

Chambers Library Collection Development Policy

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Purpose

The Chambers Library connects the Central community to dynamic resources and services that support UCO's mission to help students learn through transformative learning experiences so that they may become productive, creative, ethical, and engaged citizens and leaders serving our global community. This policy provides a framework for the growth and development of library collections in support of the teaching, learning and researching needs of UCO faculty, students and staff.

Within the context of this policy, "collection development" is the management of digital and physical resources to which the library provides access. Collection development involves evaluating the strengths and weaknesses of current collections, assessing the needs of the Central community, and carefully selecting new materials in all formats. This policy regulates the practices of materials selection and deselection and acts as a resource for collection assessment, budgeting, and assisting with collection development activities.

The collection development policy strives to be general and flexible to allow for individual judgment and special situations. Selectors may use this collection development policy to assist in choosing the most useful materials and to ensure a balanced collection based on the defined research needs of each academic department.



Table of Contents

- I. **Financial Resources**
 - A. [Materials Fund](#)
 - B. [Serials and Electronic Resources Fund](#)
 - C. [Additional Funding Sources](#)
- II. **Guidelines for Materials Selection**
 - A. [General Guidelines for Materials the Library Selects](#)
 - B. [General Guidelines for Materials the Library Does Not Select](#)
 - C. [General Guidelines for Selecting Textbooks](#)
- III. **Procedures for Materials Selection**
- IV. **Policies for Electronic Resources**
 - A. [eBooks](#)
 - B. [Streaming Media](#)
 - C. [Subscription Databases](#)
 - D. [Open Access](#)
 - E. [Digital Collections](#)
- V. **Policies for Library Collections**
 - A. [Board Games](#)
 - B. [Children’s Collection](#)
 - C. [Course Reserves](#)
 - D. [Curriculum Collection](#)
 - E. [Government Documents Collection - Federal](#)
 - F. [Government Documents Collection - State](#)
 - G. [Innovation Studio](#)
 - H. [Main Collection](#)
 - I. [Multimedia Collection](#)
 - J. [Musical Recordings Collection](#)
 - K. [Musical Scores Collection](#)
 - L. [Reference Collection](#)
 - M. [Ruby Canton Collection](#)
- VI. **Policies for Periodicals**
- VII. **Policies for Special Collections**
 - A. [UCO Archives](#)
- VIII. **Guidelines for Deselection**
 - A. [Criteria for Materials Deselection and Retention](#)
 - B. [Deselection of Collections with Faculty Liaisons](#)
 - C. [Deselection of Collections without Faculty Liaisons](#)
 - D. [Deselection of Periodicals](#)
- IX. **Guidelines for Replacement Copies**
- X. **Guidelines for Gifts**
- XI. **Appendices**
 - A. [Academic Departments](#)
 - B. [Locations of Library Collections](#)
 - C. [Resources for Selectors](#)

Financial Resources

A. Materials Fund

The Library Materials Fund is established as part of the University's regular budgeting process. This fund is used for one-time purchases of books and media only, either physical or electronic. Unlimited user access is purchased for electronic titles unless pricing prohibits, or content is of an esoteric nature with anticipated low demand/use.

The Library subdivides this fund and provides an allocation to each academic department to support their library needs. Factors involved in determining equitable allocations include: total enrollment of majors in the department's programs; FTE count of teaching faculty in the department; average cost of materials for the discipline; and the number of credit hours the department teaches, weighted by undergraduate and graduate courses. Calculations are based on figures from the previous year. Any monies remaining in the Library Materials Fund at the end of the year are used to make one-time purchases.

B. Serials and Electronic Resources Fund

The Library's Serials and Electronic Resources Fund is supported by the University budget and Library Fees charged per credit hour. This fund supports serial subscriptions and standing orders, both print and electronic. When negotiating license agreements for online resources including individual journals and aggregated databases of articles, books, and streaming media the Library strives to ensure access is granted to the fullest extent possible. These subscriptions often include annual continuing service fees that must be factored into the cost of the resource. Package deals are evaluated carefully to ensure enough unique content exists to be a useful addition to our collection.

The Library's Serials Department manages this fund. The department also collects usage data and provides librarians and faculty with annual cost-per-use reports. Selection of these resources is based on curricular and accreditation requirements. These resources are purchased according to recommendations from the Librarian and Faculty Liaisons. Cancellations are based on cost-per-use and availability of content through alternative sources

C. Additional Funding Sources

Other revenue sources that the Library relies on for materials purchases include the following:

1. Department Fees

Individual Colleges or other campus entities may provide partial or full funding for Library resources. These funds are spent according to individual agreements between the Library and the College and managed in either Acquisitions, in the case supplemental funds for materials (one-time purchases), or in Serials, in the case of subscription resources.

2. Endowments

The Library has established several endowments through the University Foundation. These endowments are funded entirely by donations, which are deductible for the donor. The endowments are left intact with the agreements defining how interest income from the endowment is to be utilized. These funds generally support very specific needs or further the Library's operating process.

3. Grants

The Friends of the Library (FOL) supports growth in needed areas of the Library's collection by offering two book grants. Grants are awarded to faculty members who submit the best proposal identifying a specific need or gap in the Library's collection. These grants are awarded through a competitive process and utilized for one-time purchases. In addition, the Library seeks out grants to fund specific Library needs.

