

# Eastern Washington University (EWU) Libraries

## Collection Development Policy

Updated: May 3, 2016

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 annually by the Collection Management Librarian, in consultation with library faculty and the Dean of the Libraries.

This document was approved unanimously by the EWU Library Faculty on October 6, 2015.

### 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 him/her, depending on funding and the needs of undergraduate and graduate programs and faculty research. The collecting density and intensity levels may include: comprehensive, research, study or instructional support, basic, minimal, or out of scope. 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**

Monographs are 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 OCA to purchase access to electronic resources. The buying power of OCA is substantial, and OCA is often

able to negotiate prices 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 material documenting the history and growth of EWU; books (including faculty publications), manuscripts, EWU periodicals and newspapers, ephemera, and audio/visual material.

[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 an openly visible location. Certain items may also be found in Reference or Archives and Special Collections, or 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 actively collects tenure or tenure-track faculty monographic publications and selected journal titles edited by tenure or tenure-track faculty. 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. Two copies are acquired whenever financially possible (one copy for circulation, one copy for the Faculty Reading Room). 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 actively 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.

[See Section 5: Alumni Publications Guidelines and Procedures](#)

**Theses and Dissertations**

EWU Libraries retains two original print copies and a digital copy 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 digital copy is retained within and accessible from the institutional repository, the EWU Digital Commons. The library provides access to electronic versions of theses and dissertations from other institutions through its subscription to ProQuest's Dissertations and Theses Full Text.

### **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 6: Gifts, Donations, and Endowments Guidelines](#)

[See Section 7: 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 8: 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**

### **1. Spokane Academic Library - EWU Campus, Spokane**

It is a goal of the EWU Libraries to provide equivalent resources and services available at JFK Library in Cheney to the EWU students, faculty, and staff at the Spokane Academic Library - EWU Campus in Spokane. 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 - EWU will be appropriate to the EWU programs at the Spokane campus, and therefore under the provisions of the applicable sections of this Collection Development Policy (i.e., Sections 1-2 and 5-8). 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 or presentation of information
- 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

### **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.

The EWU Libraries support developing good relationships with teaching faculty by establishing and maintaining regular communication. To accomplish this, librarian liaisons will visit teaching faculty representatives on a regular basis. If this is not possible, phoning the representative instead of merely sending emails is preferred.

During visits, librarian liaisons can relay information regarding new library resources as well as discuss department plans and ongoing/upcoming faculty research. Librarian liaisons will offer to attend meetings, lectures, and special events sponsored by the librarian liaison's department(s). Librarian liaisons can inquire about resources the department would like the library to purchase, provide budget information, and relay any library related questions that may arise at this time. During these visits, it is a good time to elicit informal feedback from faculty regarding the library and its services.

The librarian liaison will offer to provide specialized library research instruction for the department and assist with preparing accreditation reports for the department if requested. The librarian liaison will also make an effort to welcome all new faculty members and inform them of how important it is for the library to enhance the library collection in their particular general or specialized field. Librarian liaisons will endeavor to learn about their department's curriculum and work towards building effective collaborative relationships with their departments.

### **Liaison 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, 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*, *Books in Print*, *Doody's Review Service*, *YBP (GOBI)*, etc. The Collection Management Librarian has recent catalogs and would be happy to assist librarian liaisons with collection development needs if requested. When librarian liaisons receive books 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 consortia, unless the item will be used heavily and regularly at EWU. See [The Orbis Cascade Alliance's 3 copy threshold limitation](#) for more information.

- Verify the citations (in GOBI, BIP, or 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 and the Electronic Resources & Acquisitions Librarian investigate the request based on selection considerations and available funds.
- If the request meets selection and fund considerations, a trial will 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 EWU community is provided an opportunity to evaluate the resource.
- The Electronic Resources Committee (ERC) in consultation with the librarians will evaluate the resource and look at EWU community responses from the trial, then make a final determination.
- As the Collections budget has remained the same for several years, 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**

### **Archives**

The primary purpose of the EWU Libraries' University Archives is to preserve materials that collectively form the institutional history. The University Archives is comprised primarily of the university's permanent records as determined by the retention schedule mandated by the state of Washington. Archival copies of university publications, both monographic and serial, are retained in hard copy or as microform master copies, unless they are born digital, in which case they are preserved digitally either locally or within the Institutional Repository.

