

BAILEY LIBRARY COLLECTION DEVELOPMENT POLICY

Selection Responsibility

Ultimate responsibility for developing and maintaining the library's collection rests with the Director of Bailey Library. The Director of Bailey Library is responsible for coordinating and administering collection development procedures and policies. All requests for materials are reviewed for adherence to the selection guidelines in this policy. Librarians share liaison services for departmental subject areas and solicit selections from faculty in their respective areas of expertise. Students and staff requests for acquisition of materials are also welcomed and encouraged, and are reviewed using the same standards that apply to requests from faculty.

Fund Allocation

The materials budget is allocated in broad categories according to a standard formula to fulfill collection development needs. The Bailey Library is the primary library for the College, and does not support acquisitions for departmental collections.

Specific amounts of the library materials budget are not formally allocated to individual faculty departments. Materials are purchased primarily to support the curriculum rather than to build individual research collections for faculty research. Faculty members are asked to prioritize their requests based on how the resource will be used in the classroom. Librarians oversee faculty ordering in subject areas, review the book selection literature, and order materials to supplement faculty requests.

Selection Guidelines

Materials are evaluated for selection based on the quality of content and the extent to which they support the undergraduate curriculum at Hendrix College. Criteria used in selecting individual items include some or all of the following:

- Anticipated use as indicated by faculty recommendation
- Lasting value of the content
- Appropriateness to audience
- Cost
- Reputation of the academic publisher
- Strength of the present holdings in the same or similar subject areas
- Suitability of format for student and faculty use including print, electronically accessed full-text, and other emerging information formats as appropriate

Other Guidelines and Exceptions

- Textbooks are not normally purchased. The exceptions are those titles that are recognized as classics in their field, or a textbook that is the only or best source of information on a particular topic, or a textbook that a professor deems would be a particular hardship for students to purchase.
- Duplicates are purchased only under unusual circumstances as approved by the Library Director.

- When there is a choice among formats such as hard copy, electronic access, etc., the selection is based on expected use, cost, and consultation with the appropriate academic department as to assignments given.
- Lost or stolen materials are evaluated for replacement based on the same criteria used for selection of new titles.
- Materials are acquired in the English language except for materials that support the foreign language and literature curriculum.
- The library primarily purchases in-print, current materials. Out-of-print materials are purchased only by exception or to support new programs, new courses, or to supplement heavily used sections of the collection. These purchases are coordinated with the appropriate faculty members.
- Faculty research is generally not supported within the mission of the library and financial constraints but is supported through interlibrary loan.

Reference Collection

Reference materials support general reference, the college curriculum, and the instruction program. Materials are selected, updated, and retained based on their immediate usefulness for faculty and student information needs.

Serials

Because journals, periodicals, newspapers, and cataloged serials represent an ongoing financial commitment, the procedure for budgeting and selection is more restrictive than for books.

Each new journal subscription request is evaluated using the following criteria:

- Cost
- The library's current journal holdings in the subject area.
- The journal's relevance to the undergraduate curriculum.
- The journal's inclusion in full-text publisher collections or availability through services that gather full-text articles from different journals or publishers.
- The availability of content in electronic format and need for archival access
- The availability of indexing for the journal.

Video Collection

The Video Collection supports the undergraduate curriculum and academic programs at Hendrix College. To that end, within a defined budget allocation, Bailey Library will:

- Purchase videos that are directly related to classroom use or co-curricular/enrichment activities.
- Prefer DVD as the format of choice for purchases, but can consider streaming service videos and other formats.
- Videos added to the collection must be in compliance with copyright law.
- Purchase formats for which there is viewing equipment readily available on campus.

College Archives

Most materials for the College Archives are publications or records of the College. Others are acquired by donation. In cases where there is a link to College history, items relevant to local history are maintained in the College Archives. Rare books are not actively purchased but are accepted as gifts in so far as they are relevant to the aims and purposes of the College's curricula.

Gift Materials

Gift materials are reviewed according to the same standards used for purchased materials. Gift materials not acceptable for the permanent collection are usually sold at library book sales.

Government Publications

Hendrix College was the first selective depository for federal government publications in Arkansas and eventually transferred depository status to the University of Central Arkansas. Materials acquired through the depository program are subject to Federal Depository Library Program rules. Documents were selected through the federal document depository system to meet curricular needs, faculty research needs, and community needs.

Collection Maintenance and De-selection

De-selection of titles is based upon the continuing need of the library to support an undergraduate curriculum with appropriate, current, and course-related materials. When materials are deselected, librarians consider factors such as age, accessibility, and condition of materials, relevance to the curriculum, usage, and, when appropriate, input from faculty.

Open Access

Open access resources are defined as freely available, peer-reviewed, online publications that anyone with internet access can read, download, and/or distribute. These resources are free of most copyright restrictions. In consultation with college faculty and the curriculum, Open Access Resources are added to our discovery system according to the aforementioned Selection Guidelines, with particular attention to the quality and permanency of the resource.

Cooperative Networks and Consortia

The library belongs to several consortia: Amigos Library Services, ARKLink (A Consortium of Arkansas' Academic Libraries), Mockingbird (the Arkansas Statewide Virtual Union Catalog), LVIS (Libraries Very Interested in Sharing), and the Associated Colleges of the South.

Intellectual Freedom & Ethics

In the selection of materials, the Bailey Library adheres to the principles of American Library Association's Bill of Rights (<https://www.ala.org/advocacy/intfreedom/librarybill>) and Code of Ethics (<https://www.ala.org/tools/ethics>).

Reconsideration Policy

Materials in the library are selected to support the instructional and research needs of the college community. The following guiding principles apply throughout the reconsideration process of any library material:

- Libraries have diverse materials reflecting differing points of view, and a library's mission is to provide access and information to all users.
- All Hendrix library users have a First Amendment right to read, view, and listen to library resources.
- Any member of the Hendrix community has the right to express concerns about library resources and expect to have the objection taken seriously.
- When library resources are reconsidered, the principles of the freedom to read, listen, and view are defended rather than specific materials.
- A questioned item will be considered in its entirety, not judged solely on portions taken out of context.
- Questioned items will remain in circulation during the reconsideration process.

A Hendrix patron who wishes to request the reconsideration of library material for any reason should meet with the library director. If the Hendrix patron is not satisfied after speaking with the library director, they may begin the process of filing a formal reconsideration request.

A patron who would like to file a formal reconsideration request regarding a library resource must complete and submit a written request for reconsideration form. This written request for reconsideration will be reviewed by the library director and a member of the college's academic leadership, and a determination will be made in accordance with the library and college's policy and procedures. The patron will receive a final written response to the submitted request for reconsideration within 90 days of the library receiving the written request. Materials that have gone through the formal reconsideration process will not be reconsidered for a period of four years following the decision.