

Cofrin Library - Collection Development Policy

Approved: April 2010

Revised: July 2014, January 2017

I. Purpose

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 Policy must be responsive to change and as such will be reviewed at a minimum of every three years.

II. 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. The collection will 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 Development of the collection will take the holdings of other UWS libraries to minimize excessive duplications and 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.

In accordance with the American Library Association Library Bill of Rights and the American Library Association Freedom to Read Statement, 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 based on frankness of language or illustration, or the controversial manner an author may use in addressing an issue.

III. 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 research librarians and the University Archivist to assist in selection decisions.

The Collection Development Librarian and liaisons strive to inform faculty and academic departments about the library’s resources and to seek input on the selection of materials.

IV. Objectives

The Policy will guide collection development by:

- A. Providing resources in direct support of the undergraduate and graduate academic programs and responsive to curricular change.
- B. Emphasizing the purchase of materials, which correspond to the UW-Green Bay academic plan.
- C. Supporting the “One System, One Library” concept of cooperative collection development, reducing excessive duplication and utilization of resource sharing within the UWS libraries.
- D. Monitoring current resources in subject areas taught at UW-Green Bay and acquiring materials as funds permit.
- E. Supporting the information needs of the students and curricular and research 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 as funds permit.
- F. Maintaining currency of and accessibility to the collection through weeding and reviewing the scope and depth of the collection for adequacy of support.

V. Collections

A. General

The general collection of the Cofrin Library consists of monographs and serials in multiple formats selected to support the undergraduate and graduate curriculum, classroom instruction and when possible, the general needs of the university community. Popular, nonacademic materials are collected at a minimal level in support of the university needs, and are to complement and not duplicate public library holdings.

B. Reference Collection

The reference collection supports the research and information needs of the university 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.

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. Archives and Area Research Center

The Archives Department has a two-fold mission: to document the history of UWGB, and to select, preserve, and make available primary source materials that have long-term value for research and instruction at UWGB. All holdings are accessible to the public, except those restricted by federal and state law or university policy, for preservation or privacy reasons, or as a condition of gift established by a donor.

The Archives Department administers four main categories of records: University Archives, the UWGB Manuscripts Collections, local history collections, and the Green Bay Area Research Center (ARC) Collection. In addition, books held by Cofrin Library considered rare are also administered by the Archives Department.

Selections in all of these categories are based on standard archival appraisal principles, including scope of the records; existence of similar records; and preservation needs. The University Archivist makes appraisal decisions. Potential donors are informed of their options to donate their collections to either the Wisconsin Historical Society to become part of the Area Research Center holdings or UWGB to become part of the UWGB Manuscript Collections. Collecting policies, holdings, and practices of local historical institutions are taken into consideration when acquiring materials.

1. University Archives

The UWGB University Archives consists of the non-current records of UWGB that have continuing administrative, fiscal, legal, or historical values. It includes records from major campus administrative offices, departments, and student-related activities. Additional key elements in the University Archives holdings include photographs and oral history interviews with faculty, staff, students, and community members associated with the history of UW Green Bay. A concerted effort is made to collect all campus publications. The University Archives collection also contains a small and limited artifact collection pertaining to campus history.

2. Green Bay Area Research Center Collection

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 collections placed on permanent deposit at UWGB. The acquisition of Area Research Center collections is led by the collection development archivists at the Wisconsin Historical Society, in consultation with the UW Green Bay Archivist. Collecting areas are outlined in the *Collection Development Policy for Wisconsin Manuscripts (2009)*. According to this policy, collecting areas include the arts, agriculture, communications, industry/business, labor, military, natural resources, politics and government, populations, recreation and leisure, religion, settlement, social organizations and activity, and transportation. As a member of the ARC Network, the Archives is

able to provide local access to the holdings of the WHS and other ARCs via the ARC transfer system.

3. *UWGB Manuscript Collections*

The UWGB Manuscript Collections consists of primary source materials acquired by UWGB and having long-term research and instructional value for its academic programs. It includes the personal papers of individuals, as well as the records of area organizations and businesses. Holdings pertain to northeastern Wisconsin. The records of the Northeastern Wisconsin Economic History Archives are considered part of these collections.

4. *Local History Materials*

The Department also includes support materials to complement the archival holdings. These consist of materials pertaining to all aspects of Wisconsin history, with an emphasis on northeastern Wisconsin. Format types include books, periodicals, photographs, digital, video and sound recordings, maps, microfilm, and microfiche.

F. *Auxiliary Collections*

The Library maintains small collections to supplement the main collections previously mentioned. These include Art Books, Digital Collections, Maps, Sound and Video Recordings, Music Scores, Popular Reading, Theses, and Zines.

VI. Evaluation Criteria for Selection

The library considers the following factors when evaluating materials for purchase:

- A. Availability of materials on the subject.
- B. Current number of holdings within the UW System libraries.
- C. Faculty input/Faculty request -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:
 - 1. Current curriculum support
 - 2. Development of new curriculum
 - 3. Materials needed to provide a balanced collection
- D. Author's reputation or significance
- E. Cost
- F. Appropriateness of the level of treatment
- G. Projected use
- H. Critical reviews of the material
- I. Author's reputation or significance
- J. Timeliness or perceived long-term value of the material
- K. Technical excellence, durability and readability of format

VII. Specific Guidelines for Selection By Material Type

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. Faculty publications - The Library will attempt to purchase one copy of monographs published by UW-Green Bay faculty that conform to stated policy.
2. Foreign language materials - Foreign language materials will generally only be acquired to support the foreign language curriculum and for select reference sources.
3. Textbooks - The Library does not collect or purchase textbooks unless they cover an area for which no general material is available. Teachers' guides and textbooks are acquired at the high school level and below for the IMC as budget permits.
4. 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.
5. 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 or electronic alternative.
6. Rare items - Monographs will not be purchased for their rarity alone.
7. Maps and atlases - These are purchased to supplement items received in the depository program.
8. Music scores - These are purchased to supplement the monograph and journal music collection.
9. Sound Recordings - The Library will collect sound recordings in current formats to support the curriculum.
10. 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.
11. Lost, stolen or damaged materials - Lost or stolen materials will be replaced based on usage history, funds availability, and UWS holdings availability. If the original is no longer available, items may be replaced by similar materials. Damaged materials will be repaired when feasible or replaced as appropriate.
12. 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 providing 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. 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:
 - a. Support of the present curriculum
 - b. Interlibrary loan requests for a title not owned
 - c. Current or projected use of this and other titles in a subject area

- d. Indexing
 - e. Cost and availability of funds
 - f. Availability within the collections of other UWS libraries
 - g. Collection balance
 - h. Extent of electronic archive
 - i. Reputation of the journal
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 and national papers and supplementing titles available in electronic format.
 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 - A small browsing collection of popular magazines is available through a donation, otherwise the Library does not purchase or maintain a collection of popular magazines.