

COLLECTION DEVELOPMENT POLICY STATEMENT FOR  
CASTLETON STATE COLLEGE LIBRARY  
(Adopted 8/04)

I. INTRODUCTION

In an environment of rapidly shifting patterns of information delivery it is critical that decisions regarding the selection of materials and services be based on sound principles that have the support of all stakeholders in the community.

The collection development policy that follows reflects the stated missions of both the Vermont State Colleges and Castleton State College. In particular it supports the VSC goals that graduates of the state colleges will:

"Demonstrate competence in communication, research and critical thinking.

Be engaged, effective and responsible citizens.

Embrace the necessity and joy of lifelong learning."

These goals cannot be met without a well-managed library that embraces technological change while at the same time preserving the rich deposit of our intellectual heritage.

II. LIBRARY MISSION STATEMENT

"The central mission of the Coolidge Library of Castleton State College is to help our students to become readers, that is to actively engage students in the great conversations of history and of their own democratic society. The library should provide focused support for students and faculty in their coursework and research, but it should also provide the college community and the region with a resource that enables each of us to learn more about ourselves as human beings and as citizens. In this regard, the library makes particular note of the longstanding role this and other American libraries have played in honoring first amendment freedoms, particularly freedom of expression and the right to privacy.

Finally, the library supports the missions of both the Vermont State Colleges and Castleton State College, with particular respect to "citizenship," "lifelong learning," "development of knowledge," and "competence in research and critical thinking." Along with the other VSC libraries, the Coolidge Library maintains a strong commitment to "information literacy" as a crucial intermediate step in assisting our students to become learned and contributing members of society."

(Adopted August, 2001)

### III. OBJECTIVES

The primary objective of the Castleton State College Library is the support of undergraduate and graduate academic programs at Castleton State College. The goal of Castleton State College's curriculum, as stated in the college catalog, is "to provide students both with a solid foundation in the liberal arts and with preparation for selected careers and professions."

Library collection development works in support of these goals as a first priority. Secondary objectives of the library acquisitions programs include:

- A. Acquisition of research material (print, electronic, media, microform, etc.) of lasting value that is requested by faculty and administration.
- B. Acquisition of materials for general reference and information outside of the areas of academic instruction, thus providing a general information resource for the college and local community.
- C. Acquisition of popular reading material that will promote a life-long reading habit.
- D. Acquisition of a variety of materials to provide different perspectives on controversial issues.
- E. Acquisition of archival material pertaining to Castleton State College and the surrounding area.

While budgetary constraints are always a factor in selection decisions, the Library is committed to providing the best, most current information regardless of format or method of presentation.

### IV. SELECTION RESPONSIBILITY

Ultimate accountability for the development and maintenance of the library's collection rests with the library director. It is the library director's responsibility to assign selection subject areas to the professional library staff and to solicit selections from faculty in their respective areas of expertise. Faculty members are encouraged to make recommendations for library acquisitions from their professional literature as well as for course requirements and students' research needs. Students' requests for acquisition of materials are also welcomed, and are reviewed by the same standards as are requests from all other sources.

## V. FUND ALLOCATION

It is the library director's responsibility to allocate the materials budget in such a way as to fulfill the library's collection development goals. A number of financial, institutional, and system-wide pressures affect the allocation of funds. The exploding cost of serial publications is one factor that has had a profound effect on library budgeting.

The funds available for monographs are divided among approximately 40 subject lines. The amount allocated to each line reflects such factors as the number of courses taught and majors offered, the number of students and faculty involved, and past library circulation statistics. The rate of publishing and average cost of materials in the field are also factored into the allocation procedure.

A basic mathematical model is used in arriving at the allocations, with the realization that some flexibility is necessary for changing conditions (for example, new course offerings, new levels of academic accreditation for programs, changes in student research requirements, etc.). The budget allocation is reviewed yearly and appropriate changes are made.

## VI. SELECTION GUIDELINES

### A. Ethical and Legal Principles

The Calvin Coolidge Library supports the standards on collection development contained within the "Standards for College Libraries" adopted by the American Library Association's Association of College and Research Libraries. The Library also supports and complies with the American Library Association's Bill of Rights. In accordance with the principles contained within these documents, the Library will purchase materials that reflect a wide range of opinion on moral, social, political, philosophical and religious issues. The Library will not, at the request of any individual or group, withdraw any item that has been added on the basis of the stated selection criteria or add any item that has been excluded on the basis of the stated criteria.

The Calvin Coolidge Library complies fully with all the provisions of the U. S. copyright law and will aid other members of the college community in understanding and complying with copyright law.

### B. Criteria for Selection of All Materials

Institutional goals, relevancy to the curriculum, quality of content and fulfillment of academic need are the primary factors taken into consideration when selecting

materials. Specific considerations in choosing individual items include some or all of the following:

- lasting value of the content
- appropriateness of level of treatment
- strength of present holdings in same or similar subject areas
- demand, as determined by, e.g. circulation data and interlibrary loan requests for material on the same or similar subjects
- cost
- suitability of format to content
- authority of author
- reputation of publisher
- reviews in subject-specific and standard library reviewing sources

Textbooks are not normally purchased. The exceptions are those which have earned reputations as "classics" in their fields, or when a textbook is the best or only source of information on a particular topic.

