Collection Development
Duckworth Library

The Library collection policy is developed to establish guidelines for the acquisition and maintenance of an outstanding collection of material to promote learning and enhance the liberal arts curriculum of Young Harris College. As our programs and curriculum change and expand, we expect this document to evolve to meet the information resource, service and space needs of the campus community.

General Philosophy
Our collection development policies must, by nature of our evolving mission, be flexible and provide procedures for reviewing, interpreting, and implementing existing and new technologies and media into our collections.

Advanced Study Level, Study Level, Basic Level and Minimal are defined in this document and are based on guidelines from the American Library Association\textsuperscript{1}, and adapted for local use by colleges and universities all over the country. Young Harris College has adapted their definitions to our own use\textsuperscript{2}. We plan to provide access to, organize and preserve a quality library collection at the Advanced Study Level for all majors and baccalaureate programs. By collecting at this level, we will insure that Young Harris College has the resources required to support advanced undergraduate programs and sustained independent study in our isolated geographic location.

Our collection is also a resource for faculty, but our financial resources do not allow us to collect at the Research or Comprehensive Levels. Faculty research needs will be addressed on a case-by-case basis and will utilize purchasing materials, InterLibrary Loan, and document delivery services as needed and as best fits the needs of the faculty member and the institution.

In addition to supporting Young Harris College’s baccalaureate academic programs, the library provides support for the general interests of and general academic core of the community. The library collects at the Study Level for liberal arts disciplines that complement the curriculum, and at the Basic level for materials which are of general interest but have no specific curricular component. We will collect at the Minimal level those areas for which we have no need or interest at this time.

Responsibility
The College Librarians and the Faculty share responsibility for developing the Library collection. The Library Liaison program coordinates efforts between both

\textsuperscript{1} Collection Development Committee, Resources and Technical Services Division, American Library Association (1977, Winter) Guidelines for the Formulation of Collection Development Policies. \textit{Library Resources and Technical Services}, 21(1), 40-47.

\textsuperscript{2} With thanks to Vassar College, Kenyon College and University of Maryland
groups to ensure that the Library collects to meet the needs of the institution as a whole as well as individual departments. The Library Liaison will facilitate communication, serve as a subject specialist and assist the faculty in utilizing the library resources available as they design and implement the curricular offerings of the College.

**Scope of the Collection**

*Formats*
The Library collects a broad spectrum of resources in formats including, but not limited to: printed books, periodicals, sound recordings, video recordings, maps, and electronic resources. The primary criterion for selection any item, regardless of format, is its relevance to the teaching mission of Young Harris College.

Special Collections and Archival materials are covered under a separate collecting policy.

*Languages*
The Library collects primarily English language materials except those in support of the foreign language curriculum.

**Collection Maintenance**

*Assessment*
The Library assesses the usefulness, relevance and physical condition of its collection on a continuing basis. Removal of materials from the collection is the responsibility of the Library Liaison and informed by the teaching faculty.

*Gifts*
The Library encourages the donation of and will accept books and other information materials that may contribute to the development of the collection. The Library reserves the right to make decisions in the final dispensation of all donated materials, including the classifying, processing, and ultimate accessibility of such items. If the donor chooses the Library will return any items it cannot use in the collection. As the Library cannot offer a monetary evaluation of donated materials, the donor will be given a form that can be used to value for tax purposes in consultation with a tax professional and for acknowledgement by YHC Institutional Advancement.

**Definitions:**

Comprehensive Level – a collection which contains all works in all languages and all formats in a particular field.

Research Level – a collection which includes the major published source materials required for dissertations.
Advanced Study Level (3) – a collection which is adequate to support the course work of advanced undergraduate programs or independent study. It includes a wide range of primary resources, basic monographs both current and retrospective, complete collections of the works of more important writers, selections from the works of secondary writers, a selection of representative journals and the reference tools and fundamental bibliographical apparatus pertaining to the subject.

Study Level (2) – A collection which supports undergraduate course work or independent study. This level includes a wide range of basic monographs, complete collections of the works of major writers, a selection of representative journals, and the reference tools and fundamental bibliographical apparatus pertaining to the subject.

Basic Level (1) – a highly selective collection which serves to introduce and define the subject and to indicate the varieties of information available elsewhere. This level includes major dictionaries and encyclopedias, selected editions of important works, historical surveys, important bibliographies, and few major periodicals.

