

Dulaney-Browne Library

Collection Development Policy

The goal of the Dulaney-Browne Library is to provide a broad, balanced collection that reflects the academic, intellectual, and spiritual research needs of the university and broader community. The library should provide for a substantial proportion of the needs of all undergraduate students and provide the basic resources needed by graduate students. Extensive and intensive research by faculty and students is supported through document delivery, interlibrary loan, and other cooperative agreements among other libraries. The following policy has been established to provide guidance in reaching that goal.

Responsibility for collection development

The active involvement of faculty members in every discipline is vital to the development of a broad, balanced collection that reflects the academic, intellectual, and spiritual research needs of the university and broader community. Librarians are assigned to guide the development of the collection in each academic discipline and every faculty member is encouraged to recommend materials for purchase.

Ultimate responsibility for the library collection lies with the library director, who apportions the library materials budget to the disciplines and assigns librarians the responsibility of reviewing selections.

Collection levels

Minimal: The library collects highly selectively in areas not taught at the university but appropriate to higher education institutions. Generally only fundamental reference works will be purchased in such areas.

Basic Instructional Support: The library collects selectively in areas taught at the university in which no majors are awarded. The collection should include basic works on the subject, major authors, and reference works (subject dictionaries and encyclopedias, general surveys, and handbooks).

Undergraduate Major Support: The library collects more widely in areas with undergraduate majors. The collection should include a wide range of general works, major critical works, commentaries, classic works, and up-to-date general materials in addition to works of major authors, basic works on the subject, and reference works.

Graduate Degree Support: The library collects in greater breadth and depth in areas with graduate degrees. This comprehensive collection should include current and retrospective

materials in the field. This includes general and fairly specialized books and journals, some of which are on an advanced level.

Selection

Many issues are important in selecting materials to add to the collection. These include concerns for content, format, and accessibility.

Content issues:

Materials in the library's collection need to reflect the widest possible array of opinions and the best scholarship in the fields taught at Oklahoma City University. The following guidelines are provided to assist in achieving that goal.

- The majority of new acquisitions should represent recent releases. Retrospective acquisitions should be limited to award winning or classic books.
- Library materials will be in English except for materials purchased to support the study of foreign languages.
- Most materials should be written for scholarly audiences at the undergraduate level or above. Exceptions to this rule include materials purchased to support teacher education and news and current event sources.
- Information provided in library materials should be factually accurate and supported by research as appropriate.

Format Issues:

The physical format of materials affects their long-term usefulness to the collection and is an important consideration.

- For books intended for the permanent collection, preference is given to cloth-bound books printed on permanent (acid-free) paper. Dust jackets will normally be covered in Mylar and retained. Paperback books that are expected to remain in the collection more than 10 years will normally be covered with polyester or polypropylene covers. Other bindings (spiral, comb-bound, etc.) should be avoided.
- In order to enhance the collection of current materials, paperback books may be substituted in areas in which materials are rapidly outdated and replaced if there is a significant cost savings.
- Online books are an important supplement to the physical collection, and are especially important for students who take classes away from the Oklahoma City campus. Online book acquisitions are often based on leasing rather than ownership and should consider the stability of the supplier, computing resources required to maintain access, and the contractual obligations of both parties.
- For periodicals, microform is still the best form for long term preservation unless color is an important part of the presentation of information. The library will bind periodicals that need to be preserved in color or if the price of microform copies is too high. Titles important for current browsing should be purchased as paper subscriptions. Core titles

should be purchased and retained. Additional depth and breadth for research materials is best achieved through online aggregator access.

Sources for selection information:

Information about titles should be acquired from multiple sources. Scholarly reviews provide the best information and should be consulted whenever possible. Especially important are reviews in disciplinary journals and *Choice*. Other reviewing sources, including *Booklist*, *Library Journal*, *The New York Review of Books*, and *The New York Times Book Review* may also be helpful. The reputation for quality of the author and/or publisher should also be considered.

For retrospective acquisition and retention decisions, bibliographies of recommended academic books are important. Among these is *Choice*'s annual "Outstanding Academic Books," the *Guide to Reference Books*, *Books for College Libraries*, *A Basic Music Library*, and other discipline specific core collection lists.

Deselection

The library's collection needs to develop and adapt with changes in scholarship and in the university. The systematic withdrawal of material that is no longer useful is an important part of that process.

- Materials that are more than 10 years old and have not circulated in ten years will be considered for removal to storage or complete withdrawal.
- Materials in poor physical condition will be withdrawn. If the material is essential to the collection, the library will seek to replace it with a newer or better condition copy.
- Materials that are listed in core collection lists, or that are not widely available through interlibrary loan (specifically those with fewer than five holding libraries) will be retained, although they may be moved to storage.
- Materials reflecting discontinued university programs (for example engineering) will generally be withdrawn.
- Materials that have been replaced by a newer edition will normally be withdrawn.

