Collection Development Policy (CDP)
Mabee-Simpson Library, Lyon College
Revised Fall 2017

Purpose:

The purpose of this policy is two-fold:

1. First, as an internal document, it will serve as a planning guide for developing the Mabee-Simpson Library’s collection and to clarify the selection criteria used to build and maintain the collection. Since library collections are dynamic and not static, this policy will be subject to periodic review.

2. Second, as an external communication device, it will convey to Lyon College and to other concerned parties, the rationale that underpins the decisions that the library staff makes about the way materials money is expended. In that regard, the CDP also serves as a vehicle to “close the loop” of communication back to the library, serving as a springboard for discussion and a catalyst for revisions and improvements to the CDP.

Goal of the Collection:

The primary goal of the collection is to ensure that a wide range of library resources will enrich and support the curriculum of the college and meet the needs of students, faculty, and staff. As such, the collection should include materials at varying levels of difficulty and allow for the presentation of many different points of view. In addition, the Mabee-Simpson collection strives to support the interests of Lyon students by providing them with materials for cultural enrichment, social growth, recreation, and enjoyment. To this end, it is the responsibility of the library’s professional staff to:

- Provide materials in a variety of formats that will enrich and support the curriculum, taking into consideration the varied interests, abilities, and learning styles of the students served.
- Provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and societal standards.
- Provide a broad spectrum of materials representing a balance of points of view so that students may have an opportunity to develop the practice of critical analysis and to make informed judgments in their daily lives.
- Place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to ensure a comprehensive collection appropriate to the college community.

Responsibility for Selection:

The library invites purchase requests from students, faculty, and staff. Faculty are especially encouraged to make recommendations within their fields of expertise. However, because the
library staff can best judge the total collection in a holistic fashion and have regular access to current reviewing media, all final decisions concerning acquisitions rest with it.

Selection Criteria:
The library’s professional staff will use the following criteria as a selection guide:

- Library resources will support and be consistent with the general educational goals of Lyon College and the aims and objectives of specific courses.
- Library resources will meet high standards of quality in factual content, presentation, artistic quality, and/or literary style. The reputation and significance of the author, producer, and publisher will also be taken into account in selecting materials.
- The validity, currency, timeliness or permanence, and appropriateness of materials will be considered in selecting library resources.
- The decision to purchase selected items will be commensurate with cost and/or need.
- Library resources will be appropriate for the variety of reading levels and learning styles of the students for whom the materials are selected.
- The library’s resources will meet curricular accreditation requirements.
- Collections in a variety of formats will be encouraged in order to support a variety of learning styles and delivery methods.
- Library resources will be selected for their strengths, rather than rejected for their weaknesses.

Procedures:

1. In selecting resources, the library’s professional staff will evaluate available items and curricular needs and will consult appropriate instruments of evaluation.

2. Requests, suggestions, and opinions regarding the purchase of library resources will be gathered when appropriate. Recommendations will be judged by the criteria outlined in this CDP and will be accepted or rejected by those criteria. Final selection is made by the library’s professional staff.

3. In similar fashion, gift or donated materials will be evaluated by the criteria outlined in this CDP.

4. Building and maintaining an appropriate collection is a dynamic process that includes the removal or outdated and inappropriate materials and the replacement of lost and worn items that still have educational value (See Appendix C, “Deselection, or Weeding”).

Collection—Books:
The library attempts to maintain a collection that supports the curriculum and lifelong learning and exposes students to other cultures and topics to broaden their understanding of the world. The library does not purchase abridged versions of books.
Collection—Non-Print Materials:
Non-print items will be acquired according to the criteria for book selection. To avoid duplication and limit cost, the library will decide which media formats to support in the collection.

Collection—E-books:
E-books are primarily acquired to support the curriculum. They are acquired through individual requests or through a subscription. Please refer to Appendix B, “E-book Acquisitions Policy,” for a complete description of the materials selection policy for electronic resources.

Collection—Materials for Faculty Research:
Materials needed by faculty pursuing advanced degrees or for other research purposes and that are too specialized to fall within the general CDP guidelines will be requested for the faculty member through interlibrary loan, rather than purchased.

Collection—Periodicals:
Periodicals represent a long-term commitment. They are costly to acquire, process, and maintain. To maximize availability and accessibility, the preferred format is electronic, provided the platform, cost, and licensing criteria are reasonable. Please refer to Appendix A, “Periodicals Acquisition Policy,” for a complete description of the CDP for periodicals.

Collection—Microforms:
Microforms are purchased to support campus research needs when titles are not available in online databases or back issue print volumes. The Mabee-Simpson Library has a state-of-the-art microform reader/printer which greatly enhances the viewing and printing of microform materials.

Collection—Online Databases:
Online databases, which may contain streaming media, will be selected on the basis of appropriateness to the curriculum, broad appeal to faculty and students, and appropriateness of design and format to the needs of the Lyon community. Online databases that do not support the research process will not be purchased. Database purchases are subject to periodic review.

