Hewes Library Collection Development Policy

I. Introduction
This document is a statement of principles and guidelines for the acquisition and management of materials in, or accessed through, the Hewes Library. Finite resources require careful materials selection and collection maintenance based on an understanding of the immediate and future goals of the College. The guiding principles underlying this document will always be the current *Monmouth College Mission Statement (Appendix A)* and the current *Hewes Library Mission Statement (Appendix B)*. The development of a library’s collections is a cooperative endeavor among the members of the community the library serves. In an academic library such as the Hewes Library, the primary community consists of the students, faculty, staff, and administration of the College, including the professional librarians and library support staff.

II. Objectives
The primary objectives are to
- provide a systematic description of the Library’s collection development and management policies;
- provide appropriate selection and de-selection criteria for the library collections;
- provide guidelines for an appropriate and equitable allocation of financial resources to support the learning resources needs of the Monmouth College community.

III. Collections
Hewes Library consists of over 300,000 volumes housed in several collections:

**Upper Level**
- Circulating Collection: Books (LC Class A-Z)
- Special Collections (HL208)

**Main Level**
- Reference & Ready Reference
- Print Indexes
- Oversized Collection
- Current Periodicals & Popular Magazines
- Media Collections
- Microforms
- ScotsRead – Recreational Reading

**Lower Level**
- Government Documents
- Bound Periodicals
- Curriculum Materials
- Children’s Collection
- Map Collection
- Music LPs

IV. Selection Policy
The Monmouth College Mission Statement and the Hewes Library Mission Statement provide the framework for selection. The process of recommending materials for the library is a cooperative effort involving classroom faculty and librarians. In addition, all members of the College community have opportunities for making suggestions for additions to collections. Ultimately, responsibility for the development and management of the library’s collection and its quality lies with the Library Director.
The professional librarians select materials to improve and expand areas of the collections which are identified as needing improvement. Faculty members participate in selecting library materials by monitoring their professional literature for appropriate library acquisitions that meet the curricular needs of their students. Titles recommended by faculty that fall outside of their discipline will either be forwarded to the relevant department that would normally make recommendations for this area or considered a general purchase. These titles are evaluated by the Library Director and other professional librarians using the selection criteria in Section V. Materials purchased with library funds become part of the Hewes Library collection and are subject to library policies and procedures.

V. Selection Guidelines

A. General Guidelines
In general, the quality of content and the fulfillment of curricular needs are the first criteria with which any potential item is evaluated. Further considerations will include:

- cost of the item;
- lasting value of the content;
- appropriate level of content;
- strength of present holdings in the same or similar subject areas;
- suitability of physical format to content;
- reputation of the author or the publisher;
- reputation of the reviewer or reviewing source;
- cost in relation to demand and the item’s availability through interlibrary loan;
- English language publications unless others are required for instruction.

B. Duplication of Materials
In general, the Library will not purchase duplicate copies of resources. The quality of the Library’s collections is enhanced and enriched by the inclusion of a variety of unique works. If faculty members require multiple copies of a resource for instructional support, the library will consider purchasing duplicate copies to supplement coursework.

C. Special Considerations by Material Format
In addition to the general guidelines for selection given above, the following criteria apply to the formats listed below:

i. Print Monographs
   Textbooks: The Library does not ordinarily acquire textbooks for its collections. The most common exception to this policy includes those textbooks which have earned reputations as "classics" in their fields and textbooks that provide a very basic level of information in disciplines not taught at the undergraduate major or minor level.
   Bindings: The Library will purchase hardcover bindings when available. In order to extend the shelf-life of its collection, the library will bind paperbacks ordered through its vendors. The cost of the binding will be incorporated into the total cost of the book.

ii. Print Periodicals
New periodical titles will be added very selectively due to:

- existing online availability;
- the financial commitment to purchase a new title in perpetuity;
• escalating costs of print periodicals;
• the costs of binding, storage, and maintenance in perpetuity;
• the periodical’s desirability from a current news and opinion or a leisure-
  reading point of view;
• the presence of physical or aesthetic qualities which require a physical
  copy;
• the need for a physical copy to support coursework.

iii. Microforms
The Library will maintain a few long-term microform subscriptions. The library will
continue to maintain its collection of Government Documents on microfiche, as
well as the microforms reader-printers. The library will pursue online
subscriptions over microforms.

