Guilford College - Hege Library
Collection Development and Management Policy

Executive Summary

Hege Library’s collection development and management policy is grounded in Guilford College’s institutional mission, academic principles, and Quaker-based values. Accordingly, the Library’s mission states:

In furthering institutional values and academic principles, Hege Library is a cornerstone for teaching, learning, research, and scholarship at Guilford College. The Library leads and partners within its community to foster a culture of scholarly exploration and experimentation, to promote creativity and innovation, and to provide the resources and services that place Guilford at the forefront of liberal education within our global society.

The Library’s strategic plan, Hege Library Strategic Directions, 2014-2017: The Library as “Academic Commons,” addresses collection development and management philosophy specifically through the following value factors for success:

Meaningful Discovery. We believe in the vital connection between informed pursuit and serendipity in discovery. We understand the advantages of the digital knowledge environment and the exciting opportunity we have to develop our print collections in meaningful ways, to make the experience of these collections a vital part of the research and discovery process.

Further, one of the four strategic strategic directions and corresponding priorities provide a necessary framework for the various elements of collection management and development guidelines outlined within this policy:

Develop collections as intellectually and culturally responsive to the experiential learning environment and multiculturalism

Priorities:

- Cultivate intentional and secure collections space, through the installation of compact shelving in the Library sub-basement, to provide closed stack and restricted access for underutilized circulating books, special collections, archives, and art collections;
- Formulate a collection plan whose overarching purpose is to develop culturally responsive collections that meet the holistic needs of students within Guilford’s interdisciplinary curriculum;
- Support the scholarship of teaching and learning through the development of collections that are reflective of Guilford’s unique education experience;
• Expand services in support of digital initiatives that showcase and chronicle the work of Guilford’s community of scholars and creative artists;
• Ensure discoverability and accessibility of all collections.

In the development of collections, librarians and faculty collaboratively strive to support the goal of academic excellence while seeking diversity of intellectual matter – a diversity that reflects both relevant historical perspective and emerging intellectual thought. The primary objectives of collection development are to ensure the availability of resources vital to the Guilford educational experience, either through ownership or access, that both will support and enhance pedagogy and scholarship and will more broadly stimulate independent exploration of intellectual and creative interests. Particular attention will be given to materials reflective of the multicultural, interdisciplinary, and culturally responsive principles of Guilford’s unique liberal arts learning environment.

**Overview: Collection Goals and Strategies**

Hege Library collection development strategies are informed by a lifecycle of collection management decision points including acquisition, format, location, and retention. Initial decisions to purchase or subscribe to a particular title are made by faculty liaison librarians¹ based on the needs of their departmental constituencies and in consideration of appropriate and currently available format options. Special discipline-dependent criteria for acquisitions are articulated in individual academic departmental collection development policies. Special consideration is given to resources that have interdisciplinary appeal. Generally, electronic format-only decisions are made for journal subscriptions, where these are available. Additionally and as a rule, the Library does not acquire duplicate copies of individual titles, although consideration is given to the acquisition of both print and electronic versions of selected monographs in consultation with requesting faculty. Similar lifecycle considerations are given for any digital collections created through library initiatives and collaborations that may be undertaken through course projects, faculty research, and/or special collections initiatives.

The Library makes secondary selection decisions based on the advisability of moving to another format for a resource, most notably print-to-electronic transitions for journals. Decisions on specific titles are made by liaison librarians. Decisions to purchase large sets of electronic journal back files or to convert all of a publisher’s journals or monographs to electronic-only are made in close consultation among liaison librarians.

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¹ Liaison librarians comprise Hege’s Librarians’ Council and participate in the acquisition process both individually and collectively as a Council.
Physical collections are subject to location transfer, for example, for relocation from Hege's main collection to the rare book collection or to remote housing for retrieval upon demand. Further, in favor of emphasis on the development of a comprehensive virtual reference collection, the Library no longer maintains a discrete physical reference collection and inter-shelves selected reference resources within the main collection. Streaming services providing demand-driven acquisition and/or cloud-based access to digital media resources are favored over the maintenance of physical media collections (e.g. film, music). The Library has invested in streaming video resources (e.g. Kanopy Films on Demand, Swank Digital Campus), pay per view article access (e.g. Get it now!) and is developing a demand driven proval plan through GOBI Library Solutions.

