The University of Southern Mississippi Libraries

Collection Development Policy

Purpose of the Policy

The overall objective of collection development is to ensure the coordinated growth and development of the library's holdings and access to information. The library must have a stated policy which emphasizes wise selection and spending of monies for materials to strengthen the collection. The Collection Development Policy is a guide for the selection and sharing of resources and de-selection. The policy ensures that faculty and staff build a collection that furthers the mission and goals of University Libraries and provides stakeholders across the university with guidelines for how the Libraries serves the community through collection development activities. The mission of University Libraries is to create an information-rich environment that fosters the intellectual development and creativity of the university community by providing services, collections, and other resources to meet the needs of the university's students, faculty, staff, and other researchers in a changing academic landscape. In adherence to its mission and goals, the University Libraries strives to build collections that are accessible and inviting; that emphasize diversity, equity, and inclusion; and that meet the teaching, research, and learning needs of the entire University community.

Selection Responsibilities

Liaison librarians collaborate with the schools in their areas of responsibility to order new resources for the collection, as well as replace lost or damaged materials. Each academic school is encouraged to recommend journals, books, media, content databases, and electronic resources that best support their teaching and research interests. University Libraries honors requests for specific titles when funds are available for resources within the scope of the Collection Development Policy. Individuals requesting resources inappropriate for the University Libraries' collections are referred to the public library or to interlibrary loan.

General Selection Guidelines and Selection Standards

In pursuit of its goals, University Libraries develops the collections by employing a careful, strategic approach in finding resources that support and enhance the research and instructional activities of the university. Without the financial resources for complete, comprehensive acquisition, however, University Libraries considers the following set of guidelines during selection to ensure that appropriate collection development occurs as funds permit.

Selection Criteria:

Accessibility: All purchased and subscribed materials and electronic resources must adhere to university accessibility standards.

Accreditation Needs for Specific Programs: Liaison librarians work with their schools' faculty to ensure the availability of resources required for accreditation.

Interdisciplinary Value: Resources usable by many different researchers or with general broad appeal are a priority.

Price/Relative Cost of Material: Cost is a paramount consideration in relation to the budget and other available information resources. The overall price, purchasing method, and predicted cost-per-use are all factors for consideration.

Quality: University Libraries considers the quality of content, the authoritativeness of the author or publisher, as well as the lasting value and impact on current research of a work.

Recommendations from Faculty/Staff and Students: University Libraries considers requests made by members of the university community. However, University Libraries does not purchase extensive, in-depth materials for specific theses or dissertation topics of students or for short-term research of faculty members.

Review Sources/Other Critical Assessment: University Libraries takes into consideration reviews and other critical assessments in journals and standard bibliographies.

Strength of Subject Areas in Current Collection: Present holdings are evaluated, both to build on current strengths and to fill any deficiencies in the collection. Priority is given to current publications, though retrospective selections may be made to fill gaps.

Support for Research and Instruction: Collection development occurs as funds permit in all subject areas applicable to support the instructional and research programs of The University of Southern Mississippi.

Resources purchased by University Libraries need not meet all the above criteria. Liaison librarians, the Collection Management Librarian, and the Collection Advisory Committee may decide purchases that are exceptions to these guidelines on a case-by-case basis.

Other Selection Considerations:

Preference is given to publications in English. When lack of funds limit purchases, priority is given to current publications over retrospective items. Duplicate copies are only purchased under extenuating circumstances, such as justification by heavy and continued use. Holdings of other libraries in the region are considered before purchasing expensive items or collections, and the frequency of interlibrary loan requests for the same or similar subject areas is also used to guide development.

Specific Collections:
Young Adult:

Located in the Cook Library Learning Commons, the Young Adult Collection supports programs in Education and Library and Information Science. In keeping with the University Libraries' goal of fostering diversity, equity, and inclusion through its collections, books in this collection explore topical themes in areas such as race and ethnicity, social justice, and LGBTQIA+ issues. The Young Adult Collection also contains some graphic novels. Paperback books are the preferred format for the Young Adult Collection.

Reference:

The University Libraries reference collection includes selective, general, and specialized reference sources in all fields that support the teaching, learning, research, and service functions of The University of Southern Mississippi. Reference item types include almanacs, atlases, bibliographies, dictionaries, directories, encyclopedias, fact books, handbooks, indexes, and other materials that either answer questions directly or lead the user to where needed information can be found.

The reference collection includes print and electronic publications. Whenever possible, electronic format is preferred for expanded access to all users.

Student Success:

The Student Success Collections at Cook Library and Gulf Coast Library include selective, general, and specialized sources from a variety of genres and topics relevant to student success. These collections are intended to serve all students at various points in their academic careers and provide resources that support students' personal, academic, and career success as well as mental, emotional, and physical wellbeing. Additionally, the collection serves to motivate and inspire students by providing stimulating, diverse, and inclusive materials representing the diverse student body of Southern Miss. Allocated funds for the Student Success Collections are used for firm (one-time) purchases of new materials. Allocated funds are not used for subscriptions, textbooks, or other course-specific materials. Whenever possible, acquisition of new materials includes titles no older than five years since publication.

