

**ROHRBACH LIBRARY**

KUTZTOWN UNIVERSITY OF PENNSYLVANIA

**COLLECTION DEVELOPMENT  
A POLICY DOCUMENT DRAFT**

PREPARED BY  
THE LIBRARY COLLECTION DEVELOPMENT COMMITTEE

FOR  
THE DEAN OF LIBRARY SERVICES  
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## **INTRODUCTION**

This update to the Rohrbach Library Collection Development Policy helps assure the library's best compatibility with the vision and mission of Kutztown University. It results from a committee review guided by an emphasis on ease in users discerning the library's wisdom and manner of selecting and collecting information and technology. Scholarship and research, excellence in academics, cultural diversity and enrichment, public engagement, and institutional identity, also inform the policy re-examination. With this document is a policy improved in confluence and utility that clarifies the construction of the library's various collections to benefit academic library service.

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**ROHRBACH LIBRARY**  
KUTZTOWN UNIVERSITY OF PENNSYLVANIA  
**COLLECTION DEVELOPMENT POLICY**

**Section I. THE LIBRARY MISSION**

Rohrbach Library's mission is to extend an ease of access to its integrated collection of quality academic information resources and professional services essential to advancing the instructional needs of the University's curriculum and the diverse campus community of users.

**Section II. PURPOSE OF THE COLLECTION DEVELOPMENT POLICY**

- II.A.** Internal: The collection development policy is an internal document to serve as a planning guide for developing the library's collection and to normalized and clarify the selection criteria used to build and maintain the collection. The collection development policy will be reviewed annually.
- II.B.** External: The collection development policy is an external communication document to communicate to the University the rationale for decisions that are made for collection development. Simultaneously, it may serve as a means for faculty, students and staff input to discussions, revisions, and improvements to the collection.

**Section III. GOAL OF THE COLLECTION**

- III.A.** The library will collect information resources in a variety of formats within sub-collections for user access that support Kutztown University curricula, its faculty, students and other members of the campus community.
- III.B.** The library will collect information resources while protecting intellectual freedom and proprietary rights, preventing censorship, and minimizing personal bias in the selection process.
- III.C.** The library will collect and maintain information resources conducive to cooperation among its system, region, and state and within a frame of international relevance.

**Section IV. SELECTION RESPONSIBILITY**

- IV.A.** Selection is the first and last step in maintaining an academically strong and diverse collection of information resources that reflect the rich learning, the history and the development of Kutztown University.
- IV.B.** Librarians have primary responsibility for selecting resources suited for building the collection to best augment the academic curriculum. (See *Appendix for Liaison Guidelines*) The faculty is especially encouraged to make recommendations based

upon their expertise in subject areas. Students are also strongly encouraged to make recommendations.

**IV.C.** Cooperative collection development: Agreements to participate with consortia members in collection development are made by the Dean of Library Services. Librarians recognize the significance of the library's ownership of a print information base strengthened by remote information resources. Access to it by itinerant university users must be preserved as the historic and the contemporary intellectual and cultural record.

**IV.D.** The availability or unavailability of space

**Section V. SELECTION CRITERIA**

**V.A.** The library's collections primarily support the learning and success of Kutztown University students and the research related to achieving that. When funds permit, the leisure needs of the campus and beyond are considered for collection purposes.

**V.B.** 'Collecting' refers to professionally surveying the universe of information resources (see Appendix for *Collection Appraisals/Analysis*) as suited to the library's stated collection purpose, reviewing, selecting, acquiring, organizing, and preserving (see Appendix for *Preserving Access*) those resources regardless of format and media in the appropriate library collection locations.

**V.C.** 'Collections' refer to the library's several distinct holding locations of selected like topics or formats and include the General and Reference Collections, Maps, Government Documents, Pennsylvania, Rental, Rand Bishop, Electronic Resources, Periodicals, the Curriculum Materials Center, the Audiovisual Center, Library Science, Theses, Archives, the collection of Dornish Children's Literature, and the Russian Collection.

**V.D.** The library's resources are broad in scope and include items of student interests, as they are provided with materials for cultural enrichment, social growth, recreation, and enjoyment

**V.E.** Due to limited resources, redundancy in collecting is kept to a minimum. When collecting for the university's archives, an archival copy and a circulating copy of each acquisition is purchased

**V.F.** The library's collections of resources are without a special collection per se

**V.G.** Collection items are broadly defined as formatted information of any medium that is made known and accessible to Rohrbach Library users typically by way of an electronically traceable bibliographic record

**V.H.** A Web site is considered a collection item and is included in the library holdings catalog when it is:

**V.H.1.** Germane to the curricula

**V.H.2.** Content-rich rather than merely a link or cursory information—should contain a large number of scholarly and primary source documents and/or images

but **V.H.3.** Written or published by an authoritative body or individual (generally not exclusively, “.edu,” “.gov,” and “.org”)

**Section VI. SELECTION GUIDELINES**

**VI.A** Selection of information resources is based on the educational goals of Kutztown University

**VI.B** Selection of information resources is made for a variety of formats to support the informational requirements of the curriculum and degree programs of the University.

**VI.C.** Determination for selecting resources in a particular format is the result of such factors as past practice within an existing collection such as the Audiovisual Center or the Electronic Resources collection, the importance of maintaining a ‘secure’ print resource, distant learning needs, and a variable cost factor.

**VI.D.** Final determinations for selecting resource formats are made by the Dean of Library Services.

**VI.E.** Selection supports a diverse collection that represents various viewpoints

**VI.F.** The collection includes appropriate supplemental information resources to satisfy student and faculty leisure reading interests.

**VI.G.** The library supports *The Library Bill of Rights* of the American Library Association and the *Code of Ethics of the American Library Association*

**Section VII. SELECTION PROCEDURES**

**VII.A.** In selecting library resources, librarians performing as liaisons to specific academic programs or as information specialists for a library unit evaluate available resources and curriculum needs and consult reputable, professionally prepared aids to selection and other appropriate sources.

**VII.B.** Requests, suggestions, and reactions to the purchase of library resources are gathered where appropriate. Recommendations are judged by the criteria outlined in this document and shall be accepted or rejected by those criteria.

- VII.C. Gift materials are judged by the criteria outlined in this document and shall be accepted or rejected by those criteria.
- VII.D. Selection is an ongoing process which includes the removal of materials no longer appropriate and the replacement of lost and worn materials still of educational value

**Section VIII. DE-SELECTION**

- VIII.A. The purpose of weeding the collection is to maintain a viable and credible collection appropriate to the academic curricula and degree programs at the university.
- VIII.B. De-selecting is ongoing and a special undertaking of each librarian liaison in concert with the Technical Services Librarian.
- VII.C. The criteria applied for re-cycling items include scant use, duplication, *obsolescence*, poor physical condition, superseded editions. Collected items are retained based on such criteria as historical insignificance, publication date, *memorial gift*, and interdisciplinary use.

**Section IX. GIFT POLICY**

- IX.A Rohrbach Library welcomes gifts of library materials donated to support the University curricula.
  - IX.A.1. In this document the term *Library materials* is synonymous with *materials, items, resources*
  - IX.A.2 *Library materials* includes print and non-print media, online resources, computers, printers, equipment for accessing resources, and realia
  - IX.A.3 Library materials includes items identified for public circulation, in-house use, and display
  
- IX.B. Only the Dean of Library Services, Coordinator of Technical Services, Collection Development Librarian or a designated representative is authorized to accept gift materials from a donor.
  - IX.B.1 Donors are expected to contribute gift materials to the Kutztown University Foundation, a not-for-profit foundation supporting the goals and objectives of Kutztown University.
  - IX.B.2 The Foundation in turn directs donated materials to the Library for disposition.
  - IX.B.3 Donors bringing gifts to a library service desk will be asked to contact the Collection Development Librarian, the Office of the Dean, or the Technical Services Librarian.
  - IX.B.4 The library is without responsibility for gifts accepted by anyone or in anyway other than those identified in this document.
- IX.C. Potential donors of library materials will be asked to complete a form provided by the Library listing the author, title, publisher, publication date, and condition of the material.

