

COLLECTION DEVELOPMENT POLICY FOR THE LINFIELD COLLEGE LIBRARIES

GENERAL PHILOSOPHY

The collection development policy supports the mission of the Linfield College Libraries ('the Libraries'), comprised of the Jereld R. Nicholson Library (Nicholson) and the Portland Campus Library (PCL):

The Linfield College Libraries are teaching libraries serving Linfield students, faculty, and staff by providing and encouraging access to the intellectual resources necessary for teaching, learning, and scholarly achievement in the liberal arts.

In keeping with the Libraries' vision, and with respect to collections, the Libraries work:

- *To support the Linfield curriculum in our teaching, collection, and services;*
- *To explore ways to make information more easily accessible to Linfield students and faculty and in the most cost-efficient manner possible;*
- *To balance collection development between print and electronic resources;*
- *To continue to build on our consortial relationships which maximize access to more resources;*
- *To pursue digital initiatives with the Linfield community and with the Orbis Cascade Alliance.*

The Linfield College Libraries fully support the American Library Association's Library Bill of Rights and The Freedom to Read Statement. The overall goal of the Libraries' resources is to encourage critical thinking and free inquiry. In keeping with the Code of Ethics of the American Library Association, the Linfield Libraries "uphold the principles of intellectual freedom and resist all efforts to censor library resources." The Libraries have a duty to collect a representative selection of materials, including materials dealing with controversial questions. No material will be excluded from the collections because of the race, nationality, religion, gender, sexual orientation, political or social viewpoint, or controversial nature of either the author or of the material itself.

LIBRARY USERS

Nicholson is open to all who wish to make use of the collections and serves three major user groups. The first priority is the Linfield community: students (from the McMinnville campus, Portland campus, and distance learning programs), faculty, staff, and alumni. Another user group is Yamhill County residents, including adults, high school students, and users from local businesses and organizations. The final user group consists of students and scholars elsewhere whom the Libraries serve through the Orbis Cascade Alliance consortium (the Alliance), interlibrary loan, and by opening the Libraries'

collections to on-site researchers. Because of location and building access restrictions, the PCL primarily serves the Linfield community.

SCOPE OF THE LIBRARIES' COLLECTIONS

Goals for Collection Development

The Libraries strive to create a strong, coherent, balanced, and dynamic collection to support a college curriculum that is always changing. As such, the Libraries work to collect the resources required to support the college's undergraduate programs, as well as student/faculty collaborative research. Financial resources do not allow collecting at comprehensive research levels required for faculty research. However, the Libraries do support faculty research through cooperative collection development with the Alliance consortium and through an active interlibrary loan program. The Libraries attempt to keep the number of different platforms for e-book purchases as low as possible to minimize user confusion.

Formats

Jereld R. Nicholson Library

Nicholson collects a broad spectrum of information resources in a variety of formats, including but not limited to:

- books (print and electronic);
- periodicals (print and electronic);
- other electronic resources;
- video recordings;
- sound recordings;
- musical scores;
- microforms; and,
- maps.

The primary criterion for selecting any item is its relevance to Linfield's teaching mission, not its format as such. Historically, Nicholson has placed a high value on collecting printed materials. This stems in part from our commitment to sharing materials through the Alliance's consortial borrowing program. While print materials continue to be a focus, Nicholson also collects electronic alternatives to hard copy sources for several types of materials, including books, journals, indexes, sound recordings, and videos. Beyond format, other selection considerations include content, accessibility, viability, and cost.

Although exceptions are sometimes made, Nicholson does not usually collect textbooks, multiple copies, or recreational reading.

Portland Campus Library

The PCL collects information resources in several formats, including:

- books (print and electronic);
- video recordings;
- periodicals (electronic); and,
- other electronic resources.

The primary criterion for selecting any item is whether it supports the Portland campus students, faculty, and staff, either through relevance to current curricular offerings or current areas of faculty research and development. Strong emphasis is also placed on materials that support student success in the nursing licensure process and board certification (NCLEX-RN) process. Additionally, the PCL collects copies of all current course texts and recommended readings in the School of Nursing curriculum, regardless of format.

Languages

The Libraries primarily collect English language materials, but materials in other languages are also collected as necessitated by the curriculum. Foreign language collection is undertaken primarily in support of the study of languages, literatures, and other cultures; materials are likely to include journals, books, videos, and sound recordings.

RESPONSIBILITY FOR COLLECTION DEVELOPMENT

The Linfield College faculty librarians and departmental faculty share responsibility for developing the library collections. The Collections Management Librarian has primary responsibility for developing the circulating collections at Nicholson, with the Teaching and Research librarians primarily responsible for the reference collection (although they may help develop the circulating collections). The Portland Campus Library Director has responsibility for developing all collections at the PCL. All librarians are involved in selection of resources shared by both libraries. Faculty are encouraged to become familiar with the collection in their disciplines and to assist in selecting materials.

The Collections Management Librarian serves *ex officio* as the library representative on the college curriculum committee and thereby monitors collection needs for new and revised courses. Additionally, the Collections Management Librarian provides notification slips (either print or electronic) for forthcoming materials to department chairs and notifies faculty of relevant materials as they are announced.

