

# Chambers Library Collection Development Policy

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## Purpose of This Policy

Chambers Library provides a collection of materials that strives to fulfill the information needs of the University of Central Oklahoma. A proliferation of electronic, print and other resources offers an overwhelming variety of materials to meet these needs. However, the Library has a limited budget, and efficient spending of available funds is crucial to maximize the Library's usefulness to its patron base. Selectors may use this Collection Development Policy to assist in choosing the most useful materials for the collection based on the defined research needs of each academic discipline. This Document is divided into the following sections:

- I. Guidelines for Materials Selection
  - A. General Guidelines for Materials the Library Selects
  - B. General Guidelines for Materials the Library Does Not Select
  - C. General Guidelines for Selecting Textbooks
- II. Guidelines for Materials De-selection
- III. Guidelines for Gifts
- IV. Guidelines for Replacement Copies
- V. Explanation of Collection Levels
- VI. Selection Policies for Circulating Materials, Multimedia, Periodicals and Internet
  - A. Selection of Circulating Materials
  - B. Selection of Multimedia Materials
  - C. Selection of Periodical Materials
  - D. Selection of E-books
  - E. Selection of Internet Resources
- VII. Selection Policies for Specific Collections
  - A. Archives & Special Collections
  - B. Curriculum Collection
  - C. Government Documents Collection
  - D. Children's Collection
  - E. Map Collection
  - F. Musical Recordings Collection
  - G. Reference Collection
  - H. Ruby Canton Collection
  - I. Spoken Word Collection
  - J. Test Guides
- VIII. Academic Departments – Subject areas
  1. Accounting (COBA)
  2. Art (CFAD)
  3. Advanced Professional Services (CEPS)
  4. Biology (CMS)
  5. Chemistry (CMS)
  6. Computer Science (CMS)
  7. Curriculum and Instruction (CEPS)
  8. Dance and Theatre Arts (CFAD)
  9. Design (CFAD)
  10. Economics (COBA)
  11. Engineering and Physics (CMS)
  12. English (COLA)
  13. Finance (COBA)
  14. Funeral Service (CMS)
  15. History and Geography (COLA)
  16. Human Environment Sciences (CEPS)
  17. Humanities and Philosophy (COLA)
  18. Information Systems and Operations Management (COBA)

# Chambers Library Collection Development Policy

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19. Kinesiology (CEPS)
  20. Advanced Professional Services (CEPS)
  21. Management (COBA)
  22. Marketing (COBA)
  23. Mass Communications (COLA)
  24. Mathematics and Statistics (CMS)
  25. Military Science (COBA)
  26. Modern Languages (COLA)
  27. Music (CFAD)
  28. Nursing (CMS)
  29. Occupational, Career, Technical Education (CEPS)
  30. Political Science (COLA)
  31. Professional Teacher Education (CEPS)
  32. Psychology (CEPS)
  33. Sociology and Criminal Justice (COLA)
  34. Special Services (CEPS)
- IX. Appendices
- A. Archives Gift Policy
  - B. ALA Bill of Rights
  - C. Allocation Formula

# Chambers Library Collection Development Policy

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## I. General Criteria for Materials

### A. General Guidelines for Materials the Library Selects

These guidelines apply to all purchased materials. See Section VI for more detail about purchasing circulating materials. Guidelines for Specific Collections are covered in Section VII, and they may vary some from those listed below. Otherwise, selectors should consider the following factors when purchasing materials:

1. Is the material appropriate for the information needs at the University of Central Oklahoma?
2. Is the material useful in more than one course or discipline?
3. Does the material fill an identified need within the collection?
4. Is the material costly? Does the expected use of the material justify purchasing the item? Would Interlibrary Loan be more appropriate?
5. Will the material be useful to the collection over a period of years?
6. Does the material have literary merit, a reputable author, or other criteria that would justify purchase?
7. Is the format appropriate for the subject? (Refer to Section VI for complete guidelines for selecting multimedia materials.)

### B. General Guidelines for Materials the Library Does Not Select

The Library collection does **not** select the following types of materials unless they fulfill a demonstrated research need within an academic discipline. Some criteria may not apply to specific library collections detailed in Section VII.

