

III. Benedictine University Mission and Vision

Mission

Benedictine University is an inclusive academic community dedicated to teaching and learning, scholarship and service, truth and justice, as inspired by the Catholic intellectual tradition, the social teaching of the Church, and the principles of wisdom in the *Rule of St. Benedict*.

Vision

Benedictine University aspires to be a thought leader in Catholic higher education. We seek to provide a transformative and integrative educational experience grounded in Benedictine values, helping students shape lives of meaning and purpose as engaged citizens who care for the earth, welcome people of diverse faiths and cultures, and promote the common good.

IV. Library Mission

The primary mission of the Benedictine University Library is to provide library resources and services that support and enhance the Benedictine University community and meet its academic and research needs. In accordance with the University mission the library also endeavors to enhance the university's Roman Catholic tradition and Benedictine heritage, the multicultural character of the campus community, and the university's commitment to assist students in becoming responsible citizens and leaders in the world community. The Library will also share its resources appropriately with outside communities, including the broader academic community and local users.

V. Purposes and Goals of Collection Management

The acquisition and maintenance of the library's materials collection is one of the primary functions of the library's mission. Collection management refers to the process of building and maintaining the library's materials collections in both print and non-print formats. The collection management process includes the formulation of policy and procedures, budget allocation, needs assessment, selection, and collection evaluation.

The primary goal of the Benedictine University Library's collection management efforts is to build and maintain a collection that supports the needs of the undergraduate and graduate programs at Benedictine University. The library also recognizes its responsibility to support the research needs of the faculty. The Benedictine University Library will do this, in part, by making a commitment to provide access to materials through online databases and document delivery.

VI. Responsibility for Collection Management

Responsibility for the library collection is shared by faculty and the library staff. College-level allocations make funds available to each academic unit for purchasing faculty recommended books and audiovisual materials to be added to the library collections. Librarians, assigned as liaisons, work with each department and confer with appropriate faculty about needs which the library staff identify. Patrons may recommend additions for the collection, which are evaluated by Assistant Director for Collection Services. Even though periodical funds are not allocated by departments, faculty are

involved in decisions related to the periodical collection. Although librarians have primary responsibility for the reference collection, including reference books, continuations, and research databases, faculty are frequently consulted concerning reference acquisitions. Ultimate responsibility for the collection rests with the Assistant Director for Collection Services who is responsible for insuring that a balanced and relevant collection is developed and maintained.

VII. Scope of the Collection and Collection Levels

The collection should ordinarily supply the information needed by students for their course work. Similarly, faculty should be able to find the information they need to fulfill their instructional duties. The library also recognizes its responsibility to respond to the needs of the college's administrators and staff, and to provide general information and limited recreational reading for the entire campus community. The research needs of faculty and students working on specialized projects often cannot be met by the library collection. However, the library's participation in various networks and consortia provides ready access to many resources located throughout the country.

The Association of Research Libraries has developed a system of collection level codes. The Benedictine Library has adopted these codes. These codes are:

0	Out of Scope	Not collected
1	Minimal Level	Very basic works only.
2	Basic Information Level	Basic resources that introduce and define a subject. May include dictionaries, encyclopedias, selected editions of important works, historical surveys, bibliographies, handbooks, a few major periodicals. It is not sufficiently intensive to support any courses or independent study.
2a	Basic Information Level, Introductory	The emphasis at this level is on providing resources that introduce and define a subject. A collection at this level would include basic reference tools and explanatory works, such as textbooks, historical descriptions of the subject's development, general works devoted to major topics and figures in the field, and selective major periodicals. This level of collecting is only sufficient to support patrons attempting to locate general information about a subject or students enrolled in introductory courses.
2b	Basic Information Level, Advanced	At the advanced level, basic information about a subject is provided on a wider range of topics and with more depth. There is a broader selection of basic explanatory works, historical descriptions, reference tools, and periodicals that serve to introduce and define a subject. An advanced basic information level is sufficient to support students in beginning undergraduate courses.

