

Eastern Washington University (EWU) Libraries

Collection Development Policy

Ratified by vote of the Library Faculty 02/02/2021

Endorsed by the Dean of Libraries 02/02/2021

The purpose of the EWU Libraries Collection Development Policy is to guide the selection, acquisition, development, management, measurement, and evaluation of resources in all formats necessary to support the curriculum and research needs of the EWU community. The community shall include, but not be limited to, students, faculty, staff, and alumni of Eastern Washington University. The EWU Libraries is the physical and electronic repository of all resources acquired and these resources remain under its management and control.

The Collection Development Policy is consistent with the mission statement of the library: "EWU Libraries stimulate and support intellectual inquiry." Additionally, the EWU Libraries supports the [American Library Association's Intellectual Freedom Policies](#) and the University's policies on academic freedom and freedom of expression.

The Collection Development Policy is a dynamic document, and is reviewed regularly by the Collection Management Librarian, in consultation with library faculty and the Dean of the Libraries.

Selection

Selection of materials is a shared responsibility between the librarian liaison and faculty. However, the primary responsibility of developing a collection in a particular subject area or discipline lies with the librarian liaison. The librarian coordinates the depth and breadth of the collection assigned to them, depending on funding and the needs of undergraduate and graduate programs and faculty research at a regional comprehensive university such as EWU. Suggestions for new acquisitions may also be submitted by other members of the EWU community for consideration by librarian liaisons. The librarian also considers the EWU Libraries' role as part of the [Orbis Cascade Cooperative Collection Development Program](#).

[See Section 1: Criteria for Selection of Resources and Liaison Responsibilities](#)

All formats will be considered for purchase. If content is available in different formats, the format predominately benefiting the curricula will be given preference. Formats include:

Monographs and other one-time purchases

This category includes books, DVDs, Videos, CDs, maps, microforms, and other one-time purchases of content.

Serials

Serials include journals, magazines, newspapers, and other materials that are issued periodically.

Electronic resources

Electronic resources include eBooks, e-journals, streaming video, and aggregator databases.

Serials and electronic resources require ongoing financial commitments, and as such they must be considered differently from monographic purchases. Subscription costs for serials and electronic resources have been increasing at higher rates than for other resources, and therefore, requests for new titles must be considered carefully as these resources could consume a disproportionately higher share of the ongoing acquisitions budget if not monitored. The EWU Libraries is a member of the Orbis Cascade

Alliance. Whenever possible and advantageous, the EWU Libraries will collaborate with the Alliance to purchase access to electronic resources. The buying power of the Alliance is substantial, and the Alliance is often able to negotiate prices and licensing terms for electronic resources that the library could not afford to consider otherwise.

[See Section 2: Electronic Resources Selection](#)

Archives and Special Collections

The EWU Libraries Archives and Special Collections collects material of enduring value, for intellectual content as well as for historical significance. Special Collections serves as the repository for collections of historically significant papers, rare books, both antiquarian and modern, art work, periodicals, photographs, broadsides, media, ephemera, and realia. The University Archives is the repository for the records of enduring value officially made or received by EWU, and for other materials of historical value related to the functions of the university. The University Archives includes both published and unpublished material documenting the history and growth of EWU.

[See Section 3: Scope and Active Areas of Collecting in Special Collections and Archives](#)

Federal Government Publications

The Government Publications Unit of the EWU Libraries was designated a Federal Depository in 1966, making it the third depository in its congressional district. All government publications are accessible to the public during hours of operations. Most items are shelved at the JFK Library in one easy to find consistent sequence in a publicly accessible area. Certain items may also be found in Reference or Archives and Special Collections. Many are available in electronic format.

State of Washington Publications

EWU Libraries participates in the Washington State Depository Program. Most items are shelved at the JFK Library within the general collection, although certain items may also be found in Reference or Archives and Special Collections.

[See Section 4: Scope and Active Areas of Collecting in Federal Government Publications](#)

Faculty Publications

EWU Libraries collects tenure or tenure-track faculty publications. Liaisons encourage faculty in their area to inform them of new publications.

