

# Collection Development Policy

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Cunningham Memorial Library  
Indiana State University

Indiana State University  
Cunningham Memorial Library  
**Collection Development Policy**

May 2015

*This document replaces the previous CML Collection Development Policy approved January 2008.*

Submitted to Library Academic Affairs Committee: 5/4/2015

Approved by Library Faculty Affairs Committee: 5/26/2015 (with corrections)

Approved by Dean of Library Services: 5/27/2015

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## 1.0 Introduction

Cunningham Memorial Library (CML) collects and maintains materials based on the policies detailed within this document. This policy is based on the principles of academic librarianship, and is meant to outline annual collection development operations, facilitate long-term collection development planning; mesh with the development and maintenance of other Library policies dealing with the selection, acquisition and maintenance of materials; and serve as a practical guide to the selection of materials, in accordance with the mission of the Library (*Through innovation and dedication to the lifelong pursuit of knowledge, we are creating a Library environment that provides for the academic and social needs of the global community – We are YOUR Library*).

### 1.1 Collection Development Goals

- 1.1.1** The primary collection development goal of the Library is to select materials based on the collection management principles in this document and that support (in priority order) program accreditation, program curricular needs, and faculty research.
- 1.1.2** In addition, the Library also selects materials to meet the following secondary goals:
- To select and acquire materials which enable University staff to perform tasks related to their work at the Library (operational materials)
  - To select and acquire materials which meet the non-curricular (recreational) needs of students and faculty, as determined by budget constraints
- 1.1.3** To meet these goals the Library recognizes the following principles related to selection and acquisition:
- Anticipate and fulfill the needs of faculty, students, and staff by actively seeking and maintaining communication with the each of these groups
  - Remain aware of resources in all formats that support areas of instruction
  - Provide access to electronic information resources
  - Acquire materials in a timely and cost-effective manner
  - Cooperate with various consortia and libraries as appropriate in order to seek more competitive pricing for materials

### 1.2 Policy Exceptions

Not all policies within this document pertaining to the general collections are germane to Special Collections, Archives, Teaching Materials Collection (TMC) or other specialized collections. Specific policies for these collections are documented within the individual sections pertaining to those specific collections.

TMC- section **4.11**

Special Collections – section **4.14**

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Archives – section **4.14**

Browsing – **4.12**

## **1.3 Authorization to Make Minor Changes to this Document**

When there is a need to make a change to any portion of the Collection Development Policy, where that change is either merely grammatical or solely in response to a title change of a position or office, the Library Collection Development Committee is authorized to execute that change and will notify the Library Academic Affairs Committee of that change.

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## **2.0 Selection**

Subject Liaisons and teaching faculty share book, journal, and electronic resource selection responsibilities. They are expected to work together to choose materials which meet the goals and mission of the Cunningham Memorial Library and Indiana State University.

### **2.1 Responsibilities of the Faculty**

The selection of Library materials is an important responsibility of the teaching faculty and their designated selectors. Each academic department appoints a Department Representative for the Library who is responsible for representing the Department's interests in issues related to collection development. This includes developing an understanding of both the Department's curricular needs and the Library's collection (print and electronic) in the subject area(s) they represent. Faculty members submit requests for Library materials which support their curricular and research needs. Department Representatives are responsible for meeting all spending deadlines. Failure to completely expend departmental allocations before the yearly purchase deadline will result in purchases being made for the department based on the suggestions of that department's Subject Liaisons. Unspent funds will be spent at the discretion of the Head of Technical Services, the Library Collection Development Committee (LCDC) and the Electronic Resources Librarian.

When needed and at the request of the Library, teaching faculty may assist the Library by reviewing and evaluating gift collections, or by reviewing the collections for collection assessment or deselection purposes.

### **2.2 Responsibilities of the Subject Liaisons**

Subject Liaisons are members of the Library faculty designated by the Dean and the Chair of Public Services for collection development/acquisitions responsibilities in various subject areas. Subject Liaisons work with teaching faculty to ensure that the departmental (subject) collections are broad-based, reflecting all of the areas in a given discipline where faculty and students have curricular and research needs. Subject Liaisons are authorized to create order requests for items in their assigned areas upon the passing of the final deadline for order requests by the Departmental Representatives. Liaisons help ascertain appropriate formats and number of users for books (print or non-print, one user or multiple users) based on availability and pricing.

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## 2.2.1 Subject Liaisons

Subject Liaisons are chosen based on a combination of subject expertise, interest, historical connections or other factors, such as the need for representation in a particular subject area. Liaison assignments depend on stability and the building of relationships between the Library and academic departments/Colleges, and therefore, should not be changed without good reason. A list of Subject Liaisons is maintained at <http://library.indstate.edu/about/staff/subjects.asp>.

## 2.2.2 Selection Timetable

Once the budget has been established for Library purchases, the Library Collection Development Committee delineates the funds available to each liaison and communicates the amount and deadlines for the fiscal year. Typically, the active acquisitions period runs from when the liaisons receive their allocations (usually September-October), through a deadline that is set for mid-February. These dates are maintained on a Google Calendar.

## 2.3 Responsibilities of the Unit Heads/Chairs

The Chair of Technical Services and the Electronic Resources Librarian are responsible for insuring that processing all Library orders and accounting for purchased Library materials is completed in a timely and accurate manner. The Chair of Technical Services oversees Library departmental allocations for one-time or continuing purchases, in response to direction from the Dean.

## 2.4 Responsibilities of the Collection Development Committee

The Library Collection Development Committee (LCDC) is responsible for the review of all new serial title orders and serial cancellations including requests for electronic resources, as well as any large one time purchases of materials and/or services.

## 2.5 Responsibilities of the Library Dean

The Dean oversees the selection, review, and approval of significant additions to or deletions from the book, serials, and electronic resource collections. This position also makes final decisions on budget allocations for all acquisitions activity.

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## 3.0 Allocation of Funds

The budget for Library materials is comprised of firm/departmental allocations (3.1); continuations and serials (3.2); and other discretionary funds (3.3). Each year the Dean, the Chair of Technical Services and the Electronic Resources Librarian, in consultation with Library Collection Development Committee, develop budget parameters for each of the specific components of the Acquisitions budget. The budget is submitted to the Library Faculty Assembly by way of the Library Administrative Affairs Committee, and then returned to the Dean.

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## 3.1 One-Time Purchases

The budget for One-Time Purchases is often determined after the budget for Continuations has been allocated. (The process for determining the Continuations budget is described in section 3.2). The One-Time Purchases component of the Acquisitions budget is further divided into Departmental and Discretionary funds.

### 3.1.1 Departmental One-Time Purchase Funds

The departmental one-time purchase budget is primarily comprised of individual allocations representing academic disciplines where the University offers major degree programs. These allocations are for acquiring books, media and back-files of journals in support of program accreditation, program curriculum and faculty research. Both Department Representatives and Subject Liaisons expend funds allocated to subject budgets.

Allocations for departments are determined by a variety of criteria, including the overall size of the Acquisitions budget for any given fiscal year. The projected expenditures for any given fiscal year play a large part in determining the total amount of funds allocated to the departments for one-time purchases. Once the total one-time purchase component of the budget is determined, the Chair of Technical Services, the Electronic Resources Librarian and the Dean determine specific departmental allocations.

