# Collection Development Policy

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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 Committee, 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 Assistant Vice President for 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 Collection Development Librarian, 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 Committee, under the leadership of the Collection Development Librarian and Library Administration.

A. Approval Plan

The KSU Library System's electronic notifications for approval are managed by the Collection Development Librarian 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 Collection Development Librarian. The profile is periodically reviewed with input from the KSU Library System’s Collection Development Committee and Librarians to reflect changes in academic disciplines and curricula.

B. 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 Collection Development Librarian and the Assessment Librarian, using

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a combination of standard qualitative and quantitative methods. A Collection Assessment Procedures document is forthcoming.

C. 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.

D. 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.

E. 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.
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 Distance Learning 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.

G. 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.

Upon receipt, gifts become the possession of the KSU Library System. Gifts 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 a gift 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. See the Procedures section of this document for the complete Donated Materials Procedure.

H. 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.
I. 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.

J. 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.

K. Patron-driven Acquisitions (PDA)

The Collection Development Librarian 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 Collection Development Librarian addresses these requests on a weekly basis, and either responds directly or forwards the request to the appropriate Librarian.

L. 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.

M. 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 Collection Development Librarian of any course changes or future course proposals as they are announced.

The Librarian, in consultation with Library Administration and the Collection Development Librarian, 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.

N. Replacements

Lost, stolen, or damaged books may be replaced at the discretion of the Collection Development Librarian, 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.

O. 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.

P. 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 Assistant Vice President for Library Services, in consultation with the KSU Library System’s Collection Development Committee.

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;

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- 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.

Q. 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.

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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 Committee. After consultation with their peers, the Collection Development Committee 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 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.
Ebooks: Books are generally ordered in electronic or paperback format if the cost is significantly less than the hardbound 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 paperback or electronic format if the cost is significantly less than the hardbound 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).
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 Undergraduate Faculty Liaison to Education. The collection supports the curriculum taught by the KSU Bagwell College of Education.

**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 Collection Development Librarian.

**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. For a current version of the Government Documents Policy, refer to Appendix B.

**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 Guimaraes
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. 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.

I. 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 Head of Access Services and the Collection Development Librarian, as needed. For a current version of the KSU Library System Reserves Policy, refer to Appendix A.

J. Strengths of the KSU Library System

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 Collection Development Librarian, and the Assessment Librarian.
IV. Appendices

A. Reserves Policy

Physical Reserves Policy

Overview:
The Sturgis Course Reserves provide limited circulation of books and other materials to support University teaching activities. Reserve services are available to faculty who wish to restrict the loan period on materials 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.

Physical reserve items are housed at the Information Desk as you enter the library, and are available during library hours. Circulation periods for print reserves are 2 hours, 3 days, or 7 days, as determined by the course instructor.

For Students:
Circulation periods for print reserves are 2 hours, 3 days, or 7 days, as determined by the course instructor. Physical reserve items may be borrowed at the Circulation desk with a valid photo ID.

For Faculty:
Please fill out an online form via this link and submit materials: http://www.kennesaw.edu/library/services/resform.php
Bring items (with folders) to the Information Desk, Library 1st floor.
Please allow(5) days before announcing availability to students.

Fines and Fees:
Overdue fines for 3 day or 7 day reserves is $1.00 per day.
Maximum fine is $10 per item.
Delinquent accounts may result in an administrative hold that could prevent registration for future terms and possibly graduation.
Lost or Damaged Items.
Replacement cost determined by library, a $35 processing fee and applicable overdue fees.

Electronic Reserves at the KSU Library System

Overview

Sturgis Library’s Electronic Reserves allows course related materials to be accessible 24 hours a day, seven days a week. Students can access these materials from home, the Library, computer labs, or anywhere there is an Internet connection.
For now, the Sturgis Library’s Electronic Reserves will only include photocopies of articles, loose copies of materials, and chapters from books, submitted by the professor or instructor.

Through this service, students can view, download, or print assigned course readings, problem sets/solutions, practice exams, and other material submitted at the specific request of the professor/instructor.

The Electronic Reserves are accessible to any student currently enrolled as a student at Kennesaw State University. The student will access the material using their NETID as well as an individual course specific password that will change every semester in order to ensure compliance with copyright guidelines.

Electronic Reserves is intended to provide supplemental course readings and is not an alternative to purchasing texts.

All materials that cannot be scanned and processed as an Electronic Reserve will be maintained in traditional hard-copy in the Reserve collection.

In accordance with the guidelines of fair use (Section 107 of the U. S. Copyright Act) the Reserve collection may include copyrighted materials at the request of an instructor.

Material Accepted for Electronic Reserves

The Sturgis Library will make every effort to accommodate faculty requests for Electronic Reserves but may need to restrict inclusion of materials for copyright reasons.

