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I. Introduction

The Collection Development Policy identifies and communicates collection goals and principles that strategically position the Kennesaw State University (KSU) Library System as a vital and central intellectual resource for the University. The policy also serves to inform librarians, faculty, students, and the university community about guidelines for developing and maintaining balanced collections across disciplines and programs. The policy intends to establish both appropriate collection levels for subject areas and objective selection criteria. It will be reviewed annually by KSU Library System's Collection Development Advisory Group, and updated as needed, to reflect changing curricular and program needs, availability of financial resources, and emerging trends in the publishing industry and information technology.

A. Mission

The mission of collection development is to facilitate teaching, learning, discovery, research, and engagement at KSU. Essential to achieving this mission is to actively select, organize, present, and preserve resources for the KSU community of faculty, students, and scholars.

To realize this strategic mission, the KSU Library System seeks collaborative relationships with faculty, university, and community partners for the purpose of building its collections.

B. Institution Profile

KSU is a Carnegie Research 3 and a Comprehensive, public institution within the University System of Georgia. KSU offers over 100 bachelors, masters and doctorate degree programs in education, health, business, the humanities, the arts, the sciences, engineering, and architecture. The University is committed to expanding learning achievements with a global perspective.

C. Goals and Responsibilities

In building a solid, well-balanced, and diverse collection, the KSU Library System acquires and provides access to materials that:

- Support instructional programs. Emphasis is placed upon a core collection of primary and secondary sources that have academic relevance and support the curriculum;
- Support the needs of university research and scholarship;
- Provide for the general information and recreational needs of the university

community;

- Reflect the university's emphasis on and appreciation of diversity and multiculturalism;
- Build a collection using both traditional and digital formats;
- Follow the established selecting criteria.

D. Intellectual Freedom, Censorship, and Copyright

The KSU Library System supports the American Library Association's [Bill of Rights](#) and the [Intellectual Freedom Principles for Academic Libraries](#), which proscribe against the exclusion or censorship of material based on its origin, the creator's or selector's personal views, or partisan or doctrinal disapproval.

The Library actively promotes compliance to the U.S. Copyright Law (17 U.S.C.) in conjunction with Fair Use guidelines.

Any challenges or requests for the removal of items in the library collections will be addressed by the Dean of Library Services.

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II. Collection Policies

Selection and evaluation of library materials is the responsibility of the KSU Library System Librarians. Under the leadership of the Associate Dean and in collaboration with the Director of Collection Development, Librarians engage in collection assessment, planning, and development within their designated disciplines. Teaching faculty, students, and university staff are encouraged to recommend materials for purchase, although ultimately decisions are made by the library. Librarians are also expected to occasionally review donations to the Library, advocate for their disciplines, study collection use, and engage in user needs assessment.

As these policies are meant to be dynamic and flexible, an annual review of this policy will ensure that they reflect current curricula and program needs. The policies should also be reviewed within six months of the publication of a new or substantially revised KSU Strategic Plan. Review is the responsibility of the KSU Library System's Collection Development Advisory Group, under the leadership of the Director of Collection Development and Library Administration.

A. Advance Publisher Copies

The KSU Library System does not accept advance copies of any materials or 30 day trials.

B. Affordable Learning Georgia

The KSU Library System is a participant in the University System of Georgia's Affordable Learning Georgia initiative. The library encourages faculty to include library materials in their reading lists and course packs. A variety of materials are available, including digital newspapers, scholarly articles, images, and videos. While the current policy does not allow for the purchase of textbooks for individual courses, the library subscribes to several databases with e-books that support multiple users at a time. These resources can be added to D2L courses using the Reading List feature by EBSCO Curriculum Builder or placed on physical or electronic reserve at the library.

C. Approval Plan

The KSU Library System's electronic notifications for approval are managed by the Director of Collection Development and Library Administration. Its purpose is to identify books for the Library matching a set of pre-determined parameters, particularly current publications from all KSU faculty and local, regional history. A detailed summary of the plan is maintained by the Director of Collection Development. The profile is periodically reviewed

with input from the KSU Library System's Collection Development Advisory Group and Librarians to reflect changes in academic disciplines and curricula.

D. Assessment

The continual review of library materials is necessary to maintain an active library collection of current interest to users. These studies measure collection development effectiveness to determine whether the collection is meeting its objectives, how well it is serving its users, in which ways it is deficient, and what remains to be done to develop the collection.

