

COLLECTION DEVELOPMENT POLICY

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Collection Development and Library Administration. Its purpose is to identify books for the library matching a set of predetermined parameters, particularly current publications from all KSU faculty and local, regional history. A detailed summary of the plan is maintained by the Director of Collection Development. The profile is periodically reviewed with input from the KSU Library librarians to reflect changes in academic disciplines and curricula.

The continual review of library materials is essential if a library collection is to maintain its vitality, currency, and interest to users. Faculty and staff within the Collection Development Unit conduct studies of the collection's effectiveness and value to users, and identify areas of collection strength and weakness.

At the discretion of the Director of Collection Development, the Assessment Librarian, and Library Administration, library faculty and staff will evaluate the library collection, in whole and/or in part, using a combination of standard qualitative and quantitative methods. Some assessments will take place annually, others as needed. A Collection Assessment Procedure document is maintained by the Collection Development Unit.

As a general guideline, the KSU Library System does not purchase individual or print case studies, since comparable information is often available within the literature already provided via current library database subscriptions. Librarians will work with faculty in their disciplines, when a request has been made, to locate alternative available sources for this information. Exceptions may include instances when comparable case studies are not available online or via a resource sharing service such as Interlibrary Loan and GIL Express. In such cases, consideration may be given to the possible purchase of a case study published as part of an anthology and/or deemed seminal to a pursued body of research.

Cooperative collection development significantly reduces the cost of materials through collective negotiation. The Library System promotes resource sharing and relies on consortia relationships to provide access to infrequently used materials, or to meet the more depth needs of University researchers.

The Library System is a member of ARCHE (Atlanta Regional Council for Higher Education), GIL

any other materials on behalf of the Kennesaw State University Library System. All inquiries regarding material donations should be directed to the Coordinator of the Friends of the Library. The Library System

The collection of open access materials shall be regularly reviewed for accessibility and ongoing appropriateness. The KSU Library System removes access to open access resources in the the university, the resource or its content becomes obsolete, the resource becomes defunct and is no longer considered an open access resource, or the content or the resource itself is inaccessible.

Management of open access resources is the responsibility of the Library Communications Librarian, in consultation with the Electronic Resources Collection Development Librarian.

The Director of Collection Development and the Interlibrary Loan department currently collaborate on a patron driven acquisitions (PDA) project as a way to improve patron service and increase access to library materials. Using established parameters interlibrary loan requests are filtered for potential purchase in consultation with the appropriate liaison or graduate librarian.

Alternately, KSU faculty, students, and staff may request individual titles for purchase using the electronic request form available on the library website. The Collection Development Unit addresses these requests on a weekly basis, and either responds directly or forwards the request to the appropriate librarian.

material format in order to preserve intellectual content. The KSU Library System will endeavor to store the materials in proper conditions, and to provide basic repairs when necessary.

The KSU Library System makes every effort to respond quickly to requests for information on the available support for proposed new graduate and undergraduate programs. Our goal is to have librarians collaborate with faculty in evaluating resources needed to support new programs prior to being submitted to curriculum committees for approval.

The elected Undergraduate Policies and Curriculum Committee (UPCC) representative will inform the Director of Collection Development of any course changes or future course proposals as they are announced.

The Librarian, in consultation with Library Administration and the Director of Collection Development, will assess the suitability of current resources, report what new resources are required to sufficiently support the proposed program, and outline funds needed for library resources and services. Doing so will allow the KSU Library System to allocate appropriate resources to support the new program, to ensure that the information needs of all new programs are addressed up front for both starting up a new program and continuous operations, and to foster communication between the Library System and teaching faculty on curricular needs.

Lost, stolen, or damaged books may be replaced at the discretion of the Director of Collection Development, under the following conditions:

- < the title is available at a reasonable price;

- ◁ Completeness: Materials that are part of a multi-volume set of which the library does not have all volumes may be withdrawn.

Subject Specific Withdrawal Criteria

To facilitate the process and provide detailed

Ebooks The KSU Library System encourages faculty to include library materials, such as digital newspapers, scholarly articles, images, and videos, in reading lists and course packs. The current policy does not allow for the purchase of print or electronic textbooks for individual courses. Typically, ebooks are purchased for the library collection in a sing

Understanding the role that libraries play in educating their communities in local history and culture, the KSU Library System will build a collection as funds are available of Georgia authors and regional interest books pertaining to Kennesaw, Marietta, Cobb County, and Northwest Georgia. This collection complements the KSU Department of Museums, Archives, and northwest region of Georgia, as well as their reference collection of books on Georgia history.

Library Administration allocates funds each fiscal year for the purchase of materials to support the professional development of library faculty and staff. This includes textbooks for any library employees attending academic courses, desk copies of titles chosen for the Professional Development Committee Reading Club. All items purchased for the Professional Development Collection remain property of the KSU Library System and must be returned when the individual no longer has need of the item. A small selection of Professional Development books is kept in the Library Administration Conference Room and is curated annually by the Collection Development Unit.

resources that support the information and research needs of the university community. The reference collection is comprised of non-circulating information sources such as encyclopedias, handbooks, statistical sources, and style manuals.

Electronic format is preferred, though a variety of formats is encouraged. Emphasis is placed in balancing both basic and-in the appropriate format for departmental needs, and in ease of access.

The immediate responsibility for the selection of the Reference Collection lies with the Collection Development Librarian designated to oversee the Reference Collection. Other librarians and faculty members may also recommend titles for the collection. The reference collection is reviewed by the Director of Collection Development, the Special Formats Coordinator, the Director of the Graduate Library, and the Director of Research & Instructional Services on a periodic basis, as dictated by the Collection Assessment Cycle.

Currency is a priority for the reference collection. As new editions of print materials are received, older editions may be removed from the Reference Collection. These will be evaluated for relocation to the General Collection or for withdrawal from the KSU Library System.

Most recent editions of Study Guides are kept in Reserves. When new editions are received, the

old will be evaluated for withdrawal.

Reserve services are available to faculty and graduate teaching assistants who wish to restrict the loan period on assigned readings in order to make them available to a large number of students. The primary function of these services is to assure that students and teachers will have timely access to course-related library resources.

The print reserves collection is periodically reviewed by the Reserves Coordinator, in consultation with the Eitre W* n BT 12 7B9ultation