

Appalachian State University Library

General Collection Development Policy

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Appalachian State University Community

Appalachian State University is one of 17 campuses located in the University of North Carolina System. Appalachian enrolls approximately 21,000 students in on and off campus settings; has a low student-to-faculty ratio, and offers more than 150 undergraduate and graduate majors.

Scope

This collection development policy guides the growth and maintenance of the Belk Library & Information Commons general collections. The Library Mission Statement - To assist those who pursue knowledge – frames the policy. The policy is designed to be a working, common-sense point of reference to identify, select, manage, and preserve the collections that support the University's curriculum and the research needs of Appalachian's faculty, students, and staff. The policy is rooted in the wise stewardship of the funding the Library receives from the State of North Carolina and other sources. The policy is designed to anticipate and respond to broad campus needs. Exceptions to the policy are considered case-by-case in the context of the entire collection.

Library units other than the general Library collection, e.g. the special collections found in the Appalachian Collection, the Instructional Materials Center, the Music Library, the Hickory Campus Library and Information Commons, and the Stock Car Racing Collection have individual policies which vary from this policy in many aspects.

The Collection Management librarians develop and maintain Library collections that support the broad range of academic endeavors of the University community. The Library's primary clientele are the University's students, faculty, and staff. Many of the Library's resources are available to the public for use in the Library, but electronic resources are largely restricted by product license agreements to those users with an active registration or employment status. For these Appalachian users, access is available through a secure validated internet connection worldwide.

Copyright compliance and licensing

Library complies fully with all of the provisions of the [U.S. Copyright Law \(17 U.S.C.\) and its amendments](#). The Library strongly supports the [Fair Use](#) section of the Copyright Law. Researchers are expected to respect and comply with U.S. Copyright Law and the Library's license agreements in their use of Library collections, while fully exercising their Fair Use rights.

The Library negotiates vendor licensing agreements for electronic resources negotiation and compliance with the following considerations: definition of Authorized Users as all full-time and part-time University faculty, students with secure validated internet connections, plus walk-in users physically present in the campus library; interlibrary loan rights; archival rights or perpetual access; compliant usage statistics; excellent usability and functionality; and the mandates for contracts specified by the North Carolina Attorney General.

Intellectual Freedom

The Library recognizes that free access to ideas and full freedom of expression is fundamental to the educational process. To this end, the Library purchases materials representing a wide variety of viewpoints and modes of expression. The Library subscribes to and complies with the Intellectual Freedom Statements and Policies of the American Library Association, including but not limited to the [American Library Association Library Bill of Rights](#).

The Library does not add or withdraw at the request of any individual or group any material which has been chosen or excluded on the basis of stated selection criteria. An individual or group questioning the appropriateness of material within or excluded from the collection may articulate their concerns in writing to the Coordinator of Collection Management Services for consideration.

Responsibility for Selection

The University Librarian has overall responsibility for Library collections and delegates aspects of that authority to the Collections Management Services Coordinator and the Collection Management librarians. These librarians work with academic departments to develop Library

collections that address the needs of the University. Collection Management librarians select materials, assess collection strengths and weaknesses, review gifts, and advocate for their assigned subject discipline collections. Library purchases, especially those involving substantial sums of money or those that have wide impact on campus, such as multi-disciplinary databases, are made by Collection Management in consultation with other Library units.

Although Library Collection Management librarians are the principal selectors, all faculty, staff, and students are encouraged to recommend items for the collection. Purchase requests may be initiated by completing the web-based [comment/suggestion form](#) or by contacting the appropriate [subject specialist](#).

When faculty members wish to institute a new serial subscription, they are to contact their respective subject specialist (library liaison). The subject specialist may need to investigate ILL usage, ongoing price, denials, alternate access, and other factors related to the acquisition, which can include a discussion with the academic department about other serials that may need to be canceled in order to fund the new subscription.

Departmental participation in the campus-wide curriculum proposal process recognizes that development of new programs may require additional institutional commitment of new monies for support.

General Selection Criteria

Materials are selected using a wide consideration of factors. Below is an extensive, but not comprehensive, alphabetical listing of criteria used to select for the general collection.

