

# The R. Barbara Gitenstein Library

## Collection Development Policy

### **Purpose of the Collection Development Policy**

The purpose of this policy is three-fold. First, it serves to guide the selection of information resources at the R. Barbara Gitenstein Library. Second, it serves to inform the TCNJ community of the principles upon which the Library's collection development decisions are made. Lastly, it serves to describe the process of collection development at the Library.

### **Purpose of the Collection**

The collection is developed to meet the information needs of the students, faculty and staff of The College of New Jersey, recognizing the emphasis TCNJ places on undergraduate research and the teacher-scholar model. Curricular needs receive the highest priority.

### **Background**

#### **College Mission**

The College of New Jersey, founded in 1855 as the New Jersey State Normal School, is primarily an undergraduate and residential college with targeted graduate programs. TCNJ's exceptional students, teacher-scholars, staff, alumni, and board members constitute a diverse community of learners, dedicated to free inquiry and open exchange, to excellence in teaching, creativity, scholarship, and citizenship, and to the transformative power of education in a highly competitive institution. The College prepares students to excel in their chosen fields and to create, preserve and transmit knowledge, arts and wisdom. Proud of its public service mandate to educate leaders of New Jersey and the nation, The College will be a national exemplar in the education of those who seek to sustain and advance the communities in which they live.

#### **Library Mission**

The R. Barbara Gitenstein Library, in support of the College's mission, provides high-quality information resources, expertise, and a learning environment that enhance the search for knowledge and understanding. The Library serves as an intellectual, cultural and social center for the College, empowering TCNJ community members to become self-directed, lifelong learners and responsible citizens.

#### **Intellectual Freedom**

The R. Barbara Gitenstein Library is committed to providing a collection that represents a diversity of perspectives on issues and ideas. As stated in the Purpose of the Collection above, material is primarily selected to meet the curricular, research, and general interest needs of

the College community. The Library adheres to the principles of intellectual freedom as outlined in the Library's Core Beliefs and the Library Bill of Rights of the American Library Association. Article 1 of the Library Bill of Rights states "Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation." Article 2 continues, "Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval."

Challenges to inclusion of specific items in the Library's collection will be addressed by the Dean of the Library.

## **Responsibility**

The R. Barbara Gitenstein Library operates within the principles of shared governance in place at TCNJ. To safeguard the principles of intellectual freedom from which the Library derives its strength and credibility, the authority to build and maintain the Library's collection rests with the Library faculty. The Library solicits input from campus stakeholders regarding collection development.

Roles and responsibilities related to collection development are discussed below.

### **Dean**

The Dean of the Library is ultimately responsible for the development and implementation of the Collection Development Policy. Working with the Collection Development Committee ("CDC"), the Dean ensures that the Policy is in alignment with the College's and Library's strategic plans. Based on CDC recommendations, the Dean seeks to secure the resources needed to support the collection.

The Dean responds to any challenges on the inclusion or exclusion of specific items in the Library's collections. The Dean is also ultimately responsible for the distribution of collection development responsibilities among the librarians.

### **Collection Development Coordinator**

The Assistant Director for Public Services serves as the CD Coordinator and is responsible for the effective implementation of the Collection Development Policy. In consultation with the Dean and the CDC, the CD Coordinator oversees the allocation and expenditure of the CD budget.

### **Collection Development Committee**

The Collection Development Committee consists of seven library faculty members: the Assistant Director for Public Services, the Acquisitions Librarian, and the Electronic Resources/Serials Librarian serve *ex officio*; four subject librarians are elected by the library faculty to staggered two-year terms. A chair will be elected annually by the committee.

The CDC responsibilities include: ongoing review and revision of the Collection Development Policy and its associated procedures; developing and maintaining a collection budget allocation model; reviewing and providing input on proposed acquisitions allocations; serving as the decision-making body for the final selection of resources with continuing costs; and serving as the decision-making body for higher-priced resources, even if those resources do not incur continuing costs.

## **Subject Librarians**

Subject Librarians are responsible for multiple aspects of collection development. They are responsible for the selection and recommendation of library resources within their subject areas, ensuring the effective expenditure of the allocations in their areas. They are also responsible for assessment of the strengths and weaknesses of those areas. With regard to the Collection Development Policy itself, they are responsible for the creation and maintenance of the Subject Collection Development Statements for their respective subjects. Lastly, they are responsible for maintaining open channels of communication with academic departments or programs in their subject areas.