3	Instructional Support Level	Supports undergraduate and most graduate instruction. Includes a wide range of monographs, complete collections of works of more important writers, selections from secondary writers, a selection of representative journals, and reference tools and fundamental bibliographic tools.
3a	Basic Study or Instructional Support Level	The basic subdivision of a level three collection provides resources adequate for imparting and maintaining knowledge about the basic or primary topics of a subject area. The collection includes the most important primary and secondary literature, a selection of representative serials, and the fundamental reference and bibliographical tools pertaining to the subject. This subdivision of level three supports lower division undergraduate courses, as well as some of the basic independent study needs of the lifelong learner and the general public
3b	Intermediate Study or Instructional Support Level	The intermediate subdivision of a level three collection provides resources adequate for imparting and maintaining knowledge about the primary topics of a subject area. The collection includes a broad range of basic works in appropriate formats, classic retrospective materials, all key journals on primary topics, selected journals and seminal works on secondary topics, access to the reference tools and fundamental bibliographical apparatus pertaining to the subject. This subdivision of level three supports undergraduate courses, as well as most independent study needs. It is not adequate to support master's degree programs.
3c	Advanced Study or Instructional Support Level	The advanced subdivision of level three provides resources adequate for imparting and maintaining knowledge about the primary and secondary topics of a subject area. The collection includes a significant number of seminal works and journals on primary and secondary topics in the field, a significant number of retrospective materials, a substantial collection of works by secondary figures, works that provide more in-depth discussions of research, techniques, and evaluation, access to the reference tools and fundamental bibliographic apparatus pertaining to the subject. This level supports all courses for undergraduate study and master's degree programs as well as more advanced independent study needs.
4	Research Level	Major published sources required for dissertations and independent research. Includes materials that report new findings, scientific experimental results, all important reference works and a wide selection of specialized monographs, a very extensive collection of journals and major indexing and abstracting services. Older material is retained for historical research.
5	Comprehensive	An exhaustive collection.

Since Benedictine University has primarily undergraduate and graduate professional programs, little attempt is made to maintain a research level collection. This means most collection levels will be 1, 2, or 3 depending on the needs of the programs relevant to the subject area.

VIII. Cooperative Collection Development Agreements

Recognizing that the Benedictine Library cannot meet all the information needs of the campus community, the library participates in reciprocal borrowing and cooperative collection development programs that benefit our patrons.

IX. Standards and Ethical and Legal Principles

A. Standards

The Benedictine University Library supports the statements on collection development contained within the “Standards for Libraries in Higher Education” adopted by the American Library Association’s Association for College and Research Libraries.

B. Intellectual Freedom and Censorship

The library supports the concept of intellectual freedom. As long as they fit into the general collection parameters of the library, all points of view and subjects will be considered without prejudice or censorship when determining the balance of the collection.

The library does not add or withdraw, at the request of any individual or group, material that has been chosen or excluded on the basis of stated selection criteria. An individual or group questioning the appropriateness of materials within the collection will be referred to the Benedictine University Director of Library Services.

C. Confidentiality

The Code of Ethics of the American Library Association establishes guidelines for the protection of library users’ privacy and confidentiality rights. Following these guidelines, information about library materials recommended by library users will not be shared with third parties.

D. Copyright

The Benedictine University Library complies fully with all the provisions of the U.S. Copyright Law (17 U.S.C.) and its amendments. The library strongly supports the Fair Use Section of the Copyright Law.

X. General Collection Management and Development Policies

A. Policies Related to Format

The library includes materials in whatever format(s) are most appropriate based on content, preservation needs, and storage requirements. More detail on criteria and procedures is given under Books and Periodicals since they are currently the most

common formats. Unless otherwise noted, the criteria for selection and deselection, ordering procedures, and collection review given for books are applicable to formats #'s 3-12 that are discussed below.

1. Books

Selection Criteria

With funding and space limitations and the availability of more and more information in an increasing variety of formats, care must be taken in making collection development decisions. The following criteria should be considered in the selection process:

- Relevancy to the academic programs
- Appropriateness of level of treatment
- Authoritativeness of author or reputation of publisher
- Lasting value of the content
- Cost
- Availability of positive reviews or inclusion on appropriate standard lists (e.g., Books for College Libraries published by the Association of College and Research Libraries, Library Recommendations for Undergraduate Mathematics published by the Mathematical Association of America)
- Demand for subject matter as reflected in use statistics
- Completeness of the collection in subject area
- Availability of item at other LIBRAS or I-Share libraries (particularly if the item is expensive and apt to be infrequently used)
- Relevancy to the secondary purposes outlined in the introduction

Procedures for Ordering

Faculty share the responsibility of the circulating book collection by sending book requests approved by their department chair to their librarian liaison or to the Assistant Director for Collection Services. Librarian liaisons, working with the Assistant Director for Collection Services, share reviews and needs identified by library staff with appropriate faculty for their consideration. Items approved by departments are paid from college allocations. Whether recommended by faculty or librarians, all purchases are subject to the criteria outlined above.