Guidelines for Materials Selection

A. General Guidelines for Materials the Library Selects

These guidelines apply to all purchased materials. See [Procedures for Materials Selection](#) for more detail about purchasing circulating materials. Guidelines for specific collections are covered in [Policies for Library Collections](#); they may vary some from those listed below. If technology is requested with library funds, the selector will direct such requests to the Director of Library Technology & Data Management. Otherwise, selectors should consider the following factors when purchasing materials:

- Is the material appropriate for the information needs at the University of Central Oklahoma?
- Is the material useful in more than one course or discipline?
- Does the material fill an identified need within the collection?
- Is the material costly? Does the expected use of the material justify purchasing the item? Would Interlibrary Loan be more appropriate?
- Will the material be useful to the collection over a period of years?
- Does the material have literary merit, a reputable author, or other criteria that would justify purchase?
- Is the format appropriate for the subject? (Refer to [Policies for Electronic Sources](#) and the [Multimedia Collection](#) for more information)

B. General Guidelines for Materials the Library Does Not Select

The following types of materials are not selected for the Library unless they fulfill a demonstrated research need within an academic discipline. Some criteria may not apply to specific library collections detailed in [Policies for Library Collections](#).

- Materials too obscure or specialized for the degree program offered
- Materials written for a juvenile audience rather than for an academic audience
- Materials for recreational reading with little value as an academic resource except for the Children's and Ruby Canton Collections
- Outdated materials, unless recognized classics with demonstrable research value
- Duplicate copies, unless the material is in high demand (the Library does not purchase curricular materials for individual classes, e.g., multiple copies of books or workbooks)
- Materials in formats where no equipment is available on campus, or where the technology for use is either obsolete or obsolescent
- Vanity press books without academic value
- Mass market paperbacks (trade paperbacks are acceptable)

C. General Guidelines for Selecting Textbooks

The library will order textbooks when faculty request them, when they are appropriate for the Curriculum Collection, when they are appropriate for Course Reserves, or when they are standards in their respective fields. The library will purchase no more than two copies of each textbook. Faculty who have personal copies of textbooks are encouraged to put them in Course Reserves.

Procedures for Materials Selection

Selecting library materials involves both the Faculty Liaisons from academic departments and Librarian Liaisons (collectively these two individuals are referred to as "selectors" throughout this document). Their individual functions are described below.

Faculty Liaisons

- Departments are asked to assign Faculty Liaisons to collaborate with the Librarian Liaisons in ordering materials for their subject areas

- Department members submit orders to their Faculty Liaison who sends orders to the Librarian Liaison for the department
- Faculty Liaisons should submit purchase request for important titles as they are published to ensure they can be obtained, as publishers often print very limited runs.
- While the library supports faculty research, faculty should voluntarily and responsibly utilize Interlibrary Loan when possible and limit requests for purchase of materials that support only their own research

Librarian Liaisons

Librarians serve as liaisons to one or more academic disciplines as assigned. Librarian Liaison duties are as follows:

- Liaisons guide the expenditure of departmental allocations
- Notify Faculty Liaisons when new materials are available for their disciplines
- Liaisons consider their disciplines' holdings as a whole and develop parts of the collections not adequately covered by faculty selections
- Liaisons advise faculty liaisons of depleted or surplus funds
- Liaisons ensure that funds are expended according to the deadlines set by the Acquisitions Department

Collaboration

Faculty Liaisons and their Librarian Liaisons should coordinate their purchases by regular meetings, phone calls, and/or email as appropriate to the parties involved. Both liaisons draw from their different perspectives and contribute information about what students and faculty will find most useful in the library's collections. Faculty and Librarian Liaisons can refer to [Appendix C – Resources for Selectors](#) to find information about the materials selection process.

Acquisitions

Selectors may request whatever circulating materials they deem appropriate for their discipline. The library will order the material, when available, if it meets the selection guidelines listed in the [Guidelines for Materials Selection](#).

Policies for Electronic Resources

The library prioritizes electronic resources to support our off-campus communities and to promote responsible management of space within the library building. Selection criteria should fall within [Guidelines for Material Selection](#). Issues concerning technology, access, maintenance, and vendor support, as well as licensing terms, must be considered.

- Product should equal or improve the quality of physical library resources
- In the selection of electronic resources, the availability of appropriate hardware and software should be considered. If additional software needs to be acquired to run the product, this factor should be noted
- In addition to the cost of the resource, the following hidden costs need to be considered: licensing fees, hardware, software, staff training and continuing education, duplicating support materials, availability of MARC records, updates, maintenance, and any other costs

A. eBooks

This section addresses issues specific to collecting book titles in electronic format. These guidelines will be reviewed as technology and access change.

Collection Goals

eBooks selected for purchase should support instruction and research at UCO and may duplicate physical monographs.

Access

We will not purchase eBooks that:

- Require hosting on local servers
- Require the user to set up accounts or download client.

- Are hosted only through unknown/unestablished vendors, publishers, or distributors
- Do not allow access from remote sites with a proxy login
- Are available only in proprietary format (such as Amazon's .azw format) or requiring a specific type of e-reader (we do not provide devices for reading eBooks)
- Are lacking accompanying media (e.g. language books without audio CDs or computer software books without CD-ROMs) unless the selector believes that the book is valuable without the accompanying media

We will purchase only those eBooks available in epub, mobi, pdf, or other industry standard formats for institutional use.

Selection Criteria

Unless specifically stated otherwise, the policy for collecting titles will follow the guidelines in the general Collection Development Policy for Chambers Library. Selectors should consider purchasing in eBook rather than a print book if/when:

- Need for remote access and/or demand for access by multiple simultaneous users is anticipated
- Greater access is afforded by the ability to search for topics across titles, chapters, and paragraphs
- The title duplicates a physical title in heavy demand
- The title will be revised and updated automatically after purchase
- The electronic version of a title offers enhanced content through multi-media, interactive text, or hyperlinking to additional content

Give preference to titles that:

- Can be accessed in perpetuity
- Can be accessed by multiple simultaneous users, if needed
- Can be purchased individually rather than as part of a package
- Come with full MARC records
- Will have usage statistics
- Include all text and images associated with the print version of the work

Avoid titles that:

- Require an annual access fee
- Are available for license for only a limited period
- Require hosting on local servers
- Are exorbitantly priced and/or time-sensitive
- Require the user to set up accounts or download clients
- Do not allow access from remote sites with a proxy login
- Are in the public domain and/or freely available on the Internet
- Are lacking media that accompanied the print version unless the selector believes that the book is valuable without the accompanying media

Deselection

Since electronic titles do not suffer wear or take up physical space, concerns as to physical condition in deselecting from the collection are not applicable. Instead, factors for deselection of eBooks should be the timeliness of the material –e.g. accuracy of the content and guidelines of accrediting institutions – and continued ease of access, as well as usage statistics for downloads and/or other access of the eBook.

