

Missouri State University
Collection Development Policy
2023

- I. Collection Development Summary
 - a. Statement of Purpose
 - b. Scope of Collection
 - c. Purpose and Goals of the Collection
 - d. Statement of Inclusive Excellence
 - e. Professional Standards
 - i. Library Bill of Rights
 - ii. ACRL/ALA Intellectual Freedom Principles for Academic Libraries
 - iii. Freedom to Read
- II. Collection Development Personnel Groups
 - a. Content Management Committee
 - b. Resource Management & Discovery—Content Management Team
 - c. Library Liaisons & Departmental Faculty
- III. Primary Clientele
 - a. Collection Intensity Levels
 - i. Bachelor's level
 - ii. Master's level
 - iii. Doctoral/Research level
- IV. Fund Allocations (focus on subject area collection)
- V. Selection Guidelines
 - a. General Selection Guidelines
 - b. Serial-Specific Guidelines
 - c. E-Resource-Specific Guidelines
- VI. Missouri State University Library Collections
 - a. Meyer Library, General Collection
 - b. Music Library Collection
 - c. Reference Collection
 - d. Special Collections & Archives
 - e. Government Documents
 - f. Ozarks Collection (*find out the actual name)
 - g. Haseltine Library at Greenwood
 - h. Barbe Library at Mt. Grove
 - i. Garnett Library at Haseltine
- VII. Accessioning and Deaccessioning
 - a. Material Types
 - i. Duplicates
 - ii. Standard Binding
 - iii. Legacy Formats
 - iv. Textbooks
 - b. Replacement Materials
 - c. Gifts and Donations
 - d. Collection Maintenance & Deselection
 - e. Discarded Items
- VIII. Reconsideration of Materials

I. Collection Development Summary

This Collection Development Policy supports the Missouri State University Libraries' [mission](#) of providing information resources, services, and spaces to develop educated persons, by identifying and detailing essential policies related to the discovery and management of information resources in an academic library. This policy is intended to be a living document, in that it is to be evaluated regularly, and that it is to adapt to the ever-growing information needs of the Missouri State University communities the libraries serve.

a. Statement of Purpose

The purpose of this policy is to provide general guidelines to library faculty concerning the allocation of library resources in the purchase or lease of library materials, while also informing the university community of the principles by which materials are selected. Furthermore, this policy provides a method of documenting current content management practices for future evaluation of effectiveness.

b. Scope of Collection

The Missouri State University Libraries operate as an institution of higher education. As such, the University Libraries serve an adult population, and are committed to providing information resources that aid in the overall development of the students, faculty, staff, and community members we serve. Collections with a scope outside of an adult demographic maintain their own collection development policies regarding age appropriateness.

c. Purpose and Goals of the Collection

Collection development allows the University Libraries to facilitate user-friendly access to relevant and distinctive collections. As a teaching-centric university, the libraries strive to enhance and simplify access to resources that support and enrich both the teaching and learning process, while also providing high quality research materials for scholarly publishing. The University Libraries also strive to incorporate the university's commitment to public affairs by acquiring current and relevant information materials that promote the pillars of ethical leadership, cultural competence, and community engagement.

In addition to providing print and electronic collections for the campus community, the University Libraries cultivates partnerships with other lending repositories to achieve fast and efficient access to materials not owned by the Missouri State University Libraries.

d. Statement of Inclusive Excellence

Missouri State University Libraries endeavor to develop balanced collections that reflect global awareness while fostering inclusion of all backgrounds. The University Libraries align with the University's commitment to inclusive excellence.

Our collections are developed with the twenty-first century student in mind; thus, collections are designed to prepare life-long learners for success in a technologically advanced, diverse, and global environment.