Minimal Level (0) – a subject area which is out of scope for the needs of the institution and in which few selections are made beyond very basic reference tools.

[With thanks to Vassar College, Kenyon College and University of Maryland]

Other guidelines are also enforced:

a. Textbooks are not normally purchased. The exceptions are those which have earned a reputation as “classic” in their field, or when a textbook is the only or best source of information on a particular topic.

b. Duplicates are purchased only under unusual circumstances.

c. When there is an option of paperbound or hardcopy, the paperbound item will be purchased.

d. Except for foreign language dictionaries, the Library acquires primarily English language reference and research sources. Literature and language materials that are used in the teaching or learning of foreign languages are collected as well.

Faculty and library staff members are encouraged to use the following as primary selection tools with additional sources as needed: Choice; Library Journal; New York Review of Books; New York Times Book Review; Booklist; selected subject-specific professional journals; Books for College Libraries, third edition, and Resources for College Libraries, 2007.
Serials

Serials represent an ongoing commitment; therefore budgeting and selection differ from that involved in purchasing monographs. Because each periodical title involves a prospective long-standing commitment and due to increasing periodical subscription rates and limited funds, acquisition of a serial title requires substantially more consideration than the acquisition of a single monograph. Duckworth Libraries presently subscribes to approximately 120 serial titles, including serials, periodicals, newspapers. These titles are reviewed annually in relation to their use, subscription cost, and value to the resource collection. Users requesting subscriptions to new periodical titles are asked to complete a form describing the value of the title to the Library’s collection (contact the Library director for a Serial Request Form).

Because of the increasing number of periodicals supporting the academic curriculum available in electronic format and the powerful search engines used to access the information in those periodicals, the Library is moving toward purchasing a more leisurely collection of print subscriptions. Print subscription titles will be evaluated on their need based on YHC access to electronic titles, cost, and appropriateness for the YHC community.

While gift subscriptions are welcome and appreciated, the titles will be subject to the same evaluation as library purchased subscriptions.

Leased Books

The Library subscribes to a leasing service through Baker & Taylor which provides a limited number of popular titles, chosen by the library staff, on a rotating basis. This collection is available to the YHC faculty, staff, and students only.

Non-Print Materials

Requests for non-print materials (audio and video cassettes, electronic databases, etc.) are evaluated on the same basis as monographs, with special emphasis on the suitability of the format to the content and on the quality of the production. Non-print materials are considered simply a different format of subject information. Evaluation and weeding or replacement of non-print items follow the same guidelines and procedures as those for monographs. Since non-print materials are used quite often within the classroom, all items should be previewed by the requesting faculty member when possible.
Collection Maintenance

Removal of materials from the Library that are no longer useful is essential to maintain the purpose and quality of the collection.

- Titles with antiquated or erroneous information should be removed from the shelves since such material can weaken a collection as much as insufficient acquisitions.
- Volumes in physically poor or worn out condition should be discarded because of the negative impact they may have upon potential use by patrons. Such items containing information relevant to the collection should be replaced by identical or similar material.
- Seldom-used materials, other than titles of historical value in their respective fields, should be given serious consideration for withdrawal when shelf space is at a premium and additional room is required for newer items with a potential for greater use.

Appropriate faculty input and consultation should be secured during a systematic withdrawal program. Otherwise, valuable material may be lost to the resource collection due to lack of knowledge of the respective subject areas on the part of the Library staff.

Collection management

Duckworth Library uses the following resources to manage the materials in the building: Anglo-American Cataloging Rules, 2nd ed. (AACR2), Library of Congress Classification (LC) and Library of Congress Subject Headings (LCSH)

The Library pulls bibliographic information from OCLC for cataloging purposes and adds library holdings in that national database for Interlibrary Loan purposes, through membership in the Southeastern Library Network (SOLINET).

The Library uses Sirsi/Dynix Unicorn system as its online public access database and for circulation of materials, utilizing 3M barcodes for all materials in the building and RFID tags on circulating books.

In addition to resources in the building, the Library subscribes to the Georgia Library Learning Online (GALILEO) through a membership in the Georgia Private Academic Libraries (GPALS). The Library subscribes to the following additional databases: HW Wilson Omnifile Fulltext, New York Times Historical Newspaper, Biblical Archeology Society Papers, Gale Literature Resource Center, Congressional Quarterly Historical Records, Oxford English Dictionary.
The Library subscribes to *netLibrary* through GALILEO and SOLINET for access to an additional 45,000 electronic books.