## **Faculty**

Faculty in academic departments or programs share responsibility for collection development. Each department or program designates a Library Liaison, either appointed from among the faculty by the department chair or program coordinator or elected by the faculty from among their ranks. Responsibilities of the Library Liaison include coordination of recommendations generated by faculty members, conveying issues of departmental interest and concern to the Subject Librarian, and dissemination of information from the Subject Librarian that may be relevant to all department or program faculty. All faculty members are responsible for recommending library resources in their subject area as well as for bringing issues of concern to the attention of their Library Liaison or their Subject Librarian. The Liaison ensures that recommendations and concerns are representative of departmental priorities.

## **What We Collect**

### **General Guidelines for Selecting Materials**

#### **Selection Priorities**

The selection of materials is an ongoing process affected by the content and needs of a changing curriculum. These guidelines for selection apply equally to all types and formats of materials considered for acquisition. Library funds are used for current and limited retrospective purchases to build a balanced collection that supports the academic mission of TCNJ. Given the College's resources, it is not always possible to provide all the materials that may be necessary or desirable. Therefore, in selecting materials, the following priorities (listed in descending order) apply:

- materials supporting the curriculum
- essential reference tools
- materials supporting student research
- materials contributing to a balanced collection
- materials to support research needs of faculty, with careful consideration of potential usefulness to students
- materials supporting cultural and general informational materials
- materials for recreational purposes, such as a popular reading collection, (coverage in this area is limited)

### Selection Criteria

Detailed guidelines for selection are provided in the types and formats sections and the profiles based on the subject template presented in the appendix. The following factors should be considered in selecting and adding materials to the collection of the Library:

#### Subject matter and scope:

- relevant to the curriculum
- significant; has lasting value
- relationship to current holdings and strength of materials in that subject area
- historical value
- research value to students and faculty
- demand and frequency of interlibrary loan requests in the same or similar subjects
- local interest (subject, author or publisher)

#### Treatment of subject or material:

- can be introductory, speculative, scholarly, technical, or popular
- may be current or retrospective
- may be of timely and/or popular interest
- should be suitable and useful in subject, level, and style for intended audience
- may be important as a document of the times

#### Validity/Accuracy:

- information presented is accurate, current, and authoritative
- author, artist, or publisher has good qualifications or reputation
- subject specific and standard library reviewing sources aid in making selection decisions
- other criteria to consider include availability of indexing, date of publication, primary versus secondary source, fact or opinion, observation or research

#### Point of view:

- fair and balanced in its point of view, but titles of a partisan or sectarian nature, even some that may have a biased point of view, may be selected
- contributes to community values and citizenship
- alternative points of view
- social significance

#### Elements of quality:

- well written

suitable format for message  
originality and creativity in presentation and content  
cited frequently in standard bibliographies

### **Collection Development for Persons with Disabilities**

Under the Americans with Disabilities Act and related acts, persons with disabilities have equal access to information and sources to the extent possible within the mission guidelines of the R. Barbara Gitenstein Library. All library information services, including access to electronic information, should be accessible to users regardless of disabilities. Assistive technology equipment and/or software are available in the Library for users needing to adapt printed materials and electronic resources in order to use them.

Media playback equipment in the Library has closed captioning capabilities, and the library purchases videos with closed captions or subtitles when they are available.

## **Types of Materials Collected**

### **Monographs**

Monographs are collected using the General Guidelines for Selecting Materials above, the detailed Monograph and Format guidelines below, and applicable Subject Statements.

### **Textbooks**

Textbooks used for courses at TCNJ are not normally collected. Non-assigned textbooks, undergraduate level or above, may be acquired if they otherwise meet selection criteria and enhance the collection as a whole. A collection of textbooks published for preschool through high school levels is maintained to support the education curriculum.

### **Theses**

Copies of masters theses completed at TCNJ are collected for both preservation and research purposes. Theses and dissertations from other institutions may be acquired if they otherwise meet selection criteria and enhance the collection as a whole.

