



## **Collection Development Policy**

*Approved by the Collection Team (COLT)  
and Library Staff on May 17, 2016*

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## COLLECTION DEVELOPMENT – BASIC STATEMENT

This collection development policy states the principles and guidelines used by the University of Minnesota Duluth (UMD) Kathryn A. Martin Library in the selection, acquisition, evaluation, and maintenance of library materials. It will guide the actions of library staff and communicate the Library's policies to faculty, administrators, students, staff, and others.

This collection development policy is based on the Library's mission:

*The Kathryn A. Martin Library's mission is to enhance learning and research by providing information resources and services, up-to-date technologies, and knowledgeable staff in a welcoming environment.*

Further, the Library will continue to improve the collection and the accessibility to the Kathryn A. Martin Library and its resources. To do this, the Library will purchase information resources electronically when available. The collection development policy is consistent with the Library's commitment to advancing information literacy and developing lifelong learning skills in its users.

The primary goal of collection development is to build a collection of information resources that supports the undergraduate and graduate programs at UMD. Priority will be given to the undergraduate curricula, followed by the graduate curricula. Since this is not a research collection, with comprehensiveness as an aim, faculty research needs will be supported as long as there are sufficient resources.

The Library will attempt to have the primary finding tool, reference sources, and journals for each discipline. Whenever possible, the Library gives priority to electronic formats when acquiring materials.

Because periodicals, standing orders, and electronic resources involve an ongoing commitment and prices can change over time, their acquisition requires more consideration than that of books. The Library prefers to acquire periodicals in electronic formats, either individually or in databases. These types of resources will undergo regular evaluation.

The Collection Development Policy will be evaluated every three years. If significant changes need to be amended between evaluations the Collection Team may choose to update the original policy or create an addendum.

## **COLLECTION DEVELOPMENT RESPONSIBILITIES**

The Library is responsible for the development of the Library's collections:

- Library Administration is responsible for determining the collection development budget.
- The Collection Team (COLT) is responsible for budget allocations and overall collection development policies. COLT makes decisions on major purchases, and assesses, evaluates, reports, and advises on selection practices.
- The Electronic Resources Librarian coordinates and manages electronic resources with the assistance of COLT, subject librarians, and technical services staff.
- Subject Librarians are responsible for material selection in their assigned subject area(s). In consultation with faculty, they will select information resources and assist with the ongoing evaluation of subscriptions and licenses.
- The Director of Archives and Special Collections is responsible for materials selection for Archives and Special Collections.

## SELECTION CRITERIA

The Library adheres to the following criteria in selecting library materials. Other criteria affect specific formats and/or collections and will be added in appropriate categories:

- Relevance to the curriculum
- Quality of content
- Appropriateness to users
- Timeliness and lasting value of the material
- Reputation of the author, issuing body, and/or publisher
- By and/or about UMD faculty or staff
- Demand and/or potential audience
- Price/relative cost of material in relation to the budget and other available material
- Presentation (style and clarity)
- Relevance to faculty research
- Aesthetic considerations - literary, artistic, or social value including appeal to the imagination
- Suitability of content to form
- Strength of present holdings in the same or similar subject
- Frequency of ILL requests for material on same or similar subjects
- Duplicates are purchased under unusual circumstances only
- Primacy is given to current over retrospective
- Materials in foreign languages are generally collected only in relation to foreign language classes
- The number of users (1 simultaneous to unlimited) for an eBook is determined by the selector based on need and/or cost
- The Library does not purchase books that have access codes which limit content to only one user. If the text is sufficient without the use of the access code it may be purchased.
- The Library does not purchase:
  - Blu-rays
  - Software
  - Outdated technology (VHS, vinyl records, cassettes, etc.)
  - Microfilm (with the exception of newspapers and other preservation needs)

The Library recognizes the University's commitment to diversity and will incorporate that value in collecting library materials.