Notes on special issues

Archives:

The Oklahoma City University Archives collects personal papers of faculty, administrators, and students and the official records of the university. The Oklahoma United Methodist Archives collects personal papers of bishops, superintendents, clergy, and lay leaders of the Oklahoma United Methodist Conference in addition to the official records of the conference. (For more information, see the Archives Policy.)

Children's Literature:

The library purchases award winning children's books for the children's literature collection, which supports the education department's training of prospective teachers. Caldecott, Newbery, Sequoyah, and Coretta Scott King award winners receive first priority.

Curriculum Collection:

The library solicits donations from publishers of basal textbooks in areas that support the teacher education at OCU for its curriculum collection. Requests made during the Oklahoma adoption cycle (for more information, see the Oklahoma State Department of Education website) are generally the most successful.

Duplicate copies:

The library avoids the acquisition of duplicate copies except in the case of demonstrated need. (Generally, evidence that a single copy circulates more than twice per year.)

Gifts:

Gift materials are added to the collection based on the same policy as purchased materials. For more information, refer to the Gift Policy.

Nursing:

The Kramer School of Nursing has a procedure for regular evaluation of the nursing collection. Generally, items published more than 10 years should be withdrawn. Classic and historical materials may be moved to storage.

Oklahoma City University faculty, students and staff authors:

The library attempts to acquire two copies of all materials written by university faculty, students and staff. One copy is added to the regular collection and a second copy is included in the university archives. Authors are encouraged to donate copies to the library. These copies can be acknowledged with a gift plate.

Reference:

- The reference collection should include only the latest editions of reference books. Older editions should be withdrawn, made circulating, or, in special cases, retained in storage.
- In general, material that is more than five years old should be considered for replacement or withdrawal.
 - If the item still meets the selection criteria, and a new edition provides significant updates, that edition should be purchased.

- If no significant update is available, but the item provides important information, it should be retained.
- If the item no longer meets selection criteria or no longer provides important information, it should be withdrawn.
- If the item provides only directory information, it should be withdrawn.
- Copyright date is not equally important in all subject areas.
 - Materials in the following areas are normally retained regardless of date:
 - Biographies
 - History
 - Indexes (Indexes older than years should be moved to storage)
 - Unabridged dictionaries
 - Materials in the following areas are reviewed after ten years:
 - Economics
 - Social sciences
 - Geography
 - Materials in the following areas should rarely be retained more than five years:
 - Medicine
 - Computers
 - Radio
 - Television
 - Business
- Retention of some materials is based on format. The following general guidelines apply:
 - Almanacs: latest edition in reference, previous 10 years in storage
 - Style Manuals: latest edition in reference, previous 10 years in storage
 - Yearbooks: latest edition in reference, previous 10 years in storage
- Location issues:
 - Annotated bibliographies are considered reference. Bibliographies without annotations usually will be in the circulating collection.
 - Only extra large format or very heavy books will be housed in the atlas case.
 - Frequently consulted indexes should all be on index tables for ease of use.

Scores and Plays:

These materials are purchased for reference and study and do not include performance rights.

Serial Subscriptions:

Serials (magazines, journals, newspapers, and related materials) create the expectation of an ongoing budget obligation and therefore require special attention. In general, new subscriptions should not be added without making corresponding deletions from the current serials subscriptions.

Criteria for the addition and retention of serial titles, in addition to those for books, include:

- Indexing (All titles should be indexed in indexes or databases available to Oklahoma City University students, faculty, and staff unless they provide vital current awareness or historical records in the field for which they are purchased.)
- Duplication

- Print and microfiche duplication of titles is necessary for titles that need to be available as they are published and that also need to become permanent parts of the collection.
- Binding instead of microfiche duplication will be used with items for which the use of color is important, that are published rarely, or that have prohibitively high microfiche costs.
- Online and print duplication should be rare. It should be reserved for titles that need to be browsed as they arrive or that are core to a program or are not available in microfiche.
- Online and microfiche duplication should be used to provide reliable access to core titles.
- All other titles should be maintained in a single format. Online aggregators provide an excellent opportunity in this area. Not only do they provide access to more information for less money than individual subscriptions, but their ease of use puts more of that information into the hands of students and faculty.
- Shelving count: Serials are not checked out, so review of the shelving survey will replace circulation counts for the consideration of maintaining subscriptions.

Textbooks:

The library collection is designed to provide information beyond classroom materials. Library acquisition dollars should not go to the purchase of books adopted for use in the classroom. Textbooks may be purchased with they are of particular historic or classic value to provide informational materials in areas with little else is published.

Textbooks for elementary through high school courses are acquired for use by students who are preparing to become teachers and become a part of the curriculum collection.

Theses:

All students who complete a thesis as a part of their degree requirements should provide the library with two copies and pay for binding them. One will be added to the university archives and a second copy will be made available for circulation.

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