### **Serials and Databases**

Journals, newspapers, and other serials are collected using the General Guidelines for Selecting Materials above, the Serials and Format guidelines below, and applicable Subject Statements. Because these materials incur continuing financial obligations, they necessitate more deliberate consideration than most materials.

## **Formats of Materials Collected**

### **Print**

The R. Barbara Gitenstein Library acquires materials in print when that is the most appropriate, available format.

### **Electronic**

The R. Barbara Gitenstein Library purchases or licenses resources in electronic form using the guidelines in the Electronic Resources section, below.

### **Audiovisual Recordings**

The R. Barbara Gitenstein Library purchases or licenses audio and audiovisual recordings using the guidelines in the Media section and, when applicable, in the Electronic Resources section, below.

### **Microforms**

The R. Barbara Gitenstein Library acquires microform resources on a limited basis, primarily for serials as described in the Serials section, below. Occasionally, significant collections of materials critical to support curricular needs but either unavailable in print or electronic form, or difficult to acquire and maintain in print or electronic form, will be considered for purchase as microforms.

### **Types and Formats of Materials Not Collected**

The R. Barbara Gitenstein Library does not systematically collect the following types or formats of materials:

- formats not compatible with existing and/or anticipated Library hardware
- maps
- textbooks currently in use for TCNJ courses

## **Detailed Guidelines for Selecting Materials**

### **Serials**

#### **Scope**

A serial is a publication issued in successive parts bearing numerical or chronological designations and intended to be continued indefinitely. Included in this definition are scholarly and professional journals, trade publications, newspapers, general interest periodicals, indexes and abstracts, loose leaf services, etc. The collection encompasses paper, electronic and microform formats. Additional considerations for electronic subscriptions are available in the Electronic Resources Policy.

Serials represent an ongoing commitment on the part of the R. Barbara Gitenstein Library. They are costly to purchase, process, store, and maintain. The cost of serials has dramatically increased in recent decades and continues to rise, so the Library must be judicious in adding serials. Careful consideration is important when making a request for a new subscription, or when reviewing current holdings.

#### **Selection Responsibility**

Selection decisions rest with the Collection Development Committee. Departmental Liaisons, other TCNJ Librarians and users may offer recommendations to the appropriate Subject Librarians. Questions relating to price and availability should be directed to the Electronic Resources/Serials Librarian.

## Selection Priorities and Criteria

Subject Librarians and the Collection Development Committee consider the following criteria and priorities when recommending or selecting a new serial title or transferring a subscription from print to electronic format or from one electronic version to another (see also Electronic Journals: Selection Criteria):

- titles critical for the ongoing support of current curriculum, including
  - undergraduate research, receive first priority
- titles in support of a new area of focus that an academic department or program and the College Administration intend to continue supporting receive high priority
- titles likely to be used by more than one department receive strong consideration
- titles recommended by accrediting agencies receive strong consideration
- titles that exclusively support individual faculty research are given low priority (The Library serves the research needs of faculty through interlibrary loan, commercial document delivery, and providing either direct borrowing or access privileges for onsite use of other collections in the area.)
- titles frequently requested through Interlibrary Loan or document delivery over a number of years (These requests are indicators of the degree of demand for titles not owned.)
- titles of a recreational, cultural, or broad informational nature are not excluded (The Library is committed to meet general interest needs where possible.)
- title cost (not given undue weight unless it exceeds the average cost of a journal in its field)
- titles indexed or abstracted in one or more of the databases, indexing, or abstracting services available through the Library (These are given more favorable consideration since these titles will be more accessible and more apt to be used by TCNJ community.)
- titles of high intrinsic quality (as demonstrated by the following indicators) receive more favorable consideration:
  - reputation of editors, contributors, publishers, reviews
  - journal ranking studies
  - quality of production, *e.g.*, paper, typeface, graphics, special features, online interface
  - currency and regular publication of issues

## Format (electronic, print, or microform)

In principle, electronic subscriptions to journals and newspapers will be preferred over print when access, usability, licensing and cost considerations are resolved satisfactorily. Reasons for this preference include broad and immediate access, support of users in remote locations or during the hours when the Library is closed, simultaneous availability of a single article to multiple users, ease of integration into electronic reserves, simpler copyright compliance for electronic reserves, the availability of usage statistics, cost savings for shelving and binding, and a general user preference for online access. ([See Electronic Resources Policy](#))

