COLLECTION DEVELOPMENT AND MAINTENANCE POLICY
The Clark Family Library, Washington & Jefferson College

PURPOSE
The Clark Family Library is dedicated to providing access to an active, useful collection that reflects the curricular, research and cultural needs of the students, faculty, and staff of Washington & Jefferson College. The purpose of this Collection Development and Maintenance policy is to state the principles and guidelines along which the process of selecting, acquiring, and providing access to materials will proceed.

Intellectual Freedom
The Clark Family Library opposes removal of materials from its shelves for any reason other than the systematic evaluation and removal of materials that are damaged or obsolete. In keeping with the library's commitment to intellectual freedom, The Clark Family Library adheres to the positions set forth in the American Library Association’s Intellectual Freedom Principles for Academic Libraries, Library Bill of Rights, the Statement on Labeling, and the Freedom to Read statement.

COLLECTION RESPONSIBILITIES
It is the responsibility of library personnel and the entire academic community to develop and maintain the library collection.

Faculty members are responsible for submitting requests for audio, electronic, print, and video materials that support their instruction.

Library personnel bear primary responsibility for collection development and maintenance, including:

- Reviewing and approving requests submitted by faculty
- Submitting requests for new publications and resources through examination of current awareness tools
- Working with the departments through the liaison program to stimulate their involvement in collection building and maintenance
- Planning and implementing collection analysis to determine the quality and responsiveness of our holdings to Washington & Jefferson College's curricular and research needs
COLLECTION GUIDELINES

General Criteria
The primary purpose of the Clark Family Library’s collection is to provide materials that support the current curriculum of the College. Materials needed for faculty research, extracurricular study, or general interest and enjoyment are a secondary priority.

Criteria used to evaluate materials to be added to or removed from the library are

- curriculum needs
- authority of creator
- currency and enduring academic value
- format of content
- strength of the library’s present holdings in the subject
- cost

The Library Director has ultimate authority over the library’s budget and is the arbiter on all purchase decisions.

Criteria by Format

PERIODICALS AND ELECTRONIC RESOURCES

Faculty may recommend new journal or database subscriptions at any time. The library maintains an internal “wish list” of these requests and reviews them on a continuing basis.

The library will assess all new subscriptions after 2-3 years and long-standing subscriptions every year. Assessments of long-standing subscriptions are based on most recent 4 years of use as usage levels are affected by the curriculum.

The Clark Family Library believes that it is beneficial to build a collection that balances ownership and storage of print issues of journals with access to online journals. The library is not a conservator of print journals and does not have cooperative archival agreements with other institutions, so it will move to electronic-only subscriptions where appropriate. Microfilm is no longer actively collected by the library (equipment is maintained for access). We strive to eliminate issue duplication across formats.
The library will provide access to newspapers representing local, national, international, and historical news coverage. The library will retain print newspapers for up to 3 months depending on the title.

As the number of periodicals continue to proliferate and the price of periodicals continues to increase, we need to consider very carefully which periodicals to select for the library. The librarians offer the following guidelines to help in the evaluation of possible additions:

*Will you require its use?*

Whatever the quality of the journal, it may remain largely unused by students unless there is a library component in the course or courses for which you are recommending the journal. Librarians will gladly assist you in developing a library component for your courses to help insure that students use the journals.

*Is the journal appropriate for our collection?*

Many of the scholarly journals available are intended for use at the graduate level. One measure of the appeal of a journal is its circulation figure. If the journal has only a few hundred subscribers, this may indicate that this journal is too specialized, too expensive, or in some other way inappropriate for an undergraduate college library.

*Is it indexed?*

Experience has shown that access to periodical information is made primarily through indexes that W&J students have access to. Studies have shown that browsing does not play a major role in the use of journals. The librarians can help you determine if a periodical is indexed in an appropriate source.

*Is the journal likely to be heavily used?*

If only a few pertinent articles are published in a journal each year, your needs may be served adequately by requesting those articles through Interlibrary Loan.
BOOKS

When selecting books, here are some of the considerations that are used.

