

Collection Development Guidelines for the Florida A&M University Libraries

I. INTRODUCTION

This document contains the mission, purpose, and procedures which guide the building and management of collections for the Florida A&M University Libraries. Included are Library-wide collection procedures as well as procedures for individual units and collections. The document will assist the Collection Development Committee in identifying the types of resources which are to be collected and will demonstrate to the University community what to expect of the library in the form of collections and access. Collection development functions are coordinated by the Associate Dean of Libraries in consultation with the library Collection Development Committee. To ensure that this document is in keeping with curricular changes, developments in the field of information technology, and other changing circumstances, it will be reviewed annually by Library Administration and the Collection Development Committee.

A. Vision & Mission of the Libraries

Vision Statement

The Florida Agricultural & Mechanical University Libraries will provide information, technology, resources and services to the academic community whether on campus or across the globe. These services and resources will be provided in a manner that supports engagement with ideas and knowledge, thereby, enabling transformative educational experiences.

Mission Statement

The Mission of the Florida Agricultural & Mechanical University Libraries is to provide a user centered information environment that supports inspirational teaching, the advancement of knowledge, innovative research, meaningful service, and lifelong learning to the local and global University community.

B. Purpose of the Collections

The collections of the Florida A&M University Libraries are developed to support the teaching, research, and service programs of the University's colleges and schools. The Libraries serve a critical function in facilitating the University's mission of teaching, research, and service. The Libraries are always seeking to understand the needs of users and to make decisions based on those needs. Either through access or ownership,

through collaborative efforts and with the University's mission in mind, the University Libraries' will identify, acquire, and provide collections with appropriate content and access.

C. Programs Supported by the Collection

The collections in Samuel H. Coleman Library, the main library, support teaching and research across the disciplines. The bulk of resources to support the academic programs of the [College of Agriculture and Food Sciences](#), [College of Science and Technology](#), [College of Social Sciences Arts and Humanities](#), [College of Education](#), and the [School of Business and Industry](#) are housed in the main library. However, there may be resources to support these programs in branch library collections as well. Library resources in support of the [School of Graduate Studies and Research](#) are housed in the main library and applicable branch libraries.

In addition to the main library, the [Florida A&M University Libraries](#) include four [branch](#) libraries: The [Architecture Library](#), serving the [School of Architecture and Engineering Technology](#); the [College of Engineering Library](#), serving the [FAMU/FSU College of Engineering](#); the [Journalism and Graphic Communication Resources Center](#), serving the [School of Journalism and Graphic Communication](#); and the [Science Research Center Library](#), serving the [College of Pharmacy and Pharmaceutical Sciences](#), the [School of the Environment](#), the [School of Allied Health](#), and the [School of Nursing](#). Each branch library's collection is geared to specific disciplines applicable to the needs of the primary clientele in the college or school in which it serves.

Although the collections which are housed in the branch libraries are specific to the discipline and related fields of the college or school in which they serve, they are not comprehensive of the resources collected in these fields. The extent of the collections housed in the branch libraries is contingent upon space constraints and access. For example, due to space restrictions back volumes and retrospective collections of branch library resources will be housed in the main library. In some instances, resources, particularly those of an interdisciplinary nature, although acquired to support programs served by one of the branch libraries, will be housed in the main library to ensure university-wide access and use.

Collecting levels of the University Libraries are not specifically tailored to the programs of the [College of Law](#). The Law Library,

located at the College of Law in Orlando, FL is outside of the auspices of the University Libraries. However, the main campus libraries collaborate with the [College of Law Library](#) to ensure that all faculty and students of the College of Law have full access to collections of the University Libraries.

Faculty and staff of the Developmental Research School Library (DRS) have the same access to the University Libraries' collections as any other member of the University. DRS student access is limited to in-library-use only. Due to the nature of the collections and limited space and staffing, the collections of the DRS library are restricted to DRS students, faculty and staff. Some exceptions may be made for students and faculty of the College of Education.

D. Clientele Served by the Collection

The Library's primary clientele consists of the students, faculty and staff of Florida A&M University. The secondary users are the students, faculty and staff of other State of Florida Public [Universities](#) and [Colleges](#), and any other institutions with which the Library maintains borrowing agreements. FAMU alumni and community constituents are welcome to use the Library in accordance with the [Visitor's Guidelines](#). While the Library shares its resources with all of its clientele, meeting the information needs of the Library's primary clientele will be the focus of most collection development activities.

II. COLLECTION BUILDING

The libraries will provide access to a broad spectrum of resources that are sufficient to ensure the achievement of the goals and outcomes of academic programs. All materials are selected in accordance with the Collection Development Guidelines.

A. Selection Criteria

Standard library reviewing sources, subject-specific sources, and faculty expertise will be used to evaluate and select resources for the Libraries' collections.