iv. Computer Software
The Library does not purchase or license computer software for instructional
support purposes. The purchase or licensing of such software is a responsibility
of individual departments requiring such instructional support methods.

v. Video and Audio Materials
DVD will be the video format of choice (Region 1 / NTSC), unless VHS is the only
format available. CD will be the audio format of choice for the circulating
collection.

vi. Out-of-Print and Retrospective Materials
The majority of materials selected should be current. If curriculum warrants the
purchase of an out-of-print title, the library will acquire the item with respect to
condition and price.

vii. Electronic Resources
In addition to the general selection guidelines, the following criteria will be
considered:
• the usability of the interface;
• ease of customization;
• availability of IP-authenticated access;
• standards-compliance, especially with OpenURL;
• reliability and responsiveness of the vendor;
• availability and access to backfiles in perpetuity;
• availability and quality of usage statistics.

D. Special Considerations by Collection
In addition to the general guidelines for selection given above, the following criteria apply
to the collections listed below:

i. Government Documents
Monmouth College Library participates in the Federal Depository Library
Program (FDLP), receiving approximately 19% of the items available from the
Government Printing Office (GPO). In return for receiving these materials free of
charge, the College will provide public access to the collection and maintain each
item for at least five years. The collection, established in 1860, contains significant numbers of historical documents.

The Library receives FDLP publications in a variety of formats, including printed materials, microfiche, and CD-ROM. The Library offers access to many of these publications via remote electronic databases as established by the program.

The primary role of the Depository collection is to support the college's liberal arts curriculum. The Library selects to receive a wide variety of materials on current federal policy, Congressional Hearings, laws, regulations and court opinions, in addition to representative titles from most Executive Departments. To provide an in-depth overview of current society, the library provides access to major statistical publications from most government agencies. When possible, the Library chooses to receive comprehensive coverage of government publications on Illinois and the local area, including detailed Census Bureau reports and Geological Survey maps.

The Depository collection also serves the general public's need for government information, with an emphasis on the residents of Warren County, West Central Illinois and the 17th Congressional District. Public interest documents selected include tax forms, information on elected officials, business-oriented and agricultural statistics, reports, and guides. All selection is completed with respect to the larger selective FDLP collection at Western Illinois University.

ii. Curriculum Lab
This collection includes curriculum materials and professional development resources that support the MC Education Department’s teacher training programs. Key areas of focus are teaching techniques, pedagogy, classroom management, special education, and curricula (including K-12 textbooks, media and realia). The collection is acquired primarily through publisher gifts and orders received directly from the Education faculty. Weeding and maintenance are directed through the Education department.

iii. Special Collections
Hewes Library Special Collections have an intrinsic value, either historical or monetary, which is greater than ordinary. Materials are stored separately from the circulating collection and require special care. The Library does not actively collect special materials.

iv. ScotsRead Collection
The ScotsRead Popular Reading Collection is provided for use by the students, staff, and faculty of Monmouth College. ScotsRead is a rotating subscription-based collection whose titles will vary and is currently provided by McNaughton/Brodart. Items for the collection are selected using:

- the list of marked bestsellers in the monthly selection catalog
- input from library staff
- recommendations from the Monmouth College community
- consultation with previous ScotsRead statistics on well-circulated titles, authors, and genre

The ScotsRead Collection is evaluated a minimum of four times a year, per our contract, to weed books that have not circulated or are older titles to make room
for incoming materials. In accordance with our contractual obligations, a minimum of twenty titles will be removed from circulation to be returned to our vendor. Titles to be returned to the vendor are selected using the following criteria:
- titles that have not circulated in the previous six months
- circulated titles are evaluated based on the number of checkouts.

VI. Fund Allocation
The Library Director is responsible for the allocation of resources to fulfill the library's collection development goals in response to needs of the curriculum. The allocation of funds should be as equitable as possible. While no allocation formula can perfectly satisfy all needs, the following factors are considered: the number of titles published for the college audience within discipline, average cost of materials in the discipline, circulation and in-house usage of materials in the discipline, and the number of credit hours produced by a department. Furthermore, it is the responsibility of the Library Director to develop a collection budget which has sufficient flexibility to respond to changing conditions, such as new course offerings or programs.

