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I. Purpose of the Collection Development Policy

The University Library is an innovative partner in the learning community and an active participant in promoting the University's goals of teaching, learning, scholarship and community outreach. The Library provides quality academic services and resources that foster intellectual curiosity, promote critical inquiry and encourage awareness of an increasingly diverse and global environment.

The policy provides general guidelines for allocating funds fairly and formulating objective selection criteria. The goals are to ensure consistency among those who have responsibility for developing the collection and to provide a tool for evaluating and improving collections for all relevant subject disciplines.

The library collection includes all formats, i.e., books, periodicals, microforms, audio-visual materials, electronic resources, etc. The University Library upholds and promotes the following statements from the American Library Association:

- Bill of Rights
- Freedom to Read Statement
- Intellectual Freedom Statements

II. Collection Development Responsibility

The general responsibility for Collection Development belongs to the Collection Development Coordinator under the supervision of the Library Director and with the collaboration of the Library faculty.

Collections which are not under the direct supervision of the Library Collection Coordinator include:

- Government Documents
- Reference
- Reserve
- Instructional Materials Center (IMC) Collections
- Serials
- Special Collections: University Archives, Rare Books, Assassination Collection

The development of a collection that meets institutional, instructional, and research needs is the joint responsibility of departmental and Library faculty and the Collection Development Coordinator. The library welcomes faculty recommendations and solicits faculty help in building the collection.

III. General Criteria for Selection of Library Materials

1. Appropriateness for the undergraduate and/or graduate programs at the University of Wisconsin- Stevens Point as stated in the mission statement. Materials that go beyond the academic curricula but meet the cultural, career, recreational and information needs of the campus community are also given consideration.
2. Possibility of use for one or more courses.
3. Building on identified strength of the existing collection in a particular subject area.
4. Filling identified gaps or weaknesses in the existing collection.
5. Permanence of the material.
6. Currency and timeliness of the material.
7. Expected usage: for occasional needs, interlibrary loan may be used as a viable alternative to ownership.
8. Appropriateness of chosen format (printed, digital, audio, visual) for the subject matter.
9. Cost of the material.
10. Critical reviews of the material

IV. Additional Guidelines for Various Collections

A. Electronic Information Resources

1. Selection Criteria

Selection criteria for electronic formats and Internet resources follow the same priorities applied to any resource in meeting the educational, curricular, and research needs of library users.

Additional criteria include:

1. Compatibility with available hardware.
2. Speed and reliability of access.
3. Responsiveness of product/vendor support staff.
4. Ease of use; user-friendly interface.
5. Availability to remote users.
6. Means of authentication.
7. Platform and browser compatibility.

2. Online Accessibility for All

The University Library shall comply with the UWSP Online Accessibility Policy, which requires developers and selectors of online resources to strive for compliance with relevant Section 508 standards and the Web Content Accessibility Guidelines (WCAG) 2.0. The University Library is working towards the establishment of an online information infrastructure that is accessible and usable for all, including people with disabilities.

Decision-making pertaining to the development or procurement of online resources will, if applicable, involve the following:

- Gaining familiarity with, and implementing, state-of-the-art accessible design practices for the product in question.
- Taking into account the accessibility of products or services under consideration.
- Requiring vendors to provide documentation pertaining to their products' accessibility (conformance to Section 508 and Web Content Accessibility Guidelines (WCAG) 2.0).
- Inquiring about their products' usability for users of assistive technology (outcomes of usability testing).
- Consulting the literature about the accessibility of the considered resources.
- Discussing more accessible alternatives.
- Documenting the reasons for selecting an inaccessible resource in the Library's Collection Development Committee minutes.
- Including accessibility as a desired resource quality in RFPs (Requests for Proposals).

B. Government Documents

1. Federal Publications

The Library is a selective depository for U.S. government publications. The Government Publications Librarian, in consultation with appropriate faculty members, is responsible for the selection of depository series from those available. Selection is made on the basis of the University's instructional and research needs, and the information needs of the citizens of the Seventh Congressional District of Wisconsin. Requests for more specialized publications are referred to the regional depository at the State Historical Society of Wisconsin in Madison.

Federal Documents are the property of the United States government and are maintained and weeded in accordance with Federal depository regulations.

Selective government information published electronically is available through Internet access provided on records in the Library's online catalog and through the Subject Guides on the Library's homepage.