1. Relevancy to curriculum and programs
2. Timeliness/lasting value of material
3. Reputation of the author, issuing body, and/or publisher
4. Critical reviews and recommendations
5. Literary, artistic and social value

6. Physical Considerations, binding, format, etc.
7. Accessibility
8. Strength of current holdings on the subject
9. Demand; frequency of interlibrary loan and reserve requests, etc.
10. Cost effectiveness

B. Censorship

The Library endorses the American Library Association's [Library Bill of Rights](#) and intellectual freedom. The Libraries' collections include resources that contain various opinions and controversial issues. The Library will resist any attempt to prevent the acquisition of and ready access to materials based solely on an objection to the content, ideas, or opinions expressed in the material. Accuracy and the significance of the subject matter to the University community will guide the selection process.

C. Responsibilities and Departmental Coordination

Primary responsibility for the selection of appropriate materials for the libraries' collections lies with the [Collection Development Committee](#). The collection development committee is comprised of librarians serving as specialist in specific subject areas and teaching faculty acting as liaisons for their respective programs. Subject Specialists work in conjunction with faculty liaisons to ensure that library collections are current and sufficient to support curricular goals. Faculty liaisons consult with their colleagues and subsequently make recommendations for purchases. Recommended resources are acquired as the budget allows.

Subject specialists serving on the State University Libraries' collections committees and ad hoc groups keep the Associate Dean of Libraries abreast of recommendations of these groups.

Public services librarians communicate with subject specialists regarding unnecessary duplication of materials, replacing lost or damaged materials, acquiring additional copies of materials with high use and demand. The Interlibrary Loan (ILL) unit has responsibility for making recommendations regarding acquiring materials that are frequently requested through ILL.

The Associate Dean of Libraries is responsible for approving and submitting recommendations to the acquisitions department, and designating the location of recommended resources. The Acquisitions Department is responsible for receiving requests,

and acquiring and receiving materials. The Cataloging Department is responsible for processing materials and making them available to users.

D. Approval Plan

To ensure that a broad range of currently published scholarly books are acquired in a timely manner the University Libraries utilize an approval plan for designated subject areas. With this arrangement the vendor assumes responsibility for selecting and supplying all materials that fit the library's predetermined profile. The library has the option of returning unwanted items, paying for only those items which are accepted. The approval plan also includes a notification service for items not supplied on approval, but which the Libraries may want to order. The profile is reviewed annually, making revisions as necessary.

E. User Driven Acquisition Plans

Through the use of user driven acquisitions plans, the University Libraries have moved from acquisitions based on anticipated need, "just in case" to more data driven, "just in time" acquisitions. User driven plans help to ensure that a comprehensive selection of current, scholarly, and diverse resources is accessible to users at all times. The plans also, help to avoid receiving large quantities of underutilized titles.

With the user driven acquisition plan, bibliographic records are periodically added to the library catalog. Upon discovering the record for the book or other resource in the library catalog and subsequently triggering an event, such as downloading or printing, the library user purchases the item. Some of the user driven models employed by the libraries are, Patron Driven Acquisitions (PDA), Demand Driven Acquisition (DDA), Evidenced Base Selection (EBS), and Usage Based Collection Model (UBCM).

F. Cooperative Collection Development and Resource Sharing

The Libraries have representatives on the State University Libraries (SUL) Collection Advisory Committee, (CAC) and the Electronic Resources Subcommittee (ERS). These representatives work cooperatively with other State University

Librarians to recommend resources for collections as well as to recommend methods to manage collections.

The Libraries are also participants in the Florida Heritage Collection, a cooperative project of the State University Libraries to digitize and provide online access to materials broadly representing Florida's history, culture, arts, literature, sciences and social sciences.

The University maintains borrowing agreements and memberships that mutually enhance resources availability for FAMU and other Florida learning communities. Florida public postsecondary college and university libraries provide services directly and indirectly to students and faculty of State of Florida postsecondary institutions.

Partnerships are with the libraries of the State University System and the Florida College System. Memberships are with the Florida Academic Library Services Cooperative (FALSC), the Florida Virtual Campus, the Panhandle Library Access Network (PLAN), and Lyrasis.

G. Collecting Levels

The University Libraries collect at the levels briefly defined below. Some resources may fall into more than one category. The degree of collecting intensity will vary from subject to subject and is contingent upon the level needed to support particular programs within the colleges and schools.

0. Out of Scope: Library does not intentionally collect materials in any format for this subject.
1. Minimal Level: A subject area in which few selections are made beyond very basic works.
2. Basic Level: Collections that serve to introduce and define a subject, to support the needs of general library users.
3. Study or Instructional Support Level: Collections that provide information about a subject in a systematic way, but at a level of less than research intensity.
4. Research Level: A collection that contains the major published source materials required for doctoral study

and independent research including.

