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Introduction

Purpose

The purpose of a collection development policy is to insure that the Library collects material that supports the Library's mission. The purpose of this document is to clarify the National University Library System’s collection development objectives, and to provide guidelines for the selection and deselection of library materials. As the National University Library System’s mission changes, the Collection Development Policy should change to reflect the changes. As new technologies for information provision and management arise, the impact on our collection development criteria will be evaluated.

This Collection Development Policy is written for members of the National University community. The Policy provides information about how material in the Library is chosen, and puts boundaries on material that will not be added to the Library. The Policy is produced with input from both the Technical Services and Public Services departments of the Spectrum Library.

National University Mission and Philosophy

National University's mission statement is the underpinning of its philosophy and operational agenda. The mission statement summarizes both its belief in providing access to higher education for the adult learner and its fundamental commitment to continual improvement in academic quality:

National University is dedicated to making lifelong learning opportunities accessible, challenging, and relevant to a diverse population of adult learners. Its aim is to facilitate educational access and academic excellence through exceptional management of University operations and resources, innovative delivery systems and student services, and relevant programs that are learner-centered, success-oriented, and responsive to technology. National University's central purpose is to promote continuous learning by offering a diversity of instructional approaches, by encouraging scholarship, by engaging in collaborative community service, and by empowering its constituents to become responsible citizens in an interdependent, pluralistic, global community. ¹

¹ National University General Catalog, 2008, p.20.
National University Library System Mission and Vision Statements

Our Mission
The Library provides the National University community with access to affordable, quality resources and relevant information literacy skills, expediting their integration into the community of lifelong learners.

Our Vision
The Library Will:

- Create an information-literate community through a state-of-the-art instructional program.
- Purchase the electronic and print resources needed by its community of scholars and students, or provide quick access to what it does not own.
- Be proactive and creative in reaching out, in order to anticipate and respond to community needs for resources, programs, and services.
- Be a customer-driven organization, constantly inviting feedback, measuring quality, and making appropriate adjustments.
- Foster learning among its staff, enabling staff to become as skilled and successful as possible.
- Provide for its community the most up-to-date technology possible for the delivery of information resources.
- Join the University in its effort to improve the quality of the National University experience for the entire community.
- Become experienced and successful at fund-raising.

Library Description
The National University Library System (hereafter called Library) is comprised of the Spectrum Library in San Diego and a collection of online resources available through the World Wide Web. The Spectrum Library contains circulating collections of books, curriculum materials, and juvenile literature, and non-circulating collections of reference books, print journals, and microfiche. Patrons in locations other than San Diego may request books and articles using processes known as Books Direct and Journal Direct, respectively. Staff members who chose books, journals, and video recordings are matched with a school as a liaison or with a department as a selector. Any faculty member may send material requests directly to the relevant school liaison.
General Policies and Guidelines

Standards
The Library provides the university community with access to information and knowledge materials that are used in the pursuit of scholarship and research. The Library is guided by various standards and statements of principle created by the wider library community, among them the American Library Association's Library Bill of Rights and its basic interpretation, the Freedom to Read Statement, the Code of Ethics of the American Library Association, the Core Values of Librarianship, and the Resolution in Support of Academic Freedom. (See Appendix A for the full texts of these documents.)

Copyright Compliance
The Library supports the copyright laws of the United States. Staff members will not knowingly violate the existing laws in serving any faculty, student, or university staff member.

Censorship and Challenged Materials Policy
Intellectual freedom and preservation of the right of access to information have long been primary goals of the library profession. The Library upholds the standards put forth in the ALA’s Intellectual Freedom Manual. Furthermore, the Library affirms ALA’s stand to deny attempts at censorship and supports the Library Bill of Rights. (See Appendix B for Challenged Materials: An Interpretation of the Library Bill of Rights.)

One of the core goals of the Library is to strongly support the curriculum. The University’s librarians remain at the forefront of adult education and strive to maintain a collection that represents all sides of issues pertaining to the University’s curriculum. Faculty members are encouraged to take an active role in book selection.

In their effort to represent in the collection all viewpoints of information, National’s librarians realize that some patrons may find certain materials objectionable. They affirm the patron’s right to privacy and their right to read but believe that patrons do not have the right to exercise censorship. (See Appendix B for the Library’s grievance procedure and complaint form.)
Availabiltiy of Materials
Print materials must be available to the entire university, regardless of the material’s or patron’s location. All print materials purchased with Library funds will be housed in the Spectrum Library and, if allowed to circulate, may be checked out according to the Library System’s circulation policy. (See Appendix C for the Library’s circulation policy.)

Collection Development Policy Objectives
- To provide guidelines for selecting quality learning resource materials in all formats, including video, and electronic Web-based resources.
- To develop a collection which supports the curriculum and academic research and maximizes remote access to library resources.
- To define collection strengths and priorities for collection development.
- To state our policy on collecting National University Master’s theses.
- To describe the selection process for both print collections and for electronic Web-based resources.
- To state what types of materials are not collected.
- To provide guidelines for deselecting materials from the collection.
- To define the policy for accepting gifts.
- To state our policy on censorship, and to outline procedures for handling complaints and questions.

Collection Development Responsibilities
Responsibility for developing a quality resource collection is shared by librarians, faculty, and administrators. The University administration provides funding adequate to build a collection of materials that support the curriculum, academic research, and the University’s broad range of academic endeavors. Librarians coordinate the selection of materials with the goal of developing and maintaining a well-balanced collection. Faculty input into collection development assures that the collection directly supports specific course needs and research efforts.

Criteria for Selection
The following criteria will be used as they apply:
- Materials should support and be consistent with the general educational goals and the specific instructional programs of the University.
• Materials should meet high standards of quality and scholarship in factual content and presentation.
• Materials should be of contemporary significance and/or permanent value.
• Consideration should be given to materials for general information in subject areas not covered by the instructional programs.
• Materials on controversial issues will be directed toward maintaining a balanced collection representing various views.

**Funds and Allocations for Library Materials**

• National University employs a Zero Based Budgeting system. During March of each year, the Library submits to the University administration its baseline budget projections for the coming fiscal year, which are dollar amounts for distinct budget lines. The major budget lines for library materials are:
  • print periodical subscriptions
  • electronic subscriptions,
  • print books,
  • electronic books,
  • microforms
  • video recordings.

