



**LUISE V. HANSON
LIBRARY**
WALDORF COLLEGE

Collection Development Policy

This policy is intended to provide a guide for current collection development activities for the Luise V. Hanson Library, Waldorf College. Collection development is the systematic, appropriate and timely selection, acquisition, storage, deselection and protection of library materials and information resources for the library. The term "materials" is used to include all items which the library collects regardless of format. The library provides "information resources" which access materials from both local and remote locations. Thus, the library "collection" of accumulated books and information materials exists in an environment that is both print-based and virtual.

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The Luise V. Hanson Library Staff has express control of the content of this policy and changes, additions; corrections will be made periodically at the discretion of the Luise V. Hanson Library Staff, Waldorf College.

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Library Mission:

The library strives to support the mission and philosophy of Waldorf College and the mission of academic libraries through its services.

The library serves by effectively providing for the informational needs and services of its users. It provides materials in print and non-print formats, access to informational networks, education in information literacy, appropriate technology, physical facilities, and professional and paraprofessional staff to support the mission of Waldorf College. It provides resources to help students think critically; develop skills for life-long education, and to be part of the education of the whole person.

Objectives

- To promote academic research through its collections and services.
- To maintain ethical and professional operations.
- To support library cooperation.
- To improve the research skills of its users.
- To monitor political activities that affect academic libraries.
- To help shape library programs in accord with college academic needs.
- To advance the professional knowledge of the library staff.

The collection development program contributes to the mission of the Library by directing the processes of acquiring and providing access to materials and information resources and integrating them into coherent collections. It also directs the growth, maintenance and evaluation of these materials and information resources.

Organization and Structure:

Materials in the Luise V. Hanson Library are organized into the following collections based in one central location, although bibliographic access is available through any site equipped with Internet capability.

Materials

Main collection

--General

--Reference

--Periodicals

--Curriculum Library

--Leisure Reading

--Media

Special Collections

--Archives

--Fine Arts

Responsibilities:

Administration: The library director, with the library staff set departmental goals and objectives, develop policies and procedures and supervise operations.

Selection: The library director and library staff at the Luise V. Hanson Library are ultimately responsible for the development and management of the library collection and information resources. Selections are reviewed and evaluated by the librarians working cooperatively with faculty but also welcoming recommendations from students, staff, and other library users. The faculty are expected to recommend materials which will develop their discipline. The archivist is responsible for development and management of the resources in the Waldorf College Archives.

Fiscal: Administering funds for development and management of the collection and information resources is ultimately the responsibility of the Library Director. The librarians, archivist and library staff participate in management of these funds. The fiscal year for the College extends from June 1 to May 31.

- ✓ Funds for the library budget are allocated from the College, endowed funds, donations, and book sales. Creation of the library budget is the responsibility of the Library Director with input from the librarians and the archivist. Standard accounting and bookkeeping procedures are used to administer the funds.
- ✓ Library funds are allocated within the library budget every fiscal year for each academic department and program at the college. Fund amounts are adjusted annually after the college budget has been finalized to take into consideration curricular changes, enrollment shifts, and spending patterns from the previous fiscal year.

Ethics: The Luise V. Hanson Library faculty and staff are guided by ethical principles articulated and adopted by the American Library Association. These principles focus on service, censorship and intellectual freedom, privacy and confidentiality, intellectual property rights, private interests, personal convictions, and excellence in the profession. [Ref: Code of Ethics of the American Library Association, p. 9]

Promotion: The Luise V. Hanson Library materials and information resources are promoted by the Library Director, library staff, and archivist through print publications and web development including maintenance of comprehensive, integrated library web pages. Resources and guidance are also provided for area high school teachers and classes who wish to use the collections for research assignments. The library staff teaches students, faculty, staff and other users how to identify, retrieve and evaluate appropriate library materials. Ongoing displays and exhibits within the library publicize materials and resources about all the collections. New books are displayed on the main floor of the library to encourage attention. Occasional special events are organized to celebrate milestones and achievements in the library.

Acquisition and access guidelines:

General Collection Books

The Luise V. Hanson Library furthers the mission of the College by collecting materials that support its liberal arts curriculum and the disciplines taught at the College. Our goal is to develop, with the assistance of faculty in the other departments, a well rounded collection that reflects the diversity of scholarship and maintains an international perspective in order to serve undergraduate needs. The library will also support, through collection development and services, student/faculty research and will provide services and support for faculty access to research materials.

The library will collect, as far as possible, reading materials beyond the curriculum for the college community, and will serve as a cultural resource for the area. We will pursue collaborative collection development with regional libraries so that our community can benefit from other collections, and we will contribute access to those parts of our collections that are a part of our institutional identity and in which we have strength.