Nicholson subscribes to *Choice Reviews Online* to assist in the selection of resources. Other tools include professional review sources (such as *Library Journal*), discipline-specific review titles, journal articles, publication and award announcements, *Resources for College Libraries*, and recommendations from faculty and staff. Additionally,

consortial borrowing and interlibrary loan requests are monitored periodically to identify collection gaps. The PCL subscribes to *Doody's Core Titles* and regularly utilizes another health sciences collection development tool, *Majors Weekly Book Lists*.

Cooperative Collection Development

The Alliance continues to develop consortial practices for cooperative collection development. Existing efforts include a shared e-book collection comprised of subscription content and content purchased through evidence-based models, guidelines for dealing with last copies and duplicates across the consortium, and consortial-level collection analytics. The Libraries actively participate in development of consortial practices for cooperative collection development.

COLLECTION MAINTENANCE

All librarians contribute to the periodic assessment and maintenance of the library collections (both physical and electronic) to ensure their ongoing relevance to the instructional and research needs of Linfield College. The reference collection is regularly monitored for outdated material, which is replaced or withdrawn. Changes in the curriculum or program offerings may require specific selection or de-selection projects.

Withdrawal of Materials

The Libraries assess the usefulness, relevance, and physical condition of the collections on a continuing basis to ensure the available space is being used to best advantage. Although the library has undertaken discipline-based weeding in the past, most weeding generally occurs on an ad hoc basis. Materials deemed out of scope, outdated, unused, in poor physical condition, or superseded by new editions are candidates for removal. Additionally, since the PCL strives to maintain an up-to-date collection that reflects the latest evidence in nursing education and practice, any item held by the PCL that is older than five years is a candidate for withdrawal. Because criteria for removal of materials vary greatly among academic disciplines, items in poor physical condition (but still deemed worth keeping) are repaired if possible, or replaced with new copies if available. Faculty are encouraged to report any outdated or inaccurate materials in their areas of expertise, but ultimate authorization for withdrawal rests with the Libraries.

Older volumes of select print journals are weeded as access become available through JSTOR. Exceptions are made for a handful of titles at the request of faculty and to fulfill Linfield's historical retention commitments to the Alliance's distributed print repository.

Inventory Management

Inventory and shelf reading are done on an ongoing basis to ensure the library catalog accurately reflects the Libraries' holdings. The collections are also occasionally shifted to accommodate growth and ensure adequate space for shelving.

Preservation and Mending

The Libraries undertake preventative measures, such as identifying damaged materials before they re-circulate, to reduce the risk of exposure to elements that may devalue or damage the physical collection. Any materials showing signs of mold and/or insect damage are quarantined or discarded to minimize the risk to surrounding titles. Materials in the Linfield College Archives (LCA) have the benefit of a climate-controlled environment with optimal levels for temperature and humidity.

Senior theses and select journal titles are outsourced for professional binding, but Nicholson continues to bind some journals in-house. Additionally, Nicholson opts to perform most mending and book repair in-house.

Gifts

The Libraries reserve the right to dispose of gifts in whatever manner may best serve the needs of Linfield College. All gifts are accepted without restrictions and are evaluated for cataloging and inclusion in the collections in terms of the collection development goals of the Libraries. The Libraries cannot promise integration into the collection for a variety of reasons, including (but not limited to) condition, timeliness/relevance of content, the capability of the Libraries to process the materials, and space restrictions. Because of the high costs associated with processing gifts, the goal is to acquire only materials that are highly relevant to the Libraries' mission. If gift materials are already held or otherwise not added, they will be dealt with primarily through Nicholson's bi-annual book sale, through exchange, or through donation to Better World Books. The Libraries cannot return gifts to donors; refer to the section on LCA for gift policies specific to that collection.

Gifts are acknowledged via correspondence to the donor, and a record of the acknowledgment letter is maintained in Nicholson's records for three years; copies of acknowledgment letters are also sent to the Institutional Advancement Office. With very few exceptions, donors receive confirmation of the number of items donated, not a list of specific titles. Donors may use the acknowledgement letter for tax purposes. However, as an interested party in the transaction, the Libraries will not make an appraisal of any gifts; this policy is consistent with the position taken by the American Library Association on gift donations. Donors wishing to have materials appraised must do so before donating the materials.

The Libraries also accept monetary gifts to support the collections. Individuals wanting to make a monetary contribution should contact the Library Director.

SPECIALIZED COLLECTIONS

The Libraries house several specialized collections, all of which are available to library users (although not all collections circulate).

Government Documents

Nicholson has been a selective depository for United States government publications since 1965. In fall 2017, Nicholson completed its transition to an electronic-only depository. [Access to government publications](#), like other materials, supports the Linfield curriculum. In addition, because depository status obligates Nicholson to serve the public, access is provided to documents of general interest to the community.

