

# **Collection Development Policy**

Revised and adopted 4/20/1989

## **Introduction**

The role of the EWU Libraries' collections is to advance the academic mission of the university by providing for the information needs of the Eastern Washington University educational programs. Also, the library is to serve as a community resource and reservoir of regional history and culture by working with other libraries to offer programs and services that increase educational access for residents in the region.

The library will provide on-site resources and services to satisfy frequent and basic information needs of EWU students and faculty and will provide links for the university's students and faculty to the resources and services of other area libraries to satisfy specialized information needs.

To fulfill its role the library will provide on-site collections of high use information resources, access to electronic information sources, and access to the resources of other libraries. The library will provide staff services to assist patrons to make effective use of materials both on-site and from remote resources.

The on-site collections of the Kennedy Library will provide materials which directly support the university curriculum. The collections of the Cooperative Academic Library Service will provide materials appropriate to the professional nature and level of the programs offered. Graduate level and research materials will be provided on site for programs identified by the university for graduate and research support. Specialized research materials beyond these designated program areas will be provided for through access to the collections of other libraries of the area or from remote sites. To expand the resources available on site and in the region, the library will participate in consortia of area libraries organized for the purpose of cooperative collection development and resource sharing.

## **Collection Development Goals**

### **A. Support of the liberal arts and sciences**

The liberal arts and sciences provide the foundation of quality undergraduate education, enabling the individual to understand the past and to develop personal and other skills leading to a life-long pursuit of knowledge, cultural enrichment and civic responsibility. The EWU Libraries will develop a core collection at the basic study level across broad subject areas (see "Collection Level Indicators" sheet attached). The collection should include up-to-date general materials that serve to introduce and define a subject and to indicate the varieties of information available elsewhere. The collection should include dictionaries, encyclopedias, historical surveys, bibliographies and major periodicals.

### **B. Support for the curriculum**

The content of the library's collections will be guided by the curriculum and the degree programs offered by EWU and will have sufficient breadth to support an upper division or master's level curriculum. Breadth and depth will, therefore, vary considerably from discipline to discipline. In all disciplines and formats of information, the priority will be to acquire a collection appropriate to the level of the curriculum. Materials needed by faculty and students for extended research will be acquired as needed or requested either through purchase, interlibrary loan, or other resource-sharing arrangements.

## **Specific collections**

## A. General collections

### 1. Monographs

Current and in-print retrospective monographs will be purchased in the breadth and depth appropriate to the discipline and the academic program. Some programs will require purchase of more retrospective monographs than others, i.e., a program in the humanities as compared to a professional program. There will be little need to acquire out-of-print monographs.

### 2. Journals

Breadth in journal support for all programs will be provided by subscribing to those journals which are most frequently indexed, cited and used. Extensive backfiles of journals will be purchased only when appropriate to the individual title, the discipline and demonstrated frequent use.

### 3. Non-print publications

Sound recording and visual documentation slide, motion picture and video formats are essential for instruction. The library will support the university curriculum at the collection development levels appropriate for each academic area, and provide opportunities for independent study and cultural enrichment with non-print, as with print and electronic, publications.

### 4. Electronic information

Electronic information sources will be acquired, or on-line access provided, on the basis of the appropriateness of fits content and hardware requirements. Cost effectiveness of access alternatives will guide purchase decisions. On-line access to databases held by other libraries and departments may be an alternative to purchase of those databases.

### 5. Government publications

Selective federal and state publications are essential resources for many disciplines. Criteria for collecting will be the same as for commercially published monographs and journals.

### 6. Microform collections

Microform collections which are of a reference nature will be acquired on the same basis as reference material in paper format. Comprehensive microform collections of retrospective materials will be purchased only when justified by frequency of request. Purchase of such collections will be coordinated with the regional library consortia, for example, the six state universities in Washington.

## B. Special purpose collections

### 1. Reference

Reference materials include fact and data resources (e.g., encyclopedias and handbooks) and access sources (e.g., indexes and bibliographies). All levels of research begin and progress through use of reference materials; thus, the library will provide research breadth and depth in the reference collection. Print and non-print materials and access to electronic databases will be provided.

### 2. Rare books, manuscripts, and other archival materials

Rare books, per se, will not be purchased, but will be accepted as gifts if the work is appropriate to Eastern's collections. Books within the collection that are identified as rare will be given protection and preserved. As a regional resource the library will collect manuscripts and other archival materials relevant to the Eastern Washington region and related areas.

### 3. Curriculum materials

Curriculum materials which are appropriate for professional teacher education programs will be acquired as appropriate to the curriculum.

## Criteria and Standards

This policy will be implemented by adopting the collection level indicators as applied in the Pacific Northwest Collection Assessment Database (see attachment). It is anticipated that collection levels 3b through 3c will be appropriate for most disciplines at EWU.

