

Texas A&M University – Commerce Libraries

Collection Development Policy

Goals for the Collection

Support the current teaching, curricular, and research needs of the faculty and students

Our primary mission is to support the faculty and students' teaching, curricular, and research information needs. However, we are not a research-level library with a mission to collect extensively in all subjects. The majority of our collections budget is spent to support the primary areas of study in departments and concentrations. We always strive to provide faculty and students with the materials they need to effectively carry out their research including using interlibrary loan to extend the breadth and depth of our collections.

Support life-long learning and personal growth for our university community

Our collections reflect the belief that information needs and learning are not only connected to the curriculum. Our collections support the personal, social, and extra-curricular needs of our university community as the budget permits.

Participate as a member of our library consortia arrangements through shared collections and interlibrary loan

We fully participate in consortia arrangements and interlibrary loan agreements that help us extend the array of materials available to our university community.

Collect and preserve the scholarship and history of the college

The library is active in collecting, publishing, and providing access to the scholarship and history of the university. We have a strong focus on collecting the scholarly contributions of the university community. In many cases, the library is also actively publishing college digital works in support of research and instruction. The Texas A&M University-Commerce Archives are located in the library and it is also our mission to collect and preserve the history of the university.

Collections that support our goals

Monograph collection

Books are purchased primarily to cover the subject areas taught at the university.

Journal collection

Journal subscriptions primarily cover the subject areas taught at the university.

Newspaper collection

We maintain a small browsing collection of local and national papers in print. We offer access to electronic newspapers when possible to increase access, ease of searching, and usability as well as to save space.

Electronic Resources collection

We offer a wide array of electronic resources covering all subjects taught at the university. Students and faculty primarily do research and information gathering electronically and therefore we emphasize acquisition of e-resources, especially those that include full text.

Curricular Film collection

Our collection of DVDs, videos, and streaming media is developed in support of the curriculum.

Popular Reading and DVD collection

The Popular Reading and DVD Collection supports the extra-curricular needs of the university community.

Reference collection

This collection includes information sources such as encyclopedias, almanacs, atlases, and dictionaries that are frequently used by reference librarians in assisting library users. We are currently migrating paper reference materials to electronic when possible to increase access, ease of searching, and usability as well as to save space.

Map and atlas collection

Maps and atlases are selectively acquired to support the curriculum.

Scores and Audio Recordings

This collection supports classroom teaching and studio instruction and research by providing students with appropriate materials for the study and performance of music.

Curriculum collection

This collection supports the curriculum of the education department and includes state adopted textbooks and children's literature with priority given to award winning titles.

Special Collections

Special Collections is comprised mostly of primary research materials on Northeast Texas history. University Archives consists of all permanent records, photographs, and historical artifacts documenting the history of Texas A&M University-Commerce. Please see our Special Collections Department Collecting Policy (Appendix A) for further information.

Microform collection

We have acquired and maintained some collection materials on microform. Historically, libraries have done so in order to save space and to better preserve certain titles. In our collection, these materials include newspapers like the Dallas Morning News and government documents like older census records. As we are able to access or acquire these materials online, we will reduce this collection since it is cumbersome to find and use.

Formats of choice

E-books

We are currently migrating paper to electronic when possible to increase access, ease of searching, and usability, as well as to save space.

Paperback books

The preferred format for print items is paperback over cloth, unless cloth is the only format available or if cloth is better suited for the type of work (i.e. art books, reference books).

Electronic serials

We are currently migrating paper reference materials, including journals and newspapers, to electronic when possible to increase access, ease of searching, and usability, as well as to save space. We may make exceptions to this policy when cost for the online version is prohibitive, when the title is not offered in electronic format, when the online version is not a true representation of the print, or if the online version greatly impacts usability.

Digital images, sound, video, text

Media is increasingly used in the curriculum and our collections reflect this change. We create, publish, acquire, and provide access to digital media to support the teaching and research needs of our community.

DVDs

If digital media is not available, DVDs are the preferred format for film. We will purchase VHS if it is the only format available.

CDs

If digital media is not available, CDs are the preferred format for music and sound recordings.

Guidelines & policies

Accessibility

In compliance with federal, state, and university policies, the Texas A & M University – Commerce Libraries is committed to purchasing electronic resources that are accessible to all members of the academic community.

