

ROGER WILLIAMS UNIVERSITY LIBRARY
COLLECTION MANAGEMENT POLICY
March 2022

I. INTRODUCTION

The Roger Williams University Library's mission is to provide leadership for the development, organization, and sharing of resource collections, ensuring the optimal access to information, instruction of users, and services responsive to their needs. Through the integration of print and electronic resources, collection management, and resource sharing the library endeavors to maximize access to the continually expanding world of information.

The purpose of the Collection Management Policy is to provide a planning document to organize and guide the process of acquiring and providing access to print and electronic information resources and to manage their growth, maintenance, preservation, withdrawal and cancellation. It will be reviewed and revised periodically, as needed.

The Roger Williams University community, comprised of faculty, undergraduate and graduate students, administrators and staff, serves as the library's primary user group. Although students attending the RWU School of Law may access the RWU Library, their primary library is within the RWU School of Law. The School of Architecture has its own branch library in order to serve the specific needs of students in that discipline. In addition, the RWU Library is a member of the HELIN library consortium, made up of regional academic libraries, and shares access to and reciprocal borrowing of library resources with all HELIN member libraries and their primary users.

The library's information resources are collected and accessed in support of the RWU curriculum and the teaching and learning mission of the university. The University is committed to the principles of diversity, equity, and inclusion and, as such, they are a focus within the library's collections. The RWU curriculum supports both professional schools including architecture, business, and engineering, as well as the liberal arts including general arts and sciences. Information resources are purchased or licensed in order to serve the information and research needs of RWU students, faculty and administration.

II. FUNDING CONSIDERATIONS

The library has been funded with appropriations allocated by format (i.e. books/media, serials, electronic resources, etc.) with one librarian responsible for each of the format areas. Allocations may be revised as needed among the library materials funds.

Budget allocations are designated to accommodate all areas of the curriculum as equitably as possible, taking into consideration library strengths and weaknesses, usage statistics, and the size and nature of the curricular programs. Priority is given to specific subject areas as the need

arises, such as the addition of new courses, accreditation requirements, or the initiation of graduate school programs.

Library resources are also purchased from the gift and endowed funds which are developed through donations. Library resources may also be purchased through grant funds from outside sources or from grants awarded to the colleges, schools, and academic departments and centers within the University.

III. COLLECTING PRINCIPLES AND GUIDELINES

A. Coverage

The RWU Library develops its collections and plans information access strategies according to policies based on a continuing analysis of the University's evolving academic programs, research interests, diversity awareness and user needs. In light of these policies, the RWU Library acquires or provides access to a wide variety of resources in various formats supporting inquiry in all areas of knowledge.

B. Duplicates

Duplicate copies are purchased only in cases where it is justified, such as core materials required in both the Main Library and the Architecture Library or exceptionally heavy use. In most cases it is preferable to purchase multiple titles on the same topic rather than multiple copies of a single work. Duplication may occur in various formats, such as both print and electronic access to books and journals.

C. Gifts-in-Kind

1. Gifts provide the opportunity to obtain materials for the library's collections, exchange materials with other libraries, and generate revenue through sales. In light of space constraints and extensive e-resource options, acceptance of physical gifts-in-kind is limited.
2. Gifts are accepted only if they are offered without conditions regarding their retention or organization within the library.
3. Gifts are received and counted by the Acquisitions Department if they are primarily monographs or media, by the Serials Department if they are primarily serials, by the Architecture Library if they are primarily architecture materials and by the University Archivist if they are archival materials. Acknowledgment of gifts is provided by the Dean of the University Library, including a statement of the number of items received. Federal law as stated in the *Internal Revenue Code* (IRC section 170, paragraph 1704.41), prohibits appraisal of gifts by libraries. However, a list of qualified appraisers is available for donors upon request.

4. Potential large gift collections must be assessed by the Library before the decision is made to accept them.
5. Selection of gift materials for the libraries' collections follows the same standards and criteria as used for new materials. The condition of the item is an additional consideration for gift materials.
6. Gift materials selected for inclusion are integrated into the library's collection. Gift materials that are not selected may be disposed of at the library's discretion.

