**ROGER WILLIAMS UNIVERSITY LIBRARY**
**COLLECTION MANAGEMENT POLICY**
**November 2020**

## 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 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. Circulating Book Collection

The Circulating Book Collection includes print 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 *Books in Print with Reviews*, 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.

The Circulating Book Collection also includes e-books from a variety of e-book vendors as warranted by collection needs. All e-books are searchable through the HELIN database, but some are only accessible through our discovery service and not the HELIN Catalog. They may also be accessed from the e-books link on the library home page.

All perpetual access e-books are cataloged in the HELIN 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. Reference Collection**

The primary goal of the Reference Collection is to provide access to information that supports the academic curriculum. Both print and computer-based formats are supported in collecting reference resources in all subject areas of the curriculum and in general fields of knowledge. Whenever feasible, reference resources are purchased in electronic format to ensure greater access to the user population. Criteria for selection include currency, physical and intellectual quality, scope, depth, level of information, subject matter, arrangement and accessibility, price and reputation of the author and publisher. The Reference Collection includes annual subscriptions to general and discipline specific web-based databases. Criteria for selection of web-based resources include ease of use, including enhanced searching capabilities; cost; authority; accuracy; frequency of updating; anticipated demand by library users; quality of support; remote access capability; and licensing fees and usage restriction.

**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. Newspaper Collection**

The Newspaper Collection includes a few large metropolitan dailies, as well as some local titles, national business dailies and other titles relevant to academic life. Newspapers are kept on a short term basis, except those that are indexed and retained in microform or electronic format for research purposes. Selection criteria for newspapers are the same as those for periodicals. Access to newspapers is also available via electronic resources.

**E. Microform Collection**

The Microform Collection consists of both microfiche and microfilm. The microfiche collection includes a number of research collections. The microfilm collection consists of mostly periodicals and newspapers retained for research purposes. Conversion of paper holdings to microfilm is considered when permanent retention is desirable. However, the graphical limitations of this medium and the additional cost of conversion is taken into consideration for each title.

**F. Media Collection**

The Media Collection consists of audiovisual materials 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. Selection resources include *EMRO*, *Library Journal*, and other professional reviewing sources.

**G. 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.

**H. 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. Titles are not actively sought to build this collection.

**I. Image Collections**

The RWU Image Collections are made up of digital images created by the library and 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.

## J. Locally Created Digital Collections

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


## VII. COLLECTION DEVELOPMENT RESPONSIBILITIES

### A. 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.


### B. Collection Management Librarian

The Collection Management Librarian is responsible for the development of the library's book collection, both print and electronic. Selections are sought from the Architecture/Art Librarian for art, architecture and historic preservation titles and from the Research Services and User Engagement Librarian for the Main Library Reference Collection. Library liaisons are responsible for submitting selections in their assigned disciplines. Faculty recommendations are encouraged in the development of the library book collection and solicited by the distribution of *Choice* reviews. Final selection and approval of all orders are the responsibilities of the Collection Management Librarian.

The Collection Management Librarian is responsible for the development of the media collection, including compact discs, phonograph discs, video tapes and video discs. Library liaisons are responsible for submitting requests in their assigned disciplines. Faculty recommendations are encouraged in the development of the media collection. Final selection and approval of all orders are the responsibilities of the Collection Management Librarian. Research Services and User Engagement Librarian is responsible for streaming media.

### C. Electronic Resources Librarian

The Electronic Resources Librarian is responsible for the development of the library serials collections, including periodicals, newspapers, and standing orders. Selections are

sought from the Architecture/Art Librarian regarding art, architecture and historic preservation titles and from the Research Services and User Engagement Librarian for titles for the Main Library Reference Collection. Faculty recommendations are encouraged in the development of the serials collections in all subject areas. Library liaisons may submit requests in the disciplines to which they are assigned. Final selection and approval of all orders, as well as retention and disposal decisions, are the responsibilities of the Electronic Resources Librarian.

The Electronic Resources Librarian is responsible for the development of the government documents holdings. Selections are sought from the Architecture/Art Librarian regarding art, architecture and historic preservation titles, and from the Research Services and User Engagement Librarian regarding titles for the Main Library Reference Collection. Faculty recommendations are encouraged in all subject areas. Library liaisons may submit requests in the disciplines to which they are assigned. Selected Rhode Island state documents are received as depository items. Selected U.S. government documents are received through the library's membership in the Federal Depository Library Program. U.S. Census materials are received regularly and without charge due to our status as an Affiliate of the Rhode Island State Data Center. All other government documents from local to international levels must be purchased. Government documents are not kept in a separate collection, but integrated into the library's collection. The Law School Library is consulted regarding legal materials available through the Federal Depository Library Program which can be shelved in the Law School Library.

### D.  Research Services and User Engagement Librarian

The Research Services and User Engagement Librarian is responsible for the management of the Reference Collection and electronic resources, including online indexes, databases, e-book subscription collections, streaming media and websites. Selections are sought from the Architecture/Art Librarian for art, architecture and historic preservation resources. Selections are sought from the Collection Management Librarian for e-book subscription collections. Selections are sought from the Electronic Resources Librarian for electronic journals, serials, databases, government documents and related products. Library liaisons may submit requests in the disciplines to which they are assigned. Electronic resources are reviewed annually by the library faculty and deans prior to renewal. Final selection and approval of all orders, with the exception of those in the domain of the Collection Management Librarian and Electronic Resources Librarian, are the responsibilities of the Research Services and User Engagement Librarian in conjunction with the Dean.

### E.  Architecture/Art Librarian

The Architecture/Art Librarian is responsible for management of the Architecture Library Reference, Circulating and Serials Collections in conjunction with the Collection Management Librarian, Electronic Resources Librarian and Research Services and User Engagement Librarian.

The Architecture/Art Librarian is responsible for the Image Collections, including instructional slides and digital images in the areas of art, architecture, and historic preservation.  Recommendations are sought from faculty members in these disciplines; however, faculty from other areas may submit requests for items that would contribute to the collection.

### F.  University Archivist

The University Archivist is responsible for the selection and management of material for the Archives. Material is typically acquired through custodial transfer or donation. Custodial arrangements for materials belonging to other institutions are initiated through the Dean of University Libraries with the advice of the University Archivist. Consideration is given to the following when evaluating a donated collection: space, processing costs, and cultural or historical value. The Archives does not normally purchase collections of archival materials.

### G.  Collection Management Librarian in collaboration with University Archivist

The Collection Management Librarian, in collaboration with the University Archivist, is responsible for the Special Collections.

### H.  Digital Scholarship and Metadata Librarian in collaboration with University Archivist and Collection Management Librarian

The Digital Scholarship and Metadata Librarian, in collaboration with the University Archivist and the Collection Management Librarian, are responsible for the management of locally created digital collections including selection, creation, delivery, and preservation. The Library adheres to global and international standards and best practices.

## 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 the most current format available that is supported by Media Services equipment.  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 restriction.

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 only acquired in cases where they are considered standard works in their field or required by an accrediting agency.  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. DOCS@RWU, 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 DOCS@RWU 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 both national and local digital asset management systems.

4. Social media:  The Library utilizes social media to host a newsletter/blog which is archived on a local server. Facebook and Twitter are used for public awareness of our programs and services.