Collection Development Policy

I. Introduction

The purpose of the Collection Development Policy is to state clearly the guidelines along which the Baldwin Library will select and acquire materials. Such a policy encourages consistency for those responsible for developing the collection and communicating collection development guidelines to faculty, students, staff, and community library users.

In participation with the educational degree programs of Abraham Baldwin Agricultural College (ABAC), the Baldwin Library has five major functions:

1. To select and acquire print and non-print resources to support the ABAC curriculum,
2. To maintain a basic collection aimed at developing liberally educated persons,
3. To supplement course materials for classes taught by ABAC faculty at ABAC on the Square, dual enrollment programs, and online courses,
4. To facilitate faculty and student research, and
5. To select materials that ensure a comprehensive collection consistent with the College’s and Library’s missions, strategic plans, goals, and outcomes.

The Library’s priority will be to acquire and maintain materials that embrace many fields of knowledge to support the information needs of ABAC students and enrich the associate and baccalaureate programs of the College. Coverage of a field shall be general rather than comprehensive. The Library also recognizes the importance of meeting the needs of ABAC faculty and staff as well as providing current interest materials. While the Library’s collection cannot meet extensive graduate level research demands from faculty and staff, librarians shall guide such users in accessing electronic databases and indexes and in requesting interlibrary loans for materials held at other institutions both within and outside of the University System of Georgia (USG).

Ultimate responsibility for the development and maintenance of the Library’s collections rests with the Library Director, who will seek the participation and advice of the ABAC administrators, faculty, and students. Librarians are generalists. No one person can know enough about all subjects, nor the readings needs and desires of all people, to assume responsibility for all selection. The quality of materials selected depends largely upon the interest and involvement of all faculty members and full participation in selection and weeding should be encouraged by the deans and department heads and coordinators.

II. Guidelines for Selection and Evaluation of Materials

The Library’s collection policies and selection criteria seek to create a flexible framework within which the College community’s needs are met, either through ownership of materials, consortial agreement, or electronic access. The Library’s policy shall be to acquire ownership of materials in all formats whenever possible, but to consider access rights over ownership when the former would be more economical, or when ownership is not feasible.
Access and ownership will be supplemented by consortial agreements as necessary, including but not limited to interlibrary loan, universal borrowing, and the terms of regional, state, and national cooperative agreements.

- **Selection Priorities**
  1. Support the curriculum at all levels.
  2. Support faculty teaching needs.
  3. Support faculty and student research.
  4. As a residential school, provide popular materials as resources permit.

- **Selection Criteria**
  1. Must support one or more selection priorities.
  2. Intellectual Content: the subject content and intellectual level of the material must be appropriate to the academic program and curriculum level.
  3. Language Guidelines: Must be in English with the following three exceptions:
     - Literature, literary criticism, foreign language dictionaries, and materials relating to foreign cultures appropriate to language department curricula.
     - Selected major foreign newspapers and periodicals
     - When information is required in a particular foreign language or is not available in English.
  4. Textbooks: Books used as textbooks for specific courses are not usually purchased for the general collection.
  5. Timeliness: Particularly in those fields where currency is critical.
  6. Multiple Copies: Only one copy of a title will be purchased for the general collection. This does not preclude the purchase of different editions of a title. Occasional exceptions will be made when:
     - An item is placed on reserve;
     - An item receives consistently high usage;
     - A volume is received as a gift.
  7. Popular Works: Resources permitting, a small number of popular works may be purchased or accepted as gifts to meet the needs of a residential campus community.
  8. Non-Print Materials: Materials will be purchased in all formats as needed to support the curricular needs of the College. All non-print materials will be subject to the same criteria as print materials.

### III. Special Collections

Special collections of materials are housed in a secured area and are available for use only in the Library. Library funds are not used to establish or to purchase additional materials for Special Collections. Acceptance of such collections must be approved by the Vice President.
for Technology, the Library Director, and the Library Committee. In addition to the general guidelines regarding gifts, donations of special collections must satisfy the following criteria:

- Compatibility with the College’s mission and curriculum.
- Research value suitable for restricted use rather than general circulation.
- Uniqueness not duplicated in the collections of other libraries in the region.