### 3.1.2 Discretionary One-Time Purchase Funds

These areas or funds may include but are not limited to: Reference, Special Collections, replacements, library science, media, Indiana State University Authors and the Dean's discretionary fund.

## 3.2 Continuations Serials/Electronic Information Resources

The budget for serials, continuations, and electronic information resources is determined by the cost of ongoing serial subscriptions plus an inflation rate. Because of the ongoing nature of serials, costs must be monitored continuously. The Electronic Resources Librarian, in conjunction with the Dean, LCDC, the Acquisitions Clerk and the Chair of Technical Services, develops projections of anticipated expenditures for each fiscal year. These projections are used to determine the size of the Continuations component of the Acquisitions budget.

(Note: Some electronic information resources may not require recurring budgetary support and, therefore, are not part of the "continuations" budget.)

### 3.2.1 Subscriptions

In addition to the journals subscribed to from departmental allocations, the Cunningham Memorial Library subscribes to numerous databases through consortial and independent purchases. Consortial purchases include the suite of databases, electronic journals, and other electronic resources. The Cunningham Memorial Library also works with Midwest Collaborative for Library Services (MCLS) and LYRASIS to purchase other databases independently at a discount. Several database subscriptions are managed directly between the Cunningham Memorial Library and the vendors. These subscriptions are attributed to the General fund.

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## 3.3 Other discretionary funds

Once the budgets for the One-Time Purchases and Continuations components of the Acquisitions budget have been determined, the Dean leaves a “buffer” as discretionary funds. These funds are held in reserve for the first ¼ of the fiscal year in reserve, should unforeseen expenditures take place. As the fiscal year ends, projections of

remaining expenses for the fiscal year are consulted to determine how to expend the “buffer” funds. These are almost exclusively used to purchase resources requiring only a one-time payment.

### 3.3.1 Year-End Monies

Occasionally, some significant amount of Library acquisitions money is identified after the yearly orders deadline. The LCDC will work with the Library Liaisons and the Electronic Resources Librarian to ascertain acute needs (may or may not prioritize); in order to encumber the funds where most needed at that time.

### 3.3.2 Distance Learning Funds Transfer from Extended Learning

In 2010, the Dean of Extended Learning created a formula for distribution of distance learning fees. Under this plan, the Library will receive 10% of the student Distance Learning (DL) fee each semester. Although the money may vary from semester to semester, DL courses/majors are expected to grow and, thus, the Library’s funding is expected to increase. The Library should receive around \$40,000 per year. The original intent was that this money could support recurring cost items (databases, e-journals, or e-packages) as well as one time purchases (e-books, software, or hardware). This allocation is usually subsumed by database continuation costs. If/when monies are left over, the Distance Learning Librarian will be informed and will use remaining monies to purchase primarily pedagogical books related to online teaching, Distance Learning purchases are coordinated by the Administrative Office’s Budget Specialist.

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## 4.0 Collection Development Criteria (Formats)

### 4.1 Monographs

A monograph is a single title, dealing in one subject or subject grouping. The Cunningham Memorial Library adds monographs to their collections via firm orders and gifts. The details of acquisition through an approval plan are outlined in (Appendix I).

eBooks from certain vendors are considered monographs, and may be purchased with departmental funds if there are not any continuing fees associated with the purchase.

#### 4.1.1 Preferred eBook Formats

eBooks may be purchased in multi-user or unlimited-user format when available and of a reasonable cost.

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## 4.1.2 Print Approval Plans

See Appendix I

## 4.1.3 Electronic Approval Plans

Liaisons may request that their approval plans be set to e-preferred.

## 4.1.4 Shelf Ready

It is recommended that firm order monographs be purchased in “Shelf Ready” Library of Congress (LC) format.

## 4.1.5 Interlibrary Loan (ILL) Purchase on Demand

These include, but are not limited to:

- a. Books
- b. DVDs
- c. Audio Books
- d. CD's
- e. Electronic Theses and Dissertations

## 4.2 Government Documents

The Cunningham Memorial Library is a selective depository for federal government documents. The Library acquires other government documents (local, state, international) to support the curriculum and research needs of the students and faculty.

Deselection of federal documents must comply with federal guidelines.

## 4.3 Non-Print Media

The Library collects non-print media in accordance with the policies set forth in this document and in compliance with copyright and contractual laws governing these materials.

These include, but are not limited to:

- DVDs/Blu-rays
- CDs (Music)
- CD-ROMs
- Games
- Streaming Media
- Additional or new non-print technologies as appropriate

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## 4.4 Electronic Information Resources

Electronic Resources include: Databases of bibliographic citations, full text electronic journals, collections of electronic books and other electronic information resources selected for the Library collections and paid for through annual or periodic subscription.

If a new serial is available in print or electronic format, electronic format is preferred.

The Cunningham Memorial Library may retain a print subscription solely, or in addition to, an electronic access under the following circumstances:

- Serials are embargoed for unsatisfactory periods of time
- Graphical elements cannot be reproduced satisfactorily in electronic format
- An aggregated database cannot assure long term access to included key full text sources
- Electronic access is dependent upon a print subscription
- Continued access to strategic electronic archival content cannot be guaranteed

### 4.4.1 One-time Purchase Electronic Resources

The Library strives to build and maintain a relevant collection for scholarly and educational purposes. Electronic resources will be given consideration for purchase when they serve a purpose that improves upon, or cannot otherwise be served by a more traditional resource. Each potential purchase needs to be reviewed on a case-by-case basis so that copyright laws and licensing agreements can be upheld.

### 4.4.2 Special Considerations for One-time Purchase of Electronic Resources

While traditional criteria apply to the selection of most electronic titles, the management of this format is more complex. Issues to consider not associated with traditional formats:

- Differences in mode of access
- Usability/ Readability of digital format
- Provisions of licensing agreements, such as:
  - Users: definition, number of concurrent users, total overall number of users
  - Use: circulation, classroom use, Printing/Copying , and ILL
  - Authorized Site(s)/ Location(s): satellite or remote locations
  - Number of computers on which the software can be stored
  - Hardware and software capabilities and compatibility
  - Management of installation by Library or University IT personnel
  - Longevity of the physical format (CD/DVD-ROM, etc.)
  - Longevity of the software format (PDF, Flash, etc.)
  - Provisions for access to perpetual digital materials at separation
  - Availability and format of usage statistics
  - Significant price differences between print and electronic.

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## 4.4.3 Selection Process

Requests for new electronic resource purchases can be initiated by either the Library Liaisons (to the Electronic Resources Librarian) or Electronic Resources Librarian (to the Liaisons). Regardless of who initiates the request, the Electronic Resources Librarian should act as the sole point of contact with all external vendors on matters related to Electronic Resource purchases including negotiations around pricing, licensing terms, and other purchasing considerations. All requests are subject to evaluation by the Library Collection Development Committee. When a request for an electronic resource purchase is received by the Electronic Resources Librarian, the following steps shall be followed:

Information regarding the licensing agreement terms, one-time as well as recurring costs, and hardware requirements, workflow considerations, and other pertinent information will be compiled by the Electronic Resources Librarian. Additionally relevant statistical usage, individual fund information, and ILL data will be provided to the Electronic Resources Librarian with the assistance of Personnel in the Systems Department's Electronic Resources Unit and the Technical Services Department's Acquisitions Unit.

