Collection Development Policy
Saginaw Valley State University
Melvin J. Zahnow Library

Fall 2016
(Revised Fall 2018)
Introduction:

The collection development policy outlines the principles by which the Melvin J. Zahnow Library at Saginaw Valley State University (SVSU) selects, reviews and de-selects materials for its collection. This policy informs library users, students, faculty, administrators and staff of the material, scope and nature of the library collection.

Mission and Vision:

The Melvin J. Zahnow Library is committed to the University’s mission to “transform lives through educational excellence and dynamic partnerships, unleashing possibilities for impact in our community and worldwide.” The University’s mission is also reflected in the library’s mission of, “promoting knowledge advancement for further intellectual and personal growth.”

Collection development is at the core of this mission. The library aims to build a relevant, flexible and up-to-date collection that provides access to all types of informational resources which support the SVSU curriculum.

Intellectual Freedom and Copyright:

The Zahnow Library at SVSU adheres to the American Library Association’s Bill of Rights and the Intellectual Freedom Principles for Academic Libraries. Any library user can submit a written letter or email to library administration regarding material they find objectionable inside the library and it will be reviewed in a timely manner. Please be aware that one of the library’s fundamental goals is to have a diverse collection with differing views and content. Library employees comply with all US Copyright Law including the Fair Use guidelines.

Scope:

To encourage intellectual growth, the Melvin J. Zahnow Library provides resources to support the needs of the students, faculty and staff of Saginaw Valley State University. The primary focus of the collection is to meet the curriculum needs of SVSU within a specific budget. The collection reflects a variety of formats to help maximize access to content both on and off campus.

Students, faculty and staff of SVSU can checkout materials and use the library’s electronic resources on and off campus. Alumni and visitors also have access to the library building and can get a library card. Visitors do not have off campus access to the library’s electronic databases and alumni have limited off campus access depending on the database.

Selection and Materials:

Material Recommendations:

Any user (faculty, student, staff, alumni or public patron) of the library can make a recommendation for the library’s collection. Requests can be made using the online form or by contacting the library liaison in that subject area. All requests are reviewed by the liaison
librarian and the requestor will be contacted when a decision has been made. SVSU librarians always use the collection development criteria outlined in this policy when making purchasing decisions.

**Selection Criteria:**

The Melvin J. Zahnow Library follows several guidelines and criteria when selecting material. The primary objective is that material support the curriculum or coursework at SVSU. The following criteria is used to evaluate potential print or electronic purchases:

- Relevance to the curriculum
- Academic quality and presentation of the content
- Audience level
- Timeliness, currency and long-term sustainability of the content
- Credentials of the author and/or publisher
- Faculty recommendation
- Positive review(s) from credible publications or sites
- Format availability and accessibility
- Accuracy of the content
- Duplication of content matter
- Strength of the current holdings in that subject area
- Cost and budget
- Potential usage of the item
- Aesthetic considerations and other features (such as artistic value and bibliography)
- Physical quality of the print item (such typography and binding)
- Documented demand (such as written requests or ILL requests)

Additional criteria to consider for electronic resources:

- Price and ongoing cost of maintenance
- Multiple or unlimited user access
- Agreeable licensing terms
- Usefulness of the product for multiple programs of study
- IP authentication is required
- Ease of use of the interface
- No requirements for additional hardware and/or software
- Compatibility with library services (such as link resolvers and discovery platforms)
- Availability of a trial period (Beyond 30 days is preferable)
- Updating frequency
- Availability of a library administration site with additional features
- Availability of COUNTER compliant usage statistics

**Acquisitions:**
The liaison librarians of the Melvin J. Zahnow Library research and select the new materials for their respective subject areas. A variety of methods are used to acquire materials including: ebook packages, patron driven acquisition (PDA) ebook plans and individual book and ebook selection. Librarians use many evaluation tools and review publications to help find recommended academic content. Some of the publications used are: CHOICE, Publisher’s Weekly, College & Research Libraries and Library Journal among many others. Faculty and student feedback is preferred and encouraged. The purchasing, processing and cataloging of new material is handled by the library’s acquisitions staff and technical services department.

**Gifts:**

The Zahnow Library does accept some book and monetary gifts. For more information, including what will and will not be accepted, please refer to the library’s gift policy.

**Collecting Limitations:**

The following types of material are not collected: ¹

- Textbooks
- Books of collected articles (unless unavailable elsewhere)
- Archival and rare book materials (except those deemed highly important to SVSU curriculum or the library’s special collections)
- Spiral-Bound books
- Printed proceedings
- Non English-Language materials (unless relevant to language coursework)
- Extremely expensive material (unless circumstances dictate)
- Highly specialized works or publications in fields not taught at SVSU
- Outdated technological formats including VHS and CD-ROMs
- Self-published material

¹ Exceptions can be made on a case-by-case basis by the Library Director.

**Electronic Resources**

Zahnow Library acquires and subscribes to many products requiring online access. These products include subscription databases, indexes, reference sources, electronic books (ebooks) and electronic journals (ejournals). Most of these items require a site license, which states the product may be accessed on site (SVSU campus) and usually, remotely (off campus) through a login.

