

COLLECTION DEVELOPMENT POLICY

GENERAL STATEMENT

PART ONE

Written 2000, revised 2008

I. INTRODUCTION

The University Library and Learning Resources provides resources and services to its faculty, students, staff, and the community through a central facility located in the heart of the campus. The unique, five-story structure, Levi Watkins Learning Center, is named in honor of former Alabama State University President, the late Dr. Levi Watkins. It is due to be renovated and expanded during the winter of 2008.

The University Library and Learning Resources Center is open 78 hours per week and provides access to print, non-print, and electronic media. As of October 1, 2007, the Library currently holds 212,493 titles, and 295,276 bound volumes. Since 2000, the Library has obtained access to 6 shared SOLINET collections of electronic books (e-books) and included the 54,071 titles into our online catalog. It has also joined the Digital Library Reserve consortia for Alabama known as CamelliaNet providing access to 515 audio books. The audio-visual collection totals 44,224 items, containing various types of media such as audiocassettes, videocassettes, video discs (such as DVD's), audiodiscs, transparencies, slides, audiotapes, games, and charts. The periodicals collection consists of 1,589 periodical subscriptions, 541 electronic journals, 127,176 bound serial volumes, and 2,665,907 microforms. The Library is very technologically advanced by providing access to 157 CD-ROM and online databases and developing a digital collection of Alabama State University and African-American memorabilia.

The University Library and Learning Resources also houses Special Collections and University Archives. Special Collections include the Ollie L. Brown African-American Heritage Collection, consisting of more than 6,000 books, exhibits, artifacts, and audio-visuals depicting the life and history of African-Americans in Alabama and the nation. University Archives contain the official and historical documents of the University, along with the E.D. Nixon Collection of papers, books, trophies, plaques, portraits, and photographs of the noted civil rights leader.

II. LIBRARY MISSION

Keeping the University's mission in mind, the University Library's goal is to provide learning opportunities, resources, facilities, and services to support teaching, research, and scholarly activities at Alabama State University and its academic community.

III. CLIENTELE SERVED

The University Library and Learning Resources serves a very diverse clientele:

Faculty: 245 full-time and 180 part-time

Students: 5,608

Non-academic Staff: 639

Alumni and Friends of the Library

Montgomery Area Residents: 2006 Census Population, 201,998.

Worldwide researchers who utilize our resources physically or virtually.

IV. BUDGET ALLOCATION

Monies are allocated to the University Library and Learning Resources general fund to allow for acquisition of monographs, serials, microforms, audio-visuals, and electronic resources. During FY 1997-98, a budget allocation formula was developed to allocate the general fund monies by academic department. The budget allocation formula is based upon the number of majors, teaching faculty, and students. The formula also factors in accreditation reviews, and new program and curriculum areas. Budget priorities are given to faculty orders, accreditation support, Collection Development Department orders, University Library staff orders, student orders, approval plans.

THE BUDGET ALLOCATION FORMULA is as follows:

$$\frac{\frac{\# \text{ of Department Majors}}{\# \text{ of University Majors}} + \frac{\# \text{ of Department Faculty}}{\# \text{ of University Faculty}} + \frac{\# \text{ of Department Students}}{\# \text{ of University Students}}}{3}$$

$$\frac{(\text{Majors Value}) + (\text{Faculty Value}) + (\text{Students Value})}{3}$$

$$\frac{(\text{Total Value})}{3} = \text{Decimal Point (rounded to three places)}$$

As mentioned above, the allocated percentage is based on three ratios: the number of majors, faculty, and students divided the respective university totals. The three ratios are added together and then divided by three. This provides a decimal point which is rounded to three places. ALLOCATE PERCENTAGE EQUALS #MAJORS IN DEPT. DIVIDED BY TOTAL # MAJORS at ASU PLUS # FACULTY IN DEPT. DIVIDED BY TOTAL # FACULTY @ ASU PLUS # STUDENTS IN DEPT. DIVIDED BY TOTAL # STUDENTS @ ASU.

$$\text{Decimal Number} \times \text{Total Allocated Amount} = \text{Amount Allocated for Specific Dept.}$$

The allocated budget for an academic department equals the allocated percentage using the above formula and is illustrated on the following chart.

ALLOCATED BUDGET FOR ACADEMIC DEPARTMENT EQUALS ALLOCATED PERCENTAGE (SEE CHART) TIMES TOTAL BUDGET TO BE ALLOCATED.