Baseline projections are based on and documented by invoices paid in the current fiscal year, with increases for inflation or price increases announced by vendors, and future need based on new schools and programs and changes to existing programs.

When the Library receives the approved budget for the upcoming fiscal year, the print book budget is allocated to fund accounts representing the various schools and academic programs. Allocations are based on the amount spent in each fund account during the previous fiscal year, with adjustments made based on changes in need and program emphasis. Adjustments up or down in the initial fund allocations may be made during the fiscal year, based on changes in perceived need and the availability of materials in a subject area.

**New Programs**

Monies for new programs and new products are either subsumed within the requests for the relevant budget line or, if substantial, are requested as separate Strategic Policy Objectives (SPO). The existence of new programs is communicated to the Library through either the Director of Library Services, the Associate Director, Library Collections and Technical Services, or the School Liaisons. The Acquisitions and
Budget Coordinator creates new fund accounts and allocates money from the new fiscal year budget, based on the following criteria:

- Number of programs and/or classes in a school
- Number of students in a program
- Number of faculty in a department
- Ratio between graduate versus undergraduate courses
- Library material usage
- Number and cost of resources available in each discipline
- Estimated start date of program

**Price Guidelines**

General price ceilings exist for each type of material to guard against the premature exhaustion of funds in a subject area. Orders for single items costing more than the following limits will be flagged by the Acquisitions Unit and reviewed before purchase by the Associate Director, Library Collections and Technical Services and the relevant selector.

<table>
<thead>
<tr>
<th>Books</th>
<th>Video Recordings</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>$200</td>
<td>$500</td>
<td>$500</td>
</tr>
</tbody>
</table>

**Science/Technical/Medical (STM)**

- STM titles are on average more expensive than books in other subjects.
- Therefore, price ceilings for STM materials are as follows:

<table>
<thead>
<tr>
<th>Books</th>
<th>Video Recordings</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>$300</td>
<td>$500</td>
<td>$750</td>
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</table>

**Criteria for Exceeding the Material Type Thresholds**

- Works whose appropriateness to the collection has been thoroughly researched based on quality, usefulness, and currency.
- Works that are essential for a course or program that cannot be substituted for with a cheaper work of equivalent content and quality.
- A reference work that provides information vital to university programs or to the answering of reference and research questions by the Library’s Help Desk.
National University Library System Selection Responsibilities

The setting and interpretation of this collection development policy rests ultimately with the Library. Selection of library materials is primarily the responsibility of the Library collection development staff, including the selection of print and electronic books, serials, continuations, electronic resources, audiovisual materials, and reference works. Each academic school is assigned a Liaison Librarian who regularly communicates with Deans, Lead Faculty, and General Faculty and solicits their involvement in the collection development process, especially in identifying specific materials that are crucial to teaching and research in their curricular areas. The Liaison Librarian coordinates budget allocations with the Library Acquisitions Supervisor and materials selection with the administration and faculty of their school and programs. Requests submitted by full-time faculty to the liaison will be of prime importance in building the Library’s collection. All members of the university community may submit requests for items they wish to see added to the collection. These requests will be given serious consideration when the material requested meets the guidelines of this policy. (See Appendix D for a list of liaisons and selectors, their areas of responsibility, and their duties and responsibilities. Also see Appendix E for an outline of the Library of Congress Classification.)

Reviews

Critical reviews are used by selectors to help identify books and other materials suitable for the collections. Review sources regularly consulted include Booklist, Choice, Choice Reviews Online, College & Research Libraries, The Journal of Academic Librarianship, Library Administration & Management, Library Journal, and Publisher’s Weekly. Many of the reviews found in these sources are also available through Gobi, the Library’s primary book ordering tool, available from Yankee Book Peddler (YBP). In addition to standard review sources, selectors use university press brochures, academic and professional bibliographies, publishers’ catalogs, and Web-based resources. Knowledge of the strengths of individual publishers is assumed. Faculty members are encouraged to submit requests, ideally accompanied by critical, academic reviews.

Collection Priorities/Levels of Collection

Current and proposed curriculum programs are supported by the Library’s collections at the following four levels of intensity:

- **General Level** – A selective collection of materials that introduces and defines the subject. It includes subscription electronic resources, bibliographies, dictionaries, encyclopedias, important works of major authors, historical surveys, biographies and serials for keeping current with scholarship in the field.
- **Undergraduate Level** - A collection designed to meet instructional needs. It includes “general level” materials, collections of the works of important authors and critics, selections from the works of secondary writers, yearbooks, handbooks, a core collection of journals, and bibliographies pertaining to the subject.

- **Masters Level** - A collection designed to support basic research. It includes general and undergraduate level materials and fundamental works of scholarship for use by graduate students and faculty. These materials may serve departments granting undergraduate degrees as well as those granting graduate degrees.

- **Doctoral Level** - A collection designed to support advanced research and the creation of knowledge. It includes general, undergraduate, and masters level materials. It should strive to be inclusive of all significant secondary materials in the field of study and also include where appropriate a selection of primary sources and archival material.
Electronic Versus Print Books
The University’s geographically dispersed student body and its commitment to providing online courses and programs make remote access to the Library’s resources and services essential. Electronic books (ebooks) are especially suited to the needs of National’s clientele because access is controlled and they can be viewed anytime, anywhere. Features such as full-text keyword searching and dictionary links provide additional value. In addition, ebooks present none of the collection maintenance issues associated with print books, e.g., overdue fines and replacement costs. Ebooks may be purchased and owned by the Library as individual titles or leased in groups as subscription packages.

- The Library’s preference is to purchase and own the ebooks.
- Subscription-based packages will be leased when:
  - A package provides many titles for a low per-title cost.
  - A package contains unique titles not available for purchase.
- When leased packages eliminate titles, delete lists are routed to selectors for a decision on whether or not to purchase selected titles individually, either from the same or another vendor.
- In general, ebooks will be purchased if available.
- Print books will be purchased if there is no electronic version, if the print book has supplementary software that is not included with the electronic version, or if the ebook publisher uses a proprietary viewer or interface.
- Library selectors may also choose to purchase a print version of the same title, especially in cases where a book would likely be read from cover-to-cover or for long stretches of time.
- When an ebook title is available from more than one vendor, the book will be purchased from only one vendor, the choice depending largely on the favorability of terms, the interface, and the circulation model.