Materials in the Kathryn A. Martin Library's collections are, with rare exception, available to all University of Minnesota affiliated users as determined by Alma's Terms of Use (TOU) and collection attributes. Our primary users are UMD students, faculty, and staff as well as walk-in community users.

## **Budgets for Collection Development**

There are three primary types of expenditures that contribute to the Library's collection development: books/media, electronic resources, and serials/standing orders.

The books/media budget is annually allocated by subject area for purchasing books, ebooks, DVDs, streaming videos, and more. This budget is distributed based on a formula which is evaluated annually by COLT.

From there, the following factors (and others as determined by COLT) will be weighted and will determine the final allocation: base allocation, undergraduate and graduate credit hours, number of faculty, average price of books, number of library loans, and the percentage of our e-resources budget which support the research needs of the college the department is in. The library will establish the formula for allocations by May of each year; allocations will be provided in July of each year to department heads.

The electronic resources and serials/standing orders budgets are determined from the allocation the Library receives. These two budgets are not broken down by subject area due to cross disciplinary use of these resources. These allocations are used to purchase and subscribe to print and online journals, standing orders, databases, electronic resource collections, and more.

## **Textbooks**

The Library will purchase course materials, including textbooks and lab manuals, on an as needed basis determined by the subject librarian. If course materials are gifted or donated to the library they will be evaluated by the subject librarian for possible addition to the collection.

Users must check with a Circulation Desk supervisor at the Kathryn A. Martin Library to review the Library's replacement criteria before purchasing replacement items.

## **Gifts**

The Kathryn A. Martin Library accepts donations of books and other library-related materials as a way of enhancing its resources. Materials given to the library will be evaluated by the same selection criteria as purchased materials, especially those

concerned with relevance to curriculum, currency, quality of content, and strength of existing collections. Other factors taken into account are:

- Space limitations
- Cost of processing
- Condition of the materials

The Library reserves the right to decline a donation. If accepted, upon receipt donations become the property of the library. The library holds the right to determine retention, location, circulation, and disposition of the gift. Those items not added to the library collection may be offered to another library, donated to a worthy cause, discarded, or sold.

The Kathryn A. Martin Library adheres to all federal and state regulations governing donations and is prohibited by conflict of interest from providing estimates of monetary value for any donation. The appraisal of a gift's value for tax or other purposes is the responsibility of the donor and should be done before the donation is made. Donations of library materials will be acknowledged with a letter which indicates the number of items donated. It does not provide an itemized list.

## **Open Access**

The Library will provide access to useful 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 University of Minnesota Duluth faculty, staff, and students based on the University of Minnesota [Open Access to Scholarly Articles](#) policy.

## **Acquiring new e-resources, serials, and standing orders**

When a subject librarian, in consultation with the faculty, decides to add an e-resource, serial, standing order, or one time purchase (such as a streaming video) 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 serials or e-resources budget. Prior to the third year renewal, the item will undergo an evaluation based on the Library's [Guidelines for E-resource Review](#). The subject librarian will work with COLT (and the faculty/department as needed) to determine if the item is worth renewing. If it is evaluated and it is determined it *is not* worth renewing, the subject librarian can work with the department to find alternative materials. If it is evaluated and it is determined that *it is* worth renewing, the funds will be permanently transferred from the overall book

budget allocation (instead of the individual department's share) to the general fund of e-resources or serials/standing orders.

Possible reasons to consider a new e-resource, serial, or standing order:

- Faculty request
- Shift in departmental focus
- Interlibrary loan statistics
- Cost and/or package deal

When the library has a surplus of funds due to cancellations or a larger allocation, the additional funds can be used to acquire books, serials, standing orders, and/or electronic resources. In the event of extra funds, COLT will determine how to use these funds.



# **POLICIES REGARDING SPECIAL FORMATS**

## **Electronic Resources**

Priority will be given to digital formats that add value over print versions, including greater currency, greater functionality (linking to the library catalog for example), greater access, improved use features, and more rapid delivery.