In general, print will still be favored for:

- titles with significant cost increases for online access
- titles for which the quality of online graphics is not high enough to support its primary uses
- titles with limited assurance of perpetual access
- titles with license conditions that would restrict the usefulness of the title - *e.g.*, provisions restricting use in electronic reserves
- core journals where ease of use and dissemination (*e.g.*, browsing) are better than e-format
- popular magazines

Print + Electronic may be selected if:

- the cost of print includes online
- electronic access is available only to print subscribers (Titles with rolling back files will only have online access implemented when there is substantial content)
- electronic content coverage is not identical to that of the print version, or the text or illustration format of the print and electronic versions is not of the same quality
- print versions are needed to enable accurate references to an official or authoritative version (including those recognized in court hearings)
- electronic publication significantly lags behind the print edition
- the publisher has no commitment to archiving the electronic version

Microform is the least preferred format, but is selected when there is no perpetual electronic access, or limited assurance of access, and:

- the cost of binding and/or storing is prohibitive
- image quality is acceptable to support the primary uses of the title
- the format of the material does not lend itself to binding (*e.g.* newspapers)

### **Requesting a New Subscription**

Recommendations for new serials subscriptions, with a short explanation as to why they should be acquired (particularly how they support the curriculum), should be submitted to the Electronic Resources/Serials Librarian or the appropriate Subject Librarian at the R. Barbara Gitenstein Library. Complete bibliographic information, publisher's advertisements, reviews of the periodical, and indexing and abstracting coverage, are all appreciated. The Collection Development Committee reviews all requests. Recommendations for new subscriptions are accepted at any time, although the CDC will review subscription requests twice per year. If the recommendation is approved, the new subscription may begin with the first issue of the next volume but may not begin until the start of the next fiscal year.

The CDC will determine if back issues should be added to the collection.



## Evaluation and Cancellation

Before renewing for a second year, Subject Librarians will routinely evaluate new titles; departmental liaisons will be asked to help in this evaluation. Departments may also be asked to help in evaluating serial holdings in various subject areas at regular intervals. Recommendations for cancellation are accepted at any time, although actual cancellation typically occurs at the end of the subscription cycle. The Collection Development Committee will be responsible for the evaluation and cancellation of general interest serials. In addition to criteria used for selection, the following factors will be considered in evaluating journals:

### Relevance

- extent to which the title continues to support TCNJ curricula
- usage data, if available
- changes to lists of journals recommended by accrediting agencies
- changes in focus of publication

### Cost

- current price and price history
- cost effectiveness

### Quality

- changes in intrinsic quality of publication

## Monographs

### Scope

For the purposes of this document, a monograph is defined as any non-serial item (*i.e.*, an item either complete in one part or complete, or intended to be completed, in a finite number of separate parts). Included in this definition are books, reference works, musical scores, films, etc. Monographs may be considered for selection in any suitable format collected by the Library.

### Access

Bibliographic and holdings records, including associated hypertext links for monographs in electronic formats, are added to the Library's catalog. Additional access considerations for non-print titles are addressed in the Electronic Resources and Media sections of this document.

### Selection Responsibility

Content selection decisions rest with Subject Librarians. All faculty members are responsible for recommending Library resources in their subject area. Departmental Liaisons, other TCNJ Librarians, and users may offer recommendations to the appropriate Subject Librarian.

While final selection decisions rest with the Subject Librarian for most monograph selections, some materials may require further consideration before being acquired, as outlined in applicable sections of this document. These include reference materials, e-books, and audio-visual recordings.

### **Selection Criteria**

Monographs are selected using the General Selection Guidelines above and the detailed, applicable Subject Profiles and material-type or format policies below.

### **Duplication**

The R. Barbara Gitenstein Library normally purchases only one copy of a title but may provide both print and electronic access to particular monograph titles if this is justified by demand or preservation requirements.

## **Electronic Resources**

### **Introduction**

The policy for collecting and providing access to electronic resources addresses specific issues that relate to the electronic format. It is divided into three sections:

- Electronic Journals
- Electronic Books
- Other Electronic Resources

The principles contained in the general and subject specific sections of the R. Barbara Gitenstein Library Collection Development Policy apply equally to electronic resources. As with other materials, subject librarians assess present curriculum and research needs, select materials that meet the Library's standards in regard to quality, comprehensiveness, and authoritativeness, and weigh the purchase of a particular resource against other possible acquisitions from materials budgets. Issues of accessibility for users with differing abilities will also be taken into consideration.