Selection Criteria for Ebooks
- **Content** - Ebook content should match any print version and include all its elements, including text, graphs, and illustrations. Enhancements to the content such as hyperlinks or dictionary lookup are desirable. The ideal ebook would include multi-media information, full text searching, citation formatting for APA and MLA, reference linking, portability, interoperability on a variety of devices, and simultaneous publication with the print version.
• **Software and Hardware** - Given the range of technological choices available to the university community, hardware dependent ebooks are not an equitable choice for a university library. Therefore, the Library will not buy hardware or software to provide access to ebooks. If special software is required for viewing, it must be available as a free download. The Library will not purchase hardware dependent ebooks. If an ebook includes a software viewer, it must comply with the Americans with Disabilities Act. (See Appendix F for the relevant section of the act.)

• **Access** - Ebooks must be accessible through the Library catalog and available to National University faculty, students, and staff on campus and off, 24 hours a day, 7 days a week. A multiple simultaneous user access model is preferable to a one title per user check-out model.

• **Archiving** - Ebooks purchased by the Library and not leased, must be owned in perpetuity, and this provision must be stated in the license agreement.

• **Privacy** - Users should have the option to anonymously view electronic books. Ebook vendors should be able to report statistics on usage by book title and time period, but these reports must not include patron names. Some ebook vendors create individual user accounts to track the titles an individual has checked out, and to create “My Library” features. Since in such cases it would be possible for vendors to report to law enforcement personnel the exact titles an individual had accessed, such individual accounts on the vendor’s web site may infringe on privacy and are to be governed by the specification stated in 6 below.

• **License Agreement** - When required, a license agreement is negotiated and should include clauses for terms of access, hosting fees, technical support, privacy clauses guaranteeing patron anonymity, and usage statistics. In addition, license agreements must specify that features such as the “My Library” and title-patron linking described above be removed from the vendor’s records when the book is released from circulation.

• **Title Exchange** - If possible, the Library will negotiate an agreement with the ebook vendor that will allow older editions of ebooks to be exchanged for newer editions at a reduced price.

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**Circulating Print Books**

Books that circulate to the university community have a special set of criteria because of the way they are used. All policies in this section relate to those criteria. Reference books, which do not circulate and which are used in a different way, are treated in another section of this policy. For reference books, all considerations, such as format, selection process, current versus retrospective, gifts, mending, and weeding are dealt with in that section.
Preferred Format for Print Books
There is no preferred format for print books. If an item is available in both hard and paperback, the selector in making a format decision considers price differential (including discount percentage) and projected usage. Spiral bound and loose leaf items are purchased only when comparable information is unavailable in a preferred format. Although microforms are purchased regularly for periodical backfiles, microforms of monographic and manuscript materials are purchased only when of substantial research value to faculty and graduate students.

Selection Process for Books
Approval Plan
The Library maintains an approval plan for print and electronic books with Yankee Book Peddler (YBP). With this plan, YBP identifies books for selectors based on criteria set in a detailed profile unique to National University. From these profiled books, selectors choose items for the collection. The profile uses subject and publisher criteria, as well as other modifiers such as academic level, place and language of publication, physical format, geographical content, price, and type of publication.

Purchasing books on approval:
- allows the Library to evaluate and strengthen all curricular areas and existing collections and to move quickly to support new curricula.
- enables the Library to obtain books more rapidly and reliably than with firm orders, provides a way to easily acquire basic materials: selectors may concentrate their efforts on selecting in greater depth for specific subject areas, have more time to review and weed the collection, and concentrate on providing coverage in hard-to-fill subject areas.
- The YBP Approval Plan Memorandum of Agreement is included in Appendix G.

Firm Orders
Firm orders are those made directly to a publisher or vendor for specific titles identified by selectors and faculty. Firm order titles are discovered in publishers’ catalogs, reviews in library science and book trade periodicals, and the WorldCat database. Firm orders are of two types:
- **Routine** - General curriculum support and collection building. Acquisitions orders material from the appropriate vendor. Normal claiming procedures apply.
- **Rush** - There is a deadline for the material, which will be used for a specific class or assignment. Acquisitions processes the order immediately upon receipt and reports the status of the order to the selector.
Multiple Copies
Multiple copies of print titles should, in general, not be purchased. Exceptions to this policy may be made in the following cases, as budget allows:

- High-use items, determined by system-wide circulation statistics and patron requests.
- Items placed on reserve. Additional copies may be purchased at the judgment of the appropriate selector.

Current Versus Retrospective
National University's curricula focus on current and well-known theories and practices. Thus retrospective materials are generally not purchased. Exceptions to this policy may be made when older texts continue to represent current thought in a field and where the historical development of a field is especially important to an understanding of its current state. In addition, older materials may be routinely purchased in building a collection to support a new program.

Foreign Publications
Aside from dictionaries and language instruction, few purchases are made of materials in foreign languages. English language proficiency is an admission requirement for the University. Ordering material from countries other than Canada and the United Kingdom that is not profiled in the approval plan is time-consuming and complicated. Firm orders for material published in another country must be submitted for approval to the Associate Director, Library Collections and Technical Services. The requestor must submit a justification, including the course number and the assignments from the master syllabi that require the material.

Government Publications
The National University Library is not part of any state or federal depository system and does not automatically receive government documents. The Library will purchase government documents as single monographs or serials, according to policies for those materials stated elsewhere in this document.

Replacement/Mending
The Library does not automatically replace materials withdrawn because of loss, damage, or wear. When an item is withdrawn, the appropriate library selector or the Research and Electronic Resource Coordinator makes the replacement decision.

When an item is declared lost, a decision on replacement will depend upon:
- Demand for the particular title and subject.
- Existence of similar material in the collection.
- Availability of better and more current material.

**Gifts in Kind Policy**

**Gifts of Tangible Materials**

The National University Library is interested in materials that fit within the university's programmatic boundaries. Gift acceptance is subject to the same criteria for selection as those for purchased materials stated elsewhere in this policy. Gifts that are appropriate, enhance the Library’s collections and support the commitment of the Library to excellence in research and instruction. The School Liaisons and the Associate Director, Library Collections and Technical Services are responsible for reviewing gift books.

Gifts-in-kind are accepted with the understanding that materials become the property of National University. In turn, the NU Library may use, keep, or dispose of items at its discretion. To ensure maximum accessibility to the Library's resources, donors are asked not to request restrictions on housing, access, processing, or related matters.