- IX.C.1 Upon receiving this form, the Dean of Library Services or the Dean of Library Services' designee will notify the donor which materials appear to be acceptable.
- IX.C.2 Pre-printed lists of items with bibliographic information can be attached to a form otherwise completed.

**IX.C.** The following guidelines will be provided for the potential donor to follow when determining which materials to list as potential gifts

- IX.C.1. Scholarly books in good condition without underlining or notes in the margin. Scholarly paperbacks are acceptable if the margins are wide, the paper good and the binding strong
- IX.C.2. The fiction of distinguished authors particularly sets
- IX.C.3. Very old books reflecting the cultural heritage of the area
- IX.C.4. Textbooks and laboratory manuals as a rule are not desirable
- IX.C.5. will be used at the discretion of the Library. Specifically, this means that items not required for the collections because of duplication or other reason may be placed with other libraries, sold for funds to be used to purchase other library materials, or otherwise disposed of as the Library deems appropriate.
- IX.C.6. No statement of evaluation will be given for gift materials. If requested, the Library will provide the donor with a copy of his/her list of suggested gifts indicating which have been considered acceptable to the Library.
- IX.C.7. At the donor's request, the Library will place gift plates in materials it accepts for its collection. The gift plate will read "A gift of (the donor)."
- IX.C.8. It is the responsibility of the donor to deliver gift materials to the Library.
- IX.C.9. Certain gifts, such as archival materials, special collections, and personal papers may require special arrangements as to their handling by the Library. Depending upon the significance and value of the gift, this may require a document written by the University's attorney to ensure for all parties that the gift is handled in accordance with the wishes of the donor and the capacities and resources of the Library.
- IX.C.10. The Library reserves the right to not accept gifts that requires exceptions to the gift policy, limitations, or exceptions to the Library's general practices.
- IX.C.11. It is the responsibility of the donor to pay for special expenses, such as handling and/or shelving required for gifts.

**Section X. ARCHIVES COLLECTION**

- X.A. Collection Description: The Kutztown University Archives is a collection of public documents, cultural objects, and artifacts chronicling the history and contributions of the students, faculty, administration, and staff of Kutztown University.
- X.B. Purpose: The Archives collection of the library will assemble the definitive collection of information and resources on Kutztown University.

**X.C.** Goal of the collection

To provide a foundation of primary source materials for research on the history of Kutztown University.

**X.D.** Selection Criteria and Guidelines

- X.D.1.** Materials must relate to or be produced by Kutztown University of Pennsylvania.
- X.D.2.** All materials must be available to the public.
- X.D.3.** Confidential or restricted materials are not acceptable additions to the KU Archives.
- X.D.4.** Included in the Archives collection is the Theses Special Collection. This is one copy of each Master's Thesis donated by the author. A second copy of each thesis is donated and cataloged for the Main Collection.
- X.D.5.** Included in the Archives collection is the University Authors Special Collection. This is a collection of monographs published by professors while they were employed at Kutztown University.

**X.E.** Selecting

The primary responsibility for collection building rests with the librarian designated the Kutztown University Archivist.

**X.F.** Collection Content

- Format: All formats
- Subject matter: Kutztown University
- User level: Adults. Collection is non-circulating.
- Foreign language materials: None

**X.G.** Gifts collections

Gifts are accepted through the KU Foundation, or through the approval of the Dean of Library Services. They are retained based on condition, duplication, cost of appropriate storage, and availability of appropriate environmental conditions.

**X.H.** Acquisition Procedures

Acquisition is through donation.

**X.I.** Retention

Two copies of each item are cataloged and maintained in the collections. For items of high use, such as the yearbooks, three copies are cataloged. Additional copies can be stored in Archives as they are donated, but they are not cataloged.

**Section XI. AUDIOVISUAL COLLECTION**

**XI.A. Collection Description**

The library's non-print collection, housed and maintained by AV Services, is developed to support the teaching and learning at Kutztown University. The collection, approximately 15,000 titles strong, contains both analog and digital formats along with the necessary hardware for viewing, listening and storage of this information.

**XI.B. Purpose**

To provide access to recorded knowledge and information consistent with present and future instructional, research and social needs of Kutztown University's faculty, students, and staff.

**XI.C. AV Collection Goals**

**XI.C.1.** Collected items support classroom teaching

**XI.C.2.** Collected items support student learning

**XI.C.3.** Collected items reflect current technologies

**XI.C.4.** Collected leisure items not associated with a curriculum, are added when resource permits

**XI.D. AV Collection Selection Responsibility**

**XI.D.1.** The AVC coordinator collaborates with teaching faculty locating quality, relevant titles that support classroom faculty instructional needs

**XI.D.2.** Department chairpersons ensure expenditures are equitable and confirm collected items support curriculum.

**XI.D.3.** To ensure collection balance the AVC coordinator will independently select titles designed to support a curriculum when necessary.

**XI.D.4.** The AVC coordinator will determine collection suitability for gifts and their alignment with the library's collection development gifts policy

**XI.E. AV Collection Non-Print Selection Criteria**

**XI.E.1.** Collected items support instruction

**XI.E.2.** Collected items support a department's curriculum

**XI.E.3.** Collected items have the potential to enhance student learning

**XI.E.4.** Collected items represent the best available format and quality for a particular learning environment.

**XI.F. Collection Content**

- Format: Analog and digital sound and visual instructional materials
- Subject matter: Reflects the curriculum
- User level: Pre-K through adult
- Foreign language materials: In support of the curriculum
- National Gallery of Art affiliate
- Gifts: suitable non-print materials are reviewed and accepted by the AV Services staff only. Gifts are added to the collection in keeping with the policies and procedures established by the KU Foundation as well as the non-print selection criteria outlined above.

**XI.G. AV Collection Selection Procedures**

- XI.G.1.** At the beginning of each school year each academic department is given an allocation in support of faculty teaching and student learning.
- XI.G.2.** Preview for purchase consideration, prior to purchase, is strongly encouraged and is offered as a support service by the AV staff.
- XI.G.3.** Throughout the school year a department is alerted to allocation balances and acquisition deadlines.
- XI.G.4.** When a department need exceeds their non-print allocation the department is given an option to utilize a portion of their print allocation.
- XI.G.5.** If both print and non-print allocations are exhausted the department is given the option to transfer department funds to the AV budget to support purchases.
- XI.G.6.** Departments sharing the cost of titles that are multidiscipline in nature are brokered by the AV Services coordinator
- XI.G.7.** All AVC acquisitions are routinely cataloged by Technical Services.
- XI.G.8.** All AVC acquisitions are maintained by AV Services
- XI.G.9.** Departmental non-print purchases not listed in the Library catalog are not supported by the library
- XI.G.10.** Individual faculty are responsible for the replacement of lost non-print items charged to them.

**XI.H. AV Collection Maintenance**

- XI.H.1.** An annual inventory is conducted to ensure physical quality and access of media collection
- XI.H.2.** An annual weeding program is conducted during the summer months to identify unused, outdated and/or deteriorated items.
- XI.H.3.** Viable titles are replaced in accordance with library resources and subject to availability.

**Section XII. CHILDREN’S LITERATURE COLLECTION**

**XII.A. General Collection Description**

Rohrbach Library’s children’s literature collection is located on the ground level of the library and is a library-funded and library-owned collection. The collection supports the curriculum of the University.