The Electronic Resources Librarian will take all potential purchases to the LCDC for approval. The Electronic Resources Librarian will make a recommendation, and the Library Collection Development Committee will either approve or deny the purchase request, based on the following criteria:

- Anticipated demand
- Anticipated updates and costs
- Hardware requirements and accessibility
- Appropriateness of eBook format (versus print book)
- Projected longevity of format and file type
- Regulations regarding circulation, classroom use, and ILL
- Perpetual Access to materials at separation
- Storage of the item, both physically and electronically
- Shelf space savings resulting from the acquisition

## 4.5 Microforms

Microforms encompass microfilm and microfiche.

### 4.5.1 Preferred Formats

When microfilm is purchased, 35mm is preferred over 16mm if both are available. The preferred format for microfiche is 4" x 6". Reduction ratios between 12x and 24x and positive film are preferred for all microforms.

### 4.5.2 Justification for Adding Microform

The CML prefers to add paper copies and/or electronic copies in lieu of microforms. Beyond the criteria below which are particular to microforms, all microforms added will be subject to the regular selection criteria for books, journals, and electronic information resources.

The purchase of microforms is justified in the following cases:

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- To provide access to materials which are unavailable in paper or electronic format
- To provide access to materials which, in paper or electronic format, would be prohibitively expensive
- To supplement paper copies of heavily used materials
- To make available to the public a working copy of rare items or materials to which access may be limited

## 4.6 Reference Collection

The Reference Collection is a collection of materials in both print and electronic formats. Reference materials are limited to resources that provide either brief fact-based data or refer users to other sources of information. Temporal relevance is a priority for most reference works. The preferred format for reference material is electronic unless there are specific attributes of the print that make it superior to the electronic version. The Reference Collection receives an allocation separate from that of the Subject Liaisons. A Reference/Instruction Librarian (Public Services) performs liaison and general collection development responsibilities for the collection and the fund. Print materials ordered via the Reference budget may be placed in either the actual Reference Collection or may be added to the general collection.

### 4.6.1 Reference Materials Pricing

Liaisons may choose to order materials for the print Reference Collection from their departmental/college allocations or may request purchase via the Reference Collection Fund. However, many traditional reference books are more costly, in some cases, much more costly than books added to the general collection. Some 'big ticket', multiple volume sets can run to the thousands of dollars. Some of these items are crucial to accreditations and other academic matters. The LCDC will consider these purchases on a case-by-case basis.

### 4.6.2 Selection Responsibility

The immediate responsibility for the selection and maintenance of the Reference Collection lies with the Subject Liaison designated to oversee the Reference Collection, coordinated by the Chair of Public Services. Other Subject Liaisons and faculty members may also recommend titles for the collection.

### 4.6.3 Selection Criteria

In addition to conforming to the general criteria for selection of monographs, serials, and electronic information resources, Reference materials are selected according to the following criteria:

- The strengths and weaknesses of the existing collection
- Favorable reviews or mentions in reference collection guides
- Reputation of the author and/or publisher
- Currency of the topic and likelihood of continuing importance
- Date and price of the material
- Language, English language preferred

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The Subject Liaisons search the professional literature to insure that appropriate works are represented within the Reference Collection. Books ordered by Department Representatives and not out of the Reference budget may be added to the Reference Collection only after consultation with the appropriate Subject Liaison.

## **4.6.4 Deselection of the Reference Collection (See: Appendix II for General Policies)**

Periodic evaluation of the works in the Reference Collection is as important as acquisition of new materials. The Reference and Instruction Unit is responsible for deselection both the print and online collections.

The print Reference Collection is deselected in two ways: replacement when a new edition arrives and periodic / ongoing deselection by the Subject Liaisons, according to the needs of each subject content area. The Subject Liaisons may seek the opinions of the faculty and other liaisons to make decisions. Materials may be discarded or added to the circulating collection.

## **4.7 Serials/Continuations**

The Library subscribes to the definition of a serial as defined in the Anglo-American Cataloguing Rules, Second Edition, AACR2: "A publication in any medium issued in successive parts bearing numerical or chronological designations and intended to be continued indefinitely. Serials include periodicals; newspapers; annuals (reports, yearbooks, etc.); the journals, memoirs, proceedings, transactions, etc., of societies; and numbered monographic series."

This section of the policy covers continuations including periodicals, serials, monographic series or any other titles for which Library orders – once placed – will be renewed regularly or continued in effect until the title is canceled. Electronic resources such as databases that are paid for yearly are covered in section 4.4.

### **4.7.1 Serials Selection Criteria**

Serials are selected to support the accreditation and curricula of the University and to assist the research activities of the faculty and students. Decisions on what to add to the collection will be based on the following criteria:

- Content available through another source (more than 500 copies available/or discretion of liaison)
- Coverage of discipline. Availability of the titles elsewhere in the local area although core collection serials will be duplicated at the University regardless of their availability elsewhere.
- Departmental requests
- Accreditation
- Titles borrowed via ILL on a regular and continuing basis.
- Embargo of material

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When selecting new serial titles, consideration will be given to the reputation of the issuing organization/publisher, the language of the serial (English is preferred), the availability of indexing, and the cost of the serial. Electronic format is preferred.

## 4.7.2 Review of Serial Selection

As curricular and financing needs change, the Library will ask for recommendations of new continuation/serial titles from the academic units. The exact mechanism of this process will be dynamic, based on the extent of the need for changes to the serial subscription list. The academic units should submit their requests in priority order to the Electronic Resources Librarian, through the Subject Liaisons, to determine accurate price, availability and holdings information. Subject Liaisons may suggest additional titles to be added to the department's requests.

Once these requests are processed by the Electronic Resources Librarian, the results will be presented to the LCDC and the Library Dean for decisions on order placement and/or requests for further feedback from the academic units.

## 4.7.3 Order Placement

The Acquisitions Unit is responsible for: the processing of new serial titles and electronic resource requests including: ordering, receiving, claiming, payment, and record maintenance, for coding serial records with established subject/fund codes, and maintains a current list of serials (with costs) organized by department (code) using Excel and/or Google docs.

## 4.7.4 Government Document Serials

Government Document Serials, like other serials, must meet the selection criteria outlined in Section 4.7.1 of this policy. United States federal documents can only be added once a year when the Government Printing Office distributes the Survey Updates to the List of Classes of United States Government Publications Available for Selection by Depository Libraries. Changes to the list of selections are at the discretion of the Government Documents Librarian.

## 4.7.5 Cancellation Criteria

All requests for cancellations should be submitted to the Library Collection Development Committee via the Electronic Resources Librarian for further review. The Serials Selection Criteria should be used to evaluate titles recommended for cancellation. In addition, the LCDC may consider the following:

- Is the title of a multi-disciplinary nature? If so, have all academic departments concerned been consulted?
- Is there evidence of low use of this item?
- Is the title duplicated in another format?
- Embargo
- Content
- Copies held by other libraries and institutions

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## 4.7.6 Deselecting Serials

Deselection is the process of withdrawing obsolete or damaged materials from the Library's collections. The process is recommended by the American Library Association (ALA) Standards. The Electronic Resources Librarian and the Chair of Technical Services in conjunction with the Reference-Subject Liaisons are primarily responsible for weeding the serials collection.