1. Materials too obscure or specialized for the degree programs offered.
2. Materials written for a juvenile audience rather than for an academic audience.
3. Materials for recreational reading with little value as academic resources.
4. Outdated materials unless a recognized classic with demonstrable research value.
5. Duplicate copies, unless the material is in high demand.
6. Materials in formats where no equipment is available on campus, or where the technology for use is either obsolete or obsolescent.
7. Vanity press books without academic value.
8. Mass market paperback books.

### C. General Guidelines for Selecting Textbooks

The Library will order textbooks when faculty request them, when they are appropriate for the Curriculum Collection, or when they are standards in their respective fields. Every textbook purchase must be approved by the corresponding department chair; the library may purchase no more than two copies of each textbook. Faculty who buy textbooks should put them on reserve in circulation.

## II. Guidelines for Materials De-selection

The library requires systematic de-selection of materials to insure the collection remains dynamic and current. This process involves evaluating materials to ascertain that they continue to be useful to the university community.

Collection development librarians are responsible for evaluating materials within their subject areas. The Acquisitions Department assigns each area of the book collection to a particular month during which the appropriate subject liaison should evaluate it for de-selection. The Acquisitions department should notify librarians when it is time to de-select, and the de-selector should notify

# Chambers Library Collection Development Policy

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the departmental faculty when they have de-selected materials. Other librarians and faculty may view materials before the library withdraws them permanently. The Acquisitions Department will return the book to the collection if another librarian or faculty member has a legitimate objection to its removal.

## Criteria for De-selection of Materials Other Than Periodicals

- ◆ Superseded editions
- ◆ Duplicate copies of low-use books
- ◆ Worn, mutilated, or marked-up materials
- ◆ Obsolete materials
- ◆ Poor quality materials
- ◆ Too obscure or too basic for patron population

## Criteria for Retaining Materials Considered for De-selection

- ◆ Materials circulated in the last 7 years. Damaged books that have circulated should be replaced
- ◆ Classic works
- ◆ Materials covering unique subject matter
- ◆ Materials meeting a curriculum need regardless of their use patterns

## Guidelines for Periodical Materials

Generally, Chambers Library de-selects periodical titles at times of budget exigency. At such times, the Collection Development committee will use the information provided by the E-Resources/Serials Librarian to set budget goals to be met. The librarian liaisons in collaboration with the Faculty Library Liaisons will suggest a list of subscriptions to be cancelled as needed. Normally, usage and cost are the criteria used to determine which titles will be cancelled.

### **III. Guidelines for Gifts**

The library welcomes materials offered as gifts. However, the donor must understand that the library may decide not to add the materials, and that the materials are not returned. Generally, gifts are integrated into the general collection. Donors who wish special treatment for their donations should negotiate before offering the donation. Donors will receive a copy of library gift policies and eventually a letter of appreciation with a list of books donated. The library makes no attempt to place monetary value on donated books. Collection Development Librarians evaluate and select appropriate items following the selection criteria in this document.

## Gifts the Library Does Not Accept

- ◆ Books in poor physical condition unless they have unusual contents or are no longer in print
- ◆ Obsolete material, especially textbooks
- ◆ Materials that do not meet the selection criteria in Section I. A of this document
- ◆ Periodicals, unless they replace missing issues in an existing subscription or constitute a complete, extended run of a title

### **IV. Guidelines for Replacement**

Lost or damaged titles in the collection may be replaced. Each librarian responsible for selection of a subject area will make replacement decisions regarding materials in that area and will use the following criteria:

# Chambers Library Collection Development Policy

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- ◆ Currency or obsolescence of the material
- ◆ Demand or expected use
- ◆ Existing coverage of the subject area in the collection
- ◆ Availability of newer or better materials on the subject

A title may be replaced with a newer edition of the same title. In some cases the librarian may decide to select another title covering the same or similar subject matter.

## V. Explanation of Collection Levels

The library assigns collection development levels to each subject area. Factors determining level include number and type of degrees offered, whether or not masters' degrees are offered, and the number of majors.

**Level 1: Basic level.** Introduces and defines a subject. Collection includes general reference tools, standard works, selected current materials, and a few major periodicals. Subjects outside the ordinary university curricula are collected at Level 1.