**XII.B. Statement of Purpose**

The primary purpose of the children’s literature collection is to support the teacher preparation programs offered at Kutztown University of Pennsylvania by providing a collection of children’s literature to use with coursework and field experiences. In addition, the collection strives to meet the recreational needs of those who use it.

**XII.C. Goals of the Collection**

**XII.C.1.** To collect children’s literature that supports the teacher preparation curricula

**XII.C.2.** To collect children’s literature that supports the curriculum for library science

**XII.D. Selection Guidelines**

**XII.D.1 Guidelines**

**XII.D.1.a.** The children’s literature collection covers a wide array of subject areas appropriate for PK-12 education

**XII.D.1.b.** The primary language for books in the children’s literature collection is English

**XII.D.1.c.** The collection should include a sampling of books in Spanish and other languages (or bilingual titles) to support ethnic groups as they relate to the PK-12 curriculum

**XII.D.1.d.** The children’s literature collection supports cultural diversity and efforts are made to select materials that promote respect for and appreciation of many cultures and the overall global community.

**XII.D.2 Audience**

Children’s literature is primarily used by education faculty, pre-service eachers, in-service teachers, personnel from local schools, and local patrons. However, any patron with a valid library/ID card can use and borrow materials that are not marked as non-circulating (such as the pop-up book collection).

**XII.D.3. Formats**

- XII.D.3.a.** The children’s literature collection collects titles of both fiction and non-fiction. Biographies, though non-fiction, are cataloged and shelved separately from the non-fiction titles.
- XII.D.3.b.** The children’s literature collection contains a small number of reference titles that are shelved separately
- XII.D.3.c.** Care is taken not to duplicate the efforts of other library departments or collections. (NOTE: Children’s literature that is a part of a kit, a part of a prepackaged reading program, or one that includes lessons or activities shall be placed in the Curriculum Materials Center.)
- XII.D.3.d.** Although it is not a format that is actively developed, the library owns a small number of children’s titles with accompanying audio tapes. Currently, these items are cataloged as Curriculum Materials Center items but are housed on top of the fiction shelves. If maintained, this group of titles will be reclassified to become a part of the children’s literature collection.

**XII.E.** Selection Criteria

- XII.E.1.** Priority will be given to materials which have received favorable reviews in professional literature or review sources. Selection tools, reviews, and standard guides should be used for guidance and input.
- XII.E.2.** Priority will be given to materials which support the College of Education curriculums at Kutztown University.
- XII.E.3.** Priority will be given to those titles which support literature connections to school subjects, and materials which are potentially useful in several subjects and grades will have higher priority over materials for which a low or specialized use is expected
- XII.E.4.** Consideration will be given to the current and long-term use of materials
- XII.E.5.** The following specific criteria will be considered (in no particular order)
  - XII.E.5.a.** Current holdings or weaknesses for a particular subject or reading level
  - XII.E.5.b.** A balanced point of view within the collection
  - XII.E.5.c.** Multicultural/diversity value
  - XII.E.5.d.** Demand
  - XII.E.5.e.** Cost
  - XII.E.5.f.** Currency
  - XII.E.5.g.** Quality (printing, production, manufacturing, construction, format, and/or presentation)
  - XII.E.5.h.** Relevance
  - XII.E.5.i.** Accuracy
  - XII.E.5.j.** Controversial nature / Bias

**XII.E.6.** Efforts shall be made to solicit input from faculty, students, and other users for collection development purposes

**XII.E.7.** Input from other children's literature collections and professional organizations should be considered

**XII.F.** Acquisition Procedures

Materials are selected by the CMC librarian and faculty in the College of Education from catalogs, review sources, personal experience, and online sources. The selections are given to the Technical Services Department to order and receive using appropriate library and university software and procedures.

**XII.G.** Evaluation

**XII.G.1.** The collection is evaluated biannually

**XII.G.2.** Changes in any university or library policies, procedures, and guidelines are considered

**XII.G.3.** Changes in the curriculum of the College of Education and related courses are considered

**XII.G.4.** Surveys are given biannually to ascertain if the collection is meeting the needs of the faculty and students in the College of Education

**Section XIII. CURRICULUM MATERIAL COLLECTION**

**XIII.A.** CMC Collection Description

The Curriculum Materials Center (CMC) at Kutztown University is located in and is part of Rohrbach Library. The CMC provides access to a wide range of educational materials produced for use with children from infancy through grade twelve. The collection emphasizes educational methods and approaches used in the United States. The collection is not intended to be comprehensive, but it does attempt to include representative examples of the newest materials in all subject areas. Emphasis is on teaching materials published in the last decade. Some older materials of historical value may be kept.

**XIII.B.** Statement of Purpose

The CMC supports the teacher preparation programs offered at Kutztown University of Pennsylvania by providing a collection of quality materials for grades PK-12 for inspection, evaluation, and use.

**XIII.C.** Goals of the Collection

**XIIIC.1** Maintain and collect PK-12 textbooks/teacher's editions with an emphasis on texts published within the last ten years and those texts adopted by local schools

**XIII.C.2.** Maintain and collect book and non-book educational materials other than texts which are appropriate for use in PK-12 classrooms.

**XIII.C.3.** Collect materials which are representative of current instructional standards and practices used in the United States.

**XIII.D.** Selection Guidelines

**XIII.D.1.** The CMC houses materials in a variety of formats including but not limited to books, textbooks, curriculum and course-of-study guides, audiovisual materials, multimedia kits, games, assessment tools, posters and charts, and educational software.

**XIII.D.2.** The CMC supports a wide array of subject areas with materials appropriate for PK-12 education. Adult basic education materials are collected when they are appropriate to the curriculum and the collection.

**XIII.D.3.** College level textbooks are not collected by or housed in the CMC.

**XIII.D.4.** The primary language of CMC material is English except in the case of ESL materials and those materials used to teach foreign languages.

**XIII.D.5.** CMC materials support cultural diversity and efforts are made to select materials that promote respect and appreciation for many cultures and the overall global community.

**XIII.E.** Audience

**XIII.E.1.** The CMC clientele is the same as the main library, and any patron with a valid library/ID card can use the materials. However, CMC materials are primarily used by and geared towards education faculty, pre-service teachers, in-service teachers and personnel from local schools, and homeschoolers.

**XIII.E.2.** Although the CMC contains materials suitable for children, it is part of an institution of higher education and, as such, is to be used by adults.

**XIII.E.3.** Patrons may come to the library and borrow those materials that are not marked as non-circulating. However, because we are a specialized collection that seeks primarily to support the Kutztown University teacher preparation curriculum, CMC materials are not available for borrowing through interlibrary loan.

**XIII.F.** Formats

**XIII.F.1.** Care is taken not to duplicate the efforts of other library departments or collections.

- XIII.F.1.a.** Children’s literature is housed in the Library Science Collection unless it is a part of a kit, a part of a CMC reading program, or a book that includes lessons or activities.
- XIII.F.1.b.** DVD’s, videos, software, and other audiovisual materials are housed in the CMC when they are directly applicable to the PK-12 audience. All other materials are placed in the Audiovisual Center’s collection.
  
- XIII.F.2.** The CMC houses education-related books for teachers that have practical classroom usage (ideas/activities, classroom applications, lessons, etc.). Books about educational research, theory, or history are placed into the Main Collection.
  
- XIII.F.3.** Periodical materials are house in the Periodicals Collection with the exception of AIMS Magazine. The current copy of this magazine is placed at the CMC’s circulation desk. Once all issues of a given volume are received, they are sent to be bound and then shelved with CMC reserve/reference materials. AIMS Magazine does not circulate.
  