Criteria and support for all collection development and management decisions, including retention decisions, are detailed below. The Library’s primary goal, in all of its collection building and managing strategies, is to provide the current and future Guilford community with the greatest wealth of resources possible and in the most effective and efficient ways. This policy is reflective of the virtually-enabled and collaborative resource environments from which Hege Library now may benefit. Consideration of access vs ownership is a viable and necessary strategy for extending collections beyond a tightly focused physical core. Moreover, consortial relationships that support both resource sharing (e.g. the Triad Academic Library Association, or TALA) and cooperative purchasing (e.g. the Carolina Consortium and the North Carolina Council on Independent Colleges and Universities, or NCICU) are essential to ensuring cost efficiency.

**Collection Development Criteria**

*Overarching considerations*

Central to Hege Library’s vision as the College’s “Academic Commons” is advancing its transformation from functioning primarily as a “knowledge repository” to that of a collaborative learning environment supporting “knowledge creation.” Moreover, facilitating the advancement of the scholarship of teaching and learning, and furthering the essential interconnections between pedagogy and scholarship are priorities central to informing collection development and management strategy and are necessarily aligned with learning space design. This is reflected in the following success value factor identified within the Library’s strategic plan:

*The Library as Creation Space. We believe in the Library's central importance as a*
dynamic physical learning environment. We celebrate the Library’s re-envisioning, which extends its role beyond one of knowledge repository to interactive learning laboratory.

This necessary physical transformation of the Library to an active and collaborative learning environment must be carefully balanced with a firm commitment to the continuing development of physical collections in ways that continue to vitally support the research and discovery experience. The necessity for this kind of balanced perspective was not anticipated when the 1989 Hege addition was envisioned, and accommodation for continuing growth of physical collections was seen as the higher priority. As "The Library as Creation Space" is realized, there is a need both for broadly defined selection criteria - encompassing intellectual and creative content in all its potential forms - and for additional selection criteria specifically tailored to develop and manage physical collections within the Library that are experientially appealing and exemplifying of Guilford’s unique liberal arts learning environment.

**General Selection Criteria**

- Relevance to current and emerging needs;
- Depth of existing collection vs. external availability (access vs. ownership);
- Scholarly quality, authority, and credibility;
- Currency/Timeliness;
- Cost (including consideration of free and/or open access resources);
- Language and country of origin;
- Duplication;
- Preservation and replacement (including format migration).

**Additional Selection Criteria for Physical Collections**

- Reflective of Guilford values, academic principles and critical perspectives;
- Reflective of diversity and multiculturalism;
- Interdisciplinary in scope;
- Culturally/Socially responsive;
- Advancing the scholarship of teaching and learning.
Discipline-Specific Collection Development Policy Guidelines (template to be used by all liaison librarians for their assigned academic program areas)

- General scope
  - Audience;
  - Boundaries (e.g. LC classification parameters, interdisciplinary implications, special collections);
  - External partnerships or collective collections (e.g. CRL, Hathi Trust) as sources.

- Specific delineations for collecting in this subject area
  - Languages;
  - Geographical areas;
  - Material types (e.g. dissertations, serials, technical reports, databases) collected;
  - Formats collected.

- Policy revision history
  - Record each date, as applicable (i.e. created, updated, reviewed), and by whom;
  - Name of current liaison librarian and email address.

Collection analysis and decision support tools and criteria

Collection management decisions are supported by the use of comprehensive collection analysis tools. These tools provide liaison librarians with useful information, such as how often resources are requested by members of the Guilford community; where else they may be located locally, regionally, nationally, and/or worldwide; and various formats in which they may be available. Standards for and decision-making based on data are found in subsequent sections of this policy.

The Integrated Library System (ILS)

Information regarding the Library’s collections is stored in the Library’s ILS, with the exception of unpublished materials (e.g. archives, artifacts). This includes the Library
catalogue, circulation data, item specific information, and patron records. Data is available through the ILS analytics feature, providing a comprehensive view of information stored in the ILS. Report categories include the following headings: metadata, cataloguing & collections, circulation, acquisitions, and e-resources. Reports can be exported to an excel sheet for review and analysis.

