

Collections Policy

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Introduction

Purpose and Mission

This policy guides the selection, evaluation, and maintenance of the library's collections in support of the mission, values, and goals of the [Kathryn A. Martin Library](#) and the [University of Minnesota Duluth \(UMD\)](#).

The library aims to provide collections that represent multiple perspectives and advance learning, research, scholarship, creative activity, and recreation. It seeks to collect resources which support the current curricular and research needs of UMD's undergraduate and graduate programs and align with the outreach objectives of the University of Minnesota's land and sea grant missions.

The library is committed to upholding the American Library Association's [Library Bill of Rights](#) and [The Freedom to Read Statement](#).

Target Audiences

The library serves UMD students, faculty, staff, and the local community.

Scope

Working within its financial capabilities, the library prioritizes building a collection and providing resources that support UMD's undergraduate, graduate, and co-curricular programs. Priority is given to the undergraduate curricula, followed by the graduate curricula, faculty and staff research needs, and recreational activities. The interlibrary loan service may provide access to materials not available locally.

The library's Archives and Special Collections Department collects and preserves materials that document the history of UMD and Northeastern Minnesota.

The library maintains versatile collections that balance the fluctuating needs of our library users against physical space and budget limitations. We cannot guarantee any part of our collections will be kept in perpetuity.

Equity & Inclusion in Library Collections

The library recognizes the University's commitment to diversity and will incorporate that value in collecting library materials. In accordance with the library's [equity statement](#), we commit to increasing representation in our collections and mitigating the harms caused by racist materials. We will purposefully develop diverse, equitable, and inclusive collections.

Collection Development

Budgeting & Funding

The library receives funding each fiscal year. Library funding can fluctuate based on student enrollment, overall University system budget, and other factors. Part of the funding is devoted to subscribing to continuing resources [\[def\]](#) and purchasing materials for the library collections. Budgets are reviewed and allocated annually by the library's collections committee.

The books and media budget is allocated by subject area in order to support the curriculum and faculty research. Additional collections budgets are used to purchase and subscribe to resources, including award winners, bestsellers, games, graphic novels, periodicals [\[def\]](#), standing orders [\[def\]](#), and electronic resources [\[def\]](#); these budgets are not broken down by subject area due to their cross-disciplinary use.

A large portion of the money spent on collections is used for subscriptions to continuing resources [\[def\]](#). The annual cost of continuing resources [\[def\]](#) increases each year.

When the library has a surplus of funds due to cancellations or a larger allocation, the Collections Committee will determine how to use these funds.

The library annually requests funds from [student services fees](#) to support the purchase of board games and recreational reading materials.

Selection

General Criteria

The library considers the following criteria in selecting library materials:

- Relevance to the curriculum, faculty research, and/or student interests
- Requirements for program certifications
- Inclusion and representation of voices of oppressed, underrepresented, and underserved people
- Price in relation to the available budget
- Quality of content, with consideration for:
 - Timeliness and lasting value of the material
 - Selector knowledge of the author, issuing body, and/or publisher
 - Literary, artistic, or social value

- By and/or about UMD faculty, staff, or alumni
- Strength of university system holdings in the same or similar subject
- Frequency of [interlibrary loan](#) requests for material on same or similar subjects

The library does not purchase:

- Books that have access codes which limit content to only one user, except when the text is sufficient without the use of the access code
- Duplicate materials, except due to course need or relevance to campus programs and events
- Subscriptions or memberships that don't provide access to all library users.
- Materials in languages other than English, except in relation to language classes or as part of a special collection
- Select unsupported media formats or outdated technology, including but not limited to:
 - Blu-ray
 - Cassette tapes
 - CDs
 - Microfiche
 - Microfilm
 - VHS
 - Vinyl records

Continuing Resources

When a subject librarian, in consultation with the faculty, recommends adding a periodical [\[def\]](#), standing order [\[def\]](#), electronic resource [\[def\]](#), or one-time purchase with hosting fee, they will follow a multi-year timeline and evaluation. For the first and second year of the subscription, the item will be financed through the allocation for the subject area(s); funds will be transferred from the book budget(s) to the periodicals or electronic resources [\[def\]](#) budget. Prior to the third year renewal, the item will undergo an evaluation based on the library's [Continuing Resource Renewals Criteria](#). The subject librarian will work with the Collections Committee (and the faculty/department as needed) to determine if the item should be renewed. If it is evaluated and it is determined it will not be renewed, the subject librarian can work with the department to find alternative materials. If it is evaluated and it is determined that it will be renewed, the funds will be permanently transferred from the overall book budget allocation (instead of the subject area

allocation) to the general funds for periodicals [\[def\]](#), standing orders [\[def\]](#), or electronic resources [\[def\]](#).