- XIII.F.4.** Textbooks
  - XIII.F.4.a** PK-12 textbooks in all curricular subjects may be selected to be a part of the CMC collection
  - XIII.F.4.b.** The CMC tries to obtain texts adopted by local schools more comprehensively, while other examples of texts are selected to compliment the collection
  - XIII.F.4.c.** Emphasis will be on materials published within the last decade
  
- XIII.F.5.** Curriculum Guides
  - XIII.F.5.a.** PK-12 curriculum guides from local, state, or national schools may be collected selectively, with a preference to those that are local
  - XIII.F.5.b.** Curriculum guides will be cataloged and placed in their own filing system in the kit area
  - XIII.E.5.c.** Efforts will be made to keep these guides updated as schools change their curriculums
  - XIII.F.5.d.** Outdated guides will be weeded if no updated replacement is obtained from the school
  
- XIII.F.6.** Reference books
  - XIII.F.6.a.** Most education-related reference books are added to the Reference Collection
  - XIII.F.6.b.** CMC reference books include:
    - El-Hi Textbooks & Serials in Print



**XIII.G.5.** The following specific criteria will be considered (in no particular order):

- XIII.G.5.a.** Current holdings or weaknesses for a particular subject, level, or type of material
- XIII.G.5.b.** A balanced point of view within the collection
- XIII.G.5.c.** Multicultural/diversity value
- XIII.G.5.d.** Demand
- XIII.G.5.e.** Cost
- XIII.G.5.f.** Currency
- XIII.G.5.g.** Quality (printing, production, manufacturing, construction, format, and/or presentation)
- XIII.G.5.h.** Relevance
- XIII.G.5.i.** Authoritativeness (reputation or significance of the author or publisher)
- XIII.G.5.j.** Organization / Ease of use
- XIII.G.5.k.** Academic level
- XIII.G.5.l.** Accuracy
- XIII.G.5.m.** Controversial nature / Bias

**XIII.G.6** Efforts shall be made to solicit input from faculty, students, and other users for collection development purposes

**XIII.G.7.** Input from other curriculum collections and professional organizations should be considered

### **XIII.H. General Guidelines**

**XIII.H.1.** The CMC follows all policies and procedures set forth by Kutztown University of Pa. and the Pennsylvania State System of Higher Education.

**XIII.H.2.** The CMC's collection development policy supports Rohrbach Library policies and procedures and the Rohrbach Library mission.

**XIII.H.3.** The CMC supports the philosophies put forth in the following documents:

- XIII.H.3.a.** The American Library Association's (ALA)
  - *Library Bill of Rights* and related documents
  - *Freedom to Read Statement*
  - *Code of Ethics*
- XIII.H.3.b.** The American Association of University Professor's *Academic Bill of Rights*
- XIII.H.3.c.** The National Council of Teachers of English's *Student's Right to Read* statement

**XIII.H.4.** The CMC also follows the *Guidelines for Curriculum Materials Centers* approved by the Association of College and Research Libraries and ALA.

**XIII.I.** Acquisition Procedures

Materials are selected by the CMC librarian from catalogs or online sources. The selections are given to the CMC Technician to order and receive using appropriate library and university software and procedures. All items received are entered into a Microsoft Access database for future reports. Materials are then sent to Technical Services for processing and cataloging.

**XIII.J.** Retention

**XIII.J.1.** Evaluation

**XIII.J.1.a.**

The collection should be evaluated on a regular basis

- Consideration should be given to changes in any university or library policies and procedures
- Consideration should be given to changes in the curriculum of the College of Education and related courses
- Faculty and students in the College of Education should be surveyed on a regular basis to see if the collection is meeting their needs or perceived needs
- The Dean of Library Services should be involved the evaluation process as is needed

**XIII.J.1.b.**

The CMC's Collection Development Policy should be evaluated on a regular basis

**XIII.J.2.** Weeding – the removal of materials from the collection by the librarian

**XIII.J.2.a.** Textbooks

- All textbooks and teacher's editions over 10 years old will be routinely weeded
- Items may be kept for longer periods if they are routinely used for a particular course or have particular value to the collection
- Items may be weeded sooner if updates are received or if Textbooks may also be weeded based on physical condition

**XIII.J.2.b.**

Other material: Other CMC material will be weeded by the librarian using the following criteria:

- Physical condition
- Poor content (poorly written, outdated information, superseded knowledge, inaccurate information)
- Outdated medium

- Unneeded duplicate copies
- More current edition available or owned – remove when a newer edition is owned and the old one is no longer needed or when other newer titles in the collection make it obsolete or unneeded
- Usage – remove when usage indicates that it has not been used in the previous five to ten years

**XIII.J.2.c.** Other considerations:

- Whenever possible, efforts should be made to work with College of Education faculty or course professors to weed materials related to their courses or subject areas.
- Larger weeding efforts which will result in several carts of materials should be coordinated with the Coordinator of Technical Services in order to ensure timely processing of withdrawals.
- Once materials are pulled from the CMC shelves, the materials are to be sent to the appropriate person in Technical Services for withdrawal from the library system and to be discarded. The CMC no longer processes its own withdrawals.

**XIII.J.3.** Replacements

**XIII.J.3.a** Consideration should be given to replacing items lost from the collection

**XIII.J.3.b.** Replacements may be sought for items that have been discarded because of physical condition that are still of use to the collection. Consideration should be made as to the usage of such an item, its age, and any pending revised or newer editions that may be in the works.

**Section XIV. ELECTRONIC RESOURCES COLLECTION**

**XIV.A.** Electronic Resources Collection Description

For the purpose of library collection development, "electronic resources" are defined as information resources that require computer access. Examples include but are not limited to:

- XIV.A.1** Journal aggregators
- XIV.A.2** Reference databases
- XIV.A.3.** Multimedia files
- XIV.A.4.** E-book collections
- XIV.A.5.** Digital archives

**XIV.B.** Statement of Purpose

The Library collects electronic resources to support the educational, instructional, and research needs of Kutztown University students and faculty. Electronic resources are an established, important, and popular format for providing

information resources to the Kutztown University academic community. The library will strive to meet the increasing demand for virtual access to information resources without sacrificing effective and efficient access to its credible repository of historic and contemporary recorded information. The Library is committed to advance the mission of the University by developing and maintaining a dynamic collection of electronic resources in multiple formats.

**XIV.C.** Goal of the collection

- XIV.C.1** To collect high quality electronic resources that support the educational and instructional needs of Kutztown University students and faculty
- XIV.C.2.** To provide consistent 24/7 access to electronic resources both to on-campus and distance users

**XIV.D.** Selection Criteria and Guidelines

- XIV.D.1** The library liaisons in concert with departmental liaisons recommend new databases for purchase. These recommendations are then reviewed by the electronic resources committee. This group is charged with making cost-effective and balanced purchase decisions based on curricular and institutional needs.
- XIV.D.2.** The Library will pursue partnerships in cooperative acquisitions and cost-sharing including consortia such as, but not limited to, the PASSHE Electronic Resources Committee (ERC), the Keystone Library Network (KLN), Pennsylvania Library Network (PALINET), and Pennsylvania Academic Library Consortium, Inc (PALCI).
- XIV.D.3.** The following priority factors are taken into consideration when making purchasing decisions:
  - XIV.D.3.a.** Does the resource support the overall university curriculum or a specific discipline?
  - XIV.D.3.b.** Is the resource needed to meet an accreditation mandate or requirement?
  - XIV.D.3.c.** Does the resource support a new program?

**XIV.E.** General Criteria

- XIV.E.1.** The content of the electronic resource must fit within the established parameters of the Rohrbach Library's collection development policy.
- XIV.E.2.** The electronic resource will provide sufficient added value over other formats.
- XIV.E.3.** The electronic resource provides unique full-text content with only a minimal overlap with electronic resources already purchased by the Library.