B. Streaming Media

The library will purchase individual streaming media titles at faculty request with funds from the materials budget allocated to the faculty member's department (for large streaming media collections, see section below regarding subscription databases). The following guidelines and restrictions apply:

- Material must support the curriculum
- The purchase of an accompanying DVD, CD, etc. is encouraged if the cost is not prohibitive and, especially, if it can be retained after the streaming access ends
- Perpetual access is preferred over a time-restricted license

The librarian receiving the request should contact the Director of Technology & Data Management and work with them to determine whether the vendor/distributor will host the material or if the library will be responsible for hosting (it is preferable for the vendor/distributor to host the material).

- If the library will be responsible for streaming the material, each purchase must be evaluated on a case-by-case basis, taking into consideration:
 - Whether the vendor/distributor agrees to delivery by progressive download
 - Whether the vendor accepts that we cannot prevent the end user from downloading and saving the materials
 - Any additional restrictions the vendor requires e.g., campus authentication.
 - Whether the vendor is already an approved vendor or, if not, is willing to invoice us
 - Whether there is any type of licensing or contract that the library must sign, either in paper or by “click through” agreement. If there is, a copy of the agreement must be obtained and provided to the library prior to the purchase of the material. All licenses and contracts will also need to be approved by UCO legal counsel prior to purchase

Other important information regarding the purchase of individual streaming media titles:

- If streaming access is for a finite period, the purchase will not be automatically renewed at the end of that period
- Any materials hosted by the university for limited periods will have to be tracked to ensure that they are disabled when the agreement expires, and faculty members are notified as necessary

C. Subscription Databases

Selectors may submit suggestions for purchasing subscriptions to databases, both multi-disciplinary and subject-specific. The Resource Acquisitions Librarian will communicate with the database vendor to set up a trial, typically for one month. Considerations for purchase are based upon the following:

- The appropriateness of the resource for support of the curriculum
- Librarian evaluation of the discoverability and effectiveness of the database, especially compared to other sources available pertaining to the same subject matter
- Faculty feedback during the trial period, including whether the initial request came from a faculty member
- Reliability and usability of the database interface. Avoid databases that do not work with ezproxy or that require users to create individual accounts
 - Databases that do not allow for proxy access or require individual logins are *very rarely* added to the collection
- Availability of funds for purchase and maintenance of the subscription

D. Open Access

Librarians may request the addition of websites and open access resources to the library collection to improve discoverability. Open access resources can be added to the library catalog, A-Z Databases List, Resource Recommender, individual LibGuides, or the institutional repository. The size, type, and purpose will determine where best to add the resource. Evaluation of open access resources should align with general guidelines for selection with additional consideration given to UCO affiliation of the creator, platform, and hosting requirements.

- To recommend addition to the library catalog, contact the Assistant Director of Metadata & Cataloging

- To recommend addition to the A-Z Databases List or Resource Recommender, contact the Resource Acquisition Librarian
- To recommend addition to a LibGuide, contact the Research & Learning Librarian who oversees that specific subject or course guide
- To recommend addition to the institutional repository, contact the Digital Initiatives Working Group

All recommendations are considered. Addition is subject to approval upon evaluation by the respective librarian contact and must be justified according to the general guidelines for selection.

E. Digital Collections

The library's digital collections consist of digitized or born-digital materials with the following primary areas of focus:

- Digitized or born-digital resources that support transformative learning
- Scholarly output by the Central community
- Special collections or publications relating to the history of the university, Edmond, Oklahoma, or regional interests
- Preservation of rare or unique materials

The digital collections are distinct from commercial electronic resources, databases, and other products purchased with the library's materials funds. Due to different specifications for selection, evaluation, and preservation, the library's digital collections are governed by a separate policy as determined by the Digital Initiatives Working Group. To recommend a digital collection, submit requests to [the Digital Initiatives Working Group](#).

Policies for Library Collections

See also: [Appendix B - Locations of Library Collections](#)

A. Board Games

The library maintains a non-circulating collection of board, card, and tabletop games. The collection was initially built and continues to develop through donations, but library funds can be used to support this collection with approval of the Collection Development Committee.

Responsibility

A librarian is assigned to collect and maintain the Board Games Collection.

Scope of Coverage

Languages: Primarily English

Subject Areas: All subjects are considered

Deselection

Worn out or incomplete games are deselected from the collection

Gift Policy

Follows general guidelines

Replacement Policy

Worn out games, or games missing pieces are removed from the shelves and evaluated for replacement

B. Children's Collection

The Children's Collection is a working collection of children's and young adult literature that serves undergraduates seeking teacher certification, graduate students studying library media education, and other university students pursuing careers working with children preschool through age 12, and the general community.

Responsibility

A Librarian is assigned to collect and maintain the Children's Collection.