In addition to selection criteria mentioned above, additional issues need to be taken into account when considering the purchase of electronic resources. These include:

- Pricing
- Possibility of consortia agreements
- Licensing agreements
- Contract requirements
- Ease of use
- Need for hardware and software to access
- Authorization requirements
- Need for documentation and troubleshooting
- Need for staff and user training
- Special features (e.g. emailing results)
- Usefulness of producer guides and tutorials.

Electronic resources also need to be considered in terms of access options. Online access is the preferred format for most electronic publications. Other options include:

- Networked/Remote
- Networked/Local Stand-alone
- Circulation to patrons (usually in CD-ROM format)
- Commercial mediated services for fee recovery

Generally, the Library does not collect courseware and instructional programs nor acquire site licenses to software or courseware for the purpose of distribution to users.

## **Multimedia Resources**

Selection of multimedia resources (sound recordings, video recordings, kits, CDs, etc.) requires consideration of suitability of the format, the quality of production, accessibility for persons with disabilities, and availability of equipment in addition to the general selection criteria listed above.

As advances in media format technology become part of the mainstream and as the equipment and materials are within the Library's budget and are supported by campus classroom services, these formats will become the preferred formats for library

acquisitions. At this time, streaming video format will be the preferred video format for video material acquisitions; however, DVD is the preferred physical format. It will be determined on a case by case basis whether the film (DVD or streaming) will be purchased with or without educational and/or public performance rights. This decision is made by the subject librarian in consultation with the requestor.

Media formats are always evolving and the Library will never have all its multimedia in the most preferred format. If funds are available and legal requirements met, multimedia materials may be transferred from one format to another.

### **Audiobooks**

The Library does not purchase audiobooks with the exception of specific requests from faculty or librarians for curriculum or research. The Library will accept audio books as gifts in CD format.

### **Websites**

Selection criteria apply to websites added to MNCAT Discovery and the databases page; such as the website for Duluth News Tribune.

## COLLECTION EVALUATION AND DESELECTION

The collection is evaluated periodically. Typically, physical materials are evaluated when space problems develop and usually results in deselection and weeding of materials.

In the past, materials were transferred to offsite storage at the Minnesota Libraries Access Center (MLAC). However, MLAC no longer accepts materials.

Evaluation criteria used for deselection of tangible library materials include:

- Significance to the curriculum
- Currency of the material
- Age and condition of items in the collection
- Comparison of the collection with accepted core collection lists
- Frequency of requests in the Library or through interlibrary loan
- Usage statistics
- Availability of the title in other libraries
- Off-site storage options
- Availability of comparable resources in the collection or online

Electronic resources, standing orders, and serials will be reviewed when up for renewal by the Reference Team and COLT by considering quality standards, quantitative usage statistics, curriculum review, user need, existence and qualities of alternatives, and cost factors. [Guidelines for E-resource Review](#) for evaluating have been created.

Individual journal titles may be added to the collection by a subject librarian, in consultation with departmental faculty, if a journal or journals of equal value is cancelled.

Decisions to withdraw multimedia materials may be based on the obsolescence of the equipment needed to use them.

## **PRESERVATION**

The Kathryn A. Martin Library is committed to maintaining resources in usable condition and to that end has conservation and preservation procedures. The Kathryn A. Martin Library will maintain and preserve 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, to prevent their theft or loss, and to improve their condition.

Preservation activities include selection of the most appropriate format for acquiring, conserving and repairing the collections, controlling the environment, and establishing conditions of use.

The decision to buy a hardbound or a paperbound edition rests with the subject librarian.

The Library no longer binds print periodicals.

The Library makes minor repairs and contracts with a professional bindery for rebinding damaged books. When books are damaged beyond repair, they are withdrawn from the collection. If they are still in demand, replacement copies will be purchased when possible.

Long term access to selected newspapers will be assured through microfilm acquisition or online archives.

