LSU Libraries
Louisiana State University and A&M College

Collection Development Policy Overview
- General Statement

Introduction

This policy states the principles and guidelines used by LSU Libraries in the selection, acquisition, evaluation, and maintenance of library materials in all formats. It will be used to provide consistency among subject liaisons that are responsible for developing the collection and communicating library services and policies to faculty, students, staff, and other interested persons. The policy is in accordance with the mission of LSU Libraries and that of Louisiana State University & A&M College. It is understood that as programs and other information needs of the University change, the collection development policy will change to meet those needs.

Mission Statements and LSU Libraries Profile

- LSU & A&M College Mission Statement
- LSU Libraries Strategic Plan 2012
- Profile of the Libraries

University and Community Profile

- History of LSU
- LSU Flagship Agenda

purposes and Goals of Collection Development

The acquisition and maintenance of the Libraries materials collections are primary functions of the library mission. Collection development is the process of building and maintaining the Libraries entire materials collections in both print and nonprint formats. The collection development process includes the formulation of policy and procedures, budget allocation, needs assessment, selection, collection maintenance and evaluation, and resource sharing.

The primary goal of LSU Libraries' collection development efforts is to build collections that support the informational needs of the teaching and research missions of the University. This collection development policy reinforces the University and Libraries missions. It will continue to do this through its commitment to provide access services including electronic databases and document delivery in addition to extensive
onsite collections. With the understanding that no library can supply materials to satisfy all of the needs of its users, LSU Libraries encourages cooperative collection development agreements with other libraries. For its part, the Libraries seeks to identify collections that are or could be outstanding in the region and supports them with available funds.

Responsibility for Library Collection Development

This collection development policy was jointly written by the Libraries' Collection Development staff and subject specialists. A librarian serves as a subject specialist with each academic department. Each subject specialist is responsible for developing the library collection in that discipline. It is expected that faculty will work with the subject specialist assigned to their disciplines to select appropriate library materials. The librarians depend upon faculty expertise to ensure the quality and appropriateness of the collection.

All requests for materials are reviewed for their adherence to the selection guidelines and must be approved by the subject specialist. Student and staff requests for acquisition of materials are welcome and will be reviewed under the same standards as requests from other sources.

Library Materials Funds Allocation

The materials budget includes serials, books, and document delivery. Serials covers recurring publications purchased on subscription or standing order including subscriptions to electronic sources and binding costs. Book funds cover one-time purchases, regardless of format. Document delivery services provide access to articles in journals not available in the Libraries.

The LSU Dean of Libraries is responsible for allocating the budget. The serials budget is projected based on pricing information from publishers and vendors. After a projected amount is subtracted to cover serials and access services, the Library Dean assigns the remainder to book purchases. Library Endowment Funds supplement the materials budget when necessary and fund special needs. Gift and memorial funds, not part of the allocated funds, are used to make special purchases.

Policy Regarding Purchasing Books from Faculty
(Approved by Deans' Council - 3/16/2004)

LSU Libraries does not purchase individual titles or collections of books directly from LSU Faculty members. LSU Libraries purchases books from commercial vendors or directly from the publisher. The Libraries purchases used and new books that are no longer currently in print from out-of-print vendors. Faculty members may submit requests for books for the Libraries to purchase from commercial vendors.

Many faculty authors and editors receive free copies of their own books or review books from their publishers. These titles cannot be purchased by the Libraries in order to avoid an obvious conflict of interest. Similarly, the Libraries will not purchase any other book or collections of books from LSU faculty members. Faculty members are encouraged to donate individual titles or collections of books appropriate for the collection to LSU Libraries.

In certain exceptional circumstances, the LSU Libraries Special Collections division may purchase a copy of a rare book or manuscript from a faculty member.

Selection Policies
Selection of materials is a continuous process affected by changing curriculum and availability of new materials. The general policy for selection applies equally to all types of materials being considered for library acquisition.