Criteria for selecting tenure or tenure track faculty publications are the same as criteria for selecting monographs, serials and electronic resources. Copies of faculty publications are acquired whenever financially possible. Adjunct faculty, special faculty, and EWU staff publications are considered for the collection on a case-by-case basis.

Electronic copies of journal articles authored by EWU faculty may be retained within EWU's digital collections. Faculty-authored journal articles must meet the eligibility guidelines set forth in the *Digital Collections from the EWU Libraries and EWU Archives & Special Collections* section of this policy in order to be included in the digital collections.

Alumni Publications

EWU Libraries collects material produced by EWU alumni. Alumni authors are defined as graduates of EWU with earned degrees.

Criteria for selecting alumni publications are the same as criteria for selecting monographs, serials and electronic resources.

Theses and Dissertations

Pursuant to university policy, EWU Libraries retains a digital copy of graduate theses written at EWU. The digital copy is retained within and accessible from the institutional repository, the *EWU Digital Commons*. Digital theses in the Digital Commons are open access, unless the author requests to have access to their thesis restricted to those with EWU single sign-on credentials. Prior to 2017, EWU libraries received and continues to retain two bound original print copies of theses written at EWU. One print copy is retained in the circulating library stacks, while the other print copy is retained in Archives and Special Collections. The library provides access to electronic versions of theses and dissertations from other institutions through various subscription databases.

Gifts and Donations

Gifts-in-kind are an important way for friends and donors to give to the EWU Libraries. It is recognized that gift processing is time-consuming, and often not all parts of the gift donation are relevant to the library. However, if at all possible, it is the goal of the library to retain gift donations, especially out-of-print hardcover materials in good condition that supplement our current collections whenever they fall within the broader collection development goals.

[See Section 5: Gifts, Donations, and Endowments Guidelines](#)

[See Section 6: Selection Limitations, including Textbooks, Out-of-Print Materials, Replacements, and Rush Orders](#)

Deselection

Collection management is an ongoing activity undertaken by librarians that assesses the collection in terms of its quality, condition, and usefulness. Deselection means removing physical materials or deactivating electronic resources from the collection. Ongoing review of the collection by the subject librarians identifies these materials. Teaching faculty are notified of any significant changes.

[See Section 7: Criteria for Collection Evaluation and Deselection](#)

Preservation and Digitization

The EWU Libraries is committed to preserving its collections of enduring value and scholarly interest; and supports the American Library Association's [Preservation Policy](#), including: remedial treatment of damaged and fragile items, preservation of materials in their original format when possible, replacement or reformatting of deteriorated materials. The library engages in digitization projects in order to preserve portions of its collections and create wider paths to scholarly discovery and accessibility.

Notes

Spokane Academic Library - EWU Campus, Spokane

It is the goal of the EWU Libraries to provide equivalent resources and services available at JFK Library in Cheney to EWU students and faculty based at Spokane locations such as the Catalyst Building and the Health Sciences Building at Washington State University – Spokane. To this end, EWU contracts with WSU Spokane to provide library services to EWU patrons at WSU's Spokane Academic Library on the WSU Spokane campus. EWU Libraries provides staffing and has EWU Libraries materials housed at that location. All efforts will be made to ensure that electronic resource accessibility will be equivalent whenever possible. The monographic and print journal collection at the Spokane Academic Library will be appropriate to EWU's Spokane-based programs, and therefore under the provisions of the applicable

sections of this Collection Development Policy (i.e., Sections 1-2 and 5-7). EWU Libraries when used in this document includes both the JFK and Spokane Academic Library Locations.

Sections

Section 1: Criteria for Selection of Resources and Liaison Responsibilities

Criteria for Selection

The following are general criteria applied for the selection of resources to be added to the EWU Libraries.