The R. Barbara Gitenstein Library negotiates vendor/publisher licensing agreements for electronic resources using VALE Preferred Licensing Terms whenever possible. The Library will take all reasonable steps to comply with licenses and to inform its users of relevant licensing restrictions. Authorized users for on-campus access shall be defined as all current faculty, students and staff of The College of New Jersey, as well as walk-in users physically present in the Library unless restricted by licensing terms. Remote access will be extended to all authorized users defined above except walk-in users. The Library will ensure that remote access is restricted to only appropriate authorized users by implementing an authentication process such as a proxy server or virtual private network.

The rapidly evolving nature of electronic formats will necessitate regular review of this policy.

## Electronic Journals

### *Scope*

This policy addresses the selection, acquisition and delivery of electronic journals including:

- single-title electronic-only subscriptions
- multi-title electronic packages ordered from publishers
- electronic versions bundled with print subscriptions (i.e., where electronic full-text is available only to print subscribers)
- aggregate products from information providers such as EBSCO, Gale, or ProQuest (The Library has no control over the content of these collections.)
- free access (These are not always cataloged, and in some cases may be linked only from library web pages.)

### *Access*

The R. Barbara Gitenstein Library maximizes access to e-journals by several means:

- bibliographic and holdings records and associated hypertext links are added to the Library's catalog for all e-journals in the first three categories above
- cataloged e-journals, as well as those in the remaining two categories, are also listed by title using the Library's electronic resource access management system
- support and training to optimize use

### *Selection Responsibility*

Selection decisions rest with the Collection Development Committee. Departmental Liaisons, other TCNJ Librarians and users may offer recommendations to the appropriate Subject Librarians. Questions relating to price and availability should be directed to the Electronic Resources/Serials Librarian. A decision to convert from print to electronic format that would result in no change in cost or reduced cost can be made by the appropriate Subject Librarian(s) in conjunction with the Electronic Resources/Serials Librarian without going to the Collection Development Committee. (See also Serials: Selection Priorities and Criteria).

### *Selection Criteria*

Subject Librarians and the Collection Development Committee will consider the following criteria when recommending or selecting a new electronic-only title or transferring a subscription from print to electronic format or from one electronic version to another:

- coverage and the timely availability of material
- enhanced contents and additional functionality of electronic as compared with print

convenience for users, *e.g.*, unrestricted access in terms of location and time  
reliability of access  
full-text availability in PDF or other commonly used electronic format  
cost-effectiveness, *e.g.*, subscription savings, lower handling and overhead  
costs, number of simultaneous users included in license terms  
guaranteed access to a complete file of titles for the years of the subscription  
publisher commitment to maintaining web access to a permanent archive of  
back-issues  
availability of usage statistics to support evidence-based decisions on future title  
additions or deletions  
availability of IP authentication  
use of licensed content to fill interlibrary loan requests

### **Duplication**

The R. Barbara Gitenstein Library will only consider providing both print and electronic access to a journal under certain circumstances. See the discussion of Format in the Serials section above.

If a print subscription is exchanged for an electronic version and it is found that the content coverage, and/or text and illustration format of a particular article, or articles, in the electronic version, differs from the printed version of the journal, then the Library will bear the total cost of obtaining a full and accurate copy of the printed version of the article or articles.

In cases where the electronic version of a cancelled print title ceases to be accessible, the Library will consider resuming the print subscription and purchasing back issues if warranted.

### **Electronic Books, Etc.**

#### **Scope**

This policy addresses the selection, acquisition and delivery of electronic books or other non-serial electronic resources, such as government documents, research reports, websites, image files, etc.

These include:

- individual or collections of electronic-only books, etc., ordered direct from the publisher or through a vendor
- electronic versions available with print purchases
- electronic books, etc., available freely on the web (These are not always cataloged, and in some cases may be linked only from library web pages.)

