

B. THOMAS GOLISANO

LIBRARY

ROBERTS WESLEYAN COLLEGE
&
NORTHEASTERN SEMINARY

Collection Development Policy

2014

B. THOMAS GOLISANO LIBRARY Collection Development Policy

TABLE OF CONTENTS

I. <u>Goals</u>	page 4
II. <u>Fund Distribution Criteria</u>	page 4
A. Distribution by Subject / Discipline	
B. Distribution by Medium	
III. <u>Priorities and Selection Criteria</u>	page 5
A. Priorities	
B. Assessment Sources to Consider	
C. General Characteristics of the Item	
D. Electronic (digital) versus Print Format	
E. Database Selection / Retention Considerations	
F. Graphic Material	
G. Special Considerations with Respect to Multimedia Resources	
H. Special Considerations with Respect to Microforms	
I. Special Considerations with Respect to Binding	
J. Reference Works	
K. Journals: Issues in Current Access and Backfile Maintenance	
L. Policies Concerning Selection / Assessment of Controversial Materials	
M. Procedures for Handling Withdrawal Requests / Recommendations	
IV. <u>Selection Responsibilities</u>	page 10
A. Director of Library Services	
B. Research Assistance Desk Coordinator	
C. Collection Services Librarian	
D. College Archivist	
E. Theological Librarian	
F. Systems Librarian	
G. Director of Public Services	
H. Library Operations Manager	
I. Library Committee	
J. Faculty Members (Classroom Instructors)	
K. Students	
V. <u>Special Selection Issues</u>	page 12
A. Textbooks	
B. Purchase of Multiple Copies	
C. Laboratory / Office Reference Sources	

- D. Music Scores
- E. Nonprint Media Materials
- F. Approval Orders
- G. Roberts Wesleyan College Archives
- H. Gifts

VI. Collection Maintenance Issues - Weeding Criteria

page 16

B. THOMAS GOLISANO LIBRARY

Collection Development Policy

I. Goals

The primary collection development goal of the B. Thomas Golisano Library is to provide access to relevant information resources appropriate in quantity, level of presentation, quality, and format to enable the library to serve as the premier information resource partner for the academic programs of Roberts Wesleyan College and Northeastern Seminary. In pursuing this goal, the library is guided not only by the academic curriculum but also by the foundational assumptions and commitments of the College and Seminary in the areas of scholarship, spiritual formation, and service.

In support of the stated strategic priority of Roberts Wesleyan College to clarify and articulate its identity and image as a Christian college, the library also endeavors to document the history and heritage of Roberts Wesleyan College and Northeastern Seminary.

II. Fund Distribution Criteria

A. Distribution by Subject/ Discipline

The library uses a formula to distribute its book budget funds among the academic divisions. Additional funds to support the graduate programs come through supplemental allocations determined in the institutional budget process. There is no formal allocation system for print journal or electronic database subscriptions (multidisciplinary titles and bundling of database subscriptions would make formal allocations difficult to administer), but an effort is made to maintain an appropriate disciplinary balance. Factors considered relevant in allocating library materials funds by discipline include the following:

- 1) *Institutional demographics.* The book fund allocation formula currently considers the following: semester hour course enrollment data, the number of majors, and faculty FTE.
- 2) *Level of use.* The book fund allocation formula includes a circulation data component. Lack of use is a negative indicator with respect to journal and database subscriptions, although some resources may be so fundamental within their disciplines as to require efforts to stimulate use rather than cancellation.
- 3) *Special situations.* Program accreditation mandates, new courses, and new programs are examples of special situations that require additional collection and /or access service development funds for the affected disciplines.
- 4) *Average cost.* The average cost of books and of journal and database subscriptions varies among the academic disciplines. The library's book fund allocation formula has at times incorporated price indices data, but does not do so at present. The fact that it costs more to maintain a list of basic titles in some disciplines than in others inevitably affects the distribution of funds for journal and database subscriptions, however.
- 5) *Graduate-level programs.* Graduate-level programs generally require greater depth in coverage of the monograph and journal literature and more sophisticated reference and online research tools.