Missouri State University Library faculty and staff have the professional responsibility of being inclusive in collection development decisions. This means that access to materials and resources is assured to all users, and that collection development policies do not allow for the exclusion of materials or resources based on perceived offense.

e. Professional Standards

The University Libraries not only reflect institutional standards, but also the professional standards and best practices of librarianship. Thus, the University Libraries support the following American Library Association (ALA) and Association of College and Research Libraries (ACRL) statements, which reflect commitments to intellectual freedom and the development of collections that represent a variety of perspectives—thus, reflecting the communities the University Libraries serve. The principles upheld in the following statements identify the core values of contemporary libraries.

i. [Library Bill of Rights](#)

This statement outlines seven basic policies that provide general guidelines for library services.

ii. [ACRL/ALA Intellectual Freedom Principles for Academic Libraries](#)

This statement identifies twelve principles for the governing of academic libraries, with an emphasis on intellectual freedom and its role academic librarianship.

iii. [Freedom to Read](#)

This statement supports the freedom of expression, non-censorship, the free exchange of ideas, and a call for disseminating information to the widest breadth of diverse worldviews and viewpoints as is possible.

II. Collection Development Personnel Groups

The following personnel groups play a vital role in collection development policy making and overall collection development considerations. While MSU Libraries strive to meet collection development needs via interdepartmental collaboration from the University Libraries as a whole, the following personnel groups comprise the primary collection development decision makers and stakeholders. Though the ultimate responsibility for the development and maintenance of the general and unique collections rests with the Dean of Libraries, delegated responsibility for coordinating the collection as a whole lies with the Director of Resource Management & Discovery, who is in close consultation with these below listed decision makers and stakeholders.

a. Content Management Committee

- i. This committee is comprised of the Dean of Libraries, the Associate Dean of Libraries, the Director of Resource Management & Discovery (chair), the University Libraries' E-Resource Strategist, and the Head of Haseltine Library at Greenwood.

b. Resource Management & Discovery—Content Management Team

- i. The Department of Resource Management & Discovery (RM&D) consists of Acquisitions and Content Management personnel, Cataloging and Metadata personnel, and E-Resource Strategy personnel.

- ii. The Content Management Team consist of personnel from Acquisitions and Content Management, E-Resource Strategy, and the RM&D Director.
- c. Library Liaisons & Departmental Faculty
 - i. The Director of RM&D is to work in consultation with library liaisons as they represent departmental faculty, and when necessary, directly with departmental faculty.

III. Primary Clientele

The University Libraries support the information needs of its primary clientele: Missouri State University students, faculty, and staff. This is an adult demographic, thus the materials selected represent adult library users and are used to represent as many worldviews and epistemic identities as possible, thus keeping in line with ALA standards.

The following intensity levels represent the student and faculty populations the University Libraries serve. Materials selected for these populaces reflect academic, professional, and individual needs of the listed categories.

a. Collection Intensity Levels

i. Bachelor's level

This level of collecting provides basic academic resources to support the primary topics within respective subject areas. These materials include a broad range of basic research works in all appropriate formats, key journal titles within disciplines, selected seminal and classic materials, reference tools, indexing and abstracting services, and bibliographic resources.

ii. Master's level

Beyond the resources collected to support undergraduate degrees, master's degree level programs call for more advanced level research materials, additional selected journals beyond key titles within disciplines, a significantly higher quantity of seminal and classic works, and additional resources to support more extensive examination of research conducted within the discipline.

iii. Doctoral/Research level

This level of collecting includes major published research that would be required to support the production of dissertations and independent research studies. Included in this level of collecting could be specialized monographs, an extensive collection of academic journals including elite research journal titles, historical materials and specific indexing and abstract services as needed.

This level represents both doctoral students and faculty or staff engaged in research.