General Policies for Selecting Materials

- **Standards and Ethical and Legal Principles**
  - **Standards**
    LSU Libraries maintains its collections in accordance with the standards and membership criteria of the prestigious Association of Research Libraries (ARL) and the Association of Southeastern Research Libraries. The Libraries' collections must also meet criteria defined by the Southern Association of Colleges and Schools and numerous other accrediting agencies to which the University's degree granting programs are subject. It is essential that the Libraries keep to the standards prescribed for ARL membership, and that the collections are equal to the stringent evaluation requirements of the various accrediting bodies.
  - **Intellectual Freedom and Censorship**
    LSU Libraries recognizes that free access to ideas and full freedom of expression are fundamental to the educational process. Accordingly, the Library purchases materials that represent a wide variety of viewpoints. To this end, LSU Libraries subscribes to and complies with the American Library Association (ALA) Library Bill of Rights and its accompanying statements of interpretation. These include, but are not limited to the ALA documents or formal statements on:
    - Intellectual Freedom
    - Freedom To Read
    - Freedom To View
    - Access to Digital Information, Services and Networks
    - Challenges to library materials
    - Labeling and Rating Systems

    The Library does not add or withdraw, at the request of any individual or group, material which has been chosen or excluded on the basis of stated selection criteria. An individual or group questioning the appropriateness of material within the collection will be referred to the Dean of Libraries.
  - **Confidentiality**
    The ALA Code of Ethics states that librarians “protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.” In addition, LSU Libraries adheres to the ALA Policy on Confidentiality of Library Records.
  - **Copyright**
    LSU Libraries complies with 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 (17 U.S.C. 107) which permits and protects the rights to reproduce and make other uses of copyrighted works for the purposes of teaching, scholarship, and research.

- **Electronic vs Print**
Electronic content that is web-based or web accessible will be given priority over all other formats when available and appropriate. However, LSU Libraries subject specialists will continue to exercise their judgment as to which format will be the most appropriate for the subject matter at hand under the specific circumstances surrounding any given acquisition.

Background
Several factors have contributed to LSU Libraries’ preference for selecting electronic only (web-based) content, many of them listed below. Underlying these considerations is a financial constraint – the Libraries can no longer afford to support multiple formats of the same content on a widespread basis. This condition has forced LSU Libraries to choose in most instances between print and electronic, when both are available.

The Libraries considers the electronic, web-based format more viable for journals for a number of reasons, among them being:
- 24 hour, 7 days per week access;
- off-campus access;
- multiple concurrent user access;
- searchable text;
- ability to search across a wide array of content;
- immediacy of access following publication;
- value-added content unavailable in print version;
- version of record (in many cases, the electronic journal is now the version of record);
- space savings.

E-books
The above criteria apply, by and large, to electronic books as well, though the nature of the book as a concept adds some new requirements to the mix. Books used as Reference Works tend to have the most immediate value in electronic format for the patron, regardless of medium used to read content from the work, e.g., desktop PC, laptop, or a dedicated e-book reader. The user is looking primarily in these works for specific information in amounts seldom longer than the average journal article. Such can be read online in most media with relative ease, or printed out.

Books that need to be read cover-to-cover, however, present the greater challenge, as comfort and ease of reading now become overriding factors. Humanities and Social Sciences represent the large subject areas where many of these works will be found. This comfort factor is now being adequately addressed, however, by the highly competitive and rapidly expanding market of e-book readers and multi-functional tablets such as the iPad. It remains for libraries to supply the content by working with publishers to provide adequate models allowing flexible use.

For the aforementioned reasons, LSU Libraries is beginning to move from purchasing print book content to electronic, when feasible. The Libraries must buy for the future, providing the greatest accessibility to and functionality of content to its users that it can, and as economically as possible; thereby deriving maximum benefit of its purchasing dollars over the long term.

Perpetual Access
The question of ownership inevitably arises when one is dealing with purchased or subscribed electronic content that resides outside of the purchasing or subscribing institution, as is the case with most purchased electronic content. The notion of ownership itself has undergone a change from possession of an object to acquisition of certain rights to use specified information. However, such “ownership,” insofar as it applies in the electronic medium, is still important to LSU Libraries’ and very much a part of its collection development policies. Therefore, the Libraries will not move a previous print journal subscription to e-only, or subscribe at the outset to an e-only journal unless the publisher will guarantee in its license perpetual access, either
through its own site, or through a mutually agreeable delivery mechanism such as Portico, discussed below. The Libraries’ current collection of electronic content reflects this policy.