GreenGlass Reports

GreenGlass is a web-based tool that provides liaison librarians with access to collection usage data; comparator WorldCat holdings centralize data from peer, state, country, and the institutions worldwide. It also compares library holdings to items in the HathiTrust Digital Library, both public domain and in-copyright, and identifies currently held CHOICE review and CHOICE Outstanding Academic titles. Additionally, it highlights items that the library holds uniquely within the state. Liaison librarians can export this data into an excel sheet and provide items lists to their departmental faculty liaisons for review and input.

Understanding current use and forecasting for future use

Library circulation history, COUNTER-compliant and proprietary electronic usage statistics, and Worldshare ILL resource sharing reports (including Get it now! purchases) enable liaison librarians to better understand the use of specific materials and Library of Congress subject areas by Guilford students, faculty, and staff. This information aids in determining certain areas in need of review or development, and informs the tailoring of research instruction sessions and other outreach services.

Retention decisions

Decisions to retain physical copies of materials include continued relevancy to the curriculum (either in format or content), ongoing review of the Library’s electronic holdings, HathiTrust full-text and indexed public domain holdings, other open content resources, and holdings within TALA, NCICU, and elsewhere throughout the state.
Bibliographic records, discovery, and access

The collection analysis goals described above are dependent on accurate, complete, and well-formed metadata on which to base the analysis. To support collection analysis and management, the Library commits to creating and storing the following types of metadata:

- Complete bibliographic description, including, whenever possible, metadata about the work, the expression, the manifestation, and the item (see Functional Requirements for Bibliographic Records, or FRBR, for definitions);
- Accurate holdings data for any titles expressed in more than one physical piece;
- Source of funds and payment amounts;
- Decisions regarding retention, or metadata to support these decisions, such as special features of the item, or a named collection of which the item is a part;
- Circulation and in-house data (NOTE: Circulation data available from May 2014 to the present);
- Library shelving location data;
- Library of Congress classification data;

NOTE: The above types are used whenever appropriate with metadata creation within the content management system, SharedShelf, for in-house digital projects.

Commitment to metadata quality includes assigning staff resources to its creation and management. It is essential that library policies and best practices regarding metadata creation and management be adhered to in order to guarantee their accuracy and permanence.

The library catalogue (currently stored, accessed, and managed through OCLC’s WorldShare Management System) is the principal database of record for library metadata that describe physical and digital collections. The Library is committed to the accurate maintenance of that database and to regular contribution to the OCLC worldwide cooperative.

Guidelines for on-campus retention and transfer of materials

In general, the primary criteria for on-campus retention of materials is continuing relevancy to the curriculum, and consistent and ongoing use by the Guilford community. Materials that receive low use, but are determined to have enduring relevance to the Guilford community with limited availability from external sources, are candidates for relocation to the Hege Remote Storage (HRS), with either circulating or in-Library use
status. Retention reviews and decisions are conducted in an ongoing way through:

- Regular reviews of approval plan criteria;
- Ongoing liaison with academic departments to determine changing needs;
- Required vendor notification of new editions to support deaccessioning decisions as part of the acquisitions process.

Criteria for on-campus retention include:

- Steady circulation and/or use, particularly for curriculum support;
- Importance of the discipline within the context of Guilford’s academic programs;
- Currency of the edition;
- Physical condition;
- Currency of the physical format;
- Not duplicated in another format.

Considerations for transfer to HRS include:

- Limited availability of the work through external sources;
- Enduring relevance to the discipline within the context of Guilford’s programs;
- Criticality of maintaining a local copy (e.g. because of limited availability externally and/or the unavailability of a digital version).

Criteria for in-Library use status for materials transferred to HRS:

- Pre-existing in-Library use designation;
- Fragile physical condition;
- Value/cost of the item;
- Rarity or concern for theft or vandalism.

NOTE: See also Rare Book Policy (Appendix XX)

**Selection for withdrawal and deaccessioning of printed or other physical materials**

The collection management life cycle necessarily includes making decisions to permanently remove and deaccession titles from the collection. The following criteria will be observed:

- Removal of exact duplicates;
● Removal of physical materials duplicated in digital format;
● Removal of durable media formats that have been superseded by newer formats;
● Removal of low-use titles otherwise easily available through external sources;
● Removal of older editions that no longer are relevant to Guilford’s teaching, learning, and research priorities;
● Removal of items in poor physical condition that might be replaced through digital access.