- Accessibility to all users on and off campus, including differently-abled users
- Breadth of scope and coverage
- Compliance with licensing requirements
- Consortial availability
- Current publications have priority over retrospective collecting
- Diverse points of view, language, and material from a variety of publishers
- Funding, price, and space considerations
- Impact on staff resources
- Inclusion in indexing and abstracting resources
- Physical, functional, and technical quality
- Prize-winning materials
- Relationship to the strengths and weakness of the existing collection
- Relevance to actual and projected curricular and research needs of Appalachian
- Reliability of the vendor
- Reputation of author/editor, issuing body, and/or publisher
- Suitability of the format
- Usage or interlibrary loan history of similar subjects

Collection Development for Persons with Disabilities

The Library supports the ALA's [Purchasing of Accessible Electronic Resources Resolution](#). Electronic resources must comply with Section 508 standards. Persons with disabilities are to have equal access to information and sources under the provisions of the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, to the extent possible within the mission guidelines of the Library. Materials that are designed for use by individuals with disabilities will be purchased in consultation with the Office of Disability Services. Materials about disabilities will be purchased within the appropriate existing subject funds.

Assessment

Assessments are conducted to provide several types of quantitative and qualitative evaluative information to clarify the Library collection's match with the University and the Library mission and budget, and to guide funding priorities. The data gathered and analyzed helps the Collection Management librarians strategically assess the strengths and weaknesses of the collection and make decisions regarding the acquisition, retention, and preservation of materials; assess and revise policy statements, selection plans, and other documentation; and analyze trends in departmental teaching and research programs to acquire appropriate materials for faculty and student needs. Assessment processes include, but are not limited to:

- Electronic usage statistics are reviewed for electronic resources before renewal or the acquisition of similar resources. Cost per use data is one data point used to determine renewal.
- Print collection circulation statistics are reviewed throughout the year by Collection Management librarians in their subject areas.
- InterLibrary loan data is reviewed to determine areas or titles to acquire.
- Departmental and program accreditation reports are prepared by subject specialist and the reports serve to determine the adequacy of collections to support degree requirements.

Budgetary and Staffing Impacts

Selection and collection building depend upon sufficient, reliable, and on-going funding. Funds available and a resource's cost exert strong pressure on decisions to select an item and on the Library's ability to match the University's programmatic directions. Scholarly material price inflation is a continual drain on funds available. The Library is careful in acquiring new journals or databases requiring an ongoing expenditure. New acquisitions must be balanced by savings realized in discontinuing lesser-used or exceptionally-expensive resources. Less-easily monetized costs impact on space and on staff time are also important considerations.

The Library values open access (OA) resources and encourages Appalachian State University faculty to make their works as available as possible through the [NC DOCKS](#) repository and other

web-based platforms. The Library works to improve access for its users to OA resources through links in the catalog and/or Library guides, as well as links to finding tools such as Google Scholar.

Funding is often not stable or sufficient, and reductions in the collection are frequent. Academic libraries lease rather than own most scholarly content and most journals are leased in large, costly packages assembled by publishers. Decreased funding and price inflation make it inevitable that these packages will be reduced or eliminated with a disruptive loss in access to scholarship. Collection Management will strive in consultation with the faculty to preserve access through subscriptions to materials or by effective interlibrary borrowing.

Gifts

Appropriate gifts enhance the collection and support the University's commitment to excellence.

1. The University Libraries only very selectively accept donations of materials.
2. The University Libraries reserve the right to determine the disposition of any gift materials which it receives.
3. Materials appropriate to the various collections held by the Library will be placed in those collections.
4. Other materials will be used for the on-going book sale or be disposed of in an appropriate manner.

Interlibrary Loan

Interlibrary Loan (ILL) is a key component of collection development and access to information. The Library has a long-standing commitment to facilitate access to the collections of other libraries through fast, efficient interlibrary loan (ILL) through OCLC WorldCat Resource Sharing; the University of North Carolina System's UNC Library Express, and by participation in the WNCLN Consortium's ABC Express with Western Carolina University and UNC-Asheville. Through interlibrary loan, the Library supplements its collections by borrowing low-use, commercially-unavailable, and/or out-of-print materials from other libraries. Much less frequently, funds may be used to purchase items from commercial document suppliers for faculty and graduate students.

