

## Collection Development Policy

### What This Policy Covers

This statement summarizes the practices and policies of the J. Willard Marriott Library in building and maintaining general collections. It makes reference to several documents that describe these policies and practices in greater detail.

General collections are those publicly accessible materials that can be checked out by library users, as well as online digital documents that are licensed for use by the University community. Collections designated as Special Collections (rare, unique, archival materials, and specific subject-oriented collections) are handled according to different criteria and policies, and are not addressed in this document. However, if items in the general collections are found to be rare or unique, or for any other reason require special care and protection, they are usually transferred to Special Collections.

With few exceptions, Marriott Library general collections are made available to the broader Utah community and other members of the public who come into the physical library building. Digital licensing generally places more restrictive conditions on remote access.

### Why We Build Collections

The primary purpose of the Marriott Library's general collections—in all formats—is to support the teaching, learning, and research activities of University of Utah faculty and staff (teaching and research) and students (graduate and undergraduate). In so doing, we strive constantly to balance the real and demonstrable needs of today's users with the likely needs of researchers and students in the future, while managing carefully our limited funding and space. The Marriott Library also recognizes its important role as the flagship library for the state of Utah and thus a source of research materials for other institutions in the state as well as in the region. In addition, the Marriott Library collections also support lifelong learning and independent research and study for the state of Utah and the region. Lastly, collections such as the Browsing Collection offer an attractive feature of the Library as Place. While embracing these roles, the library recognizes they are secondary to its main responsibility, which is to support the teaching and research mission of the University of Utah.

### How We Acquire Materials

The Marriott Library uses several strategies to acquire materials for its general collections.

1. *Approval plans.* In collaboration with an academic book vendor, the Library maintains a profile that describes the characteristics of books that are likely to match the needs of University of Utah students, staff, and faculty. These books are sent to the library automatically. Notification is sent to the Library for books that meet the criteria more loosely. Books that do not meet the criteria are not sent, nor is the Library notified about them. Approval plans are subject to periodic review by Collection Management staff, in consultation with library liaisons, to assess effectiveness and relevance and to make adjustments as needed.
2. *Subscriptions and standing orders.* A substantial portion of the library's materials budget is expended on scholarly and scientific journals to which the Library subscribes. Since subscriptions require an ongoing commitment of library funds, they are evaluated by Library committees, often in consultation with college faculty, before purchase. The Library also maintains a limited list of standing orders (open orders for books published in series). Many databases, electronic books, streamed films, and other types of material are also purchased by subscription. The process for adding and canceling subscriptions and standing orders includes periodic reviews to determine whether they continue to match the university's teaching and learning priorities. This process is further defined in the document titled "How Subscriptions Are

Added and Canceled" (found at <http://lib.utah.edu/pdf/HowJournalsAreAddedandCanceled2012.pdf>).

3. *Library liaison selection.* Librarian liaisons are librarian subject specialists who are assigned to work with specific academic departments, institutes, and programs. Library liaisons are assigned responsibility for curating book collections in subject areas and are responsible for outreach to faculty, students and staff to identify collection priorities for the disciplines they represent. Library liaisons work as members of College and Interdisciplinary Teams (CITs) to consider broader disciplinary and interdisciplinary information trends. In addition, liaisons consult regularly with University faculty and track changes in the curriculum to ensure selections support the University's academic mission. Journal and database cancellation decisions are always made in consultation with library liaisons and college faculty. Because subscriptions involve the commitment of funds on an ongoing basis, they are proposed by library liaisons, usually in collaboration with college faculty, to a library committee that evaluates the proposals against the current subscription list, canceling lower-priority subscriptions when necessary to make budgetary room for new and higher-priority ones.
4. *Patron-driven acquisition.* The patron-driven model of acquisition is one by which the Library loads records for electronic books into its catalog for discovery by users, but the books are not acquired until they are used by patrons. The Marriott Library also solicits direct input from patrons via a Suggest a Purchase link on the library's main web page through which patrons can request that the Library purchase items in either print or online format. With rare exceptions, these items will be added to the collection. We respond to those requests according to a detailed set of guidelines (found at <http://lib.utah.edu/services/suggest-a-purchase.php>). As another form of patron-driven acquisition used by the Marriott Library, many books requested via interlibrary loan are purchased rather than borrowed from other libraries.
5. *Gifts.* Gift materials are occasionally accepted as additions to the general collection, according to the Library's Gifts Policy (found at <http://lib.utah.edu/info/gifts.php>). Unless the library has made a specific agreement to the contrary with the donor, gifts become the property of the Marriott Library, and may be added to the collection, sold, or discarded.
6. *Depository Programs.* As a selective regional government documents depository, the Marriott Library acquires many Utah state documents and selected documents from the federal government and other organizations through formal depository arrangements to ensure the public has access to these materials.