Certain serial titles, will be weeded on an ongoing basis, due to the nature of the material, or the replacement of the material with microfilm or electronic back-files. These materials are determined by the Electronic Resources Librarian, the Head of Technical Services and the LCDC.

## 4.8 Duplicate/Multiple Copies

To provide the broadest possible range of materials in support of the curriculum and research, the Library will not normally purchase multiple copies or duplicate books, serials or non-print media.

A duplicate is defined as a copy of the same edition. Different editions contain new, deleted, or revised information. Reprints and different printings do not constitute different editions.

For reserve materials, the Library will attempt to acquire sufficient copies to meet the demands of students. Normally, this is the only exception to the guideline on duplicates/multiple copy purchases. The Circulation Manager notifies the Technical Services Unit and the Subject Liaison whenever demand for a reserve item warrants the purchase of additional copies. The Circulation Manager uses the following guidelines:

- Is the book required reading or recommended?
- Is the entire book required or only a portion?
- How many semesters will the book be on reserve?
- How many students are enrolled in the course?
- Is the item available electronically?
- Is the instructor able to provide personal copy?

Duplicate materials received as gifts or on exchange are subject to the same guidelines for addition to the collection as materials purchased from Library funds.

All requests submitted by Liaisons for duplicate copies should be verified with the Reference and Instruction unit and honored.

For more information refer to the Circulation Reserves Policy.

## 4.9 Textbooks

Traditionally, the Library does not purchase many textbooks. The Library purchases textbooks at the discretion of the Subject Liaisons.

The Library will place a current textbook on reserve at circulation under the following conditions:

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- If the Library already owns the book the Library copy may be placed on reserve.
- Instructors may place a copy of the textbook on reserve at the Library. The Library is not responsible for lost or stolen items.

The Interlibrary Loan Unit will not fulfill patron requests to borrow textbooks currently used in Indiana State University classes from other libraries.

### **4.10 Pay Per View (PPV) Patron Driven Acquisition (PDA) Demand Driven Acquisition (DDA) and Transactional Access, and Other Alternative Acquisition Parameters**

#### **4.10.1 Science Direct Transactional Access**

Transactional Access is a program that is made available to ISU staff, faculty and students. The Library has deposited funds with Elsevier/Science Direct. ISU staff, faculty and students may use these funds to purchase articles and book chapters that the Library does not own or subscribe to on a pay-per-view basis.

#### **4.10.2 ILL PPV with Document Suppliers**

Suppliers include, but are not limited to:

- a. Get It Now through the Copyright Clearance Center
- b. Publishers
- c. Other document suppliers

#### **4.10.3 Patron/Demand Driven Acquisition (PDA/DDA)**

The library utilizes a patron-driven acquisition model for monographs and prefers electronic formats whenever it best meets user needs and is affordable.

### **4.11 Electronic Devices**

#### **4.11.1 – Electronic devices**

Electronic devices are collected and circulated at the discretion of the Public Services Department and the Library Collection Development Committee.

#### **4.11.2 – Other**

The Library will maintain at least one piece of equipment necessary to view all electronic resources, including but not limited to:

- VCR, until such time as no VHS remains in collection
- DVD players
- microform machines with save, print and email capabilities until such time as microforms are removed from the collection

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## 4.12 Browsing Collection

### 4.12.1 Description of the collection

Browsing Selectors work both independently and on the suggestions of ISU faculty and patrons to develop their collections in support of the social and curricular needs of patrons as described in the Library mission. Buyers work to collect material for the following collections: movies, music, video games, monographs, graphic novels, books on CD, and periodicals.

Generally, additions to these collections are bought with priority for materials that support the curriculum. Secondly, buyer focuses on material that is timely, appeals to the student body's entertainment and information need. Thirdly, the collection is bought to support the needs of the community who may use the Library, as community members are not allowed to borrow browsing media (DVDs, Video Games, and Music).

### 4.12.2 The Collections

#### 4.12.2.1 Movies

This collection consists of feature films, TV series, animated series and movies, music performances, and foreign films. Selection aids for buying for this collection include: Oscar nominations, theater gross totals, suggestion lists, and patron requests. Preferably, items purchased are widescreen, Region 1 DVDs. Blue-Ray and other non-preferred formats are purchased on a case by case basis and only if they are not offered in the preferred format.

Multiple copies are purchased on the basis that the title will be used for several classes on an ongoing basis, or that the film is found to be high demand. Replacement copies will be bought for withdrawn items if the film has had between 75 and 100 circulations and the buyer has deemed that the item will have continued consistent circulation.

##### 4.12.2.1.1 Showing Library-Owned Movies.

The Library sometimes receives requests to show a movie to a general audience in the Library Events Area. The Library can show only movies that have been purchased with Perpetual Performance Rights (PPR) if available. Movies with PPR should have a note indicating that fact in their online catalog record. Otherwise, permission must be requested and additional fees or even purchase of a copy with PPR may be necessary. This should be coordinated with the person in charge of Events, currently the Library Events Coordinator. Purchase may come from academic funds or from other funds set aside for Events or special purchases.

#### 4.12.2.2 Music

Including both classical/instrumental and popular titles, the music collection includes CDs that support the curricular needs of the School of Music as well as and the recreational requests of the ISU population. Items are selected using the suggestions of the faculty of the School of Music, the need to support the curriculum, and the suggestions of Library patrons. The buyer works closely with staff in the School of Music's Music Listening Library and the Cunningham Memorial Library Reserves staff to properly house material based on the needs of the faculty.

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Browsing music is collected for the Library in compact disc format. Non-preferred formats may be purchased in special cases. Cassette tape and other out of date formats will not be collected for recreational purposes.

## **4.12.2.3 Books and Graphic Novels**

Purchased through the Library budget and leased from the McNaughton program, books and graphic novels are collected to support the recreational needs of the student population.

## **4.12.2.4 Books on CD**

Books on CD are not purchased or replaced, with the exception of ILL purchase on demand.

## **4.12.2.5 Periodicals**

Newspapers and magazines for browsing periodicals are bought within the interests and culture of our student body. Materials are collected mainly in the English Language; however, foreign language materials are collected as fits the ethnic makeup of ISU constituents. Patron input is sought for new purchases especially in the area of foreign newspapers.

## **4.12.2.6 Video Games**

Digital format games are collected for the three major gaming systems (Xbox, PlayStation, and Wii). Supplemental systems (Wii U, Xbox Kinect) are also purchased on a limited basis. Bestseller lists, award winners, and patron suggestions are all methods used in the selection of material for this collection. Digital Rights Management (DRM) is a major concern for this medium. Games with DRMs that restrict viewing will not be purchased. Preferably, DRM free games will be purchased with available funds in lieu of other games.

## **4.13 Teaching Materials Collection**

### **4.13.1 Purpose and Objectives**

The Teaching Materials Collection (TMC) of the Cunningham Memorial Library supports the education curriculum of the Bayh College of Education, teaching methods courses taught in the colleges of Indiana State University and those children's and young adult literature courses taught at the university. The TMC makes readily available the highest quality educational materials produced for use with children from preschool through grade twelve with priority given to materials that support the curriculum. Materials that most directly support coursework preparing students to meet curriculum requirements are preferred. The TMC may also provide materials relating to the local teaching professional and for personal and/or staff development. The Bayh College of Education liaison usually assumes collection development responsibilities for the TMC.

