

Cushwa-Leighton Library
Saint Mary's College
Collection Development Principles

I. Objectives

The primary purpose of the library's collection is to support the academic program of the College. This includes support of students' course-related research projects and faculty course preparation. In addition, library collections support faculty research that is closely tied to classroom teaching or student / faculty research. The research of students and faculty is further supported by interlibrary loan. The collection, in a limited fashion, also supports the general interests of the community through popular magazine and leisure reading collections.

The collection is responsive to the dynamics of the curriculum and program changes. Collecting anticipates and follows, when possible, major trends and developments in each discipline.

II. Resources collected

Items are collected in the format appropriate to the subject and in varying degrees of comprehensiveness.

Monographs and serials. Information resources are selected according to their quality, importance, relevance, usefulness, availability in PALNI libraries, intellectual accessibility, and cost. A three-copy duplication threshold for circulating print format academic books held in PALNI libraries (including Cushwa-Leighton Library's copy) is recommended.

Decisions on format, ebook or print, are formed within the context of user needs.

Select items in the reference and general collection are designated as standing orders; they are added on a regular basis, for example, every year or every edition.

Cushwa-Leighton Library will follow the [ALI Last Copy Policy](#) guidelines. If the title is the last copy and, in the professional judgement of library staff, the item should be retained within the state, these materials will be sent to the Retention Library.

Periodicals. The library subscribes to individual journals with high demand and reasonable cost, and accepts recommendations from faculty to enhance the periodical collection. Online access to journals is preferred over print format. The purchase of individual articles via Document Delivery is explored for high cost individual journals.

Electronic databases. The library licenses databases containing indexing, abstracting, full text, and images supporting undergraduate, graduate, and interdisciplinary research. Databases are available from the library's homepage, and are accessible both on- and off-campus.

Media. The library acquires media relevant to the curriculum as requested by faculty to support instruction. The preferred medium for individual titles is streaming video. The library subscribes to streaming academic video databases as sources of media access. Purchase of performance rights is discerned based on present and foreseeable uses of the item.

III. Resources not collected

Government documents are chosen selectively. Hesburgh Library at the University of Notre Dame and Schurz Library at Indiana University South Bend are government documents repository libraries and provide access to Saint Mary's students and faculty to government documents

The library does not acquire textbooks, but may do so if it is determined that a given textbook provides a scholarly introduction to a discipline or overview of the subject.

Generally the library does not acquire multiple copies of an item, but may do so under certain circumstances, such as if circulation statistics for the copy that the library already owns warrant it, or if there is a compelling reason to purchase an item in multiple formats. The library will accept personal copies of an item to place on reserve, including multiple personal copies.

The library refrains from acquiring microforms, but may do so if microform is the best format for select information resources.

IV. General selection guidelines

The selection of materials for the library is the responsibility of the faculty and liaison librarians, and is coordinated by the collection development librarian. It is expected that faculty members will recommend titles to be added to the collection primarily in the areas in which they teach. As a good steward of College funds, the library will acquire and make accessible materials in various formats, evaluate existing collections, and develop policies and procedures to maintain the quality of collections and information resources.

The collection development policies of the library adhere to the principles in three core documents of the American Library Association: the Library Bill of Rights, the Code of Ethics, and the Intellectual Freedom Manual.

V. Weeding/Replacement

Every effort will be made to insure that the collection is up-to-date and germane to the courses offered. Materials for weeding or replacement will be evaluated in accordance with guidelines similar to those for selection and done in consultation with the faculty and librarians.

VI. Gift Book Policy

The Library's Gift Book Policy is attached.

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Gift Book Policy [Attachment](#)