2. State Documents

The Library is a regional depository for Wisconsin State documents. The Library follows the regulations of Wisconsin State Depository Program on the maintenance and retention of Wisconsin state documents.

3. Foreign and International Documents

The Library is not a depository for foreign or international government publications. Standing orders are set up to receive certain series of United Nations, UNESCO and all English language OECD publications. Others are purchased as monographs. General selection criteria apply.

The Government Publications Librarian is also responsible for the selection of commercially published materials, such as indexes and abstracts which facilitate the use of documents.

C. Instructional Materials Center (IMC) Collections

1. Purpose of the IMC

The UWSP Library provides users with information and access to information in support of scholarly activity and research, student learning, teaching excellence, and curricular development. As a special unit within the UWSP Library, the IMC contributes to this mission in two ways:

Its PK-12 collection supports the professional curriculum of the School of Education.

Its audiovisual collection supports the instructional needs of all campus departments.

2. Scope of the Collection

The PK-12 collection includes materials used by students as they learn to identify, select, evaluate and use a variety of resources in developing the curriculum for elementary and secondary education. PK-12 materials are collected in print and non-print formats (such as kits, puppets, and 3-D models) in those subject areas for which the School of Education offers teacher certification. Since these materials are primarily intended for use by teachers in training (as opposed to use by PK-12 students), the teacher's edition of instructional texts and accompanying workbooks will be the first acquisition priority. The PK-12 collection also includes fictional and non-fictional children's books supportive of the PK-12 curriculum. Test and assessment tools fall within the scope of this collection as long as they are not subject to circulation restrictions and special security measures.

The PK-12 collection is primarily intended to provide a current, not a historical perspective.

The audiovisual collection provides an effective alternative to print media for the dissemination of information in some subject areas. The Library purchases audiovisual materials needed to support the curriculum in all formats for which it has the required playback equipment or facilities. These formats include (but are not limited to) CD audio recordings and DVDs. The physical audiovisual collection dovetails with the Library's streaming video/audio resources. Since face-to-face teaching is exempt from Public Performance Rights (PPR), the Library does not typically secure PPR with audiovisual purchases.

D. Microforms

Microform editions maybe recommended in the following circumstances:

- For back files of periodicals, newspapers and documents because of low usage and/or minimum space consumption
- For materials subject to mutilation, theft or rapid deterioration
- For materials whose high cost would be unaffordable in hard copy
- For highly specialized documentary sets or series
- For materials not available in digital format or if price for digital is prohibitive.

For titles containing information that does not reproduce well on microform such as colored illustrations or certain types of graphs, charts, or statistics, hard copy purchase is recommended.

E. Reference Collection

1. Selection Criteria

The Reference Collection is a collection of materials designed to provide quick access to factual information in all subject fields. The works chosen for the collection should supply as many reliable facts as possible with a minimum of duplication and overlap. Materials in the reference collection are reviewed regularly, and outdated publications are removed or updated. The types of materials in this collection include:

- Encyclopedias: general and specialized. The Library attempts to acquire revised editions of Encyclopaedia Britannica, Encyclopedia Americana, Collier's Encyclopedia, and World Book, one per year, on a rotating basis as funds permit.
- Almanacs and yearbook
- Handbooks and dictionaries: handbooks in all fields of knowledge, a selection of major foreign language dictionaries, the best of English language dictionaries at the adult or university level, thesauri and synonym finders
- Directories - current general, national, regional, professional, and occupational directories
- Atlases and gazetteers
- Statistical compendia
- Indexes and abstracts
- Basic legal reference sources
- Materials on careers
- Appropriate tools for Interlibrary Loan verification

2. Additional criteria and consideration

1. Accuracy and authenticity
2. Scope and depth of coverage
3. Historical perspective as well as currency of data
4. Ease of use, such as special locating features

To maximize usage of materials, some dictionaries, encyclopedias, etc., on narrower subjects (e.g. Historical Dictionary of Afghanistan, The Encyclopedia of Trains and Locomotives) and personal biographical and bibliographical information (e.g. An Annotated Walt Whitman Bibliography, 1976-1985) are placed in the Stacks.

Electronic reference databases and indexes are acquired as a decision of the Library Collection Development Committee or UW System.

F. Reserve

The Reserve Collection is comprised of print and media items available for checkout at the circulation desk on the first floor of the library and electronically stored materials accessible from personal computers with Internet access and Adobe Acrobat Reader software. The collection provides limited access to materials in support of current courses offered at UW-Stevens Point.