- Due to space and cost efficiency, the preferred format of books is paperback.
- We regularly evaluate any subscriptions to monographic material (standing orders).
- The library does not routinely purchase duplicate copies of an item.
- The library does not routinely purchase textbooks.
- The preferred format for reference material is electronic. The purchase of print reference materials will be considered on a case-by-case basis.
- Award-winning books will be added to the circulating collection each year, including the Instructional Resource Collection.

E-BOOKS

Our e-book strategy allows us to make available a very large number of scholarly titles at an affordable cost and with access 24/7 from on or off campus.

Specific e-books not available through our subscriptions, or which are desired for the permanent collection are purchased in e-book format upon recommendation of faculty or liaison librarians. These purchases follow the same guidelines as those for print book purchases.

If you have further questions about e-books, please contact your liaison librarian to discuss.

VIDEO

The Clark Family Library collects audiovisual materials that accommodate NTSC, Region 1, and PAL formats.

Library ownership does not guarantee public performance rights; please contact Beth Miller (bmiller@washjeff.edu) for more information.

W&J AUTHORS

The library will add to its collection works published by Washington & Jefferson College faculty.

The library will add to its collection publications by alumni if the item fits within our general selection criteria.
The library may add to its collection student works, for example, Honors Projects, Economics Theses, etc.

The library will place material in the circulating collection unless it falls within the guidelines of the Archives & Special Collections Policies.

**MUSIC COLLECTION**

The Clark Family will add items by faculty request. The preferred current format is Compact Disc. The Music Collection will not grow past its current size.

**ARCHIVES AND SPECIAL COLLECTIONS**

The Learned T. Bulman ’48 Historic Archives & Museum houses items related to Washington & Jefferson College and its history, and a large collection of manuscripts and other materials related to the 18th and 19th century history of the United States, with an emphasis on Southwestern Pennsylvania.

Rare books and manuscripts are usually acquired by gift rather than purchase. If rare books or manuscripts are purchased, the decision is based on selection criteria other than rarity.

Guidelines for acquisition of materials:

**College Archives.**

- To collect official and unofficial documents of enduring value created, received by, or relating to Washington & Jefferson College, its trustees, its employees, and its alumni.
- To collect publications and artifacts by or about Washington & Jefferson College.
- To serve as the archive of record for serials published by Washington & Jefferson College.

**Special Collections.**

- To collect non-college records, papers and artifacts pertaining to the early history of the College and of southwestern Pennsylvania.
- Of particular interest are documents, personal papers, and manuscripts dealing with the Whiskey Rebellion, slave records, the Underground Railroad, the westward movement and settlement of southwestern Pennsylvania, Washington & Jefferson College’s role in our Nation’s wars, and materials relating to existing
collections, such as the John Hoge Papers and the Joseph Guffey Papers.

The Archives and Special Collections Library accepts gifts that relate to or augment existing collections or that meet collection criteria as stated above.

**ASSESSING THE COLLECTIONS**

The Clark Family Library assesses the usefulness, relevance, and physical condition of its collection on a continuing basis. Criteria for removal may vary among academic disciplines, and the faculty must inform our efforts.

Below are the guidelines we follow in order to best serve the needs of Washington & Jefferson College students and faculty.

- Retain and highlight materials that support W&J’s curriculum
- Make the best possible use of available space
  - Shelf space is finite
  - We are at capacity and continue acquiring new materials
  - Overcrowded shelves can lead to items being damaged
  - Overcrowded shelves are more difficult to browse; removing outdated or irrelevant materials facilitates discovery of useful research sources
  - Optimum shelf capacity is a maximum of 75% full.
- Make the best possible use of available dollars. Processing and maintaining little used and less relevant materials costs money.

Factors considered in the removal of materials from the collection will include, but are not limited to:

- Age or obsolescence
- Relevance to the curriculum
- Coverage of the subject by other material
- Number of copies in the collection
- Frequency of use
- Availability through consortial borrowing or openly available.