I. INTRODUCTION

A. Purpose of Policy

The purpose of this collection development policy is to provide the academic community - Towson University faculty, students, administration, staff - and the community-at-large an understanding of the scope and nature of the Library’s collections.

The policy also serves as a planning tool, which states the priorities that guide the actual selection and weeding processes.

B. Description of the Institution

Towson University began as a state normal school and evolved into the medium-size comprehensive university that it is today. Currently it offers strong professional programs in business, computer and information sciences, education, health professions, and communication along with strong academic programs in the traditional liberal arts, fine arts and sciences. Beginning in 2000 the University expanded its graduate offerings to include doctoral degrees.

Towson University and twelve other institutions belong to the University System of Maryland, which is governed by the Board of Regents.

C. Mission of the Library

According to the library mission statement,

The Albert S. Cook Library serves as a major intellectual and human development center for Towson University. Its collections and environment stimulate the free exchange of ideas and information.

The university library provides major educational, cultural and information services and resources to the University. Our mission is to support the University’s academic programs; facilitate student and faculty learning and research; and provide users with lifelong skills in identifying, locating, evaluating and applying information.

D. The Priorities for Collection Development

The priorities for collection development are:

1. To develop an instructional collection that serves the needs of Towson University undergraduates, graduate students and faculty.

2. To collect materials that cross the lines of traditional academic disciplines, which would support a liberal education and promote thoughtful citizenship.

3. To make available materials needed for research by faculty, students and administrators.

The library cannot fully support individual faculty research nor that done at university centers and institutes; however, the library does offer services such as interlibrary loan, document
delivery and online database searching that can provide access to materials necessary for research. In addition, special provisions to provide research materials will be made for faculty teaching in doctoral programs.

E. Responsibility for Collection Development

All members of the academic community - faculty, librarians, students, administrators and staff - are encouraged to contribute their ideas concerning the nature and content of the collection.

The faculty has primary responsibility for selecting materials that support the curriculum; however, the librarians, with oversight by the Collection Development Coordinator, have the ultimate responsibility for the development of the collection.

F. Allocation of Funds

The library's budget for new materials is divided in the following ways:

1. Funds to purchase materials for academic programs.

2. Funds to purchase materials that cross department subject areas and that promote general knowledge.

3. Foundation money to be used as designated by the donor.

G. Selection of Materials

A faculty member from each academic department serves as a department representative to coordinate purchases in that department's subject area.

A librarian is assigned to each department as a library liaison to that department. Library liaisons participate in the selection of materials.

Faculty, students, and library/media staff may recommend materials that cross disciplines or fall outside a specific department. These materials are purchased as funds permit.

H. Gifts

The library recognizes the value of gift donations as a supplement to regular collecting activities. Thoughtfully selected materials that are in good condition and support the curriculum at Towson University can strengthen the collection.

Although the library accepts most donations, gifts added to the collection must support the library’s collection policies. All gifts of library materials become property of the library. The library staff will determine whether the gift will be retained, where it will be shelved or located, and how it will be cataloged or circulated. Normally gifts are added to the regular collection, but rare items will be considered for placement in the Towson Room. Items that are initially recognized as not appropriate to the collection are generally not accepted.

Determining whether the gift will be added to the collection takes place as time permits.

Donors are asked to sign a release form. A copy of this form is included in the appendices.

I. Weeding

Weeding is an essential part of a collection development process to ensure that the collection remains in good physical condition and also meets the content requirements set forth in the mission statement.
The Collection Development Coordinator, with input from faculty and library liaisons, reviews the library collection on a regular basis to determine usefulness and/or the possible relocation or disposal of items. Review is a continuous process with the entire collection being evaluated over a five-year period.

J. Preservation

Of equal importance to the selection of materials for the collection is the need to maintain the collection for both current and future use through repair, binding, replacement with new copies, and storage in protected areas.

Materials are examined for damage and wear both during the ongoing collection review and when they are returned from circulation. Those in poor condition are sent for evaluation in Technical Services.

K. Interlibrary Loan/Document Delivery Services

The library’s interlibrary loan and document delivery services exist to support the research needs of Towson’s faculty, staff and students by providing access to items not owned by the Cook Library.

Items received through the local networks are generally gratis. Direct fees charged by providers are paid by the library when the charges are incurred by TU’s faculty, staff, and graduate students for university related research. Whenever an article is found mutilated in a journal, a rush replacement is made with no cost to the TU student, faculty, or staff member needing the article.

The library reserves the right to pass on extraordinary charges for document delivery or interlibrary loan to the borrower.