Possible reasons to consider a new periodical [\[def\]](#), standing order [\[def\]](#), or electronic resource [\[def\]](#):

- Faculty request
- Changes to the curriculum
- Interlibrary loan statistics
- Cost and/or package deal
- High turnaway [\[def\]](#) rates reported by publisher

Electronic Resources

Licensing agreements for electronic resources [\[def\]](#) must comply with university requirements, including the University's [Purchasing](#), [Contract](#), and [Accessibility of Information Technology](#) policies.

Prior to selection of a new electronic resource, the criteria below are considered in addition to the general selection criteria for all library materials:

- Possibility of consortial agreements
- Perpetual access rights to the content following cancellation
- Right to share content via interlibrary loan
- Privacy and security of user information
- Number of simultaneous users needed
- Availability of usage statistics for resource evaluation
- Availability of this or similar content elsewhere in our collections
- Platform ease of use and user experience (e.g. feedback in a resource trial, special restrictions on access or use)

Preferred Formats

Priority is given to electronic formats when they provide more current information and better functionality and access.

- **Books:** No preferred format
- **Periodicals** [\[def\]](#): Electronic is the preferred format
- **Videos:** Streaming video is the preferred format

Shared Resources

The Kathryn A. Martin Library benefits from partnerships with the University Libraries and Mintex's [eLibrary MN \(ELM\)](#) to provide access to shared electronic resources [\[def\]](#).

The University Libraries (Twin Cities campus) extends system-wide access to all campuses when licensing and funding permit. In these cases, system-wide access is paid for using University Libraries' funds. Decisions about system-wide licenses are made by University Libraries' staff, not by UMD staff.

ELM gives Minnesota residents access to magazine, journal, newspaper, and encyclopedia articles, media, including images, videos, and audio files, and other information resources. These resources are available in the library catalog.

The library supports the coursework and research of UMD faculty, staff, and students by providing access to materials that are not owned by the library through our [Get It](#) and [Interlibrary Loan](#) services.

Open Access Resources

The library provides access to open access journals, books, and other materials as needed or as requested by faculty and/or librarians to support educational and research goals of faculty and students. The library supports the creation and dissemination of open access materials produced by UMD faculty, staff, and students based on the University of Minnesota [Open Access to Scholarly Articles](#) policy.

Donations of Materials

Library

The library does not accept most donations of books and other material for the general collection due to space constraints and the high cost of sorting, reviewing, and processing donated material. For more information about donating to the library, view the policy page for [Donating to the Kathryn A. Martin Library](#).

Archives and Special Collections

The library's Archives and Special Collections Department collects and preserves materials that document the history of UMD and the surrounding region of Northern Minnesota. For more information about donating materials to Archives and Special Collections, view the [Donating Materials to the Archives](#) page.

Collection Management

Preservation & Conservation

The library maintains and preserves items consistent with their use and significance to the collection. Preservation includes actions taken to prevent, limit, or stop deterioration of library materials in all formats, and to improve their condition.

Long term access to selected periodicals is assured through the purchase of online, perpetual access archives.

Assessment & Evaluation

Materials in the collection undergo regular evaluation, which may result in the retention, deselection, renewal, or cancellation of physical and digital library materials.

General Criteria

Evaluation criteria used for deselection of library materials may include:

- Relevance to the curriculum, faculty research, and/or student interests
- Requirements for program certifications
- Inclusion and representation of voices of oppressed, underrepresented, and underserved people
- Quality of content, with consideration for:
 - Timeliness and lasting value of the material
 - Selector knowledge of the author, issuing body, and/or publisher
 - Literary, artistic, or social value
- By and/or about UMD faculty, staff, or alumni
- Age and condition of items
- Usage statistics (circulation data, interlibrary loan requests, [COUNTER reports](#), or other appropriate metrics)
- Availability of the title in other libraries
- Availability of comparable resources in the collection or online
- Obsolescence of format and/or equipment needed to use materials
- Retention commitments
- Availability of space

Continuing Resources

Due to recurring costs and price changes over time, continuing resources such as periodicals [\[def\]](#), standing orders [\[def\]](#), and electronic resources [\[def\]](#) must undergo regular evaluation, typically on an annual basis, to confirm responsible renewal or cancellation decisions.