Librarians will evaluate portions of the collection on a rotating Assessment Cycle, coordinated by the Director of Collection Development and the Assessment Librarian, using a combination of standard qualitative and quantitative methods. A Collection Assessment Procedures document is forthcoming.

E. Case Studies

As a general guideline, the KSU Library System does not purchase case studies, since comparable information is often available within the literature already provided via current library database subscriptions. Librarians will work with faculty in their disciplines, when a request has been made, to locate alternate or existing sources for this information.

F. Cooperative Collection Development

Cooperative collection development significantly reduces the cost of materials through collective negotiation. The Library promotes resource sharing and relies on consortia relationships to provide access to infrequently used materials, or to meet the more in-depth needs of University researchers.

The Library is a member of ARCHE (Atlanta Regional Consortium for Higher Education), GIL (GALILEO Interconnected Libraries), CRL (Center for Research Libraries), and the LYRASIS network. Collection development efforts take into account the agreements and responsibilities associated with these memberships.

Access to resources not permanently owned or licensed by the KSU Library System may also be provided through Interlibrary Loan, direct electronic access, print or electronic document delivery, or the GALILEO Universal Borrowing system.

G. Demand-driven Acquisitions (DDA)

In addition to the approval plan, a demand-driven acquisition (DDA) plan will be used to enhance collection development. The KSU Library System will employ a “manual DDA” plan with our preferred book vendor, which allows Librarians to handpick titles for addition to the DDA pool. The vendor periodically provides temporary catalog records, called Discovery Records, for uploading to the library catalog. Upon discovering the records in the catalog and subsequently triggering one short-term loan, the Libraries will purchase the book in electronic format.

Unless otherwise requested by the Librarians or departmental faculty, priority will be given to adding titles to the DDA pool when available. Otherwise, firm orders should default first to paperback or electronic formats, then to hardcover.

H. Distance Learning

The KSU Library System systematically, purposely, and collaboratively collects resources that support the various distance-learning programs. The Libraries provide equitable access to library resources to all KSU faculty and students. Collecting and providing access to electronic resources is an important part of the KSU Library System’s mission. The eLearning Librarian is responsible for addressing concerns and requests pertaining to online programming, virtual instruction, and distance courses. Graduate librarians provide individualized support for graduate level distance courses in their disciplines and should be contacted directly for support or virtual instruction.

I. Donated Materials

The KSU Library System welcomes gifts of books or other library materials. The Libraries reserve the right to retain or dispose of any gift material in accordance with the Collection Development Policy, and gift materials are not automatically added to the library collection.

Donated materials will be evaluated by a librarian and, if not added to the collection, the Library will use its discretion in disposing of unwanted materials. If the Library determines the material cannot be adequately cared for or does not support the collecting mission, it can be transferred to another institution or to the Friends of the Library, or otherwise removed from the collection. If an item is to be added to the collection, a librarian will determine its location within the collection, classification, and circulating/non-circulating status. In the future, it can be removed from the collection at any time.

The Library does not appraise gifts, provide donors with a list of donated items, count the

number of items, or bookplate donated items added to the collection. However, the Library will supply a copy of the signed Deed of Gift form to the donor as acknowledgment of the donation. A Donated Materials Procedure is maintained by the KSU Library System's Collection Development Unit.

J. Duplication

Duplicate copies of high usage materials may be ordered as funds are available and when warranted, based upon circulation statistics. Librarians may recommend the purchase of duplicates at their discretion. Duplicate copies of items received as donations may be retained upon the relevancy, condition, and frequency of use of the titles. Items at the Teacher Resource & Activity Corner (TRAC) and the Center for Learning & Literacy are not part of the KSU Library System and do not count as duplicates. This policy applies to both print and electronic formats.

K. Notifications

The KSU Library System currently does not have a method for automatically notifying patrons regarding their specific requests, nor do Librarians receive automatic confirmation from Library Acquisitions for each order they place. Librarians indicate by the use of notes within our online acquisitions and collection development tool when patrons are to be notified of a new acquisition.

L. Open Access

The KSU Library System provides "open access" databases and digital libraries that deliver free electronic content over the Internet, which are vetted by Librarians for their subject areas. Open access databases will be included in the electronic resource management inventory and the Databases A to Z holdings list by Virtual Services.