Scope of Coverage

Languages: Primarily English, with some works suitable for bilingual education, particularly Spanish. May acquire materials in other languages for some significant feature other than the text such as illustrations; translations of such foreign language materials with desirable features are acquired instead whenever possible

Geographical Areas: Worldwide. Works with Oklahoma coverage or by Oklahoma authors are acquired when funds are available

Chronological Periods: Prehistory to present

Subject Areas: Undergraduate teacher education; graduate library media; general community

Materials Selected and Excluded: Print and non-print media are selected. Special emphasis is placed on acquiring award-winning and special merit materials. Two copies of each Newbery and Caldecott Award books along with one copy of the honor books should be purchased. Other titles are selected, as funds permit, from the following:

- Oklahoma Library Association's Sequoyah Children's Masterlist
- Oklahoma Library Association's Sequoyah Intermediate Masterlist
- Boston Globe/Hornbook Award
- Coretta Scott King Award
- Mildred Batchelder Award
- Kate Greenaway Medal
- Carnegie Medal

Deselection

Some outdated or biased materials will stay in the collection to offer children's literature students a historical perspective of this genre. Otherwise, this collection follows general deselection guidelines.

Gift Policy

Follows general guidelines

Replacement Policy

Replacement of the same editions is preferred since many editions of juvenile literature have special distinguishing characteristics.

C. Course Reserves

The Course Reserves Collection consists of items considered essential or required for a course, items that are used by various departments or programs, and items in high demand. Course Reserves include items owned by the instructor, departments, or Chambers Library. A small number of textbooks are purchased, primarily for general education courses that have the highest enrollments as well as courses that have high-cost textbooks.

Responsibility

Research & Learning librarians identify the general education textbooks for purchase. Librarian Liaisons working with their department liaisons may also request textbook purchases to be placed in Course Reserves. Faculty and departments may place library owned books and their own personal copies on reserve as well.

Scope of Coverage

Languages: Sources in languages other than English are collected when they are needed to support the curriculum

Subject Areas: All subjects

Materials Selected: Books, media, other formats to support the curriculum

Deselection

Expiration and deselection are based on academic year usage. Items are taken out of Course Reserves and transferred to the main collection or, in the case of personal copies, given back to the owner.

Gift Policy

Faculty and departments are encouraged to donate their textbooks for Course Reserves. If a faculty member places a personal copy on reserve, the library is not responsible for wear and tear resulting from the use of such materials or is the library able to replace personal copies of books if they should be lost.

Replacement Policy

Faculty may request that their Librarian Liaison purchase replacement copies to be owned by the library from the materials budget available to that department.

D. Curriculum Collection

The Curriculum Collection serves as a Congressional District Review Center for textbooks reviewed and adopted by the state of Oklahoma for use in the public schools. This collection supports the College of Education, whose programs focus on training future educators, and the local public schools, whose educators may review the materials when the library is open. Contents of this collection fall into two categories: review and adopted.

A. Review Materials

Publishers send materials based on a subject cycle pre-determined by the state's textbook committee, typically toward the end of the summer or beginning of the fall semester. Metadata & Cataloging staff unpack and organize physical review and make electronic review materials available through a public computer terminal. The state textbook committee will post a list of adopted material the following spring. Review materials not adopted are removed from the collection and given to Advancement & Communications to process through Friends of the Library.

B. Adopted Materials

Adopted curriculum are those selected by the state textbook committee. The state textbook committee will post a list of adopted materials. These items are cataloged and transferred to the primary part of the Curriculum Collection. Circulation of adopted materials is limited to UCO students, faculty, and staff.

All materials in this collection are considered gifts from publishers who provide the materials for possible adoption by the state. No funds are expended to purchase materials for this collection.

Responsibility

The Curriculum Collection does not have an assigned Librarian Liaison as state textbook committee rules inform the processes for selection and maintenance, which is coordinated between the Metadata & Cataloging, Stacks Management, and Advancement & Communications departments. The Manager of Metadata & Cataloging is the review center point of contact for the state textbook committee, publishers, and local educators.

Scope of Coverage

Languages: Language texts provided reflect the languages taught in the public schools and generally include English, Spanish, French, German, Latin, and Russian

Geographical Areas: Worldwide

Chronological Periods: Prehistory to present

Subject Areas: All subject areas taught in the public schools at the elementary and secondary levels

Materials Selected and Excluded: All subjects taught in public schools at the elementary and secondary levels; the state textbook committee establishes and communicates the subject cycle of the review materials

Deselection

Materials are retained only for the period during which they are adopted for use, generally six years. Expiration years are noted on the spine labels for Stacks Management and Metadata & Cataloging to determine which items are eligible to process for withdrawal. Withdrawn materials are given to the Friends of the Library.

Gift Policy

Follows general guidelines

Replacement Policy

Generally not replaced

E. Government Documents Collection - Federal

The Federal Government Document Collection is a comprehensive selection of publications that are issued by the United States Government or the authority of a governmental body with an emphasis on electronic information. Since 1954, Chambers Library has been part of the FDLP (Federal Depository Library Program), a nationwide federal depository system established by the United States Congress under the direction of the Government Printing Office.

Responsibility

The library is required to designate a Depository Coordinator as a primary contact for the FDLP. The Depository Coordinator is responsible for ensuring federal government documents comply with all FDLP rules and regulations. The Depository Coordinator may be a librarian; however, experience with government documents is strongly preferred by FDLP when designating the coordinator.

Scope of Coverage

Languages: Primarily English, some Spanish materials are available; additionally, some English materials are available in braille

Geographical Areas: United States

Chronological Periods: Prehistory to present

Subject Areas: Congressional and executive historical materials, health, American Indians, international relations, military history, labor, criminal justice, business, education, and statistical materials including the Census

Materials Selected and Excluded: As a selective depository, 59% of materials available in all formats are selected with an emphasis on electronic versions when available

Deselection

The FDLP defines Deselection as opting to no longer receive new items for a specific FDLP number. In addition to deselecting the items, the library may want to remove the old item for the FDLP number from the collection. Both processes have specific guidelines and rules to be performed under the direction of the Depository Coordinator with input from the Librarian Liaisons.