Deselection (Weeding) Criteria

In building and maintaining library collections, the evaluation of materials already owned by the library is as important as the selection of new materials. By periodically reviewing what should be retained, discarded, or replaced, the library keeps the collection responsive to patron needs, insures its vitality and usefulness to the students and faculty, and makes room for newer material. The library staff works with faculty to insure the withdrawal of materials that are inappropriate or damaged. Criteria for deselection are the same as those for selection. Other considerations include condition, the availability of newer

editions, the circulation record of the item, and the content of the item. In the Spring 2008, a deselection timeline was developed to guide the process. This timeline is:

○ 000s	4	2010-2011=1
○ 100s	4	2011-2012=2
○ 200s	5	2012-2013=3
○ 300s (every 5 years)	3,8	2013-2014=4
○ 400s	4	2014-2015=5
○ 500s (every 5 years)	1,6	2015-2016=6
○ 600s (every 5 years)	2,7	2016-2017=7
○ 700s	6	2017-2018=8
○ 800s	10	2018-2019=9
○ 900s	9	2019-2020=10
○ IMC	4	2020-2021=repeat

Review of the Book Collection

Relevancy of the collection will be assured as follows:

- The library will monitor usage and identify circulation and interlibrary loan patterns which point to gaps in the collection.
- Academic departments recommending new programs or new courses will include in their proposals an evaluation of current library resources and a description of new resources needed to support the program.
- A comprehensive review of the collection was begun in Fall 2004, which analyzed the existing collection and identified desired collecting levels for specific subject areas. The collecting levels assigned are outlined in Section VII and the results of the review listed in a document named [Detailed Sample Form](#).

2. Periodicals

Selection Criteria

As the curriculum changes and/or as new journal titles become available, changes in the periodical holdings are appropriate. However, adding a periodical title commits the library to long-term costs not only for the subscription but also for processing, housing, and maintaining the title. Therefore, care must be taken in the selection of new titles. The following criteria should be applied in recommending titles for addition to the collection:

- Identification of specific courses for which it is relevant either for student work or for faculty preparation.
- Estimated usage determined by examining several factors including:
 - Past interlibrary loan requests.
 - Patron requests for journals not in the library's collections.
 - Citation analysis including:

Bibliographies in past student papers.

Standard citation ratings.

- Indexed in print and electronic indexes held in Benedictine Library.
- Cost. If there are different personal and institutional subscription prices for a title, the library must pay the institutional rate.
- Relevancy to the secondary purposes outlined in the introduction.
- How the title fits in the total collection
- How does addition of the title affect overall balance of the collection?
- Can infrequently used title(s) be identified for it to replace?
- Availability at nearby institutions, especially at those with which we have special arrangements for interlibrary loan, particularly LIBRAS libraries, and/or online from vendors.
- Examination of sample issues, reviews in professional publications, or annotations in standard lists (e.g., Katz's Magazines for Libraries) to ascertain that the publication will fill the anticipated need.

Procedures for Ordering

Recommendations for new titles may be made by academic departments or by the library. A "Periodical Subscription Recommendation Form" must be completed for all titles recommended. Recommendations by the library will ordinarily be for titles for which interlibrary loan requests exceed copyright limits or for which there are frequent patron requests. Based on the criteria outlined above, the Assistant Director for Collection Services in consultation with the Director of Library Services will make final decisions related to new periodical subscriptions.

Deselection (Weeding) Criteria

As the curriculum changes, titles in the existing collection may no longer be appropriate. With limited financial resources and space, it is essential that the collection be focused on the needs of the Benedictine University community. The criteria used for deselection will be the same as those applied in the selection process. A major difference will be the availability of usage estimates which include the reshelving counts for journals and microfilm, and interlibrary loan records of items supplied to other libraries.

Review of the Periodical Collection

Relevancy of the collection will be assured as follows:

- The library will monitor usage and annually prepare lists of infrequently used titles to be considered for cancellation.
- Academic departments recommending new programs or new courses will include in their proposals an evaluation of library resources which lists new journals needed to support the new courses.
- Periodic review of the entire periodical collection will be conducted on a schedule providing for review of each subject area once every five years.

