

**MANTOR LIBRARY
UNIVERSITY OF MAINE AT FARMINGTON**

COLLECTION DEVELOPMENT POLICY

I. Introduction

A collection development policy is designed to be used as a planning tool and as a means of communicating the collection goals and policies of a library. Such policies reflect the reality that all libraries, no matter how large or what type, are prevented by limitations in funds, space, and staffing, from accumulating every information item in every subject area. In the face of these constraints, libraries must maximize their effectiveness by developing comprehensive collection development policies and practices.

In its function as a planning tool, a comprehensive collection development policy provides university and library decision-makers with information necessary for allocating resources or establishing priorities for the selection and acquisition of library materials, and the criteria for the withdrawal and disposition of materials from the library's collections. Mantor Library's Collection Development Policy is guided by the mission of the University of Maine at Farmington, and includes the following elements:

Selection and resource sharing involve identifying materials and formats that meet the needs of its patron community, and deciding which of those items the library should acquire and which can be obtained through interlibrary loan, document delivery services, or other resource sharing arrangements.

Acquisition, maintenance, and preservation include acquiring materials by purchasing or obtaining them as gifts, or by participating in some form of exchange, cataloging and labeling materials that are added to the collection, shelving and re-shelving materials and tracking circulation, and preserving materials by cleaning, repairing, providing appropriate storage, and, when necessary, controlling access to them.

Budgeting and fund raising activities include making choices about how to expend available funds to maximize the library's ability to meet the information needs of its patron community and justify its expenditures to its funding organization. In addition to the regular budget, collection development goals can also be met by the use of fund-raising, either by the funding organization or by the library itself, and by soliciting gifts of selected materials.

Collection evaluation and politics of use require having a policy in place for evaluating the collection and determining how well it is meeting the goals of the library. Evaluation should be systematic and should take into account the politics of use, that is, the influence exerted by library users and non-users, potential donors and vendors, and others who are in a position to have an impact on library practice.

Weeding and storage alternatives involve the de-selection of library materials as well as alternatives such as off-site storage and conversion to different formats. De-selection must be

carried out, and weeded materials disposed of, according to clearly stated criteria. Decisions about alternative formats and off site storage must take into account frequency of use and ease of access, appropriate storage conditions, and special climate and/or equipment needs.

The library supports a series of policy statements by the American Library Association and the American Film and Video Association concerning the responsibilities of librarians and libraries to make materials available to the public (e.g., <https://www.ala.org/advocacy/intfreedom> and <https://www.ala.org/rt/vrt/professionalresources/vrtresources/freedomtoview>).

A. Mission Statement

Mission: As an integral part of Maine’s public liberal arts college, Mantor Library takes an active role in preparing students for a lifetime of purposeful learning for personal and professional excellence and responsible citizenship. Mantor Library serves the larger community as a regional information center, within the limits of the library’s resources and its primary commitment to the university community.

Vision: To inquire, inspire, and inform.

Values statement: To fulfill the library’s mission, the Library Director and staff practice the following values:

- **People:** The highly qualified staff of Mantor Library values and respects all patrons and is committed to providing outstanding service to students, faculty, staff and community members.
- **Access:** Mantor Library provides the greatest access possible to information in a variety of formats to advance the instructional and research-related goals of the university curriculum. We empower our patrons in their information-seeking activities through the use of appropriate technologies.
- **Diversity:** Mantor Library promotes an understanding of and appreciation for diversity through collections and information access, services, programming, and staff.
- **Intellectual pursuit:** Mantor Library is a teaching library. We encourage critical thinking and exploration by participating in the instructional, research, and creative endeavors of the UMF community through teaching, programming, and outreach.
- **Intellectual freedom:** Mantor Library ensures free and open access to information by embracing and promoting the values set forth in the American Library Association’s Library Bill of Rights.
- **Privacy:** Mantor Library actively protects the privacy of all patrons by complying, in both letter and spirit, with all applicable privacy laws.
- **Stewardship:** Mantor Library provides a welcoming environment in a secure facility. We utilize funding responsibly and participate in cooperative resource-sharing arrangements with other libraries to maximize the benefits for library users.