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## 4.13.2 Scope and Boundary

The TMC collection contains contemporary media and resources appropriate for pre-school through secondary education that support the courses of the Bayh College of Education and outlying education programs. These resources contribute to research in education theory, curriculum design and assessment, and foster innovation and change in the field of education. The collection maintains current significance with some historic items kept for research purposes

The TMC maintains a virtual presence to extend the availability and currency of its materials.

### 4.13.2.1 Diversity

The primary language of the collection is English but a variety of languages is collected to support bilingual and multicultural instruction. The TMC reflects cultural diversity and promotes respect and appreciation for

specific cultures and the global community. Educational methods and approaches used in the United States are emphasized in the TMC collection.

### 4.13.3 Collection Guidelines (the following formats and items may be collected)

1. PreK-12 textbooks: no college textbooks are in the collection.
2. Children's and young adult fiction and non-fiction, journals, DVDs, CDs, informational materials with an emphasis on winners of major awards and honors: award winners may be collected comprehensively. Other examples of literature include selected graphic novels, folk literature and mythology.
3. Reference Collection: current volumes of selected reference sources such as indexes of literature for children and youth and bibliographies
4. Journals and magazines with a focus on teaching or learning
5. Simulations, games, manipulatives, models and realia, toys and kits
6. Projectors, cameras, tablets, graphing calculators and other electronic tools to support pre-service teachers
7. Professional literature: materials for teachers, journals for curriculum planning, professional practices, idea and activity books and teaching methods

#### 4.13.3.1 Collection Limitations

Books about educational research, theory or history are more appropriately placed in the general collection.

The Subject Guide for the TMC maintains access to publishers' catalogs, classroom supply catalogs, local, state and federal teaching standards, professional organizations, teaching units and online teaching resources.

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## 4.13.4 Deselection

The primary objective in deselection of the TMC is the removal of materials that are obsolete, in poor condition or no longer relevant to the mission of the TMC. The Cunningham Memorial Library's deselection plan applies to the TMC.

## 4.13.5 Gifts

The TMC will accept gifts from individuals in accordance with the Cunningham Memorial Library's gifts policies and procedures.

## 4.14 Special Collections

### 4.14.1 Introduction

The Special Collections Department maintains several noteworthy collections: the Cordell Collection of Dictionaries; the Indiana Collection of books written by Indiana authors, published in Indiana, or written about Indiana; the Debs Collection consisting of Eugene V. Debs-related material on labor and social history; and the Rare Books Collection consisting of books on the history of Western thought, costume and design,

book arts, travel and exploration, and bibliography. These collections have been set apart from the Library's general holdings to insure special handling and care because they are considered to be of special value. Since the objectives and scope of these collections vary widely, it is necessary to treat each collection separately. The Chair of Special Collection is responsible for collection development and donor relations as they relate to the department's collecting areas.

### 4.14.2 Cordell Collection of Dictionaries

#### Purpose

The initial objective was to develop a definitive collection of rare and early Western language dictionaries, particularly English, to support lexicographical and other studies at Indiana State University and to support general scholarship. Over the years the collection has expanded to a global approach and now includes dictionaries, grammars and word books of languages from all countries, regions and locales.

#### Background

Warren N. Cordell and his wife, Suzanne, presented some 500 dictionaries to Indiana State University in 1969. An Indiana State University alumnus, Mr. Cordell had an active interest in dictionaries for many years; and the collection reflects both his aesthetic and his scholarly knowledge of books. In the summer of 1973, 2,000 additional gift titles were added to the holdings.

Matching the initial gift in value was a grant from the National Endowment for the Humanities. It enabled the Library to purchase additional dictionaries, to pursue an active restoration program, and to support and foster scholarly activities related to the history of dictionary-making and modern lexicography. The NEH grant made it possible for the Library to increase the collection by approximately 1,000 titles.

#### Scope

As the largest collection of dictionaries in North America, the Cordell Collection of Dictionaries represents virtually the entire spectrum of Western lexicography from the manuscript period to the present day. It also includes a representation of non-Western language dictionaries. Concentration is on the acquisition of pre-

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1901 and post-1901 English foreign language dictionaries with an emphasis on American lexicography. While general dictionaries are preferred to topical dictionaries, the latter are collected in support of research in the humanities and the history of science where it is important to trace the meaning of words, phrases and abstract concepts.

## Types of Materials Included in the Collection

- Over 175 editions of Samuel Johnson's *A Dictionary of the English Language*; and many of Nathan Bailey dictionaries, and a superb collection of Renaissance dictionaries, especially English-Latin and Latin-English dictionaries
- About two dozen incunabula, the earliest dated 1475
- An early 15<sup>th</sup>-century manuscript of Nonius Marcellus' *De Compendiosa Doctrina*

Numerous American-produced dictionaries, especially strong in editions of Webster and Worcester.

## Cordell Contract

The administration of the Cordell Collection is regulated to some degree by the terms of several contracts between the University and Mrs. Cordell. Regular contact is maintained between the Library, the Special Collections Department and the current members of the Cordell Family. A copy of each of three contracts is on file in the Special Collections Department.

## Collecting Guidelines

**Purchases:** Appropriate titles are routinely acquired through purchase and added to the collection. Preference is given to English and Western language dictionaries that fill identified gaps within the pre-1901 and post-1901 collections, especially those titles that bridge earlier to later editions or represent significant revisions of content. In addition, as scholarship takes greater interest in non-Western languages and regional dialects, collecting titles of significance to scholars in these areas receives increased attention. Guidance for new collecting areas is sought from acting practitioners and members of the North American Dictionary Society.

**Donations:** Private collections of dictionaries, word books, grammars, and publishers are accepted by the Special Collections Department as a means to supplement and expand the study of American lexicographers and lexicography. These volumes are not incorporated into the Cordell Dictionary Collection per se, but rather are intended to be supportive and representative of the activities of twentieth and twenty first century collectors and practitioners. These collections are shelved with the Cordell dictionaries and the cataloging records contain a provenance note designating the origin of the individual titles. Manuscript collections are housed with the department's manuscript collections and retain their unique identities.

## 4.14.3 Indiana Collection

### Purpose

To maintain and develop a collection of materials that falls under one or more of the following categories: (1) written by Indiana authors; (2) published in Indiana; or (3) written about Indiana. Special emphasis is placed on those materials connected with Vigo and surrounding counties.

### Background

The two-fold purpose of the Indiana Collection is to collect the first and/or best editions of the works of Indiana authors; and to acquire primary and secondary source materials relating to Indiana history in general and local and regional history in particular. Indiana history as defined by the department incorporates the First People, and the European and American political units of the Old Northwest Territory, the Indiana Territory, and Statehood. These materials date from the earliest periods to the present.

Since Indiana has 92 counties it is difficult to collect histories and atlases for all of the counties. Those that exist and are available are often expensive. Many such histories and atlases are available on microfilm in the Teaching Materials. In addition, files of historical society newsletters are maintained for some Indiana counties. The collection includes the Federal Writers' Project for Indiana consisting of manuscripts covering all aspects of Indiana history and culture prior to 1943, for which I.S.U. is the official repository.