Duplicates are purchased only under unusual circumstances.

When there is an option of paper or hardcopy, the choice is based on expected use, lasting value of content, and cost differential.

The majority of selections are current publications. The library recognizes the need for retrospective purchases, and systematically uses standard bibliographies and other evaluation tools to locate and fill gaps in the collection. However, in view of the difficulty and expense in obtaining out-of-print and reprinted material, it is most important to spend funds for valuable current publications of long-term worth, thus preventing a future need for retrospective buying.

Except for foreign language dictionaries, the library acquires only English language reference and research sources. Literature and language materials which are part of the curriculum are collected as well.

## VII. SPECIAL COLLECTIONS

### A. Serials

Because serials consume such a large (and ever-expanding) percentage of the library materials budget, special attention must be paid to the unique requirements of developing and maintaining a serials collection. This section of the policy deals with that issue.

The serials collection supports the research needs of CSC undergraduates, graduate students, and faculty. Serials are issued in paper, microform and electronic format. All formats will be considered in the library's purchase and/or access decisions. The exploding cost of serials requires that care be exercised in reviewing serial titles before they are purchased for the collection and that an ongoing evaluation of current subscriptions be conducted.

#### 1. General Selection Criteria

Serials will be selected and deselected based on how well they support the continuing information needs of the college community. Factors to be considered are:

- a. Support of academic programs
- b. Cost, including such data as rate of price increases and cost of storage
- c. Uniqueness of subject coverage
- d. Standing or reputation of the journal within the professional community
- e. Full-text availability through electronic means.
- f. Usage or projected usage
- g. Availability of indexing for the serial being considered
- h. Holdings at other institutions

#### 2. Evaluation

Castleton State College Library is establishing a regular serials review procedure to determine which serial subscriptions should be added and cancelled and also to determine the most appropriate, cost-effective format for subscriptions.

### B. Non-Print Materials

Requests for non-print materials (audio and video cassettes, CDs, DVDs, slides, etc.) are evaluated on the same basis as monographs, with special emphasis on the suitability of the format to the content, and on the quality

of the production. Evaluation, weeding and replacement of non-print items follows approximately the same guidelines and procedures as for monographs.

#### C. Vermont Room

The Vermont Room is a multidisciplinary, segregated collection where all of the library's material pertaining specifically to Vermont and its history are housed. It is the single budgetary subject line where retrospective purchases predominate. It is the "subject" area for which the library attempts the most comprehensive level of collecting. Included in the Vermont Room is the library's collection of archival materials relating to Castleton State College. Also included is a collection of Castleton State College faculty publications.

#### D. Government Documents

Castleton State College has been a selective depository for federal documents since 1969. The government documents librarian has primary responsibility for selection and acquisition of materials for this collection. The government documents collection is intended to both support the mission of the library and to serve the government information needs of the citizens of central and southern Vermont. The government documents collection has its own collection development policy, available on request in the library.

#### E. Children's Literature

Those books which have an intended audience of preschool through young adult are shelved separately from the general collection in an area designated "Juvenile Collection." The purpose of the collection is to provide a sampling of quality children's literature for those students planning to go into education or other careers working with children and young people.

The collection includes all Dorothy Canfield Fisher Medal and Honor books since the award's inception in 1957.

#### F. Casual Collection

A small, frequently replenished collection of recreational reading materials is maintained to encourage the reading habit. Acquisitions are always paperback, occasionally are also found in the main collection, but are usually the type of popular fiction not purchased for academic purposes.

## VIII. GIFTS

Gifts are encouraged, with the understanding that the library may dispose of them or add them to the collection at its discretion, and in the same manner as purchased material. As a general rule, gift books will be added based on the same criteria as purchased ones. The library assumes no responsibility for appraisal of gift items, nor can the library accept gift items under restricted conditions. For further information see the CSC Library Gift Policy, available on request in the library.

## IX. COLLECTION MAINTENANCE AND EVALUATION

Deselection of library materials (the process of removing materials from the collection) is essential for the maintenance of a current, active collection that meets the needs of the academic community. Deselection provides quality control through the elimination of inaccurate, outdated and worn-out materials. Deselection requires the same level of attention to collection development requirements as does the original selection process.

The reference collection is continually monitored for outdated material, which is replaced or withdrawn. Individual sections of the general collection are periodically reviewed. Faculty members are encouraged to draw to the attention of the library staff any outdated or inaccurate materials.

## X. COOPERATIVE COLLECTION DEVELOPMENT

The Castleton State College Library's status as a member of a network of college libraries has a significant impact on collection development decisions. Shared electronic periodical databases obviously influence each member institution's decisions regarding the acquisition of individual serial titles. The Vermont State Colleges online catalog has greatly facilitated interlibrary loan, with the result that less intensive collection development can be undertaken in those subject areas where other VSC collections are strong. Castleton is committed to the maintenance and enhancement of a comprehensive statewide database of information sources.

## XI. INTELLECTUAL FREEDOM

The Castleton State College Library recognizes that freedom of expression and free access to ideas are fundamental not only to the educational enterprise but also to the preservation of a democratic society. The Library therefore supports the American Library Association's Bill of Rights, its Intellectual Freedom Statement, and its statement on challenged materials, all of which are available at the library on request.