B. Population Served

“As a premier teacher education and public liberal arts college for the State of Maine, the University of Maine at Farmington prepares students for engaged citizenship, enriching professional careers, and an enduring love of learning.” (University of Maine at Farmington 2021-2022 Online Catalog. Farmington: University of Maine, 2022)

“The university’s focus is undergraduate education in a residential setting. UMF also welcomes commuter students and provides limited graduate and continuing education opportunities where regional and statewide needs correspond with areas of academic strength in the university. Through its focus on high quality academic programs in the arts and sciences, teacher education, and selected professional fields, the University challenges students to be active citizens in a campus community that helps them find and express with confidence their own voices, teaches them the humility to seek wisdom from others, and prepares them for ongoing explorations of how knowledge can be put to use for their personal benefit and the common good.” (University of Maine at Farmington 2021-2022 Online Catalog. Farmington: University of Maine, 2022)

Included in the general education requirements for all degrees are “Students will be able to use a broad range of information research strategies and to evaluate considerations common to all forms of inquiry.” (University of Maine at Farmington 2021-2022 Online Catalog. Farmington: University of Maine, 2022)

C. Collection Development Goals

The primary collection goal of Mantor Library is the acquisition and maintenance of materials which support the current and anticipated scholarly research needs of undergraduate and graduate level students enrolled at the University of Maine at Farmington. This goal shall include improving and maintaining on-site collections as well as providing access to and delivery of material from external resources. Materials supporting graduate-level courses and/or faculty research shall be purchased only when extensive funding is available. Library staff shall make every effort to consult with faculty in all academic disciplines in order to provide an effective forum for collection development efforts. Additionally, library staff shall advise faculty and administration with regard to current availability of materials to support new or revised courses and shall brief them as to current funding availability.

The library shall continue to work with all libraries within the University of Maine system as well as selected state, national, and international libraries to maximize resources available to the university community. Additionally, the library staff will continue to work collaboratively with nearby libraries to provide area residents with a wide variety of both scholarly and popular resources and to continue both formal and informal resource-sharing agreements.

The goal of building a fair and balanced collection that reflects a variety of viewpoints and includes a variety of formats shall guide all decisions. The collection includes historical materials that may contain offensive language or negative stereotypes reflecting the culture or language of a particular period or place. These items are presented as part of the historical record and do not necessarily reflect the values and beliefs of the administration, faculty, staff, and students of the University of Maine at Farmington. (See ALA Intellectual Freedom statements: <https://www.ala.org/advocacy/intfreedom>)

D. Responsibilities of the Liaison Librarians

The Liaison Librarians are responsible for a number of functions related to the acquisition and maintenance of both print and non-print materials, including:

- Meeting periodically to share information and make necessary decisions concerning collection development and management issues as they pertain to both state-wide and local resources.
- Assigning liaisons to academic and other appropriate university departments and committees to communicate and advise on collection issues.
- Advising on the distribution of available funding sources.
- Discussing collection development issues of concern and new technological developments in an online and networked environment.
- Formulating policies, timetables, and procedures for regular maintenance of all areas of the collection including weeding, replacement, repair, and binding.
- Formulating procedures for ongoing assessment of the collection as it relates to current and future curricular needs.
- Reviewing the collection development policy annually and updating it as necessary.

E. Funding

Each year in consultation with the Liaison Librarians, the Library Director determines the allocations in the Libraries' Materials Budget and reviews the available funds in the library's gift and endowment funds. The Liaison Librarians regularly review the allocation formula criteria.

II. Materials selection

A. General guidelines

Librarians, faculty, staff and students of the University of Maine at Farmington are encouraged to submit requests for both print and non-print materials which fall within their area of expertise and which conform to the collection policies presented in this document. Requests may be made in any format, but it is especially helpful when requests are submitted to individual Liaison Librarians directly, or to the library email address: umfmantorlibrary-group@maine.edu.