**Level 2: Study level.** Collection supports undergraduate course work and independent study. Includes the most significant reference works, a wide range of current and some retrospective monographs, works by the most important scholars in the field, a selection of journals, and essential indexing and abstracting services. Other media selected as appropriate.

**Level 3: Research level.** Collection supports graduate and research programs. Collection includes all important reference works, a wide range of specialized monographs and other formats, and an extensive collection of journals with appropriate indexing and abstracting services.

## VI. Selection Policies for Circulating Materials, Multimedia, Periodicals, and Internet

### A. Selection of Circulating Materials

Selecting circulating books and other materials involves both the Faculty Library Liaisons from academic departments and Librarians assigned to each department as Librarian Liaisons. Their different functions are described below. The Library allocates funds for book-media purchases to each academic department based on class size, number of majors, and degree programs offered. The Library recomputes this formula at the beginning of each fiscal year to assure accurate distribution of funds. Computations are based on the enrollment and other figures from the previous year. This budget applies ONLY to books and media.

#### Academic Departments

- ◆ Departments are asked to assign a Faculty Library Liaison to collaborate with the Librarian Liaison in ordering materials for their subject areas.
- ◆ Department members submit orders to their Faculty Library Liaison who sends orders to the Librarian Liaison for the Department.
- ◆ Department Faculty Library Liaisons should spend their allocation before the deadline set by the Acquisitions Department usually March 1<sup>st</sup> of the academic year. The Librarian Liaison will spend remaining funds to purchase materials for the Department if needed.

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# Chambers Library Collection Development Policy

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- ◆ Faculty should voluntarily and responsibly limit requests for materials to be purchased in support of faculty research interests, given our status as an undergraduate research library.

## Librarian Liaisons

Librarians serve as liaisons to one or more academic disciplines. Librarian Liaisons duties are as follows:

- ◆ Liaisons consider their discipline's holdings as a whole and develop parts of the collection not adequately covered by faculty selections if funds are available.
- ◆ Liaisons spend monies left in department accounts after the deadline established by the Acquisitions Department.
- ◆ Liaisons communicate pertinent information to Faculty, such as notifying departments when they have a surplus of funds, when they have overspent their allotment, or when new materials are purchased in their area.

## Collaboration

Department Faculty Library Liaisons and their Librarian Liaisons should coordinate their purchases by regular meetings, phone calls, and/or electronic mail as appropriate to the parties involved. Both liaisons draw from their different perspectives and contribute information about what students and faculty will find most useful in the Library's collections.

## Acquisitions

Selectors may request whatever circulating materials they deem appropriate for their discipline. The Library will order the material except when the material is not available as long as it meets the selection guidelines listed in Section I.

## B. Selection of Multimedia Materials

The multimedia collection supports scholarly and research needs of the University of Central Oklahoma. New formats are added as they are developed and demand requires. Currently, multimedia includes:

- ◆ Spoken word audiocassettes and compact discs
- ◆ Musical audiocassettes and compact discs
- ◆ Educational video recordings
- ◆ CD-ROM applications
- ◆ Feature films supporting classroom instruction
- ◆ DVDs
- ◆ Video Games
- ◆ Other emerging media and online formats

Selectors should use the same general selection criteria outlined in Section I with the following specifications:

### Scope of Coverage

**Language:** The library purchases videocassettes and CD-ROMs in English or with English subtitles. Spoken materials on audio cassette or compact disc may include purchases in any language.

**Chronology:** Preference is given to material published in the last ten years. Feature films have no chronological limits.

**Geography:** Most materials originate in the United States due to equipment compatibility and availability.

# Chambers Library Collection Development Policy

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## Formats Collected

**Inclusions:** ½" videocassettes, audiocassettes, compact discs, CD-ROM applications other than software.

**Exclusions:** LPs, 16mm films, ¾" videocassettes, videodiscs, filmstrips and 5 ¼" floppy disks are not purchased, though the library may accept them as gifts.

**New Formats:** New formats may be added if the format is universally accepted and if equipment is readily available for use in the library or elsewhere.

