

Radford University Libraries

Collection Development Policy

Approved by the Collection Development Committee
July 31, 2023

Collection Development Committee Mission Statement

The Collection Development Committee is primarily responsible for the development of the collection, including the selection of new materials as well as the continuous review of the existing collection.

Collection development is a shared responsibility. While the principal responsibility for collection development rests with the library faculty working in conjunction with the teaching faculty, no member of the Radford University community is excluded from participating in the process.

Committee members, library liaisons, are expected to foster a relationship with teaching faculty, faculty liaisons in particular, to promote library materials as well as being aware of the needs of the departments they serve. (11/2012)

Goals of Collection Management and Development Program

It is the mission of the RUL to provide information resources and services of the highest quality to support and enhance the University's academic, cultural, human service, and research programs. To that end, the RUL has affirmed the following goals:

- Select and acquire resources which support institutional goals
- Develop a collection that presents a diversity of ideas, scholarship, and expression
- Provide resources in a variety of media
- Evaluate the collection
- Develop and promote cooperative collection development with other libraries
- Utilize e-resources to maximize remote accessibility
- Deaccession materials which no longer support institutional goals

Intellectual Freedom and Censorship Issues

One of the more important functions of higher education is to transmit to future generations the significant cultural manifestations (good and bad) of civilization. The RUL recognizes its responsibility to keep in its collection a representative selection of materials on all matters of legitimate educational concern to its users, including materials on opposing sides of controversial subjects. In keeping with its commitment to intellectual freedom, the RUL opposes any attempt to restrict free access to library materials or to remove materials that support the educational and research mission of the University. As a consequence of its position on this matter the RUL embraces and endorses the positions set forth in the Library Bill of Rights, its interpretations, and the Code of Ethics of the American Library Association (See Appendix A.)

The Libraries recognize that objections to library materials may arise. Individuals who wish to express objections to library materials may fill out the form Request for Reconsideration of Library Materials and submit it to the Dean of the Libraries' office. (See Appendix B).

Diversity, Equity, and Inclusion (DEI) and the Radford University Libraries

The Radford University Libraries follows the American Library Association's Library Bill of Rights as well as its interpretations.

The RUL is committed to building diverse collections using the guidelines set forth in both the Equity, Diversity, Inclusion Interpretation and the Diverse Collections Interpretation. (Appendix A)

The Diverse Collections Interpretation states that, "A diverse collection should contain content by and about a wide array of people and cultures to authentically reflect a variety of ideas, information, stories, and experiences." It goes on to say, "Library workers have a professional and ethical responsibility to be proactively inclusive in collection development and in the provision of interlibrary loan where offered."

Brief Overview of Collection

McConnell Library has had, from its beginning, a collection with a strong emphasis on teacher education. As the University has grown in size and complexity, the library collection has reflected the increasingly diverse offerings of the Colleges comprised of the University. As of 2022, these include the Colleges of Business and Economics, Education and Human Development, Health and Human Services, Humanities and Behavioral Sciences, Science and Technology, and Visual and Performing Arts, the School of Nursing, as well as the College of Graduate Studies and Research.

The College of Education and Human Development's Teaching Resource Center houses specialized collections related to K-12 education and teacher education, such as textbooks and curriculum materials, which supplement the education materials in McConnell Library.

Radford University Carilion Library has a collection with a strong emphasis on the health sciences. Originally supporting Jefferson College of Health Sciences, the collection continues to grow and support RUC programs including Emergency Services, Health Sciences, Physical Therapy, Public Health, Respiratory Therapy, and Surgical Technology.

All of these materials can be found by searching the RUL online catalog.

A description of the collection organization and arrangement is included in Appendix G.

Organization of Collection Development Program: Liaisons, Collection Management Librarian, and Collection Development Committee

Collection development is the responsibility of the library faculty working in conjunction with the teaching faculty. The Collection Management Librarian is responsible for providing leadership and coordination for all collection development activities for the library, including policy development, planning, collection analysis, and budgeting for information resources. The Collection Development Committee, composed of all library liaisons, meets as needed to discuss issues of interest to all

Requests for periodical subscriptions are sent to library liaisons for review. The request goes before the Collection Development Committee for final approval.

Formats of Periodicals:

Print or Electronic

If a periodical is available as a full-text electronic journal online, RUL will opt to subscribe to the electronic format. Print subscriptions generally will be cancelled when full-text electronic journals are available in electronic journal collections or databases subscribed to by the library or provided by the VIVA consortium. Journals only available in print will be considered, but electronic resources are preferred.