The Assistant Director for Collection Services is responsible for coordinating these review processes.

3. Electronic Formats

CD-ROM, online access to remote databases, and the Internet are means by which the library provides electronic access to information. These and subsequent technological developments will be used whenever they are judged the most effective means of providing information to library clientele. Selection criteria for books and journals can be applied in the selection of specific databases and services. Resources in any format should provide support for the curriculum. Other criteria include:

- Electronic format provides greater accessibility to information over other formats.
- Resource authenticates by IP address and is accessible to off-campus users.
- Resource uses persistent links to content.
- Interface includes help pages and is user-friendly and reasonably intuitive.
- Resource is cost effective in the current and foreseeable future fiscal landscape.
- Vendor provides meaningful Counter-compliant usage statistics.

The library gives priority to purchases of electronic resources that will benefit a large number of users. Currently, electronic resources within the following categories are considered:

- Online bibliographic or full text databases
- Online resources of a monographic nature
- Electronic serials
- Multimedia databases, including but not limited to image and audio files

The Digital Resources Librarian identifies and recommends electronic resources to be added to the collection. In addition, faculty members may recommend electronic resources they would like the library to investigate.

4. Audio and Visual Formats

Faculty members recommend the purchase of audiovisual materials. The selection criteria are the same as for books, except that formats which cannot be supported by the library or out-of-date formats are not purchased. Orders are handled by the same procedures as book orders and charged against college library allocations. All items purchased from these funds become part of the library collection and are subject to all loan agreements made by the library.

5. Computer Software

The library does not collect general use software, but will buy software with particular applications to the curriculum. Software will be purchased and added to the library collection only if it can be used on publicly available hardware in the library.

6. Dissertations and Theses

The library maintains a collection of the theses prepared by students in the college's graduate programs. Each student provides the library with two copies, one for the University Archives and one for the circulating collection.

Dissertations and theses from other institutions are not collected although individual titles will be added as books if they are recommended as part of the book selection process.

7. Maps

The library does not maintain a map collection.

8. Microforms

Microforms are acquired when necessary to preserve materials, to acquire back volumes of serials that are not readily available in hard copy, and to acquire current material that is not readily available in paper.

9. Musical Scores

The library does maintain a collection of musical scores. The faculty in the music program sent their collection to the library for cataloging and housing in 2006.

Additions are made to the collection through gifts to the music program and by faculty purchases. The library has not been involved in the purchase of musical scores.

10. Pamphlets

The library does not maintain a pamphlet file.

11. Paperbacks

The library ordinarily purchases titles in hard cover if both formats are available. However, if there is a significant difference in price the paperback will be considered particularly if the title has limited long-term value. Paperbacks will be selectively bound to lengthen their potential life.

12. Textbooks

Textbooks are not normally acquired unless they cover an area of interest for which there is no general material available.

B. General Collection Development Policies Related to Collections not Specifically Covered Above

1. Reference Works

The Reference Collection is a non-circulating collection of materials brought together in a special collection because of their format and the nature of the information provided. Reference materials are consulted for short periods and for bits of information. They are separated from the circulating collection, because to allow checkout would cause inconvenience to more library users than it would benefit. Exceptions for faculty are seldom made and only with the approval of a Librarian.

It is the nature and format of the information, and how it is anticipated the library's clientele and staff will use the materials, that go into the judgment of whether various items will be made part of the reference collection. Interests and needs of the college community--primarily students, then faculty, administrators and staff--are the priority for the basis of selection.

The aim of the selection policy is to acquire and retain works, which are currently the most authoritative in their fields. The collection should be kept up-to-date by the acquisition of new materials and the retirement of superseded volumes. Older standard reference works of historical and scholarly interest are selectively retained. The collection should include basic introductory reference sources, which provide a general overview of most subject areas taught at the college.

The reference collection includes titles in various formats including print, microforms, CD-ROMs, and electronic access (e.g., available over the Internet or from commercial vendors). Availability, ease of use, cost, timeliness, space and equipment requirements, and preservation issues are considered in selecting the format for specific reference works.