VII. Gifts
Appendix D contains the Hewes Library Gift Policy.

VIII. Collection Maintenance and Evaluation
Weeding of materials is an essential and on-going aspect of collection development. Classroom faculty members are encouraged to assist in recommending the replacement or weeding of outdated or inaccurate materials in their areas of expertise. The following criteria are considered when weeding collections:
- accuracy and currency of the information contained;
- physical condition;
- usage both actual and potential;
- recommendations by standard bibliographies and other selection and reviewing sources;
- unnecessary duplication;
- value of the item;
- the long-term space available.

Weeded materials are officially withdrawn from the collection. Disposal methods include, but are not limited to: sale, consignment, gift, or exchange with other libraries.

XI. Intellectual Freedom
The Library acquires materials which represent differing opinions on controversial matters. Moreover, selection of learning resources is done with no regard for matters of race, sex, religion, or moral philosophy. The Hewes Library of Monmouth College affirms all the principles of intellectual and academic freedom embodied in these documents:

The Library Bill of Rights
http://www.ala.org/ala/oif/statementspols/statementsif/librarybillofrights.pdf

The Freedom to Read
http://www.ala.org/ala/oif/statementspols/ftrstatement/freedomtoreadstatement.pdf

The Freedom to View
http://www.ala.org/ala/oif/statementspols/ftvstatement/freedomviewstatement.htm
Appendix A

Monmouth College Mission Statement

As an undergraduate liberal arts college we recognize the close relationship of faculty and students to be fundamental to our learning environment.

As a community of learners we strive to create and sustain an environment that is value-centered, intellectually challenging, aesthetically inspiring, and culturally diverse; and we hold as central our commitment to liberal arts education and to one another.

We integrate a four-year program of general education with in-depth study in the major and a rich array of co-curricular activities in order to foster the discovery of connections among disciplines and of larger patterns of meaning. Through these experiences, we help our students explore multiple perspectives on the human condition and prepare themselves for rich personal and professional lives—for leadership, citizenship, and service in a global context.

Monmouth College was founded in 1853 by pioneering Presbyterians. As a campus community we honor that heritage and value religious diversity as we explore the spiritual dimension of human existence and the relationship between faith and knowledge.

As both observers and participants we seek to deepen our understanding and appreciation of the creative tension that exists among the principles of democracy, pluralism, equality, and freedom in our own nation and beyond.

Statement of Purposes

As an undergraduate liberal arts institution Monmouth College exists to:

1. Prepare students for rich personal and professional lives.
2. Prepare students for positions of leadership, service, and citizenship in a global context.
3. Promote awareness and exploration of the sometimes contradictory principles which exist in democracy, pluralism, equality, and freedom.
4. Create and maintain a learning environment which is value-centered, intellectually challenging, aesthetically inspiring, and culturally diverse. This includes:
   a. Providing students with a four-year general education program, in-depth study in the major, and a rich array of co-curricular activities.
   b. Fostering the discovery of connections among disciplines and of larger patterns of meaning.
   c. Promoting an understanding of a value system that is shaped by individual and collective experiences.
5. Explore the spiritual dimension of human existence and the relationship between faith and knowledge.
6. Introduce students to multiple perspectives on the human condition and promote self-awareness of global perspectives both through the curriculum and through campus life.
7. Foster and promote intellectual inquiry and critical analysis through mentoring relationships characterized by individual attention.
8. Develop creativity and skills in written and oral communication and artistic expression.
9. Understand the methods of inquiry and expression in the arts, humanities, sciences, and social sciences.
Appendix B

Hewes Library Mission Statement

The Hewes Library mission is to support and uphold the liberal arts curriculum and traditions of Monmouth College. The Hewes Library’s charge is to support the information needs of the faculty, staff, students, and members of the community while also encouraging lifelong learning. We seek to teach information literacy skills and support academic honesty. At the same time, Hewes Library is the physical home to a core collection of information materials that have been developed in association with the college faculty and the college’s mission. Hewes Library strives to be a welcoming space for patrons to study, discuss, and learn - both individually and collaboratively, while examining the world of scholarship inside and outside of the library’s walls.

Approved by the Library Staff
November 15, 2007
Appendix C

Statement on Appraisal of Gifts

(The following document is a quotation. It was written in 1973, and its gender-specific language reflects the usage of its time.)