When the online format of a periodical for which RUL carries a print subscription is available free to

Reprints

Video Recordings

RUL acquires commercially- and Radford University-produced video recordings provided they meet the usual criteria for selection. Video recordings are acquired in digital video disc (DVD) format. Videocassettes (VHS) and videodiscs (laserdiscs) are no longer acquired or accepted as gifts. Blu-ray discs are not supported. Exceptions are determined by the Collection Management Librarian.

RUL does not generally purchase video recordings for purely recreational viewing; however, gifts of commercially published DVDs will be considered for these purposes. Video recordings of notable or award-winning feature films are purchased to support curricular programs, such as film studies and theatre arts. Video recordings of television programs, animated films, and short films may be purchased when requested by faculty. Whenever possible, closed-captioned videos are preferred.

Streaming Media

RUL both subscribes to and acquires digital streaming media according to general selection criteria in addition to considerations for quality and accessibility.

Slides

RUL does not acquire 35 mm slides.

16 mm Films, Filmstrips, and Film Loops

RUL does not acquire 16 mm films, filmstrips, or film loops.

Special Instructional Materials

RUL does not acquire materials such as games, activity cards, teaching kits, etc.

Electronic Resources

RUL collects electronic resources in contemporary formats that support the academic programs and educational goals of the University. Such resources may include general or specialized monographs, reference works, indexes and abstracts, full-text periodicals, or informational databases.

RUL does not collect general-purpose application software or courseware (educational software designed especially for classroom use).

Electronic formats include:

- Licensed commercial Internet resources:
 - as continuing library or consortium subscriptions,
 - as one-time purchases,

or available through membership in VIVA (the Virtual Library of Virginia)

Free-access websites or electronic text resources

DVD-ROM

CD

Expensive Purchases

Purchases of single items costing over \$500.00 and sets costing over \$1000.00 are reviewed by the Collection Management Librarian and may be brought to the Collection Development Committee for discussion and approval.

Firm Orders

Firm orders are placed with discretionary funds which are used for the purchase of nonprint media and additional books supporting each department's programs.

Gifts

RUL accepts gifts of books or other library materials to support its programs and services. All gifts of library materials are accepted with the understanding that upon receipt they become the property of RUL. RUL personnel then assess the materials, and based upon collection development guidelines, determine appropriate disposition of materials, including the retention, cataloging, location, circulation, and other considerations relating to use or disposition. Appropriate acknowledgement of all gifts is ma

to life, liberty, and the pursuit of happiness. To that end, libraries and library workers should embrace equity, diversity, and inclusion in everything that they do. Adopted 2017 [Evaluating Library Collections](#): Libraries continually develop their collections by adding and removing resources to maintain collections of current interest and usefulness

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Library Bill of Rights

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Appendix B -- Request for Reconsideration of Library Materials Form

RADFORD UNIVERSITY REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

Author:
Title:
Publisher or Producer:
Date of Publication or Production:
Type of Material:
Request Initiated by:

Contact Information

Person making the request:
Telephone:
Address:
City:
State:
Zip:

OR

Name of Organization:
Person making the request:
Address:
City:
State:
Zip:

To what do you object in this material and why? (Please be specific: cite pages, or frames, or sections)

Please return the completed form to the Dean of the Librar Office.

Appendix C -- Library and Departmental Faculty Liaison Responsibilities

Responsibilities of Library Liaison

The library liaison 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 work with faculty in their assigned departments as they develop the collection. The degree to which these responsibilities are accomplished depends upon the support and active involvement of department liaisons and are carried out through activities that may include but are not limited to:

- Serve as key contact person between the academic department and the library.
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Appendix D Standards for Distance Learning Library Services

Standards for Distance Learning Library Services

Approved by the ACRL Board of Directors, July 2008. Revised June 2016.

Appendix G -- Policies for Collection Organization and Arrangement

McConnell Library:

Main Collection

This collection is for circulating, adult-level, printed materials supporting the general research and instructional needs of the University.

Main Oversize Collection

Call numbers A-Z: 29 cm. or more in height or width

Radford Collection

Materials for general circulation meeting one or more of the criteria below are placed in the Radford Collection:

- Materials about Radford University or its predecessors
- Radford master's theses or projects, or the equivalent
- Papers or projects prepared in University classes, and selected for the general collection
- Materials issued by Radford University or its predecessors, or affiliated units or organizations.

Contains selected items from the Goldberg gift that are autographed, inscribed, or that are in fragile condition. Arranged as a subset of Special Collections.

Popular Reading Collection

This is a circulating collection of popular fiction and non-fiction books for leisure reading. Some Young Adult (YA) books are included in this collection and have a red YA label.

Non-print Media Collections:

Videocassettes

This collection consists of circulating VHS videocassettes. VHS tapes are no longer added to this collection.