IV. Fund Allocations (focus on subject area collection)

Annually, the Libraries' materials budget is set by the Dean of Libraries based on the recommendations of the Director of Resource Management & Discovery and with review by the Library's Budget Committee. The materials budget is intended to support the University's overall goals of delivering high quality education, enhancing

student success, and expanding knowledge through research, scholarship, and creative activity.

a. **Fund Usage:**

Funds are set aside to cover current costs and anticipated inflation for serial resources, including databases, journals, and standing orders. Funding is also designated for one-time purchases like books, backfiles, and archival collections. Each year, expenditures are planned on a targeted set of special enhancements, based on evidence of need, and to support other special projects.

b. **Departmental Allocations:**

Library funds are allotted to academic departments and programs to assist in the purchase of subject-specific materials. The amount assigned to each department or program is based upon usage of allocated funds in the previous academic calendar year and the overall materials budget allowance.

c. **New Faculty Library Grant:**

Each academic calendar year, newly hired faculty members—both tenured and non-tenured track—are allotted \$1,000.00 each for material requests aligning with their teaching and research interests. These materials are to be added to the University Libraries' collection.

V. **Selection Guidelines**

The University Libraries provide access to materials in appropriate formats and content areas while providing helpful, intuitive means of discovery. The Missouri State University Libraries base their collection development decisions upon both objective and subjective evidence via continuous assessment. Requests for materials outside the perimeters listed below are referred to the Director of Resource Management & Discovery for approval. Exceptions to the stated guidelines are evaluated on a case-by-case basis as necessary by the Director of Resource Management and the Content Management Committee.

a. **General Selection Guidelines**

i. Cost of materials

Considers overall cost, purchasing method, and predicted cost-per-use.

ii. Support of curriculum

Materials must relate to the teaching and research of current MSU students and faculty. The University Libraries' materials budget supports access to and discovery of materials available for use by students.

iii. Lasting value of materials

The continued legitimacy and quality of library materials are measured, in part, by the following:

1. Interdisciplinary nature of materials

Materials that can be used by multiple researchers and departments are favored.

2. Anticipated value

Evaluate value to library users based on predicted need, as demonstrated by evidence such as feedback from trials.

3. Quality of scholarship within materials

The information in the resource logically pertains to the apparent subject matter; the information is reliable and accurate, demonstrably factual, and reasonably comprehensive or complete within the context of the subject matter; and the citations or links within the resource are valid.

4. Uniqueness of content or treatment

The subject matter and the treatment of the subject matter is relevant and innovative within the field or fields of study primarily being addressed. Interdisciplinary resources that can be used by many researchers are favored.

5. Appropriateness of the level of treatment.

The depth, breadth, and scope of treatment fills a void within current collection resources. Additionally, full-text access is preferred to indexing services.

6. Contains objective, verifiable content

The information presented is open to verification and validation within the context of the subject matter.

7. Currency related to subject relevancy

The contents of the item are current and relevant, according to the primary field of study's research corpus.

8. Material quality

The University Libraries will purchase the highest quality of materials when possible. The preference for print materials is to purchase new materials. If purchasing new materials is not possible, the University Libraries will purchase the next best grade of condition. Conversely, low grade condition can result in not purchasing an item.

iv. Appropriate to level of collection intensity needed

Items added to the collection will reflect the needs of the collection intensity levels outlined above (i.e., sections III.a.i-iii).

v. Organization of content and content records

The contents of the item are organized coherently; the item is accessible and made for easy retrieval; and high-quality indexing options or high-quality MARC records are preferred, when possible and appropriate.

vi. Strength of subject holdings

Items considered for addition are compared to current collection holdings.

vii. Authoritativeness

Items produced by reputable and authoritative authors, publishers, compilers, producers, or vendors will be added to the collection. Also, materials with few to no official reviews are taken out of consideration. Peer-reviewed materials are the expectation for items that traditionally undergo such a process.

viii. Format

Preference is given to materials in electronic format.

ix. Consortia and ILL holdings

Items are cross-referenced against collections in any consortia or ILL-lending agencies the MSU Libraries currently partner with. If an item does not fit MSU Libraries' collection scope or needs yet is in demand and is accessible via consortial or other lending means, it may not be added to the collection.

x. Consumable materials

In general, MSU Libraries do not purchase materials intended to be consumed (e. g. workbooks, tests, software, etc.) as a part of the collection.

b. Serial-Specific Guidelines

In addition to the guidelines listed above, the following principles are applied to serial acquisition decisions:

i. Journal quality

Journals are evaluated based upon their quality of scholarship, the recognition and reputation of publisher, and the journal's overall reputability. Priority is given to scholarly professional journals and top-tier research titles.

