

UTRGV UNIVERSITY LIBRARY

COLLECTION DEVELOPMENT POLICY

Selection Guidelines

Materials will be selected according to the following priorities:

- Materials which directly meet student curricular needs in courses and/or programs of instruction offered such as required reading, collateral reading, research material, and materials to support student papers and reports. Materials also include those reference and bibliographical works which facilitate finding and using these materials.
- Materials which may be needed by faculty for preparation of class instruction.
- Materials that round out the collection, permitting as much latitude as possible for students pursuing course-related inquiries on both current and non-current subjects.
- Materials for faculty development that will assist in keeping up-to-date with the latest teaching methodologies and research projects.
- Materials that support inclusion, diversity, equity, and accessibility (IDEA).
- Materials intended to stimulate intellectual curiosity, help to develop critical thinking and cultural appreciation, and inspire continuing self-education and personal development.

General Policies

1. **Braille:** The library does not collect material in Braille except as received through the Federal Depository Library program or donation.
2. **Binding:** Unless requested otherwise by librarians, all new soft cover material is sent for binding. Damaged material is repaired in house, and if determined to be essential, then bound. For damaged material, the cost of binding versus cost of replacement is considered.
3. **Duplicates:** Duplication shall be kept to a minimum and is not encouraged. Exceptions are the following:
 - Material on Rio Grande Valley, Northern Mexico, and works by local area authors may be acquired.
 - Material may be duplicated if needed for class instruction and use.
 - Books on any subject which are in heavy demand may be duplicated in the interest of providing good service both to the individual patrons and to the faculty.
 - In all cases, any requests for duplication should be well justified and consideration to space constraints be taken into account when requesting duplicate copies.
4. **Editions:** The library always acquires the latest edition unless requested by faculty.
5. **Foreign Language:** Foreign language material (with the exception of Spanish) is only acquired in support of existing foreign language programs and curricula. The library will on occasion purchase foreign language material for faculty research and instruction.
6. **Juvenile Literature Material:** Juvenile literature material is acquired to support the education and english curriculum and follows the same criteria and guidelines established for the collection.
7. **Language:** The library collects primarily English and Spanish language materials. For exceptions, *see* Foreign Language (#5) above.
8. **Missing Issues/Volumes:** The Library does not acquire missing issues/volumes unless the demand for such can be justified from patrons and Interlibrary Loan (ILL) requests.
9. **Out of Print:** The library will make every effort to locate and purchase out of print material. The following factors will be considered:
 - **Cost.** Is the item at comparable cost or is it excessively expensive?
 - **Newer Edition.** Is there a newer edition of the item available?
10. **Popular Reading:** The library provides access to popular reading material as a means of providing a stress relieving activity as well as recreational and educational reading to the community and rounding out the collection.
11. **Reprints:** The library considers a reprint and original edition to be equivalent. The library will not purchase a reprint when the original is held by the library.
12. **Replacements:** Titles withdrawn because of loss, damage or general physical condition are considered for replacement. Classics are replaced whenever possible in better format. The same consideration applied in original selection applies to replacements. In addition, other factors to consider:

- Availability of newer and better materials in the field.
 - Value of the individual title, whether for literary quality, subject appeal or authority and importance of the author.
 - Requests for the title or subject.
 - Extent of adequate coverage of field in the existing collection.
13. **Scores:** Music scores (miniature, full, study) and performance parts (solo and chamber music). Music scores and parts are collected in various editions of a work. We do not collect scores and parts for large-ensemble performance.
 14. **OER:** The Library also supports the adoption of Open Educational Resources (OER) for faculty use as primary or supplementary course materials. For more information, visit <https://www.utrgv.edu/textbook-affordability-project/index.htm>.
 15. **Year of Publication:** The library actively purchases material that is recently published.
 16. **Retrospective Materials:** The library does not acquire retrospective material unless otherwise requested by faculty. Emphasis is placed for acquiring new material to ensure collection is kept current, up-to-date, and relevant.

ELECTRONIC RESOURCES

Selection:

“Electronic resources” refers to any electronic material that requires computer access. This includes library databases, e-journals and e-books. The library accepts suggestions for electronic resource acquisitions from students, faculty & staff. The ultimate decision to purchase electronic resources rests with the University Library and depends largely on the following criteria:

- **Content of Electronic Resource:**

To be considered for purchase, each electronic resource must comply with several of the following:

