

Ithaca College Library

Collection Development & Management Policy

Purpose

The purpose of this policy is to provide a framework for the development and maintenance of online, print, and media content acquired by and/or accessed through the Ithaca College Library. Content management includes the selection of new materials as well as the ongoing review of existing collections and resources. The main objective of collection development and maintenance is to provide access to useful, sustainable, equitable, inclusive, and accessible content relevant to the curricular, research, and social cultural needs of the students, faculty, and staff of Ithaca College. This policy will continue to be developed and modified in response to the changing information needs of the College and the evolution in information delivery and access models.

Community Profile

Ithaca College is a private, coeducational comprehensive college offering undergraduate and graduate programs in business, communications, health sciences and human performance, education, and music. Undergraduate programs are offered in the humanities and sciences, and interdisciplinary studies.

Mission of the Library

The Mission of the Ithaca College Library is to enhance teaching and learning at Ithaca College through the provision of flexible, diverse, and user-centered information services and resources.

The library fulfills its mission via the following activities:

- Developing access to content that meets the diverse needs of the various programs across the College and includes perspectives from the diminished or entirely lost voices of historically oppressed, marginalized, or under-served populations and communities.
- Developing and delivering high quality, personalized information services that are based on user preferences and a connection to academic programs.
- Engaging in outreach and collaborative activities that enhance teaching and learning at the College and expand possibilities for productive partnerships.
- Developing multiple opportunities for students to acquire information literacy skills and for faculty to enhance their research skills.
- Engaging users in continuous dialogue about library services and resources.
- Monitoring the allocation and organization of personnel and other resources on a continuous basis.
- Striving to provide accessible and inclusive access to library resources.

Responsibility for Collection Development

Librarians consult with faculty and students in academic departments to develop appropriate library collections and services. In this capacity, each liaison librarian strives to maintain an awareness of departmental projects, programs, and initiatives that have implications for the library collection and services. For more information on the liaison responsibilities, see Appendix A.

Faculty are encouraged to communicate with their liaison librarian in regard to recommended titles for inclusion in the collection. Acquisition requests from faculty members are reviewed and considered for

purchase at the appropriate liaison librarian's discretion. Requests for electronic book titles will be considered if they are available on a supported vendor platform. Subscriptions are reviewed on an annual basis.

Orders for all materials must be encumbered and expended by library acquisitions staff, in the library's unified resource management system, utilizing the College's tax-exempt status. Per standard College procurement procedures, the library does not reimburse individuals for the purchase and delivery of materials. Individuals wishing to donate materials to the library should review the Gifts in Kind Policy in Appendix D of this document.

General Guidelines

Materials needed to support the current instructional and general information needs of students and faculty members are given highest priority. Also important are basic reference works not specifically related to any one college discipline but essential titles in an academic library. The library will develop its equitable, inclusive, and accessible collection in a way that supports those subject areas that relate essentially to the curricular goals of the individual schools and programs at the College. The library also serves the entire college community through the lease of current literary titles in print.

The library supports off-campus programs principally through the development of the main library collection, providing electronic access to it, and supplying materials from it to the students enrolled and faculty teaching in off-campus programs. Procedures are in place for students to secure materials from the main library collection.

Selection Guidelines

Specific considerations in selecting individual items beyond the general guidelines include:

- Timeliness and continuing value of material
- Relation to present holdings in the same subject area
- Price of material relative to available funds and other available material

Additional Guidelines:

- The library generally purchases single copies of materials; multiple copies may be purchased at the discretion of the liaison librarian.
- A report of lost or missing items is generated on a monthly basis; replacement copies are ordered when appropriate and when funds are available.
- Out-of-print and secondhand materials may be ordered depending on availability and sufficient funding.
- All materials purchased must be housed in the library and/or accessible via equipment available in the library.