ii. Multidisciplinary emphasis

Titles that can be utilized by multiple academic departments and programs are prioritized.

iii. Documented demand

Resource Management & Discovery considers titles to be added based upon documented instances of requests. This documentation takes place via liaison/departmental faculty interactions, direct contact with RM&D personnel, and RM&D produced forms disseminated to academic departments and programs in collaboration with the library's liaison program.

iv. Discoverability

Publishers of materials provide robust enough metadata resources to allow for ease of discovery and access to library users.

v. Impact factor

Priority is given to journals with a high impactor factor relative to the most associated field of study.

vi. Editorial board membership

Priority is given to journals with editorial board members who represent reputable and authoritative institutions.

vii. Post-cancellation access

Journals with customer-centric practices, such as PCA (post-cancellation access), which provides access in perpetuity are preferred, yet not required.

viii. Format

While electronic format is preferred, print is considered on occasion.

c. E-Resource-Specific Guidelines

Electronic resources are selected based upon the following guidelines in addition to those listed above:

i. Usability and accessibility

MSU Libraries is committed to purchasing materials with multi-user access options whenever possible.

ii. Vendor support

Resources are accompanied with a high-quality and accessible vendor support team

iii. Standardized usage statistics

A robust offering of usage statistics is provided either directly through the vendor or via a third party affiliated with MSU Libraries.

iv. Nonstandard characters

The treatment of graphics, formulae, and other nonstandard characters is done so efficiently with user experience in mind.

v. Interface usability

Vendors provide intuitive and highly interoperable interface options for library use.

vi. Vendor integrity

MSU Libraries works with reputable, ethical, and highly regarded vendors. Organizations associated with predatory practices are avoided.

vii. IP recognition

New vendor relations are established after a thorough investigation of IP accessibility and protocols.

viii. Compatibility with discovery layers

Electronic resources are evaluated, in part, by their ability to integrate into current discovery layers or platforms used by MSU Libraries.

VI. Missouri State University Library Collections

While this collection development policy outlines MSU Libraries' general policies, MSU Library collections, at times, may vary. In these cases individual policies are established and made available to the public. Below is a list of each MSU Library collection, along with any existing links to current collection development policies for each collection.

- a. Meyer Library, General Collection¹
- b. Music Library Collection
- c. Reference Collection
- d. Special Collections & Archives
- e. Government Documents
- f. Ozarks Collection
- g. Haseltine Library at Greenwood
- h. Barbe Library at Mt. Grove
- i. Garnett Library at Haseltine

VII. Accessioning and Deaccessioning

The MSU Libraries build and maintain their collections through careful accessioning (purchasing) and deaccessioning (removing) processes. The following guidelines outline important aspects of both processes and provide clarification of policies regarding specific material types and RM&D procedures.

¹ The general collection policies are outlined in this document.

a. Acquisitions Methods

MSU Libraries purchases materials that are submitted via the following methods or routes.

i. Internal Materials Request

The [Library Internal Content Request Form](#) is intended for library Meyer Library faculty and staff for the purchase of library materials, as well as for library liaisons to request materials for departments or programs they serve.

ii. Faculty, Staff, and Student Materials Request

The [Suggest a Resource for Purchase Form](#) is intended for MSU faculty, staff, students, and emeritus level library users for the purchase of library materials.

iii. DDA

Utilizing GOBI DDA services, the library incorporates a Demand-Driven-Acquisitions model to purchase electronic monographs through GOBI's Multi-Vendor DDA service, which currently offers DDA through ProQuest Ebook Central, EBSCO eBooks, JSTOR's e-book program. DDA models make materials included within the e-book programs listed above available for use, and then the library purchases those materials after a threshold of views has been met.

iv. Vendor relations

MSU Libraries works with various serial and monograph vendors to purchase materials for the collections.