Content considered appropriate for inclusion in Electronic Reserves:

1. Personally owned materials such as:
   a. Course syllabus
   b. Lecture notes
   c. Problem sets/solutions
   d. Sample exams
2. Limited portions of copyrighted works (10% or less), such as:
   a. A single article from a given journal issue
   b. A chapter of a book
3. Electronic items already owned by the library that contain permission

Content generally not accepted for Electronic Reserves:

1. Material extracted from consumable workbooks which students are expected to purchase.
2. Journal articles which have been included in a coursepack students are expected to purchase.

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3. Copyrighted materials which do not include a complete citation and/or clear indication of copyright ownership.

For more information on determining if an item would be appropriate for electronic reserves, please see the library's guidelines on Copyright Compliance and Fair Use. http://www.usg.edu/copyright or http://www.kennesaw.edu/library/copyright/

Processing Time for Electronic Reserves

All materials submitted for course reserves must be accompanied by a completed Request Form and brought to the Circulation Desk in the Sturgis Library. Incomplete Request Forms cannot be processed and will be returned for completion. This includes materials for both electronic and traditional (hard-copy) reserves.

Print materials will need to be scanned into PDF format and may take longer than material submitted in electronic format.

Please submit paper documents to be scanned at least two (2) weeks before the material is to be used by your class.

Please submit materials for Electronic Reserves well in advance of the time students will need them. No request will be available for students on the drop-off day. Last minute requests are not recommended.

You can expedite your request by providing accurate and complete citations for submitted materials and clear information about the course.

At the end of each semester, all Electronic Reserve files will become inaccessible and hard copy [original paper file] Reserves will be returned to the professor/instructor.

Electronic or hard copy Reserves will remain on reserve only at the request of the professor/instructor.

Access and Use of Electronic Reserves

Access to Electronic Reserves is restricted to currently enrolled students, faculty and staff of the Kennesaw State University. Your NetID and password will be required to access the Electronic Reserves. In addition, only students enrolled in a course may have access to the electronic reserve material. These course passwords will be issued to the instructor before the beginning of each semester.

Electronic Reserve documents are accessible only by professor/instructor name and/or course title/number. Materials are not searchable by subject [article title, author or keyword.]
General Purpose and User Community

The Kennesaw State University Library System is comprised of the L.V. Johnson Library on the Marietta Campus, the Horace W. Sturgis Library on the Kennesaw Campus, and a number of related research centers. The KSU Library System is committed to providing excellent services and resources that directly support the University’s efforts to become a world-class comprehensive university recognized for its excellence in education, discovery, innovation, technology, and community engagement. In dealing with both physical and virtual environments the library system carefully crafts collections and services that enhance teaching, learning, scholarship, and creative endeavors for the users of the various libraries.

The KSU Library System has been a selective depository for federal documents since 1968 and serves the Eleventh Congressional District of Georgia. The depository collection is held at Sturgis Library. The purpose of the depository is to collect, organize and provide free, public access to the U.S. Government information to the district and the general public. It also supports the current and anticipated instructional, research, and service programs of Kennesaw State University.

Community

Kennesaw State University

Offering campuses in Marietta and Kennesaw, Kennesaw State University is located just north of Atlanta and combines a suburban setting with access to one of the country’s most dynamic cities. As part of the University System of Georgia, Kennesaw State offers more than 100 undergraduate and graduate degrees, including a growing doctoral program.

Cobb County

Cobb County, Georgia has a population of 688,078 according to the U.S. 2010 Census. About 9.1% are 65 years old and older while the median age is 35.4 years old. Whites comprise 66.7% of the population, blacks or African Americans make up 25.9%, and Hispanics or Latinos are 12.5%. The per capita income is $33,514. The percentage of residents with a bachelor’s degree or higher is 44%.

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Eleventh Congressional District of Georgia

About 691,975 people live in this district, which includes four counties: Bartow, Cherokee, and parts of Cobb and Fulton.

Collection Access

To meet the needs of its users, the KSU Library System depository selects approximately 46% of the publications offered through the Federal Depository Library System. Titles not selected through the system or non-depository publications may be procured for patrons through interlibrary loan. The library also obtains some titles free from government agencies and commissions. There are 23 federal depository libraries in Georgia, eight of which are in the Atlanta area. The University of Georgia in Athens, Georgia is the regional depository, which receives all items offered through the Government Printing Office (GPO) program.

To facilitate access to the document collection, the library acquires and maintains the basic bibliographic tools, both retrospective and current, considered essential for such access. These tools include sources produced by both government and commercial publishers. The collection is accessible through the online public access catalog, which is available to the entire community via the internet. The library also provides access to the Congressional Serial Set through the commercial vendor Proquest. Non-KSU community members may access the Congressional Serial Set through one of the public computer stations located at both Sturgis and Johnson libraries.

In addition to the Documents Librarian, all reference librarians provide government documents service. An online research guide <http://libguides.kennesaw.edu/governmentinformation> is updated and maintained by the Documents Librarian. This guide provides links to several online Government databases and websites including FDsys <http://www.fdsys.gov>, GPO’s official site to access publications and documents of all three branches of the Federal Government.