Gift Policy

Gifts are generally not accepted for the Federal Government Documents Collection. Items received from other depositories in the Needs & Offerings process are not considered gifts.

Replacement Policy

Replace high use items from regional depository if available

F. Government Documents Collection - State

The State Government Documents Collection consists of all publications issued by the State of Oklahoma or by authority of a state agency. Chambers Library is a State Publications Depository Library through the Oklahoma Publications Clearinghouse, which has designated Chambers Library to be a core participant in this program.

Responsibility

The Depository Coordinator for Federal Documents oversees or designates a delegate with experience in government documents to maintain the collection.

Scope of Coverage

Languages: Primarily English, but some Spanish materials are available

Geographical Areas: Oklahoma

Chronological Periods: Prehistory to present

Subject Areas: State publications (history, governance, programs, etc.)

Materials Selected and Excluded: As a full state depository, 100% of materials are selected in all formats with an emphasis on electronic when available

Deselection

The library is permitted to dispose of state documents after 3 years, per a 1990 agreement with the Oklahoma Publications Clearinghouse.

Gift Policy

Not accepted for this collection

Replacement Policy

Generally not replaced

G. Innovation Studio

Collection consists of materials supporting the use of emerging technologies and may also include technology purchased by faculty requests from departmental materials budgets. Inclusion will be determined by Innovation Studio manager. For purposes of this policy, does not include technology purchased via the Director of Technology & Data Management's budget lines

Responsibility

The Innovation Studio Manager is responsible for collection upkeep

Scope of Coverage

Languages: English only

Subject Area: Emerging technologies

Materials Selected: Books and media of all formats

Deselection

Follows general guidelines

Gift Policy

Follows general guidelines

Replacement Policy

Will be considered on an item-by-item basis but is unlikely given the nature of emerging technologies

H. Main Collection

The Main Collection is the primary collection of physical resources acquired with the Materials fund.

Responsibility

[Librarian Liaisons](#)

Scope of Coverage

Languages: All languages

Geographical Areas: All geographical areas

Chronological Periods: Prehistory to present

Subject Areas: All subjects

Materials Selected and Excluded: [Guidelines for Materials Selection](#)

Deselection

[Policies for Deselection](#)

Gift Policy

[Guidelines for Gifts](#)

Exceptions

J. Gale and Lucy L. Chumley Book Collection Endowment

The J. Gale and Lucy L. Chumley Book Collection consists of materials integrated into the Main Collection and funded by an endowment, which is the only library endowment not managed by Special Collections. Materials purchased with this endowment must be related either to management or to literature, per the wishes of the donor. The Librarian Liaisons for Management and English are responsible for expending any available Chumley funds prior to the start of winter break each fiscal year. This deadline allows ample time for the UCO Foundation to process these purchases and reimburse the library for expenditures.

Exceptions to Multiple Copies

- When a play or script is ordered for Theatre Arts, it is current practice to order two copies

I. Multimedia Collection

The Multimedia Collection supports the scholarly and research needs of the University of Central Oklahoma. New formats are added as they develop and as demand requires. Currently, Multimedia includes:

- Spoken word compact discs
- Educational video recordings
- Feature films supporting classroom instruction
- DVDs
- Other emerging media and online formats

Responsibility

The Librarian Liaison for the School of Music and the ACM is responsible for the collecting and maintenance of the Multimedia Collection

Scope of Coverage

Language: The library purchases videos in English or with English subtitles. Spoken materials on compact discs may include purchases in any language

Chronology: Preference is given to material published within the last ten years. Feature films have no chronological limits

Geography: Most materials originate in the United States due to equipment compatibility and availability

Formats Collected

Inclusions: Compact discs, DVDs

Exclusions: LPs, audio cassettes, video games, 16mm films, video cassettes, filmstrips, and 5 ¼" floppy disks are not purchased

Exceptions: The library may accept as gifts spoken word records and Blu-ray video discs

New Formats: New formats may be added if the format is universally accepted and if equipment is readily available for use in the library or elsewhere

Specific Criteria for Selection

When available, use of Multimedia funds should take priority over use of academic department materials budgets. Selectors should take the following into consideration when purchasing multimedia material in addition to other collection criteria:

- Is the item appropriate for the subject area? Does it contribute to the library collection as a whole? Is it more appropriate than a print resource?
- Is the item user friendly? Is technical and instructional support available? How much instruction does it require?
- Is adequate equipment available to use the material either in the library or elsewhere?
- Does the item require technology that will be in use over a period of years?
- Is the item durable enough to withstand heavy use over several years?
- Is there an adequate place to store the material?
- Is it feasible to circulate the material? If not, is there a place in the library for patrons to use the material?
- Can the library network the source? Is there a limit on the number of simultaneous users?
- Does the material have any restrictions on use?

J. Musical Recordings Collection

Collection will be developed to support the academic programs especially in the College of Fine Arts & Design and the general interests of students, faculty, and staff. Users will include students, faculty, staff, and the community

Responsibility

The librarian who liaises with the School of Music and the ACM is responsible for the collecting and maintenance of the Musical Recordings Collection

Scope of Coverage

Languages: All languages

Geographical Areas: Worldwide

Chronological Periods: Prehistory to present

Subject Areas: All musical forms and styles collected

Materials selected and excluded: CDs are the format of choice. LPs may be accepted as gifts. Audiocassettes, mp3 files, or other individual storage container are not accepted

New Formats: New formats may be added if the format is universally accepted and if equipment is readily available for use in the library or elsewhere

Deselection

Worn or broken recordings are withdrawn. Duplicate copies may be withdrawn if low use. Deselection takes place in the summer as it does not require faculty review

Gift Policy

CDs and LPs are the only formats accepted as gifts. Exception may be made for new formats (see above)

Replacement Policy

Follows general guidelines

K. Musical Scores Collection

The musical score collection reflects and supports the curriculum, performance, and research interests of the faculty and students of UCO's School of Music and Academy of Contemporary Music.