B. Distribution by Medium

Decisions concerning the distribution of funds between on-site collection development and information access services and among the various categories of collection materials grow increasingly complex as technological advances multiply the options. The service paradigm has moved from ownership to access, but ownership is still an important vehicle for access. Issues to assess in apportioning library materials funds include the following:

- 1) User preferences
- 2) Convenience of access and use
- 3) Relevance
- 4) Reliability of long-term access
- 5) Curricular demands
- 6) Auxiliary costs of the various information media and access services

III. Priorities and Selection Criteria

A. Priorities

B. Thomas Golisano Library's collection development priorities are to provide resources that (listed in descending order of importance)

- 1) Support the curriculum of the College and Seminary
- 2) Contribute to the professional development of Roberts Wesleyan College / Northeastern Seminary faculty, staff and administration
- 3) Contribute to the general and recreational interests of the College and community

B. Assessment Sources to Consider

- 1) Recommendation / request by Roberts Wesleyan College / Northeastern Seminary faculty member (automatically accepted for ordering, if funds are available)
- 2) Librarians will use the following as selection tools, with additional sources as needed: Booklist, Choice, College and Research Libraries, Library Journal, publishers' catalogs and prepublication literature, previews, reviews, and Books for College Libraries.
- 3) Recommendations from other reliable professional sources (scholarly journals, online discussion groups, guest lecturers, conferences, award lists, etc.)
- 4) Recommendations from Reserves and Interlibrary Loan for frequently used materials
- 5) Inclusion in authoritative bibliographies or core collections for relevant topics or disciplines
- 6) Recommendations from students and community members
- 7) The Library takes into consideration the collection development policies of the American Library Association, the Association of College and Research Libraries, the Association of Christian Librarians and the American Theological Library Association.

C. General Characteristics of the Item

- 1) Author's credentials
- 2) Publisher's reputation
- 3) Currency of information
- 4) Probable rate of obsolescence of information
- 5) Uniqueness of information or viewpoint
- 6) Probable level of use
- 7) Physical characteristics (medium, size, durability, etc.)
- 8) Accessibility for the intended users (online or distance learners may require online access)
- 9) Cost
- 10) Availability (out of print or out of stock?)

D. Electronic (digital) versus Print Format

- 1) Accessibility for the intended users
- 2) Ease of use of content
 - a) Is the interface intuitive?
 - b) Is navigation easy?
 - c) Is the searching platform familiar?
 - d) Are there printing issues?
- 3) Content and search mode differences
 - a) Does the electronic version provide material, search modes, or links not available in the print version?
 - b) Does the electronic version omit content provided in the print version?
- 4) Timeliness
 - a) Is the electronic version updated more frequently or more conveniently than the print?
 - b) If a serial, does an embargo or consistent processing delay block access to current content for the electronic version?
- 5) Reliability / Sustainability
 - a) Is the purchase model ownership or leasing?
If ownership, what kind of platform issues might there be?
 - b) Does the electronic version carry an archival guarantee, or is continued access to the archive contingent upon payment of an annual fee?
 - c) Does the start point for the archive remain constant, or does it roll forward?
 - d) Is the shelf space required for maintaining the desired archive of the print version acceptable?
 - e) Is there a need for additional visual or auditory software support or upgrades?
- 6) Relative Levels of Use
Will the online version be used significantly more than the print?

- 7) Cost
 - a) Is the electronic version available as a one-time purchase, or only on a subscription basis? If the latter, is there significant updating or added content from year to year?
 - b) Is the electronic version available only as part of a package? If so, is the package as a whole relevant to our needs and affordable?
 - c) Does the electronic version have tiered pricing based on simultaneous users? If so, is the cost of providing an adequate number of simultaneous users reasonable?
 - d) Is consortia pricing available for the electronic version?
- 8) Is the electronic version available for trial?

E. Database Selection / Retention Considerations

Annual assessment and updating of the electronic subscriptions list is essential. Among the issues to monitor in such reviews are the following:

- 1) Changes in pricing structures and cooperative purchase opportunities for the currently-subscribed databases and database packages (and for their competitors)
- 2) Search features and coverage
- 3) Use statistics
- 4) Faculty preferences
- 5) Roberts Wesleyan College / Northeastern Seminary curriculum changes

F. Graphic Material

Is the print version desirable due to superior reproduction of art works or other graphic material?

G. Special Considerations with Respect to Multimedia Resources (DVD, Blu-Ray, Videogames, additional resources for Curriculum Center, etc.)

- 1) Compatibility with playback equipment available in the library
- 2) License requirements
- 3) Availability in other formats

H. Special Considerations with Respect to Microforms

- 1) High level of user resistance – will the item be used enough to justify its cost?
- 2) Are affordable online or other digital options available?
- 3) Storage space savings versus print – how significant?