**Preservation** of electronic content, as with print, remains an important consideration, but is especially problematic in the electronic realm. Because the development of and wholesale migration to electronic information is so recent, the concept of preservation is largely an untested one. Much work and research is underway, however, to help assure the longevity of electronic content across the globe. To this end, LSU Libraries participates in Portico, “a digital preservation service provided by ITHAKA, a not-for-profit organization with a mission to help the academic community use digital technologies to preserve the scholarly record and to advance research and teaching in sustainable ways.” (http://www.portico.org/digital-preservation/about-us/our-organization/) More information on Portico’s services and operations, participating libraries and publishers, can be found on their website at www.portico.org.

- **Some Additional Criteria Used for Selecting Materials**
  - Relevance to the curriculum and appropriateness to the user
  - Timeliness and lasting value of material
  - Reputation of the author, issuing body, and/or publisher
  - Presentation (style and clarity)
  - Aesthetic considerations:
    - literary, artistic, or social value;
    - appeal to the imagination, senses, or intellect
  - Special features:
    - detailed, logical, accurate index;
    - bibliography;
    - footnotes;
    - pictorial representations
  - Physical and technical quality:
    - paper, typography, and design;
    - physical size;
    - binding;
    - durability
  - Suitability of content to form
  - Strength of present holdings in the same or similar subject
  - Need to increase holdings in subjects where titles are deemed inadequate
  - Demand, frequency of interlibrary-loan requests for material on the same or similar subject
  - Price/relative cost of material in relation to the budget and other available material.
  - Electronic considerations include:
    - Perpetual access to subscribed materials (with the exception of Abstract and Index databases)
    - Web-based
    - Multiple-user access
    - Off-campus access

- **Policies for Selection of Specific Types of Materials**
  - **Duplicates**
    Duplicates are not normally purchased. Duplicate materials will be added to the collection when warranted by heavy usage of copies already held by the Libraries.
  - **Fiction**
The Library will not buy fiction that is anticipated to have only short-term interest among readers but will attempt to select established literary works and new works of promise in the literary field, especially works which would support literature course offerings. As part of the selection process, librarians will evaluate the work in terms of the author's earlier writings and current reader interest.

- **Foreign-Language Materials**
  Except for dictionaries and materials required to support the foreign language programs and targeted collection strengths, LSU Libraries collects primarily English-language materials. Literature and language materials needed to support the curriculum are collected as needed.

- **Gifts**
  Gifts to the Libraries are encouraged but will be added to the collection only after the items have been evaluated to determine if they meet collection development requirements. Generally, the Library accepts only books and journals as gifts. Gift serial subscriptions are encouraged, but they must be funded at the institutional rate; payment should go through the Collection Management Office.

  Donors should contact the [Acquisitions office](#) if they have material they wish to donate or with questions about the appropriateness of their gifts. LSU Libraries will acknowledge the number of items donated but cannot legally provide an appraisal or estimate of the value of the donated material. Gift materials that are not added are donated to other libraries or offered for sale at the Friends of the LSU Libraries book sale. Proceeds from book sales are used to purchase new library materials.

- **Nonprint Materials**
  Nonprint materials (such as electronic products [videotapes, compact discs, DVDs, laser disks, audio cassettes], engineering drawings, slides, and other media) are considered research and/or instructional materials. Requests for nonprint materials will be evaluated on the same basis as book materials unless specific criteria are delineated in the discipline policy statements included in Section III of the Collection Development Policies.

- **Out-of-Print Materials**
  The majority of selections are current publications. The Library recognizes the need for some retrospective purchases, and systematically uses standard bibliographies and other evaluation tools to locate and fill gaps in the collection. However, in view of the difficulty and expense in obtaining rare, out-of-print, and reprinted material, it is most important to spend funds for valuable current publications of long-term worth, thus preventing a future need for retrospective buying.

  With the digitization of journal backfiles by many publishers, LSU Libraries has made a concerted effort to acquire the most important of these in order to provide as much online access as possible to important material. The Libraries will continue this policy.

- **Paperbacks**
  To increase the purchasing power of the materials budget, paperback monographs will be acquired when there is a significant price difference between the hardback and paperback editions. When making a choice between paperback and hardback, the long-term value and expected use of the title will be considered.