Evaluation of continuing resources may also include the following criteria:

- Sustainability of cost and annual inflation rate
- Average cost per use

Electronic Resources

Evaluation of electronic resources, both for prior one-time purchases and continuing resources, may also include the following criteria:

- Possibility of joining consortial agreements or impact on existing agreements
- Perpetual access rights to the content following cancellation
- Right to share content via interlibrary loan
- Privacy and security of user information
- Number of simultaneous users needed
- Platform ease of use and user experience (e.g. special restrictions on access or use, history of problem reports and support requests)

Replacement of Lost or Damaged Items

Subject librarians decide if lost or damaged items are replaced based on the [general Assessment & Evaluation criteria](#) above.

Description of Collecting Areas

The collections and collecting areas listed below represent the scope of the library's collections. The library's collections support the mission of the library as described in the introduction to this policy. The library may establish or disestablish collections or collecting areas as the needs of the university and library users shift. The library may move items from one collection to another for the purposes of preservation or accessibility.

General Book Collection

The general book collection, containing thousands of print and digital volumes, provides access to current and retrospective titles in a wide range of subject areas, with a primary emphasis on support of UMD's curriculum.

Electronic Resources

The library provides access to online resources, including ebooks, periodicals, streaming videos, databases, and other content with a primary emphasis on support of UMD's curriculum. Off campus access to our subscriptions and purchases is limited to current students, faculty, and staff.

Archives and Special Collections

Archives and Special Collections at the Kathryn A. Martin Library collects, preserves, and provides access to materials that document the history of UMD and Northeastern Minnesota. The collections include the Northeastern Minnesota Historical Collections which are on permanent or long-term loan from the [St. Louis County Historical Society](#) and the [Minnesota Historical Society](#), as well as the [Ramseyer-Northern Bible Society Collection](#).

Special Collections are defined as library and archival materials in any format (e.g., rare books, manuscripts, photographs, film, video, audio, born digital, etc.) that are generally characterized by their historical or monetary value, uniqueness or rarity, special content, and/or an institutional commitment to long-term preservation and access. They are housed in a separate unit with specialized security and user services. These collections are non-circulating and require an appointment to use in person.

Items are not purchased for these collections; there is no designated purchase fund for Archives and Special Collections materials.

Award Books

These materials are currently purchased from all categories of the following awards:

- [Man Booker Prize](#)
- [Minnesota Book Awards](#)
- [National Book Awards](#)
- [Nobel Prize for Literature](#) (select titles by winning authors)
- [Northeastern Minnesota Book Awards](#)
- [Pulitzer Prizes](#) in the categories for Letters and Drama

Children's Book Awards:

- [American Indian Youth Literature Award](#)
- [Asian/Pacific American Librarians Association Literature Awards](#) (picture book, children's, young adult)
- [Boston Globe - Horn Book](#) (picture book, nonfiction, fiction & poetry)
- [Randolph Caldecott Medal](#)
- [Coretta Scott King Book Awards](#) (author & illustrator)
- [John Steptoe Award for New Talent](#) (author & illustrator)
- [Michael L. Printz Award](#)
- [Mildred L. Batchelder Award](#)
- [National Jewish Book Awards](#) (picture book, children's, middle grade, young adult)
- [John Newbery Medal](#)
- [Orbis Pictus Award® for Outstanding Nonfiction for Children](#)
- [Pura Belpré Award](#) (children's author & illustrator, young adult author)
- [Robert F. Sibert Informational Book Medal](#)
- [Schneider Family Book Award](#)
- [Stonewall Book Awards](#)
- [Theodor Seuss Geisel Award](#)

The library continues to purchase, at a minimum, the award winners annually from the above lists.

Bestsellers

This is a selective collection of popular fiction and nonfiction, intended to offer recreational reading material. Titles are selected based on national and regional bestseller lists, interest to the campus community, and library user recommendations. The collection generally does not include self-help titles, cookbooks, or celebrity biographies. This collection is supported in part by funds requested annually from [student services fees](#).