I. Special Considerations with Respect to Binding

- 1) Periodicals
 - a) Desirability of a permanent archive of the journal
 - b) Shelf space requirements
 - c) Affordability and reliability of any online backfile options
- 2) Books

- a) Anticipated level of use
- b) Enduring value of the book
- c) Durability of the paper (acid-free?)
- d) Availability and cost of a hardcover edition

J. Reference Works

- 1) For reference materials available in both print and electronic format, online access is preferred. Considerations include remote access, links to related resources, enhanced search features, more frequent updates, and /or shelf space savings. For some titles, print and online access are complementary and both desirable.
- 2) For electronic materials, preference will be given to archival materials rather than annual subscriptions.
- 3) Roberts Wesleyan College & Northeastern Seminary do not provide or endorse a specific bibliographic software program. The Library will provide a list of bibliographic software for research citation purposes to individuals and departments upon request.

K. Journals: Issues in Current Access and Backfile Maintenance

- 1) *Online access direct from the journal publisher.* Advantages include space savings and (often) remote access. Potential drawbacks include price, limited backfile access, and /or loss of the backfile with termination of the subscription.
- 2) *Full text of articles via indexing or abstracting databases.* Full text and partially full text databases are standard library access service components. Issues to consider before dropping print subscriptions include: the significance to library users of any content omitted by the database, any delay between the time of publication and the appearance of full text, and the acceptability of the risk that the database could lose full text rights to the journal or that the library could drop the database from its subscription package.
- 3) *Other online journal subscription packages.* Some subscription packages offer archival guarantees for their full text journals. These are safer options than full text journal indexes for backfile maintenance, but they may delay appearance of the full text by as much as five years specifically to discourage their substitution for print subscriptions.
- 4) *Binding.* In cases where print subscriptions are considered prudent, binding is a relatively inexpensive way to maintain backfiles of the titles. However, the apparent economy should be balanced against the shelf space consumed by the paper backfiles and the potential for online backfiles to receive greater use.
- 5) *Microfilm subscriptions.* These offer a space-saving backfile maintenance option for titles lacking a feasible online archival solution. User resistance to the medium needs to be considered, however, and the cost differential between microfilm subscription and binding is prohibitive for some titles.

L. Policies Concerning Selection / Assessment of Controversial Materials

- 1) General principles:
 - a) The Golisano Library does not collect pornography (defined as sexually explicit material whose primary purpose is to cause sexual arousal) or other material that it believes would tend to undermine the educational or spiritual formation goals of the College and Seminary.
 - b) An academic library is obligated to provide a broad range of views on current and historical issues of relevance to the curriculum, and to expose students to the major schools of thought and expression in their academic disciplines. In fulfilling these obligations, Golisano Library will inevitably include within its collections material expressing views that are controversial within the Christian faith community and that in some cases explicitly contradict historic Christian doctrines and perspectives. Some library material may employ forms of expression distasteful or even offensive to persons within the College and Seminary community.
- 2) Issues to consider:
 - a) Whatever the views expressed or the forms of expression employed, is the net effect of the work to inform or to confuse the reader concerning the issues of value addressed? Does the work tend to enhance or dull the sensitivity of the user to such issues?
 - b) Is familiarity with the work or the views it expresses fundamental to the defense of a Christian worldview, to serving a particular community, to understanding current perspectives within an academic discipline, or to considering an important public issue?
 - c) Does the work's perceived potential for harm derive from the use intended by the work's creator(s) or from some possible misuse?
 - d) Is the questionable content characteristic of the work as a whole?
 - e) Is the work directed to a general audience, or is it primarily of interest to specialists in a particular academic discipline?

M. Procedures for Handling Withdrawal Requests / Recommendations

- 1) Academic departments are encouraged to review library collections relevant to their disciplines and recommend withdrawal of obsolete or otherwise inappropriate material. Such requests are normally processed routinely by the Collection Services Librarian, though the Director of Library Services may scan such material for any possible overlap with other academic programs.
- 2) Other withdrawal requests should follow the procedure outlined below:
 - a) Any library user may request that an item believed to be inappropriate be removed from the collection or the subscription access menu. Such requests should be directed in written form to the Director of Library Services. Each request should be signed and provide contact information for the person making the request. The request should also state clearly the reasons for believing that the material should be removed.
 - b) The Director will consult with teaching faculty and /or librarian subject specialists in the relevant discipline(s) – including, when known and available,

the person originally requesting the item. When the withdrawal request involves material of a controversial nature (i.e., when the item's views and / or forms of expression are the basis for the withdrawal request), the Director will also notify the Chief Academic Officer.