**Valuation of Gifts**

Federal tax regulations prohibit National University Library from performing appraisals or estimates of value for donors. Valuation is the responsibility of the donor. Gifts-in-kind will be acknowledged upon request.

**Additional criteria:**

- Gifts must be in good condition in order to be integrated into the Spectrum Library collection. Books with water, mold, and insect damage; torn, fragile, or missing pages, or excessive dirt will be discarded.

- The value of the gift should be weighed against space limitations and the cost of processing the materials. Books older than 10 years will not be added to the collection unless they are classics in the field or out of print.

- Materials requiring continuing obligations, such as periodicals, should not be accepted without serious consideration of the Library's ability to keep the material up-to-date. Exceptions to this policy may be made where the gift fills gaps in a current Library subscription, or where the Library wishes to establish a subscription.

- The policy governing the acceptance of gifts of textbooks is subsumed within the section on textbooks below.
Monetary donations to the Library for the purpose of purchasing library materials are accepted. (Appendix H contains a sample gift letter.)

**De-selection, Weeding, and Withdrawal Policy**

Library collections are not static. Just as they must grow to include the addition of books reflecting new ideas, methods, content, and viewpoint, they must also be weeded to remove books damaged beyond repair, unneeded duplicate copies, and older materials representing programs no longer taught in the University or reflecting knowledge and methods no longer current and of little historical value. De-selection is an ongoing program supervised by the Associate Director, Library Collections and Technical Services and carried out by the liaisons and selectors. Efforts to relieve overcrowding must adhere to these guidelines.

The decision to dispose of certain items is based upon the knowledge and judgment of librarians and faculty in their respective subject areas, supported by factors such as availability as Web-based resources and past circulation records. The criteria used to identify titles for de-selection and withdrawal are reviewed by selectors on a regular basis and are consistent with the criteria for selection. Some types of library materials such as reference, periodicals, continuations, and juvenile literature may have unique withdrawal criteria. The Research & Electronic Resource Coordinator and school liaisons will review the books in their designated LC Classifications, using weeding criteria and methods developed for academic libraries such as Stanley J. Slote’s *Weeding library collections: Library weeding methods*.

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**Special Collections**

**Theses and Dissertations**

Graduate theses by National University graduate students are written and produced in conformance with standards set by the Office of the Vice-President for Academic Affairs. The Library houses in Special Collections an archival, bound, copy of each approved graduate thesis. A thesis is a paper written in partial fulfillment of a degree, not an individual course. Theses must be bound according to the University's standards. A list of approved binderies is on the Library website under *Faculty Resources*. (Theses requirements and a sample approval form are in Appendix I.)

**Thesis Submission Process:**

- Student writes thesis.
- The thesis committee approves thesis.
- Lead Faculty, Department Chair, or Dean approves thesis.
- The Library receives a copy of the thesis.
- The Library catalogs the thesis and places it in Special Collections.
**Course Papers**

The Library does not collect papers written for courses. Instructors may place sample papers on course reserve in the Library. Such papers are returned to the instructor when the course is completed.

**Textbooks**

Textbooks are works whose published form clearly indicates their intended use as a principal teaching aid. They are normally excluded from the permanent collection. Older editions of textbooks and current textbooks sold by the bookstore will not be purchased in print or electronic format or accepted as gifts, with the following exceptions:

- Textbooks that are classics in their field. This decision is made by librarian selectors in conjunction with faculty members in the relevant disciplines.
- Textbooks in curricular areas where other kinds of monographs are sparse.
- Textbooks that in the opinion of teaching faculty or selectors are especially valuable to students.
- Textbooks that treat an important extra-curricular subject not otherwise represented in the collection.
- Textbooks used as supplemental reading in pedagogy courses.
- K-12 level textbooks that are used to support the education curriculum.

**Other considerations:**

- Textbooks provided to faculty as copies for review from publishers will not be accepted in the collection. Such gifts jeopardize established publisher/vendor/library relationships.
- The Library will not collect transparencies and test bank materials that accompany textbooks.
- While video recordings are an important part of the Library’s collection if they relate to an academic topic, they will not be added to the collection if produced to support textbooks.

**Resources on Master Syllabi**

Resources listed in the master course syllabi on the academic department web pages will be ordered for the Library if they are available. Course materials not listed on a master syllabus must be ordered through the school liaison eight weeks prior to the beginning of a class. The liaison may choose not to order such material if holdings are already substantial in the subject area, or if the budget is limited. If faculty members believe the material should be a resource for all students in a class, they should work with lead faculty to change the master course syllabus. Lead faculty should also work with their school liaison to maintain current resource lists.
Books on Tape Including Textbooks

The Library may purchase audio-books for scholarly items or unabridged literary works, but it is not required to purchase books on tape to comply with the Americans with Disabilities Act.

Out-of-Print Books

Out-of-print items will be purchased at the discretion of the selector to replace lost titles which are standards in their fields, for important titles not purchased in the past because of budget constraints, or for titles requested by faculty. The Library will not purchase out-of-print materials from dealers in other countries due to complications involved in shipping, payment, and communication.

Serials

Serials are publications “issued in successive parts and intended to be continued indefinitely,” including periodicals (journals, magazines), annuals, other regularly appearing reference works, newspapers, transactions and proceedings of societies, and numbered monographic series.

The Spectrum Library maintains a core print serials collection and an array of full-text journal aggregator services to support student and faculty study and research throughout the university. When programs are added or enhanced, additional print titles not available in an aggregated database may be requested and considered for purchase electronically or in print. Serial subscriptions are reviewed every year for possible cancellation.

In addition to scholarly and trade periodicals, the Spectrum Library houses a small collection of popular periodicals for leisure reading.

Periodicals

Periodicals are serial publications “appearing at regular and fixed intervals of time under a distinctive title, which the publishers intend should continue so to appear, without any anticipated cessation. Its contents


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are usually some mixture of articles, reviews, stories, or other writings by several contributors.”

Classic examples are magazines and scholarly journals.

Periodicals are serial publications published with volume, issue, or part numbering, and date of publication, on a regular schedule, e.g., weekly, monthly, quarterly. The primary examples, are magazines and scholarly journals, whether in print Web-based format.