The following guidelines are intended to assist librarians, faculty, staff, and students in selecting quality materials for inclusion in the library collection. Some criteria included in these guidelines carry more weight than others; specifically, the quality of the content should receive more consideration than other criteria. Therefore, exceptions may be made to include quality materials which do not meet all of the criteria listed below.

Selection of materials for the Mantor Library collection will be based on:

- The general undergraduate and graduate level curricular goals of the University of Maine at Farmington, and upon reasonable assurance that the materials acquired will be circulated or consulted by students in pursuit of these goals.
- The research and general education goals of the university community;
- Perceived high quality and lasting excellence of materials based on reviews or other recommendations that suggest the materials are authoritative, accurate, or of strong literary merit;
- Representation of a variety of points of view on important issues;
- Durability, readability, and appropriate physical format;
- Price, and availability of funds;

- Availability of materials.

The Liaison Librarians at Mantor Library are primarily responsible for selection of materials. Liaison Librarians have subject expertise in areas related to the curriculum and serve as liaisons with faculty departments. Librarians encourage faculty to participate and solicit recommendations and requests from them on a regular basis.

Liaison Librarians consult a variety of sources in the fulfillment of their selection responsibilities. *Choice*, *Library Journal*, *The New York Review of Books*, *New York Times Book Review*, *Booklist*, *Publisher's Weekly*, *School Library Journal*, and *Horn Book Magazine* are frequently consulted, with *Choice* being the favored source for reviews of monographic titles. In addition, recommendations are sought from faculty members and other individuals on campus who have subject area expertise. Student requests and suggestions receive serious consideration as well, and catalogs from publishers are yet another source of information for selectors.

B. Specific selection policies

1. The Circulating Collection

- General Collection.* The general collection includes print works on a variety of subjects. Items for the general collection are selected based upon the criteria outlined above, under Materials Selection: General Guidelines.
- Juvenile collection.* Children's books are selected to support the educational objectives of students who are training to work with children. Although funds do not allow for a comprehensive children's collection, effort is made to keep this excellent and heavily-used area up to date and useful. Representative material to support the university curriculum, award-winning titles, inclusive, and diverse materials are particularly recommended for purchase in this area. The Liaison Librarians make every effort to identify and acquire high quality fiction and non-fiction titles. Two copies of each Caldecott and Newbery award winner will be ordered. (See additional document, Juvenile and Young Adult Collection Development Policy.)
- Young adult collection.* These items will be purchased as needed to support curricular and teacher training needs. Particular attention will be given to young adult fiction, award-winning titles, inclusive, and diverse materials. (See additional document, Juvenile and Young Adult Collection Development Policy.)
- Recreational materials.* The size of the Mantor Library acquisitions budget does not permit extensive acquisition of popular fiction, videos, DVDs, or CDs for recreational purposes. However, the library accepts some responsibility for providing popular items not readily available in the area, which will be purchased according to demand and available funds.
- Non-English language materials.* The Liaison Librarians give primary consideration to materials in English; however, print and non-print items in languages other than English will be acquired to support specific courses and other activities that contribute to the educational mission of the university.

- f. *Government documents.* United States government publications will be selected according to the regular criteria for inclusion of materials in the collection, and cataloged and stored in the general book collection.
- g. *Maps.* Topographical maps, road, geologic, mineral and water maps may be acquired, as funding permits, if the information is not already available in standard atlases.
- h. *Non-print formats.* Mantor Library will attempt to purchase the best materials available in non-print formats. These materials will be chosen selectively, based on the same policies and objectives used for the selection of other materials. Non-print formats may include, but are not limited to: electronic books, video recordings, streaming video, or other online media formats.

2. *Serials*

Because of the accelerating costs of yearly subscriptions to serials, and the commitment to binding or microfilm for serials storage, and space limitations themselves, a great deal of consideration must go into the acquisitions of serials.

