

F.D. Bluford Library – North Carolina Agricultural and Technical State University

# Collection Development Policy

## **INTRODUCTION**

### Purpose

The purpose of this policy is to provide guidelines for the selection, management and evaluation of all content in the collections of the F.D. Bluford Library, in support of the Library's mission of service to North Carolina A&T State University.

### Mission and Focus

The Library's collection helps fulfill the mission of the Library by supporting advancing the teaching, learning, and research needs of the university. Building a premiere collection is crucial to achieving the Library's mission to: "Ensure individuals have access to globally trusted information resources that equip them with the knowledge to provide solutions to society's challenges."

With resources including print volumes, electronic books, electronic journals, electronic databases, music scores, images, government documents and special collections, this policy represents current curriculum and research needs and it is periodically revised to ensure its continued usefulness. In keeping with the historic focus of the university and its designation as a land grant institution, a special emphasis is placed on collecting materials pertaining to STEM, agriculture and the African American and African Diaspora experience.

## **APPROACH TO COLLECTION DEVELOPMENT**

Selection at F.D. Bluford Library is performed by Liaison Librarians, who are responsible for the full life-cycle of information, from its point of selection to its possible withdrawal. The Liaison Librarians are in regular contact with members of the NC A&T community, especially faculty, graduate students and research staff. These interactions allow them to track and act upon the development and obsolescence of disciplines, to understand the interdisciplinary nature of scholarship at N.C. A&T. Also, at any time faculty, staff and students may request that the library acquire a book, journal or subscription by sending an email to [libacq@ncat.edu](mailto:libacq@ncat.edu).

A significant portion of the library's new collection material is developed through the use of an approval plan containing profiles that are tailored to many programs of the university. Title-by-title selection supplements the approval plans, with librarians selecting items outside of the profile parameters and to meet the more specific needs of the collection, faculty, and students.

Additionally, the library is doing the following:

- Working collaboratively with the University of North Carolina System libraries to retain materials and build shared print collections.
- Maximizing consortia relationships to enhance resource accessibility through interlibrary loan and cooperative borrowing agreements.
- Engaging in new methods of scholarly communication.

## ***GENERAL PROCUREMENT GUIDELINES***

To build the collection, specific guidelines shall set basic procurement standards.

- 1) Efforts are made to procure books in the electronic format; however, if the desired title is only available in print it may be purchased.
- 2) The library selects current and retrospective databases, books, serials, and other instructional materials to ensure that an adequate collection is available to support all areas of the curriculum. Emphasis is placed on acquiring databases and electronic serials and books.
- 3) To develop maximum breadth in the collection and depth in subject areas, and in consideration of available funds and shelf space, there will be as little duplication as possible between online, print, and other formats. Curriculum and circulation statistics will be used in determining the number of copies to be ordered if additional copies are needed.
- 4) Personal research interests are not dominant factors in selection of materials unless the university is directly benefited or a course of instruction is offered in the area. Interlibrary loan and document delivery services are encouraged for the procurement of materials not available in the F. D. Bluford Library for faculty and students.
- 5) The purchase of material written in languages other than English is limited to those languages in which instruction is offered at the University.
- 6) Censorship is not practiced in the selection of materials; however, the library reserves the right to collect only those materials that contribute to and support the curricular, cultural, and scholarship activities of the university.
- 7) In instances where the cost of an item is high and the demand is relatively low, the holdings of nearby libraries are considered in determining whether or not an item should be ordered.

## ***COLLECTION EVALUATION***

The library regularly conducts detailed collection evaluations for each subject to ensure that the collection keeps pace with the changing, growing needs of the university community. The recommendations from these assessments help direct planned growth of the collections. The assessments involve usage data, historical budget spending and changes in teaching and research. Assessments may also involve online surveys of faculty and students.

## ***GUIDELINES FOR SPECIFIC TYPES OF MATERIALS***

As integral parts of the Library's collection development plan, the selection of materials for special collections or the selection of materials in special formats is governed by the specific guidelines outlined below.

### [Archives](#)

#### [Overview](#)

The University Archives houses a wealth of information that is available to researchers and scholars. The majority of the information housed in the collection are institutional records, some dating back to the late 1890's. For A&T History, researchers may use minutes, annual reports, yearbooks, and photographs. Scholars seeking information on outstanding alumni, faculty and staff may use the materials on Jesse Jackson Sr., Joe Dudley, Ronald McNair, the John D. Wray papers, Virgil Stroud scrapbooks, F.A. Williams' collections, R.E. Jones' collections, B.W. Barnes'

materials, the collections on George Simkins' and Margaret Tynes. The archives also collect materials that are related to the African American experience in the Triad area.

### Mission

The purpose of the University Archives is to procure, organize, collect, describe, maintain and preserve records that have historical and administrative value to the university, and records that have a significant impact upon the African American experience in the Triad area.

### Selection Policy

The University's Archives acquires materials relating to the university's beginning, legend, policies, improvements, expansions, services, and accomplishments of the students, faculty, staff and alumni. Materials for Archival Inclusion:

- 1) Minutes and records of the Board of Trustees;
- 2) Annual reports, Departmental Self – Study reports;
- 3) University yearbooks, bulletins, and newspapers;
- 4) Special publications, e.g. news clippings, calendars, notices, events;
- 5) Master theses' and doctoral dissertations;
- 6) Photographs, Special Collections, out of print books, A&T staff authored books;
- 7) Presidents' and Chancellors' papers;
- 8) Campus building plans;
- 9) Local African American History.

