

Collection Development Policy Statement

for the

J. Spencer & Patricia Standish Library

Siena College

(Revised March 17, 2015)

I. Introduction

This collection development policy statement of the J. Spencer & Patricia Standish Library at Siena College has been prepared by the library faculty for the purpose of clarifying the principles upon which the collection is built, both in general and with respect to specific types of materials. We hope that this document will inform the community of the motives, standards and procedures used in collection development at Siena. As a corollary, the statement provides guidelines to be used in making decisions about the removal of material from the collection. It is intended that that this policy should be reviewed periodically by the librarians and the faculty through the Library/Audio Visual Resources Committee.

II. Purpose of the Collection

The primary purpose of the Library's print and e-book collections is to support the curriculum of Siena College and provide the resources necessary for the research activities of the students. The Library's collections should reflect current academic programs as well as provide a core of material central to the mission of a liberal arts institution. When financially feasible and appropriate, books to support faculty research and course development may be acquired. The collection development policy should be flexible and encourage creative ways to meet the Siena student's information needs. The library must be prepared to meet new challenges, anticipate future needs, and take advantage of promising opportunities as they present themselves.

III. Types of Material Covered

The types of materials covered in this policy statement are:

- a. Printed books
- b. E-books
- c. For journals in print and electronic formats see *Serials Collection Development Policy*
- d. For Videos and music CDs see *Audiovisual Materials Collection Development Policy*.

These materials may circulate, be used for reserves, are read on-line or downloaded for a temporary loan. (Reference books are treated in the *Reference Collection Development Policy*.)

IV. Consortial and Regional Agreements

The Standish Library belongs to several consortia which effect the Library's collection development. Among these are the Capital District Library Council and Connect NY. Connect NY is currently a consortium of 18 private college libraries which exists primarily to share each institution's resources and to cooperate in other endeavors such

as the patron driven acquisition of e-books. It is the policy of Siena College Library not to acquire expensive books which are easily available for borrowing from other Connecticut NY libraries.

The library has a regional commitment through the Capital District Library Council to maintain and develop designated subject areas to enhance regional resources for reference and research (Appendix I provides further information on this program). Acquisitions in these areas may reflect a depth greater than curriculum needs would indicate. Acquisitions in support of our regional subject commitments are primarily supported by external funds.

The library also maintains a cooperative agreement with Saint Bernard's School of Theology and Ministry. The acquisitions in support of Saint Bernard's curriculum are made with external funds and may also reflect a depth of coverage in the religious dimension beyond the undergraduate level.

V. Selection Responsibility

Selection of library materials in all formats is the joint concern of the librarians and the teaching faculty. While it is the prerogative of every faculty member to suggest acquisitions appropriate to her/his field, the overall responsibility for collection development lies with the librarians and the ultimate authority for all acquisitions decisions resides with the Director of Library and Audiovisual Services. The librarians work closely with teaching faculty to achieve a balanced collection responsive to the curriculum and pedagogical methods used at Siena (See Appendix II, Outline of Siena College's Academic Program). Each member of the library faculty is assigned as a liaison to one or more academic departments or programs. For collection development the assignment entails keeping abreast of currently published scholarship supporting the department's or program's curriculum and reviewing the overall collection adequacy. (See Appendix III for an outline of assignments and more details about the liaison program).

New courses and other curriculum changes are approved by the Board of Instruction, an advisory committee to the Vice President for Academic Affairs. All new course and program proposals must request a *Review of Library Resources*. A librarian is assigned to do a review for each of these requests. Information on curriculum changes or course modifications that are not subject to the BOI's review should be conveyed to the library either by the appropriate faculty member or the School Dean. Examples of these types of changes include "topics" courses, honors seminars, and independent studies. The Library will attempt to provide resources for these courses if adequate notice has been received about the materials needed and if the materials have lasting value to the collection. The library staff is also ready and willing to assist new course/program proposers in composing the bibliography (or resource list) on the BOI course proposal form.

VI. Selection Tools

The librarians rely on a variety of tools to assist in the acquisition of materials for new publications or older works appropriate for the collection. Many of these selection tools are shared with the faculty.