b. Material Types

i. Duplicates

As a general practice, the library does not purchase duplicates of items. Exceptions can be made for unusual circumstances related to curricular needs or high statistical usage of an item. These exceptions are determined by the Director of Resource Management & Discovery and the Content Management Committee.

ii. Standard Binding

As a general practice, the library purchases and maintains materials that are traditionally bound by a press. Exceptions are made based upon collection type and standards within a given domain (e.g., non-traditional binding of art books).

iii. Legacy Formats

As a general practice, the library utilizes current professional standards and formatting for cataloging and metadata management. The library does not implement previously used or legacy-style formats when cataloging new materials.

iv. Textbooks

As a general practice, the library does not purchase textbooks. Exceptions can be made on a case-by-case basis.

- c. Replacement Materials
MSU Libraries annually allots monies from the materials budget to cover the cost of replacement materials. The Director of Resource Management & Discovery determines whether or not a material is to be replaced.
- d. Gifts and Donations
The library accepts in-kind gifts and general material donations. All in-kind gifts and material donations are to be delivered to the RM&D office suite (Meyer Library 007) for evaluation and potential processing.
In-kind gifts and material donations, while appreciated, will not automatically be added to the collection. All materials are evaluated for relevancy to collection needs, grade of condition, and merit of content. Any items selected are processed according to MSU Library cataloging and metadata management standards. Items not selected are either donated to Springfield Greene County Library District or recycled.
- e. Collection Maintenance & Deselection
In collaboration with Access Services, the Director of Resource Management & Discovery establishes a regular deaccessioning schedule. Liaisons, departmental faculty, and the Content Management Committee are all potential stakeholders considered and included deaccessioning conversations.
- f. Discarded Items
In accordance with state law, deaccessed materials purchased by MSU Libraries are not eligible for donation or resale of any form. Deaccessed materials purchased by MSU Libraries are recycled.

VIII. Reconsideration of Materials

In accordance with the aforementioned ALA Library Bill of Rights (section I.e.i) and the Freedom to Read Statement (section I.e.iii), MSU Libraries support every patron's right to access materials representing them and their worldviews. Any individual wishing to challenge an item housed within an MSU Library collection must meet with the Director of Resource Management & Discovery or the respective head of the special collection the item belongs to, in order to explain the rationale for removing the item. After the conversation, if the individual wishes to proceed, they must complete and submit a Request for Reconsideration form, which is reviewed by the Dean of Library Services.

After receiving the Request for Reconsideration form, the Dean of Library Services acknowledges receipt of the completed form and then appoints an ad hoc committee of professional librarians to review the request. The matter is then determined in accordance with MSU Libraries' policies and procedures. The individual or organization listed on the Request for Reconsideration form is then issued a final written response within 90 days of the form being received by the Dean of Library Services. Challenged materials remain in the collection throughout the reconsideration process.

Request for Reconsideration form

Date submitted _____

Date received by the Dean of Library Services _____ (Internal use only)

1. Resource on which you are commenting:

Author _____ Material Type _____

Title _____

Publisher _____

Request for reconsideration by _____

Phone (____) ____ - _____ Email _____

Address: _____

City: _____ State _____ Zip Code _____

Complainant represents:

_____ self

_____ organization (Name of organization) _____

2. What brought this resource to your attention?

3. Have you examined the entire resource? If not, what sections did you review?

4. What concerns you about the resource? (Use the other side or additional pages if necessary)

5. Are there other resource(s) you suggest that provide additional information and/or other viewpoints on this topic?

6. What action are you requesting IG12/MSU Libraries to consider?

Signature of Complainant

Date

Submit the completed form to:
Dean of Library Services
Missouri State University Library
901 S. National Ave.

Springfield, MO 65897

Reconsideration Worksheet (Internal use only)

Title _____

Author _____

Review the IG12 collection development policy, the IG12 selection criteria, any additional relevant MSU Libraries policies, and other appropriate information, including professional reviews and recommendations, along with the information listed on the Request for Reconsideration form.

What is your recommendation concerning the disposition of this material and why?

Signature _____ Date _____