Print Reference Collection

Collection Management is responsible for the non-circulating paper Reference collection. This paper collection is contracting as its use by librarians and campus diminishes and/or as paper titles are superseded by electronic versions. Expenditures for reference materials (e.g., encyclopedias, dictionaries, directories, handbooks, almanacs, yearbooks, atlases, etc.) are allocated almost entirely for online products with meta-search engine functionality. When a new or revised edition of a title is added to the paper Reference Collection, the older edition is

usually removed and discarded or transferred to main stacks, at the discretion of the subject specialist.

Reserves

Reserves include electronic resources, single and multiple copies of books, and periodical articles heavily used for a specific class. Most materials in Reserves are designated by the teaching faculty as course-related and are located in the closed Reserves collection either in the closed shelves behind the main service desk or behind the secure online firewall. The criterion for such inclusion is the teaching faculty's anticipated use of the book by multiple student users during the same semester. Reserves materials are temporarily housed for the semester. The Library will consider for purchase materials requested for Reserves by the course instructor of record. Unless a strong need for multiple copies is demonstrated, purchase of Reserves titles is generally limited to one copy per title. All items placed on reserve must be in compliance with U.S. Copyright law and Fair Use guidelines. See the [Reserves policies](#) for additional information.

Binding

Collection Management librarians choose the binding based on anticipated wear-and-tear, lasting value of the content, and the cost differential between paper and cloth editions. In general, workbooks, lab manuals, materials in three-ring notebooks are not acquired. Spiral-bound material is sent to the bindery when feasible. Mass market paperback purchase is discouraged unless the mass market is only available edition.

Out-of-Print Materials

The focus of the collection is on current materials and the Library does not actively collect for retrospective, inclusive, or chronological coverage. The Library recognizes the need for occasional out-of-print purchases for replacement of heavily-used or withdrawn items in poor physical condition or to complete an area where new items are no longer available. Out-of-print purchase will be infrequent and most funds will be directed to current items of long-term worth.

Chronological Considerations

As a working collection, selection emphasizes current works over retrospective. Chronological limitations are determined by the nature of the scholarship in a subject area. In most sciences and social sciences, other than classic works expected to see patron use, selection is focused on works created in the most recent decade. The arts and the humanities may more often collect classic works supporting teaching and research.

Format or Type: General guidelines

Materials may be available in more than one format (e.g., print, microform, electronic, audio). Factors in deciding which format will be purchased include, amount of anticipated use, ease of use, pricing, storage space required/available, preservation, illustrative and color content of original, availability to remote/simultaneous users, and frequency of updating.

Electronic format is preferred for most scholarly journals, indexing and abstracting services, and reference resources. However, the Library may choose to acquire a print subscription of a journal or periodical under certain circumstances, notably comparative costs, content differences (e.g., exclusion of or concerns about graphics, images, or color), or technical complications of online access.

Format or Type: Excluded formats generally not added to the general collection:

The Belk Library Main Collection generally excludes the following types of materials. However, the individual Special Collections, or Makerspace, may aggressively collect these types of materials. The policies of those units should be consulted before deciding to exclude an item.

- Pamphlets
- Photographs
- Posters
- Loose-leaf materials
- Consumables
- Conference abstracts
- Required textbooks
- Large-print or braille
- Music materials
- Toys or games
- Vertical file materials
- Slides
- Audiotapes
- Realia
- Microcards
- Obsolete media (Betamax, etc.)

Books/Monographs

Textbooks

Books used as textbooks in Appalachian State courses are not specifically acquired for the collection. The Library IMC collection may add examples of textbooks used in elementary and secondary schools. Some textbooks in fields where introductory or alternate explanations of fundamental topics are particularly useful to students, e.g., mathematics, economics, philosophy, statistics, chemistry, and others, may be added as the budget allows.