Selection Calendar

Requests for purchase of materials from the current fiscal year's book and media allocations are accepted from July 1 to April 15. This time period insures the orderly purchase and receipt of materials within the fiscal year. Per the directive from the Budget Office, uncommitted funds remaining at the end of the fiscal

year cannot be carried forward to the next year's budget. Encumbrances for items not received before the close of the budget year are considered for ordering in the next year's budget.

Each liaison librarian is encouraged to encumber their allocations on a regular schedule throughout the year.

Librarians observe the following order deadlines:

October 1

25% of a subject librarian's allocation should be encumbered.

December 15

50% of a subject librarian's allocation should be encumbered.

March 1

75% of a subject librarian's allocation should be encumbered.

April 15

100% of a subject librarian's allocation should be encumbered.

Gifts

The library welcomes and encourages gifts in support of the College's academic programs. For the specifics of the gift policy, see **Appendix D**.

Format Statements

Monographs, Scores:

Books and scores are acquired for appropriate disciplines. Print or electronic format is selected at the discretion of the liaison librarian. When appropriate, the library provides duplicate access to material in print and electronic formats. The library does not support password access to online materials accompanying print books. The library will not license print materials nor sign away Fair Use or First Sale privileges for them.

Subscriptions:

As subscriptions represent a continuing expense, recommendations for new resources are reviewed with more scrutiny than one-time purchases.

Selection criteria for new subscriptions include indexing or abstracting in sources that the library owns, demonstrated need, scholarly reputation, ongoing cost, and previous Interlibrary Loan requests. Requests for new subscriptions are reviewed through a process outlined in **Appendix G**.

Audio and Video Media:

Audio and video materials are evaluated on the same basis as monographs, with an additional emphasis on the suitability of the format. *For details of the Collection Development Policy for Media, see Appendix C.*

Electronic Resources:

The identification of electronic resources and the establishment and maintenance of linkages for these resources are addressed in the Electronic Resources Development Policy *see Appendix B.*

Collection Maintenance

A primary goal of the library is to maintain an active, useful collection that reflects the overall mission of the library. As an integral and ongoing aspect of collection management, the librarians in consultation with the faculty evaluates the collection periodically.

1. General Collection

Criteria to be used to determine the suitability of deselecting general materials:

- The importance of the work: its inclusion in standard subject and comprehensive bibliographies or rare book lists
- The appropriateness of the subject matter to the curriculum
- The quantity and currency of patron use
- The physical condition of the publication
- Number of copies in the collection
- Language of the publication
- Outdated information, proven to be inaccurate, false, or having the potential to negatively impact readers' understanding of a subject.
- Availability in more current stable format (e.g. as an e-resource)
- Potential future use

Evaluation procedure:

Superseded editions of general collection titles are reviewed for possible withdrawal when new editions are ordered. Decisions to withdraw are made on a title-by-title basis.

All damaged general collection titles are reviewed for possible withdrawal. The list of lost and missing items is reviewed on a monthly basis. Material deemed suitable for continuing inclusion in the collection is replaced. If an item is deemed important to retain but is not available for replacement and purchase, it will be evaluated for repair or preservation boxing. Subject librarians continuously review assigned areas of the collection.

2. Subscriptions

The evaluation of these resources is addressed in the Subscription Evaluation, *see Appendix G.*

3. Electronic Resources

The evaluation of these resources is addressed in the Electronic Resources Development Policy, *see Appendix B.*

4. Multimedia

The evaluation of these resources is addressed in the Collection Development Policy for Multimedia, *see Appendix C*.

Interlibrary Loan & Document Delivery

Interlibrary Loan serves as an adjunct to local collection development. Document delivery and interlibrary loan services are available to provide supplementary access to specialized materials that support faculty and student research.

Cooperative Agreements and Consortial Agreements

Agreements with the members of the South Central Regional Library Council, SUNY libraries, and the RapidILL/Rapido community provide preferential interlibrary loan arrangements.

Legal Principles

Intellectual Freedom

The Ithaca College Library subscribes to the tenets expressed in the American Library Association's "Library Bill of Rights" and complies with New York State CPLR 4509 which sets forth state law in regard to the confidentiality of library records.