IV. Gifts Policy

The Baldwin Library encourages gifts of materials or funds given through the ABAC Foundation. The collection development guidelines which govern the purchase of materials also apply to the acceptance of gifts.

- The Library Director is responsible for the acceptance and disposition of gifts. When necessary, the academic dean and the library committee are consulted before a final decision is made regarding acceptance.

- If a gift of materials is accepted, the following conditions apply:
  1. The Library is not bound by any restrictions regarding use of gifts.
  2. The Library retains the right to dispose of gifts at any time and in any manner deemed appropriate.
  3. The Library integrates gifts into the collection to best serve the needs of library patrons. Generally, collections of materials are not retained intact or housed separately in any way.

- Funds donated to the ABAC Foundation which are earmarked for the Library are used for the purchase of materials in any format or for the purchase of equipment. In the case of any restrictions, acceptance will be at the discretion of the Library Director in consultation with the academic dean and the library committee when necessary.

- The appraisal of a gift to Baldwin Library for tax purposes is the responsibility of the donor. The Library assumes no responsibility for the use donors make of gift acknowledgement letters.

V. Copyright

Baldwin Library complies with all regulations of relevant sections of the Copyright Law of the United States of America. Copyright infringement is a violation of the University System of Georgia’s Copyright Policy. A useful guide to copyright and the fair use doctrine may be found here.

VI. Intellectual Freedom
Baldwin Library supports the American Library Association’s Library Bill of Rights. The Library attempts to select materials representing different points of view and without partisan or doctrinal bias.

VII. Collection Selection and Evaluation

The ultimate responsibility for the development and maintenance of the Library’s collections resides with the Library Director. However, the responsibility for the selection and evaluation of the collections is shared between the Library staff and the College faculty. The Collection Development Librarian coordinates these activities and is responsible for insuring that all selections meet the standards in the Library’s Collection Development Policy.

- Selection Responsibilities
  1. Library Director
     - Has the final authority in decisions relating to controversial selections.
     - Has the final authority on the acceptance and disposition of gifts.
     - Has sole fiscal and budgetary authority and responsibility for the Library’s budget and gift funds.

  2. ABAC Faculty
     Faculty have access to online “Choice” reviews, and can forward requests directly to the Collection Development Librarian. They are also encouraged to use other selection resources such as professional journals. The Library accepts written, e-mailed, and faxed submissions.

- Collection Analysis
  1. Non-Journal Analysis
     Analysis of the collection is guided by this Collection Development Policy. Materials are selected to support the College’s academic programs. The Library Director designates specific subject areas of the non-journal collection for an in-depth analysis to ascertain whether the collection currently meets selection criteria. Each academic school designates a faculty member to serve on the College’s Library Committee. Members of the Library Committee are responsible for acquisition and evaluation of library materials for their school’s degree programs. Evaluation of library resources is embedded in the College’s processes for comprehensive program review and changes to the curriculum.

     This analysis is conducted with the assistance and participation of the relevant deans, department heads and faculty, and the Library Director.

     The purpose of this analysis is to upgrade and enhance the collections (to the extent Library resources permit) to ensure they meet current curriculum and program needs and to weed out materials no longer relevant and to preserve those which are.
• Collection Enhancement
It is the responsibility of the deans and department heads/coordinators to prioritize requests within their allocations to meet the specific needs of their curriculum and programs.

• Weeding
Materials that no longer meet the selection criteria become candidates for weeding. The disposition of deselected materials is done in accordance with relevant sections of Georgia State Law (see Code of GA, Annotated, Bk. 13, 1998 Revision, 45-13-85, GCA & 40-606a).

• Preservation
To the extent resources permit, the Library maintains and preserves the core collection through binding, preservation boxes, and, for rare and fragile materials, the limitation of open access, i.e., in-house access, by request to the Library Director.

• Core Journal Analysis
During the spring semester, prior to renewing its journal subscriptions, the Library invites the faculty to participate in a review of journal subscriptions in their subject areas.

Deans and department heads/coordinators are sent lists of the Library journal subscriptions in the fields covered by their schools and departments. Under their direction, faculty are asked to evaluate and prioritize these subscriptions in terms of the extent to which they support the current curriculum. Faculty indicate whether they are no longer needed or are duplicated through an available database.

Faculty are also invited to recommend new core journals.