Video-DVD

Circulating digital videodiscs (DVDs.) This collection does not include DVD-ROMs.

Cassettes

Consists of spoken and music sound recordings on tape cassettes. Cassettes are no longer added to this collection.

Recordings (CDs)

Consists of compact-disc sound recordings, either music or spoken.

Computer Media Collection

The Computer Media collection is a circulating collection that may include CD-ROMs or interactive multimedia, where the computer software is the predominant medium.

Kits

Consists of non-print titles which are composed of more than one non-print media format, or of special instructional materials, or of non-print media which do not fit into the other non-print locations. This collection is much broader than the strict meaning of "kit" in that it does not take into consideration the predominant medium.

The Kits collection is arranged by sequential accession number.

Slides

Consists of slide sets accompanied by no other non-print media. The Slides collection is arranged by sequential accession number.

Slides which are accompanied by other non-print media, such as audio cassettes, etc., are placed in the Kit collection. Slides are no longer added to this collection.

Microfilm Book and Microfiche Book

Microforms of non-periodical items are placed in these collections according to type of microform. All such microforms have sequential call numbers preceded by a prefix indicating the type of microform.

Periodicals

The Periodicals Collection contains printed magazines and scholarly journals. Most titles are

Microfiche

The Microfiche Collection contains microfiche reproductions or original microfiche publications of periodical titles corresponding to the Periodicals and Newspapers Collections. Microfiche publications corresponding to books or classified serials are placed in the Books on Microfiche Collection.

Online Resources

This location is used in the online catalog for serial and monographic resources that are accessible through the Internet.

Radford University Carilion Library:**Main Collection**

This collection is for circulating, adult-level, printed materials supporting the general research, academic, and instructional needs of the University.

Reference Collection

This collection is designated to support the reference function of the library. It is a non-circulating collection consisting of such materials as: indexes, dictionaries, directories, handbooks, statistical works, and other titles of use in reference.

Desk Reference Collection

A small collection of reference books heavily used by students for clinical or testing.

Career Center Collection

This small circulating collection consists of study aids and practice certification exams for various health professions.

Learning & Teaching

This small circulating collection consists of books to aid faculty in pedagogical development and improved teaching and engagement strategies.

Archives Collection

These are previously completed research projects from the Master of Occupational Therapy program. They are for library use only.

Radford University Carilion Authors Collection

Works authored by Radford University Carilion faculty or staff are placed in the Radford University Carilion Authors collection. This collection will also include non-print materials.

Popular Reading Collection

This is a circulating collection of popular fiction books for leisure reading.

Non-print Media Collections:**Video-DVD**

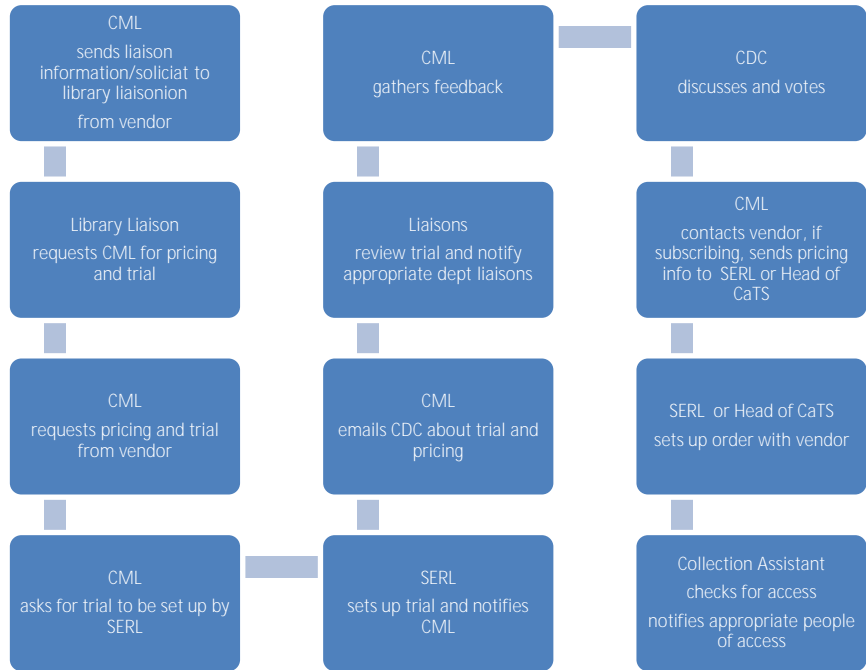
Circulating digital videodiscs (DVDs).

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Appendix H Overview of Workflow

Overview of Database Workflow



Overview of Journal Workflow



Overview of Free Resource Workflow

