

**Pearson Library
California Lutheran University**

Collection Development Policy

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Introduction

This document describes the guidelines and principles used in development of library collections at California Lutheran University's [Pearson Library](#). Pearson Library will systematically evaluate, select, acquire, and maintain materials that meet the curricular needs of the academic departments and programs, and support the educational [mission of California Lutheran University](#). This policy is evaluated and changed as the University programs and information needs change.

Collection Development Diversity¹

Pearson Library is committed to inclusion, diversity, equity, and accessibility. We strive to provide an environment in which all members of the campus community feel welcome, supported, respected, and valued. Many library staff and librarians are active in the ongoing work of identifying and eliminating barriers to ensure that all members of the library community are able to participate in library spaces and services. We work to ensure that our tools, services, and environments are available and usable by as many people as possible.

A variety of power dynamics exist in academic libraries between patrons, content providers, supply chains, technologies and systems, disciplinary canon, accreditation, metrics and assessment, and the institutions we serve. This is ultimately reflected in what, how, and why the library maintains and develops the greater collection. The collection is not static, but living and influenced by many individuals, strategic priorities, and stakeholders. Pearson Library collects materials in a deliberate, sustainable, and purpose-driven way to support our community. We recognize that none of the metrics, benchmarks, or tools used to evaluate, arrange, and describe the collection are free from bias. Pearson Library's staff and librarians work on individual and systemic levels to address those biases.

Intellectual Freedom, Censorship

Pearson Library supports the standards found in the ALA [Library Bill of Rights](#), [Freedom to Read Statement](#), [Intellectual Freedom Principles for Academic Libraries](#), and the [Resolution on Challenged Materials](#).

¹ Grand Valley State University, *Collection Development Policy*, <https://www.gvsu.edu/library/collection-development-policy-106.htm>

Pearson Library seeks to purchase materials representing varying opinions on controversial issues. In accordance with the University's [Identity Statement](#), the Library is committed to providing materials relating to the traditions of the Lutheran Church. Selection, in all other respects, is without partisanship regarding matters of race, sex, religion, or moral philosophy.

Responsibility for Collection Development

Collection development is a responsibility shared by all [subject librarians](#) at Pearson Library; however, ultimate responsibility for the development and maintenance of the library collections rests with the Library Director. The Collection Development Policy is subject to revision at any time.

Each librarian is a subject specialist for collection development in assigned subject areas and is the library's liaison to the corresponding academic departments or programs. As departmental liaisons, librarians are the primary contacts in the library for collection development, information literacy instruction, and other purposes. Pearson Library uses the [Library of Congress \(LC\) Classification](#) system to organize the bulk of its holdings. The [Librarians By Subject](#) page can be used to identify broad subject responsibilities for current librarians. When subjects overlap, collection development can be a valuable cooperative enterprise between librarians.

Pearson Library values formal and informal lines of communication, welcoming input from all library users. All library employees refer collection-related and other departmental liaison queries appropriately in order to best serve library users.

Librarians identify materials for possible addition to the Pearson Library collection in an immersive process using methods and sources including, but not limited to: citations in scholarly and popular publications; reviews; publishers' and distributors' catalogs, websites, email messages, phone calls; listservs; blogs; podcasts; professional association communications; and attendance at professional association meetings.

Pearson Library also values the somewhat serendipitous side of collection development that occurs in interactions with library users in and out of the library. Librarians may identify titles for acquisition, or subject areas that require attention, following a reference transaction, information literacy instruction session, library meeting, or cross-campus conversation. The value of an information source to the University community is independent of the method via which it is identified.

All members of the California Lutheran University community, including students, faculty, staff, and administrators, are encouraged to contribute to the development of our collection.

Disciplinary teaching faculty are experts in their disciplines and are familiar with course-related information needs, thus the library seeks their recommendations of materials for inclusion in the Pearson Library collection. Librarians publicize the need for faculty input to the collection development program. For example, librarians may email faculty to discuss their role in collection development periodically throughout the academic year. Formal mechanisms in place to solicit faculty collection development input include an [online request form](#). Teaching faculty and departments may be invited by the library to participate in other specific collection development projects and processes.

Students are encouraged to recommend titles for acquisition. [Forms](#) and processes exist for such requests. Student information needs are also identified through interaction with librarians and library staff during reference transactions, in information literacy instruction sessions, at the Circulation Desk, via Interlibrary Loan requests, and in other settings.

Selection Priorities, Criteria, and Guidelines

The size, mission, and resources of California Lutheran University impose understandable limits on the library acquisitions budget for items; therefore, professional judgement is necessary in making collection development decisions. The priorities, criteria, provider values, and guidelines in this document are intended as aids for librarians in developing the collection. It may not be possible, and is not required, to apply each individual guideline or criterion to each individual collection development decision.