- XIV.E.4.** The search interface must be flexible, user-friendly and provide the ability to print, save, and email results and/or articles.
- XIV.E.5.** Access to the electronic resource must meet these criteria whenever possible:
- Delivery via the Web
  - Reliable access both on-campus and off-campus.
  - Authentication by IP address (rather than passwords or logins)
  - Compatibility with the KLN HUB's existing proxy server and software
  - Provide access 24 hours a day, 7 days a week.
- XIV.E.6.** Preference is given to electronic resources that provide full-text content over those that provide indexing and abstracting only.
- XIV.E.7.** The library will purchase complete backfiles and digital archives that provide perpetual access whenever possible.

**XIV.F.** Format Preferences

- XIV.F.1.** The Library prefers web delivery of periodic information over other formats unless the cost differential between formats is significant.
- XIV.F.2.** The electronic resource uses an interface that is already familiar to the Kutztown University community (such as EBSCO, ProQuest, or CSA).
- XIV.F.3.** The electronic resource is compatible with both PC and Mac platforms.
- XIV.F.4.** Purchasing electronic and print versions of a resource is discouraged unless there are overriding and compelling reasons for multiple formats
- XIV.F.5.** When it is in the best interest of library users, print formats already in the collection may be retained once an electronic version is purchased

**XIII.G.** Decision-making Process

- XIV.G.1.** Liaison librarians make recommendations to purchase new electronic resources to the electronic resources librarian throughout the year.
- XIV.G.2.** Requests are reviewed each semester at a meeting of the Electronic Resources Committee.
- XIV.G.3.** The Electronic Resources Committee reviews recommendations in accordance with the guidelines set forth in this policy and the library's collection development policy prioritizes the recommendations.
- XIV.G.4.** The Electronic Resources Librarian will request pricing and trial access for priority recommendations.
- XIV.G.5.** In consultation with faculty, liaisons, appropriate library staff and others (e.g., students), the electronic resources librarian will gather feedback and report to the Electronic Resources Committee.

- XIV.G.6. Based on cost, perceived need, usage, and the degree to which the electronic resource meets the selection criteria, the committee will: 1) decide whether or not to recommend acquisition and 2) if a decision to acquire is made, prioritize its purchase in relation to other electronic resources requested within budgetary constraints.
- XIV.G.7. Influence from vendors to purchase electronic resources within a timeframe that provides discounted costs is carefully considered though without obligation.

**XIV.H. Timeline**

- XIV.H.1. April 15 – Recommendations for databases due to chair of electronic resources committee from Liaisons
- XIV.H.2. May 15 – Purchase recommendations due to Dean from electronic resources committee
- XIV.H.3. Fall semester – New databases purchased and access provided on library’s web site.

**XIV.I. Review of Electronic Resources for Cancellation—a subscription to a product may be cancelled if:**

- XIV.I.1 Usage statistics are consistently low over a significant period of time.
- XIV.I.2. The product is no longer cost-effective
- XIV.I.3. The content provided is no longer meeting the needs of Kutztown University users.
- XIV.I.4. A competitive or better product becomes available.
- XIV.I.5. The vendor fails to hold up their end of the agreement and/or provides poor service.
- XIV.I.6. A product’s price inflates such that it no longer considered affordable.
- XIV.I.7. The product’s content is found to duplicate content in another database.
- XIV.I.8. A new vendor can deliver a superior product, including a more user-friendly search interface, providing greater and more reliable access at a reasonable cost, or meet other key criteria not being met by current database provider.

**Section XV. FLOYD W. BOYER MEMORIAL COLLECTION**

**XV.A. Collection Description**

The Floyd W. Boyer Memorial Fund collection consists of books and media purchased with the income generated by a memorial endowment fund created by the family of Floyd W. Boyer, an alumnus and member of the education faculty from 1967-1970. The fund is administered by the Kutztown University Foundation. More than 330 titles presently in the library’s collections are gifts of the Boyer Fund.

**XV.B. Statement of Purpose**

The library collects materials to support the university's curricular and research needs. The Boyer Fund supports the purchase of materials for the university's programs in teacher education.

**XV.C. Goal of the Collection**

The goal of the fund is to supplement the library's financial resources to help ensure that teacher candidates have access to high quality materials in their chosen field of study.

**XV.D. Selection Criteria and Guidelines**

**XV.D.1. Selection**

According to the terms of the endowment, members of the faculty of the College of Education select the materials to be purchased with Boyer Fund monies. The Dean of the College of Education allocates a portion of the annual fund income to each department in the college.

**XV.D.2. Collection Content**

The materials chosen by the faculty of the College of Education address both educational theory and practice. Although most Boyer Fund titles are books, various non-print formats are also represented. Professional materials predominate but the collection also contains some juvenile literature. While foreign language materials are not excluded from purchase, the collection is entirely in the English language.

**XV.D.3. Acquisition Procedures**

Each year, requested titles from the College of Education are submitted to the acquisitions staff of Technical Services which executes all purchases. In most cases, invoices are submitted to the Foundation for payment.

**XV.E. Retention**

Like all memorial items in the library collection, Boyer Fund collection items are permanently retained. They are only withdrawn from circulation if lost, damaged beyond repair, or, in the case of media items, are in formats that become obsolete.

**XV.F. Other**

Boyer Fund materials are identified by a custom-designed gift plate attached to each item. A local note in the library catalog also identifies titles purchased through the Boyer Fund. Titles are shelved in several of the library's format and special collections but reside primarily in the main, Curriculum Materials Center and Library Science collections.

**Section XVI. GOVERNMENT DOCUMENTS**

## **Section XVII. MAIN COLLECTION**

### **XVII.A. General Collection Description**

The Kutztown University Main Collection is the primary circulating collection of library materials. The collection encompasses all disciplines and contains materials that support the curricula and research of the Kutztown University community. It consists principally of materials that circulate to the patrons of the library.

### **XVII.B. Statement of Purpose**

To provide library materials to support the educational, pedagogical, research needs of students, faculty, and other members of the Kutztown University community.

### **XVII.C. Goal of the collection**

To provide an impartial, authoritative, multidisciplinary foundation of library materials needed to support the teaching, learning and research of the Kutztown University community.

### **XVII.D. Selection Criteria and Guidelines**

**XVII.D.1.** Materials selected for inclusion in the Main Collection will support the curricular needs and research interests of the Kutztown University community.

**XVII.D.2.** When recommending materials, determining factors may include, but are not limited to:

- the item is already in the Main Collection
- relevance to the curricula
- relevance to research being done at KU
- balance within the library collection
- diversity within the library collection
- anticipated use
- cost
- most economical and efficient format
- authority of the author in the discipline
- guidelines of accrediting bodies within each academic program

**XVII.D.3.** Selection

**XVII.D.3.a.** The primary responsibility for the overall development of the Main Collection rests with the Collection Development librarian in collaboration with librarian liaisons and the Dean of Library Services

- XVII.D.3.c.** Librarians assume the responsibility for selection of resources for the Main Collection within their specific liaison areas.
- XVII.D.3.c.** Departmental liaisons are the primary source for recommendations that support specific courses and research interests from within their respective departments.
- XVII.D.3.d.** Students and other patrons are likewise encouraged to suggest titles for purchase.