Collection—Gifts:
Gifts are subject to the same selection criteria as newly purchased items. Items donated to the library become the property of the library. Although the library gratefully accepts gifts, it does so with the clear understanding that they will not automatically be added to the collection. In addition to the criteria above, processing costs, storage space, duplication, and physical condition will also be taken into account.

The library reserves the right to refuse a donation if the donor specifies special conditions regarding the donation including, but not limited to, retrieval from a donor’s home or special shelving requirements. Value assessment for tax purposes is the sole responsibility of the donor. In accordance with Internal Revenue Service guidelines, the library is prohibited from assigning
monetary value to a donation. However, the library can issue receipts or gift-in-kind statements for tax purposes upon the request of the donor.

Collection—Archives and Regional Studies Center:

The archives of the Mabee-Simpson Library seek to collect and preserve materials relating to the history and legacy of Lyon College. The Regional Studies center strives to preserve, present, and interpret the history and culture of the Ozark region and its surrounding areas. It promotes scholarship, collects materials relating to the region’s history and folk life, and coordinates activities that enhance the public’s knowledge of the Ozark area.

Collection—Apps:

Apps will be purchased for use on library equipment according to the criteria for book selections.

Appendix A: Periodicals Acquisition Policy

Description:

A periodical is defined here as a journal, magazine, newsletter, or newspaper. As with the rest of the library’s collection, periodicals are intended to support the curriculum, research needs, and general interests of Lyon College students, faculty, and staff. The periodicals collection will generally not include materials needed for advanced degrees or research.

General Policies:

The guidelines of the Mabee-Simpson Library Collection Development Policy will be applied to all periodical acquisitions. In addition:

1. Unless deemed necessary, duplication of periodical titles will be avoided.
2. Newspapers are selected to provide local, regional, national, and international coverage and on the basis of both their geographical location as well as their journalistic reputation.
3. All titles collected will be evaluated on a regular basis by the library’s professional staff in order to ensure that current needs are being met.
4. Print and other formats will be collected in the absence of any suitable electronic version but will not normally be acquired if an electronic version has been purchased.
5. Gift subscriptions will be subject to the same criteria as any other gift or subscription.

Selection Criteria:

The same criteria that applies when making selections for any resource for the library will be used for periodical acquisitions. Since even a relatively inexpensive journal title represents a continuing and growing expense, titles are added very selectively. The evaluation criteria include, but is not limited to:

1. Cost of the subscription relative to value of/need for title.
2. Dependable archival availability in electronic formats.
3. Relationship to other periodicals in the collection.
4. Demand for the title.
5. Appropriate level of specialization.
6. Quality and reputation of the periodical.
7. Uniqueness of the information.

When considering electronic periodicals, aggregated collections are preferred over individual title purchases and include the following criteria:

1. Authentication method by IP address and/or proxy authentication.
2. Favorable licensing conditions.
3. Ease of platform usage and interface.
4. Appropriateness of format for content.

**Retention:**

Retention decisions for back files of periodical titles are made on a case-by-case basis and include, but are not limited to:

1. Full text coverage in our subscription databases.
2. Relevance to the research needs of the Lyon College community.
3. Available shelf space.

**Appendix B: Ebook Acquisitions Policy**

**Description:**

Due to the changing nature of eBooks, the Mabee-Simpson Library’s professional staff have agreed upon the following definitions:

1. **Ebook:** A digital version of a traditional print book, or a book created digitally, which has an ISBN.
3. **Enhanced Ebook:** A digital version of a traditional print book, or book created digitally, which has an ISBN and contains less than 15% of social media or vendor-generated content.
4. **Subscription:** The right to access eBooks for a designated period upon payment of a subscription fee to a vendor. Access may not be tied to specific titles, but instead be linked to a set number of eBooks, or a specific topic or collection.
5. **Perpetual Access:** A license to retain access to an eBook title even if the libraries choose to go through a platform other than the one provided by the vendor.

As is true of the collection in general, eBooks are intended to support the curriculum, research needs, and general interests of college students, faculty, and staff.
Selection Criteria:
The same criteria that is applied for any resource for the library will be used for eBook acquisitions. When considering eBooks, subscription collections are preferred over perpetual access purchases and include the following criteria:

1. Cost of the subscription/perpetual access purchase relative to the value of or need for the title.
2. Authentication method by IP address and/or proxy authentication.
3. Favorable licensing arrangements.

Appendix C: De-selection, or Weeding, Policy
Weeding is an integral and normal part of the library’s collection development process. In order to maintain a vital, current collection examination of materials is an ongoing process.

An item is considered for discard (and possible replacement) when it is:

1. Obsolete, or outdated
2. Superseded by a newer edition
3. Worn beyond use or economical repair
4. Damaged
5. No longer circulating and/or used for reference purposes
6. One of many copies of former popular title