Electronic resources are (by far) the most expensive category of materials in the Zahnow Library budget. Purchasing options can vary from one time payments with ongoing maintenance fees, to ongoing annual subscriptions, or multi-year payments. Subscriptions historically increase over
time. Therefore, commitment to an electronic resource can be significant and requires intense consideration.

**Open Access:**

Zahnow Library supports alternative publishing initiatives and digitization projects that seek to make high quality titles affordable. This includes providing access to titles published as open access and the development of an online repository connecting some of our collections to the local community, to Michigan and to the world. More information on open access can be obtained from SPARC: [http://sparcopen.org/](http://sparcopen.org/)

**University Archives and Special Collections:**

The University Archives provides researchers the opportunity to examine primary and secondary source material related to the history of SVSU. The Special Collections at the Zahnow Library contain semi-unique materials that are mostly related to the state of Michigan and the Great Lakes Bay Region.

Some of the current Special Collections include: The Ken Follett Papers, The Michigan Historical Collection, The Flying Melzoras Collection, The Beatrice Roethke Papers as well as several others. To learn more about the University Archives and Special Collections please visit: [http://librarysubjectguides.svsu.edu/universityarchives](http://librarysubjectguides.svsu.edu/universityarchives)

University Archives and Special Collections cover three distinct areas:

- Material connected or related to the history of SVSU
- Unique or special material collected by the Zahnow Library (such as the Follett Papers)
- Closed or library use only materials. These items include rare² or highly valuable materials, university capstones, SVSU honors projects, thesis and more.

New material being added to the archives or special collections at SVSU must fit into one of those three categories, meet the collection development policy criteria and be approved by the Library Director before being added to the collection. Exceptions to this procedure are made for materials that are routinely added such as university publications.

² Rare material is defined by the *Concise Dictionary of Library and Information Science* as, “Any material that is old, scarce or difficult to locate in open or specialized markets… (p. 207).”

**Cooperative Collections and Resource Sharing:**

Like many libraries, SVSU’s Zahnow Library has a fixed budget and may not always be able to purchase a requested journal, book or database. The library is involved in several programs, services and initiatives that help provide access to additional materials that are not owned by the Zahnow Library. Interlibrary loan (ILL) provides access to journal articles and books that are not in our collection. SVSU participates in MelCat, a state-wide catalog service, allowing resource sharing of books among many Michigan libraries. The library also participates in group
purchases and subscriptions through the Midwest Collaborative for Library Services (MCLS). The Zahnow Library is part of the Michigan Shared Print Initiative (MI-SPI) program as well.

**Faculty Publications:**

The Zahnow Library will make every effort to collect the published works of current SVSU faculty and staff. This will be done through faculty donations and purchasing titles. Course related and out-of-print faculty titles may be kept in archives to help prevent damage and theft.

**Reserves:**

The library offers faculty both print and electronic course reserves. For more information and instructions about course reserves please visit the library guide dedicated for course reserves. (See: [http://librarysubjectguides.svsu.edu/reserves](http://librarysubjectguides.svsu.edu/reserves))

**Popular Reading:**

The library maintains a modest sized collection of popular reading materials. This includes: recent hardcover fiction, popular biographies, cookbooks and graphic novels. If you have a suggestion for this collection, please use the library’s online suggestion form. After a period of time these books are either withdrawn or added to the academic collection.

**Types of Material Formats:**

The library collects a variety of formats including but not limited to: print books, ebooks, electronic databases, online resources, streaming music and video, periodicals, CDs, and DVDs. The library will not collect outdated or hard-to-find formats (such as print indexes, VHS or CD-ROMs).

**Databases (including full text, abstract and indexes):**

Most periodical content, streaming videos and other online library material are accessed through subscription and purchased electronic databases. Electronic is the only acceptable format. The library does not collect print indexes or databases on disc.

Database recommendations from faculty are encouraged and the library will get product trials whenever possible to gather feedback. Every effort is made to avoid duplication and cost is always a primary decision-making factor. Selection, deselection, and ongoing evaluation of online databases are based on several criteria including: coverage, relevance to curriculum, total usage, price per use, full text coverage, interface design, annual price, ongoing costs, faculty feedback and licensing terms.

**Ebooks:**

Ebooks are an increasingly large part of the library’s book collection. The library has a wide variety of methods to get ebooks including leases, individual purchase, ebook packages and
patron driven acquisition (PDA) of ebooks. Many factors are used when deciding between print and electronic. These factors include: cost, preservation, space issues, demand, user preference, and location of the primary user.

Depending on the subject area and request, the library may get an ebook copy instead of a print copy. This is because ebooks tend to be obtained faster, easily searched, require no physical space and sometimes come with unlimited access. Electronic books should be considered when purchasing monographs for the collection including reference materials. Perpetual access to content (i.e., purchase) is preferred over leasing, especially for single title ebook acquisition. The exception to this is highly evolving fields such as: health or computer science where leasing an ebook or collection may be preferred.