Primary consideration is given to serials which support the University curriculum. Titles which are indexed in abstracts or indexes currently held by Mantor Library will be considered more desirable additions to the collection than those not indexed. Popular titles or those supporting professional scholarship will be considered when funds allow, especially if a useful connection to the University curriculum can be argued.

Hard copies of most serials on current subscription will be held on open shelves in the Learning Commons for a period of three years. Titles selected for permanent value for curricular support will be obtained in microform. After three years on open shelves, hard copies may be removed. Hard copy volumes of titles held in microform will be discarded after three years.

Serious consideration will be given to the purchase of back files of serials on microform. Factors considered in this decision include use, price, length of articles, and photography, pictures, or other art work that would make microfilm undesirable. Some seldom-used titles may be purchased on microfilm only.

Because of the high cost of serials, every effort will be made to provide *materials needed only occasionally* through interlibrary loan before starting a new subscription.

Decisions about serials will be guided by an awareness of the need to improve public access to serial materials supportive of the curriculum, in a manner which will minimize retrieval complexity (or frustration) and establish levels of public expectation regarding library holdings and procedures.

Consideration will be given only to those titles supportive of the university curriculum and indexed by a primary index held by the library, with the following exceptions:

- a. un-indexed topical literature related to an industry specifically supported by the university curriculum;
- b. literature related to the region
- c. "Newsletter collection." Topical literature which is free of charge and related to collection development goals will be retained for no less than one year. An attempt will be made to display this material to maximize its use, but it will be stored outside the range of "regular" serials.
- d. Little-used "publications of record" in fields central to the University may be purchased, in microform only, when the cost of hard copy is prohibitive, there is little

demand for current information in the field, there is only occasional reference to back volumes of the publication, and there is no publisher restriction on microform-only purchase.

3. Reference

Primary responsibility for selection of reference material rests with the Head of Reference. Specific selection policies for reference materials are covered in the Reference Collection Development Policy. (See additional document, Reference Collection Development Policy.)

4. Archives

Selected library and university records will be kept in the library archives. Specific selection policies for archive materials are covered in the Archives Collection Development Policy. (See additional document, Archives Collection Development Policy.)

5. Spenciner Curriculum Materials Center

The Spenciner Curriculum Materials Center, located in the Education Building, collects a wide variety of materials in support of teacher education. These materials include, but are not limited to juvenile, young adult, and professional literature; videos; educational toys, kits and games; software; assistive devices and technology. Specific selection policies for the SCMC are covered in the SCMC Collection Development Policy. (See Spenciner Curriculum Materials Center Mission Statement and Collection Development Policy: <https://www.umf.maine.edu/cmc/policies/>)

6. Miscellaneous

- a. *Textbooks.* Mantor Library will not generally purchase college textbooks, including those required for course work at UMF. However, it is recognized that textbooks often contain authoritative, concise, up-to-date information on a topic; such texts will be considered for purchase on these merits, particularly if there is very little information available in the subject area. Also, textbooks that are recognized classics in their field will be considered for purchase.
- b. *Course reserves.* The primary purpose of the reserve collection is to make limited supplies of course materials available to students in a timely and equitable manner. Policies covering the selection and handling of course reserves are the responsibility of the Head of Circulation and are covered in the Course Reserve Policy. (See Mantor Library Course Reserves Policy: <https://www.umf.maine.edu/library/reserves/>.)
- c. *Gifts.* Mantor Library welcomes gifts of library materials or monetary contributions from faculty, students, and members of the community. The acceptance of gifts is guided by the library's Collection Development Policy and the discretion of the Library Director. Gift materials are evaluated according to the same criteria used to purchase materials for the collection. Generally, material should complement the undergraduate or graduate level collections or should support the university curriculum. Specific information about the library's gift policy is included in *Donation of Materials to Mantor Library: Policy and*