Criteria include:

- Relevance to the curriculum
- Enhancement of the core collection
- Demand for the subject matter
- Interlibrary Loan usage or demand of a topic or title
- Indexing availability to guide the library user to the resource
- Reliability of the publisher/vendor
- Uniqueness of the title
- Cost/benefit analysis
- Availability of consortia pricing
- Availability of institutional licensing and pricing schedules
- Accuracy and authority of material (information outdated, obsolete or inaccurate)
- Ease of access and indexing for the work
- Presentation and format
- Emerging program needs
- Accrediting standards
- Purchase suggestions from patrons

Librarian Liaison Responsibilities with Teaching Faculty

Collection development for the EWU Libraries is shared by the librarians and teaching faculty, although the primary responsibility of developing a collection in a particular subject area or discipline lies with the librarian liaison. Each academic department is assigned a librarian liaison to coordinate curricular and research collection needs and recommendations. Librarian liaisons select and deselect both independently and in consultation with their departments, based on the librarians' subject expertise as well as their evaluations of the collection, the needs of the students, the needs of the faculty, and/or the current budgetary situation. Their duties are described in more detail in *The Liaison Plan of the Faculty of EWU Libraries*, which is a separate document.

Liaison Collection Development Responsibilities with the EWU Libraries

The EWU Libraries allocation for monographic materials will be decided each year based on a formula that may consider the following criteria, measured against the overall Collections Allocation and commitments to subscription products: FTE undergraduates/graduates, FTE faculty, weighted book price, circulation statistics, and department or subject need for monographs. The Collection Management Librarian may also allocate funds for strategically targeted disciplines. It is the librarian liaison's responsibility to spend these funds on a regular basis throughout the fiscal year (July 1 – June 30). Librarians have various selection tools to assist them such as *Choice*, *Resources for College Libraries*, *YBP (GOBI)*, and other sources of professional book reviews. When librarian liaisons receive book requests from faculty, they should do the following:

- Check the EWU Libraries catalog to see that we do not own the material and if we do, return the request to requestor with an explanation.

- Check the shared catalog to see that we do not own more than three copies within the consortium, unless the item will be used regularly at EWU. See the Orbis Cascade Alliance's [three copy threshold recommendation](#) for more information.
- Verify the citations (in GOBI, Amazon, etc.) to be certain all necessary elements are present: Title, Author, Publisher, Year of Publication, and ISBN. If an element is missing, and you can easily find it, add it to the request. If not, return to the requestor and ask for more information.
- Add the name of the requestor. (Requestors must always be a faculty member.)
- Prioritize the requests according to internal codes.
- Suggest a fund or funds from which the material should be paid.
- Distinguish different types of orders, e.g., RUSH, Spokane Academic Library - EWU stacks, Reference Collection.
- Send all requests to the Collection Management Librarian according to set deadlines.
- Attempt to spend from your assigned subject liaison areas on a yearly basis, even if certain departments do not send you any requests.

Section 2: Electronic Resources Selection

The following are the steps in selecting electronic resources:

- Requests for electronic resources are initiated by teaching faculty through a librarian liaison, or by the interest of the librarian liaison directly.
- The Collection Management Librarian investigates the request based on selection considerations and available funds.
- If the request meets selection and fund considerations, a trial may be set up if possible. *The amount of trials per year is limited in order to spotlight the best possibilities and garner sufficient EWU participation.*
- The librarians will evaluate the resource based on our criteria for selection, then make a final determination.
- As the Collections budget can change according to the university's overall financial situation, finding funds for a new electronic resource may require cutting an existing electronic resource, and/or sharing costs with the requesting EWU department or college.

Section 3: Scope and Active Areas of Collecting in Special Collections and Archives

The EWU Libraries' University Archives and Special Collections is the product of two collecting missions. As the University Archives, the unit preserves records that form EWU's institutional history and is guided by state records retention guidelines. As a Special Collections, the unit collects materials relevant to university and regional history to support EWU's curriculum, its general operations, and to support researchers interested in the history of the region. As a combined unit, the Archives and Special Collections serves EWU students, staff, and faculty, as well as the general public.

The University Archives is responsible for collecting published and unpublished records of enduring value created by EWU. The University Archives consists of a wide variety of formats that include textual, photographic, 3-dimensional, audiovisual, and digital records. Archival copies of university publications may be retained in a paper, microform, or digital format. While the primary mission of the University Archives is to support the functioning of the university and the culture of the campus community, it also serves as a resource for scholarship by both internal and external researchers.

