Introduction

This set of policies is intended to be a guide for Rhode Island College faculty and library subject selectors in choosing appropriate resources in any format to which the James P. Adams Library will provide access for students, faculty, and other members of the College community. Formulated by the Director of the Library, with the input of the library subject selectors, this document is reviewed every five years. The advice of the Library Advisory Committee is solicited during the review process and is welcome at all other times.

General Principles

Mindful of current trends in the publishing world, the Library will strive to provide access to resources in electronic format, whenever these best meet the needs of the user. Currently online access for serials is preferred, and therefore more titles are being shifted to electronic format.

Library resources will be chosen according to the principles of the Library Mission Statement:

1. Resources to support the teaching program of the College, recognizing that it is primarily an undergraduate institution;

2. General reference resources and resources in fields not specifically related to current programs but which are of such importance that they should be in any academic library;

3. Resources to support the research needs of students enrolled in the major graduate programs of the College;

4. Resources to support cooperative programs with other libraries or institutions of postsecondary education;

5. Resources to support the maintenance and development of a limited number of special collections.

The right of intellectual freedom applies without exception to all library resources to which the Library provides access. The sole test of a controversial item will be its contribution, direct or indirect, to the academic program of the College and the informational needs of students.

All resources purchased with funds allocated to the library become library property, available for use by the entire College community. Library funds will not be used to acquire resources for the exclusive use of any group or individual. Departmental or personal office collections should be acquired with the funds of the school, department, or person using such collections.

Priority will be given to resources in English since that is the language of instruction at the College. Foreign language resources will be limited to those languages taught at the College.

In addition, the research needs of faculty and students may be accommodated through use of the document delivery system, either through interlibrary loan or through access to the regional academic libraries which are members of the HELIN Consortium.
Duplicate copies of a title may be purchased when justified by the significance of the material or by program enrollment. However, multiple copies will not be purchased in lieu of textbooks for specific courses. In most cases, duplication will be limited to two copies.

It is important that faculty have the major role in selecting resources for their programs. The library staff will not overrule faculty requests for resources as long as funds are available and the resource requested falls within the guidelines of this statement. In addition and in order to provide the maximum access to collections and services, the Director of the Library and the Subject Selectors will ensure that emerging technology is taken into consideration.

Policies by Format of Material

Audio/Visual Material

The Library acquires audio/visual material to support the College curriculum. As in acquiring other material for the collection, the general policy is to select audio/visual material which best serve the objectives of the College, its faculty and students. Purchase for visual material will be in DVD or streaming media format.

Children’s Young Adult Literature Collection

The Amy A. Thompson Children’s Collection, named after the professor of English who instituted the College’s first course in children’s literature, supports the curricula of both juvenile and young adult literature. It consists of novels, stories, poetry, drama, and essays. Emphasis is on English language publications, but non-English representation is included.

Curriculum Resources Center

The mission of the Center is to support pre-service and in-service teacher education at the College with a diversified collection of current curriculum guides and instructional materials, which ranges from preschool to secondary level. Its focus is on traditional and innovative methodologies as reflected in instructional material and guides from local, state, and national sources. Particular emphasis is given to print and non-print media related to programs of teacher education at the College.

Electronic Resources

The Library purchases licenses to online electronic resources such as e-books, e-journals, aggregates of full text articles and essays, indexing and abstracting databases, full text, image, sound and/or video databases, and web sites appropriate to the scope of the Library’s collection. Selection priority is given to products with coverage that supports the curricular needs of Rhode Island College’s undergraduate and graduate students. Priority will be given to those resources which offer economies of scale by benefiting the most students and faculty, as measured by standardized usage reports provided by the publishers.

The Library, as a member of the HELIN Consortium, chooses many of its electronic resources as part of HELIN’s consortial agreements for access to electronic resources. It also benefits from HELIN’s proxy service which authorizes off-campus use by faculty and students, as well as discounted pricing.
Decisions regarding the acquisition of electronic resources must conform to the collection development policies currently practiced and stated elsewhere in this document. When a choice has to be made between the electronic and print versions of the same resource, the advantages of each version for use by the library’s primary clientele should be considered.

Additional criteria specific to electronic resources include:

- Cost considerations:
  - Additional costs for future updates or upgrades
  - Start-up and maintenance costs
  - Added value over print equivalent

- Technical concerns:
  - Compatibility with existing and future hardware and software
  - Availability of technical support
  - Reliability of networked environment

- User needs:
  - Ease of use by students
  - Usage by remote, off-site user

**Gifts (This section is temporarily not in use)**

The James P. Adams Library accepts materials in formats, subject areas, and languages relevant to the collection. These must be given without conditions, with the Library reserving the right to dispose of them as appropriate.

