

University of Wisconsin-Green Bay
David A. Cofrin Library

Collection Development Policy

Revised April 2010

The David A. Cofrin Library of the University of Wisconsin-Green Bay strives to provide collections that directly support the interdisciplinary, problem-focused programs of the University and align with cooperative collection development policies to promote the “One System, One Library” concept. It will acquire materials to develop and reinforce student skills in critical thinking and problem solving, and to promote the value of educational diversity, environmental sustainability and engaged citizenship which will benefit students while in school, in their chosen careers and throughout their lifetimes.

It is the purpose of the Library Collection Policy to be a guide in selecting materials. No policy can be static and must be adapted to meet the evolving nature of the University and its academic programs. The Library Collection must be responsive to change and as such will be reviewed at a minimum of every five years.

UNIVERSITY of WISCONSIN - GREEN BAY
COFRIN LIBRARY
COLLECTION DEVELOPMENT POLICY

I. Goal

The goal of the library is to support the mission of the University of Wisconsin-Green Bay by providing access to a collection which best meets the curricular and research needs of the undergraduate and graduate students, to include coverage of issues of diversity across the collection, and as financially possible, provide materials to meet the general needs of the university community. In cooperation with other UWS libraries, holdings within the state will be consulted to minimize excessive duplications to promote the "One System, One Library" focus of cooperative collection development. Faculty research needs will be supported by providing access to information and by making document delivery services available to fulfill specific information needs.

II. Objectives

- A. To provide resources in direct support of the undergraduate and graduate academic programs.
- B. To emphasize the purchase of materials which correspond to the UW-Green Bay mission statement.
- C. To be constantly aware of the available resources in subject areas taught at UW-Green Bay and acquire these materials as funds permit.
- D. To be aware of and responsive to curricular change.
- E. To fulfill the information needs of the students and curricular needs of the faculty by actively seeking and maintaining communication with the faculty via direct meetings with faculty, and responding to their individual requests within the scope of our collection development policy.
- F. To budget resources in subject areas to best meet the instructional needs of the faculty and research needs of the students.
- G. To develop and support a number of services to provide faculty with access to information and research related to their scholarly and research needs.
- H. To maintain currency of and accessibility to the collection through weeding and to review the scope and depth of the collection for adequacy of support.

To seek the active participation of the faculty in the development of the library collection.

- J. To support the “One System, One Library” concept of cooperative collection development, reducing excessive duplication and utilization of resource sharing within the UWS libraries.

III. Collections

A. General

The general collection of the Cofrin Library consists of monographs and serials selected to support the undergraduate and graduate curriculum, classroom instruction and when possible, the general needs of the university community.

B. Reference Collection

The reference collection supports the quick information needs as well as the in-depth research needs of the campus community, including undergraduates, graduate students, faculty, and staff. Materials selected for the collection contribute to both the direct provision of information, or facilitate referrals or document delivery of resources not held on-site. The majority of materials directly support the instructional programs of the university and facilitate the research needs of faculty. Popular, nonacademic materials are collected at a minimal level in support of the university needs, and are meant to complement and not duplicate public library holdings.

C. Government Documents

The library is a Selective Depository for U.S. Government Documents. As a participant in the depository program the library provides the basic government information needs of residents of the 8th Congressional District. Federal documents will be selected to meet the needs of the 8th Congressional District and to supplement the collections following selection criteria for monographs as outlined in Section V. The library maintains a collection of Wisconsin documents as a Regional State Depository library, retaining all published documents a minimum of five years.

D. Instructional Materials Collection (IMC)

The IMC consists of a variety of applied educational resources and teachers' materials to support the education program. It includes a comparative selection of K-12 teachers' editions of textbooks, teachers' guides, lesson planning materials, instructional aids and a representative collection of juvenile literature and the IMC Reading Collection, a collection of multicultural literature and nonfiction, to supplement the theoretical-based materials of the general education collection.

E. Special Collections

This Department is comprised of three components: University Archives, Area Research Center, and Special Collections. Materials include archival records, books, periodicals, rare books, maps, microfilm, microfiche, photographs, sound recordings, digital materials and videotapes. Items added to the

University Archives are chosen for their permanent historical value and primarily consist of records created by campus offices and personnel. Occasionally manuscript collections are accepted for the University Archives. A concerted effort is made to collect all campus publications. The Area Research Center holdings are intended to provide documentation of the history of eleven counties in northeastern Wisconsin. Operated cooperatively with the Wisconsin Historical Society, the holdings of the Area Research Center are primarily manuscript and public records in format. The Special Collections component of the department consists of materials pertaining to all aspects of Wisconsin history, with an emphasis on northeastern Wisconsin. The department also holds the archival records of the Northeast Wisconsin Economic History Archives. Items chosen for Special Collections are intended to complement the holdings of the University Archives and Area Research Center. All collections selected for inclusion in the University Archives and Area Research Center must meet standard archival principles.

F. UWGB Authors Collection

This collection is comprised of publications by UW Green Bay faculty, staff, and alumni. Selections will conform to stated policy.

G. Popular Reading Collection

This small collection consists of paperback titles of current interest, primarily popular fiction, and is reviewed annually for deselections.

IV. Collection Development Responsibility

The general responsibility for Collection Development belongs to the Collection Development Librarian under the supervision of the Library Director.

The Collection Development Librarian will consult or otherwise gather feedback from reference librarians and the University Archivist to assist in selection decisions.