Quality control will be maintained by comparing EWU holdings with bibliographic standards such as Books for College Libraries and established bibliographies in the disciplines. PACIFIC NORTHWEST COLLECTION ASSESSMENT

Collection Level Indicators Developed by the Alaska Statewide Collection Development Steering Committee\*

0. Out of scope: The library does not collect in this area.

1a. Minimal, with uneven coverage: Unsystematic representation of subject.

1b. Minimal, but chosen well: Few selections made, but basic authors, core works, and ideological balance are represented. Can support fundamental inquiries.

2a. Basic information level: A collection of up-to-date general materials that serve to introduce and define a subject and to indicate the varieties of information available elsewhere. It may include dictionaries, encyclopedias, historical surveys, bibliographies, and periodicals in the minimum number that will serve the purpose. A basic information collection can support school instruction and routine public inquiries, but is not sufficiently intensive to support higher-level academic courses or independent study or the wide-ranging recreational reading demands of a highly educated general public.

2b. Augmented information level: As above, except more major periodicals, selected editions of important works, wider selection of reference materials.

3a. Basic study level: Includes the most important primary and secondary literature, a selection of basic representative journals/periodicals, and the fundamental reference and bibliographical tools pertaining to the subject. Adequate for curriculum support for basic undergraduate instruction. Adequate for independent study and for the lifelong learning needs of the general public, with coverage at all appropriate reading levels.

3b. Intermediate study level: As above, except a wider range of basic monographs, wider selection of the more important writers and secondary materials, stronger journal/periodical support. Collection adequate to support college-level term paper writing.

4. Research level: A collection that includes the major published source materials required for dissertations and independent research, including materials containing research reporting, new findings, scientific experimental results, and other information useful to researchers. It is intended to include all important reference works and a wide selection of specialized monographs, as well as a very extensive collection of journals and major indexing and abstracting services in the field. Older material is retained for historical research.

5. Comprehensive level: A collection in which a library endeavors, so far as is reasonably possible, to include all significant works of recorded knowledge (publications, manuscripts, other forms), in all applicable languages, for a necessarily defined and limited field. This level of collecting intensity is one that maintains a "special collection;" the aim, if not the achievement, is exhaustiveness. Older material is retained for historical research.

## LANGUAGE CODES

E English language material predominates; little or no foreign language material in the collection

F Selected foreign language material included, in addition to the English language material

W Wide selection of foreign language material in all applicable languages

Y Material is primarily in one foreign language

## CRITERIA FOR ASSESSING COLLECTIONS

1. Chronological coverage:

Are older and newer materials consistently represented? should they be?

2. Language coverage:

How extensive is appropriate or significant foreign language coverage of the subject in the collection?

3. Principal authors:

Are the standard, chief, or more important authorities and authors included?

4. Principal works:

Are the classic, standard, essential and important works in the collection?

5. Primary sources:

Are critically edited original texts and documents included? How extensively?

6. Criticism/commentary/interpretation:

How complete is secondary monographic or critical treatment?

7. Complete sets:

Are sets and series well represented in the collection? Are they complete?

8. Periodical coverage:

How extensive is periodical coverage of the subject? Are the chief titles included?

9. Number of volumes:

Count of shelf-list, or approximation based on 10 vols. per foot of shelf occupancy.

10. Circulation data:

Circulation records may need to be checked to add to assessments above. In addition, circulation or use data may be helpful in assigning future collecting intensity levels at 1-3 collection intensity levels.

## **Collection Development Policy for Federal Government Publications**

Adopted January 1997

### **Introduction**

Eastern Washington University is a regional co-educational undergraduate and graduate institution. Eastern Washington University was first established as an academy in 1882. In 1889, The Academy became the State Normal School of Cheney. Later in 1937, the Normal School was deemed Eastern Washington College of Education. In 1961 after a growth in size and academic programs, the school was renamed Eastern Washington State College. In response to the broadening curriculum and professional programs at the College, the name was finally changed in 1977 to Eastern Washington University. The campus of Eastern Washington University is located in Cheney, Washington. Facilities are also located in Spokane, Washington, approximately sixteen miles northeast of Cheney.

John F. Kennedy Memorial Library serves the students, faculty and staff of Eastern Washington University and surrounding communities in both Cheney and Spokane. The Government Publications Unit of the Kennedy Memorial Library was designated a federal depository in 1966, making it the third depository in its congressional district.