Responsibility

The librarian who liaises with the School of Music and the ACM is responsible for the collecting and maintenance of the Musical Scores Collection.

Scope of Coverage

Languages: All

Geographical Areas: No set limitations

Chronological Periods: Medieval to the present

Subject Areas: Sacred and secular vocal and instrumental works; jazz and contemporary popular scores, charts, and tablature; musical theatre selections and songbooks

Materials included:

- Collected editions, complete works, historical sets, and monuments of music as comprehensively as necessary to support curricular and research needs. May require entering into standing order contracts to ensure completion of sets
- Facsimile editions of important early print and composer-notated scores
- Newly edited, high-quality scholarly and performing editions of standard works
- Score and performing parts for compositions involving twelve or fewer unique parts, including chamber works (but not including choral works)
- Full scores and study scores are both collected and take preference over miniature scores
- Reprint editions are not purchased unless the library holds no other adequate edition for circulation.
- Priority for musical theatre acquisitions is given to award-winning works and songbook collections
- Modern popular artists should be collected as available to support the ACM, with an effort made to find accurate instrumentation scores or reductions and an avoidance of "EZ play" transcriptions
- The library does not house or maintain orchestral, band, or choral octavos or jazz ensemble charts. School of Music Ensembles maintain their own music collections

Print-on-demand and digitally-born scores are purchased only when no other format or acceptable alternative is available. Cost for binding should be taken into consideration for these types of scores.

Deselection

Scores may be withdrawn when irreparable, when irreplaceable parts go missing, or when duplication is unnecessary for performance.

Gift Policy

Follows general guidelines

Replacement Policy

Lost and missing items should be replaced in as timely a manner as possible

L. Reference Collection

“Reference materials” include sources that index, summarize, or concisely compile information. The Reference Collection traditionally has been an expansive collection; however, the library has conscientiously shifted focus to electronic resources and moved items into the circulating collection. The Reference Collection consists primarily of items deemed to be in high-demand or those that do not have electronic equivalents.

Responsibility

All librarians share responsibility for selection and retention of databases relevant to their respective Collection Development areas. Research & Learning librarians also take responsibility for identifying general reference resources and the location of print Reference materials based on the needs of students and faculty and input from other librarians.

Scope of Coverage

Languages: English; other languages are collected when they are needed to support the curriculum

Formats: All formats are considered

Geographical Areas: Worldwide

Chronological Periods: Prehistory to present

Materials Selected

- Directories, almanacs, annuals, atlases, gazetteers and yearbooks
- Bibliographies and biographical sources
- Concordances and sacred books
- Dictionaries and encyclopedias
- Indexes and abstracts
- Law Resources
- Style Manuals

Deselection

Follows general guidelines

Gift Policy

Follows general guidelines

Replacement Policy

Follows general guidelines

M. Ruby Canton Collection

This collection of popular and leisure reading is named in honor of Ruby Canton who was the first person in Oklahoma to teach Library Science and was a beloved Central librarian. Her goal as a librarian was “stressing the cultivating of the reading habit.”

Responsibility

The Librarian Liaisons sign up to purchase materials in a designated month over a 10-month period (generally August-May) of the fiscal year.

Scope of Coverage

Languages: English only

Geographical Areas: Worldwide

Chronological Periods: Prehistory to present

Subject Areas: All subjects

Materials Selected: Current or popular books

Deselection

Books remain in the designated Ruby Canton location for six months at which point they integrate into the Main Collection and fall to general deselection criteria

Gift Policy

Not accepted for this collection

Replacement Policy

Follows general guidelines

Policies for Periodicals

The library must maintain the subscription after the original purchase, so adding a new periodical title requires careful consideration. The [Guidelines for Materials Selection](#) apply to periodicals acquisitions.

Department Faculty Liaisons and Librarian Liaisons should discuss possible changes in periodical subscriptions before submitting requests. The library will use the following procedures to add a periodical subscription:

Procedures for Adding a Journal Subscription

- Faculty Liaisons should submit request for new titles to the Librarian Liaison for their department
- The Librarian Liaison will evaluate the title, check to see if there is overlap provided by an aggregator and compare it to other holdings in the subject area to see if it represents a useful addition to the subject's journal literature
- The addition of new journal subscriptions is contingent on available funding
- If, after evaluation the Librarian Liaison recommends that the periodical subscription be added, the liaison will send the periodical title, faculty who requested the title if applicable, and any other pertinent information to the Resource Acquisitions Librarian
- The Resource Acquisitions Librarian will evaluate the recommendation and, budget permitting, add the title and send it to the Serials Department to initiate the acquisition and payment process

Procedures for Cancelling a Journal Subscription

- Periodical subscriptions will be considered for cancellation if they have a high cost per use, overlapping coverage in an aggregator, or unsustainable renewal increases. Those that serve subject areas no longer taught on campus and/or are not classics considered indispensable by reputable sources will also be considered for cancellation
- Periodical subscriptions identified for cancellation by the Resource Acquisitions Librarian, and that are being purchased for a specific department, will be sent to the Librarian Liaison of that department with an explanation of why the title is recommended for cancellation. The Resource Acquisitions Librarian will include statistics and pricing where available for the proposed cancellation

- The Librarian Liaison may confer with the Faculty Liaison or make the decision regarding cancellation independently, considering the value of the title and considering its subject matter and reputation within the discipline, as well as its usage and any duplication through aggregators
- The Librarian Liaison will send their cancellation recommendation to the Resource Acquisitions Librarian for removal

Policies for Special Collections

The Special Collections is dedicated to collecting, preserving, and making accessible for research, primary and secondary source materials that document the history of the University, Edmond and other Oklahoma communities. These materials are available for use in the reading room to students, faculty, staff, scholars, and visitors doing research on Oklahoma history.