Copyright

The Ithaca College Library complies fully with all provisions on the U.S. Copyright Law and its amendments. The library strongly supports the Fair Use section of the Copyright Law (17 U.S. C 107), which permits and protects citizens' rights to reproduce and make other uses of copyrighted works for the purposes of teaching, scholarship, and research. The library also strongly supports the First Sale doctrine of the Copyright Law (17 U.S. C 109), which provides that "an individual who knowingly purchases a copy of a copyrighted work from the copyright holder receives the right to sell, display or otherwise dispose of that particular copy, notwithstanding the interests of the copyright owner." (U.S. Dept. of Justice).

Approval and Review of Policy

This policy and all related policies included in the appendices are reviewed and revised as appropriate on a periodic basis.

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Appendix A: Library and Departmental Liaison Responsibilities

Responsibilities of the Liaison Librarian

Regarding collection development, the liaison librarian has two major responsibilities: (a) to develop and oversee that part of the collection which supports the curriculum of their assigned departments and (b) to consult with faculty in their assigned departments as they develop the collection. Liaison librarians:

- Serve as key contact person between assigned academic department and the library.
- Identify and evaluate the key areas of the collection that are most closely associated with assigned departments and select materials to meet the needs of the department and of the college community.
- Pro-actively seek resources which reflect the perspectives of those who have been impacted by systemic disadvantages, marginalization, and exclusion.
- Consider reviews in library publications, standard bibliographies, interlibrary loan requests, circulation data, and user requests in selecting materials for purchase.
- Identify obsolete materials to be withdrawn.
- Maintain familiarity with courses offered by department by reviewing course descriptions, consulting course syllabi, and through regular contact with the department liaisons.
- Keep informed of projects, programs, and initiatives within the department.
- Collaborate with the department on any issue that has implications for library resources and services, e.g. New Course Proposals

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Appendix B: Electronic Resources

Ithaca College Library Electronic Resources Collection Development Policy

Collection Parameters

For the purposes of this policy, “Electronic Resources” are defined using the RDA carrier type definition for online resources: “a digital resource accessed by means of hardware and software connections to a communications network.”

Electronic resources covered by this policy fall into the following categories:

- **Bibliographic databases:** Electronic indexes and abstracts
- **Full Text/Image/Numeric databases**
- **Combination databases:** Index/abstract with some full-text.
- **E-Journals:** Full Text online individual journal titles.
- **E-Books:** Full Text online equivalents or enhanced versions of print books, in collections or individual titles.
- **Streaming media:** Individual audio or visual titles. Also, sound or video databases.
- **Websites**
- **Hybrid services:** Combinations of any or all the above and possibly other types of materials.

Selection Parameters

The same criteria apply to the selection of electronic resources as those outlined in the general content development policy. Additional criteria for electronic resources include access, functionality/usability,

interoperability, stability, archiving, documentation, customer support, format appropriateness for the content.

General Selection Criteria

Content: In addition to meeting the criteria outlined in the general collection development policy for content, full-text/sound/numeric/image resources are preferable to bibliographic-only resources.

Platform: When considering a title on a new platform, ongoing costs and other cost-based obligations will be taken into consideration.

Access/Technical Preferences:

- ADA-friendly
- IP address recognition, no password required.
- Off-campus access permitted.
- Platform-agnostic
- Browser-agnostic
- No special additional software required.
- Administrative module available
- Customization of interface possible
- Holding and linking information available through our library systems or available in standard formats for local maintenance and discoverability
- Unlimited simultaneous users except when limiting users is cost efficient and also meets usage needs.
- Usage statistics available, preference for COUNTER-compliant statistics, downloadable in multiple standard formats
- The technology and staff to deliver and support the resource are available at Ithaca College

Archival Access Preferences: Ithaca College Library may purchase available backfiles of an electronic resource if affordable and deemed bibliographically essential for the collection. Adequate arrangements for continuing access to backfiles should be possible, when appropriate.

