria

One-Time Expenditures

One-time expenditures are the responsibility of the Library's liaisons. The Library will collect in the most viable formats.

- **Binding.** Liaisons will choose the binding based on anticipated wear-and-tear (including the possibility that defacement will require replacement eventually anyway), ongoing value of the content, and the cost differential.
- **Electronic format.** Major considerations for purchase in an electronic format will include:
 - suitability for, or convenience relative to anticipated use (e.g. remote 24-hour access, distance education, Reserves, Reference, searchability, careful traditional reading and study);
 - preference of faculty;
 - acceptability of platform or features;
 - immunity to defacement;
 - number of simultaneous users;
 - number of copies available via either Summit borrowing or Alliance e-book initiatives;
 - total cost differential; and
 - perpetual access.
- **Media.** Liaisons select media with the standard selection criteria in mind, choosing the most appropriate format in use on campus. Consideration is given to the format preferred by the faculty.
- **Microformats.** The purchase of microfilm and microfiche is discouraged, except as a last resort.

Ongoing Expenditures

Annual re-evaluation of subscriptions and standing orders is the responsibility of the Library's liaisons. Annual re-evaluation of database subscriptions is the responsibility of the librarians working collaboratively in conjunction with stakeholders.

Periodicals

The selection, renewal, and cancellation of periodical subscriptions, as well as, when appropriate, the removal of back issues, is the responsibility of the relevant liaison(s), working in consultation with faculty. Titles that do not fall clearly under the jurisdiction of particular liaison(s) are the responsibility of the Reference Collection Coordinator. Electronic editions will be preferred whenever comprehensiveness of content and coverage, an acceptable embargo period, quality files (PDF rather than HTML; full color in the case of art; etc.), perpetual access, permission to supply via InterLibrary Loan, and other desiderata, can be assured.

- **Renewals.** Considerations in addition to any major shifts in the areas named under 2.1 and 3.1.1 shall be the following:

- use,
 - price,
 - indexing,
 - availability in electronic format, especially unembargoed PDF
- New Subscriptions. Considerations in addition to those mentioned under “Collection Guidelines” (2.1) and “General Selection Criteria” (3.1.1) shall include the following:
 - Willingness of School or Department to build usage into its curriculum;
 - Coverage in indices and databases to which SPU patrons have access;
 - Availability in electronic format, especially unembargoed PDF; and
 - Availability elsewhere in Seattle.

Subscription Databases

- The *renewal and cancellation* of databases is the responsibility of the relevant liaison librarian(s), working in consultation with faculty. Titles that do not fall clearly under the jurisdiction of particular liaison(s) are the responsibility of the Reference Collection Coordinator. In general, database subscriptions are reconsidered annually.
- New database subscriptions beyond the means of a given liaison or sub-group of liaisons will be considered by the group as a whole, as funds allow. Considerations in addition to those mentioned under Collection Guidelines, General Selection Criteria, and One-Time Expenditures shall include the following:
 - Cost effectiveness;
 - Interface (Ease of use);
 - Area of coverage;
 - Breadth and depth of coverage;
 - Overlap in coverage (indexing, full-text);
 - Embargos;
 - Presence, amount, format, and quality of full text;
 - Number of simultaneous users; and
 - Accessibility via the public libraries or elsewhere in town, or even the availability of a work-around, as set over against the real need/demand at SPU

Open-Access Resources

The Library collects open-access electronic resources (web pages, electronic books, journals, databases, etc.) that meet General and Specific selection criteria. See under Processing, below.

Gifts

The Library welcomes gift materials. Final decisions regarding accession are made by the relevant liaison, using the selection criteria. A memo for tax purposes is provided, but appraisals are the responsibility of the donor.

Special Collection Development Policies

Selection criteria *specific to a given department or special collection*, as well as department-, or special-collection-specific policy pertinent to any *other* section of this document may be set down in a codicil that follows the outline of this Policy, but needs speak to *only* those points at which *elaboration or a departure of some sort* seems called for. In these supplementary collection development policies the liaison in charge may choose to specify the “[collecting levels](#)” appropriate to a given call number range or area of the sub-collection in question, incorporate a “scope note”, or innovate in some other appropriate fashion. Already completed are codicils for the following departments and special collections:

- **Archives** (University Archivist).
- **Digital Commons @ SPU** (Scholarly Communications Librarian).
- **Theology** (Theology Librarian).
- **Wesleyan, Methodist, Wesleyan Holiness, and Free Methodist Collection** (codicil for Theology, as maintained by the Theology Librarian).
- **Work and Faith** (Business Librarian).

Other Collections

For some of these parts of the overall collection, too, there is policy in place.