M. Patron-driven Acquisitions (PDA)

The Director of Collection Development and the Interlibrary Loan department currently collaborate on a patron-driven acquisitions (PDA) project as a way to improve patron service and increase access to library materials. Using established parameters, new interlibrary loan requests are filtered for potential purchase with rush delivery.

Alternately, KSU faculty, students, and staff may request individual titles for purchase using the electronic request form available on the library website. The Director of Collection Development addresses these requests on a weekly basis, and either responds directly or

N. Preservation

The KSU Library System is committed to the preservation of its collections by taking action to prevent or slow the deterioration of library materials, to deter theft or loss, or to change the material format in order to preserve intellectual content. The KSU Library System will endeavor to store the materials in proper conditions, and to provide basic repairs when necessary.

O. Proposed New Programs

The KSU Library System makes every effort to respond quickly to requests for information on the available support for proposed new graduate and undergraduate programs. Our goal is to have Librarians collaborate with faculty in evaluating resources needed to support new programs prior to being submitted to curriculum committees for approval. The elected Undergraduate Policies and Curriculum Committee (UPCC) and Graduate Policies and Curriculum Committee (GPCC) representatives will inform the Director of Collection Development of any course changes or future course proposals as they are announced.

The Librarian, in consultation with Library Administration and the Director of Collection Development, will assess the suitability of current resources, report what new resources are required to sufficiently support the proposed program, and outline the funds needed for library resources and services. Doing so will allow the KSU Library System to allocate appropriate resources to support the new program, to ensure that the information needs of all new programs are addressed up front for both starting up a new program and continuous operations, and to foster communication between the Library System and teaching faculty on curricular needs.

P. Replacements

Lost, stolen, or damaged books may be replaced at the discretion of the Director of Collection Development, under the following conditions: the title is available at a reasonable price; the book's circulation was of high or moderate usage; or the subject matter is still relevant to the collection. If the book is out-of-print, an attempt will be made to acquire the title through a reseller or an out-of-print book jobber.

Q. Rush Orders

Librarians are permitted to request rush orders on a case-by-case basis, when there is demand from his or her departmental faculty. Rush orders can incur significant additional expense and possibly deplete the budgeted amount for a department. Requests should be made judiciously.

R. Serials

Recommendations for serial purchases may be initiated by any member of the academic community. However, responsibility for serials collection development final decisions rest with the Dean of Library Services, in consultation with the KSU Library System's Collection Development Advisory Group.

Selection Guidelines for Serials:

- Relevance of the title to the curriculum;
- Strength of existing subject coverage in the collection and a title's ability to add significantly to the existing coverage;
- Indexing availability;
- Cost and projected availability of funds;
- Audience for whom the title is intended;
- Reputation of editors or publishers;
- Language of the title;
- Currency of information;
- Availability of the title via GIL or interlibrary loan.

S. Withdrawals

The KSU Library System conducts systematic programs of weeding from the general library collection those items that are obsolete, no longer appropriate, or physically damaged beyond repair.

Factors involving decisions to weed are based on selection criteria and may include:

- Works of a timeworn appearance which are not necessarily rare or of considerable value in terms of either content or actual marketability;
- Unnecessary duplicates;
- Earlier editions which have been superseded;
- Works with outdated or incorrect information;
- Books over 30 years old which have not circulated for the last 10 years;
- Books no longer relevant to the university's curriculum or the needs of a balanced general collection;

- Superseded almanacs, yearbooks, directories, and manuals;
- Donor stipulations or restrictions;
- Materials available in other formats in the library, especially when they are low use.

Care should be taken to withdraw supplemental materials held in Reserves, such as CDs or DVDs, along with the print material. If it is known that the withdrawn item is the last copy in the University System of Georgia libraries, approved procedures will be followed to ensure the item is transferred to the University of Georgia, if needed.

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III. Scope of Collections

A. Databases and Electronic Resources

The KSU Library System subscribes to electronic resources in support of the educational needs of students, faculty, and staff both on- and off-campus. Due to the high cost of electronic resource subscriptions, Library Administration's purchase decisions must balance resources that support the University curriculum across disciplines with cost-effectiveness.

In addition to participating in the GALILEO consortium, the Libraries will make an effort to partner with departments on campus and with external institutions in cooperative acquisitions and cost-sharing models.