Responsibility

The Director of Archives & Special Collections is responsible for Special Collections.

Scope of Coverage

Languages: Primary, English; Secondary all others

Geographical Areas: Materials about the American West with emphasis on the Southwest, Oklahoma, and Edmond

Chronological Periods: Prehistory to present

Materials Selected and Excluded: Includes all formats relating to the history and culture of the American West, with emphasis on Oklahoma, the Southwest, North American Indians, Oklahoma Pioneers, business and industry, literature, government agencies, churches, professional and social organizations, University Archives documenting the development of the university over time, and other items of significant research value

Deselection

Deselection is an essential tool when dealing with collections that may need to be considered for deaccessioning. When materials are reviewed for deaccessioning, the following questions are considered:

- Does the material fall within the scope of the current collecting policy?
- Has the material deteriorated beyond real usefulness?
- Do any externally imposed restrictions, such as retention and disposition authorization or donor agreements, apply to the materials?

The Director of Archives & Special Collections determines what materials may be deselected. Materials to be deaccessioned may be returned to donor, gifted to a more appropriate repository, or discarded.

A. UCO Archives

The UCO Archives consists of the non-current records of UCO that have continuing long term value informing the development of the university over times. The Archives is responsible for documenting the history of UCO since its inception in 1890. The UCO Archives collects and preserves the following:

1. Student Papers

The Archives collects the output of each department's graduate students. The UCO Theses Collection is the intellectual output of UCO graduate students

2. Faculty Papers

The Archives accepts UCO faculty papers to enhance documentation of the university's academic and administrative history beyond what is found in official records. Typically, these faculty papers relate to an individual's teaching, research, and university service. The Archives also collects faculty papers on topics that document areas pertaining to other collecting areas

3. Alumni Papers

The Archives accepts alumni papers that enhance documentation of the university's history by providing evidence of student life and activities, or that directly pertain to other collecting areas

4. University Publications

The Archives collects publications produced by the university including the yearbook, which began as the Browser Towser before becoming the Bronze Book, campus student newspaper the Vista, departmental newsletters, catalogs, course schedules, faculty and employee handbooks and press releases

5. University Administrative Papers

The Archives preserves the working files of past presidents and vice presidents, annual statistical reports, records of student organizations, minutes of the board of regents, and the records of the Faculty Senate and the Staff Senate

6. Memorabilia and Ephemera

The Archives collects UCO memorabilia including banners, flags, trophies, plaques, attire and other items bearing University logos

Gift Policy

- Gifts to the University of Central Oklahoma Archives/Special Collections may be tax deductible, the library will provide a list of donated titles but does not have the expertise to provide evaluations
- Because of the expenses involved in processing, maintaining, and insuring collections, loans are not ordinarily accepted
- Donations are considered outright and unconditional gifts to be used at the discretion of the Archives/Special Collections in accordance with the gift agreement
- The University of Central Oklahoma Archives/Special Collections will endeavor to arrange, preserve and administer gift materials in keeping with the best interests of both impartial scholarship and the donor
- The University of Central Oklahoma Archives/Special Collections shall have the right to make the materials available to any qualified researcher, within the guidelines governing the use of the Archives/Special Collections, and also the right to grant researchers permission to print quotations which embrace either a part of the whole or any portion of the unpublished materials in the gift as long as it does not conflict with the donor's gift agreement
- The University of Central Oklahoma Archives/Special Collections has the right to make copies of the materials by microfilming, scanning, or any other process which does not infringe upon the copyright laws of the land
- If any portion of a gift is not deemed suitable to the purpose of the collection, it may be disposed of at the discretion of the collection administrator, or it may be returned to the donor if so stipulated in the gift agreement

Replacement Policy

The Director of Archives & Special Collections will endeavor to replace items found missing or damaged beyond use

Guidelines for Deselection

The library requires systematic deselection of materials to ensure the collection is dynamic and current. This process involves evaluating materials to ascertain that they continue to be useful to the Central community. The following are general guidelines for deselection. Specific exceptions for an individual collection's deselection are described in [Policies for Library Collections](#).

A. Criteria for Materials Deselection

1. Materials that have not circulated in the last 7 years
2. Superseded edition
3. Duplicate copies of low-use books
4. Obsolete/out of date
5. Too worn, mutilated or marked-up
6. Poor quality materials
7. No longer supports the curriculum

8. Replaced with new copy
9. Available as an online resource or eBook

B. Criteria for Retaining Materials Considered for Deselection

1. Oklahoma or UCO author or about Oklahoma
2. A classic or standard in the field
3. Subject matter unique or only item in subject field
4. Received an award or prize
5. Valuable because of photographs or illustrations
6. High use material that needs older editions or duplicates
7. Currently used in a class

C. Deselection of Collections with Faculty Liaisons

- Subject areas with Faculty Liaisons are deselected during assigned months from August-November and January-April. Refer to the [most current listing](#) of departments' deselection months.
- During their assigned month, Librarian Liaisons will identify and pull items from the collection to be considered for deselection
- Once complete, the Librarian Liaison will route deselected items through Metadata & Cataloging, which will process the deselections, post a list of deselected items for that subject area on the library website and shelve the deselected materials in a designated area for review
- The Librarian Liaison will notify their faculty that deselected materials are available for review. Faculty may review the posted list or may review the items in person in the designated area for deselection review. Faculty review starts the month following the subject area's deselection month; materials are left on review for 30 days
- If a retention request is submitted, the Librarian Liaison will pull the item(s) from deselection review and determine whether it should be retained in the collection. If the title is to be retained, the Librarian Liaison will route it to Metadata & Cataloging. The item/s will be marked for retention in the catalog and sent back to the collection. Notes in the catalog will indicate when and why the retention request was made, and by whom (faculty member or department)
- After review, materials will be routed to Metadata & Cataloging upon review period expiration for withdrawal processing
- Detailed workflows of deselection, retention, and withdrawal processes are available to library staff. Refer to [Appendix C – Resources for Selectors](#)