- c) The Director of Library Services will respond promptly in writing to the person requesting removal of material, normally within one week. If the decision is to retain the material in question, the response should explain the reasons for that decision. If the Chief Academic Officer was notified of the original request, the Director will notify the Chief Academic Officer of the decision.
- d) Should the person requesting removal of material be dissatisfied with the Director's response, she /he may request a face-to-face meeting with the Director.
- e) Should the requesting individual be dissatisfied with the results of such a face-to-face meeting, she/he may appeal the decision to the Chief Academic Officer.

IV. Selection Responsibilities

A. Director of Library Services

- 1) To prepare annual budget requests for library materials and access services.
- 2) To provide general oversight of the collection development process including weeding projects, gift assessment, etc.
- 3) To provide leadership for the library faculty in formulating policies governing the selection and review of library collections and access services.
- 4) To coordinate with the library liaisons in promoting and facilitating faculty participation in collection development.
- 5) To participate in the book selection process, supplementing where needed the requests from members of the library and teaching faculty.
- 6) To provide final approval of requests for new journal and database subscriptions.
- 7) To provide leadership and oversight for the periodic review of library journal and electronic database subscription lists.
- 8) To advise the Library Development Committee in developing and reviewing the formula for allocation of the book budget and oversee the determination of annual book budget allocations.
- 9) To coordinate trials of electronic subscription databases of potential interest for the library.

B. Research Assistance Desk Coordinator

- 1) To provide leadership in the selection of materials to be purchased with the Reference allocation of the book budget.
- 2) To provide leadership and oversight for the periodic review of the reference collection.

C. Collection Services Librarian

- 1) To oversee the acquisitions processes for requested library materials, including selection of appropriate vendors /jobbers.
- 2) To oversee maintenance of the library's internal expenditure records for library materials.

- 3) To coordinate with the Director of Library Services in assessing gift materials for inclusion in the library collections.
- 4) To oversee procedures for binding, repair, and other collection preservation activities.
- 5) To coordinate procedures for periodic review of the book collection, including working with the academic departments on collection weeding projects.

D. College Archivist

- 1) To maintain files of current Roberts Wesleyan College, Northeastern Seminary, and Free Methodist Church publications.
- 2) To develop, in coordination with the Roberts Wesleyan College Chief Academic Officer and the Northeastern Seminary Vice President, a records retention policy for the College and Seminary and coordinate its implementation.
- 3) To screen inactive College records for inclusion in the Archives.
- 4) To screen gift materials for items of relevance to the Archives.

E. Theological Librarian

The Theological Librarian oversees collection development activities for Golisano Library collections and access services relevant to Northeastern Seminary. Specific collection development responsibilities include the following:

- 1) To supervise selection of materials purchased via the Northeastern Seminary library materials budget line, including books, journals, electronic resources, reference materials, media, etc.
- 2) To coordinate appropriate periodic reviews of Northeastern Seminary-related collections and access services.

F. Systems Librarian

- 1) To register, establish and oversee the maintenance of connections to electronic resources.
- 2) To coordinate with Information Technology Services with respect to technical issues, such as providing off-campus access to electronic subscription databases.
- 3) To be aware of the potential impact on access to library databases and licenses of any changes that IT Services might make in network hardware or software.
- 4) To oversee access to usage statistics for electronic resources.

G. Director of Public Services

- 1) To recommend acquisitions based on Circulation, Interlibrary Loan & Reserve usage patterns and stacks maintenance.

H. Library Operations Manager

- 1) To oversee the distribution to appropriate faculty members of review slips from *Choice*.
- 2) To oversee the initial entry of faculty book requests for the ordering process.

I. Library Committee

- 1) To provide advice and consent to the Director of Library Services concerning library collection development policies.

- 2) To develop and periodically review the allocation formula for the book budget and advise the Director of Library Services on other allocation issues related to library materials funds.
- 3) To support the Director of Library Services where appropriate in conveying faculty and student concerns about library collections and library materials funding to the Chief Academic Officer.

J. Teaching Faculty

- 1) To recommend appropriate library materials and access services, particularly within their areas of scholarly expertise and teaching responsibility.
- 2) To assist the library faculty in identifying collection and access service needs.
- 3) To provide disciplinary expertise in collection weeding projects.
- 4) To provide periodic assessments of library collections and services.

K. Students

- 1) To provide periodic input via survey about Library collections and services.
- 2) To have the option of suggesting specific items for purchase.