New journals

We are currently operating under a policy that no new journals can be added to the collection without review and approval of the Library's Collection Development Committee .

Single copy

The Library limits purchases to a single copy of each publication. Exceptions will be considered on a case-by-case basis.

Donations

Gifts will be evaluated using the same criteria for selection as regularly purchased materials.

Donors of gifts to the library shall be informed that:

- The library may keep or dispose of gifts in accordance with library collection development guidelines.
- The responsibility for appraisal of gifts rests with the donor.

All gifts shall be acknowledged in writing unless otherwise requested by the donor. Anonymous gifts, by their nature, cannot be acknowledged. Special cards will be sent to families of deceased persons in whose names memorial gifts are given to the library.

Major gifts shall be reported by the Library Director to the University President through the Provost's Office.

Monetary gifts should be made to the Library Excellence Fund through University Foundation offices. A record of all memorials and honoraria shall be kept.

Collection exclusions

The library will not acquire textbooks adopted as required texts for any given course. Exceptions are those which have earned a reputation as "classics" in their fields or which are the only or best sources of information on a particular topic. Any exceptions must be approved by the Collection Development Committee.

Requests for Information

The Collection Development Committee is responsible for completing requests for information. We are glad to respond to requests for information from administrators, faculty, and staff. RFI require a minimum of ten business days to complete. Requests that are more complex in nature will require additional time.

Collection Maintenance Processes

Weeding

As a university library, we focus on the current curriculum and research needs. Space restraints require that we remove materials from the building in order to make space for new items that meet the needs of the current curriculum. Weeding of the collection should therefore be ongoing and can be facilitated in a number of ways depending on the goals at any given time. Weeding can be performed by subject, by format, by collection, by duplicate copy, where space is most needed, or even item-by-item as out of date, irrelevant, or damaged items are discovered. Criteria for weeding are subject to change depending on the goal or focus.

Serials Reviews

Periodical subscriptions and standing orders are reviewed annually. Requests are handled on a case by case basis.

Electronic Databases

Electronic database subscriptions are reviewed annually. Requests are handled on a case by case basis.

Outside purchases

We do not allow non-library staff to purchase materials for later reimbursement. While doing so may seem less expensive, this method of acquiring materials adds significant internal costs.

Lost items

When items are officially categorized as lost, the library decides whether a replacement is warranted.

Worn and damaged items

The library regularly reviews worn and damaged items to decide whether they are worth repairing or replacing.

This policy was last updated 5/27/2015.

<http://www.macalester.edu/library/collections/policy/>

Appendix A: Special Collections Department Collecting Policy

Policy #: 90.5

Policy Name: Collection Development

Date of Effect: 7/20/2010

Date Last Reviewed: 7/20/2012

Policy Statement

This section provides an explanation of the collecting policy for the Special Collections Department.

Policy Details

In order to maintain focus, The Special Collections Department collects and preserves both print and non-print materials in four areas: Northeast Texas history, Texas A&M University–Commerce history, Texas literature and poetry, and select items with intrinsic value. Exceptions to this policy are made on a case by case basis by the Head of Special Collections.

Section #1

Northeast Texas history

Subsection

1.1 Pamphlets, family histories, historical collections, scrapbooks, manuscripts, photos, maps, audio-visual materials, oral histories, and other items of a historic nature that document the history of Northeast Texas. An emphasis is placed on collecting items related to Women's History and African American History.

1.2 Special general monographs, handbooks, and reference books on Texas history to support the interest of researchers and family historians.

1.3 Papers and publications of Northeast Texas natives who have made important contributions to their fields.

Section #2

Texas A&M University-Commerce history

Subsection

2.1 Publications and historically significant records of Texas A&M University-Commerce, such as newsletters, yearbooks, budgets, catalogs, news releases, graduation lists, accreditation reports and studies, posters, pamphlets, and scrapbooks.

2.2 Records from selected administrative and academic departments deemed to be of permanent value to the University by the System Records and Retention Schedule.

2.3 Papers and publications by Texas A&M-Commerce faculty and alumni who have made important contributions to their fields.

Section #3

Texas literature and poetry

Subsection

3.1 Books, essays, and other publications by Texas authors and poets.

3.2 The private papers of Texas authors and poets.

Section #4

Items with intrinsic value.

Subsection

4.1 First editions of notable authors.

4.2 Signed books by notable authors.

4.3 Limited editions of 200 copies or less.