

Collection Development Policy—Standish Library

The foundational and primary purpose of the Standish Library collections is to support the curriculum of Siena College. The Library's collections reflect current and emerging academic programs, as well as a commitment to general education in the liberal arts tradition as expressed in the [Siena College Mission, Core Values and Vision](#) statement. This policy establishes the principles and guidelines from which the collections are built and maintained.

General Principles:

- We acquire materials based on documented need, anticipated use and available resources. Priority will be given to resources that directly support the curriculum.
- We collect materials in the most useful and appropriate format available, taking into account long-term equitable accessibility, cost, and IT infrastructure.
- We support intellectual freedom and actively look to represent those voices from traditionally underrepresented groups, as well as from mainstream and alternative presses both foreign and domestic.
- Materials purchased with funds allocated to the Library Collections budget, become Library property and are available for use by the entire Siena community. It is inappropriate to use Library Collections funds to acquire resources for the exclusive use of any group or individual.
- We actively participate in consortial agreements and initiatives with other libraries to support collaboration and innovation that will provide access to additional quality collections, resources and services.

In addition, the Standish Library endorses several statements produced by the library community at-large that promote the freedom of intellectual pursuit and expression. These philosophies are detailed in the following statements and provide additional guiding principles to overall collection development and maintenance:

[The Library Bill of Rights](#)

[Intellectual Freedom Principles for Academic Libraries](#)

[American Library Association \(ALA\) Code of Ethics](#)

[The Freedom to Read Statement \(from the ALA\)](#)

[The Freedom to View Statement \(from the ALA\)](#)

General Selection Guidelines:

The librarian liaisons collaborate with the faculty to discover and evaluate content for consideration. The evaluation of format options, and ultimate selection, lies with the librarians. Generally, electronic format is preferred over print due to the opportunity to support extended, simultaneous use. When possible, resources supporting faculty research will be considered. Resources of a popular or leisurely genre will also be considered when feasible. Our collections

are supplemented by library consortia memberships and interlibrary loan (ILL) services. It is at the Library's discretion to determine long-term use and deselection of resources.

Selection considerations and parameters:

Continuing Commitments

Continuing commitments are resources that renew annually with an average price increase of five to seven percent per annum. They encumber a substantial percentage of the budget as well as require significant staff time to manage effectively. Typically, new continuing commitments cannot be brought on without careful consideration of the collection as a whole and associated budgetary implications.

One-time Purchases

Resources that the Library owns and can access in perpetuity after payment are considered one-time purchases. Print books are the most visible example, but other formats fall into this category, including some ebooks. These selections are made on a case-by-case basis through the collaboration of library liaisons with faculty members in accordance with the curricular guidelines above. Suggestions for purchases from the Siena community are welcome, encouraged, and can be submitted using the [Materials Purchase Request Form](#). Please note that the Library does not acquire textbooks, though professors are welcome to place their own copy on reserve so long as no language on the book precludes such usage. In cases where suggestions cannot be fulfilled, the Library makes every effort to recommend suitable substitutions, including ILL.

Faculty Research Purchase Requests

When possible, faculty purchase requests supporting personal, specialized research will only be considered if the requested material(s) fall within the collection development policy framework and strengthen the Library's collections. If a request cannot be filled by the Library, we will endeavor to obtain the material through our resource sharing channels including ILL and consortia memberships.

Open Access (OA) and Open Educational Resources (OER)

The Standish Library acknowledges the value and role these resources can provide in supporting the pursuit of our mission and needs of users. At times and when advantageous, portions of the collections budget may be applied to initiatives or programs that advance OA and OER goals.

OA and OER resources will be evaluated resulting in quality content made available and known to the Siena community to complement existing resources.

Diversity, Equity, and Inclusion

The Standish Library is committed to building and maintaining collections that represent the diversity, in all of its forms, of both the producers and consumers of our resources. We are guided by [Siena's Diversity, Inclusion and Equity Statement](#) as well as acknowledge and adhere to the [Association of College and Research Libraries Diversity Standards](#).

Special Collections

The Siena College Library Special Collections develops collections in several specific subject areas. These areas have been chosen related to traditional subject strengths at Siena. In developing collections the following considerations are made: scholarly research value of the material, an item's exhibit potential, and its outreach potential. Materials are also added to the Special Collections via transfer from the Library's main collections. The primary means for the development of the Special Collections is through non-monetary gifts to the Library. The [Standish Library Gifts Policy](#) is applicable to all donations designated for the Special Collections. Acquisitions which are made through purchase are selected and purchased from dealer catalogs or other dealer offers. Collecting areas for the Special Collections are reviewed periodically by the Library Director and the librarian in charge of the Special Collections. As circumstances change and opportunities arise, collecting areas may be reevaluated and modified.

Archives

The College Archives keeps permanent records and memorabilia that are likely to be of interest to students, alumni, and others interested in the history of Siena College. Most of what is taken into the College Archives are individual objects and documents or continual additions to already existing record series (yearbooks, Siena News, etc.). Most of what is accessioned consists of publications or documents from Siena College departments.

Gifts

The Library welcomes gifts and donations with the understanding that all gifts become the property of Standish Library, and they are evaluated using the same criteria as any addition to the collection. Offers of gifts should be directed to either the Library Director and/or the Gifts Coordinator. See the [Standish Library Gifts Policy](#) for more information.

Evaluation

In order to respond to the evolving needs of the curriculum, the collection is evaluated on an ongoing basis to ensure it is providing the most meaningful resources. The evaluation includes an analysis of use and its contribution to the collection as a whole. The processes of evaluation and deselection will be transparent and collaborative. Outcomes of the evaluation may include the deselection of resources as well as the preservation and retention of select resources deemed to be of scholarly value.

This Collection Development Policy will be reviewed and updated annually.

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