Materials are placed on reserve on a semester basis at the request of the faculty and include materials from the circulating collection, materials belonging to the faculty, photocopies, sample tests, music, audio lectures, and electronic files. Faculty are responsible for meeting copyright compliance guidelines for photocopies placed on traditional or electronic reserve.

Reserve items circulate for shorter periods of time to ensure access to all students in the class.

G. Serials

1. Periodicals

The Library maintains a collection of periodicals both of general interest and discipline specific. Because periodical subscriptions represent a potential long-standing budgetary commitment in terms of ever increasing subscription costs, binding, shelving space, etc., acquisition of a new periodical title requires substantially more careful consideration than acquiring a monograph. Faculty and patrons requesting addition of new periodical titles are asked to complete a Periodicals Subscription Request Form describing the perceived value of each title for the Library's collection.

Basic criteria for evaluating titles for either addition or deletion:

- Present use of periodicals in the subject area under consideration
- Projected future use
- Critical review of the journal under consideration by experts in the field
- Inclusion in a prominent abstracting or indexing source available at the University Library
- Holdings in other Wisconsin libraries. Can interlibrary loan serve the need?

2. Standing Orders

These are materials such as monographic series, yearbooks, and proceedings of conferences which are published in serial form. They are placed on order with the publisher/vendor for automatic shipment since in many cases the exact publication date is not known. As courses, faculty, and department programs change, standing orders need to be reviewed periodically. Department library representative are consulted on a regular basis regarding their current standing order titles and their prices.

3. Newspapers

The Library maintains paper subscriptions to a limited number of newspapers of leading U.S. cities, key international newspapers and selective cities in Wisconsin. Use is also made of newspapers available on the Internet.

V. Weeding/Collection Maintenance Policy

Weeding or deselection of library materials is essential for the maintenance of an active, academically useful collection and for the best utilization of limited space. Library liaisons will coordinate the weeding of the library collection in their liaison areas. Whenever possible and necessary, departmental faculty members will be invited to participate to assure that materials of historical or research interest are not inadvertently removed.

If the condition of an item suggests removal but the content cannot be replaced, consideration is given to rebinding and repair. Some materials may also be retained for their historic significance regardless of condition.

Criteria for evaluation for possible removal from the collection will include the following:

- Age of titles in relation to subject matter.
- Duplication (multiple copies which are no longer needed).
- Physical condition.
- Use (past circulation record).
- Authoritativeness.
- Curricular value.
- Superseded editions.
- Title is not "last copy" in University of Wisconsin System library collections.

For more information on the Library's collection assessment, visit <http://libraryguides.uwsp.edu/ca>.

VI. Request for Reconsideration of Library Materials

The resources and materials provided by the Libraries are selected in accordance with the guidelines outlined in this policy to meet the teaching, research, and scholarship needs of the UWSP community. It is the responsibility of the Libraries to ensure that different points of view are represented in the materials and resources provided in the Libraries' collections. Inclusion of a particular resource does not constitute endorsement or advocacy of the ideas or statements found therein.

The Libraries adhere to the principles of intellectual freedom outlined in section I of this policy. Pursuant to these, the Libraries will not automatically withdraw duly selected materials from the library collections in response to a request from an individual or group.

Should a current student, faculty, or staff member of the UWSP community wish to have a resource removed from the Libraries' collection, they must complete the [Request for Reconsideration of Library Material form](#).

The following procedures will be followed:

- The [Request for Reconsideration of Library Materials form](#) must be completed in full and submitted to the Director of Libraries.
- Receipt of the completed form will be acknowledged by the Director of Libraries.
- The Collection Development Librarian and the Director of Libraries will review the request. If necessary, the librarian(s) responsible for selecting materials in the subject area in question and/or faculty in the subject field and/or an outside administrator may be consulted .
- The Collection Development Librarian and the Director of Libraries will review the request and provide a response to the requestor within thirty (30) days of receipt of the completed reconsideration form.
- The material under reconsideration will remain in the collection and available for use during the review.
- Should the requestor not be satisfied with the decision they may appeal. Any appeal will be directed to the Dean of University College.

Appendix

Note: This document borrows from the [Collection Development Policy of the University of Wisconsin-Whitewater](#). Our thanks to UW-Whitewater's Collection Development Advisory Committee for allowing us to share their work.