The Collection Development Librarian contacts academic departments to share information about the library and to obtain information from the departments on subject needs and to promote input for collection development. The Collection Development Librarian also contacts new faculty and staff to acquaint them with general library services and to inform them of their opportunities in collection input. Every effort is made to accommodate requests from faculty, staff and students which conform to stated policy.

In accordance with the American Library Association Library Bill of Rights and the American Library Association Freedom to Read Statement (Appendix 1), the University of Wisconsin - Green Bay Library collection will attempt to provide for the free exchange of ideas. The collection will be available to all potential patrons of the library, and should offer the widest possible range of viewpoints. No censorship will be exercised on the basis of frankness of language or illustration, or the controversial manner an author may use in addressing an issue.

V. Guidelines for Selection

The library considers the following factors when evaluating materials for purchase. These are not in priority order.

- A. To seek the active participation of the faculty in the development of the library collection.
Importance of the subject matter to the collection in respect to:
 - a. Direct curriculum support.
 - b. Faculty and curriculum development.
 - c. General curriculum and individual development, not necessarily course related.
 - d. Materials needed to provide a balanced collection but not curriculum related.

- B. Timeliness or perceived long-term value of the material.

- C. Authoritativeness.

- D. Author's reputation or significance.

- E. Cost.

- F. Availability of materials on the subject.

- G. Critical reviews of the material.

- H. Projected use.

- I. Technical excellence, durability and readability of format.

- J. Appropriateness of the level of treatment.

- K. Faculty request.

- L. Current number of holdings within the UW System libraries.

VI. Specific Guidelines by Format

A. Monographs

The general collection consists primarily of monographs selected to conform to the previously stated guidelines. Monographic formats which require special guidelines are listed below.

1. Theses

The library collects two copies of theses written by UW - Green Bay graduate students to complete their degree requirements. One copy is placed in the circulating collection and one copy is placed in Special Collections/Area Research Center/ University Archives.

2. Faculty publications

The library will attempt to purchase one copy of monographs published by UW-Green Bay faculty that conform to stated policy. Faculty publications will be placed in the circulating collection UWGB Authors collection with a place holder in the appropriate area of the general collection.

3. Foreign language materials

Foreign language materials will generally only be acquired to support the foreign language curriculum and for select reference sources.

4. Textbooks

The library does not collect or purchase textbooks unless they cover an area for which no general material is available. Textbooks will occasionally be purchased for reserves or added to the collection when acquired as gifts. Teachers' guides and textbooks are acquired at the high school level and below for the IMC as budget permits.

5. Reserve materials

The library will acquire single copies of material for reserve purposes which are not available in the general collection if the title supports the goal of the collection development policy and the stated guidelines, including reasonable price and perceived long term value to the collection.

6. Duplication of materials

In general, one copy of an individual item will be considered sufficient. In certain areas, such as literature, duplicates will be incorporated if they become available as gifts. There will not be duplication of materials between the Reference Collection and the circulating collection except for a few specific items based on usage statistics.

7. Out of print monographs

The majority of selections are current publications and will be purchased with regard to perceived long term worth. Out of print items will not be purchased unless there is no in print alternative.

8. Rare items

Those books considered rare will be housed in the Rare Book section of Special Collections. Monographs will not be purchased for their rarity alone.

9. Maps and atlases

These are purchased to supplement items received in the depository program and follow the selection criteria for monographs.

10. Music scores

These are purchased to supplement the monograph and journal music collection and follow the selection criteria for monographs.

11. Sound Recordings

The library will collect sound recordings in current formats to support the curriculum following the guidelines previously stated.

12. Popular fiction and non fiction

With the exception of the small Popular Reading Collection, the Library does not purchase popular fiction and non-fiction. This material is available at the public library.

13. Lost or stolen materials

Lost or stolen materials will be replaced if available and if funds allow. If the original is no longer available, items may be replaced by similar materials.

14. Gifts

The selection of books, journals, etc. received as gifts will follow the guidelines for selection stated previously. The library reserves the right to dispose of duplicate or unwanted materials as it wishes unless specified by the donor. The Library will not be responsible for a monetary valuation to the donor for tax purposes.

B. Serials

1. Journals

Journals in both paper and electronic formats represent an ongoing commitment for the library and funding and selection differs from that of monographs. Because of increasing costs and funding availability, journal acquisition and retention require more scrutiny and a more closely monitored budget. The library maintains budgetary percentages to maintain collection balance between serials and monographs. Preference will be given to materials in electronic format whenever possible to provide greatest access to the information contained within a title. Other criteria for selection or cancellation of a title include the following:

- i. Support of the present curriculum.
- ii. Collection balance.
- iii. Current or projected use of this and other titles in a subject area.

- iv. Reputation of the journal.
- v. Cost and availability of funds.
- vi. Interlibrary loan requests for a title not owned.
- vii. Indexing.
- viii. Extent of electronic archive.
- ix. Availability within the collections of other UWS libraries.

2. Newspapers

The newspaper holdings are designed to meet the teaching and general information needs of the university community, providing a representative range of regional, national and international papers when not available in other formats.

3. Microforms (Microfilm, microfiche and microcard)

Materials are obtained in these formats if there is no alternative format available.

4. Standing Orders

The library maintains a limited number of standing orders for regularly recurring editions of important monographic and reference materials. These are evaluated regularly to follow the guidelines specified for monograph selection and to remain within budgetary limits. Reference title decisions are made in consultation with the reference staff.

5. Popular magazines

The library does not maintain a collection of popular magazines. These are readily available at the public library. A small browsing collection is available through a donation.