To be aware of the publishing activities related to their designated departments and/or programs the librarians consult published reviews appearing in the appropriate standard scholarly journals. Some teaching faculty make library acquisition requests from the same disciplinary sources.

For more general awareness of publishing activity the librarians use publications providing reviews in the liberal arts and in a variety of disciplines which the teaching faculty may not have an opportunity to consult. Examples of these include *Choice*, *Library Journal*, and *Publisher's Weekly*, etc. Reviews from *Choice* are regularly distributed to department heads for consideration by members of their departments. *Choice* reviews and the annual listing, *Outstanding Academic Titles* are available on-line for selection and special bibliographic projects. The Library also subscribes to the online source, *Resources for College Libraries*. RCL can be made available to the faculty for course development and program reviews. Other print and electronic review journals are available on campus to the faculty and specific reviews are brought to their attention when warranted.

The library makes every effort to be aware of and to acquire, monographs written or edited by Siena faculty and anthologies containing articles by Siena faculty.

Collection evaluation is an ongoing process. Such standard bibliographies as *Resources for College Libraries*, *Outstanding Academic Titles*, and the *Harvard Business School Core Collection* are used in reviewing the collection. Information from other tools such as *WorldCat* are used in the review process. Also titles related to the curriculum and frequently requested through interlibrary loan are considered for acquisition. Collection analysis tools and ALA collection intensity codes have been used to rate and describe several of the library's subject collections.

The library periodically undertakes review projects to assess collections. Such projects include evaluations of standing orders, the reference collection and electronic resources. These reviews involve faculty or department ratings and help the librarians identify resources which are no longer vital to the library collection due to changes in faculty, curriculum and publication content.

VII. Funding

The college administration and the College Planning and Finance Committee determine the amount approved and allocated each year for the library budget.

The budget for library materials can be divided into four categories, books, periodicals, electronic resources and audiovisual resources. Acquisitions decisions in all categories are based on the relevance to the curriculum and the research needs of the students. While the immediate research needs of the faculty may be considered in acquisitions

decisions, the relevance of the material to the college curriculum and the academic level of the material must be the primary factors. Funds are not allocated by department. Rather, the library collection is viewed as an interrelated whole and acquisitions enhance all components. With the exception of purchases made with external funds designated for specific materials, each acquisition request is evaluated individually on its own merit. Every attempt will be made to honor appropriate requests and faculty will be notified of the action taken. Financial constraints may require that some acquisitions be delayed or denied, that special funds be sought, or that other sources of access to the material be identified.

All materials purchased with funds allocated to the Library become Library property, available for the use of the entire campus community. The principle of community use also applies to materials and electronic resources leased with library acquisitions funds. It is inappropriate to use library funds to acquire materials for the exclusive use of any group or individual.

VIII. Forms of Library Material

Library collections consist of books and periodicals in print and electronic formats. Examples of the types of materials acquired include:

Books and e-books

- books which have a general educational and cultural value
- standard reference books including on-line reference sources
- books of general importance by renowned authors in English, French, German and Spanish
- books related to a specific field relevant to Siena's curriculum
- books which facilitate bibliographic identification and description

Periodicals and full text on-line journals. See *Serials Collection Development Policy*

Audiovisual Materials. See *Audiovisual Materials Collection Development Policy.*

Types of materials which normally are **not purchased** include:

- Textbooks with the exception of those acquired for the Curriculum Materials Collection and those that are considered to be classic works of their field or that represent the best sources of information on a topic;
- multiple copies of books unless a strong need is determined;
- pamphlets, clippings;
- preprint and review copy editions;
- review books such as *Cliff Notes*, *Monarch Notes* or *SparkNotes*;
- nonfiction books written at a juvenile or young adult level;
- juvenile fiction with the exception of books supporting Adolescent Literature (ENGL 236) or children's literature topics courses.

Rare books are generally not purchased with library funds. However facsimile editions, illustrative of the history of books and printing and commemorative volumes are occasionally acquired for the special collection.