- Appropriate intellectual level, depth of coverage and quality of information for the UTRGV community
 - Product and/or vendor is reputable, reliable and authoritative
 - Electronic resource has unique information not held in other library resources
 - Subject matter is relevant to the course offerings of UTRGV
 - When possible, UTRGV University Library will choose full-text databases rather than citation/abstract-only
 - PDF page images are often preferable to HTML full text
 - Ability to provide usage statistics
- **Modes of access**
 - Web format; CD-ROMs will rarely – if ever – be considered for acquisition
 - Availability both on & off campus using IP authentication (rather than passwords or logins) and the library’s existing proxy servers (OpenAthens preferred, or EZ Proxy).
 - **Usability**
 - Online tutorials and customer support readily available
 - Basic and advanced searching available, when applicable
 - User interface is intuitive and easily navigable
 - Gives ability to print, save and email results and/or articles
 - **Cost effectiveness**
 - Ability to sustain the recurring cost of electronic resource for the foreseeable future
 - Availability of discounts offered through consortial agreements

General Policies:

Due to the high cost of electronic resources, each e-resource that is suggested for purchase will undergo a rigorous process of evaluation, which often involves librarians and faculty as well as the vendors themselves. When possible, the Library will request a trial of each database before purchase.

1. Acquisition of Electronic Journals:

Due to library space constraints, the Library will opt for the acquisition of e-journals over print journals. E-journals (as well as databases) that do not fit the above criteria will be considered on a case-by-case basis. Once an e-journal is acquired, it is likely that the print equivalent will be cancelled.

2. Acquisition of Streaming Video Resources:

Due to library space constraints and in an effort to provide accessible resources, the Library will opt for the acquisition of streaming media and film whenever possible. The library will make every effort to license resources that offer access to full content at a comparable price. When needed, the library will opt for a PDA and mediated approach focused on acquiring resources for faculty instruction and/or research which will provide access to needed resources at an affordable price. Faculty are responsible for submitting requests for renewals before license expires.

3. Policy on Acceptable Use of Electronic Resources

Users of the Library-provided licensed electronic resources accept the terms-of-use of the providers, including:

- Users must comply with all applicable laws when using licensed content
- Licensed materials are for the authorized user's personal use
- Unauthorized reproduction or distribution of licensed content is prohibited
- Users agree that Licensors of all intellectual property retain the rights to the licensed materials

4. Cancellation of Electronic Resources:

Electronic resources may be cancelled due to one or more of the following:

- The product is no longer cost effective due to library budget cuts or inflation of renewal price by the vendor
- Usage statistics are consistently low
- A competitive or better product becomes available
- The content provided is no longer meeting the needs of the UTRGV academic community
- The vendor provides poor or unreliable service
- The product's content is found to duplicate the content in another resource
- The library undergoes a periodic review of databases and determines that the resource is no longer necessary
- Faculty input

SERIALS

Selection Guidelines

Materials will be selected according to the following priorities:

- Priority will be given to periodicals available in electronic format.
- Importance of subject matter to curriculum.
- Cost of periodical.
- Retention of back files is based on item's usage and available space.

General Policies

1. **Journals/Newspapers/Magazines:** The library acquires print and electronic formats based on selection criteria and availability of funds. Print will not be considered due to space constraints except in the most necessary of circumstances. If print is the only available format, the requestor will be requested to provide a justification which will then be reviewed by multiple library areas.
 - a. Duplicates: The library will not duplicate a title in print if such title is currently available in any other format.
2. **Microform:** Microfiche and microfilm is acquired based on the following:
 - a. Cost
 - b. Reduction of bulk
 - c. Availability and durability of the original.
 - d. Availability of the proper machinery to read/reproduce the microforms.
3. **Back Volumes / Missing Issues:** The Library does not acquire back volumes/missing issues unless the demand for such can be justified from patrons and ILL requests.

AUDIO-VISUAL MATERIAL

Selection Guidelines

Materials will be selected according to the following priorities:

- Material that supports and is consistent with the general educational goals of the University.
- Material that supports faculty research and instruction.
- Material that supports student learning, enrichment, and well-being.
- Other factors to consider when selecting material:
 - Artistic merit and esthetic appeal
 - Reputation of performers or producers
 - Sound and picture quality
 - Ease of storage and use
 - Viewing rights
 - Cost

General Policies

1. **Format:**
 - a. Acceptable Formats
 - i. Streaming
 - ii. CD
 - iii. DVD
 - iv. Blu-Ray
 - b. Obsolete Formats: The following obsolete formats are no longer accepted by the Library.
 - i. Cassettes
 - ii. Laser Discs
 - iii. Phonographic Records
 - iv. Slides
 - v. VHS
2. The library prioritizes streaming content and will only acquire physical media when requested by faculty.
3. **Closed Captions (CC) & Subtitles for the Deaf and Hard of Hearing (SDH):** Acquire DVDs that support CC and SDH.
4. **Documentaries and Films:** Documentaries and films supporting faculty teaching will be acquired. Popular and classical movies will be acquired in support of student cultural enrichment and well-being.