Requests for periodical subscriptions are unlike requests for books because a subscription represents a commitment to continued subscriptions escalating costs, and purchasing and storing backfiles normally in microform, and availability as a Web-based resource.

Consideration is given to periodicals that (1) are indexed in the Library’s Web-based full-text journal aggregator services such as EBSCOHost or ProQuest, (2) present substantial information related to disciplines taught at National University (or are general interest periodicals appropriate to this collection), and (3) are favorably reviewed.

**Print Periodicals**

Print journals and newspapers are ordered by subscription and are stored on the shelves in the Library. Journals and newspapers are published at various frequencies, from daily newspapers to annual compilations. Older issues of print journals or newspapers may be retained in print format and shelved with the current issue. Microform backfiles of issues prior to those retained in print may be purchased as a preservation measure and to save space. Print or microform journals in the Spectrum Library are available to students and faculty through a document delivery system called Journal Direct. Articles ordered through Journal Direct are faxed to the requestor within 24 hours of the request.

**Selection Process for Periodicals**

Liaisons are responsible for initiating the selection process for periodicals, which is outlined below. Journal subscriptions are begun with the first issue of a volume year. New subscription orders are placed during the blanket journal renewal process, occurring in May through August of each year. New journal

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subscriptions will be ordered at other times of the year only if funds are available and if they are urgently needed by faculty.

**Journal Selection Criteria**

Selection criteria include the following:

- The scarcity of material on the subject.
- The price, especially the cost of subscription in relation to its possible use.
- The number of students enrolled in courses in the subject and anticipated level of use by the students writing papers.
- The organization issuing the publication and the authority and reputation of the editors and contributors.
- Whether the title has been in existence for at least a year.
- Whether the title is issued by an established publisher.
- Whether the title is available in a Web-based, full-text format.
NEW JOURNAL SELECTION DECISION TREE

Selector chooses journal from sample issues, faculty recommendations and serials directories (ULRICHs) or EBSCO Serials Directory

Time permitting, the Serials Department will do preorder searching, checking the library catalog and Serials Solutions. Price information will be gathered for print, EBSCO online, ECO, and microfiche.

Does the National University Library System have current holdings for the journal in at least one major vendor (ProQuest, OCLC, EBSCO) and at least one other vendor in Serials Solutions?

YES

Compare the print journal with the journal in the aggregators. The aggregator may have selected full-text, will not guarantee archiving, and may be embargoed. Are these restrictions acceptable for the journal?

YES

Do not order print journal. Consider adding a microfiche subscription if the journal needs to be archived reliably.

NO

Is the journal available in electronic format from EBSCO, ECO, or directly from the publisher? Preference will be given to ECO because the library has access to the archive and OCLC handles license agreements.

YES

Do not order print journal. Consider adding a microfiche subscription if the journal needs to be archived reliably.

NO

Can we access?

YES

Can we live with the license agreement?

YES

The electronic price and print price should be compared. Is the electronic version appropriate value for the dollar?

NO

Purchase electronic journal. If the electronic subscription is only available with a print subscription, purchase both electronic and print. If the journal is available with a vendor package or publisher package, the package may need to be purchased to get the individual journal.

NO

Buy print journal

Buy print journal
**Paper Journal Selection Decision Tree**

The previous tree feeds into this section. A paper subscription can be purchased if:

- The journal is not available electronically in ProQuest and at least one other vendor database.
- The journal needs to be archived beyond the electronic coverage.
- The embargo length for the electronic journal is not acceptable.
- The electronic journal has selected full-text.
- The price for the online journal exceeds the perceived value of the journal.

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**Renewing Print Journals**

- In May, the Serials Unit solicits potential purchases.
- In July or August EBSCO sends the Serials Unit a list of the current journal subscriptions with estimated renewal costs.
- Journal titles will be reviewed by the selectors for online availability, changes in programs, and budget considerations.
The Serials Unit reviews the spreadsheet and meets with the Associate Director, Library Collections and Technical Services and the Research and Electronic Resource Coordinator to review conflicting decisions.

Canceling subscriptions and discarding journals are different processes. If a selector decides to cancel a journal, they must tell the Serials Unit how many years of backfiles they wish to retain.

**Journal Archiving**

The principle criteria for replacing print with electronic access is that the online versions be secure and durable. Online access to journals in Electronic Collections Online (ECO) is the preferred method for archiving journals. Additionally, some publishers may be deemed to provide secure and durable journal archives. If the journal is not available in online format in a secure and durable form, microform is the preferred archiving option.

Microform may be purchased for the following reasons:

- To archive a print journal necessary for research.
- To save shelf space.
- To preserve journals prone to wear or theft.
• To fill gaps in holdings.

**Weeding Microform**

When deemed necessary by selectors, microform may be discarded. Candidates for microfiche weeding are:

- Journals that have ceased publication or have been cancelled.
- Journals where older information is not useful.
- Non-scholarly journals.

**Newspapers**

The Library subscribes to a core list of national, international, and local newspapers in print, microform, and Web-based formats. If a newspaper is not published in English and is required by a University program, a print subscription may be acquired. Print newspapers are archived in microform when possible.

**Electronic Journals**

The Library subscribes to aggregated electronic journal packages and standalone electronic journals. Aggregated journal packages contain many journals, the number and content depending upon negotiations between the aggregator and publishers. The Library has no control over the specific journal content in these aggregated resources. Standalone electronic journals can be purchased directly from the publisher, through EBSCO’s Journal Service, and through OCLC’s Electronic Collections Online.

**Standalone Electronic Journal Selection Criteria**

Standalone electronic journals **will not** be purchased, if:

- The journal is available for the current calendar year in multiple aggregated databases from multiple vendors.
- The embargo length for the electronic journal is not acceptable.
- The electronic journal access requires a separate password or is limited to one user.

Purchasing preference will be given to electronic journals that:

- Allow perpetual access to a backfile beyond the subscription period.
- Allow linking to aggregated electronic resources through Serials Solutions 360 link.
Electronic Resources

Selection criteria for electronic books and electronic journals are covered in previous sections of this policy. In addition to these electronic formats, the Library provides access through its website to purchased and free Internet information resources. These include online business directories, financial databases, statistical databases, and subject and reference databases in formats unrelated to the traditional book or journal and that do not function as such.

