

COLLECTION DEVELOPMENT AND MAINTENANCE STRATEGY

Reviewed by: Head of Collection Development and Technical Services, Librarian, or delegate, with input from relevant staff
Approval authority: Director of Library and Archives
Approval date: February 28, 2024
Next review date: December 1, 2024

***NOTE:** As of November 2023, this strategy document primarily refers to the physical collections of the Bryan Wildenthal Memorial Library in Alpine. Electronic collections are primarily funded by the Alpine budget, but made available to students, staff, and faculty at every university site. Additional policy and procedure related to archival holdings is available from the Archives of the Big Bend. As physical collections are developed in Eagle Pass, this strategy may be adapted and evolved, or a separate strategy document enacted.*

Purpose & Goals of Collection Development and Maintenance Strategy

The Division of Library and Archives exists to connect the students, faculty, staff, and broader communities of Sul Ross State University with information and services to facilitate creative exploration, intellectual growth, and scholarly pursuits in support of the library and archives missions, and the university's, mission, vision, and strategic plan (working draft of FH 3.01, November 2023).

Purpose

The purpose of this strategy document is to help library and archives staff meet collection goals as they relate to our respective missions and visions. This document defines related policy and procedure (internal and external), identifies development (selection) and maintenance criteria, and outlines strategic vision to guide how we spend our collection funds and time related to developing and managing collections. The authors of this document intend it to inform the University community about how our staff make decisions about our collections to support our commitment to the University's mission, values, and strategic planning.

Services that the Bryan Wildenthal Memorial Library, Library Services in Eagle Pass (Building D-129), and Archives of the Big Bend provide to the University community continue to grow and evolve based on needs and strategies within given financial, space, and other limitations.

Goals

The goals of this strategy document include:

- To provide transparent communication between the Library and Archives and the University community; and

- To drive consistency in collection development responsibility by Library and Archives staff, noting that the Archives of the Big Bend and University Archives maintain independent guiding documents relevant to their mission and scope.

Review

This strategy document is intended to be flexible to respond to long- and short-term planning by the institution, and changes in internal operations as well as within industries that make information and content available. Periodic review of this document, taking place at least once annually, will guarantee that it continues to meet the strategic needs of the University and its academic programs.

Selected Resources

- SACSCOC 2018 Principles of Accreditation, Section 11:
 - o Section 11.1 The institution provides adequate and appropriate library and learning/information resources, services, and support for its mission.
 - <https://sacscoc.org/app/uploads/2019/08/2018PrinciplesOfAccreditation.pdf>
- American Library Association (2014) Intellectual Freedom Principles for Academic Libraries: An Interpretation of the Library Bill of Rights
 - o <https://www.ala.org/advocacy/intfreedom/librarybill/interpretations/intellectual>
- Texas State Library and Archives Commission (2012), CREW: A Weeding Manual for Modern Libraries, <https://www.tsl.texas.gov/ld/pubs/crew/index.html>

Carnegie Classification

As of December 2023, Sul Ross State University holds a Basic Carnegie Classification of M1, *Master's Colleges & Universities: Larger Programs*. This classification reflects data from 2019 to 2020 (retrieved 12/5/2023, <https://carnegieclassifications.acenet.edu/institution/sul-ross-state-university/>).

Some vendors utilize the Carnegie Classification of an institution to price resource and content collections for academic libraries. The SRSU Library and Archives may also use the Carnegie Classification to compare similar institutions for input on holdings, policy, and procedure related to collection development and maintenance.

Vision for SRSU Library and Archives Collections, FY23-28

As a small academic library and archives in remote, rural west Texas, we strive to facilitate access to necessary and extraordinary collections. We make accessible print and electronic collections for use by students, faculty, and staff; partner with other libraries through InterLibrary Loan services; and focus on regionally important texts and resources to accentuate the accumulated primary source history of the region.