The Special Collections collects materials and media useful for the research of regional history, including published monographs and serials. While much of our collections are rare or unique, the unit also collects academic and mass market publications in order to maintain subject depth. The collecting focus of the Archives and Special Collections may be more specifically defined as stated below:

- Spokane and Spokane County: All publications about; all publications by Spokane authors about the region; all government publications; all newspapers.
- Inland Northwest (Eastern Washington counties; Northern Idaho, including Lewiston; western six counties of Montana): Selected books about, selected county and municipal documents; all local histories; selected newspapers
- Washington: All books about; selected local histories; selected county and municipal documents; selected newspapers.
- Alaska, British Columbia, Idaho, Montana, Oregon: Major works about: major series of state documents; selected newspapers.
- History of Smokejumping: Selected publications about the history of smokejumping, with an emphasis on smokejumping in the Pacific Northwest.

Materials beyond the scope listed above are appraised based on their uniqueness and their usefulness for supporting historical research. Like other academic institutions, EWU provides access to collections related to histories contested due to colonization and other patterns of inequality. When possible, the Archives and Special Collections works with partner communities to support the ethical care and access to collections containing sensitive materials.

EWU Libraries seek to promote access to archival collections by including descriptive records in the library catalog, developing online finding aids, and participating in consortia such as [Archives West](#) (part of the Orbis Cascade Alliance). Where practical, access to archival resources deemed to be of high interest to the EWU community or researchers will be enhanced through alternate formatting (e.g., microfilming of the *Easterner* student newspaper, digitization of historical photos). The archive is housed in a secure, environmentally controlled environment. Access to archival materials is available upon request and these materials generally do not circulate.

Digital Collections from the EWU Libraries and EWU Archives & Special Collections

EWU Libraries utilizes a single platform to collect, preserve, and make available the quality intellectual and creative output of the University, and also to collect, preserve, and make available digitized and born-digital materials selected by EWU Libraries Archives and Special Collections. The platform currently used by EWU Libraries is the EWU Digital Commons. The types of materials included in the libraries' digital collections include, but are not limited to, theses, faculty publications, student terminal and research projects, music performances, and those archival and special collections materials selected for their importance to institutional, local, and regional history. Preservation and access to the Libraries' digital collections is accomplished through platforms designed to fit specific needs, such as EWU's institutional repository, the EWU Digital Commons.

The EWU Libraries digital collections are comprised of both born-digital items from a variety of sources and in a variety of formats, and physical holdings held in the Archives or Special Collections that have been selected for conversion to a digital format for increased access. The selection criteria include:

- Items that are not subject to copyright restrictions because they are the intellectual property of Eastern Washington University, or are in the public domain, or permission by the copyright holder has been granted;
- Items such as masters theses, for which inclusion in the online institutional repository is mandatory. In such cases, the copyright holder is given the option of having access to their item restricted to the EWU community-only.
- Materials in subject areas relevant to the history of the university or to its curriculum or to local and regional history.

Librarians use professional judgement to select and implement discovery tools, levels of description, and descriptive record types appropriate to the material type, anticipated user need, and financial and human resources available.

Section 4: Scope and Active Areas of Collecting in Federal Government Publications

As a congressionally-designated federal depository library, the JFK Library receives depository materials from the Government Publishing Office's (GPO) Federal Depository Library Program (FDLP). As a participant in the FDLP, the JFK Library has an obligation to provide the general public with free, unfettered access to the depository materials contained within our collections. As a designated federal depository, the JFK Library is required to adhere to federal regulations with regard to the provision of such a collection. Those regulations are contained within Title 44, Chapter 19 of the United States Code (44 U.S.C. 1901 et seq.). See [The Legal Requirements and Program Regulations of the FDLP](#) for more information.

The majority of federal documents are now available online from GPO. When possible, the library selects electronic versions of documents from GPO and provides links with detailed metadata through the EWU Libraries catalog. In selecting materials from GPO, emphasis is placed on documents with relevance to the region we serve, and on materials that support the EWU curriculum.