### ***Access***

The R. Barbara Gitenstein Library maximizes access to electronic books, etc., by several means:

- bibliographic records and associated hypertext links added to the Library's catalog
- loading and maintaining necessary software within the Library
- providing access to applications for TCNJ members to download and install
- support and training to optimize use

### ***Selection Responsibility***

Content selection decisions rest with Subject Librarians. Platform selection decisions rest with the Collection Development Committee (see Selection Criteria under "Other Electronic Resources with Continuing Costs"). Departmental Liaisons, other TCNJ Librarians, and users may offer recommendations to the appropriate Subject Librarian. Questions relating to price, availability, or platforms should be directed to the Acquisitions Librarian.

### ***Selection Criteria***

Subject Librarians will consider the following criteria when selecting an electronic title, whether new or the equivalent of an existing print title in the collection:

- demand (priority being given to anticipated high-demand and reference-type material)
- suitability to curricular support
- currency and comprehensiveness
- cost, *e.g.*, handling and overhead costs, number of simultaneous users included in license terms
- enhanced contents and additional functionality, *e.g.*, searchability, annotatability
- ease of use and convenience for users, *e.g.*, unrestricted access in terms of location and time
- reliable, stable and permanent access
- appropriateness of format, *e.g.*, file size, supported applications
- availability of usage statistics to support evidence-based decisions on future title additions or deletions
- availability of content on the Library's preferred platforms

### ***Duplication***

The R. Barbara Gitenstein Library may provide both print and electronic access to particular monograph titles if this is justified by demand or preservation requirements.

## **Other Electronic Resources with Continuing Costs**

### ***Scope***

Other electronic resources that incur continuing access costs may include indexing and

abstracting databases, e-book platforms, etc.

### **Access**

Purchased or licensed resources and those produced by TCNJ will be given priority for the inclusion of bibliographic records in the Library's catalog. Free resources are not always cataloged, and in some cases may be linked only from library web pages.

### **Selection Responsibility**

Selection decisions rest with the Collection Development Committee. Departmental Liaisons, other TCNJ Librarians, and users may offer recommendations to the appropriate Subject Librarian. Questions relating to price or availability should be directed to the Acquisitions Librarian or Electronic Resources/Serials Librarian.

### **Selection Criteria**

Subject Librarians and the Collection Development Committee will consider the following criteria, where applicable, when selecting an electronic resource:

- demand
- suitability to curricular support
- currency and comprehensiveness
- enhanced contents and additional functionality
- ease of use and convenience for users, *e.g.*, unrestricted access in terms of location and time
- cost-effectiveness, *e.g.*, subscription savings, lower handling and overhead costs, number of simultaneous users included in license terms
- availability of usage statistics to support evidence-based decisions on future title additions or deletions
- reliable, stable and permanent access
- appropriateness of format, *e.g.*, file size, supported software

### **Duplication**

The R. Barbara Gitenstein Library will only consider providing both print and electronic access to a resource if this is justified by demand or preservation requirements.

## **Media**

### **Scope**

The R. Barbara Gitenstein Library provides access to a wide range of physical media and online digital formats. The disciplinary balance, comprehensiveness, content level, and intended audience of video and other multimedia titles vary, reflecting the College's curricula. Library media materials are purchased or licensed for nonprofit educational use by students, staff, and faculty.

### **Access**

The R. Barbara Gitenstein Library maximizes access to media by several means:

bibliographic and holdings records, including associated hypertext links for streaming media titles, when available, are added to the Library's catalog

online collections are accessible through the online databases page on the library website

Library Media Services maintains audiovisual equipment; only formats that play on equipment in the library are collected

whenever available, materials are acquired with Closed-Captioning or Subtitles for the Deaf and Hard of Hearing (SDH)

when available and affordable, materials may be acquired with educational public performance rights

All media materials are acquired with the understanding that there will be multiple uses of a limited number of copies.

### **Selection Responsibility**

Final selection decisions for most titles rest with the Music & Media Librarian, who will work with the Subject Librarians in the selection process to build and enhance the collection. Departmental Liaisons, other TCNJ Librarians and users may offer recommendations to the appropriate Subject Librarians. Faculty may also submit recommendations directly to the Music & Media Librarian. Final selection decisions for electronic databases of Media resources with continuing costs rest with the Collection Development Committee. Final selection decisions for higher-priced resources rest with the Collection Development Committee, even if those resources do not incur continuing costs.