### Scope

**Indiana authors:** the Collection includes the complete or nearly complete holdings of the first editions of such authors as Booth Tarkington, Theodore Dreiser, James Whitcomb Riley, George Ade, George Barr McCutcheon, David Graham Phillips, Lew Wallace, Jessamyn West, Frank McKinney Hubbard, Annie Fellows Johnston, and others. Many of these items are autographed, inscribed, or association copies. The collection also includes a good representation of the works of Gene Stratton Porter, Kurt Vonnegut, and others. It also includes books designed by Bruce Rogers.

**Indiana history:** the Collection includes primary and secondary source materials related to the political, economic and social history of the Old Northwest Territory, the Indiana Territory and the State of Indiana in all formats. Candidates for inclusion in Special Collections from the General Collection are Indiana county histories, city directories, and historic atlases and maps.

### Types of Materials Included in the Collection

- First or special limited editions of major writers associated with Indiana
- Indiana private and small press publications
- Early Indiana imprints prior to 1865
- Other materials pertinent to Indiana, regardless of place of publication, e.g. biographies, diaries, documents, letters, broadsides, early travel literature, souvenir books, business ephemera, etc.
- Regional, county, and local histories
- Early Indiana atlases, though certain recent atlases are also maintained
- Historic preservation documentation

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- Manuscripts: Civil War Letters written by John Henry Rippetoe, attached to Eli Lilly's Brigade, to his wife, Mary Rippetoe, July, 1862 to August, 1865; Indiana Federal Writers' Project; Ross Lockridge Papers; etc.
- Microfilm of territorial documents and records not available in other formats

## Collecting Guidelines

**Purchases:** Appropriate titles are routinely acquired through purchase and added to the collection.

Preference is given to materials that support faculty, student and community research and which fulfill the objectives of the collection.

**Donations:** Private collections and individual items are accepted by the Special Collections Department as a means to supplement and expand the study of Indiana history. Especially welcome are primary source materials of local and regional interest covering all time periods.

## 4.14.4 Debs Collection

### Purpose

To develop Debs-related resources on social and labor history and the Socialist movement in America in unison with the Eugene V. Debs Foundation and its I.S.U. representatives in the interests of research, study and scholarship at large.

### Background

In 1967 Marguerite Debs Cooper, the last surviving member of the Debs family, donated to Indiana State University a collection of autographed and printed materials relating to her father, Theodore Debs, and her uncle Eugene V. Debs. Eugene V. Debs, American labor leader and socialist presidential candidate of the early 20<sup>th</sup> century, was a native of Terre Haute. The collection also honors his brother Theodore who contributed to Debs' work.

The collection contains original letters, manuscripts, telegrams and typed scripts relating to Eugene V. Debs. There are also pamphlets and books relating to the political and social developments of the period. The letters have been microfilmed. *The Papers of Eugene V. Debs 1834-1945: A Guide to the Microfilm Edition*, was prepared by Dr. J. Roberts Constantine of I.S.U. and published in 1983 by the Microfilming Corporation of America. This work includes Debs' letters located elsewhere in the U.S. and held at I.S.U. in photocopied form.

### Scope

The Debs Collection consists of autographs and printed materials about Eugene V. Debs (1855-1926).

Acquisitions is through annual funding from the Debs Foundation, Special Collection budget, joint purchases with the Department of History, and royalties.

### Types of Materials Included in the Collection

The Debs Collection consists of archival, monograph and microform materials on social and labor history and the socialist movement in America as related to Debs. It includes autograph letters and other manuscripts, papers, pamphlets, books, photographs, and memorabilia.

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Collecting Guidelines

**Purchases:** Appropriate titles are routinely acquired through purchase and added to the collection. These include manuscripts, pamphlets, ephemera, printed works etc.; and secondary sources resulting from new scholarship.

**Donations:** Private collections and individual items are accepted by the Special Collections Department as a means to supplement and expand the study of Eugene V. Debs and his impact on labor, political and social history. Particularly welcome are personal letters, manuscripts and photographs.

## 4.14.5 Rare Books Collection

### Purpose

To collect rare and unique materials representative of the history of Western thought and culture across all time periods in support of research and study. To provide ISU faculty and students opportunities to engage with primary source materials.

### Background

Indiana State has long had a collection of rare books, but holdings were very limited until 1967, when the University purchased the entire stock of the late New York antiquarian book dealer, Walter Ganz, from his widow. Of the approximately 18,500 volumes in this purchase, almost 4,000 were transferred to the University's Rare Books Collection. Other gifts and purchases have continued to enhance the collection since this date, largely in the subject areas of British, French, and American history, and bibliography.

Mr. Ganz was a scholarly book collector who acquired many of the choicest works in the history of Western thought and culture. Though not always able to obtain the most sought-after editions, he purchased what was available, making frequent book-buying trips to his native Germany after World War II. As a result, European history, art, and culture generally, and American colonial history are well represented. Almost all of the rare books holdings are in the humanities, but there are some select works in medicine and its history, and in botany and zoology.

There are some good examples of early binding in parchment, pigskin, leather and other materials. Some important examples of early printing from the Aldine, Plantin, Baskerville, Bodoni, and other presses are also housed in the collection.

### Scope

Much of this collection has been drawn from Ganz resources with the emphasis on the history of Western thought, costume and design, book arts, travel and exploration, bibliography, and British and French history before 1850. Significant titles and exemplar dating from the mid nineteenth century to the present are also included

### Types of Materials Included in the Collection

- All books printed before 1800
- Books printed in America generally before 1850, but more specifically in accordance with regional dates established by the American Imprints Inventory

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- Important first editions
- First or limited editions of important separate drama works, especially British and American drama before 1850
- Important works by classical printers such as Baskerville, Bodoni, Plantin, etc.
- Private press books
- Limited editions, especially those limited to 500 copies or fewer
- Books with fine binding, fine illustrations or plates containing original book art and historical bindings; works with hand-colored illustrations
- Artists' books
  
- Significant association copies, especially with holograph material, historic or important bookplates, etc.
- Original format facsimile reproductions of famous rare books and manuscripts
- Manuscripts

Materials requiring special handling due to unusual size, format or fragility; books with a market value of \$100.00 or more in the category of collectible rare books. This does not include modern art or voluminous works that may be valued more highly because of its multiples volumes.

Materials deemed to be susceptible to theft because of nature of material or unusual formats such as those with loose decorative plates.

### **Collecting Guidelines**

**Purchases:** Appropriate titles are routinely acquired through purchase and added to the collection.

**Donations:** Private collections and individual items within the scope of the collection are accepted by the Special Collections Department.

### **4.14.6 Cunningham Collection**

#### **Purpose**

To provide research support with scarce titles in American education both by prominent leaders in educational theorists, such as Dewey, Barnard, and Mann and by leaders in American educational psychology, such as Horney, Jersild, and Thorndike. The emphasis is on landmarks in these areas and, consequently, contains runs of important early educational journals that would contain contributions by the educators mentioned before in addition to others.