- **State and Regional Materials**
In cases in which materials are available for each state, LSU Libraries will normally collect only materials from Louisiana, adjacent states, and other Gulf Coast states except where discipline policies differ. The Louisiana and Lower Mississippi Collections policy further defines collecting scope for those special collections.

- **Textbooks, Programming, and Lab Manuals**
  Titles in these categories are normally not purchased. Exceptions are those which have earned a reputation as "classics" in their fields, or which are the only or best sources of information on a particular topic. Such titles will be evaluated and added to the collection based on the above guidelines or those delineated in the discipline policies.

**Format Guidelines for Physical Objects**
Materials will be purchased as needed to support the curriculum in all formats for which LSU Libraries has equipment and facilities. The Library will normally not collect such items as:
- article reprints, preprints
- costumes
- masters theses or dissertations produced at other colleges and universities, unless Louisiana related
- equipment manuals
- medical instruments
- models
- specimens
- collectibles

**Obsolete Formats**
Normally LSU Libraries will not add materials in obsolete formats to the collection. Any addition of such materials to the collection will be at the discretion of the subject specialist and the Collection Development office. The primary criteria for consideration will be the availability of equipment for use of the material and the availability of storage space.

Decisions to withdraw such 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.

**Selection and Evaluation Tools**
Librarians may consult subject-specific and standard library reviewing sources when making selection decisions. In addition, the subject specialists will use faculty expertise as a resource for selection and evaluation of the collection.

**Serials**
The serials collection supports the research needs of the University community. Serials are publications issued in successive parts bearing numeric or chronological designations and intended to be continued indefinitely. They may be issued in print, nonprint, and electronic formats. Strong preference will be given to web-based electronic versions, though extenuating circumstances may call for the acquisition of other formats in certain cases.

The selection of serials requires a continuing commitment to the base cost of the title, including maintenance, equipment, and storage space (print). The rapidly expanding serials market demands that care be exercised in reviewing serial titles before they are purchased for the collection and that an ongoing evaluation of current subscriptions be conducted. The serials collection is reviewed and title decisions made by subject specialists with faculty input in conjunction with collection development staff.
• **Selection**
Because LSU Libraries has a limited serials budget, selection and deselection decisions for serials must be made with care. Curriculum support for students, undergraduate and graduate research, and faculty research are factors considered in the selection and deselection process. Serials are selected and deselected based on their importance to current information needs of the University community and in accordance with the individual disciplines policies. Factors considered are:
  - Support of academic programs
  - Cost, including such data as rate of price increases, cost of storage, document delivery services, and delivery time
  - Uniqueness of subject coverage for LSU Libraries
  - Interdisciplinary scope
  - Accessibility within resource sharing agencies and/or through document delivery services
  - Full-text availability through electronic means
  - Professional reputation
  - Usage or projected usage
  - Indexing and abstracting in sources accessible to library users

• **Evaluation**
LSU Libraries has established a serials review procedure for cancellations and additions of serials subscriptions that incorporates input from academic departments in the process. In addition, cost-per-use analyses are also conducted, based on publisher supplied usage statistics for electronic content and library supplied circulation/browsing statistics for print.

**Collection Maintenance and Evaluation**

**Location of Materials**
Information resources purchased with library funds or gifts become part of the collections. Location of these resources is determined by Libraries staff. Access to electronic information will be in compliance with licensing agreements.

**Deselection (Print)**
Deselection of print library materials (the process of removing items from the collection) is essential for the maintenance of an active, academically useful collection. Deselection provides quality control for the collection by eliminating outdated, inaccurate, and worn-out materials. Librarians conduct deselection in their areas of collection responsibility.

• **General Guidelines**
  - Superseded editions may be deselected from the collection.
  - Duplicates may be deselected except in cases of continued high demand or where the Library holds rare copies.
  - Materials which cannot be repaired or rebound or for which the cost of preservation exceeds the usefulness of the information contained are deselected.
  - Because currency of information is extremely important in some fields, such as technology and business, older materials may be deselected to eliminate outdated or inaccurate information.
  - Material that has not been used, based on circulation and browsing statistics, may be deselected after several years of inactivity. This will be left to the discretion of the subject specialist librarians. Some library materials, such as classic works in their field, have long-term value and will be retained.