Electronic Books: In addition to the General Criteria for any electronic resource, the following additional criteria are considered in selecting e-books:

Clearly understood rights to access to the book across time:

- Subscriptions, with no rights after cancelation
- Perpetual license, with a separate access fee after cancelation (if applicable)
- Perpetual license with access fee included.
- Continuing access to perpetual content after cancelation or if the company ceases to be able to provide access (For example, delivery of content in PDF, or through a different provider retaining the same contract)

Streaming Media: In addition to the General Criteria for any electronic resource, the following additional criteria are considered in selecting streaming media:

Clearly understood rights to access to the resource across time:

- Subscriptions, with no rights after cancelation
- Perpetual license, with a separate access fee after cancelation (if applicable)

- Perpetual license with access fee included.
- Continuing access to perpetual content after cancelation or if the company ceases to be able to provide access (For example, the ability to host media locally)

Freely Available Online Resources: Freely available online resources are reviewed for reliability and stability of the website.

Downloadable Content Files: Ithaca College Library will consider purchasing downloadable content files when the content is deemed essential, no other alternative is available, and the College has the ability and the legal right to provide either physical or hosted access to the content.

Collection Access

Databases are delivered through the Database list on the library's website. The Electronic Resources Librarian is responsible for the maintenance of links and descriptive information for the databases, including subject assignment. Individual e-journals may be accessed through the Journals A-Z list on the library's website and through the discovery layer. E-book collections are delivered through the discovery layer. When possible, databases and e-journal collections are activated in the discovery layer to make content discoverable (i.e. articles, images, reports).

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Appendix C: Library Media

Ithaca College Library Collection Development Policy for Media

This policy serves as a guide to the Ithaca College community for the selection and management of video and audio media.

Collection Parameters

For the purposes of this policy, Audio media is used to store recorded sound while Video media stores moving or still images, both designed for use with a playback device. (RDA, Glossary). The Ithaca College Library currently acquires video in DVD and Blu-ray formats and audio in Compact Disc and Blu-ray format. Purchase of digital content will be considered. The evaluation of these resources is addressed in the [Electronic Resources Development Policy](#), *see Appendix B*.

Selection Parameters

The same criteria apply to the selection of video and audio as those outlined in the general collection development policy: materials are evaluated and selected in support of the college's mission and the curriculum. The media formats require the consideration of additional criteria including usability, stability, customer support, and other issues.

Public Performance Rights (PPR) may be secured for video at the time of purchase. Campus entities are required to pay for PPR fees for items not originally acquired with group viewing rights. The media acquired by the library may not be used for events for which admission fees are charged.

Selection Criteria

Video content in all languages is collected. Videos with English subtitles are preferred for international-language videos, but the library will acquire videos without subtitles when needed for the college curriculum. The library generally does not collect dubbed videos unless there are no other options available.

Blu-ray is the preferred format for video. Widescreen format is preferred; standard format is acceptable when the preferred format is not available. Compact Disc is the preferred format for audio.

Region free and region 1 DVDs are preferred, but titles may be purchased in another region for instructional use. The library will not purchase other region DVDs to circumvent a scheduled U.S. DVD release date. Blu-rays are purchased with Region A coding only.

NTSC is the preferred format. The library will purchase PAL format when the preferred format is not available.

From time to time, it will be necessary for the library to migrate this collection from a superseded format to the current one. In deciding to take on this costly process, the library will be guided by the following: the pedagogical importance of the new format, the degree of penetration of the new format in the entertainment and education marketplaces, staff expertise, wide availability of the appropriate viewing equipment or technology on campus, and the availability of funding.

Collection Maintenance

Identification, evaluation, selection, and collection of visual materials are ongoing. Review of noncirculating materials for space concerns and obsolete formats is performed annually by the Multimedia Services staff in consultation with the liaison librarians.