The purpose of this document is to serve as a guide for selection and retention of depository documents. The goal of this document is to ensure that selection efforts will result in a collection which is consistent with the overall role of the Libraries' collections:

The role of the EWU Libraries' collections is to advance the academic mission of the university by providing for the information needs of the Eastern Washington University educational programs. Also, the library is to serve as a community resource and reservoir of regional history and culture by working with other libraries to offer programs and services that increase educational access for residents in the region. (*Collection Development Policy for EWU Libraries*, 1989)

Collection development decisions will also comply with the requirements in the *Instructions to Depository Libraries, Guidelines for the Depository Library System*, and the *Federal Depository Library Manual*.

### **Community Served**

The government documents collection aims to meet the instructional needs of the students, the teaching and research needs of the faculty, the information needs of the constituents of the fifth U.S. Congressional District of Washington State. All collection development decisions, including both selection and weeding, are made within the context of these communities.

### **Collection Development Responsibility**

Primary responsibility for the development of the collection will be shared between the Reference/Government Documents Librarian and the Serials/Government Documents Librarian. Both Documents Librarians are responsible for identifying items for selection and those to be weeded. They also identify for purchase commercially published sources to support the collection. The Serials Librarian is responsible for overseeing the processing of the selection and weeding of materials.

The Reference Librarian and the Serials Librarian will request participation and advice from library faculty and college faculty from pertinent departments during the decision making process. All library faculty and college faculty may make recommendations for selection and weeding. All policy changes in the areas of selection and weeding will seek advice from the Collection Development Group of Eastern Washington University Libraries and the college faculty from pertinent departments prior to implementation.

### **Selection**

*Subject Area* - The library selects approximately sixty-five percent of the depository items distributed by the Government Printing Office. A zero-based collection review is implemented at the time of the annual item

selection update cycle. All items listed in the "Basic Collection" of the *Federal Depository Library Manual* are selected. In addition, items are chosen from the "Suggested Core Collection" in the *Federal Depository Library Manual*. Collection development decisions in specific subject areas are derived from the information needs of the community. Areas of major subject emphasis include: biology, business, education, health, and urban & regional planning. Due to the composition of the fifth Congressional District and curriculum needs, select publications in the areas of agriculture, land management, forestry, ecology, and geology are also selected.

Acquisition of non-depository items will occur on a regular basis. Non-depository items include ERIC documents, GPO non-depository material, publications from NTIS, publications from regional agencies, and publications from commercial sources such as the Congressional Information Service or the Congressional Quarterly.

*Format* - The format of material will not dictate selection of publication. A document unworthy of selecting in print will not be selected in microfiche. When multiple formats are available for selected documents, a selection decision will be made title by title. Criteria used during the process of choosing a format include accessibility and ease of use, space availability, and preservation. The library is fully equipped to select print, microfiche, map, and electronic publications. In general, forms other than those from the Internal Revenue Service are not selected.

*Language* - In accordance with the demographic characteristics of the community, documents are primarily selected in English.

*Geographical Coverage* - Extensive series will be restricted on the basis of geography to Western States. All documents pertaining specifically to Washington, Oregon, Idaho, and Montana are selected.

*Chronological Coverage* - Coverage will primarily concentrate on the most current five years. However, retrospective collections are kept for documents in the following areas: Census, Congress, Smithsonian Institute, education, labor, world wars, Korean conflict, and the Vietnam conflict. Other retrospective collections will be provided for recurring assignments in academic courses. Documents of regional interests are retained.

### **Collection Arrangement**

All government publications are accessible to the public during all hours of operation. Locations of publications are indicated to the user through the Online Catalog and through dummy books. The majority of the collection is shelved in one easy to find consistent sequence in an openly visible location. This collection, separate from the main collection, is shelved by SuDoc number on the lower level of the library. These documents can circulate to users with a valid library card. The microfiche collection is also located in this area. Reader/printers are located directly next to the collection for ease of use.

The three other locations for government documents include the Reference Room, the Map Room, and Special Collections. Specific documents are shelved in the reference collection by SuDoc number on the main floor. Access to government CD-ROMs and Internet sites is available through computers located in the reference department. Many indexes to government publications, such as the *Monthly Catalog of U.S. Government Publications* (print and GPO on FirstSearch), *CIS Indexes*, *American Statistics Index*, and PAIS (CD-ROM), are also available on the main floor. The Map Room for government documents, equipped with proper storage facilities and large tables, is located on the lower level of the library. Special Collections, also located on the lower level, houses nineteenth century documents, especially those pertaining to the Pacific Northwest.

### **Assistance with Collection**

Reference assistance with government documents is provided at the Reference Desk on the main floor of the library. In addition, location and equipment assistance is available from the Service Desk on the lower floor of the library, conveniently located near the Government Documents Collection. All reference librarians assist users with the documents collection. In addition, user guides on government information are on permanent display and are available to the public.