Collection development is more than just adding books to the shelves; it also embraces an understanding of the access and use of materials in the collection and analysis of the overall quality of the resource. The Library staff will work with faculty in other departments to assess the strengths and weaknesses of the collection as it is built, and will integrate collection development planning into general planning for programs and services of the library.

The library will make special provisions for support of new programs and new faculty members' area of specialization in the curriculum. It will take special responsibility for building a Reference Collection and will work with departments to build and maintain a periodicals collection that reflects curricular needs, with review of requests annually and an overall periodicals review every three years. The librarians will also be responsible for building the collection in cross disciplinary areas. In so far as is possible, the library should be a centralized access point for research materials--books, journals, videos, sound recordings, electronic resources, etc., so that such materials purchased on behalf of the College can be used by the entire college community.

Reference Collection

The Reference Collection is a non circulating collection containing material that is not intended to be read in long stretches of time. Encyclopedias, dictionaries, handbooks, statistical compilations, indexes, etc., are examples of such materials. They may exist in several types of formats. All are intended to serve the needs of the college community, as well as--in some specialized instances--those outside this context.

Selection criteria will be the same as that for the general collection. Records will be kept indicating those items that are to be purchase annually, every second or third year, or less frequently. Every effort will be made to avoid duplication of data.

Reference Collection (continued)

For bibliographies, the normal procedure is that those which are general in nature will be kept in the Reference Collection, while the more specialized bibliographies will go into the general collection.

Generally, only the most recent edition of an item will be in the Reference Collection, with earlier editions either going to the general collection or being discarded. The major encyclopedias, viz. American, Britannica, and Collier's, will be updated every fourth or fifth year on a rotating basis. The displaced edition will then go into the general collection, with earlier editions being placed in the book sales.

The emphasis in foreign language dictionaries will be on those languages taught at the College, though an effort will be made to have language dictionaries for major world languages.

The Reference Collection will be systematically weeded on a rotating basis, with 1/5th of the collection being weeded in a given year.

Research Tools: indexes, bibliographies, abstracts, databases

In order to support the research needs of students and faculty, the library will provide means of identifying research materials for the disciplines taught at Waldorf. In addition to basic indexes, we will provide major tools for each discipline either through subscription to print, Web based or electronic versions. Whenever possible, access to major tools will be provided in electronic format, and those of widespread interest will be made available through Web access across campus. Consideration of the ability of flutist links is an important selection criterion. Tools which, because of expense and/or specialization, receive little use will be provided in the most cost effective way. Preference will be given to end user availability except in cases in which demand is low and mediated searching (e.g., through Dialog or another database vendor) is the most cost effective route. In such cases the library's database searching policy will provide mediated access at little or no cost to the end user.

Periodicals

Subscriptions to the scholarly publications of the disciplines taught at the College will be acquired. Every attempt, within the confines of budgetary restrictions will be made to subscribe to the major journals of a given field as well as the sub fields of interest within those disciplines. Additionally, subscriptions to major newspapers, the principal English language news magazines and some popular periodicals will also be carried.

Acknowledging that contemporary written language does change, and supporting the international perspective of the curriculum, representative publications in the foreign languages taught at the College also will be acquired. Duplication of print and full text electronic journals will be addressed on a title-by- title basis.

Children's Literature Collections

The library's juvenile and children's literature collection supports the curriculum of the Education Department and the English Department. The collection provides materials for use by students, student teachers, and faculty members. To a more limited extent, the collection also serves as a resource for the children of students, staff, and faculty.

General Collection

- ✓ Language: Collecting juvenile literature or children's literature is mainly done in English, though there are some books in other languages. These foreign language books may or may not include translations. They constitute a small, but important, part of the collection, particularly since they support courses on children's literature, multicultural education, and bilingual education. Materials in any language, especially those languages that represent public school populations in Iowa (for example, Spanish, Hmong, or Somali) should be included.
- ✓ Chronological Guidelines: There are no chronological limits to the materials in this collection, though most titles added are current.
- ✓ Treatment of Subject and Types of Materials: Fiction and nonfiction at all levels (from pre-kindergarten through high school) are included. For the discipline of children's literature, bibliographies and book lists are regularly added to both the reference and general collections. Prize winning works for children, especially those that win the Caldecott and Newberry awards, are added to the collection. Works by Iowa children's authors are also given special consideration.
- ✓ Formats: The children's literature collection is in book form and includes children's oversize books. Pop-up books and similar type books are generally excluded from the collection. Cassette books or similar formats are also excluded. Textbooks, lesson plans, activity guides, curricula, and kits are also excluded.
- ✓ Date of Publication: Works published within the last ten years are emphasized. Historical materials of significance are also added.