## REPLACEMENT OF LOST OR DAMAGED ITEMS

Lost materials will be considered for replacement by subject librarians based on the following criteria:

- Availability of funds. *The semi-annual Lost report will indicate if the user paid for the item at the Library, was billed through Student Accounts Receivable or Accounts Receivable Services, or the charges were waived.*
- Significance to the curriculum.
- Appropriateness for the collection, i.e., the item meets current selection criteria for materials in the subject areas.
- Usage.
- Availability in other formats in the library.
- Availability of the title in the region.
- Availability of comparable resources in the collection or region.
- Availability of newer and better materials on the subject in the collection or region.

When a lost item is in heavy demand and cannot be replaced, an alternative item in the same subject area may be purchased from the “lost” account.

As an alternative to paying the lost item replacement fee or damaged item fine, a user may replace the lost or damaged item with either a new copy or a used copy in excellent condition.

Users must check with a Circulation Desk supervisor at the Kathryn A. Martin Library to review the Library’s replacement criteria before purchasing replacement items.

## SPECIFIC COLLECTION AREAS

### Archives & Special Collections

The Kathryn A. Martin Library's Archives and Special Collections department collects, organizes, and preserves the historical record of the University of Minnesota Duluth. Special Collections are intended to support the curriculum and research needs of students, faculty and staff. Director of Archives and Special Collections selectively collects for Archives and Special Collections and considers gifts.

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

Current special collections in the UMD Martin Library are:

- Helen and Adrian Hoover Papers
- Grace Lee Nute Papers
- Michael S. Berman Political Collection
- Northeast Minnesota Historical Collections (NEMHC)
- Ramseyer-Northern Bible Society Collection
- Special Collections Books

The Library will consider gifts based on the criteria listed in the next section. Items are not purchased; there is no purchase fund at this time.

- Manuscripts and papers:
  - Relevance to undergraduate curriculum and teaching
  - Enhancement of existing special collections
  - Supporting subject specific additions: underrepresented populations, regional environmental topics, sustainability, and Lake Superior
  - UMD, Duluth, and/or northeastern Minnesota emphasis
- Special Collections:
  - Occasional purchases by subject selectors deemed in need of special security or handling
  - Occasional gifts deemed in need of special security or handling
  - Books having exceptional monetary or content value

With rare exception the Library declines offers of genealogy and military materials, because these are specifically collected by other area archives and museums. Potential

donors are referred to these repositories, for example, Minnesota Historical Society, Bong Heritage Center, and Iron Range Research Center.

Holdings are reappraised and assessed on an ongoing basis for relevance and research value.

Donor agreements include perpetual provisions for deaccession or sale. The form states: "The Martin Library holds the right to determine retention, location, circulation, and disposition of the gift. Items not added to the Martin Library collection may be offered to other archives, libraries, donated to a worthy cause, discarded, or sold."

Our priorities in adding to special collections are undergraduate curricular support, academic research, and the preservation of UMD history.

## **Award Materials**

This collection is intended for all UMD Martin Library patrons. Monographs are housed in the general circulating collection. Other formats will be located in the appropriate location.

Award materials are currently purchased from all categories of the following awards.

- Man Booker Prize (October)
- Minnesota Book Awards (April)
- National Book Awards (November)
- Nobel Prize (Fall; awarded to an author; selection to be coordinated with reference head)
- Pulitzer Prize (Spring; awarded to a title)
- Children's Book Awards

The award winners from the above lists will be purchased using the AWARD budget. Selectors may purchase runners-up, honorable, distinguished and nominated materials with subject funds.

A note regarding the award should be placed in the bibliographic record and the physical item, except Nobel Prize winners' works. Award materials are evaluated and deselected as per the current UMD Martin Library Collection Development Policy.

The UMD Library should continue to purchase, at a minimum, the award winners annually from the above lists.

## **Bestseller Collection**

The Bestseller Collection is a selective collection of bestseller fiction and nonfiction. It is shelved on the first floor by call number and has its own, shorter loan period.