## Specific Criteria for Selection

Selectors should take the following into consideration when purchasing multimedia material in addition to other collection criteria:

- ◆ Is the item appropriate for the subject area? Does it contribute to the library collection as a whole? Is it more appropriate than a print resource?
- ◆ Is the item user friendly? Is technical and instructional support available? How much instruction does it require?
- ◆ Is adequate equipment available to use the material either in the library or elsewhere?
- ◆ Does the item require technology that will be in use over a period of years?
- ◆ Is the item durable enough to withstand heavy use over several years?
- ◆ Is there an adequate place to store the material?
- ◆ Is it feasible to circulate the material? If not, is there a place in the library for patrons to use the material?
- ◆ Can the library network the source? Is there a limit on the number of simultaneous users?
- ◆ Does the material have any restrictions on use?

## C. Selection of Periodical Materials

Periodicals have a separate budgetary allocation. The Library must maintain the subscription after the original purchase, so adding a new periodical title requires careful consideration. The General Guidelines in Sections I - VI apply to periodical acquisitions. Currently, the Library cannot add subscriptions without canceling others of equal or greater value due to budget constraints.

Department Faculty Library Liaisons and Librarian Liaisons should discuss possible changes in journal subscriptions before submitting requests. The Library will use the following procedures to change journal subscriptions:

### Procedures for Adding a Journal Subscription

1. Faculty Library Liaisons should submit requests for new titles to the Librarian Liaison for their Department along with titles proposed for cancellation.
2. The Librarian Liaison will evaluate the title, comparing it to other holdings in the subject area to see if it represents a useful addition to the subject's journal literature.
3. The Librarian Liaison will also make sure the cost of the cancelled title covers the cost of the added title.
4. The E-Resources/Serials Librarian will add the title after evaluating the titles proposed for cancellation using the following procedure.

### Procedure for Canceling a Journal Subscription

1. The Librarian Liaison will consider the value of the title proposed for cancellation, taking its subject matter and reputation within the discipline into account.

# Chambers Library Collection Development Policy

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2. The Librarian Liaison will then review the usage statistics for the title(s) proposed for cancellation to assure the title is used rarely.
3. The Library will cancel titles if they have low use statistics, represent subject areas no longer needing coverage, or are not classics considered indispensable by reputable sources.

## D. Selection of E-books

Librarians may select E-books individually or as part of a bundled package, e.g., BCR netLibrary collections. An E-book may be selected whether or not the title is currently held or being considered for purchase in print. An individual title may be purchased in print, electronic, or both formats as long as it meets the selection criteria outlined above. The following additional criteria for selecting E-books should also be considered:

- ◆ Consistency with the print version, e.g., complete text with tables, graphics, etc.
- ◆ IP-authenticated access – either one user at a time or multiple simultaneous users (registration requirements, passwords, etc. should be avoided unless the passwords can be posted online for authenticated users)
- ◆ Clearly understood rights to permanent access to the book, e.g., access in perpetuity versus annual subscription; outright purchase of books versus lease of content
- ◆ Clearly understood pricing structure, e.g. one-time payment, annual subscription fee, or both Individual purchase or part of bundle or package
- ◆ Clearly understood technical requirements – the Systems Department can provide advice and guidance about technical requirements

## E. Selection of Internet Resources

With the exception of Government Information, selectors are encouraged to submit sites for inclusion in LibGuides or on the library website. The Library should include only the very best, most comprehensive, subject-specific sources. The librarians will evaluate a request and include the site if it meets the standards for inclusion. The General Criteria in Sections I-VI above apply to selecting Internet sites with these additional specifications:

- ◆ Site should address the discipline as a whole and be appropriate to the curriculum.
- ◆ Site should not encompass a range of varied subjects, such as Yahoo; it should focus on a discipline.
- ◆ Site should have a usable design and, if possible, have an effective search engine

## F. Selection of Streaming Media

The library will purchase streaming media at faculty request with funds from the materials budget allocated to the faculty member's department. The following guidelines and restrictions apply:

- ◆ The material must support the curriculum
- ◆ The purchase must be approved by the chair of the department
- ◆ The purchase of an accompanying DVD, CD, etc., is encouraged if the cost is not prohibitive and, especially, if it can be retained after the streaming access ends
- ◆ People are encouraged to consider a perpetual access contract rather than a time-restricted lease
- ◆ The librarian receiving the request should determine:
  - Whether the vendor/distributor will host the material or the library will be responsible for streaming it
    - It is preferable for the vendor/distributor to host the material
    - If the library will be responsible for streaming the material, each purchase must be evaluated on a case-by-case basis, taking into consideration:
      - Whether the vendor/distributor agrees to delivery by progressive download
      - Whether the vendor accepts that we cannot prevent the end user from downloading and saving the materials