Non Print Materials

When appropriate, materials that meet the criteria for addition to the general collection will be purchased in DVD, compact disk, or other electronically accessed formats. These items, as well as disks that accompany books, will be cataloged and made available for circulation on an individual basis.

The purpose of the Audio-Visual department is to make available to the community all films and videos which support classroom instruction and the officially sponsored college programs, or which demonstrate lasting contributions to the art of film making. DVD is the preferred format, and will be selected first. However, VHS, laser disks, slides and spoken word recordings etc. will also be purchased if they meet the general collection development goals and criteria.

Special Collection Policies and Procedures:

Special collections of the Luise V. Hanson Library include the following units: Special Collections, Rare Books, Archives, and the Fine Arts Collection. The umbrella term "Special Collections" may be defined as those materials with special value which are segregated from the main collection in areas separate from the public. They are intended to augment the curricular and research needs of the College. While the entire library staff is responsible for the materials acquired for the Special Collections, the Waldorf College archivist has primary collecting responsibility for the Special Collections, Rare Books and Fine Arts Collection. The archivist is responsible for the Archives.

Criteria and Guidelines for Selection:

Criteria and guidelines for selection of materials for the Special Collections areas of the library are specified below within descriptions of each area.

Special Collection Areas:

- ✓ Special Collections: Materials are selected, through both gifts and purchase, which relate directly to the College such as alumni, faculty, and staff authored monographs and dissertations, and official publications of Waldorf College. Other materials included are those relating to Norwegian-American and Lutheran church history and materials which are difficult to obtain, valuable, and fragile owing to their format and condition.

- ✓ Rare Books: Materials are selected, through gift and occasional purchase, which are generally not in print and cannot be obtained through the Library's normal sources of supply. Rarity, reputation of the author, condition, subject matter and provenance are considerations when acquiring rare books.

- ✓ Archives: The Waldorf College Archives contains primary source material of enduring value related to the College, its faculty, alumni and founding congregations and institutions of the Lutheran church. General and literary manuscripts are also acquired. Materials in the Archives include handwritten manuscripts, institutional records, personal papers, photographs, media and college memorabilia.

- ✓ Fine Arts Collection: A Fine Arts Collection is managed with library resources and housed within the library building. Works are acquired through gifts or purchased through specific endowed funds separate from library funds. The Collection is comprised of paintings; drawings; works produced through print, photographic or other techniques which produce multiple originals; sculpture in all media; assemblages; textiles, ceramics; and utilitarian or ritual objects in any medium whose principal value resides in their aesthetic merit.

Collection Maintenance:

Maintenance of the collection is the ongoing responsibility of the librarians, and library staff and is achieved through attention to the following activities:

Lost Materials:

Searching for the missing material is conducted throughout the year. Shelf reading of the main collection and an inventory of the Reference collection is performed every summer. Librarians evaluate each lost or missing item according to the criteria and guidelines outlined in this policy. If there is high demand for a missing item, it may be replaced immediately.

Deselection and Internal Transfer:

The library staff, in cooperation and consultation with the faculty, is responsible for the deselection and transfer of library materials and information resources. Items may be withdrawn and discarded which are outdated, damaged, inappropriate, or superseded. Items may be transferred to other collections within the library based on the same factors. The criteria for deselection and transfer are the same as those for selection with the following factors strongly considered:

- obsolescence
- lack of use
- space constraints
- format
- physical condition
- not a "classic" (e.g., not a definitive work of enduring quality)

Preservation, Conservation, and Restoration:

The librarians and archivist strive to maintain the physical integrity of the materials through preservation procedures such as proper handling and storage, environmental controls, and a security program. Development of a disaster planning program and ensuring appropriate insurance for the collections is also an ongoing priority. Internal content of materials is sometimes preserved by materials conversion. Assuring permanent future access to digital materials is also a component of the library's preservation efforts. Conservation and corrective action for materials is done through treatments and procedures which attempt to maintain the original physical object. Restoration of materials is managed with professional assistance.

Collection Evaluation:

The resources acquired and provided by the Luise V. Hanson Library are systematically evaluated through the following ongoing processes. These objective and subjective measures are utilized singly and in combination:

- compiling statistics on holdings
- acquiring usage data
- checking standard lists
- obtaining opinions from regular users
- analyzing interlibrary loan information
- applying standards
- collecting expert opinion
- comparing acquisition, holding and use statistics
- knowing established collecting policies of other institutions
- examining the collections directly

Out-of-Print Materials

The library will regularly attempt to acquire out-of-print materials that are not automatically located or are canceled through the normal vendor processes. Searching for out-of-print materials is labor and time intensive, thus it will be carried out as time permits. The pursuit of such items will be coordinated by the acquisitions assistant and the librarian serving as collection development coordinator. The librarians will judge acceptable price ranges for individual titles, and reprint editions will be substituted when available, unless the requester indicates that only the original edition is acceptable.

