



## **University Library Collection Development Policy - Overview**

An important mission of the Library is to create an up-to-date collection consistent with the curricular, research, and public service needs of Georgia State University (GSU). This document provides an overview of selection criteria and policy for librarians who develop the Library's general collections. Specific guidelines for collection development in academic disciplines are contained in separate collection development policies. Collection development policies and strategies of the Special Collections Department for the acquisition of manuscripts, sound recordings, photographs, magnetic records, and other documentary materials to be housed in Special Collections are governed by a separate policy and therefore not contained in this document. This policy is reviewed on a regular basis; as the teaching and research needs of the university change, this policy will change to meet those needs.

### **HISTORY OF THE COLLECTIONS**

Georgia State University was founded in 1913 as the Georgia Tech Evening School of Commerce, a branch of Georgia Institute of Technology; in 1947 it became a branch of the University of Georgia. GSU separated from the University of Georgia in 1955 and was renamed the Georgia State College of Business Administration. By 1961 the Board of Regents noted that "Business Administration" no longer defined the function of the institution, and the name was changed to Georgia State College. The college was granted university status in 1969 and renamed Georgia State University.

Through the 1950s, library collections were developed largely through donations from individuals and from institutions such as the University of Georgia and Georgia Institute of Technology; later, faculty and librarians built the collections. In 1970, the library became a selective depository library for federal government documents. In 1977, the Collection Development Department was created, and the University Bibliographer coordinated all selection. Over the years the department grew to include bibliographers selecting in broad discipline areas and a bibliographic searching unit. In 1997, a library liaison system was created, which assumed the role of collection development and management for the academic disciplines; a system which continues today with the subject librarians. In 2016, Georgia State University consolidated with the two-year institution Georgia Perimeter College to form the largest public research university in the state with collections located on six campuses; the Atlanta campus in downtown Atlanta and each of the five Perimeter College (PC) campuses. At the Atlanta campus, library collections support faculty and student research and degree programs up through the

doctoral level. At Perimeter College, the primary goal of the collection is to support the two-year curriculum of the college's instructional programs.

### **USERS**

The University Library of Georgia State University serves a wide variety of users. Primary users are the students, faculty, and staff of Georgia State University who are involved in the teaching, research and service functions of the university. Library collections are developed and managed with the needs of Georgia State University's primary users in mind.

Secondary clientele are those individuals or institutions that hold some alternative affiliation with GSU or the University Library. This group includes faculty and students from the University System of Georgia and ARCHE institutions and those granted special borrowing privileges by the Dean of Libraries and contributing GSU Alumni. All of these users have certain borrowing privileges, but collections are not developed specifically for their needs.

A tertiary constituency is made up of individuals or organizations that make use of library collections on site who do not fall into either of the user groups listed above. As a publicly supported university, the Library recognizes an obligation to provide access to material in its collections to individuals and institutions outside its primary and secondary service responsibilities. Collections are not developed for the needs of this user population.

### **BUILDING THE LIBRARY COLLECTIONS**

Each academic department, college, or school at the Atlanta campus is assigned a subject librarian who is responsible for selecting materials and developing collections in that discipline or program of study. Subject librarians, in consultation with teaching faculty, select appropriate materials for the library collections through the use of approval plans, reviews in library and scholarly journals, vendor notifications of publications, and departmental requests. Teaching faculty are encouraged to suggest materials for purchase through their subject librarian or departmental library liaison. Other members of the university community are encouraged to submit recommendations through the Collection Development's online purchase request form or to contact subject librarians directly. Subject librarians review all items suggested for inclusion in the collection to insure they adhere to library collection guidelines and policies. At Perimeter College, librarians select materials to support the two-year curriculum of the college's instructional programs and, when appropriate, supplement the Atlanta campus collection.

Georgia State University and the University Library participate in cooperative ventures such as ARCHE, a metro-Atlanta consortium, and statewide GIL Express (resource sharing among University System of Georgia (USG) libraries).

Georgia State University Library maintains its collections in accordance with established standards such as those of the Association of Southeastern Research Libraries and criteria defined by the Southern Association of Colleges and Schools and other accrediting bodies to which the University's degree granting programs are subject.

The University Library supports the principles of intellectual freedom set forth in the American Library Association's "Library Bill of Rights" and the supporting documents in the ALA Policy Manual. In order to foster intellectual inquiry, the goal is to provide materials that represent a wide spectrum of society and give patrons the opportunity to survey the entire range of religious, political, ethnic, scientific, and social expression. The library does not add or withdraw, at the request of an individual or group, material which has been selected for or excluded from the collection according to criteria in the library's stated collection policies.

### CATEGORIES OF SELECTION

**Approval Plans** – The Library acquires the U.S. university press and trade books through the use of an approval plan. Subject areas are excluded from the plan if the subject is out of scope (for example, the Law Library collects most Law) or if other characteristics of the material (numbered series, expensive items, etc.) require an individual decision. These items are received automatically according to the parameters of the plan, or on electronic notification slips.

**Foreign Language Materials** – With the exception of dictionaries and materials to support the foreign language programs and other curricular needs of the university, the library collects primarily English-language materials.

**Gifts** – A gifts policy governs the acceptance of gifts into the University Library collections. The University Library accepts gifts in the name of the Georgia State University Foundation and evaluates gifts by the criteria set forth in the collection policies. Donors should contact the Collection Development Department if they have material they wish to donate or have questions about the appropriateness of gifts.

**Reference Material** – Reference material is selected by the Department Head, Collection Development, in accordance with a collection development policy, and in consultation with public service librarians and the subject librarians.

**Media** – Media, which includes, but is not limited to, DVDs, sound recordings, and multimedia, is selected by the subject librarians according to the individual subject collection development policies.

**Out-of-Print Materials** – The majority of selections for the collection are current publications, however, if gaps in the collection are recognized, out-of-print materials may be purchased to fill in the collection.

**Serials** – Serials selection, retention, and deselection is overseen by the Department Head, Collection Development in consultation with subject librarians.

**Standing Orders** – Monographic standing orders are divided into the broad discipline areas of Business, Education, Humanities, Sciences, and Social Sciences. These materials are usually irregular in frequency and many items would be missed if the Library did not having a standing order.

**Textbooks** – Titles in this category are not normally purchased. A Textbook collection development policy governs the selection of these materials.

## COLLECTION MANAGEMENT FUNCTIONS

**Preservation** – In general, the University Library practices moderate scale collection-level preservation activity and limited item-level preservation activity. Materials identified as brittle, mutilated or in need of repair are examined by the subject librarians, in consultation with Collection Development Department, to determine the best disposition of the materials, given limited funds. Brittle books are removed from the general collection until a decision is made on the material. Material deemed rare is placed in the Rare Book Collection in Special Collections.

**Replacement** – The subject librarians, sometimes in consultation with appropriate teaching and library faculty, make decisions about replacement of such items. Each fiscal year, funds are allocated for replacement of stolen, lost or mutilated items.

**Weeding** – The Library maintains an active de-selection program consistent with collection development goals and with current financial levels. Subject areas to be weeded are selected based on curricular and research activities as expressed in the subject collection development policies. The subject librarians work closely with teaching faculty in all disciplines to ensure that these judgments are in keeping with the needs of our primary users. Ample opportunity is given to teaching and library faculty to review and advise the subject librarians on deselection decisions.

Revised: 07/2017

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