In the context of the university's mission as a regional comprehensive institution, the Archives also serves as a collecting archive for collections of papers from individuals and organizations relevant to university's history or to its curriculum, as well as primary documents relevant to local or regional history.<sup>1</sup> As a regional resource the library will collect manuscripts and other archival materials relevant to the Eastern Washington region and related areas. The archives retains selected local and regional periodicals, in hard copy or as microform masters.

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<sup>1</sup> A collecting archive is defined by the Society of American Archivists' as "A repository that collects materials from individuals, families, and organizations other than the parent organization. Notes: The scope of collecting archives is usually defined by a collections or acquisition policy." The term is used synonymously with "manuscript repository." (Pearce-Moses, Richard. (2005). *A Glossary of Archival and Records Terminology*, Society of American Archivists, [http://www2.archivists.org/glossary/terms/c/collecting-archives.](http://www2.archivists.org/glossary/terms/c/collecting-archives))

The archives will collect non-published materials that represent the economic, social, political, literary, geologic, and geographic history of the Inland Northwest. Scientific materials may be included if they describe features of the region. One area of scientific interest which already has a strong foundation in the archives is the Ice Age Floods, which shaped much of the Inland Northwest. Ethnic and anthropological materials should be included if the subject matter treats groups pertinent to the region.

#### 1. By area

- 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): All books about, selected county and municipal documents; all local histories; selected newspapers
- Washington: All books about; all 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.

#### 2. By type of material.

- Records of local businesses in the Inland Northwest, local environmental and social organizations. The EWU Archives has already developed good foundational collections in the areas of rural banking, community women's clubs, small town businesses associated with the agricultural economy, hydro power generation, transportation, and the Ice Age Floods, as well as the university's own history.

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 generally do not circulate.

### **Special Collections<sup>2</sup>**

The Special Collections at EWU Libraries houses non-circulating periodicals and monographs about the Pacific Northwest that, while not unique, require special care and are not appropriate for shelving in the open library stacks. These published materials include local historical society periodicals and monographs. Collections of selected mass market publications may be routed here for preservation reasons, i.e. fragile newsprint in 19th century issues of some titles such as *Harpers*, and the dismemberment of some 20th century titles such as *Life Magazine* motivated the transfer of these titles to Special Collections.

Rare books, per se, will generally 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. Examples include the Edward S. Curtis *History of the North American Indian* volumes and accompanying portfolios, which qualify as rare book materials.<sup>3</sup>

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<sup>2</sup> According to the Online Dictionary for Library and Information Science (ODLIS), "Some libraries segregate from the general collection rare books, manuscripts, papers, and other items that are (1) of a certain form, (2) on a certain subject, (3) of a certain time period or geographic area, (4) in fragile or poor condition, or (5) especially valuable. Such materials are not allowed to circulate and access to them may be restricted." ("special collections," [http://www.abc-clio.com/ODLIS/odlis\\_s.aspx](http://www.abc-clio.com/ODLIS/odlis_s.aspx)).

<sup>3</sup> ODLIS defines a rare book as, "A [book](#) so difficult to find that only a few copies are known to [antiquarian booksellers](#). Those that do exist seldom appear on the market and are consequently coveted. Rare books are often valuable, but not all highly valuable books are rare. Most [libraries](#) keep their [rare](#) books in a [secure](#) location to which [access](#) is [restricted](#) (usually in [special collections](#))." ([http://www.abc-clio.com/ODLIS/odlis\\_r.aspx#rarebook](http://www.abc-clio.com/ODLIS/odlis_r.aspx#rarebook))

Special Collections will collect Pacific Northwest materials that represent the social, economic, political, and literary, history of the region. Scientific materials, primarily geography and geology, may be included. Ethnic and anthropological materials should be included if the subject matter treats groups pertinent to the region.