Purchased Internet Resources and Databases

The Research and Electronic Resource Coordinator becomes aware of a new resource through selector and faculty requests, vendors, and collection development journals. Before a resource is selected for purchase, published reviews and reviews found on reputable Internet sites and listservs are examined. Potential purchases are trialed and evaluated by National University reference and collection development librarians.

Free Internet Resources

The Internet contains scholarly websites created by government and non-profit agencies, scholarly societies, and reputable scholars and organizations. To facilitate access to significant websites, collection development librarians identify scholarly websites or Mega Sites that relate to the University’s coursework. They are made accessible through links in the Library’s website and online catalog.

Non-print Material

Video Materials

Selection Criteria
The video recording collection is a limited circulation collection of videotapes and DVDs which are available to faculty for augmentation of their classroom lectures and presentations. All video materials are selected in accordance with the established general criteria for selection stated elsewhere in this policy.

The Library is currently transitioning from videotape to DVD as more material becomes available on DVD. DVD is now the Library’s preferred format because of durability, digital format, and efficiencies of storage. Video-tapes will continue to be purchased until all educational content is available on DVD. To select video recordings, liaisons use publisher catalogs, selection journals, OCLC WorldCat, and faculty recommendations.
In general, the Library will purchase only one copy of a video recording. Exceptions will be made on a case-by-case basis, depending on the projected and actual use of the material. Selectors are informed by the Access Services Department of exceptionally high usage of individual video recordings and may purchase additional copies at their discretion, tempered by budget constraints.

Print and software materials that supplement a video recording will be retained and cataloged, if of value. Decision as to retention of these materials shall be made by the selectors, in consultation with the Cataloging and Processing Unit.

Weeding
Selectors will examine the video recording collection annually, with an eye to discarding outdated and damaged recordings. Particular candidates for weeding are large sets that are no longer used in classes or that represent outdated material.

Video recordings will be replaced by DVDs at the discretion of the selector if a commercially available substitute can be found. If a candidate for replacement is no longer available, another recording with the same subject matter may be purchased.

Educational, Psychological, Personality, and Assessment Tests
The Library does not purchase test kits with multiple pieces in boxes, kits, or briefcases such as WISC, WAIS, and MMPI. Tests in monographic form with no exhaustible resources may be purchased for the circulating collection at a selector’s discretion.

Photographs and Art Slides
The Library does not collect print photographs and art slides. The Library subscribes to the Dictionary of Art Online and the Encyclopedia Britannica Online, which provide access to thousands of online reproductions of art works. In addition, the Library provides links from its website to the websites of many art galleries who display their collections online. Online collections of photographs may be purchased as an electronic resource if the resource meets other selections criteria. The Library also purchases circulating books that contain artwork.
Maps
The Library does not collect maps because they are not needed to support the University curricula. Links are provided from the Library website to the websites of many organizations who display their collections online.

ERIC Documents
In 2005, the United States Department of Education ceased publishing ERIC documents in print format. The Library has a complete collection of ERIC documents in microfiche, up to the point where production was changed to electronic format only. If in the future the Department of Education chooses to again produce print documents, the Library will purchase microfiche of those documents.
**Collections in the Library**

**Reference**

The Reference Collection is a non-circulating collection of print materials and Web-based resources that provide quick access to factual information in all subject fields and essential support for the major disciplines covered in the University’s academic programs and curricula. Foundational tools such as subject encyclopedias and dictionaries, research guides, and handbooks will be emphasized. If Reference material at the juvenile level is purchased, it will be processed either for the Curriculum Resource Center (CRC), the Juvenile collection (JUV), or the Young Adult collection (YA).

The Research and Electronic Resource Coordinator has primary responsibility for pursuing a systematic and continuous acquisition program for the reference collection. Liaisons and selectors collaborate to choose reference material for the Spectrum Library. Recommendations from all sources (faculty, staff, students, etc.), are received and reviewed.

**Format guidelines:**

- The reference collection in the Spectrum Library is comprised of print books and serial monographs. Reference periodicals will be shelved in the Serials section.
- Reference books with CD-ROMs may be selected as long as the CD can be shelved with the reference book.
- CD-Rom reference software will only be purchased for the Paralegal department in Los Angeles to fulfill American Bar Association requirements.

**Subject selection and maintenance guidelines:**

**Almanacs:** Several almanacs including *The World Almanac,* and *Congressional Quarterly Almanac* are on standing order through Yankee Book Peddler and will be automatically received each year. Specialized almanacs such as *The National Education Association Almanac of Higher Education* will be purchased if they meet the curricular needs of National University.

**Atlases and maps:** A small collection of bound world, commercial, and historical atlases will be purchased and maintained. Unbound atlases or maps will not be collected.
**Dictionaries:**
English Dictionaries, especially specialized dictionaries, will be a high priority for the Reference Collection in print. Dictionaries in other languages will be purchased and maintained in print for the most common world languages (determined by the number of speakers worldwide).

**Directories:**
Directories for businesses, schools, hospitals, professional organizations, and government agencies will be purchased and maintained in print.

**Encyclopedias:**
No more than two general encyclopedias such as *Encyclopedia Britannica* or *World Book* will be maintained in print. Specialized encyclopedias such as the *Encyclopedia of Education* will be purchased and maintained in print if they support the University’s academic programs.

**Handbooks:**
Specialized handbooks such as the *International Handbook of White-collar and Corporate Crime* will be purchased and maintained in print if they support the University’s academic programs.

**Statistical Sources:**
Books with United States Government and California statistics will be purchased in print if it is a frequently used title such as the *Occupational Outlook Handbook*, or if it is not available online.

**Continuations (Standing Orders)**
Continuations are resources that are issued in successive parts and that are intended to cease publication at a future date, or that are intended to continue indefinitely. They are distinguished from serials and periodicals by their irregular or widely-spaced publishing patterns. Continuations include monographic series, supplements, yearbooks, annual updates, and conference proceedings.

Maintaining the currency of continuations represents an expensive commitment of future Library funds; therefore, librarians and faculty must carefully weigh their usefulness in relation to other publications and available Web-based resources in the same subject area.

**Collection Maintenance Guidelines**
The selectors and reference staff will undertake periodic review of the reference collection and continuations. The reference collection is periodically reviewed. For disciplines that change rapidly such as business and computer science, the reference collection should provide current materials only. For other disciplines such as literature and art, the reference collection must also provide retrospective and historical works.
Reference De-selection

The Research and Electronic Resource Coordinator, in collaboration with the school liaisons, decides upon the disposition of deselected materials, e.g., whether they will be withdrawn and discarded or transferred to another location within the Spectrum Library.