V. Special Selection Issues

A. Textbooks

The Library does not maintain a comprehensive collection of textbooks in support of course syllabi. Some textbooks may be valuable reference sources or important monographs in specialized subject areas, but most have a high rate of obsolescence and are generally inferior as library resources to the primary sources from which they derive. The library recognizes purchase of selected alternative texts as a valid accommodation to differences in student learning styles and reading skills, but it normally acquires textbooks that students are expected to purchase for College courses only if the books are judged to have applications outside of the courses in which they are required.

B. Purchase of Multiple Copies

The Library does not normally purchase titles in multiple copies because such a practice inhibits the development of depth in the collection and, if the anticipated demand for the material does not materialize or is short-lived, wastes fiscal resources. When a request for multiple copy purchases is received, an effort is made to explore alternative solutions before the request is processed. Potential alternatives include: making the desired item a required textbook, placing copies of key excerpts on reserve (where copyright law permits or permission can be obtained), leasing through the Leisure Reading Program or purchasing additional titles containing equivalent information.

C. Laboratory / Office Reference Sources

The library is prepared to accommodate campus offices and laboratories that have a temporary need for library reference sources, but when such use is so frequent as to require that the items be permanently housed on site, the offices or departments requiring them should purchase the items.

D. Music Scores

Performance scores for musical ensembles are purchased by and housed within the Music Department. However, the library maintains collections of study scores and scores suitable for instrumental and vocal solo performance.

E. Nonprint Media Materials

Though rapid obsolescence of either content or medium is sometimes a concern, the various nonprint media convey information in unique and complementary ways and can be valuable library resources. The library has a sound recordings collection in support of the music program and a video collection in support of a film course and is transitioning toward digital collections. The library is open to developing additional media collections as well. Considerations in making such purchases include the following:

- 1) Is there a rental or streaming audio or video alternative with adequate delivery quality that would be more cost-effective?
- 2) If the item requested is available in more than one format, is the medium requested the most appropriate in terms of cost and intended application(s)?
- 3) Is the content quality of the item appropriate to the educational curriculum?
- 4) Does the library have (or can it readily acquire) playback equipment for the medium requested?
- 5) Are there any copyright issues with respect to the intended application?
- 6) Is the intended application such that library purchase and storage is appropriate?

F. Approval Orders

Publishers and book dealers offer a variety of plans for sending materials to the library for a specified review period. Material not returned within the specified period is billed for purchase. Considerations when deciding whether to enter into such arrangements include the following:

- 1) Budgetary limitations make most blanket or categorical approval arrangements impractical for a small academic library. Even for individual sets or items, it is unwise to agree to approval arrangements for items that it would not be feasible to purchase with currently-available funds.
- 2) Approval arrangements should be authorized by the Director of Library Services. If library purchase is contemplated, approval arrangements should be made through the Director of Library Services, rather than through academic departments or individual faculty members.
- 3) The library cannot be responsible for the return or purchase of unsolicited approval items.

G. Roberts Wesleyan College Archives

The library houses and administers the archives of Roberts Wesleyan College. These archives include materials published by or relating to the College and its predecessor institutions (Chili Seminary, Chesbrough Seminary, and Roberts Junior College). The library will also coordinate with the faculty and administration of Northeastern Seminary to assure that appropriate measures are in place for preservation of its institutional heritage. Although the official denominational archives are housed elsewhere, the library also has an interest in material pertaining to the Free Methodist Church, based on the unique historic and ongoing relationship between the College and the denomination.

- 1) Robert Wesleyan College Records Retirement Policy
 - a) Records created by College administrators and faculty members in the performance of assigned administrative duties are the property of the College.
 - b) The administrator in charge of each office, department, or committee will determine when records are no longer in active use. Such records may be discarded only with the approval of both the administrator and the College Archivist.
 - c) The College Archives is the official repository for records of administrative and /or historical significance.
 - d) The College Archivist is responsible for the identification and systematic transfer of historically relevant inactive records from individual offices to the archives.
- 2) Categories of Collecting Interest (Roberts Wesleyan College)
 - a) Official College publications, whether for internal or external distribution
 - b) Publications of College offices and departments
 - c) Faculty publications, including: books, dissertations, theses, journal articles, poetry, research reports, musical scores, scores, recordings and manuscripts
 - d) Student publications, including all newspapers and yearbooks
 - e) Such inactive records of College offices, departments, and committees as are determined by the College Archivist to be of historical value
- 3) Histories of the College
 - a) Biographies of College administrators, faculty, and prominent alumni
 - b) Diaries or other recorded memoirs of persons associated with the College
 - c) Newspaper or periodical articles relating to the College
 - d) Audio and/or video recordings of important campus events, activities, and addresses
 - e) Photographs and other significant College or Roberts family memorabilia
 - f) Free Methodist Church Collecting Interests
 - g) Denominational periodicals and yearbooks
 - h) All editions of the *Book of Discipline*
 - i) Newsletters published by conferences of the Free Methodist Church – especially those in the eastern United States
 - j) Histories of the denomination or of its conferences, local churches, educational and benevolent institutions, and missions activities
 - k) Biographies of bishops, general church officers, pastors, missionaries, and prominent lay leaders
 - l) Significant books authored by such persons
 - m) Manuscripts, photographs, and official records and reports pertinent to denominational history