Donated items will be evaluated for addition into the collection by Library subject selectors who will recommend their inclusion, if appropriate, or their sale, either to book dealers or to the College community in the Library’s book sale. The Library may donate unneeded materials to other organizations for distribution to literacy groups. In cases where the condition of the materials precludes inclusion, sale, or donation, the books will be recycled.

The Library cannot place a cash value on gift books for tax purposes but it does provide to the donor a letter acknowledging the receipt of the gift. Appraisals for tax purposes are the responsibility of the donor.

Substantial gift collections may be acknowledged with the inclusion of a library bookplate indicating the donor’s name. These may take the form of a digital bookplate which can be viewed on the library’s web site.
Government Publications

The Library, as a selective depository of United States federal documents, receives certain categories of
government publications free of charge from the Superintendent of Documents. The Government
Publications Coordinator, in consultation with faculty members and members of the library staff, selects
the document categories. Our selection profile includes all items listed in the Government Printing
Office’s (GPO) “Basic Collection” (http://www.fdlp.gov/basicollection) and most of those listed in the
Appendix A. “Suggested Core Collection for Academic Libraries”
and content areas beyond these core collections are also included.

Items selected for this collection cover a broader spectrum of subjects than those of the general
collection since the depository is meant to serve not only the needs of the College but also of
the people in this geographic area.

The library has also been designated as a full depository of state publications. Non-depository federal
documents, United Nations documents, and documents of foreign countries are selected on the same
basis as materials in the general collection.

Leisure Reading Collection

Through the McNaughton Books Plan the Library leases hardcover bestsellers and other popular fiction
and non-fiction titles. New titles are selected each month as other titles are returned. This collection is
located in the Browsing area of the Library. Books can also be bought back at a very reasonable cost and
added to the Library’s permanent collection.

Music Scores

The Library acquires music scores needed to support current instruction as requested by the
Music Department faculty, funds permitting.

Newspapers

The library subscribes to a very limited number of print newspapers and back files. Access to regional,
national, and foreign news articles is provided through subscribed online databases.

Periodicals

The acquisition of periodical subscriptions requires a higher degree of selectivity than that of
monographic titles. When a periodical is selected an ongoing and costly commitment is made. Also, the
large numbers of periodicals published makes it impossible to purchase all titles needed. The library in
general will attempt to acquire:

1. Secure ongoing electronic access (including off-campus access for registered faculty, staff, and
   students) to leading journals in subjects representing the major academic programs of the College.

2. Periodicals devoted to the informed discussion of public affairs.

3. Selected print magazines of academic value.
4. Selected periodicals which contribute to the cultural and intellectual life of the College community.

In some cases, the availability of periodical articles included in an online database may be considered a sufficient alternative to purchasing a specific subscription. For very expensive but seldom used journals, the library may endeavor to purchase articles on request rather than subscribe. Decisions regarding back files will take into consideration ease of use, dependability, availability, and cost.

Reference Materials

The purpose of the Reference Collection is to provide users with quick access to factual information via print and electronic sources. The first priority is to select materials specifically related to the instructional and research needs of students and faculty at Rhode Island College. Attention is also given to materials outside of this scope if they are of general importance for any academic library.

Reference materials typically include, but are not limited to, the following kinds of materials:

- Almanacs and yearbooks: the most recent edition only.
- General and specialized encyclopedias.
- Handbooks which are encyclopedic in format.
- Dictionaries in all fields of knowledge and in foreign languages, as needed.
- Directories: selectively chosen to avoid overlap with information available only freely or by subscription.
- Atlases and gazetteers.
- Historical chronologies and calendars.
- Concordances for major literary authors and the Bible.
- Selected dictionaries of quotation and proverb books.
- Current editions of style manuals.
- Statistical compendia.

- Bibliographies: Selective subject bibliographies on topics sufficiently popular to be useful in reference. Bibliographies focused on a particular topic within one disciplinary area or on a single author are kept in the circulating collection. Due to their proliferation and tendency to become quickly outdated, these should be reviewed frequently.
- Biographies: Comprehensive works dealing with professional, national and international biography are selected. Specialized biographical sources, having very narrow, regional, chronological or subject orientation are considered on their individual merits
- Reference materials are those arranged in reference format and designed for quick consultation.