II General Collection Management and Development Policies

A. Books

Each department receives an annual allocation for the purchase of books, monographic serials, and audiovisual materials that support the curriculum in that department. The faculty member who is the department representative coordinates requests for materials to minimize duplication and balance the department’s selection and sends orders to the library. Any funds remaining after the library order deadlines will be spent by the Collection Development Coordinator and library liaisons.

The library also takes advantage of vendor selection plans. Department representatives work with the library staff and a vendor to develop a profile of new books, which are sent to the library automatically as they are published.

In selecting books the following policies normally apply:

**Duplicate Copies:** The library does not purchase duplicate copies; however, when justified, the library may purchase multiple copies.

**Foreign Language:** Books in the English language predominate in the collection. Foreign language material is selected, primarily, to support the Modern Languages curriculum.

**E-Books:** An e-book is an electronic version of a traditional print book that can be read by using a personal computer or by using an e-book reader. The library will acquire only e-books that can be read using a personal computer.

**Binding:** Hardbound editions are collected for reference and reserves. Books for the general collection will be acquired in hardback when specified by the selector or, if not specified, when the difference in cost between a hardbound edition and a quality paperback is insignificant. Quality paperbacks are also acquired.
when no hardback edition is available. If great demand for the book is anticipated, the paperback edition is reinforced or bound before it is placed in the collection. Loose-leaf publications are bound when they are not subject to periodic updating and when the content and physical format warrant.

**Imprint Variations:** Materials that are published in two or more places in the same language are ordered in a single imprint with the U.S. edition preferred.

**Out-of-Print:** Current titles are given preference when buying books, but the out-of-print market is searched to fill orders for books specifically requested, to replace lost or worn classics, and to build retrospective collections for new programs.

**Rare Books and Manuscripts:** The library normally does not purchase rare books and manuscripts; however, the library may accept gifts of rare books and special materials that support the University’s mission.

**Replacement Copies:** The library replaces items that are lost, damaged, mutilated, or withdrawn because of wear if the books are important to the collection.

**Reprints:** The library purchases reprints if the original is not available through the normal book trade.

**Textbooks:** The library does not automatically purchase textbooks used for courses but does purchase titles individually requested by faculty. Current textbooks that are donated to the library may be cataloged for the collection if the material supports the curriculum; however, outdated textbooks received as gifts are not added.

**B. Periodicals**

Periodicals include journals, magazines, newsletters, and newspapers. Because of the continuing expense even of relatively inexpensive titles, new periodical subscriptions in paper are added selectively.

Recommendations are accepted from Towson University faculty, librarians, staff, or students. The Collection Development Coordinator will do an initial evaluation of the requests and make recommendations to the Serials and Database Review Committee. This committee will then approve recommendations for purchase on a title by title basis.

1. **Selection Criteria for Periodicals**

The following criteria for adding new periodical subscriptions are applied although exceptions may be made when circumstances warrant.

**Content:** Priority is given to titles that support the academic programs at Towson University.

**Indexing:** Periodicals should be covered by an indexing/abstracting tool available through the library.

**Duplication:** Generally the library does not purchase a paper subscription when a title is received electronically as part of an e-journal collection that provides up-to-date, full-image, cover-to-cover access. High quality journals may be purchased in both print and electronic format if they are core to a program at Towson University. Market forces sometimes compel the library to buy both.

**Cost:** The cost of the periodical should be reasonable in relation to the use it will receive and the cost of similar journals in the same discipline. Free print and electronic periodicals are subject to the same selection criteria as those that are purchased.

**Alternative Access:** If the cost of the journal is a concern, document delivery or interlibrary loan should be considered instead.
**Suitability:** How is the periodical reviewed in *Magazines for Libraries*? Articles should be written at an appropriate level for higher education.

2. **Preservation**

**Binding:** Generally periodicals are bound as soon as a volume is complete. Ephemeral titles, such as newsletters that are not indexed, may be withdrawn on a periodic basis rather than bound.

**Microfilm:** Periodicals are replaced with microfilm if they cannot be easily preserved in paper format because of the quality of paper, awkward size, or difficulty in replacing missing issues.

C. **Electronic Databases**

Included in this category of resources are bibliographic, numeric, and full text databases that are readable via computer.

Usually the library does not purchase electronic databases per se. Instead access to electronic databases is leased, licensed, or paid according to use. In some cases, such as many of the federal government documents in electronic format, access is free of charge.

Databases are reviewed annually by the library liaisons. New or alternative titles may be recommended by the Collection Development Coordinator, library liaisons, faculty, staff and students. Final decisions for new titles will be made on the basis of the budget and the results of the database trials.

1. **Selection Policy for New Electronic Databases**

The following factors are considered when selecting new electronic databases for the library.