Electronic Books

E-books are heavily selected and add value to the user experience. E-books are subject to the same selection criteria as other monographs, are acquired through established vendors, and must be accessible on a major software platform without special technical requirements such as plug-ins or proprietary systems. Multiple-user options are selected when anticipated use warrants. Titles should be accessible to the entire University and meet ADA requirements. Decisions to purchase or lease large or interdisciplinary e-book packages are considered and discussed by the entire Collection Management team.

Serials

Journals

Decisions to add new journal subscriptions almost always represent a significant, continuing, and inflating cost. Justification for new requests is necessary. Such requests are considered based upon the following factors: availability of indexing, demonstrated curriculum and research need; cross-disciplinary usefulness and the size of the potential audience; relevance to existing collections; evidence of need via Interlibrary loan requests; alternative access methods (e.g., WNCLN, other UNC libraries, holdings in aggregator databases, and pricing).

Newspapers

The Library acquires a limited number of newspapers in paper format, covering local, state and national news. The Library makes available electronic access to a wide number of regional, national, and international newspapers. Paper newspapers are generally discarded at regular intervals. Any backfiles may be in microfilm or online. No paper backfiles are held.

Trade Magazines

The Library acquires a limited number of trade magazines in print and electronic format to support the curriculum especially in the areas of business, technology, building and construction, and other niche areas. Trade magazine titles are also provided through aggregator full-text databases. Trade magazines in paper are routinely deaccessioned.

Legal Materials

The Library provides access to legal resources to support the undergraduate curricula and basic undergraduate law-related academic research. The Library does not provide legal resources to support advanced legal research, generally provided by law schools, used for case preparation, or by attorneys for law practice. The Library provides most law resources in electronic format, though some titles may be acquired in paper. The Library also receives a range of legal materials published by the U.S. and N.C. governments through their respective Government Document Depository Programs. Paper legal materials are located in the Main Stacks and government documents areas of the Library.

Government Documents

The Belk Library and Information Commons holds a small, selective depository for United States government documents as a member of the Federal Depository Library Program (FDLP). It complies with all requirements of the Federal Depository Library Program as outlined in the [*Legal Requirements & Programs Regulations of the Federal Depository Library Program*](#). The Library is also a full microfiche depository for North Carolina State Government publications.

Media (film, sound, streaming)

The Library actively acquires DVDs in both regular and Blu-ray in Region 0 or 1 format to support teaching and research and as an engagement tool. The Library does not acquire outdated formats (e.g., Betamax tapes, 16mm, etc.) or formats that are not versions readily viewable in the United States (e.g., PAL-system audio visual system). As video formats continue to evolve and be superseded, the Collection Management librarians track trends to transition to the new format. Selective repurchase of titles held in earlier formats is considered until the playback technology is no longer available.

Audiobooks on CD are selectively collected in areas of interest that parallel leisure reading: such as popular fiction, non-fiction, biography, humor, politics, and history as well as classic literature and other topics.

Music selections are decided by the Coordinators of either the Music Library or the Appalachian Collection. Streaming packages and hard-copy (CD) individual selections are considered. All hard copy is held in the Music Library or in Appalachian Collection. No music media is held in the main Library collection.

Cartographic Materials

A small, selected collection of maps and atlases complements the resources in the Library's collections. Historical, political, road/street, thematic, and topographic maps may be represented.

Maps and atlases of North Carolina, its counties, regions, and local political units are collected and can be found in the Appalachian collection. The majority of maps in the collection are obtained through the Federal Depository Library Program and the North Carolina Publications Depository Program.

Microforms

In general, microform is not purchased when the same material is available in digital form AND where there is a license for perpetual access (e.g., JSTOR). The Library does not actively collect microform except for a few titles of local interest (local newspapers) and a select number of national and international newspapers.

The Library has acquired a few historic collections in microforms. In general, electronic formats are preferred over microfilm.

Some government document titles are received in microfiche through the Federal Depository Program and North Carolina Publications Depository Program. These are handled in the same manner as other microforms.

Leisure Reading

Popular reading materials are added to the collection as needed. The Library also maintains a leisure reading collection in current popular genres meant to encourage an appreciation of reading and lifelong learning as an important part of everyday intellectual activities as well as to support areas of the curriculum. The collection is housed in a designated area separate from other monographs. This collection is acquired through a subscription service and represents a modest portion of the budget.