Selection Responsibility

The Documents Librarian is responsible for the selection, receipt, and claiming of depository publications. Selections are based on knowledge of academic and community needs, and consultations are made with colleagues or general faculty when necessary.

Subject Areas and Collection Arrangement

The library selects the Basic Collection in accordance with Part III of the Legal Requirements & Program Regulations of the Federal Depository Library Program. The library also selects the majority of the item numbers specified in the suggested core collection in the

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Strong emphasis is placed on collecting the following (not in any particular order):

1. International policy related documents;
2. The Population and Housing Census, The Economic Census, the Census of Governments, and other statistical series of the Commerce Department relating to demographics, domestic, and foreign trade, housing, and construction;
3. Economic and social statistics from all other agencies;
4. Congressional Publications;
   Examples include House and Senate documents, hearings, and Senate treaties
5. Materials related to Georgia and the Southeast, including but not limited to such publications as vital and demographic statistics, geological reports, housing data, and social services.

Publication Media

Electronic

Electronic records are now the preferred type of newly received items and should comprise the majority of the collection in the next couple of years. Permanent links to these online documents are available from the library’s online catalog. Public access to online documents for library patrons not affiliated with KSU is provided through public computers on the main floors of both Sturgis and Johnson libraries. In addition, free Wi-Fi is available for people with personal computer devices.

Print

In 2013 it was decided to stop receiving most print items in favor of the electronic format due to several factors, which include the reduction of available print items from the GPO, the low usage of print items, preference for electronic access, and library space considerations. Currently print items are selected because they either are combined with the electronic record or deemed important for the collection. Print items are periodically reviewed for replacement by their electronic versions if appropriate. The library follows FDLP guidelines on substituting electronic for tangible versions and offers the tangible item to the regional library and then other selective libraries.

Microfiche

Microfiche are no longer selected. Most current microfiche titles are available electronically. Government publications on microfiche are filed by SuDoc number in specially
marked filing cabinets located on the third floor of the library near the library’s microfilm collection. A microform reader is also available on the third floor of the Sturgis Library and has scanning, emailing, and saving capabilities.

**CD-ROM/DVDs**

Fewer items are being disseminated as CD-ROMs and DVDs. CD-ROMs and DVDs are kept in a cabinet on the third floor of Sturgis Library and may be accessed on the library computers.

**Maps**

The map collection is maintained in a large metal cabinet designed for the storage of maps, and is located near the Documents collection on the third floor of the Sturgis Library. The map collection contains both commercially produced maps (e.g., from National Geographic) and maps from the government. Maps have been assigned SuDoc numbers.

**Selection Tools**

The following resources are consulted regularly to review current item selections and to identify additions to the government documents collection:

- List of Classes (http://www.fdlp.gov/file-repository/collection-management/list-of-classes)
- Basic Collection (http://www.fdlp.gov/requirements-guidance-2/collections-and-databases/1442-basic-collection)
- Depository Selection Information Management System (DSIMS) (https://selections.fdlp.gov/)
- Retrospective Sources--The Needs and Offers Lists are consulted as needed to locate absent items required for the congruity of the government documents collection.

**Resource Sharing**

Through participation in the listserv DOCSGA-L, the Documents Librarian is made aware of other depository collections in the state of Georgia. This information is shared through other, less formal types of professional contact. The KSU Library System both lends and borrows government documents through interlibrary loan.

**Multiple Copies**

Usually only one copy will be kept of each title with these exceptions:

Guimaraes
1. Titles for which there are intensive demands and continuous heavy use.
2. Gift copies of titles considered to have lasting value.

Collection Evaluation and Maintenance

Collection Review

The Document Librarian reviews the list of classes on an as-needed basis. The updated GPO procedures for adding and dropping items allows for changes to be made any time of the year. The Documents Librarian adjusts the library’s selections to be in accordance with the KSU Library System Collection Development Policy and the goals of the depository.

Weeding and Maintenance of Collection

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. AutoDocs software is used and an accurate shelf list of depository materials to the piece level is maintained with all documents clearly stamped as depository property with the shipping list date. Superseded documents are withdrawn with the Documents Librarian’s approval. Other documents are reviewed for retention after five years. Those titles which are withdrawn are offered to other libraries and/or are discarded with the permission of the Regional Librarian. Worn or damaged documents are evaluated for repairs, replacement, or withdrawal.

Policy Revision

This Government Documents Collection Development Policy will be reviewed at least yearly and amended as considered necessary by the Documents Librarian, in consultation with the Director of Collection Development. New developments in the depository program and developments at the University or the state of Georgia will necessitate future changes in this policy.

Revised by
Morgan Rhetts
Government Documents Librarian
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Horace W. Sturgis Library
October 31, 2016 Based on original by Jack F. Purkey (March 29, 2000)