2. Government Publications

As an Illinois depository library, the Benedictine Library is responsible not only for collecting the Illinois documents sent to the library by the Illinois State Library but also for providing access to the collection and reference service in the area of Illinois state government. (23 ILL. Adm. Code 3020.220a) The library is required to keep all Illinois documents, with the exception of ephemeral materials, superseded materials, multiple formats, and duplicates for a minimum of seven years. "Ephemeral material' means any material that is of a short duration, for example, an announcement of a conference or seminar." (23 ILL. Adm. Code 3020.100) "'Superseded material' means any publication cumulated in later issues, issued in later revised editions, or separates, replaced by final bound volumes." (23 ILL. Adm. Code 3020.100)

The majority of the Illinois documents that are received are kept in the Illinois documents collection. This collection is shelved separately from the rest of the library's collection. Other Illinois documents are placed in the reference, circulating, and periodicals collections depending on their nature. Refer to the Illinois Documents Policy for additional information.

3. Reserve materials

If materials are needed for reserve and not available from the general collection, the library will purchase up to two copies of a title provided the title in question is within reasonable price limits when compared to the publication's cost and long-term value.

4. Instructional Materials Collection

The instruction materials collection supports the Benedictine University education curriculum with an organized collection of current and high quality education materials created for use with children from preschool through grade twelve. The library collects the following types of materials:

- **TEXTBOOKS**
Current textbooks in all major curricular subjects and in levels P-12 should be collected. Several publishers should be represented for each grade level in major curriculum areas. This collection may reflect the texts used in the public schools in the region, and schools in which the teacher education students receive field placements. The scope and depth of each subject area should depend upon each institution's needs.
- **CURRICULUM GUIDES/COURSES OF STUDY**
Curriculum guides, preschool through grade twelve, should be collected annually on the local, state, and national levels. All major curriculum areas should be represented, with emphasis on the certification programs of the college/department of education of the institution.
- **CHILDREN'S AND YOUNG ADULT LITERATURE**
This collection should include fiction, nonfiction, picture books, folk and fairy tales, plays, and poetry appropriate for preschool through grade twelve. The collection should be consistent with the recommendations of standard reviewing tools and include annual acquisition of award books such as Caldecott, Newbery, and Coretta Scott King.
- **TEACHING ACTIVITY MATERIALS**
Professional teaching materials that provide ideas and activities for lesson planning and curricular development should be collected. All major curriculum areas and grade levels should be represented in accordance with the needs of the college/department of education.
- **REFERENCE MATERIALS**
Current reference materials, in print and electronic formats, should be acquired. These include materials related to other resources in the IMC (children's literature indexes and bibliographies, educational software directories, etc), as well as reference works intended for use by children and young adults.
- **P-12 MAGAZINES**
Magazines intended for use by children and young adults should be included. Professional education periodicals that provide teaching ideas

and review curriculum materials, educational media, and children's and young adult literature may also be represented.

- **MEDIA MATERIALS**
A variety of formats, in both traditional and emerging technologies, should be acquired annually. A range of curriculum concepts, skills, topics, and trends in P-12 curricula should be represented. Materials collected may include instructional games, posters, kits, transparencies, models, flat pictures, video recordings, sound recordings, computer-based instructional materials, and miscellaneous instructional materials such as puppets, manipulatives, rock collections, etc.
- **TESTS**
Educational tests and measures that support education courses may be collected.
- **WEB SITES**
The IMC website should include links to the vast array of online resources available to teaching professionals for lesson planning and curricular development.

Materials for this collection are primarily purchased from college allocations under the same collection criteria as books.

5. Faculty Publications

The library will collect one copy of a monographic publication published during the faculty member's tenure at Benedictine University. Publications collected include books authored, co-authored or edited by a faculty member, or a volume, which contains an article or chapter authored by faculty. The copy will be placed in the circulating collection unless the work meets the criteria for placement in the reference collection. The library will not collect journal articles, unpublished papers or proceedings. Other materials authored by faculty members will be considered for the collection on a case-by-case basis by the Assistant Director for Collection Services. The library encourages donations of monographic publications.

6. Special Collections and University Archives

The Special Collections and Archives include non-current administrative records and a wide variety of records documenting student, faculty and staff life, as well as special collections relevant to the University and surrounding community.

University Archives:

The largest component of Special Collections, the Benedictine University Archives, seeks to document and preserve the history of Benedictine University and its predecessors, St. Procopius College and Illinois Benedictine College. The collection consists of: publications of the college including yearbooks, course catalogs, student newspapers and press releases; selected records of college presidents, provosts and administrative departments. The collection also houses photographs and artifacts representing the history of the University.