Section 5: Gifts, Donations, and Endowments Guidelines

Gift and Donation Guidelines

All gift donation inquiries must be sent to the Library Office, who will coordinate with relevant liaison librarians and/or the Collection Management Librarian based on these guidelines, or put together a small team to evaluate the request. The following are key points for gifts and donations:

- Gifts provide materials that might not otherwise be readily available to the library.
- Acceptance of gift material is not without cost. Evaluating, adding, or disposing of gift materials are all time-consuming endeavors. Catalog records, labels, and other processing materials spend down the general supplies budget line. Shelving and overhead is an additional ongoing cost.
- The library does not assign a monetary value to gifts of books and other library material.
- Donors are responsible for appraising the value of their gifts for their personal tax purposes.
- The library and the campus can acknowledge library gift donors if the donor desires it.
- Gift materials are subject to the library's standard criteria for selection. Gift items may not be added for a number of reasons including poor condition, dated or erroneous information, lack of relevance to the university's mission or curricular content, unsupported format, and number of copies already in the collection.
- The library makes no promise to keep material received as a gift. Material not added to the collection may be sold, re-donated, or discarded, at the discretion of the library.
- Gift materials added to the collection are subject to the same ongoing collection evaluation and deselection as all other items in the collection.

See the [EWU Libraries Giving Page](#) for more information.

Endowment Purchase Guidelines

Restricted endowment funds are used to purchase items that meet the restrictions of the specific fund in content or format. Other criteria in utilizing endowment funding may include the following:

- Are demonstratively distinctive
- Are highly noteworthy examples of their subject area
- Extremely high quality
- Items that are not routinely acquired utilizing campus funding
- Are more expensive

Section 6: Selection Limitations, including Textbooks, Formats, Out-of-Print Materials, Replacements, DVDs with institutional rights, and Rush Orders

Textbooks

Textbooks here are defined as tertiary compilations of information usually published by a select few publishers to consolidate the known information of a particular discipline for the purposes of aiding the instructor with the progress of classroom teaching. Not all books assigned in the normal course listings are considered to be textbooks.

Textbooks can be valuable as resources for research, particularly for education and education-related disciplines that study textbooks as an entity. However, the library does not usually purchase textbooks adopted as required texts in courses because of the following reasons: cost considerations, frequent issuing of new editions by the publishers, and the speed with which textbook editions become obsolete and out of print.

Instructors are welcome to place personal or desk copies of required textbooks on reserve. Teaching faculty may recommend to their librarian liaison that the library acquire a textbook when they believe the text to be a continuing asset to the library's permanent collection.

EWU Libraries is also not able to assist with negotiating rights from publishers for content to be made available in electronic reserves, course packs or course resources. EWU Libraries is broadly supportive of campus and faculty initiatives to increase use of Open Educational Resources (OERs) at Eastern Washington University, and extends that support through the provision of information about OERs by librarian liaisons, as well as through providing suggested resources for OER development. EWU Libraries faculty and staff do not, at this time, create OERs for faculty use, or provide technical or operational support for OER implementation on campus.

Out-Of-Print Materials

A core collection for the EWU Libraries contains a balance of in-print and out-of-print materials. Selectors will give preference to ordering new and current materials. There are times when a needed title is out-of-print but is a desirable addition to the collection. If there is a compelling reason, librarians and the acquisitions staff will work to obtain the item. Out-of-print titles are sometimes not available for purchase. The library does not support most "print-on-demand" reprint vendors that often make out-of-print books without consideration for formatting, accuracy, copyright, or other issues of legality and quality.

All requests for out-of-print materials must be thoroughly researched and recommended by the librarian liaison to ensure citation veracity prior to being sent to the Collection Management Librarian. Criteria for selection of out-of-print materials follow those of collecting in-print collections.

Formats

The EWU Libraries does not purchase certain formats that cannot be preserved for multiple use and/or made available to the entire EWU community. These are usually items specifically marketed to the single user, such as a PDF-only document or report, or a website code that provides exclusive content. It can also be a database, electronic resource, or professional tool that is restricted to certain users or certain types of users.

Replacements

When a monograph is lost or damaged, the Collection Services Team will make a determination if the work should be replaced or withdrawn, consulting subject librarians when needed.