Also rare books, manuscripts, manuscript leaves and documents are accepted as gifts to the special collection provided that they contribute to the mission of the special collection.

IX. Weeding

Weeding is the withdrawal of obsolete or damaged materials from the library's collection. It is an important process in the development and maintenance of collections. All members of the library staff may be involved in the weeding process but ultimate responsibility lies with the Library Director.

The same criteria apply to weeding as apply to the selection of new materials. Materials which fall into the following categories should be considered for withdrawal:

- Superseded editions;
- worn, mutilated, or badly marked editions;
- duplicate copies of very low use items;
- materials which contain outdated or inaccurate information;
- materials which are inappropriate for the curriculum or research done at Siena and which are not of value to regional scholarship needs;
- materials, primarily reference resources and periodical volumes, now and for the foreseeable future reliably available in full text image format online.

Please refer to Appendix VI for an *expanded weeding policy statement*.

X. Preservation and replacement of materials

Every effort is made to preserve library materials for future use. Members of the library staff involved in shelf reading, collection reviews, circulation processes, reference assistance and research may recommend internal repairs, commercial rebinding or replacement for books and other forms of library materials. Efforts are also made to prepare, store and maintain items in an environment suitable for the preservation of paper based library materials.

XI. Gifts.

The library welcomes gifts of useful material or money to purchase materials, provided such gifts fit into the collection development policy and provided there are no restrictions attached to the gifts regarding their disposition or location. (See Appendix IV for a detailed gifts policy). Gifts can provide many valuable additions to the collection but materials received will be evaluated using the same criteria as materials purchased. Nothing is added to the collection simply because it is a gift. The gift of rare or valuable books is one exception to this policy since it is primarily through gifts that this type of material is acquired. No member of the library staff shall make a

commitment to accept gifts for the library without the approval of the Library Director and/or the Gifts Coordinator.

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Appendix I

The Coordinated Collection Development Program

The Coordinated Collection Development Program is funded through the New York State Education Department and administered with the assistance of the 3Rs Councils. In this program academic libraries agree to develop resources in subject areas of perceived strength or to develop strengths in areas important to the college and the region. In the NYS CCD Program Siena's subject assignments are:

- **Religious Studies**
- **Multicultural Studies (USA)**
- **Economics**

Under this program, religious studies materials have been acquired at a research level (advanced study level) in excess of what an undergraduate curriculum might indicate. This exception to the collection development policy is made based on the commitment to resource sharing and the availability of external funds. Other exceptions are considered as situations arise.

Appendix II

Outline of Siena College's Academic Program

Core Curriculum (General Education)

- First Year Seminar (2 Courses)
 - Disciplinary Core (8 courses) English, History, Philosophy, Religious Studies, Creative Arts, Quantitative Analysis, Natural Science, Social Science
 - Franciscan Concern (4 courses) Heritage, Diversity, Social Justice, Nature
-

Majors

Accounting
Actuarial Science
American Studies
Biochemistry
Biology
Biochemistry
Chemistry
Classics
Computational Science
Computer Science
Creative Arts
Economics
English
Environmental Studies and Environmental Science
Finance
French
History
Management
Marketing
Mathematics
Philosophy
Physics
Political Science
Psychology
Religious Studies
Social Work
Sociology
Spanish

Minors

American Studies
Biology
Broadcast and Society
Business
Chemistry
Classics
Cognitive Science
Communications
Computational Science
Computer Science
Creative Arts
Criminal Justice
Economics
Educational Studies
Engineering
English
Entrepreneurship
Environmental Studies and Environmental Science
Franciscan Service & Advocacy
French
German
Greek
Health Services Administration
Health Studies
History
Information Systems
International Studies
Italian
Latin
Management
Marketing
Mathematics
Medieval and Renaissance Studies
Multicultural Studies
Multimedia
Philosophy
Physics
Political Science
Pre-Med/Health Professions
Psychology
Religious Studies
Science, Technology and Value
Sociology
Spanish
Women's Studies

Writing and Communication

Certificate Programs and Other Academic Programs

Accounting
Community Development
Computer Science
Education
Information Systems
International Studies, Foreign Languages and Business
Latin American and Caribbean Studies
Pre-Law
Revolutionary Era Studies
Risk Management
Theatre

Master's Program

Masters in Accounting

Appendix III

ACADEMIC DEPARTMENT/PROGRAM LIAISONS

Please contact the Office of the Director of the Standish Library for the most current liaison list.