UNIVERSITY LIBRARY AND LEARNING RESOURCES

FY 2007-08 BUDGET ALLOCATION

DIVISION	DEPARTMENT	MAJORS (# OF)		FACULTY FT PT		STUDENTS (# OF)			PERCENT	PROJECTED BUDGET	PRIMARY SELECTOR
College of Arts & Sciences	Biological Sciences	3	1	11	3	410	428	18	0.051	\$ 3,750.00	Foulger
	Communications	1	0	7	0	245	245	0	0.024	\$ 1,680.00	Foulger
	History & Political Science	2	1	10	0	74	79	5	0.024	\$ 1,680.00	Foulger
	Languages & Literature	2	1	15	6	35	35	0	0.030	\$ 2,100.00	Foulger
	Mathematics & Computer Sciences	3	1	11	4	167	173	6	0.037	\$ 2,590.00	Foulger
	Physical Sciences	1	0	7	0	32	32	0	0.011	\$ 770.00	Foulger
	Social Work	1	0	3	2	151	151	0	0.017	\$ 1,190.00	Foulger
	Sociology & Criminal Justice	2	0	6	7	332	332	0	0.038	\$ 2,660.00	Foulger
College of Education	Curriculum & Instruction	22	10	20	63	709	1140	431	0.261	\$ 18,270.00	Brewer, Foulger
	Foundations & Psychology	3	0	11	14	191	191	0	0.042	\$ 2,940.00	Foulger
	Health, Physical Education, & Recreation	3	3	8	0	252	293	41	0.046	\$ 3,220.00	Foulger
	Instructional Support (incl. Ed.D. and LEM)	4	5	17	15	9	381	372	0.082	\$ 5,740.00	Foulger, Platt
College of Business Administration (COBA)	Accounting & Finance	2	1	5	1	168	191	23	0.027	\$ 1,890.00	Ledwell
	Business Administration	5	0	11	4	482	482	0	0.059	\$ 4,130.00	Ledwell
	Computer Information Systems	1	0	7	2	168	168	0	0.021	\$ 1,470.00	Foulger
College of Visual & Performing Arts	School of Music	1	0	11	3	132	132	0	0.024	\$ 1,680.00	Foulger
	School of Art	2	0	7	0	45	45	0	0.016	\$ 1,120.00	Foulger
	School of Theatre	1	0	5	5	99	99	0	0.018	\$ 1,260.00	Foulger
University College	University College (inc. General Studies)	0	0	59	50	806	806	0	0.133	\$ 9,310.00	Foulger
	Undeclared	0	0	0	0	52	64	12	0.004	\$ 280.00	Foulger
Dept. of Military Science	Military Science										Foulger
Div. of Aero- space Studies	Aerospace Studies										Foulger
Reference	Library	N/A		N/A		N/A			N/A		Singleton & Ledwell
SPCO	Library	N/A		N/A		N/A			N/A		Harvey
Health Sciences	Health Information Mgmt	1	0	3	0	54	54	0	.009	\$ 630.00	Moten
	Occupational Therapy	1	1	5	0	34	34	1	.014	\$ 980.00	Moten
	Physical Therapy	0	1	6	1	0	52	52	.012	\$ 840.00	Moten
	COLLEGE TOTAL	16	3	70	22	88	140	53	3.5%	\$ 2,450.00	
TOTALS (University)		62	26	245	180	4,647	961		100.0%	\$ 70,000.00	

V. PARAMETERS/LEVELS OF COLLECTION INTENSITY

The following criteria are considered when selecting materials for the general collection:

1. authoritativeness
2. accuracy of information
3. impartiality
4. current information
5. depth of coverage
6. relevancy to the collection and the curriculum
7. organization and style
8. technical presentation (durability)
9. special features
10. cost

The following materials will be used as aids in the selection process:

1. Academic selection tools such as Choice and Library Journal.
2. Subject journals (scan for reviews and advertisements).
3. Book publishers' advertisements and catalogs.
4. Book trade journals.
5. Bibliographies and book lists.
6. Approval plans.
7. Internet resources

VI. TYPES OF MATERIALS

A. PRINT

Some of the print formats collected include: current and some out-of-print monographs; general and advanced reference works; major current periodicals and backfiles; special author collections; textbooks and dissertations (selectively); as well as major literary and review magazines.

B. AUDIO-VISUAL

Audio-visual formats include audiocassettes, audiodiscs, audiotapes, CD's, phonographs, reel-to-reel tapes, maps, CD-ROM's, disks/diskettes, files, tapes, mixed-media kits, motion pictures, videocassettes, videodiscs, charts, filmstrips, games, negatives, photos, pictures, postcards, prints, slides, and transparencies.