Children's Literature

Nicholson's children's literature collection includes a small, active collection of about 3,900 volumes of children's and young adult books. The collection supports courses in the Education and English departments. In addition to titles requested by faculty, the Collections Management Librarian consistently orders winners and runners-up for the major American Library Association awards (e.g., Newbery, Caldecott, Coretta Scott King), as well as "challenged" titles highlighted annually during Banned Books Week. Nicholson has two gift funds that can be used to support this collection.

DigitalCommons@Linfield

DigitalCommons@Linfield (DC@L) is the open access institutional repository for Linfield College. A service of Nicholson, DC@L promotes the discovery and sharing of, and provides long-term access to, the intellectual and creative works of the faculty, students, and staff of Linfield College, as well as the history and development of the college. The Collections Management Librarian serves as the DigitalCommons Coordinator and has oversight for all organizational and operational activities related to the repository, including decisions about inclusion or removal of content.

DC@L strives to remove as many access barriers as possible for the content in its collections. Collection content must fit the broad scope outlined above; examples of content include student papers and projects, faculty/student collaborative research, previously published articles written by Linfield faculty and staff, Linfield-produced publications, conference presentations, lectures, and content from the LCA. With very few exceptions, DC@L content must be full text. Additional information about policies, formats, and other guidelines are available at the DC@L [website](#).

Linfield College Archives

LCA collects, protects, and promotes materials documenting the history of the college and regional community, including American Baptist history, Oregon wine history, and collections featuring Linfield's faculty, students, staff, and alumni. LCA actively collects for all these areas, with a recent focus on Linfield history and Oregon wine history.

Collection development occurs primarily through gifts. LCA reviews gifts with the Library Director to determine if the gift fits within the collection scope. Gifts can be withdrawn or refused at any time dependent upon collection scope or the ability to care for and house the materials. Gifts will first be offered to the original donor before then exploring alternative options.

The collection on American Baptist history includes a Northwest Baptist collection. This collection contains many primary documents, serials, and monographs on the history of the Northern/American Baptist churches in the Pacific Northwest.

All materials pertaining to the history of Linfield College may be considered for inclusion in LCA. The collection includes, but is not limited to, annual catalogs, bulletins, baccalaureate and commencement programs, and other general publications; yearbooks, campus newspapers, and other serial publications produced by members of the community; presidential papers; photographs; music recordings of college concerts and recitals; and senior theses.

The Oregon Wine History Archive includes a wide variety of materials, such as business records, harvest notes, crush books, photographs, organization documents, oral history stories, and wine and related artifacts.

Philip DeVito Collection

The Phillip DeVito Collection contains documentation in the form of articles, letters, photos, awards, and other artifacts pertaining to DeVito's career and contributions to the development of the wine and hospitality industries of Oregon. DeVito was the maître d'hôtel and cellar master at Salishan Lodge in Gleneden Beach for 22 years. A gift of Janice DeVito (Phil's wife), the majority of the collection is housed in the Linfield College Archives. However, a subset of the collection, comprised of close to 100 monographic volumes on various aspects of wine and the wine industry, is housed with the circulating collections at Nicholson; these volumes are delineated by a special bookplate.

Antoinette Kuzmanich Hatfield Collection

The Antoinette Kuzmanich Hatfield Collection includes approximately 140 volumes of cookbooks that were donated to Northup Library by Antoinette Kuzmanich Hatfield. All volumes are delineated by a special bookplate.

BUDGET ALLOCATION

The Library Director has ultimate authority and responsibility over the budget for the Linfield Libraries. Although Nicholson and the PCL have separate budget lines, the college views the Libraries' budget as one total entity. The Library Director and the Collections Management Librarian review the budget monthly, with more frequent meetings as the end of the fiscal year approaches. Regular budget reports are provided to the Portland Campus Library Director.

The annual budget for acquisition of materials and services includes lines for both one-time and continuing expenditures. Within the budget lines for one-time expenditures, the Collections Management Librarian (for Nicholson) and the Portland Campus Library Director (for the PCL) make further allocations to departments/programs or subject areas once the Libraries have received final budget numbers for the fiscal year. The Collections Management Librarian notifies McMinnville campus department/program chairs of allocations by early September, with budget updates provided in December and February; allocations not spent by the publicized deadline revert to Nicholson's general materials fund. When allocating the budget for continuing resources, the Library Director works in close consultation with the Collections Management Librarian.

In addition to budgeted lines, Nicholson has a small number of restricted gift funds that are dedicated to collection development:

- Hildegard Kurz Fund: for international films, music materials, children's literature, and other materials in the humanities
- Evelyn Tunnell Jones Fund: for children's and young adult literature; materials purchased with this fund receive a special bookplate
- NEH Fund: for materials in the humanities

NEGOTIATING PRINCIPLES

The Libraries enter into license agreements for various subscription resources and use ethical negotiating skills to ensure the optimal return on our investment. The Libraries refrain from signing license agreements that contain confidentiality or nondisclosure clauses, a position consistent with the Association of Research Libraries' [2009 recommendation](#) and which [Cornell University](#) and many other institutions have echoed.

Revised 2018-01-21 by Kathleen Spring, Collections Management Librarian