Deselection

Considerations which should prompt review for deselecting video and audio media:

- Low use
- Availability of alternative resources which better meet selection criteria.
- Unfavorable changes in format interface and/or credible content
- Updated format of the material
- Physical condition

Removal from Collection

Withdrawal of video and audio media result in removal of the bibliographic record associated with the resource.

Collection Strategy

Liaison Librarians identify, evaluate, select, and deselect video and audio media.

Collection Organization and Access

All video materials are shelved adjacent to Electronic and Technical Services while all audio materials are shelved adjacent to the Music Library. The call number is included in the online record. The call number consists of the format followed by an accession number.

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Appendix D: Library Gifts

Ithaca College Library Gifts-in-Kind Policy

The Ithaca College library prefers not to receive gift materials of books or other items. If someone would like to make a positive impact on the library, they may donate monetary funds to the library through the Institutional Advancement department. If a liaison librarian, in consultation with the College Librarian, feels a particular gift would support the current curriculum, the materials may be accepted and added to the collection. The library's mission is to enhance teaching and learning at the College. Priorities related to this mission include strengthening the library collection, both print and electronic, and enhancing library space to facilitate research and study including collaborative activities and delivery of user-centered services.

Gifts are accepted with the proviso that the library becomes the sole owner of the donated material and therefore determines retention, location, cataloging procedures, preservation format, and conditions for access and/or publication. When the library cannot use donated materials, it may arrange to donate them to other institutions or sell them and use the income to purchase other materials. Donors should be aware that sale of donated items may affect the value of the gift for tax purposes and should consult their tax adviser as well as confirming the College's intended use.

Donors will receive an acknowledgment of the gift from both the Library and the Office of Institutional Advancement, which will issue a gift receipt. If the value of the gift is over \$5,000 and tax credit is desired, it is the responsibility of the donor to obtain an external professional appraisal, which a college development officer co-signs (form 8803). In other instances, it is the donor's responsibility to determine fair market value. Appraisal of the monetary value of the gift for tax purposes is the responsibility of the donor. Materials added to the collection may be identified with bookplates when the donor so requests.

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Appendix G: Subscription Evaluation

Ithaca College Library Databases and Serials Subscriptions Evaluation

The library's database and serials subscriptions will be formally reviewed annually. The Electronic Resources Librarian and Electronic Resources Coordinator will provide data to the selectors to help them make informed collection development decisions. The College Librarian has the final say regarding budget requests.

Evaluation

The Electronic Resources Librarian and Electronic Resources Coordinator compile, monitor, and share various statistics and information to aid in renewal decisions and new resource requests, including:

Usage statistics, including an annual summary, multi-year trends, and current cost per use. Resources that meet any of the following criteria are flagged for review and special attention:

- cost per use of \$50 or more
- usage of 5 or fewer during the preceding calendar year
- combined usage of 10 or fewer during the preceding two calendar years.

Cost-increase red-flags:

- 5% or greater for databases
- \$500 or 10% or greater for serials

☒ Additional information is monitored throughout the year and may impact renewal decisions:

- Troubleshooting statistics to monitor for persistent access issues by vendor or platform.
- User experience quality, including customer service response times and platform changes.
- Availability of serials in journal collections (distinguished from aggregated databases)
- Interlibrary loan requests
- Large shifts towards Open Access content within a resource

Timeline Notes

Most serials subscriptions begin January 1st. The Electronic Resources Coordinator works with the serials vendor to align new and existing subscriptions with this start date. Supplemental invoices are processed throughout the year and subscriptions monitored for steep increases.

Selectors may inquire about new resources at any time throughout the year and additional resource reviews may take place as circumstances demand. However, the following timeline is typically observed:

JAN	Usage statistics from preceding calendar year gathered.
FEB	Usage statistics from preceding calendar year shared with selectors for review and feedback.
MAR	
APR	
MAY	Databases renewal decisions due. Extra time may be granted for resources with a start date on or after January 1.
JUN	
JUL	
AUG	Serials renewal decisions due.
SEP	
OCT	
NOV	Pricing requests due for new database subscriptions.
DEC	Budget request assembled (first draft).

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