# Chambers Library Collection Development Policy

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- Any additional restrictions the vendor requires, e.g., campus authentication and/or restricted access for particular classes
- Whether the vendor is already an approved vendor or, if not, is willing to invoice us
- Whether there is any type of licensing or contract that the library must sign, either in paper or by “click through” agreement. If there is, a copy of the agreement must be obtained and provided to the library director prior to the purchase of the material. (All licenses and contracts will also need to be approved by UCO legal counsel prior to purchase.)
- ◆ If streaming access is for a finite period, the purchase will not be automatically renewed at the end of that period.
  - Any materials hosted by the university for limited periods will have to be tracked to ensure that they are disabled when the agreement expires and faculty members are notified as necessary.

## VII. Selection Policies for Specific Collections

### A. Archives and Special Collections

To collect and preserve primary sources and other materials of historical value for research on Oklahoma. Provide materials for students, faculty and staff, the community, and visitors doing Oklahoma History research.

#### Scope of Coverage

**Languages:** All

**Geographical Areas:** Materials about the American West with emphasis on the Southwest, Oklahoma, and Edmond

**Chronological Periods:** Prehistory to the present

**Subject Areas and Collecting Levels:** Level 3 and Level 2

#### **Materials Selected and Excluded:**

Includes all formats relating to the history and culture of the American West, with emphasis on Oklahoma, the Southwest, North American Indians, Oklahoma Pioneers, business and industry, literature, government agencies, churches, professional and social organizations, Archives of the University and organizations, and other items of significant research value.

#### De-selection

De-selection is not practiced in the Archives/Special Collections

#### Gift Policy

See attached policy

#### Replacement Policy

The Archivist will endeavor to replace items found missing or damaged beyond use if at all possible

### B. Curriculum Collection

Collection supports the College of Education programs which are primarily concerned with the training of teachers. The Curriculum Collection serves as a Congressional District Review Center for textbooks reviewed and adopted by the state of Oklahoma and for use in the public schools. Education students and educators from the community will use the collection. Circulation of materials is limited to UCO students, faculty and staff.

#### Scope of Coverage

**Languages:** Language texts provided reflect the languages taught in the public schools and generally include English, Spanish, French, German, Latin, and Russian

**Geographical Areas:** Worldwide

# Chambers Library Collection Development Policy

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**Chronological Periods:** Prehistory to the present

**Subject Areas and Collecting Levels:** All subjects taught in the public schools at the elementary and secondary level

**Materials Selected and Excluded:** Textbooks including all types of audio-visual materials. The collection includes only textbooks and materials adopted by the state. No materials are purchased for this collection.

## De-selection

Any materials not adopted by the state of Oklahoma are de-selected. Materials are retained only for the period during which they are adopted for use, generally six years.

## Gift Policy

All materials in this collection are gifts from publishers who provide the materials for possible adoption by the state. No funds are expended to purchase materials for this collection.

## Replacement Policy

Materials are not generally replaced when damaged or lost.

## C. Government Information Collection

The Government Information Collection is dedicated to meeting the diverse needs of UCO academic programs and the overall university community. By collecting materials in a variety of formats, with an emphasis of electronic information, we support the curriculum, research, and service needs of the faculty, students, and university, as well as Edmond and the surrounding community. The UCO Government Information Collection follows the regulations of the Federal Depository Library Program and the Oklahoma Publications Clearinghouse.