Librarians are responsible for investigating new electronic resources, for making purchase and cancellation recommendations, and for participating in an annual discussion hosted by the KSU Library System's Collection Development Advisory Group. After consultation with their peers, the Collection Development Advisory Group presents vetted recommendations to Library Administration for final consideration.

B. Datasets

Datasets are collections of data in a tabular format. Researchers with access to a dataset may perform statistical operations upon it in order to derive new information. The Internet contains a wealth of free datasets. Some of these resources are listed on the KSU Mathematics and the Statistical and Analytical Science Research Guides. The KSU Library System also subscribes to select datasets and dataset portals, which are made available through the Library website.

Librarians will work with the faculty, staff, and students within their academic areas to determine when additional subscription or fee-based datasets might be warranted. These recommendations will be considered on a case-by-case basis, and subject to the same quality controls as other collection formats. Where datasets are determined to be integral to a field and publicly available substitutes cannot be found, Librarians will work with teaching faculty and Library Administration to meet the need whenever possible.

C. Faculty Publications

Ideally, at least one copy of any non-serial publication by KSU faculty will be added to the collection. These include monographs, visual media, scores, and sound recordings. In general, off-prints of journal articles and book chapters are added only as part of the larger

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unit (i.e. journal, essay collection) within which these are published. Re-issues and any subsequent editions will be considered for addition to the collection if resources are available. Electronic versions of faculty publications may be deposited in the University's institutional repository, the DigitalCommons@Kennesaw State University.

The DigitalCommons@Kennesaw State University is a permanent digital repository of the intellectual and creative output of the University community. Research and scholarly material included here has been selected and deposited by teaching faculty and centers on campus. This repository provides a single, stable electronic location that is open to the global academic community. All Kennesaw faculty, staff, and faculty-sponsored students are encouraged to publish work in DigitalCommons@Kennesaw State University.

D. Format

Atlases/Maps: Due to the availability of current and high quality maps available via the Internet, the collection of atlases and maps will be diminished going forward. Exceptions to this general policy might include historical maps, topographical maps, subject/discipline specific maps (eg: *Atlas of Human Migration*) or atlases/maps where a substantial portion of textual content is included. Maps and atlases in print format will be preferred to digital format, or as dictated by the needs of specific disciplines or the Government Documents Librarian.

Audio/Visual Materials: The KSU Library System will endeavor to purchase audio/visual materials that are compatible with current digital technologies (i.e. Films on Demand).

Librarians will work with their faculty to locate and provide appropriate access to streaming content. The KSU Library System does not purchase multimedia materials that are intended solely for instructional use in the classroom.

Dissertations: Depending upon the cost, dissertations from other institutions are sometimes ordered if the material is not available online and if the material is relevant to the collection.

Theses, dissertations, and capstone projects produced by KSU students are made available through the DigitalCommons@Kennesaw State University, a digital repository of the intellectual and creative output of the university community. Research and scholarly material included has been selected and deposited by individual departments and centers on campus.

Ebooks: Books are generally ordered in electronic or hardcover format if the cost is significantly more than the paperback edition. Some Librarians may opt for purchasing ebooks over print, depending on the needs of their faculty and students. Single-user titles

are generally recommended over multi-user titles, though Selectors may use their discretion in consultation with the Director of Collection Development.

Journals: The preferred format for journals is digital. Print format will be purchased based on demand and either when electronic access is not available or is cost-prohibitive. The KSU Library System is equally committed to preserving its electronic resources as to ensuring permanent access to its collections in alternative formats.

Paperbacks: Books are generally ordered in cloth or electronic format if the cost is not significantly more than the paperback edition.

Popular Literature: Non-academic books and magazines are ordered seasonally for leisure reading as a courtesy to faculty, staff, alumni, and students, and as funds are available. The popular literature collection is not a primary function of the KSU Library System. Duplicates, including free copies donated to the Library, may not be accommodated.

Printed Music: The Library System purchases printed music in multiple formats to meet the differing needs of current degree programs and faculty research. The collection exists to support students in their academic studies and to encourage broad exposure to works and notation from all periods of music history. Purchase of these materials is coordinated by the Music Liaison Librarian in consultation with the School of Music faculty, as funds allow.

Though not primarily a library for music performance materials, the Horace W. Sturgis Library assists the School of Music by circulating chamber music that the School of Music has purchased. Any performance score/part set made up of more than 10 parts is solely the responsibility of the School of Music to purchase, process, and circulate.