Agreement Form. (See Mantor Library Gift Policy: [https://www.umf.maine.edu/library/policies/.](https://www.umf.maine.edu/library/policies/))

- d. *Duplicates.* To prevent the quick dissolution of acquisitions funds, only one copy of a requested title will normally be ordered. Exceptions will be made for juvenile books selected for Newbery and/or Caldecott awards. When additional copies are required for reserve readings for large classes, faculty members are encouraged to provide their own copies for the duration of the assignment.
- e. *Out of print.* Requests for materials which are determined to be out of print will be returned to the requestor with a note to that effect. If a known source exists for out-of-print material, it will be acquired, provided it is not too expensive and is appropriate for the collection. Generally, out-of-print materials are too costly and too difficult to obtain.

III. Materials deselection (withdrawal and/or weeding)

A. Introduction

Materials are withdrawn from the library in order to maintain a current, active, and useful collection which reflects the goals of the library. In addition, the shortage of space may necessitate the withdrawal of materials from the general collection, and a decline in the library's purchasing power may force the cancellation of serial subscriptions. In any resulting withdrawal programs, consultation with the faculty is especially important as a safeguard against the withdrawal or cancellation of materials with special qualities or significance. When lack of space is the principal reason for the withdrawal of materials, the preferred alternative will be the removal of less active material to closed off-site storage.

B. General guidelines

Because academic disciplines and other subject collections may have specific requirements, a unique set of withdrawal criteria is used for each type of library material. These criteria are established by the Library Director in consultation with the Liaison Librarians and the appropriate instructional faculty, and in most cases constitute guidelines rather than hard and fast rules. Criteria are reviewed on a regular basis by the Liaison Librarians, and may include:

- Appropriateness of subject matter to the collection
- Obsolescence
- Frequency of past use
- Date of last use
- Physical condition
- Availability of copies from other libraries in the University of Maine system
- Language in which the material is written

It is the goal of the library staff to evaluate the collection on a regular basis and to seek the participation of those academic departments most directly concerned with the section of the collection being treated. The final decision about which items will be withdrawn rests with the Library Director. Weeded materials will be sold, donated to or exchanged with other libraries, or otherwise discarded.

C. Specific policies

1. *The Circulating Collection*

- a. *General, juvenile, and young adult collections.* All superseded editions of general collection titles become candidates for withdrawal. All damaged, lost, and long-overdue general, juvenile, and YA collection titles also become candidates for withdrawal. Candidates for withdrawal or removal to closed storage include all general collection titles acquired a minimum of ten years prior to review, which have not circulated. Exceptions to this policy will include those titles listed in the current edition of *Books for College Libraries: A Core Collection* (a continuing project of the Association of College and Research Libraries, published in periodic editions by the American Library Association).
- b. *Government documents.* Obsolete, damaged, lost, and long overdue state government documents are candidates for withdrawal. Withdrawal and disposition of state documents will be handled in accordance with the guidelines set forth by the Maine State Library, as discussed in the Reference Collection Development Policy.
- c. *Non-print formats.* Damaged, lost, and long overdue non-print items are subject to withdrawal. Non-print items in obsolete formats will be replaced if they are determined to be important to the collection; otherwise they will be withdrawn or removed to remote storage.

2. *Serials*

Standing orders and serial subscriptions are reviewed annually by the Library Director and selected library staff. Recommendations for cancellation or retention are made based on frequency of use, relevance to the curriculum, cost, and availability from other sources, including full-text databases and other electronic resources.

3. *Reference*

The Head of Reference shall evaluate reference materials annually using the selection criteria set forth in the Reference Collection Development Policy.

4. *Archives*

Deselection of Archives materials is the responsibility of the Head of Reference Services and is covered by the Archives Collection Development Policy.

D. Criteria for retaining materials considered for deselection

1. Item has circulated within the last 7 years.
2. Material covers unique subject matter that is relevant to University curriculum
3. Material meets a curriculum need regardless of use
4. Classic or time-tested materials