## Scope of Coverage

**Languages:** Primarily English, but some Spanish materials are available

**Geographical Areas:** Worldwide.

**Chronological Periods:** Prehistory to the present

**Subject Areas and Collecting Levels:**

The Government Information Collection is limited to a comprehensive selection of publications from the United States and Oklahoma as outlined below:

- ◆ The Library's Federal Documents Collection consists of publications that are issued by the United States Government or by the authority of a governmental body. As a selective depository, we select 59% of materials available in all formats with an emphasis on electronic versions when available.
- ◆ The Library's Oklahoma Collection consists of all publications issued by the State of Oklahoma or by authority of a state agency. As a full Oklahoma depository, we select 100% of materials in all formats, with an emphasis on electronic versions when available.
- ◆ The percentage selected may change annually due to decisions to add or deselect categories based on:
  - availability of online resources
  - changing nature of the university's academic mission and programs
  - availability of information in other sources and formats
  - user interest
- ◆ Some supplemental materials are purchased, but these are limited to indexes and other reference sources. However, the bulk of the Government Information Collection is not purchased.

Collection strengths include: Congressional and Executive historical materials, h\Health, American Indians, International Relations, Military History, Labor, Criminal Justice, Business, Education, and statistical materials including the Census.

## De-selection

Follows Federal and state depository de-selection guidelines and policies

# Chambers Library Collection Development Policy

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## Gift Policy

Follows general guidelines

## Replacement Policy

Replace high use items from regional depository if available

## D. Children's Collection

To provide a working collection of children's and young adult literature to serve the needs of undergraduates, specifically undergraduates seeking teacher certification. To support graduate courses in library media education and other university students seeking careers working with children. Also serves the university and general community. Undergraduate and graduate students and personnel concerned with working with children of preschool age through age 12. The children's collection development librarian specifies the grade level for each title selected.

### Scope of Coverage

**Languages:** Primarily English, with some works suitable for bilingual education, particularly Spanish. May acquire materials in other languages for some significant feature other than the text such as illustrations; translations of such foreign language materials with desirable features are acquired instead whenever possible

**Geographical Areas:** Worldwide. Works with Oklahoma coverage or by Oklahoma authors are acquired when funds are available

**Chronological Periods:** Prehistory to the present

**Subject Areas and Collecting Levels:** Undergraduate teacher education – Level 2; graduate library media – Level 2; general community – Level 1

**Materials Selected and Excluded:** Print and non-print media are selected. Special emphasis is placed on acquiring award-winning and special-merit materials. Two copies of each Newbery and Caldecott Award book along with one copy of the honor books should be purchased. Other titles are selected, as funds permit, from the following:

- ◆ Oklahoma Library Association's Sequoyah children's master list
- ◆ Oklahoma Library Association's Sequoyah young adult's master list
- ◆ Boston Globe/Hornbook Award
- ◆ Coretta Scott King Award
- ◆ Mildred Batchelder Award
- ◆ Kate Greenaway Medal
- ◆ Carnegie Medal

### De-selection

Some outdated or biased materials will stay in the collection to offer children's literature students a historical perspective of this genre. Otherwise, this collection follows general de-selection guidelines. Weeding follows education schedule.

## Gift Policy

Follows general gift procedures

## Replacement Policy

Replacement of the same editions is preferred since many editions of juvenile literature have special distinguishing characteristics.

## E. Map Collection

The map collection primarily supports campus research needs with some consideration to the community's more general needs. Students, faculty, staff and the community will use these materials.

# Chambers Library Collection Development Policy

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## Scope of Coverage

**Languages:** All Roman, Greek, and Cyrillic alphabets

**Geographical Areas:** Worldwide

**Chronological Periods:** Prehistory to the present

**Subject Areas and Collecting Levels:** Oklahoma – Level 3; Other than Oklahoma – Level 2

**Materials selected and Excluded:** Sheet maps are selected. All others are excluded save an occasional set of bound maps which lie flat.

## De-selection

Rare, university, Edmond, and Oklahoma special interest maps go to Archives. De-select topographical maps over five years old, brochure maps, promotional materials from states other than Oklahoma, and foreign, promotional or brochure maps.

## Gift Policy

Follows general gift procedures

## Replacement Policy

Follows general guidelines

## F. Musical Recordings Collection

Collection will be developed to support the academic programs especially in the College of Fine Arts and Design and the general interests of students, faculty and staff. Users will include students, faculty, staff and the community.