Children's Literature

This collection contains children's literature for early childhood, elementary, and secondary school grades. Preference is given to books that have received awards from nationally recognized library, education, and children's literature organizations. Titles that represent historically underrepresented people are a priority for selection.

Course Ebooks

The library purchases unlimited access ebooks to support undergraduate and graduate students. The library acquires these materials to lessen the financial burden students incur from purchasing course materials. Course materials are items recommended or required by course instructors or included on the UMD Bookstore textbook list.

Games

The Games collection, a collection of tabletop and board games that support curricular usage, student leisure, and library outreach and engagement activities, is the responsibility of the Communication and Events Committee. It is funded primarily by [student services fee](#) funds that the library requests for this purpose.

Government Documents

The library offers free public access to federal and state government information and is designated as a selective federal depository library. The librarian responsible for government documents selectively acquires Minnesota and federal government publications. Our government documents collection operates within the legal requirements of the [Federal Depository Library Program](#).

Graphic Novels

This collection features comics and graphic novels. Award-winning titles, titles that support the UMD curriculum, and titles that represent historically underrepresented people are a priority for selection. Long-running series are typically not included in this collection due to space constraints. This collection is supported in part by funds requested annually from [student services fees](#).

Microfilm

The library no longer purchases materials in this format, but currently retains some materials that remain relevant to local history and provides access to appropriate reading equipment.

Periodicals & Newspapers

Although most periodicals [ldef](#) are made available to library users online through our electronic collections, select titles remain available in print due to cost effectiveness, format preference and availability, or relevance to our region.

Reference

The library purchases digital and print materials for their value as reference tools. Preference is given to purchasing reference materials in digital formats, with a primary emphasis on support of UMD's curriculum.

Teaching Materials

In support of UMD's curriculum, the library purchases select copies of textbooks, curriculum guides, kits, and other materials designed for instructional use in elementary and secondary schools.

University of Minnesota Digital Conservancy

The [University Digital Conservancy \(UDC\)](#), including the [Data Repository for University of Minnesota \(DRUM\)](#), provides long-term preservation and access services for the intellectual and creative output of the University's academic, research, and administrative communities. The UDC is an open access repository and accepts submissions from University faculty, staff, and students for digital archiving and access. UMD follows the UDC [Policies and Guidelines](#).

Videos

The library acquires videos for course use. Streaming video is the preferred format. Acquiring a video with public performance rights is subject to availability and determined on a case by case basis. Selection of videos requires consideration of accessibility for persons with disabilities and availability of equipment.

Wellness Books

This collection supports the wellbeing of the campus community by representing diverse perspectives on topics related to physical, emotional, spiritual, intellectual, social, occupational, and environmental wellbeing. This collection is supported in part by funds requested annually from [student services fees](#).

Review of Policy

The Collections Policy is evaluated every three years. When significant changes are needed between evaluations, the Collection Committee will update the original policy. Addendums may be created to document pilot collections, detail additional guidelines relevant to specific collecting areas, or support our efforts to increase transparency in collections work.

Definitions

Continuing Resources: Material in any medium (digital or physical), issued over time with no predetermined conclusion. In this document, this encompasses all electronic resources, periodicals, and standing orders.

Electronic Resource: Material provided in digital format and made accessible online via the internet. Examples include online articles from periodicals, databases, ebooks, streaming audio, streaming videos, and websites.

Periodicals: Journals, magazines, newspapers, newsletters, and other publications published in multiple parts at regular intervals (daily, weekly, monthly, biannually).

Standing Order: An order placed by a library with a publisher to supply each volume or part of a specific title or type of publication as published, until further notice. Unlike subscriptions, which must be paid in advance, standing orders are billed as each volume is shipped.

Subscription: The right to receive a periodical or access an electronic resource for a designated period of time, upon payment of a subscription fee payable in advance. Most subscriptions are renewed annually.

Turnaway: Electronic resources sometimes limit the maximum number of users allowed to access a resource at the same time. When the limit is exceeded, additional users are denied access or “turned away.”

For additional definitions of commonly used terms and phrases used by libraries, you may wish to consult the the following resources:

- [ALA Glossary of Library and Information Science](#)
- [ODLIS: Online Dictionary for Library and Information Science](#)

Approved by Library Leadership Team

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