Gifs and Donations

The Luise V. Hanson Library will accession gifts of materials appropriate to the collections. Material is considered to be a gift when title to the property passes from the giver to the recipient without compensation. The following elements are essential to the making of a valid gift: 1) delivery; 2) intent of the donor; 3) acceptance by the donee. [Ref: "Gifts"; "Acceptance" in West's Encyclopedia of American Law, 1998] Gifts of extraordinary value are handled on a case by case basis.

The library accepts gifts only on the condition that it may dispose of those items that will not be accessioned into the collection. The Library staff will make every effort to ensure that donors understand these conditions before accepting gifts. If there are questions concerning gifts, final determination rests with the Library Director.

Librarians cannot provide appraisals of materials but will acknowledge receipt of a gift. Appraisals are the monetary evaluation of materials for insurance, tax, or other purposes. Acknowledgment to document a gift typically occurs with an exchange of letters but may also be through a Deed of Gift, or a bequest. The library assumes no responsibility for the use donors make of such acknowledgments. "United States Internal Revenue regulations prohibit librarians from acting as appraisers of materials given to their institutions...Valuation of materials for internal administrative purposes is not considered appraisal." [Ref: RBMS Standards, 1992, p. 8]

Librarians may provide informed opinion concerning authenticity or market value of books and manuscripts but will make clear that these views do not substitute for professional appraisal nor should they be the sole means upon which donors value their gift. It is the donors' responsibility to determine the value of their gift(s) and seek an independent appraisal when appropriate. Appropriate recognition of gifts retained by the library may be made at the discretion of the Library Director and the library staff. These include affixing book plates or labels for gifts recognizing the donor or providing other pertinent information.

The Library staff will promptly notify the Development Office of gifts received by the library which exceed \$1000.00. The notification should include the nature and value of the gift, if known. In addition, names of all donors will be forwarded to the Development Office on a regular basis.

Standards and Guidelines:

Legal Issues:

The Luise V. Hanson Library strives to abide by national laws and agreements concerning the following legal issues:

- Copyright regulations
- Licensing standards
- Internal Revenue Service regulations
- United States Government Laws

Acquisition Standards:

The Luise V. Hanson Library is guided by the principles endorsed by the American Library Association in the following codes and directives.

Statement of Principles and Standards of Acquisitions Practice.

Adopted by the Association for Library Collections and Technical Services Acquisitions Section (ALCTS) February 7, 1994.

Standards for Ethical Conduct for Rare Book, Manuscript, and Special Collections Librarians, with Guidelines for Institutional Practice in Support of the Standards.

Adopted by the Rare Book and Manuscripts Committee (RBMS), ALA Ethics Committee, ACRL Standards Committee, ALA Standards Committee and the ACRL Board of Directors, 1992-93.

College Library Standards:

The Luise V. Hanson Library is guided by the principles endorsed by the Association of College and Research Libraries, College Libraries Section, in the following directive.

Standards for College Libraries.

Adopted by the Association of College and Research Libraries, January 2000.

Information Literacy Standards:

The Luise V. Hanson Library is guided by the principles endorsed by the Association of College and Research Libraries in the following directive.

Information Literacy Competency Standards for Higher Education.

Adopted by the Association of College and Research Libraries, American Library Association, January 18, 2000.

Intellectual Freedom Guidelines:

The Luise V. Hanson Library is guided by the principles endorsed by the American Library Association and the Association of College and Research Libraries in the following codes and directives:

Library Bill of Rights.

Adopted June 18, 1948; Amended February 2, 1961, and January 23, 1980; Reaffirmed January 23, 1996, by the ALA Council. Code of Ethics.

Adopted June 28, 1995, by the ALA Council.

The Freedom to Read Statement.

Adopted June 25, 1953; Revised January 28, 1972, and January 16, 1991 by the ALA Council and the Association of American Publishers. Statement on Labeling.

Adopted July 13, 1951; Amended June 25, 1971; July 1, 1981; and June 26, 1990 by the ALA Council. Intellectual Freedom Principles for Academic Libraries.

Adopted by ACRL Intellectual Freedom Committee June 28, 1999, and approved by ACRL Board of Directors June 29, 1999.