**Content:** The content should support the academic programs at Towson University. Is there full text availability? If so, it should be available with full graphics.

**Currency:** The database should be updated often enough to keep the information up-to-date unless it is meant to provide retrospective coverage only.

**Duplication:** Does the content overlap with other resources? The library avoids purchasing databases that duplicate others in coverage. Print materials will normally be canceled when an electronic database covering the same material is added; however, resources that are critical to a university program may be retained in more than one format if content is incomplete in one format or the other.

**Use:** What is the anticipated size of the user group? Heavily used databases that cross disciplines are made available remotely via the web if that format is affordable. Low use databases may only be accessible on a pay-per-use basis and may be limited to library use.

**Interface:** The software should be well designed in terms of organization, functionality and ease of navigation. Patrons should be able to use the database with little or no training. The interface should offer both basic and advanced levels of searching. Materials should be able to be saved by printing, downloading, and/or sending via email.

**Vendor Support:** The vendor should provide training for database users and technical support for troubleshooting database problems in a timely manner.

**Cost:** Is the product affordable, balancing the amount of use, ease of navigation, importance to academic program, and convenience of access against cost? When possible, the library will save
money by buying through a consortium or by purchasing the same product from a different vendor at a lower cost. Free databases are subject to the same selection criteria as those that are purchased.

2. Trial Period

The library requires a trial period or demonstration of an online electronic database before the purchase of the product.

3. Access

When affordable, the library purchases materials available to Towson University students, faculty and staff 24 hours per day, seven days a week both on campus and remotely. The library prefers that a vendor provide access on campus by IP address rather than by password.

D. Other Media

The library purchases materials from departmental budgets in the format selected by faculty if the library has the equipment to support it. In addition, the Head of Media Resource Services uses a separate AV materials allocation to purchase cross-disciplinary audiovisual materials, substitutes for materials frequently rented, and replacements for outdated or damaged materials.

1. Audiovisual Formats

New formats are added as they are developed and as demand requires. Currently the non-print materials in Media Resource Services include the following formats:

Audio Recordings: The library owns audio-cassettes, long playing records, and compact discs. Compact discs are the preferred format. Long playing records are not being purchased.

AV Paks: AV Paks include any combination of print and non-print materials or more than one non-print format in a set.

CD-ROMs: Most CD-ROMs are housed in Media Resource Services or in Reference and may not circulate. Those that accompany books are usually shelved in the regular stacks and are subject to regular circulation policies.

Curriculum Materials: These are materials purchased for use in the K-12 classroom and include games, models, realia, study prints etc.

DVD and Laser Disks: These formats are alternatives to videocassettes and will continue to be added as they are requested by faculty members.

Films: The films in Media Resource Services are in the 16 mm format only and are used primarily for classroom use. Generally the library is not purchasing new films but it does continue to rent them.

Microcomputer Software: As a rule the library does not collect software to be used by the public unless it is in CD-ROM format; however, some 3 ½ inch diskettes are purchased when other formats are not available. Software that accompanies a book is usually shelved in the book stacks. The library does not make back-up copies of CD-ROMs, but a single backup copy will be made of diskettes unless the documentation specifically states that no backup copies are to be made.

Videocassettes: The VHS ½ inch tape is the format that is preferred for videocassettes. Permission to make a backup copy and to broadcast the video via CCTV is requested when a videocassette is ordered. When permission is granted, CCTV broadcasts are made to campus buildings. In some cases, videos may be designated as “individual use only” or “classroom use only” by the vendor.
Copyright restrictions and performance rights are enforced by Media Resource Services. Generally videos do not circulate outside the library or campus classrooms.

2. Duplication

   As a rule, the library will purchase only one copy of a non-print item, but a second copy may be ordered in cases of heavy demand.
Dear Friend of the Albert S. Cook Library:

On behalf of the students, faculty and staff of Towson University, I would like to thank you for your gift. Support from donors often gives us an “extra edge” in building the Library’s collection. To make sure our collection development mirrors the mission of Towson University, we add materials that will support the curriculum of the university.

Accordingly, the Library will select from donations those items it needs. Gift materials not added to the Library collection may be sold at the annual Library book sale, given to another library, or disposed of in some other way. We cannot appraise your gifts for tax purposes. However, if you will print your name and address below, you will receive an acknowledgement of this donation from the Towson University Foundation. Should you have any questions regarding the library’s use of your donation, please contact me at (410) 704-2450.

The University community joins with me in expressing our gratitude for your gift.

Thank you very much.

Library Director

(Please print)

Name: _______________________________________________________________

Address: _____________________________________________________________

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Date: ___________________________________________________________________