**Out-of-Print Materials:**

Occasionally there is a need to obtain out of print items for the collection to fulfill a need or request. This may be the case with some retrospective purchasing or when trying to acquire a replacement copy. Online book seller sites or similar resources are used to purchase these items. The library may not always be able to get an item because it is unavailable or is too cost prohibitive to order.

**Paperbacks:**

Mass market paperbacks are not purchased for the general collection. For academic books the binding choice or format (hardcover, softcover or ebook) is left up to the discretion of the liaison librarian for that subject area. Softcover copies are recommended for print books that are less than 500 pages and may not receive high usage. The paperback version tends to be more affordable and allows the library to purchase additional items.

**Periodicals (Journals, Magazines, Newspapers, etc.):**

Electronic is the preferred format for individual and package serial subscriptions. Prior to acquisition, a diligent effort must be made to avoid exact duplication of holdings in other electronic packages. Other considerations are: cost, preservation, perpetual access, licensing, relevancy to the current curriculum and availability of usage statistics. Print journal titles will be purchased when a sufficient electronic equivalent is unavailable and the title is needed for curriculum support and funds are available.

**Multimedia:**

The Zahnow Library collects several types of multimedia including: DVDs, CDs and streaming media. If possible, streaming media is the preferred format for audio and video materials. Multimedia purchases must either support student research needs or SVSU curriculum. Book allocation funds can be used to purchase multimedia items as long as they are meeting the selection criteria in the collection development policy. Blu-Rays are not usually collected
because they cannot be universally played on some media players and laptops. All multimedia materials MUST be ADA complaint.

**Reference Materials:**

The reference collection contains both print and electronic materials. Electronic copies are considered when acquiring new reference materials including any multi-volume encyclopedias, large dictionaries or sets. The library makes every effort to make sure the reference collection is current, easily accessible and diverse.

**Microforms:**

The library does not typically collect microforms including microfiche. Print or electronic copies of items are preferred. Exceptions can be made if the material is unavailable in any other format.

**Foreign Language Materials:**

The library collects primarily English language materials. Foreign language materials will be acquired as needed in order to support the curriculum in the Department of Modern Foreign Languages and the English Language Program at SVSU.

**Deselection:**

**Assessment and weeding:**

Regular assessment and review is an extremely important piece of collection development. This helps maintain the integrity and relevancy of the collection. Part of this process includes creating and analyzing various statistical lists and physically inspecting the print books. The library will run an analysis approximately every three years to help identify areas of the collection that may need improvement.

The Zahnow Library uses enrollment data, course data, collection data, faculty feedback, MelCat and Interlibrary Loan requests and circulation statistics to help determine subject budgets and to evaluate how well the library is supporting different University departments. This data will also help determine gaps in the collection.

These collection assessment duties are handled by the Research and Collection Development Librarian and library administration in coordination with the liaison librarians. Librarians will communicate with relevant university departments and faculty when their subject areas are being reviewed so their input may be included whenever possible. The library will also take usage statistics, cost and feedback into consideration when renewing database subscriptions. The Electronic Resources Librarian will keep track of usage statistics and present recommendations to library administration.
Deselection Criteria:

The primary factors SVSU librarians use to gauge items for deselection are listed below. Please note that some of this criteria is subjective and varies greatly by discipline area.

- **Age and usage.** The library heavily analyzes material older than 10 years old, especially items with zero checkouts, for deselection. Some possible exceptions to this guideline:
  i. Titles that are deemed core works or by well-known authors in the field.
  ii. Subject field dictates otherwise
  iii. Historical, exceptional or local value of the item
  iv. Book is part of an active on-going series or volume
  v. Contractual arrangements
  vi. Relevance to the university or current curriculum

- **Books damaged beyond repair**
  i. This includes but is not limited to: books with heavy water damage, bug infestation, mold, missing pages, extremely loose binding, etc.

- **Books with factually incorrect information**

- **Loss of relevancy.** Books that no longer have a reasonable usefulness either for the SVSU library user or SVSU curriculum.

- **Redundant material.** Some examples include:
  i. Multiple copies of low use items (aka. Duplication)
  ii. Outdated editions
  iii. A large amount of newer material is already owned in that subject area

Once an area has been reviewed, the items that have been marked for deselection go through the weeding process. Circulation and technical services handle the withdraw of library materials. Withdrawn items will either be donated or discarded.

**Duplicates:**

Duplicates are discouraged; however, a request for a duplicate copy of an item will be considered on an individual basis. Purchase of additional copies of an item may be warranted when there is heavy usage of an item held by the library or if there is a special request to do so. A duplicate copy may be purchased to acquire an archival or special collection copy in addition to a circulating copy. An ebook copy may be considered if it is available.

**Replacements:**

Outdated editions, damaged copies and missing and billed items may sometimes get replaced. These decisions are left up to the discretion of the liaison librarians. This means the library will look for either an exact edition or newer edition to replace the old one if it is determined the book is worth replacing in the collection. (An ebook copy may be considered if it is available.) Worth is determined by demand, need or relevancy. If no exact or newer edition can be found the librarian may look for a similar item as a replacement.
References