- **Reference.** The Reference Collection consists of specialized or general works which need to be available to SPU library patrons and librarians, and hence cannot leave the building. The liaison librarians and the Reference Collection Coordinator select for the Reference Collection, but the Reference Collection Coordinator manages the Reference Collection as a whole. Works of e-reference accessible from the Library’s discovery system and web pages are also considered a part of the Reference Collection.
- **Curriculum and Juvenile.** The Education liaison selects for and maintains the K-12 Curriculum and Juvenile Collections in support of the School of Education.
- **Popular Fiction.** The SPU Library maintains a small popular fiction collection for leisure reading. Intended to be a “browsing” collection, these books are not fully catalogued, and items are purchased through a special library director’s fund. The collection is developed and maintained by one of the liaison librarians.
- **Theses, Dissertations, and Honors Projects.** Theses, dissertations and honors projects are catalogued by the contributor, originating department, or SPU Library staff. The files are then uploaded to long-term storage, made accessible via Digital Commons @ SPU, and indexed in Primo. Print copies of Theses, Dissertations, and Honors Projects are cataloged and kept at the discretion of the Library.
- **Rare Books.** The Emmanuel Room houses, in addition to the **Wesleyan, Methodist, Wesleyan Holiness, and Free Methodist Collection**, a

limited number of items too valuable, rare, or fragile for less restricted access. For more information, see the codicil on Rare Books.

- **Test File.** The Test File is a collection of psychological and educational instruments used for teaching purposes. The Psychology and Education liaisons select for this collection in coordination with the dean of SPFC.

3.2 Obtaining

Acquiring

Acquisition of books, media and serials is coordinated by the Acquisitions Librarian. The Acquisitions Librarian will purchase from among several vendors, using criteria such as service, fill-rate and price.

Copyright

The Library will follow United States copyright law and prevailing interpretation when obtaining materials and making them available for use. The University Librarian, with the support of the Scholarly Communications Librarian, is responsible for making sure that copyright law and guidelines are followed.

Licenses

The Library will comply with licensing requirements, and manage these licenses so that the library is in compliance. Compliance and management of licenses is the responsibility of the University Librarian, with the support of the Acquisitions Librarian.

Orbis Cascade Alliance

The SPU Library will remain an active and contributing member of the Orbis Cascade Alliance, and cooperate with Summit borrowing policies and procedures.

Interlibrary Loan

The SPU Library will remain an active and contributing participant in interlibrary loan.

3.3 Processing

Cataloging

Materials are cataloged in keeping with the Library of Congress Classification System and related professional standards. SPU will also follow Orbis Cascade Alliance policies for shared library management and discovery services. Management of the catalog and cataloging standards is the responsibility of the head of Technical Services.

Electronic resources

The following may also be cataloged:

- Electronic books, whether proprietary or open-access; whether purchased by SPU or the Alliance.

- Electronic journals to which the Library subscribes on a title-by-title basis, plus those purchased in the aggregate whose MARC records it would be cost-effective to buy (e.g., WorldCat collection sets for JSTOR packages), and open-access journals of quality.
- Open access databases of exceptional merit.

Web pages, sites, open-access databases, and other such tools may also be added to the Web pages maintained by each liaison, at said liaison's discretion.

3.4 Storing

Materials are either

- Physically housed in the library building, or
- Organized on library web sites.

With the exception of those archival materials in offsite storage, there are no collections of library materials on the SPU campus outside of the library building.

The Head of Access Services is responsible for making decisions (in consultation with the liaisons and the University Librarian) about where materials are stored in the library, and coordinating the implementation of those decisions.

3.5 Maintaining Preservation

The Library seeks to maintain the physical integrity of materials in the collection through conservation measures such as maintenance of the library building, the control of ultraviolet radiation, temperature, humidity, and dust. When preservation of the original format is important, then materials that continue to meet selection criteria are repaired, recased, or rebound.

Replacement

A book replacement budget will exist to replace books which are lost, damaged or worn out, but continue to meet the selection criteria listed above. The replacement copy will be, if not significantly more expensive, the same edition (new or used), a new edition of that title, or either of the former in electronic form; or, if none of those three can be found, a close equivalent of the title in question. If, in the judgment of the Acquisitions Librarian, the replacement is significantly more expensive, then the difference shall be made up out of liaison funds. See also the section 3.6 Evaluating and Deselecting.

3.6 Evaluating and Deselecting

Collections are evaluated throughout the year by the liaisons, with coordinating help from the Acquisitions Librarian. Materials are withdrawn from the collection when,

- in the judgment of the relevant liaison librarian, or
- In the judgment of all liaisons (as in the case of electronic databases),

they no longer meet key selection criteria (including, for example, currency as defined by the discipline in question, when the historical value in question is low,

or format, as in the case of the microformats), have fallen into disrepair and for the same reason are candidates for neither repair nor replacement, or, in the judgment of the relevant liaison(s), working in collaboration with faculty, are taking up space that must be freed up.

The cancellation of a periodical subscription in paper will normally involve also a decision as to the retention of the dead run, a decision informed by the participation of the SPU Library in the [Western Regional Storage Trust \(WEST\)](#).

Subscription Databases

The cancellation of subscription databases is the responsibility of all librarians working in concert with faculty, whose advice is part of the decision process. Advice and consent with respect to items that do not fall clearly under the jurisdiction of a particular liaison are the responsibility of the Reference Collection Coordinator. Considerations are, as usual, those mentioned in 2.1, 3.1.2, and elsewhere.

Disposal

The Head of Technical Services is responsible for the removal of all items from the catalog and the disposal of library materials. The Acquisitions Librarian is responsible for the removal of all electronic resources.

4.0 CONCLUSION

The purpose of this Collection Development Policy is to provide policies and procedures for the SPU Library staff as they select and maintain resources to support the teaching, learning and research endeavors of students, faculty and staff. This document should be reviewed periodically, so that it remains as a workable, useful guide for ongoing librarian collection development work.

Approved. Librarians

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