Criteria:
- Appropriateness for the information and research needs of students, faculty and staff
- Possibility of use for one or more classes
- Weakness of the reference collection in a particular subject area
- High standards of quality in content, format and/or literary merit
- Durability of the material
- Ease of use
- Authority
- Availability through other sources currently maintained by the library
• Compatibility with current library system
• Should be in English language, except for foreign dictionaries or encyclopedias

The Reference Collection does not include:

• Textbooks
• Sheet music
• College catalogs
• Pamphlets
• Art work

Special Collections

Special Collections consists of collections of rare and special books, manuscripts, records, and real objects. The College Archives, a rich depository of the history, records, and memorabilia of Rhode Island College, is its major component. Contained within it are the non-current records of the College, faculty publications, student theses and dissertations, and other College-related materials that are of potential enduring historical value. All of the subject collections are related to Rhode Island College or to the state of Rhode Island, with primary emphasis given to the areas of education, ethnic heritage, social history, Rhode Island, and the College itself.

The Head of Special Collections is responsible for the development of collections in this department, and, in consultation with the Library Director, will accept or reject materials as appropriate. Although material for the Special Collections may be solicited, purchased, or exchanged, donation is the preferred method of acquisition. Of primary interest to Special Collections is the acquisition of materials that will add value to the existing collections. Books from the Library’s main collection that are too fragile, rare, or valuable to remain in an unsecured area may be transferred to Special Collections.

For additional information, see the complete Collection Development Policy for Special Collections at http://www.ric.edu/adamslibrary/about/specialcollections/spcoll%20coll.dev.policy.pdf

Textbooks, Workbooks and Manuals

Textbooks for courses offered at the College are not ordinarily purchased for the Library’s collection. Exceptions are those which have become valuable as books in their own right.

Since college level workbooks are intended primarily for classroom or laboratory practice, and teachers’ manuals and guides are meant to be used in conjunction with classroom textbooks, they are not considered appropriate for library purchase and are not added to the general collection.

The Library does acquire textbooks, workbooks and other materials at the K-12 level for inclusion in the Curriculum Resources Center.

Theses

Student authors of Rhode Island College master’s theses, advanced certificate projects, dissertations, and honors projects are asked to give two copies of these documents in paper format to the Library. They are also encouraged to provide an electronic version for deposit into the DigitalCommons@RIC institutional repository managed by the Library.
Procedures

Academic Department Liaisons

Faculty librarians and professional staff have been assigned to serve as liaisons to one or more academic departments. The liaisons work with their respective departments to tailor the development of the library’s collections to the teaching needs of the faculty. Requests for purchase of books and other materials to support courses are sent to the department’s library liaison who then forwards the requests to the Library Acquisitions Department. There is a commitment on the part of the Library to honor these requests.

Replacement and Preservation

Books declared missing or lost and paid are periodically reviewed to determine whether a replacement copy is needed. Books which are available in the HELIN Consortium or via web access will not be replaced unless there is ongoing use of the title in Rhode Island College courses. Titles which are either no longer useful to the collection or are available in other HELIN libraries or in other formats will be deleted from the Library’s holdings.

Damaged or worn books are reviewed for replacement as needed. The decision to replace, repair, bind or discard an item is based on its condition, availability for purchase, usage, suitability for the Library’s collection, and if it can be accessed either electronically or from other libraries in the HELIN Consortium.

Weeding

Weeding is the systematic evaluation of the Library’s collection for the purpose of withdrawing those items which are obsolete and no longer appropriate. Weeding is also necessary in order to maintain a viable collection that reflects changes in the curriculum, considers space utilization, and focuses on current information. Standard or classic works will be retained in all fields of study.

This process is an integral part of collection development and maintenance. In deselection, the same criteria are applied as in selecting items for the collection. Some of the factors involved in the decision to withdraw an item from the collection include:

1. Materials which contain outdated or inaccurate information;
2. Ephemeral material that is no longer timely;
3. Worn or damaged items;
4. Duplicate copies;
5. Works of little or no relation to the current academic program;
6. HELIN Consortium resource needs are considered when de-selecting the only copy of a title in the consortium.

Faculty recommendations are solicited in the deselection process.
Weeding of Reference Collection

The Reference Collection is meant to provide convenient and up-to-date information for all our users, not to provide an archive. As currency lessens, some reference books’ authoritative character begins to diminish. Retention guidelines, such as keeping the most recent edition only, are followed. The deselection process is undertaken by the reference librarians in consultation with appropriate subject selectors. The process includes shelf-reading for content on a consistent basis by the reference librarians. Shelf-reading done by students ensures that items on the shelves are in order and are labeled correctly. If there is a decision to discard an item which is unique in the HELIN catalog, consideration will be made to offer it on the HELIN list-serv.

Criteria for materials to be weeded:

- More appropriate in electronic format and affordable
- Outdated and/or superseded
- Does not support curriculum
- Ephemeral and no longer timely
- More recent editions are available for purchase
- Unlikely to be used for undergraduate research
- More appropriate for circulating collection
- Appropriate liaison has been consulted and agrees with decision
- Frequency of use
- Physical condition
- Duplicate copies
- Duplication of content
- Freely available and user-friendly online