#### **Background**

The collection began in 1956 by a private grant made to the Library by the widow of Arthur Cunningham, Indiana State University's first librarian from 1891-1928. Cunningham was recognized for his collection-building efforts in education, building a nationally important resource. [In fact, many of the books acquired by Cunningham remain part of the Library General Collection. NB: This most likely is no longer true due to weeding activities over the years.] Viewed first as a "Classics in American Education" Collection, the Cunningham Collection acquired not only theoretical works and treatises, but textbooks and children's

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books. The establishment of the Walker and Floyd Family collections caused a consequent narrowing of collecting interests to support the present purpose of the collection (see above). The Cunningham Collection attained its present shape around 1965.

## Scope

The collection contains philosophical works; works of educational psychology; volume runs or complete holdings of important journal titles; textbooks, including early primers and facsimiles of hornbooks; and influential or important early children's books. Some titles were published in the eighteenth-century, but the bulk of the holdings are published in the late nineteenth through the mid-twentieth century. In addition, some titles are held in subsequent editions, but no effort has been made to sustain the search for all editions of masterworks in the field of American education. It contains approximately 1,000 volumes.

## Collecting Guidelines

**Purchases:** Appropriate titles are routinely acquired through purchase and added to the collection.

- A. Languages: English, except when a foreign work deals with American education as a topic
- B. Chronology: Open
- C. Geography: Works about education in the United States or the colonies which preceded it
- D. Treatment: Works of educational philosophy or psychology, about the educators who worked in these areas, or about these subjects
- E. Media/Materials: Books, pamphlets, or journals (as set or significant runs)
- F. Date of Publication: Open
- G. Other factors: Development should be keyed to the interests or research interests of individuals teaching or researching in these fields

**Donations:** Private collections and individual items within the scope of the collection are accepted by the Special Collections Department.

### 4.14.7 Floyd Family Collection

#### Purpose

The public school textbooks, teachers' manuals, publishers' catalogs, and other materials housed in the Floyd Family Collection are intended to provide research materials about the public school textbooks used in Indiana in the target years of 1840 through 1940 or 1945. These years represent the coming of age of public education and an influential period in the development of shared moral views. Therefore, the focus of the time period and the collecting of representative textbooks in depth allows for a study in the texts of mutually held values as conveyed through an educational apparatus. A special effort is made to acquire books published in Indiana. Texts outside the time frame are collected to acquire a title in multiple editions, but the target dates are used to identify titles initially appropriate for acquisition.

#### Background

The Floyd Family Collection was established in 1979 with a donation of 121 Indiana public school textbooks by William Floyd, a retired superintendent residing in West Lafayette, and his wife, Cletis, a schoolteacher. The use of "Family" in the name of the collection signifies the involvement of Floyd's two sons, who assisted in the development of the collection. Both sons were teachers, and one served as a superintendent of schools; while the other pursued a career in law. Since his initial gift, Mr. Floyd donated 12 additional gifts.

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The Department of Special Collections has sought additional donors and funds, and subsequently has been able to acquire a large number of textbooks.

### Scope

The collection holds in excess of 1,500 volumes, of which most volumes are public school textbooks, published between 1840 and 1940/45. Editions are collected in depth to show changes in emphases, methodology, content, etc., and include editions falling outside this period, both before and after the cut-off dates. Some titles are held in numerous copies either because of their poor condition or because the markings made by students may be of interest to researchers. Texts used or published in Indiana outside the target dates may be acquired for some other purpose, such as intrinsic importance, a particular feature, etc.

### Collecting Guidelines

**Purchases:** Appropriate titles are routinely acquired through purchase and added to the collection.

- A. Languages: English except for texts used to teach a foreign language
- B. Chronology: 1840-1940/45, plus earlier or later editions of the primary texts from the focus period
- C. Geography: Texts published or used in Indiana
- D. Treatment: Textbooks, publishers' trade list catalogs of education materials, teacher-support materials, and instructional materials for teachers
- E. Media/Materials: Books and pamphlets. Some unpublished materials may be appropriate, such as student workbooks, copy books or sum books
- F. Date of publication guidelines: Primarily 1840-1940/45, with earlier or later editions of titles falling within the chronological guidelines accepted as donations
- G. Other factors: Donors with title identified as used or published in Indiana are sought. Occasionally dealers specializing in antiquarian textbooks are requested to search for scarce titles.

**Donations:** Private collections and individual items within the scope of the collection are accepted by the Special Collections Department.

### 4.14.8 Walker Collection

#### Purpose

The collection provides a selection of primarily nineteenth-century and earlier school textbooks, with special emphasis given to important early textbooks authored by the nation's earliest schoolmasters. The eighteenth-century materials, in particular, are perceived as having an importance from an historical and educational perspective in forming American ideals and establishing textbook publishing standards. Additions to donated materials have been of scarce textbooks published, for the most part, in the nineteenth century, and are provided primarily to augment the 400 volumes in the two original gifts.

#### Background

With the donation of 300 volumes, many of them from New England and published in the eighteenth and early nineteenth centuries, the Walker Collection was established in 1980. Dr. Benjamin Walker was Professor Emeritus of Education at Indiana State University. Only the McGuffey readers have been widely reprinted, so the initial gifts represent early American textbooks amassed painstakingly over several decades

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of collecting. Walker is the author of *Curriculum Evolution as Portrayed through Old Textbooks*, published in 1976.

## Scope

More than 850 textbooks are in the collection. Included are examples of seminal school textbooks with the emphasis on early textbooks published in the eighteenth and nineteenth centuries. However, the collection does contain some textbooks published in the twentieth century which the donor deemed noteworthy.

## Collecting Guidelines

**Purchases:** Appropriate titles are routinely acquired through purchase and added to the collection.

- A. Languages: English except for texts used to teach foreign languages
- B. Chronology: Late eighteenth century through 1900
- C. Geography: Texts designed for use in the schools of the United States prior to 1900. (Materials identified as used or published in Indiana are not housed in this collection, but the Floyd Family Collection.)
- D. Treatment: Textbooks, teacher support materials, and publisher's catalogs of education materials
- E. Media/Materials: Books and pamphlets. Some unpublished materials may be appropriate, such as student workbooks, copy books or sum books.
- F. Date of publication guidelines: Prior to 1900 except for donated subsequent editions of important nineteenth-century imprints
- G. Other factors: Collectors and dealers specializing in textbooks are sought, as is supplemental funding for purchasing textbooks

**Donations:** Private collections and individual items within the scope of the collection are accepted by the Special Collections Department.

### 4.14.9 ISU Faculty Collection

#### Purpose

The Faculty Collection, a collection of publications by members of the Faculty of Indiana State University, was established in 1964. This Collection of items published primarily 1964 to date is housed in Cunningham Memorial Library's Special Collections Department and consists of works published during the authors' association with ISU. Works published prior to or after an author's association with ISU are generally outside the scope of the Faculty Collection. Works published by faculty members prior to 1964 are welcomed as additions for the Collection, but the Library does not actively attempt to collect them.

#### Background

Formerly, the Library was responsible for producing an annual list of faculty publications based on information provided by the faculty. Responsibility for compiling an annual list is now in the Office of the Vice President for Academic Affairs and the Library is not automatically notified of new faculty publications. The Library through its liaisons makes a conscious effort to be aware of publications by faculty members and appreciates receiving information from authors so that new publications will not be unintentionally omitted from the Faculty Collection.