H. Gifts

- 1) Criteria for Adding Gift Items

In general, the selection criteria governing library materials purchases should be applied with equal rigor in considering gift materials. The cost to house and process gift materials is the same as for purchased materials, and gift materials of inferior quality have an equal potential for misleading students and discrediting the collection. An occasional exception may be made for items that, while not closely

- related to the library's usual collection priorities, are felt to be of unusual value to the local community or to the wider world of scholarship.
- 2) **Criteria for Considering Duplicate Gift Material**
In general, gifts that duplicate items already in the collection should be added only if the titles are in heavy demand, either continuously or cyclically as relevant courses are taught. Exceptions to this principle may be considered for irreplaceable titles of great importance to the collection. Substitution of gift copies for existing library copies may be desirable in instances where the existing library copies are in poor physical condition.
 - 3) **Criteria for Considering Gift Collections**
Space and quality control considerations normally require the library to consider collections of gift material on an item-by-item basis and to reject collections that donor stipulations prohibit from being integrated into the library collection at large. Sets that require continuous updating to remain useful must be declined, unless they are relevant to the library's collection development objectives and the maintenance cost is manageable. The monetary or bibliographic value of a collection is not in itself a sufficient basis for making an exception to these principles.
Certain special collections may be accepted, however. Examples include collections that fall within the collecting interests outlined under "Roberts Wesleyan College Archives" and papers of prominent Christian scholars.
 - 4) **Library Materials Purchased With Departmental Grant Funds**
Occasionally, academic divisions or departments obtain grant funds to strengthen library holdings relevant to their academic programs. While the appropriateness of the material selected by the divisional or departmental faculty in such cases can generally be assumed, advance consultation with the library is advisable to avoid duplicating items already in the collection, to take advantage of any acquisitions assistance the library could provide and to insure that there will be adequate shelving space.
 - 5) **Gift Acceptance Procedure**
As collection development coordinator, the Director of Library Services is ultimately responsible for gift acceptance decisions. In practice, the Collections Services Librarian coordinates the process. As appropriate, the Director consults with other library faculty, faculty of relevant disciplines, the Office of Development, and the President. Unless the Director specifically authorizes an exception in advance, acceptance is made with the understanding that the Director is free to determine the present and future disposition of individual items. Methods for disposal of gift materials not added to the collection may include gift and exchange arrangements with other libraries and sale of the material at nominal cost to Roberts Wesleyan College & Northeastern Seminary students, faculty members, staff and Library patrons. The Director of Library Services is not authorized to make estimates of value for tax purposes. Obtaining such evaluation is normally the responsibility of the donor.

VI. Collection Maintenance Issues - Weeding Criteria

A collection from which no material is being withdrawn on a systematic basis will almost certainly face mandated weeding from accrediting bodies, campus administration, and/or sheer physical space constraints. Even if this is not the case, a judicious weeding program can have a positive impact on the amount and quality of student collection use. Because weeding is necessarily a subjective process (either in the selection of withdrawal criteria or in their application), it is crucial to draw heavily on the expertise of the teaching faculty. The Library encourages the faculty of each department to assess their subject materials on a regular basis, especially prior to any accreditation process.

Categories of material that are candidates for weeding include the following:

- 1) Material whose physical condition mandates replacement or removal
- 2) Superseded editions
- 3) Unnecessary duplicates
- 4) Material characterized by outdated, misleading, or factually inaccurate information
- 5) Material whose subject matter is irrelevant to current programs, goals, and interests
- 6) Material that lacks literary and scholarly merit
- 7) Material whose level of presentation is inappropriate for the needs and interests of Golisano Library clientele
- 8) Lack of use or lack of recent use can be a helpful screening device either before or after other criteria are applied, but such data alone should not mandate withdrawal.