

**DRURY UNIVERSITY
F.W. OLIN LIBRARY
COLLECTION DEVELOPMENT POLICY**

The F. W. Olin Library collection development policy provides a framework for selecting, acquiring, and managing library materials to support the teaching, learning, and research needs of the Drury University community.

The library faculty is ultimately responsible for the library's collection development. Each librarian builds a balanced collection in their liaison disciplines within the limits of an annual budget and in cooperation with departmental faculty. A librarian is assigned as the library's liaison to each discipline on campus. The librarian liaisons establish contacts with the departmental faculty and encourage their recommendations of books and other materials that support the Drury University curriculum and research.

General Criteria for Selection

Monographs

1. Scope. Priority is given to materials, from basic to research level, that support the academic programs and faculty research at Drury University. The library does not usually purchase popular items such as best-selling novels, do-it-yourself manuals, and other materials that are commonly collected by the Springfield-Greene County Public Library system; exceptions may be made based on curriculum needs.
2. Format. Trade paperback editions are purchased for the library unless a hardback copy is specifically requested. A small collection of electronic books is maintained, as well.
3. Language. The library acquires primarily English language books, except when materials in other languages are required to support a course or program.
4. Duplication. Generally the library does not purchase multiple copies of a work, however heavily used items may be duplicated.
5. Textbooks. Following standard academic practice, the library does not purchase textbooks due to limited financial resources and frequent revision of textbook content.

Periodicals and electronic databases are selected by the library director with input from the subject librarians and the departmental faculty. Recommendations from the faculty are considered based on the curricular needs, electronic access, and ongoing funding. A high degree of selectivity is required for subscriptions due to annual inflation of the price and the related cost of maintenance and bindery (for paper format). Popular newspapers and magazines are subscribed to on a very selective basis. A few foreign-language subscriptions are maintained.

Documentary and feature films will be purchased in DVD format when they support the curriculum; films are selected by liaison librarians in collaboration with departmental faculty.

Sound Recordings and Scores are acquired to support the courses offered by the Department of Music and the Music Therapy program. This collection is developed by the Music Department liaison in conjunction with the music faculty.

Criteria for Selection by Collection

Reference Collection

The library's reference collection consists of general, subject, and interdisciplinary publications in standard formats such as dictionaries, encyclopedias, atlases, statistical compilations, directories, and bibliographies that meet the basic research and information needs of Drury University students and faculty. The paper reference collection is non-circulating. Increasingly, the reference collection is incorporating electronic books.

Juvenile Collection

The library maintains a juvenile collection in support of the School of Education's children's literature requirement.

Curriculum Collection

This collection is non-circulating and is designed to support pre-service and in-service teachers. The collection includes student and teacher textbooks and supplemental materials used in teaching grades Pre-K to 12th. The collection is maintained with as much up-to-date material as possible on a wide range of subjects taught in elementary, middle, and high schools. The out-of-date material is withdrawn when new material is added. This collection also contains current Subject Curriculum Guides for the Springfield R-12 school district.

Materials for the collection are obtained through donations by publishers, teachers, schools, and school district subject coordinators. Duplicate sets of teaching materials are sent to both the St. Robert and Rolla Distance Learning sites to expand their curriculum collections.

Rare Book Collection

Rare books are expensive and the library makes only a few purchases for the Rare Book Collection each year. Selections must be carefully made according to the following criteria:

1. Uniqueness. The item represents an aspect of printing history, or the printer's craft, that is significant. The item represents an example of printing history that is not found in the existing collection.
2. Usefulness for education. The item is one which can be used to illustrate an aspect (and preferably several aspects) of printing history or the history of the book to students.

In some instances, rare books are donated to the library and are placed in the rare book collection. In other instances, a book in the main collection of the library may be transferred into the rare book collection.

Special Collections

Generally speaking, there is not an active collection development policy for Special Collections. For the most part, items are added to the collection through donations, transfers out of the main collection, and the occasional purchase. Some items that come into the Special Collections are publications related to the history of Drury University; other items are placed in Special Collections because of their age, condition, rarity, value, or format (i.e., art books with loose plates). The library receives all Honors and Master's Theses, and these are cataloged and

2011

placed in Special Collections. It may be decided that a theft-prone item will be stored in Special Collections for safekeeping.

Archives

Items added to the Drury University Archives will usually have some connection to the history of Drury University. These may be photographs, personnel records, yearbooks, university publications, and other university documents. The Archivist will strive to collect all items related to the history of the university, both actively (by seeking items and adding them to the collection) and passively (by receiving items from campus offices and departments, as well as donations from alumni and the public). On rare occasions, the library may purchase an item related to the history of Drury University.

It should be noted that items donated to the Drury University Archives become the property of Drury University, under the care of the Archivist and the Director of the Library. The Archivist and Director of the Library will make decisions regarding the retention, disposition, and care of the materials in the archival collection.

Intellectual Freedom

In carrying out its collection development responsibilities, the F. W. Olin Library abides by the following principles of the American Library Association as laid out in the Library Bill of Rights.

1. 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.
2. 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.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

Revised 07/xx/11