Looking Ahead

In order to achieve our goal to facilitate access to necessary and extraordinary collections to students, staff, faculty, and communities of Alpine, Del Rio, Uvalde, Eagle Pass, and more broadly, distance education learners, we will employ the following strategies:

- Improve accessibility of our electronic collections and therein achieve greater consistency of user experience:
 - o Increase reliance on electronic resources when appropriate;
 - o Increase reliance on InterLibrary Loan and ScanIt services when appropriate;
- Improve accessibility of our physical collections, specifically by:
 - o Analyzing and de-accessioning out-of-date material from the General Collection to make way for more current, authoritative texts;
 - o Environmental monitoring and disaster planning to ensure preservation of physical materials;
- Increase dedicated space for distinctive and Special Collections in the Bryan Wildenthal Memorial Library in Alpine;
- Increase dedicated space for Student Centered Activities (Student Success) in the Bryan Wildenthal Memorial Library in Alpine;
- Insure appropriate collaborative planning for the footprint of Eagle Pass Library Services in Building D-129 in Eagle Pass, and beyond.

Selection Activities & Responsibilities

The responsibility for all of the SRSU Library's collections rests with the Library and Archives staff with oversight by the Head of Technical Services and Collection Development, Librarian, and ultimate authority resting with the Director of Library and Archives, and then the Executive Vice President and Provost. The responsibility for the archives' collections rests with the Head of Archives, then the Director of the Library Archives, and then the Executive Vice President and Provost.

Library and Archives staff, as assigned, are responsible for analyzing the holdings and maintaining balanced, current collections. Librarians use professional tools and experience in this practice.

Students, faculty, staff, and other members of the university community may submit collection development requests.

Annual SRSU Library Collection Development and Maintenance: Deadlines and Information

New Acquisitions and Annual Renewals

- **Physical books** are typically acquired on fixed ordering dates, budget-permitting

- Regular order dates are October 1, December 1, March 1, May 1, July 1
 - *Deadlines are on/before the order dates listed above*
 - Regarding library-funded course readings (textbooks), order deadlines are as follows:
 - October 1 for Spring Term (October 10 for FY24)
 - March 1 for Summer Terms
 - May 1 for Fall Term
 - Rush orders are considered; processing times vary. Our aim is to get material on the shelves as fast as possible.
 - *Physical content is not yet being purchased/processed for the Eagle Pass location*
- **Electronic content (eBooks, databases, etc.)** is typically be acquired on a rolling basis, budget-permitting
 - **Physical and Electronic Journal content** is typically acquired on a calendar-year basis (January to December) with a September renewal period, budget-permitting.
 - **Other formats and special-circulation items (such as calculators)** are acquired on a rolling basis, budget-permitting.

Maintenance: De-Selection (Weeding)

Evaluation and weeding of the library's physical collections is undertaken by Library and Archives staff in order to maintain an up-to-date, useful collection. Reconsideration of Library materials is considered by way of the Reconsideration of Materials policy, referenced elsewhere by the Library and Archives.

The Texas State University System (TSUS) Rules and Regulations, Chapter III. Section 6 (13) delegate to each component's president the authority to dispose of surplus property. The applicable TSUS Rules and Regulations are as follows:

<https://www.tsus.edu/about-tsus/policies.html>

6.(13)7 Exchange and Disposal of Surplus Library Materials. To facilitate sharing of information resources and reduction of costs, Component libraries may exchange surplus library materials by:

- (1) Offering such materials to local public, school or other governmental libraries with preference given to low performing schools per *Texas Government Code, §2175.304*; and/or,

(2) Bartering with or exchanging materials with other system libraries; and/or,

(3) Making such materials available for exchange through TexShare or appropriate national library materials exchange lists, provided no other system library desires the materials; and/or,

(4) After thirty (30) days on TexShare or appropriate national library materials exchange lists, notifying "out-of-print" book dealers and negotiating sale or exchange of materials."