Appendix IV

Gifts Policy (Appendix IV of the Siena College Library Collection Development Policy Statement)

The Standish Library supports the teaching and research needs of the current students and faculty at Siena College and accepts donations of scholarly materials that support this mission. Such gifts contribute to the strengths and diversity of the Library's collections. All gifts-in-kind are accepted with the understanding that they are unrestricted gifts and, as such, the Standish Library of Siena College becomes the owner of the material and reserves the right to make retention, location, cataloging, and other decisions relating to use or disposition.

I. General Guidelines

The costs of managing gifts are high considering the associated labor, materials, preservation, and space needs. The Library's goals in accepting gifts are to acquire only materials which are highly relevant to the College's needs. All potential gifts are evaluated by subject expert librarians in accordance with the collection development policies of Siena College's Standish Library. Potential gift items must meet one or more of the following criteria:

- Support the College's current and evolving curriculum and academic disciplines;
- Sustain the research needs of faculty and students;
- Augment collections of depth;
- Enhance the unique and noteworthy holdings of the Standish Library Special Collections.

Types of Donations that are Generally Considered Inappropriate

- Materials that are not in good physical condition, e.g., contain mold or mildew, tears, stains, water damage or are in any way impaired in a manner that results in limited or restricted use. These are potentially harmful to existing collections.
- Large museum type artifacts. Such items cannot be accommodated by the Library.
- Materials that require significant restoration or conservation or unique storage, unless accompanied by appropriate funding.
- Gifts on which a donor places restrictions that will negatively affect access to and use of the materials.
- Textbooks.
- Popular trade paperbacks.
- Single issues of periodicals or broken runs of bound periodicals, unless they fill gaps in our current collection.
- Outdated, superseded titles.
- Outdated media formats such as LPs, cassettes, VHS tapes, etc.
- Materials which duplicate current holdings.

- Photocopies/facsimiles of original materials.
- Personal subscriptions.

II. Process for Accepting Gifts

1. The Gift Coordinator ensures adherence to Siena College's policy on accepting gifts-in-kind. Only the Library Director or the Gifts Coordinator can authorize acceptance of collections on behalf of the Library.
2. Donors will provide a title list and description of any gift before it can be considered. A librarian will evaluate potential gifts for appropriateness to the collections.
3. Donors will complete the Donor Record Form, placing no restrictions on the disposal of the gift.
4. Gifts delivered without prior arrangement or contact with the Library will not be accepted or acknowledged.
5. Potential donors of materials should contact the Gifts Coordinator for guidance.

III. Disposition of Gift Materials

1. Gifts added to the collection will be cataloged and listed in the Library's online public catalog.
2. Since all gift materials that are added to the general collections are shelved in the appropriate subject classification, the Library cannot maintain separate named collections, unless by prior agreement by authority of the Library Director, though appropriate donor recognition language is placed within the online catalog record and on a bookplate in each book.
3. Gifts that are not added to the collection may be disposed of in the following ways:
 - They may be sold to a specialty book dealer, a general used book dealer, or donated to charitable organizations focusing on book donations, and the proceeds used to support future acquisitions for the College Library's research collections.
 - All other unaccessioned gifts may be sold through the Library's book sales or recycled. Proceeds from book sales may be used to support future library activities or acquisitions for the Standish Library's research collections.
 - Items not selected for retention by the library are only returned to the donor under special circumstances and by prior agreement.