D. Deselection of Collections without Faculty Liaisons

Collections without Faculty Liaisons may be deselected without a review period. The Librarian responsible for the collection may determine a review period is appropriate in some circumstances. The Children's Collection, Multimedia Collection, Reference Collection, and any collection outside the scope of subject area deselection are deselected from May-July. Additionally, the library may choose to deselect entire collections with no plans for additional selection should it be determined that the collection no longer meets the needs of the Central community

E. Deselection of Periodicals

Chambers Library assesses periodical titles on an ongoing basis as part of normal departmental procedures. Usage and cost are criteria used to determine periodical titles and subscriptions for cancellation when appropriate. For titles that have a high cost per use, or where the library budget can no longer absorb the subscription cost, the Resource Acquisitions Librarian will work with the appropriate Librarian Liaison to determine if the title(s) should be deselected. The Librarian Liaison may wish to consult with their Faculty Liaison in their final decision. For miscellaneous periodicals where there is no assigned Librarian Liaison, the Resource Acquisitions Librarian may deselect after consultation with the Collection Development Committee.

Chambers Library will also assess periodical titles at times of budget exigency. At such times, the Collection Development Committee will use the information provided by the Resource Acquisitions Librarian to set budget goals. Librarian Liaisons then collaborate with faculty to suggest a list of subscriptions for cancellation as required to meet the target budget. See also: [Procedures for Cancelling a Journal Subscription](#)

Guidelines for Replacement Copies

Lost or damaged titles in the collection may be replaced. The Librarian Liaison responsible for selection of a subject area will make replacement decisions using the following criteria:

- Currency or obsolescence of the material
- Demand or expected use
- Existing coverage of the subject area in the collection
- Availability of newer or better materials on the subject

A title may be replaced with a newer edition of the same title. In some cases, the librarian may decide to select another title covering the same or similar subject matter.

Guidelines for Gifts

The library welcomes materials offered as gifts. However, the donor must understand that the library may decide not to add the materials and that the materials are not returned. If accepted, gifts are integrated into the Main collection, but may be sold if not accepted. Donors who wish special treatment for their donations should negotiate before offering the donation. Donors will receive a copy of library gift policies and eventually a letter of appreciation with a list of books donated. The library does not attempt to place monetary value on donated books. Liaison Librarians evaluate and select appropriate items following the selection criteria in this document.

Gifts the library does not accept:

- Books in poor physical condition unless they have unusual contents or are no longer in print
- Obsolete material, especially textbooks
- Materials that do not meet the selection criteria for [General Guidelines for Materials the Library Selects](#)
- Periodicals, unless they replace missing issues in an existing subscription or constitute a complete, extended run of a title



Appendices

A. Academic Departments

- 1. College of Business**
 - a. Accounting
 - b. Economics
 - c. Finance
 - d. ISOM (Information Systems & Operations Management)
 - e. Management
 - f. Marketing
 - g. Military Science
- 2. College of Education & Professional Studies**
 - a. Adult Education & Safety Science
 - b. Curriculum & Instruction
 - c. Donna Nigh Department of Advanced Professional & Special Services
 - d. Educational Science, Foundations & Research
 - e. Human Environmental Sciences
 - f. Kinesiology & Health Studies
 - g. Psychology
- 3. College of Fine Arts & Design**
 - a. ACM@UCO (Academy of Contemporary Music)
 - b. Art
 - c. Dance
 - d. Design
 - e. Music
 - f. Theatre Arts
- 4. College of Liberal Arts**
 - a. Criminal Justice
 - b. English
 - c. History & Geography
 - d. Humanities & Philosophy
 - e. Mass Communications
 - f. Modern Languages
 - g. Political Science
 - h. Sociology, Gerontology, & Substance Abuse Studies
- 5. College of Mathematics & Science**
 - a. Biology
 - b. Chemistry
 - c. Computer Science
 - d. Engineering & Physics
 - e. Funeral Service
 - f. Mathematics & Statistics
 - g. Nursing
- 6. W. Roger Webb Forensic Science Institute**
 - a. Forensic Science



B. Locations of Library Collections

Refer to building [floor maps](#)

	North	South
1st Floor	Current Periodicals Innovation Studio Reference Collection	Course Reserves Ruby Canton Collection
2nd Floor	Archives & Special Collections	Federal Government Documents Oklahoma Government Documents
3rd Floor	Main Collection (A-K)	Children's Collection Curriculum Collection Main Collection (L-Z)
4th Floor	Board Games Collection	Multimedia Collection Musical Recordings Collection Musical Scores Collection Periodicals Backfiles

C. Resources for Selectors

Faculty Services (All Selectors)

Includes most current list of Faculty and Librarian Liaisons, ordering deadlines, materials budget, materials ordered, request process for course reserve, database trials, deselection lists, and other items of interest to UCO faculty.

Collection Development Committee Folder (Librarian Liaisons)

Share Drive: All-Lib/Committees/CDC

Includes information on committee meetings, sign-up sheet for Ruby Canton purchasing, and various reports.

Deselection Workflows (Librarian Liaisons)

- [Deselection to Faculty Review](#)
- [Faculty Review to Withdrawal](#)
- [Faculty Review to Retention](#)

Metadata & Cataloging Forms Portal (Librarian Liaisons)

Includes forms for submitting requests related to deselection, retention, etc.