5. Comprehensive Level: A collection in a specifically defined field of knowledge that strives to be exhaustive, as far as is reasonably possible, in all applicable languages.

The University Libraries are currently collecting at levels 1-4. Most major acquisitions are at level 3, study/instructional support; and level 4, research level. The Libraries are not currently collecting at the comprehensive level in any subject area.

H. Geographic Areas Collected

No resources will be excluded based solely on geography. All resources that are within budget, meet language criteria, and other standards as outlined in the collection development guidelines will be considered.

I. Chronological Limits

Emphasis is on current acquisitions. Retrospective titles will be purchased when they are core titles in the field, the content continues to be relevant, and they have not been superseded by newer editions. Reprints of classical literature and historical African American works will also be purchased when needed. Back volumes of journal titles will be purchased as needed when budget and availability make it possible.

J. Languages

English is the primary language of the collections. Collections of foreign language materials will be added as necessary to support foreign language courses.

K. Format & Type

Decisions regarding format are based on accessibility, content, durability, and availability.

1. Print

Art Works

No effort will be made to purchase art works. Donations of art works are accepted and displayed at the Libraries' discretion.

The main library currently holds a small collection of gifts and on-loan art work.

Dissertations and Theses

In previous years, the Libraries collected a copy of all theses and dissertations produced by FAMU students. These copies are housed in Special Collections. Currently, FAMU dissertations and thesis are submitted electronically. ProQuest Dissertations and Thesis provides users with access to the electronic copies. Other thesis and dissertations are acquired based on standard selection criteria.

Monographs

The collections will consists of general, specialized, and research monographs. Cloth bound editions or eBooks will be purchased except when essential titles are only available in paper.

Multiple Copies

Duplication will be considered only when alternative methods to meet user demand fail. Alternative methods include, but are not limited to:

- Circulating items which are temporarily in heavy demand may be placed on reserve for a specified period or requested through interlibrary loan.

If the decision to duplicate is made, resources may not necessarily be duplicated in the same format. For example, excessively used print resources may be duplicated by electronic resources.

If a resource is requested for more than one collection, rather than duplicate, the resource will be housed where the greater user need and/or access is met. For example, if a resource is mainly used by the clientele of a branch library, it will be housed there. A resource that is heavily used during late evening hours will be housed in the main library.

Paperbacks

Paperbacks will only be purchased when cloth binding is unavailable and the resource meets all other collection development criteria. Mass market paperbacks will not generally be purchased. If high use and long-term retention is anticipated paperback resources will be bound. The circulation and

reference units are jointly responsible for determining which paper backs to bind.

Reference Materials

Subject dictionaries, encyclopedic works, handbooks, and biographical sources will migrate from print to electronic wherever possible. All reference collections will be electronic wherever possible. See the [Collection Development Guidelines for Reference Materials](#).

Serials

Whenever possible the Libraries will collect the core journals for all programs offered at the University. Emphasis will also be placed on relevant research journals. The preferred format for serial publications is electronic. Electronic access is more widely accessible and in most cases more economically feasible than print. Domestic and international serials are purchased. Print and electronic serials are purchased. Journals will normally be acquired through subscription. Individual issues or reprints will be purchased on exception.

Textbooks

Generally the Libraries do not acquire textbooks. Because textbooks are so frequently revised, it is neither fiscally sound nor space conscious for the library to ensure that the most recent edition is acquired. Most information found in textbooks can be found in other library resources. Exceptions are those which have earned a reputation as “classics” in their fields, or when a textbook is the only or best source of information on a particular topic. Gifts of current textbooks will be accepted from faculty members to place on reserve for their classes. The libraries retain the right to determine if they will be added to the regular collection once they are no longer needed for reserve. The libraries are participating in the statewide conversation regarding Open Educational Resources (OER).

Exclusions

Newsletters and other serial publications to which there is no standard abstracting and indexing are generally excluded. Items in which the Library and/or the University are unable to provide the necessary environment for its storage, hardware, or access may be excluded. The library may also refuse to acquire any materials for which the licensing agreement is overly restrictive or otherwise unacceptable to the Library or the Office of the General Counsel. The Libraries also retain the right not to purchase information that is freely available through the World-

wide web. The Libraries may opt to provide links on its website to openly accessible information.

2. Non-print

Audiovisual materials

Steaming video is the preferred format. Compact disc (CD) and digital video disc (DVD) may be acquired, when streaming is not an option. Audio cassettes, LPs and vinyl recordings are not purchased. Most audiovisual materials are located in the Office of Instructional Technology. Other audiovisual materials are housed in the location most suitable based on content, access, and use.