The chief factor that influences the selection of bestsellers is their appearance on one of the following lists:

- New York Times Hardcover Fiction
- New York Times Hardcover NonFiction
- Publishers Weekly Hardcover Fiction
- Publishers Weekly Hardcover Nonfiction

Every week the assigned librarian(s) will check the lists and order titles that had been in the top 10 for two weeks or more. Generally, the librarian will avoid celebrity biography, cookbooks, self-help; and non-scholarly diet, nutrition, and fitness titles.

After a title has been in the bestseller collection for three years it will be moved to the general book collection. Some exceptions will be made for books that are part of a series, the continued popularity of a title (culturally or based on usage), or as determined by COLT or the librarian(s). Once a title is part of the general collection it will undergo weeding with the rest of the general collection. However, the librarian in charge of bestsellers can choose to weed previous bestsellers that have been in the general collection for three years or more.

### **Children's Literature Collection**

This collection contains high quality examples of children's literature. The materials selected must be favorably reviewed in recognized reviewing sources. Preference is given to those books receiving awards from nationally recognized education, teaching, and children's literature organizations.

### **d-Commons Collection**

The University of Minnesota Duluth Kathryn A. Martin Library's d-Commons is the trusted online service and space for UMD's institutional repository and "digital arm" that captures, manages, and preserves effectively the knowledge base and intellectual output of UMD.

The Martin Library d-COAT and Technical Services department will facilitate deposits of materials into d-Commons.

d-Commons does not generally support the removal of publications once posted. However, the Library reserves the right to remove a publication if there is reason to believe it violates the rights of a third party, including cases of accusations of libel, invasion of privacy, or plagiarism.

d-COAT currently approves deposits into d-Commons. The Martin Library anticipates moving to a self-service model in the future.



## **Government Documents**

As a Federal and State Depository Library, the Kathryn A. Martin Library offers free, public access to Federal and State government information. The librarian responsible for government documents selectively acquires Minnesota and Federal government publications through the Federal Depository Library Program. The Federal Depository Library Program operates within the larger Kathryn A. Martin Library Collection Development Policy and the legal requirements of the Federal Depository Library Program.

## **Map Collection**

Maps and globes are intended to support the curriculum and research needs of students, faculty and staff. Maps and globes are located throughout the library collections. Government Depository maps include topographical, geographical, aeronautical and nautical charts. The Archives and Special Collections department hold regional, Minnesota, and local interest maps.

Maps will be purchased with library funds allocated for academic departments. Gifts will be considered if they meet the influencing factors. The Government Documents librarian and subject specialist will make the appropriate selections from the Government Depository selection list. Maps that are received with other materials, e.g. National Geographic maps, are handled in a different manner.

Maps will be evaluated and weeded as needed to fit the changing collection and space needs. The collection should be examined at least every five years.

The UMD Library will add maps in either paper, electronic, or 3D (e.g., globe) format. Any maps added to the collection will be cataloged.

## **Reference Collection**

A selected number of materials, both electronic and print, are purchased for their value as reference tools. The majority of reference materials are circulating for a short 24-48 hour period; this should be considered when adding items to this collection.

## **Teaching Materials Collection**

The Library purchases, or acquires by donations, selected copies of textbooks, curriculum guides, kits and other materials used for instruction in elementary and secondary schools.

## **Theses and Dissertations Collection**

This collection includes theses and dissertations produced by UMD graduate students

and deposited in the Kathryn A. Martin Library in accordance with the University requirements. Currently, there are no doctoral dissertations in this collection. If UMD establishes doctoral degree programs, we expect to receive doctoral dissertations.

This collection contains both Master's Plan A and Plan B papers. Most theses in this collection are in the print format.

All UMD theses and dissertations will be retained permanently in this collection. There will be no weeding.

New theses and dissertations produced by UMD graduate students will be added to this collection when available. The Library will work with the UMD Graduate School and the Vice-Chancellor for Graduate Education and Sponsored Research and encourage all UMD colleges and schools to deposit their electronic theses and dissertations into the Library's d-Commons.

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Approved by: UMD Library Information Resources Advisory Team

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