### Scope of Coverage

**Languages:** All.

**Geographical Areas:** Worldwide

**Chronological Periods:** Prehistory to the present

**Subject Areas and Collecting Levels:** Levels 1 and 2 with all musical forms and styles collected

**Materials selected and excluded:** CD's are format of choice, but other formats especially gifts

### De-selection

Worn or broken recordings are withdrawn

### Gift Policy

CD's preferred. Other formats meeting specific needs are considered

### Replacement Policy

Follows general guidelines

## G. Reference Collection

The Reference collection supports the research, teaching, and information needs of the University with emphasis placed on support of the curriculum. This policy offers guidelines for the acquisition, retention, and scope of materials housed in the Reference Collection. The Collection includes sources that index, summarize, or concisely compile information usually contained in the circulating collection. Usefulness to reference librarians and to members of the University community is the principal criterion for inclusion of materials in the Reference Collection though the collection may include some sources of general interest to the surrounding metropolitan community. The Reference Collection should not contain highly esoteric, narrowly focused, or seldom-used sources, even though they may have a reference format.

The Reference Collection Development Librarian (RCD Librarian) makes decisions concerning selection, retention, and location of Reference materials based on the guidelines of this policy and input from other Reference librarians. Expensive items and electronic purchases call for wide

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# Chambers Library Collection Development Policy

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discussion within the Reference Department and among the RCD Librarian, and the Reference Department Head.

## Scope of Coverage

**Languages:** English is the primary language for sources in the Reference Collection. Sources in other languages are collected when they are needed to support the curriculum.

**Formats:** All formats are considered. Decisions regarding format are based on general criteria for selecting library materials, e.g. cost/benefit, convenience to the user, quality and longevity of the format, and equipment requirements.

**Geographical Areas:** Worldwide

**Chronological Periods:** Pre-history to the present

## Materials Selected and Excluded

1. **Almanacs, Annuals and Yearbooks.** Includes standing orders for at least one United States and one Oklahoma almanac. The almanacs stay in the Reference Collection for at least two years, with back issues placed in the stacks for library use only. The Reference Collection also holds yearbooks which are on standing order for at least two years, and longer if heavily used. Annual reviews are generally housed in the circulating collection.
2. **Bibliographies.** Selected by the RCD Librarian with acute attention to curriculum. General bibliographies or those covering broad subjects are kept in Reference. The library places author-specific and narrowly focused bibliographies in the circulating collection, with the possible exception of bibliographies of major figures such as Shakespeare. The Reference Collection maintains the *National Union Catalog*.
3. **Biographical Sources.** Includes biographical sources which index and summarize the lives of local, regional and national figures. The department acquires international sources selectively. Reference may also collect subject-specific biographical materials when they meet the needs of primary users.
4. **Concordances.** Includes concordances to the Bible, Shakespeare, and other major authors as needed.
5. **Dictionaries.** Includes a variety of English language, bilingual, unilingual foreign language and specialized subject dictionaries.
6. **Encyclopedias.** Includes major general encyclopedias. The Reference Department will attempt to acquire new editions of *World Book*, *Encyclopaedia Britannica*, *Encyclopedia Americana*, and *Collier's Encyclopedia*, on a rotating basis, as funds permit. Migration to electronic formats is expected. Older editions of print encyclopedias may be kept in the Circulating Collection. In addition, Reference collects authoritative subject encyclopedias in specialized areas to support the curriculum. The library will also attempt to acquire foreign language encyclopedias in the major foreign languages taught at the University.
7. **Geographical Sources.** Includes authoritative world, regional and thematic atlases and gazetteers.
8. **Government Documents.** The Reference department may purchase duplicate copies of certain high-use Government documents even though Chambers Library is a partial federal depository.
9. **Indexes and Abstracts.** Includes indexing and abstracting services relevant to the teaching, research, and general information needs of the university community. Indexes and abstracts reflect the collecting levels of the various disciplines.

The library prefers indexes and abstracts in electronic, web-based format but retains print index subscriptions based on usage. Factors to consider when selecting electronic formats include:

- ◆ Appropriate subject coverage
- ◆ Expected demand, either in-house or remote access
- ◆ Ease of use
- ◆ Support requirements (equipment, space, maintenance)
- ◆ Cost effectiveness: will electronic replace print, or must both be maintained?