Deaccessioning fundamentally should be regarded as a strategy for strengthening and improving the relevancy of Library collections and of the user experience, carrying the benefits of:

● Assurance of a high quality of experience of physical collections;
● Improved space accommodations for the Guilford community

Ongoing or phased collection review projects are preferred to one-time efforts. Communication of time frames and workflow support from and coordination with Access and Information Services and liaison librarians are critical to ensure success. The process involves multiple departments and includes identification of target areas, review and selection of titles, record updating, removal, and disposition.

Liaison librarians work with the Access and Information Services Librarian to identify materials for deaccessioning. Deaccessioning will be based on the liaison’s knowledge of the subject area as defined at Guilford, curriculum and research activities, faculty consultation as appropriate, and determination of particular importance, if any, to the College. As noted above, the Library’s deaccessioning criteria take into account the holdings within the TALA and NCICU libraries.

Deaccessioning decisions are, by their nature, evaluative and subjective, making appropriate safeguards to avoid loss of critical titles imperative. Liaison librarians share lists of items slated for deaccessioning for review, with firm deadlines for response.

Disposition of unwanted titles is done in a variety of ways and detailed in the next section. Deaccessioning decisions are made to maintain a vital - i.e. academically and culturally responsive - collection; and our actions through title selection, communication, processing, and disposition will reflect that.
Guidelines for disposition of deaccessioned physical materials

The Library partners with Better World Books and the Guilford College Wiser Justice Program to ensure deaccessioned materials in good condition can be distributed to those who can use them. The Library also partners with reputable booksellers for consignment sales of items of primarily collectible value, with funds generated utilized to further support collection revitalization.

Processing deaccessioned materials includes removing the bibliographic record from the ILS, stamping the item as withdrawn, pre-screening the item for Better World, the Wiser Justice Program, or external sale; and boxing identified items.

Disposition outlets for materials by format:

- Books, DVDs, & CDs
  - These are first offered to Better World Books, the Wiser Justice Program, and local libraries. If found unwanted, these are offered to local booksellers (e.g. Oakwood Books, Tannery Books) or recycled.
- Print journals:
  - These are first offered to the Wiser Justice Program and local libraries. If unwanted, these are next checked against the United States Book Exchange (USBE) holdings list. If still found unwanted, they will be recycled.

Communication and outreach

The Library Leadership Team\(^2\) is responsible for policy development and review, informed by the collective input and advisement of the Librarians’ Council,\(^3\) which drives the Faculty Liaison Program. Liaison librarians are responsible in their assigned subject areas to solicit input from faculty on their disciplinary needs as these align with the support and enhancement of academic programs and the scholarship of teaching and learning. Central to this aspect of the collection management process is ensuring that efforts to sustain the vibrancy and relevancy of collections are transparent, collaborative, and ongoing.

In addition to regular outreach to faculty, advisement of major collection management

\(\underline{2}\) The Library Leadership Team consists of the Director of Hege Library and Learning Technologies, the Access and Information Services Librarian, the Friends Historical Collection Librarian and College Archivist, and the Digital Pedagogy and Scholarship Technologist.

\(\underline{3}\) Librarians’ Council consists of the Leadership Team members, the Instructional Design and Assessment Librarian, the Instructional Technology Librarian, and the Experience Design Librarian.
and development initiatives will be communicated in a timely and appropriate manner. Such initiatives may include a major addition of a resource that broadly enhances collections, the expansion of existing or establishment of new external collaborative partnerships that significantly broaden the resource base, major print deaccessioning projects, or significant physical organizational shifting of collections.

All communications relating to collection development and management activities are shared in the spirit of ensuring that the Guilford College community’s engagement in efforts to sustain strong and vibrant collections is positive and participatory.

**Intellectual Freedom, Copyright, and Censorship**


**Policy Revision Schedule**

The Library Leadership Team will review Collection Development and Management Policies comprehensively every three years. Ongoing faculty liaison will ensure that individual collection development policies are reviewed and revised in an ongoing way as academic programmatic changes dictate.
Appendices

Collection Revitalization Statement

Librarian Liaison assignments

Gift Acceptance

Friends Historical Collection and College Archives

Rare Books

Sources

Collection Development and Management Policy – based on Dartmouth College’s policy:

Example of policy for individual programs: http://www.dartmouth.edu/~library/collprog/cdp/aaascdp.html

Other source:

Collection Development in a Changing Environment (ACRL Clip Note #42; Chicago: 2010)