Self-Published Titles: Self-published materials will be considered for admission to the collection under the following conditions:

- Materials are donated, and have an editor or a professional literary agent;
- Materials are in a format suitable for circulation;
- The author provides evidence of at least one review from a trade publication (such as published review journals, newspapers, or professional journals);
- The title is authored by a KSU faculty or staff member.

Self-published titles are withdrawn from the collection under the same guidelines as the general collection.

Teen Literature: The KSU Library System holds a collection of select teen monographs, maintained by the Teen Literature Selector. The collection supports the curriculum taught

Textbooks: The KSU Library System does not purchase textbooks assigned by faculty for academic courses. Textbooks ordered by the Teacher Resource and Activity Center (TRAC) are items used to support the training of teachers and the education curriculum. They are listed in the library's online catalog. Special dispensation has been made to supply library staff with textbooks for courses in which they are currently enrolled. Requests should be made to the Director of Collection Development.

E. Government Documents

The KSU Library System is a selective depository for United States federal documents and serves the KSU community and the Eleventh Congressional district of Georgia. The collection is held at the Horace W. Sturgis Library located on the Kennesaw campus. The Documents Librarian is responsible for the selection, receipt, and management of depository publications. Selections are based on knowledge of academic and community needs, and consultations are made with colleagues or general faculty when necessary. Electronic is the preferred format of documents. The collection is maintained in accordance with the guidelines set forth by the Legal Requirements & Program Regulations of the Federal Depository Library Program and the Georgia State Plan for federal depository libraries. The [Government Documents Collection Development Policy](#), maintained by the Government Documents Librarian, may be found on the library website.

F. Graduate Library

The Graduate Library serves the doctoral and masters programs at KSU. Its collections, selected by Graduate Librarians, include major published source materials to support dissertations, theses, portfolios, and independent research reporting new findings, scientific experimental results, and other information useful to researchers. The Graduate Library aims to include important reference works and an appropriate selection of specialized monographs and journals.

G. Local History

Understanding the role that libraries play in educating their communities in local history and culture, the KSU Library System will build a collection -- as funds are available -- of Georgia authors and regional interest books pertaining to Kennesaw, Marietta, Cobb County, and Northwest Georgia. This collection complements the KSU Department of Museums, Archives, and Rare Books' (MARB) collection of materials significant to the history of Cobb County and the northwest region of Georgia, as well as their reference collection of books on Georgia history.

H. Professional Development Collection

Library Administration allocates funds each fiscal year for the purchase of materials to support the professional development of Library Faculty and Staff. This includes textbooks for any library employees attending academic courses, desk copies, and titles chosen for the Professional Development Committee Reading Club. All items purchased for the Professional Development Collection remain property of the Kennesaw State University Library System, and must be returned when the individual no longer has need of the item. A small selection of Professional Development books is kept in the Library Administration Conference Room, and is curated annually by the Collection Development Unit.

I. Reference

A key component of the library collection, reference materials must be made available to meet the needs of today's scholars. Electronic format is preferred, though a variety of formats is encouraged. Emphasis is placed in balancing both basic and in-depth resources within the University's core academic disciplines, in the appropriate format for departmental needs, and in ease of access. The reference collection is reviewed by the Director of Collection Development, the Monographs Coordinator, the Director of the Graduate Library, and the Director of Research & Instructional Services on a periodic basis, as dictated by the Collection Assessment Cycle.

As new editions of print materials are received, older editions may be removed from the Reference Collection. These will be evaluated for relocation to the General Collection or for withdrawal from the KSU Library System.

Most recent editions of Study Guides are kept in Reserves. When new editions are received, the previous year's edition will be shelved in Reference. Editions more than two years old will be evaluated for withdrawal or relocation to the General Collection.

J. Reserves

Reserve services are available to faculty and graduate teaching assistants who wish to restrict the loan period on assigned readings in order to make them available to a large number of students. The primary function of these services is to assure that students and teachers will have timely access to course-related library resources.

The print reserves collection is periodically reviewed by the Reserves Paraprofessional, in consultation with the Director of Access Services and the Director of Collection Development, as needed.

As a necessary part of future strategic planning, the KSU Library System will endeavor to identify the collecting strengths of the Horace W. Sturgis Library and the Lawrence V. Johnson Library. This evaluation will be achieved through a cyclical process of collection assessment involving the Librarians, the Director of Collection Development, and the Assessment Librarian.

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