COURSE MATERIALS

In support of textbook affordability and to provide greater accessibility and better support to the distributed campus model, the library has revised its textbook policy to allow for the acquisition of textbooks and other course materials when found in electronic format at a reasonable price from our library approved providers. Course materials can include required film viewing, assigned readings, and textbooks.

Streaming Films and DVDs

- The library will opt to purchase streaming film to support in-person, hybrid, and online classes when available from one of our streaming providers. For current streaming providers, see [Streaming Video Guide](#).
 - Kanopy films may be included into our SmartPDA program or licensed for one year and will need to be renewed for continued access.
 - SWANK films are licensed for one year and will need to be renewed for continued access.
- The library will purchase DVDs for course reserves when streaming options are not available.

Books

- The library will opt to purchase the electronic version of textbooks to support in-person, hybrid, and online classes when available from one of our e-book providers at an affordable cost. The library will only acquire material from vendors that provide for library licensing. Amazon, Vital Source, etc. are examples of vendors/providers that do not provide for library licensing. Not all publishers allow for library licensing so even if a book is available in e-book format to general consumers, it might not be available for the library to purchase (for more information, see the [Statement on Textbooks in the Library Collection](#)).
- The library will purchase the following categories of e-book license types:
 - Unlimited License – The library will opt to purchase unlimited license when available and at a reasonable price in support of textbook affordability project.
 - 1 or 3 User License – The library will purchase a 1 or 3 user license when requested by faculty and within a reasonable price to help bridge the gap for students who do not or cannot purchase the required materials. Faculty should be aware that this will not replace the need to require these books be purchased due to the limited licenses.
- The library does not actively purchase print course materials. The library may on occasion purchase print course materials when requested by faculty while keeping in mind space and limiting to one copy. The library may provide limited funds for the occasional purchase when an ebook version is not available. Funds are on a first-come, first-served basis and materials must be housed in course reserves. Request will be processed in the order they are received until funds run out.

GOVERNMENT DOCUMENTS

The library is a current member of the Federal Depository Library Program. Government Documents are available via the library catalog and Government Documents [Libguide](#). A small number of government documents is available in print for checkout at the library in Brownsville.

SPECIAL COLLECTIONS & ARCHIVES

The Special Collections & Archives has its own collection development policy that governs the acquisitions of materials. Click [here](#) to access this policy.

GIFTS & DONATIONS

Policy

The University Library is pleased to accept gifts or memorial gifts from patrons. The library reserves the right to accept or deny prospective donations. Gifts are gratefully and willingly accepted as long as no restrictions or conditions are placed upon their use.

- The library is not obligated to retain any gifts which fail to meet its criteria for selection.
- The library is not obligated to accept donations from departments on campus.
- The library has the right to discard:
 - Any gifts which fail to meet its criteria for selection.
 - Any donations from departments on campus.
 - Any gifts which the library holds in electronic format.
 - Any gifts at any time.
- The library has the right to discard any gifts in the manner it deems appropriate such as:
 - The library has the right to offer donation to another agency.
 - The library has the right to give the material away to students, faculty, staff, and programs/departments.
 - The library has the right to send material for recycling or disposal.
- The library generally does not accept donation of serials but will review on a title by title basis.
- The library has the right to determine location, circulating policies, and classification for all donations accepted into the collection.

Criteria for Acceptance

- Evaluation / Selection Guidelines - Material will be evaluated using same policies and guidelines that apply for the selection and purchase of new material.
- Cost of Acquisition - Consider the following: Is the value of the gift commensurate with the costs involved in cataloging, processing, and storing the materials? Will gift require updating through purchase of material, thereby causing reallocation of funds originally earmarked for other acquisitions?
- Physical Condition - Material that is worn, torn, moldy, missing pages, or in an obsolete format will not be added. Only material in new or good condition will be considered for addition to the collection.
- Space Issues - The library will consider the issue of space when evaluating donated material.
- Material not normally purchased - The library will add on selective basis material not normally purchased for the collection from donations.