Selection priorities, in order of importance:

1. Materials supporting the curriculum and effective teaching
2. Materials supporting faculty research
3. Materials supporting student research
4. General information materials
5. Popular materials

Selection criteria:

1. Relevance to the curriculum
 - a. Content
 - b. Currency
2. Level of treatment (e.g. undergraduate, graduate, general readership)

3. Quality of the work – content
4. Lasting value of the content
5. Existing collection strength and balance in the subject area
 - a. Avoidance of duplication (title and subject)
 - b. Coverage of multiple sides of issues
6. Authority and reputation of the author and publisher
7. Cost in relation to other available material and the budget
8. Cost in relation to expected use and availability at nearby/cooperating libraries
9. Quality of the work – physical
10. Titles directly requested by patrons, so that we are ordering “just-in-time” instead of “just-in-case” in fiscally lean years

Selection guidelines for print materials:

- Pearson Library does not purchase textbooks (defined as a book used by students for purely academic purposes as a standard work for the study of a particular subject).
- Duplicate copies of items are generally not acquired. When warranted by heavy use, local relevance, or reserve status, duplicate acquisitions will be considered. Resources that the library makes available in electronic format are not duplicated in print format unless justified by extremely high use, by content, or important features not available electronically.
- Due to developments in binding to assist in preservation, paperback books are generally preferred over hardback books. Expected use, cost differential, quality of binding, lasting value, and other criteria may be taken into consideration when both hardback and paperback editions are available.
- Acceptable electronic access is sometimes favored over print, with permanent access desired. Cost differential between print and electronic edition may be considered.
- Current materials (published in the last 5 years) are generally preferred over retrospective materials, with recognition of the importance of acquiring significant retrospective works to fill in gaps in the collection.
- The library primarily acquires English language materials. Non-English language materials are collected in support of language, literature, and cultural curricula.
- The library will seek to acquire materials authored by California Lutheran University full-time faculty members.
- The library will consider acquisition of materials authored by other affiliates of the university.
- Items of local interest that fall outside of the general guidelines will be considered for acquisition.

- The library will generally not acquire items in obsolete formats (e.g. video cassettes, floppy disks, etc.).
- Library acquisitions will comply with current [U.S. Copyright Law](#).
- Periodical/serial subscriptions represent a long-term, continuing investment. Because of this, special attention is given to the acquisition of these materials. The periodical/serial title list is reviewed annually for possible additions and deletions, generally in July and August, before the renewal list must be returned to the subscription service agency. Faculty recommendations are normally solicited at this time. Standing orders for periodical/serial subscriptions are monitored constantly in regard to price increases, changing collecting needs, estimated usage, etc.

Selection guidelines for electronic (digital/online) materials:

- Electronic resources already available in print format should contain equivalent information and provide significant advantages to the print version, for example, wider access and greater power and flexibility of searching.
- The addition of an electronic resource should require little or no change in existing hardware or software resources.
- When similar and comparably priced resources are available both online (especially via the Internet) and on CD-ROM, the online versions are generally preferred. This is due to the extra hardware required to support additional CD's and to the wider accessibility offered online.
- Selection of a resource normally implied that it will be listed in the appropriate area(s) of the library home page and also included in the library catalog.

Collection Management

In order to meet the information needs of its community, Pearson Library must evaluate and maintain collections. Because evolving information needs and the constant flow of new information sources, librarians will regularly assess the usefulness and physical condition of materials in their subject areas in relation to the collection guidelines. This will identify areas that need strengthening and will identify items that no longer meet collection criteria. Items that are no longer useful will be withdrawn from the collection. Items of local or historical significance, literary first or unique editions, fine printings and publications not held by other libraries in our geographic area may be exempt from these guidelines. Shelf maintenance is the responsibility of Public Services staff under the supervision of the Public

Services Coordinator. Preservation of materials, binding and repair, are the responsibility of the Head of Collection Management Services.

The Reference Collection will be evaluated regularly for outdated, duplicate, damaged, and no longer useful or accurate materials that may be removed from the collection. When new editions of reference materials are acquired, older print editions will be evaluated and kept in reference, moved to the General Collection, or withdrawn, based on above criteria and their perceived level of use.

Withdrawn items may be reviewed by the Head of Collection Management Services prior to a final decision on withdrawal. Disposition of withdrawn items will be decided by the Library Director, the Head of Collection Management Services, or assignee. Some items may be placed on a free books table for community access. Some items will be discarded or recycled.