General criteria for de-selection:

- Significance of the publication. (Is it listed in Sheehy's Guide to Reference Books or another reputable guide?)
- Availability of the publication or equivalent information in a Web-based source.
- Age and currency of the publication.
- Availability of later editions.
- Physical condition of the publication.
- Duplication of the contents in more recent works.

Circulating Literature Collections

Literature Collections

The primary purpose of the literature collections is to support English language and literature programs and classes on children's and young adult literature for teacher education students. Secondarily, the literature collections provide a source of leisure reading for National University students, faculty, and staff. The Library does not purchase abridged books.

Award Books

Special emphasis is given to books that have been recognized for excellence by prestigious annual awards, e.g., the Caldecott Award, the Newbery Award, Coretta Scott King Award, the California Young Reader Awards, the Robert F. Sibert Informational Book Award, and the Michael L. Printz Award. To highlight these books, the Library maintains a standing display of award titles. See below for specific award book selection guidelines for each type of literature.

Juvenile Literature

The children’s literature titles provide students in teacher education programs the opportunity to inspect and evaluate children’s literature appropriate for classroom use. The School of Education Library Liaison is primarily responsible for the selection, maintenance, and de-selection of juvenile titles. Faculty and other librarians are encouraged to recommend titles for addition to the collection.
Types of Juvenile Literature
- Picture books
- Pop-up and board books
- Easy chapter books
- Easy readers
- Folk and fairy tales

Format guidelines:
The juvenile collection will be a combination of print and electronic books. Particular emphasis will be placed on enabling students in The School of Education and School of Media and Communication to fulfill the course requirements. Inclusion of multimedia children’s books should meet the course requirements of these schools. Multimedia materials will only be selected if they are age appropriate, are not abridged versions of print books, are stored on the vendor’s website, and can be linked in the library catalog.

Selection guidelines:
The Library will actively collect titles based on diversity, awards, and recommendations from Library staff and faculty.

Award Books: The Library collects all titles in certain prestigious award series. Other juvenile award titles may be purchased at the discretion of the selector. Additional copies of award books will be purchased as necessary to supplement the standing display.

Fiction: Titles that receive favorable reviews.

Instructional Resources:
- Children’s books recommended in textbooks adopted for K-8 classrooms by the California Department of Education.
- Titles on California Department of Education Recommended Literature (K-12) for students in K-12.
- Recommended materials on folklore, legends, multiculturalism, biography, and non-fiction areas that support the California curriculum frameworks/standards.
- Children’s books that support thematic curriculum guides or literature units.

Maintenance guidelines:
Award Books: Replacement copies are purchased as needed to assure preservation of significant titles.
Fiction: Up to three copies of some titles may be kept to provide retrospective and historical works. The collection will have a balance of picture books and grade appropriate reading lists as well as fiction and non-fiction.
Instructional Resources: The collection will be periodically reviewed for condition, educational soundness, and currency, with titles replaced at the selector’s discretion.

De-selection guidelines:
The guidelines for de-selection, weeding, and withdrawal stated elsewhere in this policy apply in general to the Juvenile Collection. Because of the special nature of the collection, however, certain
specific criteria also apply. The retention guidelines below are dependent on the copies being in acceptable condition.

- One copy of all non-award titles will be retained.
- At least two copies of each award-winning title will be retained if more than one copy exists.
- Three copies of all Newbery and Caldecott award and honor winners will be retained if more than two copies exist.
- Two copies will be retained for any title that has a particular connection to the K-12 curriculum.

**Young Adult Literature (YA)**

The Library maintains a basic level of Young Adult literature. The focus of the collection is fiction, contemporary classic works, and graphic novels in English. As the collection grows, there may be a need to incorporate other types of literature such as encyclopedias and non-fiction materials. Sources used in the selection process include websites, selected professional library periodicals and books.

Adult literature can sometimes be classified as YA literature. Questions about classification will be addressed by the selectors and the Associate Director, Library Collections and Technical Services.

**YA literature supports many NU classes, in the following departments:**

- Teacher Education
- School Counseling and Psychology
- Special Education & Technology
- National University Virtual High School (NUVHS)

**Characteristics of YA Literature**

- The main character is a teenager.
- The story is often narrated by teenager, reflecting teen speech, including slang.
- The story is about a problem or concern that a teen can identify with.
- The novel is usually less than 200 pages.

**Format guidelines:**

The YA will be a combination of print and electronic books. The School of Education requires students to review a variety of YA software, including literature. Multimedia YA books must meet the course requirements of the school. Multimedia materials must be age appropriate and in support of the curriculum.

**Selection guidelines:**

**Award Books:** The Library collects all titles in certain prestigious award series. Other YA award titles may be purchased at the discretion of the selector. Additional copies of award books will be purchased as necessary to supplement the standing display.

**Fiction:** Titles that receive favorable reviews.

**Instructional Resources:** YA books that support California curriculum frameworks and standards for grades 6 through 12. Titles on the California Department of Education *Recommended Literature: Kindergarten Through Grade Twelve.*
**Maintenance guidelines:**

The Library will collect and maintain one copy of each selected title. Replacement copies are purchased as needed to assure preservation of significant titles.

**De-selection guidelines:**

The guidelines for de-selection, weeding, and withdrawal stated elsewhere in this policy apply to the YA Collection.

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**Adult Literature**

The Library collects adult literature to support the undergraduate literature and writing classes of the College of Letters and Science, to maintain a representative selection of significant literature of the classical through modern eras, and to meet the leisure reading needs of students, faculty, and staff.

The Library will routinely collect the following:

- Classical literature from ancient Greece and Rome.
- World literature that has been translated into English.
- Major authors from English literature (Renaissance to the present)
- American literature (from the colonial period to the present).
- Current poetry in anthologies published by major presses.

The Library does not routinely collect the following:

- Current best sellers.
- Trade paperbacks.
- Literature in languages other than English.

**Format guidelines:**

- Print and electronic

**Selection guidelines:**

- Titles that receive favorable reviews
- Prominent works

**Maintenance guidelines:**

The Library will collect and maintain one copy of each title selected for the circulating stacks. Replacement copies are purchased as needed to assure preservation of significant titles.