Curriculum Materials Center (CMC)/ Curriculum Lab (Curr. Lab):

The Curriculum Materials Center (CMC) at Cook Library and the Curriculum Lab (Curr. Lab) at Gulf Coast Library include juvenile literature and provide resources that support teacher education and preparation for P-12 grades, including manipulatives, kits, and activity books. These collections support programs in the College of Education and Human Sciences and the English programs.

Current textbooks approved for use in Mississippi schools (MSAT) are also located in the CMC and Curr. Lab. The textbooks are provided free of charge from the Mississippi State Department of Education through a supplier, and they are divided between the CMC and the Curr Lab. The MSAT collection supports undergraduate and graduate courses in curriculum and instruction.

E-Resources

University Libraries maintains access to resources in electronic format through a variety of different databases, indexes, digital books, and journal subscriptions. As part of a publicly funded institution, several University Libraries' databases are provided by the MAGNOLIA consortium project. Electronic resources are primarily accessible on all campuses. The same guidelines for other formats are applicable to electronic resources, with some additional considerations, such as:

- License Agreements

- Number of Simultaneous Users
- Accessibility
- User-friendly Interface
- Reliability, Reputation, and Other Vender-Related Concerns
- Cost-per-use
- Perpetual Access to Content

Whenever possible, the Collection Management Librarian arranges trials for new e-resources to gather feedback from librarians, faculty, and other relevant members of the university community. University Libraries regularly evaluates existing e-resources to determine if they still meet the needs of the university. If an e-resource no longer meets the needs of the university, it may be removed from the collection, with or without replacement by a more appropriate resource.

Challenged Materials

Inclusion of a resource in the collection does not necessarily mean that University Libraries endorses or advocates for its ideas. According to the Libraries' value of intellectual curiosity, University Libraries strives to "protect freedom of information." In addition, academic freedom and the diversity of ideas is fundamental to the University as laid out in the Faculty Handbook, section 3.2:

> *The University cherishes the free exchange of ideas, diversity of thought, joint decision making, and individuals' assumption of responsibility. Academic freedom is fundamental to the central values and purposes of a university, which in turn protects freedom of inquiry and speech. Faculty and students must be able to study, learn, speak, teach, research, and publish, without fear of intimidation or reprisal, free from political interference, in an environment of tolerance for and engagement with diverse opinions.*

Any challenges to library materials are reviewed by the Collection Advisory Committee to determine whether to retain or remove them from the collection.

Deselection

University Libraries periodically reviews the collection to identify resources for deselection. This weeding may be done due to space concerns or to remove physical or electronic resources that are no longer a good fit for the collection. Liaison librarians may consult faculty in specific academic programs to review resources in their subject areas before those resources are removed from the collection. The following criteria are used to help determine if an item should be weeded.

Condition: Books that are worn, mutilated, or unrepairable

Use: Books that have been checked out or used infrequently and do not add significant research value. E-resources with low use or excessively high cost per use

Obsolescence: Resources with outdated or incorrect information, or materials that are in obsolete formats

Materials that are weeded from the collection may be discarded with or without replacement or donated. Items purchased with state funds must be given to other state agencies, sold appropriately, or sent to University Surplus. Gift donations may be disposed of according to the same guidelines as discarded items purchased with state funds. Replacement may be by exact copy, new edition, reprint, out-of-print search, or by a different title on the same topic.

Gifts

University Libraries accepts donations of books and other resources. Once a gift is accepted, it is either added to the collection or disposed of at the Libraries' discretion for the benefit of the Libraries and the University. Gifts are not returned to the donor unless special arrangements were made before donation. Materials must be in good or better condition to be considered for the Libraries' collection and are considered with the same general criteria as other possible acquisitions. The appropriate liaison librarian reviews the gifts to determine whether they should be added to the collection. Gifts that are added to the collection are cataloged and made available to users in accordance with the rules and regulations for borrowing. In general, the following are not added: mass market paperbacks, volumes from a broken set, sample issues of journals, and short runs of journals to which the Libraries does not subscribe. Donations may be identified by bookplates through pre-arrangement with the Collection Management Librarian.

Monetary donations may be presented to the Dean of University Libraries and The University of Southern Mississippi Foundation. Donors may suggest subject fields for purchases when these fall within the research and curriculum areas supported by the collections. Gift subscriptions by personal donors are not used to replace a library subscription or to establish a new subscription. Funds to support a subscription placed by the Libraries are accepted, but for the benefit of users, the Libraries must retain control over receiving and claiming issues. Second copy subscriptions, or bindery copies, may be considered for personal donor subscriptions.

Donors are asked to complete a Gift Materials Donation Form that stipulates the conditions under which gifts are accepted. A Deed of Gift is also available for use when manuscripts or other original materials are offered to the University Libraries.

It is the responsibility of the donor to keep a list of items donated and to obtain an appraisal of value if one is wanted. Gifts appraised at more than $5,000 are accepted only after the University Libraries decides to acquire them for the collections.

Only the Dean of University Libraries may approve acceptance of gifts with special stipulations concerning copyright, legal title, restricted access, location, or other restrictions. Such agreements will be documented with a Memorandum of Agreement to supplement a Deed of Gift.