IV. Donor Information

Donors will receive an acknowledgement for gifts received. By law, the library is not allowed to assign a value to gifts-in-kind. If the claimed annual non-cash charitable contributions of a donor exceed \$500, the IRS requires donors to submit [Tax Form 8283](#). In addition, for gifts valued at more than \$5,000 the IRS requires that a qualified appraisal be obtained if the donor wishes to take a tax deduction for the value of the gift. IRS law prohibits librarians and staff from appraising materials or the Library paying for

or arranging for appraisals. Pertinent information is available in [IRS Publication No. 561 "Determining the Value of Donated Property"](#). Because tax laws change frequently, it is advisable that donors seek professional tax or estate counsel prior to making a gift.

Monetary contributions directed to the development of library collections, including Special Collections and the College Archives are always welcome. If you would like to make a monetary donation, please contact the Siena College Office of Development and External Affairs by telephone (518) 783-2432 or email development@siena.edu.

Appendix V

Standish Library Siena College Book Selection Policy

The primary objective of the library book and other materials collections is to support the curriculum of Siena College and provide the resources necessary for the research activities of the students. The Library's collections should reflect the college's current academic program and provide a core of material central to the mission of a liberal arts institution. When financially feasible and appropriate, materials which support faculty research or course development may also be acquired.

All members of the faculty are encouraged to suggest additions to the library's collections, especially new monographs within a faculty member's discipline. Recommendations for the acquisition of books and other library materials are also welcomed from Siena students and staff members.

To facilitate the book request process recommendations for new material may be submitted in any of the following ways.

1.) SUBMISSION OF LIBRARY BOOK REQUEST FORMS

Library Book Request Forms are available "on request" in the Technical Services Office (Room 115) of the Standish Library and at the Reference Desk.

Completed* book request forms should be sent to the Acquisitions Coordinator at the Library. Suggestions for new book acquisitions may also be indicated by sending initialed or signed copies of reviews, advertisements or book notices to the assigned librarian.

2.) E-MAIL

Book requests may be made by sending the bibliographic information* for the recommended volume(s) to the assigned librarian.

3.) CYRIL, THE ONLINE CATALOG FOR SIENA COLLEGE LIBRARY

From CYRIL select "Suggest a Purchase." Under login enter your name and library barcode. Complete and submit the brief book request form.

RUSH ORDERS

Rush orders are items needed for immediate use for class purposes or research. These requests should be submitted to the collection development librarian and clearly marked that the item(s) is needed on a rush basis.

* A completed book request includes as much bibliographic information as the patron possesses but at least the **title** of the book and the **patron's name**. The acquisitions staff will obtain any needed additional bibliographic information using the Amazon.com, Ingram ipage and WorldCat.

Appendix VI

Expanded Weeding Policy Statement (January 2007)

Weeding is the withdrawal of obsolete, dated or damaged materials from the library's collection. It is an important process in the development and maintenance of collections. All members of the library staff may be involved in the weeding process but ultimate responsibility lies with the Library Director.

The same criteria apply to weeding as apply to the selection of new materials. Materials which fall into the following categories should be considered for withdrawal:

- Superseded editions
- Worn, mutilated, or badly marked editions
- Badly scratched or damages music CDs, videocassettes and DVDs.
- Duplicate copies of very low use items
- Materials which contain outdated or inaccurate information
- Materials which are inappropriate for the curriculum or research done at Siena and which are not of value to regional scholarship needs.
- Ephemeral materials, publications designed to be of value for a given period of time
- Textbook editions which have been superseded or are long out-of-date
- Materials, primarily reference resources and periodical volumes, now and for the foreseeable future reliably available in full text image format.
- Popularizations. Books which treat a topic on a very popular or sensational level

Some General Guidelines and Criteria for Weeding

- 1.) Superseded editions that do not contain unique information, data, or provide a historical reference not available in the most current edition.
- 2.) Titles which have not been used within a reasonable period of time (last 10-15 years) except for items considered classic or standard editions.
- 3.) Currency or reliability of the resource's information has lost value.
- 4.) Materials on subjects no longer relevant to the college's curriculum or a liberal arts education.
- 5.) Worn out and duplicate, triplicate copies of seldom used books exist in all collections and should be considered for withdrawal.