Special Collections:

- **John N. Erlenborn Congressional Collection**
The John N. Erlenborn Congressional Collection documents most of John N. Erlenborn's activities his time as a United States Representative from 1966-1984. The collection consists of 116 records boxes and includes correspondence, transcripts of speeches, votes, transcripts of hearings, and bills.
- **Records of the West Suburban Higher Education Consortium**
- **Records of the Volleyball Association of America**
- **Other Manuscript/Archival Collections**
- **Photographic Collections**
The library acquires photographs and photographic materials by donation, with the primary topics collected being Benedictine University, its students, staff and events held at the University. The library collects photographic prints as well as photographic negatives.
- **Art and Realia**
This includes items of artwork both framed and unframed, as well as manuscript leaves, textiles, specimens and specimen pages, coins, statuary and other museum items. The library does not normally acquire art or realia unless given permission by the Director of the Library or Assistant Director for Collections Services. These items are received by donation only.

Identification of Special Collections Materials

Special Collections is charged with the storage and maintenance of materials which by their age, subject, scarcity, format, value or physical condition merit such treatment. Materials shall be considered for housing in Special Collections when they meet at least two of the criteria within the following guidelines. The Special Collections Librarian will evaluate materials for placement within special collections. All items determined to be rare will be housed in the special collections. Decisions will be made based upon the following criteria.

Age: The age of an item alone does not qualify an item for inclusion in the Archives and Special Collections. All items printed before 1800 should be considered for transfer to the Archives and Special Collections regardless of the other qualifying characteristics. Items printed from 1800-1850 should only be considered for inclusion in the Archives & Special Collections if the content is within the scope of the Archives & Special Collections mission.

Author Association: If the author is affiliated with Benedictine University, Lisle, or DuPage County, then the work should be considered for transfer. The Archives & Special Collections also holds one (1) copy of all master's theses and doctoral dissertations written after 1988.

Condition: If a work becomes so damaged or fragile that it cannot circulate without causing the item further damage, then it serves little purpose to the General Collections. At this point there are two options for these items. The item may be weeded and a new volume purchased. However, if this is not an option the old volume may be repaired and transferred to the Archives & Special Collections.

Content and Scope: If the content of a work is indicative of the holdings in Archives & Special Collections, focusing on the subject(s) of History, Religion, Language and Literature, Political Science, Natural Science, and Education, it should be considered for inclusion in the Archives & Special Collections.

Market Value: Items deemed valuable or irreplaceable may be transferred to the Archives & Special Collections on a case-by-case basis.

Physical Characteristics: Items which may not be housed in the General Collections because their unique physical characteristics make them vulnerable to damage may be considered for housing in the Archives & Special Collections. These items may include miniature and oversized volumes, ornately decorated or fore-edged painted books, and museum items.

Rarity: Items of a limited imprint (less than 1000 copies), items that are in particularly high demand, but difficult to replace and items where very few items of a given edition are still in existence may be considered for inclusion in the Archives & Special Collections.

The library maintains those special collections, which have been historically developed. Purchases for the collections are very limited and their cost is covered by funds from the sale of duplicate gifts to special collections. The Library accepts selected donations regarding the history of Benedictine University and surrounding community. Those interested in making donations should contact the Special Collections Librarian or the Director of Library Services. A Deed of Gift is required.

Deselection (Weeding) Criteria

Materials are not normally deaccession from Special Collections. However, as collection emphases change, deselection may become necessary. All deselection will be done in accordance with the terms of donor agreements, and when possible, donors will be contacted before their items are deaccessioned from the collection

C. Miscellaneous General Collection Development Policies

1. Multiple Copies

The library does not purchase more than one copy of an item unless there is overwhelming evidence that it will be heavily used. The most common exception is for reserve materials.

2. Popular versus Scholarly Works

Scholarly works will ordinarily be preferred over popular works; however, a limited number of popular works will be collected for recreational reading and in those instances where they are appropriate for course work.

3. Languages and Translations

Only English language works and translations will be collected except for works collected for the use of students in foreign language courses. Materials in Special Collections are not limited to English.

4. Obsolete Formats

Normally, the library will not add obsolete formats to the library collection. Any addition of such materials to the collection will be at the discretion of the Assistant Director for Collection Services in consultation with the Director of Library Services. The primary criteria for adding these materials will be the availability of equipment for use of the material and the availability of storage space.