Apart from evaluation of content, the following guidelines underlie weeding decisions:

- **Currency:** Currency is maintained automatically for many titles through standing orders. Superseded editions of annuals are weeded when a new edition is received. A run of years may be kept when retrospective information is deemed useful. Annuals and other titles not on standing order should be weeded and replaced on a schedule determined by their use and continuing relevance to the collection.
- **Use:** Frequent use is an important but not absolute criterion for weeding and must be weighed against other considerations such as the scholarly reputation of a title or the importance of a title in representing the major body of essential research in its discipline.
- **Physical condition:** Titles that are badly worn, defaced or otherwise damaged (missing pages, binding falling apart) should be evaluated for repair or replacement as they are weeded.
- **Duplication:** A title whose content is duplicated in more up- to-date, digital, or useful publications should be reviewed for weeding, taking unique features, content and usefulness into consideration. There is seldom justification to purchase multiple copies of any reference title, an exception being titles in heavy "seasonal" demand, such as style manuals.

Additional methodologies include MUSTIE (misleading, ugly, superseded, trivial, irrelevant, or obtained elsewhere) and CREW (continuous review, evaluation, and weeding). The review process may include multiple library staff, librarians, archivists, faculty and staff outside the library, and/or the library director.

Criteria for Selection of All Materials

"Collection development" encompasses the selection of purchased materials physically housed in a library or archives space as well as leased or owned electronic resources (eResources) to which the SRSU Library and Archives provides access.

The following selection criteria apply generally to all materials being considered for addition or removal from the collections.

Relevance to University and Division Needs

Materials selected should be clearly relevant to the actual instructional, educational, and research needs and goals of the library and/or archives' collections. Materials which directly support current academic programs and curriculum will receive first priority. Materials focused on the special characteristics of the region and community will receive priority for special and archival collections. Ancillary materials supporting major programs or goals and faculty research will receive second priority. Materials which support general educational and recreational interests will receive third priority in the selection process.

Relevance to Existing Collections

Materials which update, fill gaps, provide balance or otherwise strengthen existing collections will receive first priority. Materials which complete partial holdings or provide specialized materials on a subject will receive second priority. For obscure, rare or highly specialized titles not considered regionally appropriate, recommended access will be provided through Interlibrary Loan and ScanIt.

Bibliographic Considerations

Current titles from major trade or scholarly publishers, readily accessible through major indexing sources will receive priority. Titles from popular, alternative, or local/regional publishers will be sought out when they meet the criteria set forth in the above section.

Formats

Materials may be available in more than one format (e.g. print, microform, electronic, audio, etc.). The SRSU Library and Archives actively collects material in the most efficient and effective format appropriate for the dissemination of the subject content. Faculty are encouraged to consider formats appropriate to University course requirements and their research needs when requesting materials.

The SRSU Library and Archives may automatically switch formats if the original format becomes unavailable, for example if the publisher decides to switch from print to electronic only format.

Factors taken into consideration in deciding the format include but are not limited to:

- cost-effectiveness;
- anticipated use;
- requestor's preference;
- ease of use/access;
- permanence of access;
- stability of format;
- library support for format (equipment, hardware, software);

- frequency of updating;
- quality of color, illustrations, tables;
- support of distance education students, faculty, and staff;
- licensing options and requirements (no unacceptable provisions); and
- authentication options for electronic titles (IP access preferred).

In general, the SRSU Library and Archives will acquire any given information source in one format. Content may be available in duplicate formats when:

- One format is unstable or doesn't provide adequate coverage;
- A second format is free or low cost; or
- Multiple formats meet different needs of user groups.

Additional Format Information

- For print material, hardbound books are preferred. Paperbacks are ordered only if the hardbound is not available. The Library and Archives will order up to a maximum of two copies of a work. (Class sets are not available.)
- Textbooks are purchased for the Alpine Textbook Collection and may soon be available in a similar Eagle Pass Textbook Collection. Solution manuals and consumables (such as workbooks, lab manuals) are not routinely purchased.
- Media including, but not limited to, CD, DVD, and streaming video/audio is no longer prioritized except when requested and utilized by faculty. SRSU Library does not purchase material in formats that are not supported by available equipment. Public Performance Rights purchasing is preferred when available and financially feasible.
- Subscriptions for Standing Orders and Serials are addressed with Department Chairs on an annual basis effective Fall 2023.

Language

Material collected is primarily in the English language. Spanish-language material is sought.