IV. COLLECTION MAINTENANCE

A. Replacement/Preservation of Materials

1. Records for books declared missing are periodically reviewed. Titles that are available and suited for the library's collection are replaced. Titles no longer considered useful are not replaced and the records are withdrawn from the catalog.
2. Worn books are reviewed for replacement as needed. The decision to replace, repair, bind or discard an item is based on its condition, availability and utility.

B. De-selection of Materials

1. De-selection of materials is necessary in order to maintain a viable collection which reflects changes in the curriculum, considers space utilization and focuses on current information. Standard or classic works will be retained in all fields of study.
2. Faculty recommendations may be solicited in the de-selection of materials.
3. HELIN Consortium resource needs are considered when de-selecting the only copy of a title in the consortium.
4. Government document de-selections are facilitated by the Electronic Resources Librarian in accordance with Chapter 5 of the Federal Depository Library Handbook.
5. Periodicals (including microform formats) withdrawn from the collection are reviewed to see if they are to be offered to other libraries, sold to a back issues dealer or simply discarded.

V. CENSORSHIP AND INTELLECTUAL FREEDOM

Intellectual freedom is fostered within the library by collecting materials that present the widest range of viewpoints possible. Selection of materials does not imply endorsement of their content. However, the quality of all works must meet the standards as set forth in this document.

The library fully subscribes to the American Library Association's *Library Bill of Rights*:
<http://www.ala.org/advocacy/intfreedom/librarybill>

and the joint statement entitled *The Freedom to Read*:
<http://www.ala.org/advocacy/intfreedom/freedomreadstatement> issued by the American Library Association and the Association of American Publishers.

The library also subscribes to the American Library Association's *Diverse Collections: An Interpretation of the Library Bill of Rights*:
<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/diversecollections>

VI. INFORMATION RESOURCE PROFILES

A. Book Collections

The Book Collections includes print and electronic books that provide information for research and study in all subject areas of the curriculum and general fields of knowledge. Standard review sources, such as *Choice*, *Resources for College Libraries*, and others, are used as selection tools as well as subject bibliographies. In addition, a curriculum-based virtual vendor approval plan is in place for Architecture and Art books. Selection criteria include subject relevance to one or more areas of the curriculum, reputation of the author, reputation of the publisher, accuracy of contents, literary style and readability, originality of the work, price, currency and timeliness of the information, academic level, and inclusion of indexes, bibliographies and illustrations.

All book collections are searchable through WMS Discovery which includes the Library Catalog. If a perpetual access e-book is available in the collection, it is preferable not to duplicate it in print format unless specifically requested by the instructor. When possible, the electronic format is the preferred format for books comprised of a collection of articles or essays.

Newly acquired print books are displayed in the New Books Area on the first floor of the Main Library prior to being shelved in the Circulating Book Collection.

The Bestseller Collection is a leased collection of books that appear on the *New York Times* bestseller lists (Top 10 fiction and non-fiction, print/hardback). This collection is housed adjacent to the New Books Area. Books from this collection are periodically returned to the vendor in order to keep the collection current.

B. Electronic Resources

The Electronic resources consists of a broad range of titles designed to support the instructional, research, and service needs of the RWU community. Electronic resources include, but are not

limited to, electronic serials and journal collections, electronic reference materials, web-based databases, and streaming media.

C. Periodical Collection

The Periodical Collection consists of a broad range of titles designed to service the most current information needs of the curriculum. Titles which are retained for research purposes may be kept in print, microform or electronic formats. Other titles are discarded after a designated period of time. Selection criteria include style, format, editorial content, subscription price and accessibility through indexes, abstracts and bibliographies. *Magazines for Libraries*, *Ulrich's International Periodicals Directory* and *Choice* are some of the tools used to evaluate a title. Access to journals is also available via electronic resources.

D. Media Collection

The Media Collection consists of streaming media, DVDs and CDs that support and meet the instructional and general needs of the students, faculty and staff. Selection criteria include needs of the community, audience level, current holdings, content accuracy, currency and impartiality, image and sound quality, potential uses, and cost.

E. Map Collection

Print map collections are maintained in the Architecture and Main Libraries. Both reflect the general and specific needs of the curricula they support, including road, topographic, hydrographic and demographic maps and nautical charts. Both print map collections are relatively static in size as more map information is being made available electronically.