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## Scope

Published works may be acquired as gifts or purchases. The Library welcomes gifts from authors for the Faculty Collection. It is especially appropriate for the Faculty Collection to receive as gifts works written with research funds or during leaves granted by the University. Items in the Faculty Collection represent a permanent record of scholarly contributions by the university faculty and are not normally circulated for use outside the Library. A second copy may be located in the Library's general collection.

## Collecting Guidelines

**Monographic printed works:** Books are cataloged and classified according to an in-house system based on the author's name and alphabetical by title. This ensures that all titles by a given faculty member will be shelved together.

Generally, the Library will acquire a second copy for its general collection so that access is not limited by the reading room use only policy and/or business hours of the Special Collections Department. In some cases, however, the cost of providing a second copy may be prohibitive.

**Periodical articles:** The Special Collections Department welcomes off prints or photocopies of published articles for the Faculty Collection File. The Library makes no attempt to purchase copies of individual articles.

**Chapters or other contributions to larger works** (for example, encyclopedias or collections of articles): When the cost is not prohibitive, the work will be acquired for both the Faculty Collection and the Library's general collection. When the cost of a second copy is prohibitive, an offprint or photocopy of the contribution may be added to the Faculty Collection, and the original work will be located in a Library collection offering easier accessibility for patrons. In instances where the cost of a copy for any Library Collection is prohibitive, the Library may rely on the author for an offprint or photocopy of the contribution for the Faculty Collection.

**Non-print materials:** Non-print materials of scholarly and educational value may be acquired for the Faculty Collection. Second copies may be acquired for another Library Collection.

**Unpublished works:** Normally, unpublished works will not be added to the Faculty Collection.

### 4.14.10 Special Collections Gift Policy

The Chair of Special Collections accepts gifts of rare and unique materials that support the curriculum; support student and faculty research; and support the department's collection development policies.

The Chair of Special Collections provides each donor with a Deed of Gift Form that records the title, extent and value of the gift as determined by the donor. This form also records any instructions or restrictions placed on the gift by the donor. Both the donor and the chair of special collections sign and date the form. A copy of the deed of gift, a bibliographic listing of the gift (if necessary) and a letter of acknowledgement are sent to the donor. A second copy of the deed, the listing and the letter of acknowledgement are forwarded to the ISU Foundation through the Library Administration Office. The Special Collections Department retains

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for its records the original Deed of Gift for its files along with a copy of the listing, the letter of acknowledgement and other related correspondence or documentation.

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## 5.0 Deselection of Library Materials

Deselection is the process of withdrawing obsolete or damaged materials from the libraries' collections. The workflow procedure for deselection is described in *CML Procedure Statement ADP-16* (April 8, 2009). The Subject Liaisons are primarily responsible for deselection. Since the relocation or discarding of Library materials involves the changing of records, it is itself a fairly costly operation; therefore, the identification and deselection process of titles must be careful and deliberate.

### 5.1 Criteria

#### 5.1.1 Timeliness/Obsolescence

The Library considers withdrawing materials that contain dated or incorrect information such as that found in textbooks over ten years old, superseded (earlier) editions, topical material over twenty years old in the social sciences and sciences, and superseded almanacs, yearbooks, manuals and directories.

Some general criteria to be followed in weeding are:

- Significance of the publication
- Availability of later editions unless there is unique material in earlier editions
- Age and currency of the work; significance of retrospective and historical works to the discipline
- Demand for the item
- Available shelf space
- Physical condition
- Availability in another format, such as electronic format
- Copies held by other libraries and institutions

#### 5.1.2 Duplication

The Library may consider withdrawing materials that contain information duplicated in other Library holdings such as seldom-used duplicate copies, titles in areas where sufficient coverage exists, or are duplicated in another format.

#### 5.1.3 Damaged Materials/Mending:

5.1.3.1 The Library may consider withdrawing worn, mutilated or badly marked items according to the Policy on Withdrawn Library Materials.

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## 5.1.3.2 Mending

Library mending will be done in-house on easily repaired items only. Special consideration for more extensive repairs may be made for unique, irreplaceable, or local (ISU) interest items.

## 5.1.4 Government Documents

State and federal government documents received on deposit are subject to special regulations regarding discard. These regulations should be adhered to whenever government documents are discarded. It is the responsibility of the Government Documents Librarian, or the Library's government document designee, to weed the Government Documents and be aware of these regulations.

## 5.1.5 Electronic Resources

Outdated electronic resources cannot be deselected. Upon recommendation of the Subject Liaisons, access to these will be suppressed or removed so that they are no longer listed in the online catalog or electronic resources.

## 6.0 Gifts

The Cunningham Memorial Library accepts and, in some cases, solicits gifts of books and journals. The Library accepts all gift materials with the understanding that the University, through the ISU Foundation, becomes the owner of the materials and reserves the right to determine retention, location and disposition.

Criteria for Donation:

- Support the curriculum
- Support student and faculty research
- Support the goals of the Library's collection development policy

Financial (Tax) Information:

In order for gifts to be processed and recognition of gift to be provided by the Library as a charitable donation, the donor is responsible for providing an itemized list of gifts contributed, including estimated value of the gift.

*(Example)*

- *\$0-\$499: For donations estimated by the donor to be between \$0 and \$500.00, the donor will receive a written acknowledgement of the gift.*
- *\$500 - \$4999: For donations estimated by the donor to be between \$500 and \$4999, the donor must file Form 8283; a written acknowledgement will be provided.*
- *\$5,000+: For donations of materials estimated by the donor to be worth more than \$5000 the donor must retain a licensed third-party appraiser to determine the fair market value of the gift. A copy of the appraisal must be submitted to Library and approved by the Indiana State University Board before the Library can accept the donation.*
- *All materials donated to Library without an assigned value/appraisal will be considered anonymous donations.*

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## 7.0 Guiding Policies (American Library Association):

### 7.1 American Library Association's *Freedom to Read Statement*

<http://www.ala.org/ala/aboutala/offices/oif/statementspols/ftstatement/freedomreadstatement.cfm>

### 7.2 American Library Association's *Freedom to View Statement*

<http://www.ala.org/ala/aboutala/offices/oif/statementspols/ftvstatement/freedomviewstatement.cfm>

### 7.3 American Library Association's *Library Bill of Rights*

<http://www.ala.org/ala/aboutala/offices/oif/statementspols/statementsif/librarybillrights.cfm>

### 7.4 Association for Colleges and Research Libraries' *Intellectual Freedom Statement*

<http://www.ala.org/ala/aboutala/offices/oif/statementspols/statementsif/librarybillrights.cfm>

## Appendix I: Approval Plan:

The Cunningham Memorial Library uses an approval plan to assure the acquisition of current materials at a reduced price. The budget for approval books is separate from the budget for firm orders, so a book selected by a librarian or faculty member from the approval plan does not affect the firm order (departmental) budget. The budget for the approval plan is developed by the Dean, in conjunction with the Head of Technical Services. To assure that the approval expenditures stay within the amount allocated, the Head of Technical Services, in consultation with the Subject Liaisons, maintains approval profiles that reflect the teaching and research requirements of the University.

Approval Plans: Monographs received through the approval plans are subject to the same selection criteria as firm order monographs. Each fall the Library, in conjunction with the academic departments, undertakes a review of each approval plan to assure coverage which reflects the teaching and research requirements of the institution and meets the financial limits imposed by approved Library materials budget.