### **Selection Tools**

The major selection tools include the *List of Classes of U.S. Government Publications*, the *Federal Depository Library Manual* (collection recommendation portions), *Publications Reference File*, the *U.S. Government Manual*, and GPO *Subject Bibliographies*. GPO on FirstSearch (*Monthly Catalog* from July 1976 to the present) and curriculum course listings will be consulted during the selection process. Commercial publications such as *Guide to Popular U.S. Government Publications*, *Guide to U.S. Government Publications*, *Subject Guide to U.S. Government Reference Sources*, and "Notable Documents" issue of *Library Journal* will also be consulted. In addition, planned circulation studies will be used to identify areas for selection. Studies include data on documents being checked out as well as documents being reshelved.

### **Resource Sharing**

Selection and weeding decisions are made with knowledge of the scope of other depository collections in the region. Spokane County Union of Documents Librarians (SCUDL) is comprised of librarians from Eastern Washington University, Gonzaga University, Spokane Public Library, U.S. Courts Library, Washington State University and the University of Idaho. A cooperative item selection list has been produced by SCUDL.

Eastern Washington University strongly subscribes to the notion of interlibrary loan. The Library cooperates with other libraries in lending government documents from the collection. By participating in GOVDOC-L and the electronic Washington Depository Libraries mailing list, the Reference/Government Documents Librarian is able to gain knowledge about other depository collections in order to make more informed collection development decisions.

### **Weeding**

The rationale for the development of a systematic weeding policy is to ensure that 1) the entire collection (not just sections) receive equal attention throughout the year, 2) the most efficient and cost-effective procedure is in place, 3) the library faculty, campus, and community at large have a clear understanding of reasons behind the weeding of specific documents, 4) useful government documents do not get weeded by mistake, 5) the collection, by eliminating unused ephemeral material, is easier to use by the community, and 6) adequate space remains for incoming government documents.

The depository collection will undergo weeding as an ongoing process. Weeding will comply with the guidelines in the *Instructions to Depository Libraries*. The specific procedures for weeding can be found in the Procedures Section of the Document Manual for Eastern Washington University Libraries.

### **Weeding Criteria**

The most important criterion for the weeding of materials is use. Use is determined by evidence from reference questions, circulation/in-house use studies, and interlibrary loan requests. Materials after the five-year retention period that are not used nor are expected to be used will be weeded. The use criterion also applies to superseded materials included in the Superseded List. Recommended superseded documents not to be weeded include: *Weekly Compilation of Presidential Documents*, the *U.S. Government Manual*, and specific annuals and statistical publications.

Materials that the community uses or is expected to use will not be weeded. Recommended documents not to be weeded after their five-year retention period include: the *Congressional Record*, congressional hearings (exceptions include nomination or budget/appropriation hearings with little public interest), legislative branch publications (including the *Serial Set* and laws), documents specific to the Pacific Northwest, patent materials, select periodicals (including those indexed in standard reference sources and those with statistical information), and statistical publications and agency reports from concentrated subject areas of collection development. Collection areas with intensity levels of "research" or "comprehensive" will be developed retrospectively for heavily used documents. Commission reports on topics once in the news or/and of local or historical interest will be retained. After consultation with the University Archivist, the transfer of select historical documents to Special Collections may take place for those documents that require a more secure preservation environment.

Other criteria for weeding include duplication, superseded editions and replacement by another format. Caution should be taken with the last criterion. It must be confirmed before weeding that the "other format" is as complete and as easily accessible to the community as the original format. This is particularly important in terms of Internet access. Before weeding locally held documents available over the Internet, it must be ascertained that the site provides free access to information that is easy to retrieve. In addition, it must be determined whether the Internet site adequately archives the information, especially for documents of importance to the Pacific Northwest. Lastly, criteria for weeding include currency of information, physical condition of the documents, and accessibility of information through resource sharing. Worn documents will be evaluated for replacement or withdrawal.

Similar to the selection process, the format of material will not dictate the weeding of the publication. A document unworthy of keeping will not be kept merely because it was selected in microfiche format. If multiple formats of the same document exist, the criterion of ease of use will dictate which will remain. Those documents not in English, thereby not matching community profiles, will be weeded after the five year retention period.

### **Conclusion**

The collection development policy will be evaluated every year. As more and more documents are accessible through the Internet, selection and retention policies and procedures must be seriously reevaluated. Review of changes in curriculum, community profiles, usage patterns, and document availability for selection will be undertaken in order to most effectively meet the information needs of the clientele served by Eastern Washington University Libraries.

### **Sources Consulted**

1. *Collection Development Policy for the EWU Libraries*, 1989.
2. Piscitelli, Amiee. *Federal Documents Collection Development Policy*, 1995.