C. ELECTRONIC RESOURCES

The University Library will select electronic resources to support the curriculum, research, and general information needs of the Alabama State University faculty and students. Electronic resources will be selected in a wide range of bibliographic, full-text, and image formats to include CD ROM, online databases, and web-based products. All electronic resources will be

non-circulating except for those diskettes which accompany printed texts. The electronic resources will be loaded on computer hardware located in the University Library, either stand-alone or on the library's server. The electronic products are regularly evaluated according to such factors as subject areas covered, price, response time, ease of use, format of display, search commands, retrieval methods, availability of backfiles, etc. The University Library does not purchase electronic resources for computer labs on campus.

VII. LIMITATIONS AND PRIORITIES

A. DUPLICATES

Duplication of titles will be limited to those justified by continuous and heavy use or for archival reasons. Titles held in microform will not be duplicated in hard copy except under special circumstances, such as anticipated heavy use. The University Library will promote interlibrary loan and sharing of resources with other libraries to eliminate duplication of titles as much as possible. NOTE: Two copies of titles relating to African-American experience are ordered with one copy purchased for Special Collections and the other for the general circulating collection.

B. RETROSPECTIVE MATERIALS

The University Library will collect retrospective materials to the degree that the materials support and enhance the curriculum and instructional functions of the teaching faculty. In addition, retrospective materials will be collected to support graduate and faculty research. The University Library will also select titles in each subject area that are recommended in Best Books for Academic Libraries.

VIII. SELECTION RESPONSIBILITY

A. University Library and Learning Resources

The Collection Development Department in collaboration with all assigned Selectors is responsible for evaluating and selecting materials to build the library's collection. The Collection Development Librarian is responsible for reviewing all requests and submitting the requests to the Acquisitions Department for ordering.

B. Administration, Faculty, Students

The administration and faculty are responsible for taking an active part in building and evaluating the collection to meet the instructional and research needs of the University. The administrative staff, faculty and students are highly encouraged to actively submit order requests cards to the Collection Development Department for acquisition of new library materials.

IX. COOPERATIVE COLLECTION DEVELOPMENT

The University Library and Learning Resources maintains a vital cooperative relationship with other academic libraries located throughout Alabama by participating in the Network of Alabama Libraries (NAAL) Consortium. Through participation in NAAL, the library has strengthened its collection to provide materials to support teaching and research through resource sharing.

X. DESELECTION

The Collection Development Department will work collaborately with all library departments to evaluate, identify, and deselect obsolete, worn, and damaged library materials. The Collection Development Librarian will also consult with the faculty on matters involving deselection of materials. The criteria used in deselection is based primarily on the Slote method (see Appendix 1).

Material that is damaged beyond repair, or declared lost will be considered for replacement if the material is still in-print and is deemed to be of value to the collection. The following criteria will be considered in deselection of materials:

1. Appearance and condition: the material will be evaluated to determine whether or not it should be kept, replaced, or discarded.
2. Older, outdated editions: superseded materials will be weeded at the discretion of each department.
3. Poor content: unless an item has historical value, it will be discarded if its contents are judged to be of no value to the University's instructional and research needs.

XI. COLLECTION EVALUATION

The collection will be evaluated on a regular and systematic basis to determine its strength in meeting instructional and research needs of students and faculty. The evaluation will also examine weaknesses and comparative data for peer institutions. The results of the evaluation will be used to plan for budgetary needs, future acquisitions to the library collections, and de-selection. An Inventory Control Project was conducted during 2001-2006 which allowed the library to evaluate the collection and conduct database clean-up.

XII. GENERAL STATEMENT ON THE SELECTION OF CONTROVERSIAL MATERIALS

The library staff follows the guidelines of the ALA "Library Bill of Rights" in the selection of controversial materials (see Appendix 2, Library Bill of Rights).

APPENDIX 1

GUIDELINES FOR DESELECTION AND GIFTS

1. 5 years – ordinary textbooks.
2. 5 years – health and medicine.
3. 5 years – general business, economics, marketing, finance, law and real estate.
4. Indefinite – business history, economic theories, and management theories.
5. 5 years – science and mathematics.
6. 10 years – social science, education, fine arts, music, and geography.
7. 5 years – almanacs, encyclopedias, manuals
8. Indefinite – language, literature, art history, philosophy, religious history, psychological theories, educational history, educational theories, military history, music scores, and music history.
9. Indefinite – history.
10. 3 years – computers and technology.

Note: The above projections are contingent upon the physical condition of the book. If the book is worn, mutilated, molded, etc., it should also be discarded.

APPENDIX 2

THE LIBRARY BILL OF RIGHTS

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgement of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948.

Amended February 2, 1961; June 28, 1967, and January 23, 1980,
Inclusion of "age" reaffirmed January 23, 1996 by the ALA Council.