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# Chambers Library Collection Development Policy

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10. **Law Resources.** Includes materials reflecting curricular needs.
11. **Library Catalogs.** Includes access to WorldCat, and both regional and individual library catalogs available via the Internet.
12. **Sacred Books.** Includes major translations of the Bible in English, and English translations of sacred works of other major religions.
13. **Statistical Sources.** Includes statistical compendia in both general and curricular fields.
14. **Style Manuals.** Includes current major style manuals.
15. **Test Guides.** Includes study guides for students preparing for standardized tests. These materials are placed on Reserve in circulation. Examples of such materials include, but are not limited to, guides for the SAT, ACT, TOEFL, MCAT, GMAT, CLEP, GRE, LSAT, NCLEX-RN, ASVAB, and Oklahoma Teachers Certification tests. Withdraw older edition as new editions become available. Generally withdraw materials over five years old or place in circulating collection.

## Subject & Collection Levels

Follows the levels for all specific academic subjects indicated in the University Library Collection Development Policy Guidelines. Other library departments outside of the Reference Department such as Government Documents and Archives may also collect reference materials. The specific policies for those collections may contain variations to this general Reference policy.

## De-selection

Periodic evaluation of the reference collection is necessary to maintain a working collection of important, frequently used works relevant to the mission of the library and the needs of the University community. The Librarian removes older editions of some titles automatically when newer editions are acquired. For some disciplines, the collection contains only current materials. For others, it also includes retrospective and historical works. In general, de-selection guidelines are similar to selection guidelines, and include the following criteria:

- ◆ Quality, authority, scope, comprehensiveness
- ◆ Age and currency
- ◆ Physical condition
- ◆ Appropriateness to the needs of the University community: mission, curricula, use

The Reference Collection Development Librarian continuously monitors the Reference Collection with the assistance of all of the reference librarians. Librarians may withdraw titles that meet the above criteria at any time.

## Gift policy

Follows general guidelines

## Replacement policy

Follows general guidelines

## H. Ruby Canton Collection

Collection consists of current materials of popular interest but with lasting academic value. Collection will be used by students, faculty and staff and community.

### Scope of Coverage

**Languages:** English only

**Geographical Areas:** Worldwide

**Chronological Periods:** Prehistory to the present

**Subject Areas and Collecting Levels:** Since the books in the collection rotate into the general collection relatively quickly, it is difficult to assign a collecting level

**Materials Selected:** Books-media. Collection consists of currently popular materials.

### De-selection

Books remain in the collection for six months and then integrate into the general collection.

# Chambers Library Collection Development Policy

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## Gift Policy

Gifts are not added to this collection

## Replacement Policy

Follows general guidelines

## VIII. Appendices

### A. Archives Gift Policy

- ◆ Gifts to the University of Central Oklahoma Archives/Special Collections may be tax deductible, but the library does not provide evaluations.
- ◆ Because of the expenses involved in processing, maintaining, and insuring collections, loans cannot ordinarily be accepted.
- ◆ Donations are considered outright and unconditional gifts to be used at the discretion of the Archives/Special Collections in accordance with the gift agreement.
- ◆ The University of Central Oklahoma Archives/Special Collections will endeavor to arrange, preserve and administer gift materials in keeping with the best interests of both impartial scholarship and the donor.
- ◆ The University of Central Oklahoma Archives/Special Collections shall have the right to make the materials available to any qualified researcher, within the guidelines governing the use of the Archives/special Collections, and also the right to grant researchers permission to print quotations which embrace either a part of the whole of any portion of the unpublished materials in the gift as long as it does not conflict with the donor's gift agreement.
- ◆ The University of Central Oklahoma Archives/Special Collections has the right to make copies of the materials by microfilming, scanning, or any other process which does not infringe upon the copyright laws of the land.
- ◆ If any portion of a gift is not deemed suitable to the purpose of the collection, it may be disposed of at the discretion of the collection administrator, or it may be returned to the donor if so stipulated in the gift agreement.

### B. ALA Bill of Rights (ALA Link)

<http://www.ala.org/advocacy/intfreedom/librarybill>

### C. Allocation Formula

Each department's allocation is calculated using these criteria: the number of teaching faculty, the number of undergraduate and graduate hours taught, the number of enrolled majors in that department, and the average cost of books for that discipline. The calculations are done each fall, using the most recent statistics available.