Decisions to withdraw nonprint items will be based upon the obsolescence of the format and the physical condition of the necessary equipment. If funds are available and the contents warrant preservation, materials may be transferred to another format instead of being deselected.

5. Acquisition Procedures Affecting Collections Policies

a. Standing Orders

To insure continuity standing orders will be placed for items that are to be received on a regular basis. These include annual reviews and reference works such as directories, legal services, and business services. They will be reviewed periodically for continued relevancy.

b. Approval Plans and Blanket Orders

The current library budget is not sufficient to make an approval plan viable. If that situation changes serious consideration should be given to setting up a plan which would insure receipt of certain types of materials.

c. Gifts and Exchange

The library accepts gifts with the understanding that they will be reviewed for their appropriateness to the collection and added only if they complete gaps in the collection. The criteria for gifts are the same as those for purchases except recreational reading materials might be accepted which would not ordinarily be purchased.

Additionally,

1. All gifts must be irrevocable and final. By the act of donation, the donor permanently relinquishes all rights to ownership and disposition.

2. The library reserves the right to dispose of gifts to its best advantage. This may include:
 - a. retention in the library,
 - b. transfer to other departments of the University,
 - c. donation to other local, national and international institutions or organizations,
 - d. exchange with other institutions, organizations or vendors of library materials or equipment,
 - e. sale, the proceeds of which will purchase materials for library use,
 - f. discard, if the gift has no use, sale or exchange value.
3. In accordance with the donor's request, appropriate recognition will be given to gifts retained in the Library by affixing book plates, labels, or plaques to gifts showing the donor's name, and if applicable, the name of the person in whose honor or memory the gift was made.
4. The library will not set aside a special location for gift materials or affix labels, signs, or plaques to physical facilities indicating the presence of these materials. The library will not accept restrictions on usage of the materials which are contrary to general library policy.
5. The library cannot appraise gift materials for tax purposes. The library may assist the donor in finding a qualified appraiser. All expenses incurred in obtaining an appraisal must be borne by the donor.
6. All gifts and donations will be acknowledged in writing by the library director.
7. Any material that bears the ownership marking of another institution and does not have any indication of having been withdrawn from that institution's collection will not be accepted.
8. Reproductions or photocopies of copyrighted works will not be accepted unless evidence of compliance with the copyright law (Title 17, US Code) and its prevailing interpretations are provided.

d. Replacement of Library Materials

1. Monographs

The Assistant Director for Collection Services is responsible for making decisions regarding the replacement of lost, damaged, missing or worn-out monographs. The Assistant Director for Collection Services will determine whether to replace a specific book or purchase a comparable book, guided by the following considerations:

Does the material being replaced meet the general library collection management policy?

Does the frequency of use justify replacement?

Is the item used for class reserve reading or is it on a faculty recommended reading list?

Is the item listed in Books for College Libraries or other recommended book list?

2. Serials

Serials staff will identify lost, damaged, missing or worn-out serials and will take steps to replace these materials. Decisions to replace annual, biennial, and irregular serials will be handled according to the policy for monographs described above, with the Assistant Director for Collection Services having the responsibility of ordering replacements.

The following serials will not be replaced:

- newspapers and newsletters
- titles that are not held permanently
- titles that are not indexed
- titles routinely replaced by microfilm
- government documents that will not be retained

Since back issues may be expensive, the decision to replace will be guided by the following considerations:

Does the material being replaced meet the general library collection management policy?

Does the frequency of use justify replacement?

Should microfilm be purchased rather than replacing paper issues?

Is the periodical readily available elsewhere, including full text sources available through the Benedictine University Library?

Does the information in the particular title have lasting value?

XI. Policy Evaluation

The Collection Development Policy will be reviewed biannually by the Assistant Director for Collection Services. Any changes in policy will be submitted to the Director of Library Services for approval.

XII. Detailed Analysis of Subject Collections

This analysis should be done using the codes described in Section II with subjects relevant to academic departments undergoing program review at that time. This is a time consuming process but should be worthwhile in determining how we focus the collection. For each subject the level of the existing collection will be evaluated as well as the current collecting intensity (or acquisition commitment) and the desired collecting intensity (or collection level goal). A sample format follows which will be replaced by the completed analysis.

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Approved by: _____ **Date:** _____
Jack Fritts – Director of Library Services

Approved by: _____ **Date:** _____
Donald Taylor – Provost/VPAA