### Audio-Visuals

Evaluative criteria as set forth in the selection policy is used in the selection of audio-visual materials. On a selected basis, the library acquires DVDs and streaming formats. The library does not purchase audio-visual materials for recreational use.

### Electronic Resources

The library acquires online databases that support teaching and research. The library provides electronic access to resources, the contents of which fall within the guidelines of this collection development policy. Resources in electronic formats include, but are not limited to, online books, encyclopedias, full-text article databases, bibliographic indexes and streaming audio and video collections.

Selection considerations which apply to electronic resources may include:

- Cost;
- Usability;
- Accessibility;
- DRM or other license restrictions, including limits on simultaneous users;
- Search functionality, including relevance ranking and availability of limiters;
- Availability of comparable content on the free web.

### Government Documents

As a selective depository for U.S. Federal Government Publications, it is the mission of the documents department to provide free public access to the government documents collection and make referrals to other depositories when necessary.

## Music Scores

Music scores are acquired on the basis of curriculum and instructional needs. The library purchases scores needed for research purposes while the Music Program acquires scores for performances.

## Scholarly Communication

Scholarly communication is the system through which research and other scholarly writings and knowledge are created, evaluated for quality, disseminated to the scholarly community, and preserved for future use. The Library is facilitating changes in scholarly communication through an institutional repository (Aggie Digital Commons) that brings together the university's research under one umbrella, with an aim to preserve and provide access to that research.

## Serials

The Library acquires journals to support the educational and research programs of the University. Back files are acquired and maintained for journals which promise permanent value for research and/or are indexed in one or more of the standard index services.

## Textbooks

F.D. Bluford Library prefers to not purchase textbooks. In particular subject areas or for specific reasons, however, exceptions can be made. We encourage faculty to place a copy of their textbooks on reserve for students and to take advantage of the Open Educational Resources and Course Adopted Texts that are available.

## Weeding

General collection weeding is done periodically to address space needs and curriculum evaluation standards to ensure that the collection is meeting the current curriculum, research and informational needs of faculty and students. Materials that no longer meet the needs of the university community may be removed from the collection. Liaisons they are responsible for tracking research trends and working with faculty in their assigned departments to ensure the library's collection is maintained in a manner that meets the research needs of students, faculty, and staff.

## ***RETENTION***

The Library focuses on retaining materials that enhance the relevance of the curricular and research needs of the University. We are committed to securing long-term, perpetual access to the print and electronic content on which our patrons depend.

## ***DONATION POLICY***

### Donations of Books and Other Materials (In Kind)

Books and other physical materials are accepted by the Library with the following stipulations:

- 1) The Library adds to the collection only those titles that are considered appropriate in terms of its current curriculum. Materials in poor physical condition, outdated textbooks, popular magazines, and most obsolete formats (cassettes, LPs, VHS, etc.) are not accepted.
- 2) The Library assumes authority to discard all titles deemed inappropriate for addition to the collection unless the donor requests return of said materials.
- 3) The Library determines how all added gift materials will be cataloged and/or housed for use.

- 4) The donor must deliver all donated books and materials to the library loading dock entrance by appointment during regular business hours (8:00am-5:00pm).
- 5) The Library cannot provide any pick-up, packing or shipping support unless the donor is willing to pay for these services (gas, packing materials, etc.).
- 6) For Archive and/or Special Collections materials please contact those departments directly.

### Acknowledgement of Donations

Each donation, monetary and otherwise, will be acknowledged by the Library after the donation has been received and processed. If requested, the Library will place a bookplate in each gift book added to the collection identifying the donor. Other special acknowledgements of donor generosity may be offered or requested depending on size of gift and type of material, such as plaques, special collections, exhibits and receptions.

### Financial Appraisals

The Library does not have the authority to make financial appraisals of donated materials. The Library will work with donors to understand the appraisal process and can refer them to credible online book or materials sale websites and/or appraisers for services they desire.

### **CONSORTIA AND AFFILIATIONS**

- Carolina Consortium, <https://library.uncg.edu/CarolinaConsortium/>;
- Consortia of UNC Shared Print (CUSP), <https://libguides.ecu.edu/c.php?g=671775&p=7514034>;
- HBCU Library Alliance, <http://hbculibraries.org/>;
- LYRASIS, <https://www.lyrasis.org/>;
- NC LIVE, <https://www.nclive.org/about>;
- OCLC, <https://www.oclc.org/>;
- Open Textbook Network, <https://open.umn.edu/opentextbookshbcu>;
- Triad Academic Library Association (TALA), <https://zsr.wfu.edu/access/tala/>;
- University Library Advisory Council (ULAC), <https://www.northcarolina.edu/university-library-advisory-council-ulac/>.

### **SELECT LIBRARY STATISTICS FOR 2018-19**

Holdings	Items
Book (volumes)	549,158
Databases	234
Electronic Books	644,056
Electronic Serials	99,430
Electronic Media	147,271