### **Selection Criteria**

The following criteria, where applicable, will be considered in the selection of media resources:

Titles critical for the ongoing support of current curriculum will receive first priority.

Titles in support of a new area of focus which a department and the College Administration intend to continue supporting will receive high priority.

Titles likely to be used by more than one department will receive strong consideration.

Titles recommended by accrediting agencies will receive strong consideration.

Titles of a recreational, cultural, or broad informational nature shall not be excluded from consideration in light of the Library's commitment to meet general interest needs where possible.

Materials are collected primarily in the English language, and other languages with English subtitles. Dubbed versions of films will be purchased only when no other version is available.

## **Format Considerations and Replacement**

The Library currently collects DVDs, CD-ROMs, Audio CDs, multimedia kits (items consisting of more than one format) and streaming content. New formats and technologies will be evaluated and added as deemed appropriate.

Although video items produced globally may be included in the collection, preference will be given to NTSC format.

Items may be replaced in a different format if there is value added in either the quality of the resource, convenience in playback, or instructional appropriateness, or if the title is deemed high risk in its existing format.

Items will be considered for replacement when they are in poor physical condition, damaged, or lost, and if they are still deemed useful.

## **Subject Profiles**

[Subject Collection Development Statements will be appended after they have been written by the respective librarians and reviewed and approved by the Collection Development Committee.]

## **Collection Maintenance**

### **Preservation**

The R. Barbara Gitenstein Library recognizes the importance of preserving library materials for current and future use. Preservation measures include purchasing materials printed on acid-free paper, binding according to ANSI /NISO/ LBI Library Binding Standards, plasticizing paperbacks, etc. The Library also addresses preservation through repair, replacement, or re-binding. When a damaged or deteriorating item is identified, the appropriate Subject Librarian will refer to the subject collection development statement in determining whether the title should be withdrawn, replaced, or repaired.

### **Offsite Storage**

#### **Scope**

The R. Barbara Gitenstein Library was designed on the premise that the Library's entire collection could not be housed in the main facility. Therefore, the Library maintains an Offsite Storage facility. Items selected for storage are those considered to be of enduring research or historical value, but no longer of immediate relevance to current curricula.



### **Selection Responsibility**

Responsibility for identifying materials for storage lies with the Subject Librarians. The Collection Development Committee will be responsible for decisions regarding general interest serials. If space considerations warrant, the Assistant Director for Public Services may request that certain areas be reviewed for selection for storage or weeding.

### **Selection Criteria**

Subject librarians will consider the following criteria when selecting material to be sent to remote storage:

- value of retaining a physical copy of a title also available online
- historical value of otherwise superseded reference tools
- value of retaining variant editions
- value of retaining foreign language materials no longer of importance to current curricula
- value of retaining hard-to-replace material even if not of importance to current curricula
- value of retaining material despite no recent circulation

Material must be in good condition to be selected for storage.

### **Access**

All materials are fully cataloged and retrievable by paging.

Offsite Storage items are generally treated as regular circulating books, including availability for Interlibrary Loan. Retrieved periodicals may only be used in the Library.

## **Weeding**

### **Scope**

Weeding, also known as withdrawal or de-selection, is the process of removing materials from the collection. This is an essential, ongoing part of collection maintenance.

### **Weeding Responsibility**

Responsibility for selecting materials for withdrawal lies with the Subject Librarians. Subject Librarians will rotate weeding among all areas for which they are responsible and seek input from teaching faculty familiar with the discipline. The Collection Development Committee will be responsible for decisions regarding general interest serials. Ideally, the entire collection will be reviewed and examined every 6 years. If space considerations warrant, the Assistant Director for Public Services may request that certain areas be prioritized for review for offsite storage or weeding. Physical materials will be disposed of in accordance with library best practices and applicable policies.

### **Weeding Criteria**

Weeding criteria will vary from one discipline to another and specific guidelines are included in

the Subject Profiles found later in this document. General criteria for weeding are as follows:

- older titles no longer relevant to the TCNJ curriculum, if they are of no historical or academic value
- superseded editions, if they are of no historical or academic value
- duplicate copies of infrequently circulated titles
- short or scattered runs of periodicals
- materials in poor physical condition (moldy, mildewed, brittle, mutilated) and beyond repair (See also the Preservation section of this document.)
- media materials in obsolete formats, if they are of no historical or academic value

## Archives and Special Collections

The R. Barbara Gitenstein Library Archives and Special Collections collects, preserves, and provides access to historical materials related to the history of the college, the history of teacher education, and the general history of the area.