**XVII.E.** Collection Content

- Format: Primarily print format
- Subject matter: All disciplines within the curricula of the University
- User level: Adults.
- Non-English language materials: Materials in various languages are available in the Main Collection. Materials in non-English languages are primarily languages that currently, or in the past, were part of the KU curriculum.
- Gifts: Gifts are accepted in accordance with the Gift Policy, Section IX, of this document

**XVII.F.** Acquisition Procedures:

- XVII.F.1.** Requests for purchase from librarians or faculty are submitted to the Technical Services Department for purchasing. The purchase of materials is based upon the availability of funds. The Collection Development Librarian shall resolve questions regarding these recommendations.
- XVII.F.2.** The Collection Development librarian reviews recommendations from students and others outside the immediate Kutztown University community.
- XVII.F.3.** Retention:  
The Library makes every effort to retain items in the Main Collection whenever possible. Limited space for storage of Main Collection materials restricts retention. The current Weeding Policy of the Rohrbach Library governs retention and deselection of Main Collection materials.

**Section XVIII. MAPS COLLECTION**

**XVIII.A.** Description

The library's map collection, is the largest in the Pennsylvania State System of Higher Education. It provides world-wide map coverage with an emphasis on Pennsylvania and the United States and includes general maps, U.S. Geological Survey topographic maps, aerial photographs and satellite imagery, historic map

reproductions, plastic raised relief models, Braille maps and atlases, and CD-ROMs. The map collection contains the complete set of Sanborn Fire Insurance Maps of Pennsylvania on microfilm; digital access to the Pennsylvania Sanborn maps is also available.

**XVIII.B. Statement of Purpose**

The purpose of the map collection is to provide maps, air photos, and remote sensing imagery to support the academic programs of Kutztown University. Map programs accessible via CD-ROM are purchased and installed on the public access Map Computer.

**XVIII.C. Goals**

To provide Rohrbach Library patrons with the cartographic materials that supports the KU academic curriculum as well as other scholarly pursuits. The Map Collection is available to all library patrons; the primary users are students in geography and geology, followed by those persons needing Pennsylvania state topographic quadrangles.

**XVIII.D. Selection Criteria and Guidelines**

**XVIII.D.1. Selection**

**XVIII.D.1.a.** Will include representative samples of air photos and satellite imagery as developed through modern research;

**XVIII.D.1.b.** Will include maps received on deposit as a Superintendent of Documents Selective Housing Location of Dickinson School of Law

**XVIII.D.1.c.** Will include other thematic maps as deemed necessary by additions to or changes in the University curricula

**XVIII.D.1.d.** Will include all maps pertinent to university instruction and research, and maintain them in such quantities as to enable their timely and consistent use for teaching and research;

**XVIII.D.1.e** Will include representative samples of new types of maps as developed through cartographic research.

**XVIII.D.1.f** Will include other thematic maps of the United States as a whole

**XVIII.D.2. Guidelines**

- XVIII.D.2.A** In-depth coverage of Berks County will be maintained through the acquisition of all available base, topographic, and thematic maps;
- XVIII.D.2.b.** In-depth coverage of Pennsylvania will be maintained through the acquisition of maps representing various scales, projections, subjects, and formats;
- XVIII.D.2.c.** Up-to-date topographic map coverage for Pennsylvania will be maintained at a scale of 1:24,000 and the United States and the remainder of the world at scales of 1:250,000 and 1:1,000,000;
- XVIII.D.2.d.** Complete highway map coverage will be maintained for the individual states of the United States, the individual provinces of Canada, and major cities in both countries;
- XVIII.D.2.e.** General, up-to-date map coverage of the world and its various political elements will be maintained
- XVIII.D.2.F.** In-depth coverage of world-wide urban areas through the acquisition of historic city plans and modern street maps will be maintained

**XVIII.E.** Acquisitions

The map librarian acquires new materials for the collection through commercial online websites and print catalogs. Purchase suggestions are also received by the library on a regular basis. . Government Depository maps are automatically acquired

**XVIII.F.** Retention

Maps are retained until they are damaged beyond repair or are deemed obsolete. Government Depository maps remain in the collection permanently.

**Section XIX. PENNSYLVANIA COLLECTION**

**XIX.A.** General Collection Description

The Pennsylvania Collection consists of books purchased or received as gifts that pertain to the Commonwealth of Pennsylvania as a whole or to a region within the Commonwealth.

**XIX.B.** Statement of Purpose

The library collects materials to support the information needs of the university and the wider **academic** community.

**XIX.C.** Goal of the Collection

The goal of the collection is to provide all library patrons with information on the Commonwealth of Pennsylvania and its regions, with particular focus on Berks, Lehigh, Lancaster, and other surrounding counties, and on historical and living persons and organizations associated with the commonwealth.

**XIX.D.** Selection Criteria and Guidelines

The Pennsylvania Collection is without a formal selection process and without one individual or group of individuals charged with selecting items for the collection. Requests for titles come from library faculty and staff, department faculty, and others within the university. Financial constraints limit selection. The selection of titles containing very specialized subject matter are generally limited to those pertaining to the commonwealth as a whole or to Berks County and the immediate geographic region. The selection of titles pertaining to other regions of the commonwealth tend to contain more general subject matter.

**XIX.E.** Collection Content

- XIX.E.1.** Most titles have historical, genealogical, ethnic, or biographical content but the collection encompasses all subject matter.
- XIX.E.2.** Publications of local and regional governments, planning commissions, and other agencies as well as literature with Pennsylvania settings or literature written by authors with connections to Pennsylvania are also well-represented in the collection.
- XIX.E.3.** Titles are primarily written for general audiences. While titles are predominantly in the English language, a small number of titles have portions of text in the Pennsylvania German dialect.
- XIX.E.4.** The Pennsylvania collection consists exclusively of books. (See information under Other)
- XIX.E.5.** The library welcomes gifts of books related to Pennsylvania and especially to Berks, Lehigh, Lancaster, and the surrounding counties. Because of high levels of use, titles that duplicate current collection items are equally as welcome as titles new to the library collection.

**XIX.F.** Acquisition Procedures

Requests for titles obtained for the Pennsylvania Collection are directed to the acquisitions staff of the Technical Services area and purchased as part of the library's general procurement process. When financially feasible, two copies of titles of local interest are purchased since many of these titles are only in print for a short time. The second copy is shelved in the Rare Book collection to protect it from theft.

**XIX.G. Retention**

Pennsylvania Collection items are permanently retained. They are generally only withdrawn from circulation if lost. Books that have become brittle due to age or which are damaged in a way that makes them unsuitable for general circulation may be transferred to the Rare Book collection rather than be withdrawn if the content is deemed to be of special value.

**XIX.H. Other**

The Pennsylvania Collection was originally a separate location in the library. During the 1980's as space for shelving grew increasingly tight, the Pennsylvania Collection was integrated with the main collection although the titles continued to carry the location designation of 'Penna' on the book labels and in the library catalog. It is the Pennsylvania Collection's origin as a library location which limits it to being a collection of books since other formats, or even print titles such as Pennsylvania government documents, could not be shelved in a location defined as exclusively for print. The Pennsylvania Collection, therefore, encompasses only a portion of the titles pertaining to Pennsylvania that the library owns and, in fact, significant numbers of titles relating to Pennsylvania are included in the Reference, Pennsylvania Documents, Curriculum Materials Center, Library Science, Maps, and Audiovisual Center collections.

**Section XX. PERIODICALS COLLECTION, PRINT AND MICROFORM**

**XX.A. Purpose**

**XX.A.1.** This section is intended to work in conjunction with and subordinately to the Rohrbach Library Collection Development Policy.

**XX.A.2.** This section specifically refers to periodicals in a tangible format (e.g. print or microfilm) and individual electronic journal subscriptions. For journals covered in an electronic format or in an aggregator (e.g. Ebscohost) refer to the library's Electronic Resources policy.

**XX.A.3.** This policy acknowledges the need to develop the periodicals collection, but pays special attention to the nature and restrictions of this kind of material.

**XX.B. Philosophy**

Periodicals in print formats represent a long-term commitment. They are costly to acquire, process, house and physically maintain. Therefore, careful consideration needs to be made when adding new subscriptions or reviewing current holdings.