Developed by the Committee on Manuscript Collection of the Rare Books and Manuscripts Section. Approved by the Association of College & Research Libraries Board of Directors on February 1, 1973, in Washington, D. C.

1. The appraisal of a gift to a library for tax purposes generally is the responsibility of the donor since it is the donor who benefits from the tax deduction. Generally, the cost of appraisal should be borne by the donor.

2. The library should at all times protect the interests of its donors as best it can and should suggest the desirability of appraisals whenever such a suggestion would be in order.

3. To protect both its donors and itself, the library, as an interested party, ordinarily should not appraise gifts made to it. It is recognized, however, that on occasion the library may wish to appraise small gifts, since many of them are not worth the time and expense an outside appraisal requires. Generally, however, the library will limit its assistance to the donor to:

   a. providing him with information such as auction records and dealer's catalogs;
   b. suggestions of appropriate professional appraisers who might be consulted;
   c. administrative and processing services which might assist the appraiser in making an accurate evaluation.

4. The acceptance of a gift which has been appraised by a third, and disinterested party, does not in any way imply an endorsement of the appraisal by the library.

5. An archivist, curator, or librarian, if he is conscious that as an expert he may have to prove his competence in court, may properly act as an independent appraiser of library materials. He should not in any way suggest that his appraisal is endorsed by his library (such as by the use of the library's letterhead), nor should he ordinarily act in this fashion (except when handling small gifts) if his institution is to receive the donation.
Appendix D

Hewes Library Gift Acceptance Policy and Procedures

Donations of materials to the collections in the Hewes Library can play an important role in helping the College to fulfill its educational mission by contributing significantly to the strengthening of the collections. Due to the high cost of accepting and maintaining materials and objects, however, the Library only accepts those items that are highly relevant to the needs of the institution.

The decision to accept a gift is the responsibility of the Library Director, in consultation with the Vice President of Academic Affairs, the Librarians, and the Development Office. All potential gifts will be evaluated according to the terms of the Library’s Collection Development Policy. Once accepted, the donation becomes the property of the Library, which reserves the right to determine whether the gift will be retained, where it will be located, and how it will be cataloged and circulated. Unneeded items will be donated, sold or discarded.

The donor of library materials is entitled to an income tax deduction within Internal Revenue Service regulations. The law places upon the donor the responsibility to establish the fair market value of the donated items. If a formal appraisal is needed, this must be done before the gift is transferred to the Library. Donors must file IRS Form 8283 if they claim a deduction for non-cash gifts totaling more than $500 within a given year. Donors must obtain a qualified independent appraisal for gifts of real and personal property valued at more than $5,000 as required by the IRS when claiming non-cash charitable contributions. College policy prevents the Library from supplying appraisals to donors.

1. Process for Accepting Gifts-in-Kind
   
   A. The Library Director is responsible for following the College gift acceptance policy regarding gifts in kind.
   
   B. All offers of gifts to the Library are referred to the Library Director who will consult with the Development Office when appropriate.
   
   C. The Library may require the donor to provide a description of any gift before it will be considered. In lieu of a description, the Library may require on-site evaluation of the collection by Library staff before a decision is made.
   
   D. All gifts to the Library, regardless of type, will be acknowledged by the Library Director, as well as the College’s Development Office on behalf of Monmouth College.
   
   E. The Library will not normally accept the following types of materials:
      1. Textbooks or manuals
      2. Popular magazines
      3. Scattered or single issues of periodicals
      4. Outdated material
      5. Non-print material requiring equipment the Library does not own
   
   F. The Library will not accept gifts on which the donor places restrictions that will negatively affect the use of the materials.
G. The Library will not accept gifts when the physical condition does not allow for normal library use.

2. Disposition of Gift Materials

A. With the exception of some archival and alternate format materials, all gifts added to the collection will be cataloged and listed in the online public catalog. When possible, all gifts will have a bookplate indicating the donor’s name.

B. Since gift materials added to the general collections are given the appropriate subject classification, the Library is not able to maintain separate named collections.

C. The Library’s acceptance of a non-monetary gift does not guarantee its retention as Library property in perpetuity. Materials that do not meet the Library’s Collection Development Policy will be released through sale, donation, or discard. Library staff will consult with the Development Office when appropriate.