#### 1. By area

- 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): All books about, selected county and municipal documents; all local histories; selected newspapers
- Washington: All books about; all 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.

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

The primary purpose is to collect, preserve, and make available the quality intellectual and creative output of the University to the global community via the World Wide Web. The types of materials included in the libraries' digital collections include, but are not limited to, theses, faculty publications, student terminal projects, music performances, university public records, and those archival and special collections materials of interest to researchers and members of the EWU community interested in institutional, local, and regional history. Preservation and access to the Libraries' digital collections is accomplished through platforms designed to fit specific needs, such as ContentDM and the EWU Digital Commons, EWU's institutional repository.

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.
- images or other items that are requested from the Archive's physical collections that also fall into a category of an existing virtual collections (e.g., EWU Buildings and Grounds)
- materials in subject areas relevant to the history of the university or to its curriculum or to local and regional history.

The library catalog remains the primary means of access to many of these collections. All holdings will be cataloged using standard methods of description and classification and will be represented in the EWU Libraries' catalog, archival holdings at the level of record group (as appropriate) and Special Collection holdings at the item record. For digital items and collections that are out of scope for traditional library collections, the primary means of access is internet search engines, such as Google Scholar. The EWU Digital Commons platform is optimized for crawling, and therefore discovery, via search engines. Direct linking from the EWU website to specific collections within the EWU Digital Commons provides another means of access. Item and collection-appropriate metadata is included with every item in the EWU Digital Commons.

Resources that can be easily replaced (e.g., university press publications) are more appropriately housed in the general circulating collection than in the Special Collection.

### **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 FDLR](#) 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: Alumni Publications Guidelines and Procedures***

The EWU Libraries houses alumni publications in the Alumni Association Reading Alcove (to open in 2017). The following are guidelines on acquiring, processing, and housing future additions to the collection. Decisions regarding the alumni publications collection will comply with the guidelines provided by the Collection Development Policy of the EWU Libraries.

- Definition of alumni in the context of the Alumni Association Reading Alcove: Alumni authors are graduates of Eastern Washington University with earned degrees.
- The Office of Alumni forwards a list of alumni authors and their publications to the Collection Management Librarian for consideration by librarian liaisons, including as much information as can be provided. Librarians will review the list to determine their areas of consideration.
- Librarians will decide case-by-case on whether alumni authors have made significant contributions to the items before ordering or accepting publications. These contributions include but are not limited to: co-authors, filmmakers, illustrators, self-publishers.
- If the Director of the Office of Alumni receives an alumni author publication as a gift and wishes to forward to the EWU Libraries, the gift and collection development policies, and the alumni publications guidelines will guide the acceptance and placement in the EWU Libraries.
- Librarians may identify and order alumni publications outside the list provided by the Office of Alumni.
- Faculty publications by alumni will remain housed in their respective areas and will not be relocated to the Alumni Alcove.

### ***Section 6: Gifts, Donations, and Endowments Guidelines***

#### **Gift and Donation Guidelines**

All gift donation inquiries must be sent to the Collection Management Librarian, who will act independently 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 expend supplies budgets. Shelving and overhead is an 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.

Please see the [EWU Libraries Giving Page](#) for more information (coming in 2017).

#### **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 7: 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, 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.

#### **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 Management Librarian 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.

### **DVDs with institutional rights**

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.

### **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 8: Criteria for Collection Evaluation and Deselection**

### **Ongoing Collection Management**

The EWU Libraries is committed to responding to 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
- Periodical usage
- In-house re-shelving counts
- Citation analysis

### **Collection Evaluation**

In order to address space issues, changing user needs, changing curricular goals, and collection relevance, librarian liaisons will conduct periodic reviews of their subject collections. They will use evaluation time to 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
- 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 World Cat
- 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 and not deselecting, as our part in the assigned part of the OCA Dim Archive. These items have an indication in their records, and also a physical label. These items cannot be deselected at this time.