**XX.C.** Description

A periodical is defined here as a journal, magazine, newsletter, or newspaper. Periodicals are intended to support mainly the curriculum, degree programs, and specifically stated accreditation needs.

**XX.D.** Selection Guidelines

The guidelines of the Rohrbach Library Collection Development Policy are applied to any periodicals acquisitions made. In addition, the following criteria are used:

- XX.D.1.** No more than one paper subscription of any title will be purchased.
- XX.D.2.** Newspapers are selected to provide generalized local, regional, national, and international coverage, and on the basis of both their geographic location as well as the documented quality of their journalism.
- XX.D.3.** All titles that are collected will be evaluated on a periodic basis in order to ensure that current needs are being met.  
4. Subscriptions offered as gifts will be subject to the same criteria as any other gift or subscription. The electronic title is preferred for purchase.
- XX.D.4.** Electronic titles will supersede print titles unless the print title contains significant visual content. Periodicals rich in visual content will be maintained in print format even if the library subscribes to the title in electronic format
  - xx.d.4.a.** The library will retain print periodicals where a significant portion of the content is available in a visually useful format. This includes but is not limited to art work, photographs, illustrations, charts, graphs, cartoons. Examples of periodicals rich in visually useful content include art journals, Rolling Stone, The Smithsonian, and National Geographic.
  - XX.D.4.b.** Print periodicals available in electronic format that meet the following criteria when funds permit will be also retained in print format:
    - The electronic format is limited to html or html with graphics.
    - Comprehension, understanding, or enjoyment is diminished in electronic form.
    - The visual content is not conducive to electronic display.
    - Periodicals previously cancelled that meet this criteria will be considered for re-ordered.

- XX.D.4.c. Recommendations will be made by the Periodicals Librarian in consultation with the Collection Development Committee and the Dean of Library Services as to which periodicals to retain and/or re-subscribe to in print format.

**XX.E. Selection Criteria**

The same criteria that are applied when making selections for any resource for the library collection will be used for periodicals acquisitions. Since even a relatively inexpensive journal title represents a continuing and growing expense, titles are added very selectively. All selection decisions are reviewed by the Collection Development Committee in consultation with the Dean of Library Services. Though not limited to these elements, the following list will be used:

- XX.E.1. Coverage of title by indexing/abstracting services owned by the library
- XX.E.2. Cost of the subscription relative to value of/need for title.
- XX.E.3. Electronic format is preferred over print unless the print title contains significant visual content.
- XX.E.4. Continued archival availability of electronic formats.
- XIX.E.5. Relationship to other periodicals in collection
- XIX.E.6. Demand for title as determined by interlibrary loan requests.
- XIX.E.7. Need in reference work
- XIX.E.8. Appropriate level of specialization
- XX.E.9. Quality and reputation of the periodical
- XX.E.10. Uniqueness of the information found in the journal
- XX.E.11. Requests from departments take priority over individual faculty requests.

**XX.F. Retention**

Retention decisions for back files of periodical titles are made on a case by case basis, and include the following criteria:

- XX.F.1. Full text coverage in our subscription databases
- XX.F.2. Relevance to the research needs of the faculty and students.
- XX.F.3. Storage space considerations.
- XX.F.4. The library only owns fragments of a title and the cost of replacement/microfiche is not justified.
- XX.F.5. The subscription has ceased publication and has no apparent current value.
- XX.F.6. The subscription has ceased publication and the related programs have been eliminated from the curriculum.
- XX.F.7. The title has been replaced by reliable electronic access i.e. the library owns perpetual rights to the title and the physical presence is no longer necessary.

**XX.G.** Archiving of newspapers

The preferred format for archiving of newspapers is electronic when this option is available. This option will be chosen if it does not represent a significant cost difference between microfilm and electronic and resources permit funding."

**Section XXI. RAND BISHOP COLLECTION**

**XXI.A.** General Collection Description

The Rand Bishop collection of Africana is just over nine hundred titles classified for the main book collection and identified by a collection bookplate. The texts are part of the library of Rand A. Bishop, Ph.D., professor, Fulbright Scholar Alumni, literary writer and critic and U.S. Information Officer. Acquired in 2002, the collection represents prose, drama, literary criticism, political and cultural writings of renowned authors of various African countries and the Diaspora communities.

**XXI.B.** Statement of Purpose

The Bishop Africana collection brings together titles significant to and representative of Africa's decolonization from Europe.

**XXI.C.** Goal of the Collection

The library provides open access to a wealth of written descriptions about a momentous period in modern history from many perspectives.

**XXI.D.** Selection Criteria and Guidelines

The collection is fixed (see *Retention* in this section)

**XXI.E.** Collection Content

- Format: print
- Subject Matter: general culture, literature, history, and politics of countries in Africa
- User Level: adult
- Foreign Language Materials: none
- Gift collections: inapplicable

**XXI.F.** Acquisition Procedures

The collection was a one-time acquisition.

**XXI.F.** Retention

Retention is indefinite or ongoing until an item's physical condition requires removal. Replacements can be made as need requires and availability permits.

**Section XXII. REFERENCE COLLECTION**

## **Section XXIII. RENTAL BOOKS COLLECTION**

### **XXIII.A. Collection Description**

The Rental Collection is a collection of popular fiction and non-fiction books.

### **XXIII.B. Statement of Purpose**

While the library primarily collects materials to support the curricular, research, and information needs of the university and the wider community, the purpose of the rental collection is to provide recreational reading to the library's patrons.

### **XXIII.C. Goal of the Collection**

The goal of the Rental Collection is to satisfy the recreational reading needs of the library's patrons at the least possible financial and physical costs. The annual rental fee is significantly less than the aggregate retail price of the titles received. Books that have reached the limits of their popularity and no longer circulate can be returned to the vendor rather than occupy some of the library's finite shelf space.

### **XXIII.D. Selection Criteria and Guidelines**

The library receives regular shipments of fiction and non-fiction books that appear on the best seller lists of the *New York Times*, *Washington Post*, and other prominent publications. The vendor also provides lists of well-selling popular titles that the library can elect to receive. The Monographs Technician in the Technical Services area administers the plan based on her/his knowledge of popular literature and through consultation with others.

### **XXIII.E. Collection Content**

The collection reflects the reading interests of the general American public. It contains all popular genres of adult fiction and popular adult non-fiction. The collection consists of all books, including some large-print titles.

### **XXIII.F. Acquisition Procedures**

The library pays an annual rental fee charged to a special library fund. The annual fee determines how many books the library may have at any given time.

### **XXIII.F. Retention**

Books generally are retained until they have gone six months without circulating or until they are damaged to the extent that they can no longer be circulated. Books withdrawn from the Rental Collection are returned to the vendor and removed from the library's inventory.

**XXIII.F. Other**

In the event that books included in the Rental Collection are requested for purchase for the permanent collections, the library purchases the volumes in the Rental Collection at costs far below normal retail prices. The books are then reclassified and shelved in one of the library's permanent collections.

**Section XXIV. RUSSIAN COLLECTION**

**XXIV.A. Collection Description**

The original Russian Collection began with the purchase in 1977 of a Slavic (mostly Russian language) collection (960 titles) from Scholarly Publications Center, Stroudsburg, Pennsylvania. A Russian Culture Center of the Library's notable collection of Russian books, journals and realia (the 24 Russian and Greek icons from the R. Williamson Collection) was established. By 1988, most of the collection was catalogued with *Russian* becoming a part of the call number as a holding library (KZSR). The project apparently was in harmony with the State System of Higher Education's desire for each System school to become the 'go-to' location for a different foreign language collection.