Electronic Resources

One of the primary goals of the University Libraries is to increase access to full text scholarly information. See the [Collection Development Guidelines for Electronic Resources](#).

Digitization

The library digitizes selected holdings for both access and preservation purposes. These holdings can be found in [FAMU Digital Resources Center](#) (FDRC), the Libraries institutional repository.

III. COLLECTION MANAGEMENT

Resource Budget

According to the budget, funds will be allocated annually to cover the cost of renewing existing subscriptions, memberships, and licenses as well as to purchase new resources in various formats. Allocations are based on anticipated needs for each subject area. The Collection Development Committee will be notified of the amounts allocated as close to the start of each fiscal year as possible. The committee will convene at the beginning of the Fall semester to discuss allocations, budget issues and the selection process.

Gifts

The Libraries' welcome the opportunity to enhance the collections through gifts and donations. Gifts will be accepted based on the criteria applied to resources which are purchased. In order to provide ample study spaces and so that books will be accessible anywhere at any time, the Libraries mainly purchase eBooks. With

this in mind, acceptable donations of print books are limited to textbooks that are currently in use, award winning literature and African American titles.

Although gifts are initially of no charge to the library there can be substantial cost in processing and maintenance. Gifts are accepted with the understanding that, upon receipt of the materials, they are deemed the property of the Florida A&M University Libraries. The Libraries reserve the right to determine retention, location, processing, preservation, and all matters concerning the use of donated materials. Materials which are not suitable for the Libraries' collections or are inessential duplications of existing materials are not retained in the Libraries' collection.

Donors will receive a letter acknowledging their gift. The letter will indicate the donors name, the date of the donation and the number of items donated. If donors would like itemized documentation of their gift, a list of titles donated should be attached to the Gifts and Donations form.

The University Libraries cannot appraise gifts for tax purposes. For specific questions regarding donations, donors should contact the IRS or a tax expert. The IRS Publications 526 (Charitable Contributions) and 561 (Determining the Value of Donated Property) may help answer questions you have about regulations governing non-cash charitable contributions. Go to the IRS forms and publications page to obtain these forms.

Memberships

The University Libraries maintain memberships in associations and societies relevant to libraries and/or University programs. Subscriptions to journals that are provided as a privilege of membership will not be duplicated by individual subscription.

Collection Assessment

The collections will be assessed annually for collection deficits. Circulating collections and heavily used reference and reserve collections will be assessed periodically for wear and tear and binding and repair.

Preservation and Deselection

The Libraries maintain and preserve the collection as best as possible, given the constraints of budget and staffing. If worn or damaged materials cannot be repaired, the Libraries will determine whether the item should be replaced, and if so, the best method of replacement. This may include the acquisition of the same item in a different format, or may involve selection of a later edition or comparable title.

Weeding

Physical condition and relevance will be the main criteria for deselection. Materials will not be deselected solely based on non-use. The Collection is mainly intended for active use, but it is also intended for research use. Library resources which are valuable for research may not be frequently used. Some may be rarely used. Some may be mostly used for interlibrary loan.

Weeding decisions are made based on knowledge of the collection and current and future program support. The following will be considered when making decisions to relocate or withdraw materials.

- Superseded editions not containing valuable content or historical data not found elsewhere
- Resources that no longer meet curricular need and are not the last copy in Florida. In the case of the last copy, the decision may be made to relocate the item to state storage, Florida Library Academic Repository (FLARE)
- Formats that are no longer supported may be withdrawn or transferred to a different format
- Duplicate titles where there is no longer a demand for multiple copies
- Materials that are beyond repair and preservation. Based on need, titles may be replaced.
- Items that would possibly be used more or made more accessible in a different format e.g. print to electronic.

Federal Depository guidelines will be followed regarding the weeding of government documents.

Replacements

Replacement of lost, stolen, or damaged materials is subject to the same review criteria as requests for new materials. Acquisition of replacement copies normally occurs if (1) an item is reported as missing or mutilated; or (2) lost by a library user.

Environmental Considerations

The University Libraries will conduct operations in an environmentally sustainable manner. Sustainability issues will be considered in the development, planning and management of library collections. The Libraries will be guided by the University's Sustainability Plan as well as standard library preservation guidelines and practices. Work closely with Facilities Planning to maintain facilities and control temperature and humidity levels.

IV. PROCEDURES FOR SPECIFIC COLLECTIONS AND UNITS

The following are collection development procedures which have been developed for specific areas. These procedures are considered extensions of the library-wide guidelines.

A. Collections

1. [African/African American Collection](#)
2. [Electronic Resources](#)
3. [Government Documents](#)
4. [Reference](#)
5. [Special Collections](#)

B. Branch Libraries

1. [Architecture Library](#)
2. [Journalism and Graphic Communication Resources Center](#)
3. [Science Research Center Library](#)

