



Saint Martin's UNIVERSITY

Introduction:

Collection development is the means by which the O'Grady Library selects, purchases, and maintains a collection that serves the curricular, and research needs of the Saint Martin's University community. This document serves to provide a clearly stated framework for these processes.

As a part of Saint Martin's University, the O'Grady Library seeks to advance the common good and holds to the tenet that the common good depends upon the free search for knowledge and its free exposition. Further, in keeping with the Benedictine value hospitality, the library collections will be developed in a manner that represents the diversity of the university community.

Library budget & allocations:

The budget received by the library for collection development is determined by the University's Budget Committee, based upon a recommendation by the Library Dean. The Library, in consultation with the Faculty Library Committee, has responsibility for allocating the acquisitions budget and has authority over the expenditure of these funds. Each department/program will receive a base allocation for firm orders (i.e., one-time purchases). Allocations above the base level will be awarded based on curricular relevance, program size and research needs, publishing costs within specific disciplines, balance of the collection, and general overall collection needs.

General selection guidelines

The primary purpose of the O'Grady Library collection is to actively support the instructional and research needs of the community. For this reason, the subject areas collected and maintained will reflect degrees and courses offered at the University. As new programs are added, the library will request additional funds to support the program and ensure the fulfillment of the Library's mission.

A liaison librarian will be appointed to each department and program. This librarian will have primary responsibility for working with faculty to select and maintain the collection in that subject area. "Academic units" are also encouraged to designate a point person to serve as the liaison with the subject librarian.

Additional selection criteria include:

- Materials will be collected primarily in English, with exceptions made as needed at the request of faculty.
- Holdings of other libraries in the Orbis Cascade Alliance and inter-library loan activity will be factors in purchasing decisions. Interlibrary loan transactions will be analyzed on a regular basis in order to determine which items should be purchased by the O'Grady Library.
- The purchase of new materials will have priority over out-of-print publications.

Format of materials:



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In building the collections, the Library seeks to achieve an appropriate mix of print and online resources, drawing on the strengths of each format to meet the needs of Saint Martin's University scholars. Specific format criteria and guidelines are provided below.

- **Books/monographs:** Books may be selected in either print or eBook format. Final determination of the format will be decided by the liaison librarian in consultation with the faculty requestor.
 - **Faculty/staff publications:** The library will make every effort to purchase a print copy of publications by members of the SMU faculty and staff for inclusion in the general, circulating collection.
- **Curriculum materials:** Materials that cover professional development literature for educators and curriculum development materials will be selected for inclusion in the curriculum collection. These resources will be supplemented and enhanced by a collection of children's and young adult.
- **Databases:** General and subject-specific databases will be selected to support the curriculum. Preference will be given to resources that are available through the Orbis Cascade Alliance. Prior to selection, the librarian will need to determine that the platform is able to provide reliable COUNTER reports/usage statistics. Resources that are not COUNTER compliant are less likely to be selected.
- **Journals/periodicals/serials:** Every effort will be made to select and provide access to digital versions of materials, in order to allow the most flexible use by members of the community regardless of time and location. A small collection of print periodicals will be selected for display and use in the Benedictine Reading Room.
- **Media materials:** Selection of DVD, CD, and other media will be at faculty request. Prior to purchase, the librarian will confirm that the resource is not available through one of our streaming media subscriptions. If the resource will be used frequently, even if it is available in a subscription resource, purchase of a physical copy is recommended.
- **Microforms:** O'Grady Library no longer selects materials in microfilm or microfiche but maintains a small legacy collection.
- **Maps:** Maps, atlases, and related materials are purchased very selectively and only at the request of classroom faculty for specified curricular purposes.
- **Rare books & monographs:** When appropriate, items received as gifts will be evaluated for inclusion in the Library's Special Collections.
- **Textbooks:** The library does not ordinarily purchase required print textbooks, though exceptions may be made if a text enhances the collection as a whole. In these cases the librarian(s) will, as the budget allows, work with faculty members to identify the most appropriate format for the text (e.g., digital, print). When digital texts are selected, the library will acquire multiple-user copies when possible. When print copies are selected, the items will be made available utilizing the Course Reserve system. Additional exceptions may be made if a department opts to pay for the text out of their available firm order funds.



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- **Thesis & dissertations:** The library aims to acquire digital copies of thesis and dissertations completed at Saint Martin's University for inclusion in the Archives & Special Collections. Thesis and dissertations from other institutions are generally not selected.
- **University publications & memorabilia:** The O'Grady Library Archives has the responsibility to collect and preserve a collection of materials concerning the history and development of the University. To this end the Archives will collect and maintain university publications (e.g., catalogs, yearbooks, newspapers.) Gifts of older university publications and/or memorabilia from Saint Martin's High School or Saint Martin's College will be evaluated for inclusion in the collection.

Gift books:

The Library accepts donations of scholarly materials that support the SMU curriculum. Upon receipt of the donation the subject librarian will make the determination of what items to add to the collection. Criteria for inclusion will include condition, currency of content, and availability within the Orbis Cascade Alliance.

Those items not selected for inclusion in the O'Grady Library may be donated to other libraries, sold (with funds going to the acquisition budget), or recycled. Donated items cannot be returned, even if they are not selected for addition to the collection.

Withdrawal of materials:

Withdrawal of library materials is an ongoing aspect of collection development. Utilizing usage data and professional judgement, librarians may elect to withdraw or cancel resources that have become obsolete, are unusable, have had limited use during the previous decade, or no longer support the SMU curriculum.

*Approved 20 February 2019.
Faculty Library Committee*