The Russian Collection is currently closed as a holding library collection. After a major withdrawal of Russian collection titles, those still having a spine notation of *Russian* are dispersed throughout the library's main book collection. The books remaining from a 1996 title count for the collection of 2235 comprise currently xxx titles—generally Russian literature and biographies in English and Russian languages.

**Section XXV. SPECIAL COLLECTIONS**

**XXV.A. Collection Description:**

The Special Collections of the Rohrbach Library consist of the Dornish Collection of Children's Literature, the Rare Book Collection, and the Skaist Hummel Collection.

**XXV.B. Statement of Purpose:**

The purpose of the Special Collections is to catalog and preserve unique rare or fragile items, or collections donated to the University.

**XXV.C. Goal of the collection:**

**XXV.C.1.** To preserve and conserve the materials in the Special Collections

**XXV.C.2.** To provide access to the materials in these collections to researchers in the KU Community and beyond

**XXV.D.** Selection Criteria and Guidelines:

**XXV.D.1.** Special collections are accepted through the KU Foundation, or through the approval of the Dean of Library Services. Acceptance of Special Collections is based on:

- relevance to the mission of the University and the library,
- condition of the collection,
- duplication of existing resources,
- conditions placed on the collections by the Donor,
- cost and availability in the library of appropriate storage or shelving, and
- availability of appropriate environmental conditions.

**XXV.D.2.** Items are cataloged to Rare Books based on:

- condition
- availability
- resale price

**XXV.D.3.** The Dean of Library Services, in conjunction with the KU Foundation and the Donor select Special Collections for the library. The selection of candidates for the Rare Book Collection is done by the Archives Librarian in conjunction with the Coordinator of Technical Services and other appropriate library faculty.

**XXV.E.** Collection Content

Format: All

Subject matter: Varies.

User level: Adults. Collection is non-circulating.

Foreign language materials: None

**XXV.F.** Gifts collections

Gifts are accepted through the KU Foundation, or through the approval of the Dean of Library Services. They are retained based on condition, duplication, cost of appropriate storage, and availability of appropriate environmental conditions.

**XXV.G.** Acquisition Procedures:

Acquisition is through donation.

**XXV.H.** Retention

Items in the special collections are retained indefinitely.

**Section XXVI. THESES COLLECTION**

**XXVI.A.** Statement of Purpose:

The purpose of the Theses Collection is to hold the definitive copy of Master's Theses written to fulfill requirements for a Master's degree at Kutztown University.

**XXVI.B.** Goal of the collection:

To preserve and provide access to KU Master's theses.

**XXVI.C.** Selection Criteria and Guidelines:

**XXVI.C.1.** Students completing a thesis provide copies to be used for access through the library, in either print or digital format.

**XXVI.C.2.** The Archives Librarian strives to collect all Master's theses completed each year.

**XXVI.D.** Collection Content:

Format: print or digital access through ProQuest Dissertations and Theses database.

Subject matter: determined by the author.

User level: all

Foreign language materials: none

**XXVI.E.** Gifts: collections materials are acquired solely through donation.

**XXVI.F.** Acquisition Procedures

Students submit 2 copies of their thesis to Dean of their college. Dean's office forwards the copies to us. Digital submission, which will begin with Spring 2007 graduating class will make Theses a virtual collection.

**XXVI.G.** Retention:

**XXVI.G.1.** Print format for older theses:

- Archives copy is retained.
- Copy in Main Collection will be used by ProQuest for retrospective conversion and then discarded.

**XXVI.G.2.** Digital format for theses starting Spring 2007:

- Available in full text on Proquest Dissertation & Theses database, while library retains subscription.
- Permanently available in full-text through CurrentResearch@
- Print copy can be ordered through ProQuest

- Preservation microfilm in ProQuest vaults.

**XXVI.H.** Other:

“Thesis” location in catalog indicates a book in the Main Collection.

“Archives” location is used for the copy in Archives.

**Section XXVII. WORLDWIDE ART CATALOGUES COLLECTION**

**XXVII.A.** Collection Description:

Art exhibition catalogues and art books published as companions to art exhibitions are an important part of the library’s collection of books on art. Many of these titles are acquired through an approval plan with Worldwide Art Books in New York City.

**XXVII.B.** Statement of Purpose:

The library collects materials to support the curricular, research, and information needs of the university and **the wider community**.

**XXVII.C.** Goal of the Collection

The goal of the WWAC approval plan is to provide the library with titles that might otherwise escape its notice because they are frequently published outside the United States; not written in the English language; published by museums, galleries, and small presses; and/or only readily available for the duration of the art exhibition with which they are associated.

**XXVII.D.** Selection Criteria and Guidelines

**XXVII.D.1.** Selection is governed by a profile that guides the selectors employed by Worldwide Art Books and is constrained by the amount of money the library can afford to spend. The original profile identified exhibition catalogues featuring art produced after World War II as the primary titles desired. In 2001, the profile was changed to feature art produced after 1960 to adjust for the passage of time and to a significant cut in the library’s monographs budget. The library’s profile also specifies that catalogues represent the work of artists from all parts of the world. Catalogues in the English language or which contain English language translations are preferred over catalogues with no English language content. Finally, the profile also specifies that the library is interested in catalogues from major exhibitions dedicated to the world’s most noteworthy artists, regardless of the time period during which they were active.

**XXVII.D.2.** While all titles received are on approval and may be returned to Worldwide without penalty, the practice has been to accept most all

catalogues except those in unusual formats that do not fit well in a library setting, e.g. portfolios of loose pages, odd-sized, extremely over-sized volumes, and – very occasionally – a title that seems overpriced compared to the amount or quality of its contents.

**XXVII.E. Collection Content**

The collection content reflects the specifications of the profiles that have governed the selection process.

**XXVII.F. Acquisition Procedures**

**XXVII.F.1.** Worldwide Art Books sends monthly shipments of exhibition catalogues on approval to the library as long as the library is within the spending limit set at the beginning of each fiscal year.

**XXVII.F.2.** The library can also ask Worldwide to supply as part of the approval plan exhibition catalogues requested by faculty members of the Fine Arts, Communication Design, and Art Education and Crafts departments.

**XXVII.F.3.** All titles received as part of the approval plan are charged to a separate library fund. They are not charged against the fund allocations of any academic departments.

**XXVII.G. Retention**

Art exhibition catalogues are permanently retained. They are generally only withdrawn from circulation if lost or damaged beyond repair.

**XXVII.H. Other**

While most of the exhibition catalogues the library owns have been obtained from the Worldwide Art Books approval plan, other exhibition catalogues have been purchased through the normal procurement process. A small number have been received as gifts. The exhibition catalogues from Worldwide receive no special identification on either the book labels or in the library catalog.

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**Section XXVIII. GLOSSARY**

Information resource      An object or data string containing useable knowledge; a collection items

Quarto	any book measure 30 cm or more are designated QUARTO, house separately at the end of the classification, and shelved flat rather than standing. Quarto exceptions are art books classed in 'N,' books classed in the Pennsylvania collection, and rare books.
Secure	A resource item whose access is likely unaffected by the availability of electrical, optical, cable, or telecommunication power
Selection	The act of including or excluding collection items by those professionally qualified and identified to do so.

## Section XXIX. APPENDICES

### ACQUISITIONS POLICIES

#### Guidelines for Continuation Purchases

- 1) The library will not purchase single volumes of continuations that do not also have unique titles for every volume. Academic departments either must agree to maintain the continuation on a standing order/subscription basis or withdraw the request for purchase.
- 2) All requests for continuations received by the Monographs Technician will be forwarded to the Coordinator of Technical Services Librarian who will determine the options for purchase available. This information will be sent to the library's liaison to the academic department or program which made the request. The liaison will contact the department or program for a decision on how it wants to proceed.