F. Archives, including the RWU Authors Collection, and Special Collections

The Archives and Special Collections are a closed-stack collection housed together in a special climate-controlled room on the second floor of the Main Library. Access is available only in the company of a librarian or the University Archivist.

The Archives primarily serve as the repository for university records and the information center for institutional history. Materials include, but are not limited to, administrative files, records documenting life at RWU, University and departmental publications, faculty research and student theses, and artifacts and photographs related to the history of the University. The RWU Authors Collection is a designated collection within the Archives which features books and media written, produced or edited by full-time and part-time members of the RWU community. A second copy of each of these titles is added to either the Main Library or Architecture Library Circulating Collections. The Special Collections include rare books, books older than 100 years and other materials requiring special treatment to enhance their preservation. This collection grows on an as-needed basis.

G. Image Collections

The RWU Image Collections are made up of digital images created by the library and also images licensed from other sources. Both types of images are accessible from the Artstor database for use by faculty and students for teaching and study purposes. While the collection is largely comprised of images of art and architecture, images in other areas may be requested by any faculty member in support of their teaching. Items in the collection include digitized slides from the School of Architecture, Art and Historic Preservation, images digitized from print materials, original photography by RWU faculty, the Archivision Collection of architecture and the urban environment, and the Rhode Island Architecture Collection. For locally created images, see the next section.

H. Locally Created Digital Collections

The Library collects locally created digital resources including those within the digital repository, RWU Digital Commons; virtual exhibitions; digital image collections; and social media. Whenever possible these collections are openly accessible without restrictions.

VII. Collection Management Committee

The Collection Management Committee is comprised of the librarians, library deans and University Archivist. This committee is responsible for insuring continuity and equity in the collection management process, reviewing budget allocations, discussing expensive and/or unusual requests, assisting with collection assessment and periodically reviewing collection policies. The Committee also discusses new technologies and products to better serve the information needs of the University. Faculty members and/or deans involved in planning new programs or preparing for program reviews or accreditations will be invited to meetings or consulted as needed.

VIII. STANDARDS AND CRITERIA FOR PURCHASED OR LICENSED ITEMS OR COLLECTIONS

1. Standard works, as defined by *Resources for College Libraries* as well as standard subject bibliographies, are collected for all disciplines offered in the curriculum.
2. New materials are selected based on relevance to one or more areas of the curriculum. The academic level of the collection is primarily at the undergraduate level, but graduate level materials will be selected in the specific disciplines where graduate programs are offered. Professional level materials will also be purchased in subjects where it is required. Selection criteria include reputation of the author, reputation of the publisher, accuracy of contents, literary style and readability, originality of the work, price, currency and timeliness of the information, and inclusion of indexes, bibliographies and illustrations. Media is purchased in streaming and DVD formats as available. Additional criteria for selection of electronic resources include ease of use,

including enhanced searching capabilities; frequency of updating; anticipated demand by library users; quality of support; remote access capability; and licensing fees and usage restrictions.

3. Accreditation requirements for the university as a whole and for individual programs are considered critical guidelines in the development of the library's collections.

4. The library abides by the U. S. Copyright Law at all times. Items produced in violation of this law will not be added to the collection.

5. Higher education textbooks are generally not acquired unless they are considered standard works in their field or required by an accrediting agency. However, requests will be considered on a case-by case-basis. Open educational resources are under consideration as an option for textbooks.

6. Foreign language materials are primarily collected to support the curriculum of the Department of Modern Languages. Foreign language materials may also be purchased in the fields of Art and Architecture as needed.

IX. STANDARDS AND CRITERIA FOR LOCALLY CREATED DIGITAL COLLECTIONS

1. RWU Digital Commons, the Library's digital repository, contains scholarly material emanating from RWU faculty, staff, and students; material published or produced by the university; and non-RWU produced material. (See also RWU Digital Commons Submission Guidelines.)
2. Virtual exhibitions: The Library creates and hosts current virtual exhibitions, often in tandem with physical exhibitions. Whenever possible the content will be openly accessible without restrictions. The exhibitions are archived on a local server.
3. Locally created image collections: Locally created digital images are created at faculty request, and for exhibitions and archival purposes. They are stored and accessed in multiple digital asset management systems, including the Digital Commons repository and exhibit site, JSTOR, and Omeka.
4. Social media: The Library utilizes social media as available to promote public awareness of our programs and services.