Faculty-authored Publications

The Library attempts to acquire works authored or edited by Appalachian State University faculty during their time at the University. For maximum use and exposure these works are housed in the general collection and no separate collection is maintained. Faculty are encouraged to submit their shorter scholarly works (articles, conference papers, etc.) to the *North Carolina Online Collection of Knowledge and Scholarship* (NCDOCKS) (<http://libres.uncg.edu/ir/asu/>), administered at Appalachian by the Library.

Theses and Dissertations

The Library provides electronic access to, and preservation of, Appalachian State University theses and dissertations since 2010 through the University's institutional repository, NCDOCKS (<http://libres.uncg.edu/ir/asu/>). Bound theses and dissertations, both current and pre-2010, are shelved in the University Archives. Non-Appalachian dissertations and theses are not actively collected, but may be acquired upon the recommendation of faculty and students to meet curricular and research needs.

Rare Books

Collection Management librarians do not purchase rare books for the general collection, but may purchase rare books for other areas of the Library in consultation with Special Collections. However, Collection Management librarians may enrich the rare book collection by cultivating potential donors and owners of private collections with useful materials.

Deselection and Weeding

Deselection is a product of the assessment process and is an essential element of collection development, ensuring that the Library's materials are relevant and accessible. The deselection process finds gaps in the collection, suggests new purchases, and creates space for new materials. Collection management librarians are responsible for deselection decisions and when appropriate, work together with teaching faculty to make informed decisions about the value of potentially-discarded materials. Items considered for deselection include, but are not limited to: superseded editions; obsolete, outdated, redundant, or inaccurate information; excess duplicate copies; and items in poor physical condition.

Profiled Acquisition Plans

The acquisition of current, in-print and electronic materials is emphasized in the Collection Development Policy as one way for the continued improvement of some areas of the book collections. In profiled plans (formerly known as approval plans), vendors ship immediately those materials that meet the Library's specific, well-defined subject parameters. The plan-selected books arrive in the Library already processed, labeled, and cataloged. Plans are subject to periodic modification and set up when deemed necessary.

Blanket-ordering plans may be utilized to ensure timely and cost-effective acquisition in limited subject areas of the collection. The plan selects the majority of a single publisher's output (e.g.,

University of North Carolina Press). Foreign language plans are more limited than those in English.

Memberships

The Library maintains institutional memberships in selected professional or scholarly societies when necessary to acquire the organization's publications that support University curricula.

Replacements. Duplicates. Imprints

Lost, damaged, or missing items are not automatically replaced. Instead, they are evaluated based upon collecting priorities and usage data. A multiple-user e-book should be investigated rather than purchasing another paper book. English translations of a single foreign-language literary work by two or more different translators are not considered duplicates. In most cases, the U.S. imprint is the preferred edition. Substantively different editions may be collected.

Housing and Remote Locations

Under all but the most usual licensing and/or cost considerations, the Library does not add materials to be housed physically outside of the University Libraries, whether on-campus or off-campus. Supported electronic materials must be available through the secure campus network to any authorized user. Exceptions may be made for App State Online programs. Materials held at remote locations remain the property of the University Libraries.

Preservation

Preservation is expensive. The main collection of the Belk Library and Information Commons is a working collection containing few rare items. When an item is discovered to be in poor condition the subject specialist will evaluate the circulation, availability via interLibrary loan, the cost to replace, the cost to repair in-house or by an external vendor, or, rarely, to reformat given the significance of the item to the collection.

Language

The Library normally acquires materials in languages other than English only in support of the language curricula, courses in the Cultures and Languages across the Curriculum program, or reference needs (e.g., dictionaries or encyclopedias). However, film and sound recordings are collected in multiple languages. English is the primary language of reference materials, however, foreign language materials, such as bilingual dictionaries and foreign-language encyclopedias, may also be collected.

Geographical Areas

Emphasis is on the United States, with the Appalachian Region, North Carolina, and southeastern United States receiving particular emphasis for some subjects. Broad, but selective international coverage is maintained and receives more attention in some subject areas based on the curriculum and the needs of faculty.

Policy Evaluation Schedule

This policy is evaluated and updated as needed.