



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 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 publisher proofs, 30-day trials, or advance copies of any materials.

B. Affordable Learning Georgia

The KSU Library System is a participant in the University System of Georgia's Affordable Learning Georgia Initiative to promote student success by supporting the implementation of no-cost and low-cost textbooks. The Library System encourages faculty to include library materials and open access resources in their reading lists and course packs. Although the current policy does not allow for the purchase of print or electronic textbooks for individual courses and library ebook subscriptions only support single-user access (see section D. Format), a variety of multi-user materials are available through the library's catalog and databases, including digital newspapers, scholarly articles, images, videos, and open access textbooks. The library encourages faculty members to consult with their undergraduate liaison librarian, their graduate librarian, or the Scholarly Communications Librarian when considering replacing a course textbook with library resources.

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 essential if a library collection is to maintain its vitality, currency, and interest to users. Faculty and staff within the Collection Development Unit conduct studies of the collection's effectiveness and value to users, and identify areas of collection strength and weakness.

At the discretion of the Director of Collection Development, the Assessment Librarian, and Library Administration, library faculty and staff will evaluate the library collection, in whole and/or in part, using a combination of standard qualitative and quantitative methods. Some assessments will take place annually, others as needed. A Collection Assessment Procedure document is maintained by the Collection Development Unit.

E. Case Studies

As a general guideline, the KSU Library System does not purchase individual or print 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 alternative available sources for this information. Exceptions may include instances when comparable case studies are not available online or via a resource sharing service such as Interlibrary Loan and GIL Express. In such cases, consideration may be given to the possible purchase of a case study published as part of an anthology and/or deemed seminal to a pursued body of research.

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, the KSU Library System employs a demand-driven acquisition (DDA) plan to enhance the development of the ebook collection. The purpose of the DDA plan is to maximize access to library resources by directly involving users in the development of the collection, encouraging the timely and efficient delivery of content at the user's point of need. The DDA plan ensures a well-rounded and focused collection and provides access to a variety of titles for potential use and purchase that is unavailable for traditional purchasing methods.

Regular assessment of both the manual DDA plan and the DDA approval plan determines the effectiveness of the KSU Library System's objectives to support curricular and research needs. This review ensures that the collection includes relevant material but also identifies areas of interest and deficiencies in the collection. Deficiencies in the collection may include subject areas that require further development, subject areas where material is less popular, and where service requires improvement.

Particularly when requested by the Librarians or departmental faculty, and based on the availability of funds, priority will be given to firm orders in print or electronic formats. All other titles may be added to the DDA pool if available.

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 Collection Development Unit does not accept, distribute, or coordinate donations of books or any other materials on behalf of the Kennesaw State University Library System. All inquiries regarding material donations should be directed to the Coordinator of the Friends of the Library. 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.

Donors or potential donors should adhere to the policy and procedures established by the Friends of the Library. Materials donated to the Friends of the Library may be added to its biannual book sales, as determined by the Coordinator of the Friends of the Library.

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 access to a multitude of free, open access resources. Selection of open access resources follows established selection criteria for resources. These resources support the university's curricular and research needs and are vetted by the appropriate Librarians for their subject areas. Open access resources are free of charge for users to download, copy, print, display, distribute, search, index, and link to the information. Open access resources will be included in the appropriate electronic resource management systems.

Due to their nature, open access resources must provide evidence of value through the authoritativeness of the resource itself, its creator, and its publisher as well as the legitimacy and quality of the content. The content within the resource is comprehensive, current, objective, and adds strength to the relevant subject area in the collection. The resource provides evidence of continued support, functional links, no barrier to access with fees or additional required software, and currency.

The collection of open access materials shall be regularly reviewed for accessibility and on-going appropriateness. The KSU Library System removes access to open access resources in the collection when the resource's content no longer supports the curriculum or research needs of the university, the resource or its content becomes obsolete, the resource becomes fee-based

and is no longer considered an open access resource, or the content or the resource itself is inaccessible.

Management of open access resources is the responsibility of the Scholarly Communications Librarian, in consultation with the Electronic Resources Collection Development Librarian.

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 forwards the request to the appropriate Librarian.

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;
- 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

It is an essential and continuing library practice to withdraw books from the collection based on

the established criteria. The process maximizes the collection's usefulness and ensures that it remains viable and continues to support the current curriculum, research, and information needs of KSU students, faculty, and staff.

Responsibility for Collection Withdrawal:

The ultimate responsibility of withdrawing materials from the library's collection rests with the Director of the Collection Development Unit. The individuals who participate in collection management projects include collection development librarians, undergraduate faculty liaisons, graduate librarians, and staff members from Access Services and Technical Services.

General Collection Withdrawal Criteria:

Library materials, which include, but are not limited to books, journals, microforms, and maps, may be candidates for withdrawing if they meet any of the following criteria:

- Content: The content of the library materials should be accurate and up to date. Materials that are superseded by newer, revised, or updated editions may be withdrawn.
- Relevance: Materials which are not relevant or appropriate for the current curriculum or research needs may be withdrawn.
- Usage: Materials with no or low usage in the last four years may be withdrawn.
- Physical condition: Materials that are deteriorated or damaged beyond repair may be withdrawn.
- Duplications: Duplicate copies may be withdrawn. Exceptions may be given to popular works or literature for which demand may fluctuate.
- Completeness: Materials that are part of a multi-volume set of which the library does not have all volumes may be withdrawn.

Subject-Specific Withdrawal Criteria:

To facilitate the process and provide detailed guidance for withdrawing the library materials, the Collection Development Unit is in the process of creating subject-specific withdrawal criteria. The new document will offer specific withdrawal guidelines for each discipline, taking into account the nature of the subjects and the needs of users.

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 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 endeavors to purchase audio/visual materials that are compatible with current digital technologies (i.e. Films on Demand). Streaming media is the preferred format for audio/visual materials as it is a sustainable, contemporary format that ensures immediate and long-term access to content.

Librarians will work with their faculty to locate and provide appropriate access to streaming content. Selection decisions are based on resource reviews, librarian endorsements, faculty requests, and curricular focus. Audio/visual materials are acquired that follow established selecting criteria within the existing policy, are available in the preferred format, and if adequate funds exist. The KSU Library System does not purchase audio/visual materials in physical formats or that are intended solely for instructional use in the classroom. The Library System does not negotiate with vendors for public viewing rights of DVD content, nor does it pay any associated licensing fees.

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: The KSU Library System encourages faculty to include library materials, such as digital newspapers, scholarly articles, images, and videos, in their reading lists and course packs. The current policy does not allow for the purchase of print or electronic textbooks for individual courses. Typically, ebooks are purchased for the library collection in a single user format as multiple user formats can be a prohibitive expense. The KSU Library System does not recommend the use of existing ebooks in the library collection as required texts for courses, as only a single student will be able to access any one ebook at a time. The KSU Library System reserves the right to make decisions on a case-by-case basis to purchase ebooks in a multiple user format.

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 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 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.

K. 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 Director of Collection Development, and the Assessment Librarian.

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