The focus of the collection is on the history of the College including College publications, photographs, scrapbooks, journals, memorabilia, audiovisual materials, etc., that document people, events, student life and activities, and the evolution of the College over time.

Other collections include Historical Textbooks and Historical Children's Books.

The Library Archives considers donations that are related to the college or are relevant to the college's curriculum. Please note that as with all gifts, the library reserves the right to dispose of donated materials that are not appropriate for the collection.

A detailed description and pathfinder for the Library Archives and Special Collections may be found at: <http://library.tcnj.edu/about-the-library/archives-and-special-collections/>

## Reserves

The R. Barbara Gitenstein Library reserve system provides access to course materials to be used by multiple members of a class.

Faculty members identify books, music scores, sound recordings, videos, or other materials to be placed on reserve.

If materials are identified for reserve and not currently in the collection, the Library may purchase and/or license those materials. Reserve materials may be purchased even if they do not otherwise fall within the scope of the Library's collection.

Textbooks required for specific courses are not purchased for reserve.

Purchase/licensing of reserve titles is generally limited to one copy per title, unless a need for a

second copy is demonstrated. Second copies will be purchased using the associated subject allocation, rather than the reserves allocation.

## **Cooperative Ventures**

### **Collection Development**

The R. Barbara Gitenstein Library does not participate in any cooperative Collection Development activities at the present time.

### **VALE Last Copy**

The R. Barbara Gitenstein Library does not participate in the VALE Last Copy or any other cooperative last-copy program at the present time.

## **Gifts**

### **Policy for Donations of Books and Other Library Materials**

#### ***General Guidelines***

The R. Barbara Gitenstein Library considers offers of gifts of suitable library materials, specifically materials that support the curriculum and fill existing gaps in the collection. Gift titles are accepted in both print and non-print format. Subject Librarians examine gift titles for possible addition to the collection using the same standards and policies that apply to purchases. While gifts to the Library are appreciated, upon donation these items become Library property and the Library reserves the right to retain or dispose of these items as librarians deem appropriate.

The Library generally does not accept textbooks, complimentary desk copies, non-scholarly paperbacks, vinyl records, VHS tapes, or gifts with special conditions attached. Also, gift materials should be in good physical condition, clean, and unmarked. If items are in poor condition or have dated information, they will be recycled or discarded. If items are in acceptable condition but not retained by the Library, they will be given away or offered for sale.

Potential gifts to the Library Archives are evaluated under a separate policy but are generally limited to materials emanating from the College itself, not collections of personal papers or memorabilia, unless they have a bearing on College history.

The donor is responsible for the transport of donated materials to the Library.

#### ***Acceptance and Retention of Gifts***

The R. Barbara Gitenstein Library retains the right to accept or decline gifts. Whenever possible, donors should supply a list of titles for review before being accepted.

At the time of donation, the donor will be asked to sign a gift release form. By signing this

form, the donor agrees to cede ownership of the items and acknowledges the Library's role and rights in the disposition of the gifts.

Once the gifts are received, they become the property of the Library. The appropriate Subject Librarian then determines whether the gift titles are added to the collection. Books or other materials that are not added to the collection may be offered for sale, given away, or discarded.

### ***Acknowledgment of Gifts***

All gifts are acknowledged by the Acquisitions Librarian.

### ***Evaluation of Gifts***

IRS regulations forbid the Library to provide monetary appraisals for gifts. Establishing a gift's value is the responsibility of the donor. Donors who want an evaluation of their gifts for tax purposes are advised to seek the information they need in appropriate IRS publications or by speaking with a tax professional and to have their materials appraised prior to donation.

### ***Contact Information***

Individuals or corporate entities interested in donating materials for the R. Barbara Gitenstein Library should contact the Acquisitions Librarian, or Erin Ackerman, Collection Development Coordinator.

## **Financial Contributions**

Individuals or corporate entities interested in making a financial donation to support the R. Barbara Gitenstein Library collections should contact the Dean of the Library.

Revised policy approved by Library Steering Committee, March 2025