• **Considerations for Serials**
Incomplete and short runs of a title may be withdrawn on the recommendation of a subject specialist in conjunction with collection development staff.

- Titles which contain information that is not useful long-term, such as newsletters and trade magazines, usually have automatic discard patterns established such as "current year only retained."
- Annuals, biennials, and regularly updated editions of guidebooks, handbooks, almanacs, and directories may be deselected depending on the value of the information contained in earlier editions. One or two older editions may be retained in circulating collections.
- Duplicate issues of periodicals and journals are discarded when a volume has been bound unless heavy usage indicates a need for duplicates.

Conservation, Preservation, and Restoration
Library materials are expensive to purchase, process, and house. LSU Libraries acknowledges the necessity of preserving all holdings--traditional and nontraditional--and supports the American Library Association's Preservation Policy.

Subject specialists, curators, collection development staff, and other personnel may be consulted to determine what action should be taken with damaged materials.

For preservation of electronic content, the Libraries participates in Portico.

- **General Principles**
  - Library employees and library users will be informed of the proper care and handling of library materials.
  - Temperature and humidity controls are essential for maintenance of library materials and efforts to maintain proper levels are supported to preserve the collection.
  - Book repair is provided for damaged materials.
  - Binding is used to preserve periodicals and other materials as needed.

- **Binding**
  - Periodicals and Journals. In general, all periodicals and journals are bound on a regular basis. The number of issues bound together is determined on a title-by-title basis depending on the size and number of issues per volume or year.
  - Annuals, Biennials, etc. Paperbound publications which are heavily used may be bound.
  - New Books. Newly acquired paperbound books are not rebound. Exceptions may be made when heavy use is anticipated.

Replacement of Print Library Materials

- **Monographs**
  Subject specialists are responsible for making decisions regarding the replacement of lost, damaged, missing, or worn-out monographs as funds permit. The subject librarian will determine whether to replace a specific book or purchase a comparable book, guided by the following considerations:
    - The material being replaced must comply with LSU Libraries’ collection policy;
    - The frequency of use or importance of the title to the collection must justify replacement;
    - The replacement must be cost effective.

- **Serials**
Staff will identify lost, damaged, missing, or worn-out serials and take steps to replace these materials. Decisions to replace annual, biennial, and irregular serials will be handled according to the policies set forth in this document. The following serial items will not be replaced:

- Newspapers and newsletters unless a special need exists or is indicated in policies specific to certain disciplines;
- Titles that are not held permanently;
- Titles that are not indexed;
- Titles routinely replaced by microfilm.

**Resource Sharing, Document Delivery Services, and Cooperative Collection Development**

LSU Libraries will supplement its collection through resource sharing and document delivery services when feasible.

Resource sharing encourages free exchange of materials among participating libraries for the mutual benefit of all parties. LSU Libraries is a member of several resource-sharing networks. They include the Association of Research Libraries, the Association of Southeastern Research Libraries, Lyrasis, the Louisiana Academic Library Information Network Consortium, the Coalition for Networked Information, and the OCLC Reciprocal Faculty Borrowing Program.

In addition, the Library subsidizes document delivery for journal articles not available in the library system. Articles are subsidized within defined parameters publicized in various Library brochures. The Library also dedicates the resources necessary to provide high-quality, timely document delivery.

LSU Libraries takes into consideration its resource-sharing networks in making collection development decisions. Likewise, the Library works with its resource-sharing partners to establish cooperative programs that will benefit all libraries involved. Cooperative collection development programs take advantage of strengths of the participants to enhance resource sharing and to improve access to research materials.

**Collection Development Policy Evaluation**

The Collection Development Policy will be reviewed periodically by LSU Libraries’ collection development staff and selectors in order to ensure that the document is timely and sets forth policies that meet the needs of the University community.

**Subject/Discipline Specific Policies**

Subject specialist librarians to the University's academic departments have produced collection development policy pages that provide information applicable to the specific disciplines and aid in the selecting process outlined in this document. These pages can be accessed through the broad subject categories in Section III, Disciplines, from the Table of Contents page.