Criteria for Retention

- Local relevance
 - Author
 - Subject
- Prize winners
- Presence on a “core list”
- Items of historical importance to California Lutheran University
- Limited holdings amongst California and/or United States libraries
- Items that Pearson Library may be required to retain per shared collection agreements with other libraries, for example, the [Statewide California Electronic Libraries Consortium \(SCELC\) Shared Print Program](#)

Criteria for Withdrawal

Anyone may alert any subject librarian regarding titles to be considered for withdrawal from the collection.

These criteria are all factors that may be used in assessing an item. One factor may outweigh another, for example, a 50-year-old, lightly circulating item may be a “classic” in the subject area.

- Relevance to the existing curriculum
- Physically deteriorated
 - Replace if content meets selection criteria

- Withdraw if cost of repair exceeds perceived value
- Withdraw if we have duplicates
- Duplicates – remove unnecessary additional copies
- Superseded editions
 - Retain some superseded reference works
 - Retain some superseded “classics”
 - Retain some “next-to-last” editions of reference materials in the general collection
- Outdated materials
 - Inaccurate content
 - Lacking historical value
- Insufficient use
- Broken sets or runs
- Availability via Interlibrary Loan, other shared print mechanisms, or at other local libraries
- Availability via the [SCELC Shared Print Program](#)

Subject-Specific Retention and Withdrawal Parameters

Criteria for retention and withdrawal may vary across subjects. Subject librarians may decide to make exceptions from Pearson Library’s general retention/withdrawal parameters for any of their subject ranges.

Separate Collections

[Education/Psychology Test Collections](#)

A number of professional testing materials have been placed in a Reserve collection administered by the Circulation Department of the library. Responsibility for the selection, purchase, and maintenance of this collection lies within the School of Education and the Department of Psychology.

[Popular Collection](#)

The Popular Collection is a unique feature of Pearson Library, designed to encourage easy browsing and discovery of reading material for pleasure or relaxation. The Popular Collection is comprised of recent fiction and non-fiction award winners and bestsellers, along with some perennial classics. Materials are selected through patron requests, popular bestseller lists, and annual award lists.

[Juvenile Collection](#)

Collection development of Pearson Library's Juvenile Collection follows the general collection development principles and procedures of the Pearson Library Collection Development Policy. The Juvenile Collection supports primarily the teaching and learning needs of the School of Education and College of Arts & Sciences. Within the College of Arts & Sciences, the Juvenile Collection supports the curricular needs of our students who, as potential future educators, are preparing via coursework within Interdisciplinary Educational Studies Program. Award winning juvenile literature will be given strong consideration for addition to the collection.

Special Collections

The Library maintains a small, rare book collection, consisting primarily of Bibles, testaments, psalm books, hymnals, and other materials related to Lutheran Church history. This collection has been built entirely from items donated to the Library or to the University. Existing materials that fall under this category can be found on our [Collections page](#).

The Library does not purchase rare books or other special collections materials, nor does it now seek, or in most cases, accept, donations of such items. Donors of Scandinavian materials are referred to the Scandinavian Cultural Center. Other donations are referred to appropriate depositories such as those of the Lutheran Church in Berkeley and Chicago. It is expected that any special collections to be established in the future will be based upon institutional priorities and supported by appropriate funding.

Gifts/Donations

Pearson Library encourages monetary gifts in support of library acquisitions and other library programs, operations, and services. Donors should contact the Library Director for more information on how to give, areas of library operations that the donor would find meaningful to support, and any other financial gift questions.

Potential materials donations to the library will be reviewed by the Head of Collection Management Services to determine whether and how the materials are to be added to the collection. Processing and storage costs prohibit automatic acceptance of gifts. Prospective donors are requested to provide the library with an itemized list of the titles that they propose to donate. Decisions on which titles to accept will be made in accordance with the priorities, criteria, values, and guidelines which have been developed for the collection as a whole.

Examples of materials that are generally not accepted are: self-help books, highly specialized or technical items not related to the college curriculum, and books published more than 5 years ago. While some textbooks are accepted, they must be actively used for a current course and must be the current edition being used for that course. They must also be in new or like new condition.

Prospective donors are advised that all items donated to Pearson Library become the property of the Library. Disposition of donated items not select for inclusion in the collections of Pearson Library is at the Library's discretion.

The Library is unable to provide an evaluation or appraisal of gifts, or an itemized list of all titles being donated. Materials cannot be accepted when a donor requires that they be kept together and not integrated into the library collections. Recognition in the form of gift plates is extended for donations of particular value, significance, or upon request.