**De-selection guidelines:**

The guidelines for de-selection, weeding, and withdrawal stated elsewhere in this policy apply to the adult literature collection.
Curriculum Collection – (CUR)
The Curriculum Collection is a circulating collection in the Spectrum Library that represents the variety of instructional materials students in the teacher education programs may want to use or may expect to be available to them as teachers. The Curriculum Collection includes curriculum guides, lesson plans, literature study guides, thematic units, and activity books. Selected K-12 textbook sets are also part of this collection.

Format guidelines:
- Printed resources bound in hardback or in paper are preferred.
- Loose-leaf materials will only be selected if no other binding options are available.

Selection Responsibilities:
The SOE Library Liaison is primarily responsible for the selection, maintenance, and de-selection of materials. Faculty, and other Library staff members are encouraged to recommend titles for inclusion into the collection. Additional items may be selected from positive reviews in professional education resources or library literature.

Selection guidelines:
- Textbooks (student & teacher editions)
  - Textbooks will not be actively selected for the Curriculum Collection, but superseded editions will be transferred from the Curriculum Resource Center.
- Instructional Resources
  - Types include curriculum guides, lesson plans, literature study guides, thematic units, and activity books.
- Frameworks/Standards
  - California Department of Education Frameworks and Standards are available from the CDE website, so they will not be actively collected for the Curriculum Collection.
  - National curriculum standards will be collected for the Curriculum Collection if they are not available online.

Maintenance Guidelines:
- Textbooks (student & teacher editions)
  - The collection will be weeded based on condition and relevancy.
  - Include sample retrospective textbooks to show historical trends in curriculum development (e.g. basal readers)
Instructional Resources

- Instructional software, video recordings, and other multimedia are NOT to be part of the curriculum collection, but maintained as part of the CRC.
- Exceptions: Selected duplicate software are cataloged and housed with other circulating software (electronic data) to support EDT course requirements of software evaluation for online students.

De-selection Guidelines:

- Significance of the publication (Does it match curriculum content used in California textbooks, frameworks, standards?)
- Age and currency (Does it have historical value?)
- Authority (Is it from a recognized publisher of educational curriculum or teaching resources?)
- Physical condition of the publication.

Curriculum Resource Center – Display Center (CRC)

The CRC Display Center is a non-circulating collection designed to showcase the latest California Department of Education K-8 textbook adoptions (student/teacher editions) and related publisher teaching resources (curriculum enhancement and test booklets, supplemental reading libraries, kits, software and video recordings). A representation of California textbooks used in grades 9 through 12 is also collected. In addition, instructional software for elementary and middle school students with restricted access is collected for the CRC. Books and CD ROMs that instruct students in languages other than English will be purchased for the circulating collection.

Format Guidelines:
The textbook collection consists primarily of printed resources, but some teacher resources may be kits, games, video recordings, sound recordings, software programs, and posters/art prints.
- DVD is the preferred video format.
- If a dual Mac/PC platform is not available, we will purchase one copy in each format.

Selection Responsibilities:
The SOE Library Liaisons are primarily responsible for the selection, maintenance, and de-selection of materials. Faculty, and other Library staff members are encouraged to recommend titles for inclusion into
the collection. Additional items may be selected from positive reviews in professional education resources or library literature.

**Selection guidelines:**

- **Textbooks:**
  - Purchase one teacher edition of K-8 California Department of Education approved textbooks. The latest edition would be part of the CRC collection, the superseded edition will be part of the Curriculum Collection.
  - Include student/teacher editions for textbook sets from California Department of Education textbook adoption lists for K-8.
  - Include student/teacher editions for textbook sets from representative 9-12 courses.
  - Textbooks from other regions or countries will be added only if they fit current curriculum needs.

- **Instructional Resources:**
  - Include teacher resource materials from publishers that correspond with textbook adoptions
    - Curriculum enhancement, limited English material, and test booklets
    - Supplemental reading libraries
    - Kits and games
    - Software and video recordings
  - Additional instructional resources meeting California Department of Education Curriculum Standards include:
    - Instructional software (interactive learning games, simulations, and literature) for all levels (K-12) and curriculum areas. [Collection primarily used by students in EDT program to review educational software.]
    - Web-development software used in K-8 classrooms
    - Instructional video recordings that are part of published resource kits residing in the CRC.
  - **Special Education Resources:**
    - Adaptive development software (such as Intelitools and BoardMaker)
    - Voice recognition software (such as Dragon Speak) recommended and supported by National’s Office of Special Services

**Maintenance Guidelines:**

- Textbooks (student & teacher editions)
Most recent teacher/student edition of textbook sets for all grades/subjects appropriate that are listed on the California State Department of Education Textbook Adoption list will be maintained in the CRC.

When new adoptions are received, student/teacher editions will be transferred to the Curriculum Collection.

Instructional Resources:
- Instructional resources are reviewed bi-annually to maintain currency and relevancy.

Special Education Resources:
- Special education resources are reviewed annually to maintain currency and relevancy.

**De-selection Criteria:**
- Significance of the publication (Does it match curriculum content used in California textbooks, frameworks, standards?)
- Currency and relevancy
- Authority
- Obsolete format
- Physical condition
Special Collections

Special Collections is a secured, archival, reference collection, located in the Spectrum Library. The following materials are designated as Special Collections:

- Master's theses and doctoral dissertations of National University faculty, administration and students.
- Special graduate projects that have received committee review or were submitted for completion of program requirements may be included. Second copies are part of the circulating collection.
- University publications selected on the basis of librarian review, academic catalogs and handbooks, and the University Documents Project.
- Documents of historical significance to the University.
- Rare books and significant subject collections
Appendices

Appendix A

American Library Association's Library Bill of Rights
Freedom to Read Statement
Code of Professional Ethics for Librarians
Core Values of Librarianship
Resolution in Support of Academic Freedom

Appendix B

Challenged Materials: An Interpretation of the Library Bill of Rights
National University Library System Censorship Statement
Complaint form

Appendix C
National University Library System Circulation Policy

Appendix D

National University Library Liaisons and Selectors

Appendix E

Library of Congress Classification Codes

Appendix F

Americans with Disabilities Act - Section 508. Electronic and Information Technology

Appendix G

YBP Memorandum of Agreement
Appendix H

Sample Gift Letter

Appendix I

National University Theses Housed in the Library & Sample Masters Thesis Approval Form