General Policies

- **Acknowledgment of Gifts** - Donors will receive written acknowledgment upon receipt of items with exception of donations registered as anonymous and unsolicited material such as copies of journals or books usually received from publishers.
- **Appraisal of Gifts** - The appraisal of a gift to the library for tax purposes is the responsibility of the donor. Any appraisal cost should be borne by the donor. To protect all parties, the library, as an interested party, will not appraise gifts. The acceptance of a gift which has been appraised by a third, and disinterested party, does not in any way imply an endorsement of the appraisal by the library.
- **Special Collections and Archives** - For donations for Special Collections & Archives, contact department directly for acceptance criteria and policies.
- **Pickup of Gifts** - The library does not pick-up gifts. It is the donor's responsibility to drop-off donations.
- **Information for Donor**
 - Provide accurate and legible contact information. If library staff cannot interpret contact information, donation will register as anonymous.
 - Primary method of sending acknowledgment is mail. Donors outside the United States and donors who request it will receive acknowledgments via email as long as email is provided.
 - Donors are welcomed to provide their own inventory list. If such a list is provided, library staff will review and note items received and items not received. If no inventory list is provided, staff cannot provide a precise reconstruction of donation once it enters processing queue. If such a listing is required, it is the donors' responsibility to compile.
 - Walk-in donations can be dropped off at the University Library in Brownsville and Edinburg. Larger donations cannot be dropped off without prior approval by the library. Donor will be turned away if the library has not approved drop off of the donation.

WEEDING

Policy

The University Library supports and strives to provide a well-balanced, accurate, and reliable collection for the UTRGV community. To do so, weeding of the collection is a necessity. Weeding or de-selection is the withdrawing of damaged, obsolete, or irrelevant materials from the library collection, a process which is an integral part of collection development and maintenance. In general, the same criteria apply to weeding as apply to the selection of new materials. Weeding is primarily the responsibility of all librarians. Due to the multidisciplinary nature of many resources, librarians are responsible for coordinating weeding of their subject areas with fellow librarians to ensure needed resources are not inadvertently weeded. The responsibility of weeding the Reference, Serials, Electronic Resources, and Archives and Special Collections material lies with each respective department.

Purpose for Weeding:

- Provide a well-balanced and viable collection that meets the needs of the community.
- Avoid overcrowding. (Allow for new material or spaces to be added/created.)

Factors to consider for weeding: relevance, currency, cost, space, and circulating statistics. Materials that fall into the following categories should be considered for withdrawal.

- Low circulation
- Available in other formats
- Irrelevant to the needs of UTRGV community
- Duplicates
- New editions available
- Poor physical condition
- Obsolete format
- Superseded/Dated

It is important to note that different subject areas require different types of materials; therefore, it is impossible to establish one weeding standard to apply on all subjects.

Development of subject specific weeding criteria is the responsibility of each librarian.

Caution: It is important to be cautious when weeding material. Consider the following:

- Rare works, local history, and genealogy may qualify for relocation to Archives and Special Collections. Before weeding these types of items, consult with Head of Archives and Special Collections.

- Older Works. Reconsider weeding older material when said material is the only source of information or may provide historical context or development in subject area.
- Sets. Avoid partial weeding in regards to sets.

PRESERVATION

- **Binding-Mending and Discarding of Books for the General Collection**

The decision to bind, mend or discard books is based on:

- The actual condition of the book.
- The number of duplicate copies in the collection.
- Availability in other formats.
- Circulation activity.
- Current validity of its contents.
- Cost of mending, binding, or repair.
- The ability of the department to mend the resource in question, and the availability of proper materials.

- **Guidelines to be followed:**

- Damaged books will be chosen for withdrawal based on the guidelines outlined above.
- Assuming the title is still available, replacement is preferable to binding if costs are comparable.
- In cases where rebinding will not restore the book to a usable condition regardless of cost, a replacement copy will be considered
- Books which cannot be rebound due to overly narrow margins should also be replaced.
- Binding is preferable to mending if a title is expected to have long-term usefulness and if an inordinate amount of mending is required.
- Pamphlets, paperbacks, and ephemera which are in poor condition should be discarded and new copies acquired if deemed necessary to the collection.
- In special cases, an irreplaceable title of importance may be retained regardless of its condition. Such items will be sent for review to Special Collections and Archives.

POLICY REVIEW

The library collection development policy will be reviewed for currency and relevance at least every four years and individual sections will be revised and updated as needed.

Policy adopted September 11, 2018. Reviewed by:

Peter Cortez, University Librarian for Resource Management
Raquel Estrada, Acquisition and Collection Development Librarian
John Asbell, Serial and Electronic Resources Librarian

Revision to Gifts & Donation section on 9/14/18.

Revision to General Policies # 13 Scores section on 10/8/18.

Revision to Electronic Resources General Policies. Addition of Policy on Acceptable Use on 3/26/20.

Revision to General Policies # 14 Textbook section. Revision of entire text on 7/24/2020.

Revision of Electronic Resources General Policies. Addition of Acquisition of Streaming Video Resources on 7/24/2020.

Addition of Special Collections & Archives on 7/24/2020.

Revision of all collection development policy on 3/16/2023.