## Formats

The general collection is a hybrid collection including print and digital materials, and Marriott Library collections encompass many formats. The Library recognizes that academic disciplines have different preferences with regard to formats.

### *Books*

In general, for books, an electronic format (e-book) is preferred to preserve shelf space, facilitate remote access and full-text searchability, and to support multi-media content; however, print books may be preferred for some teaching, learning or research needs. Criteria for format selection are detailed in the library's "Principles and Guidelines Relating to Book Formats and Collection Development" document found at <http://lib.utah.edu/pdf/CD-Format-principles.pdf>.

### *Journals*

In general, most scholarly journals are purchased in online format. However, the Library continues to maintain a small number of print subscriptions, some of which are not available online and some in cases where the print version better meets the learning and research needs of the University.

### *Multimedia*

The Library holds collections of multimedia materials such as films and sound recordings, some of which are held in physical collections and some of which are provided online.

### *Other*

Less frequently, the Library acquires other types of materials in physical and electronic formats, such as images or government documents. The Library also supports emerging forms of digital scholarship and data curation, and these may require new format policies to create manageable collections.

### **Languages**

Although the Library collects materials primarily in the English language, it also endeavors to support the teaching of other languages taught at the University. When the Library acquires materials in languages in which Library staff are not proficient, it will outsource the processing of those materials to the degree necessary. Before materials in these languages are purchased, Collection Management staff will be consulted in order to determine the best strategies for acquiring and processing them.

### **Duplicates**

The Marriott Library generally does not duplicate material, including material held by the Eccles or Quinney libraries. However, since content is not always the same when an item is reproduced in different formats, in some circumstances, the Library will add duplicates to the general collection. For example:

- A library user may request a duplicate in a preferred alternative format to one already held by the Library. These requests are generally granted.
- The Library may purchase online duplicates of print books in order to serve distance students.
- The Library may purchase multiple copies of high-use books in one or more formats to serve diverse reading preferences, to meet the needs of classes, or when there is significant variation in content between formats.
- The Library may acquire access to duplicates when the same item is provided by more than one subscription database or via multiple online providers. While this kind of duplication is not ideal, it cannot always be avoided.
- The Special Collections of the Marriott Library include not only rare and unique books, but also books that are of regional interest. Many of these would fit well within the scope of the Library's general circulating collection and, for those titles, the Library may purchase or accept gift duplicates for the general collection.

### **Born-digital Materials**

A growing amount of high-quality scholarly material is available online at no charge. Some of these documents can be acquired by the Library, and others can often be incorporated into the Library's functional collections by means of links in the Library's catalog and web spaces. The policies and workflows governing such additions can be found in the Digital Materials Acquisitions Policy found at <http://lib.utah.edu/pdf/Free-Digital-Resources-Policy.pdf>.

### **How We Care for Materials**

For general collection titles, damaged items are reviewed by subject specialists who determine whether the book should be withdrawn or replaced. If replacement is deemed necessary, the subject specialist will determine if an exact replacement or an updated version or e-format version, if available, is needed. Occasionally, where the book continues to be needed and a suitable replacement is not available at less than the cost of local repair, the Library will elect to repair a damaged book. These decisions are made by Collection Management staff, in consultation with Library liaisons.

Preservation efforts primarily focus on rare and unique books held by Special Collections. The Wounded Books Protocol (found at <http://lib.utah.edu/pdf/Wounded-Books-Protocol.pdf>) describes how we

diagnose, prioritize, and treat damaged books in the general collections in circumstances where repair has been deemed by Collection Management staff to be the appropriate course of action.

Retaining and protecting dust jackets preserves artwork and book and author information and also makes the collection more attractive and browsable for users. It also may serve a historical purpose for future researchers. For these reasons, books ordered through our vendors' shelf-ready programs will have Mylar-type coverings applied to dust jackets. Books ordered from other vendors that arrive with dust jackets will have Mylar-type covers applied in-house.

### **Missing Items**

Items missing from the collection will be evaluated by Library liaisons who may, at their discretion, order an exact replacement, an updated version, or an e-format version, if available. Any items that are not replaced are withdrawn from the catalog.

### **How We Withdraw Materials**

A library collection is a living documentary body—items are added to it and taken out of it on an ongoing basis. Materials may be withdrawn from the collection because they are damaged and no longer needed, out of date, superseded by new editions, acquired in other formats, or little used. Items of importance to the core teaching and research mission of the University should not be weeded from the collection and should be replaced if lost or damaged. Items received via depository agreements are subject to the requirements of those agreements. All materials will be made available for review by library liaisons and college faculty, before being withdrawn. Withdrawn materials will be handled in accordance to University policy and state laws.