Criteria for replacements include:

- Publication date
- Validity of the information in the work
- Availability for purchase
- Cost

- Circulation history
- Whether a newer edition of the work has been published
- Number of copies held by the library and the consortia
- Format
- Relevance to the curriculum

Books that show a pattern of being damaged or stolen are less likely to be repurchased.

Video rights issues

Certain DVDs and Blu-rays are sold *only* with institutional screening rights, and are often \$250-500, or more. The EWU Libraries has purchased these in the past and will continue to purchase them in order to meet the needs of the EWU community; however, because of cost, it may become necessary to restrict the amount that we are able to purchase each fiscal year, and/or require additional information from the requestor in order to prioritize (i.e., specifics surrounding the screening). These DVDs are also higher targets for theft, and likely not able to be replaced if stolen. Streaming videos also have licensing complexities and budget considerations.

Rush Orders

A rush order is an urgent order placed on short notice. Rush orders interrupt the normal work flow of the librarian liaisons, and the workflows of acquisitions, cataloging, and circulation. Librarians should work closely with departments and faculty to identify and order materials in a timely manner. Representative examples of rush orders include:

- Material needed by instructors who were assigned classes late
- Material authored by campus speakers
- Material created quickly and recently reflecting current events

The librarian liaison must alert the Collection Management Librarian when an item (either originating by a teaching faculty or the librarian) is needed RUSH, in order to assist various library staff members in prioritizing their work.

Section 7: Criteria for Collection Evaluation and Deselection

Ongoing Collection Management

The EWU Libraries is committed to responding to the ever changing information needs of the campus. The following are measurements that the EWU Libraries utilizes:

- An ongoing count of new books and other library materials
- Comparison of collection against standard bibliographies
- Circulation statistics
- Interlibrary Loan statistics and use
- Electronic resources usage
- Percentage of enrolled remote/distance learners
- Periodical usage
- In-house re-shelving counts
- Citation analysis

Collection Evaluation

In order to address changing user needs, changing curricular goals, collection relevance, space issues, and budgetary necessity, librarian liaisons will conduct periodic reviews of their subject collections. They will identify materials that are obsolete, outdated, damaged, and worn. Librarians strive to preserve the integrity of the core collection for both quality and quantity.

Criteria for evaluating the collection

- Relevance to curriculum/curricular changes
- Relevance to university and library mission
- Relevance to research needs
- Relevance to Collection Development Policy
- Publication Date (varies by discipline-specific criteria)
- Usage
- Condition of material
- Format

Criteria for deselection of a physical item or electronic resource

- Contains outdated, obsolete, inaccurate information
- Is no longer relevant to the EWU curriculum
- Is superseded by a later edition
- The format is not supported
- Cost
- Similar or like information available in another preferred resource or format
- Condition of the item:
 - Books with acid yellow, brittle, or torn pages
 - Books that have page markings
 - Books that have missing pages and/or illustrations
 - Books that have broken bindings
 - Books that smell or have mold, mildew, or water damage
 - Materials that are worn out
 - Materials that are damaged beyond repair

Deselection Guidelines

- Circulation history
- Inclusion in core bibliographies
- Multiple copies no longer needed due to fallen demand
- Earlier editions no longer valid
- Is this the “last copy” as reported in Summit or WorldCat
- For periodicals—how complete is the run and is it available in a stable online format? (Consider Orbis Cascade Alliance holdings, and inclusion in Western Storage Trust (WEST))

Deselection Procedures

- Under 50 items can be accommodated without notice.
- For over 50 items or a major deselection project, the subject librarian will notify the Collection Management Librarian before undertaking the project, with as much notice as possible.
- Withdrawn damaged books will be disposed of according to library policy.
- Withdrawn books not damaged or worn will be sent to Surplus, as required by university policy.
- Withdrawn items that were clearly gifts could be sold, discarded, or donated.
- Teaching faculty should be consulted for large projects.

Orbis Cascade Alliance Dim Archive

There are some titles and/or volumes of journals that we are committed to keeping in tangible format as our part in the assigned part of the Orbis Cascade Alliance Dim Archive. These items have an indication in their records, and also a physical label. These items cannot be deselected at this time.