

**CONSORTIUM LIBRARY**

**COLLECTION DEVELOPMENT POLICY**

**Serving the University of Alaska Anchorage and Alaska Pacific University**

**Jodee Kuden, MLS, MS  
Professor of Library Science  
Head of Collection Development**

**2023**

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## Preface

The policy is intended to define, in terms standardized throughout the international academic library community, the collection aims of the Consortium Library. It should inform the broader university community about the scope and nature of the existing collections. Finally, it should facilitate further cooperation with other libraries in the acquisition of scholarly materials, by enabling the Consortium Library to define its commitments.

The format of this policy statement is in accordance with the American Library Association's model. The policy states general principles, describes current practice, identifies existing strengths, and establishes goals in accordance with institutional programs and missions. It is not a static document. It requires continued modifications to adjust to changing factors that directly influence collection management. Such factors include fluctuating resources, program expansion or downsizing, technological enhancements, and scholarly communication itself. Changes in specific segments may be a continuing process, but a formal review of the entire document should occur every five to seven years. Within this document the term "resources" is used refers to the time, effort, staff/librarian work needed to support collection development. The terms "materials" or "items" are used to represent all of the various items housed in the building or accessed through the Library's online web presence.

The various sections of the policy statement define the Library's collections in relation to the needs of the University of Alaska Anchorage and Alaska Pacific University and describe existing practice and guidelines as well as providing narrative descriptions of the nature of specific collections and formats.

## I. INTRODUCTION

### A. Mission

The mission of the Consortium Library (CL) is to provide services and maintain collections and materials that support the educational and research programs of the University of Alaska Anchorage (UAA) and Alaska Pacific University (APU). As the second largest research library in Alaska, it provides information services for the benefit of the Universities and research communities, as well as residents of the state of Alaska. The Consortium Library evaluates, acquires, organizes, disseminates, and preserves knowledge and information. The Library emphasizes access to information and instruction on the knowledgeable use of information materials. The Consortium Library is the research library for the south central Alaska region and has been designated as such since 1969 in the *Library Service for All Alaskans: statewide plan for library development and interlibrary cooperation*. The Library has embraced this designation for more than fifty years. The Library actively evaluates, acquires or leases, organizes, and conserves or preserves knowledge and information. It emphasizes access to information, as well as instruction on the knowledgeable use of the information materials.

Serving students, the state, and the communities of Southcentral Alaska, UAA is a comprehensive, open access, public university established on the ancestral lands of the Dena'ina, Ahtna Dene, Alutiiq/Sugpiaq, Chugachmiut, and Eyak peoples. The mission of the University of Alaska Anchorage is to transform lives through teaching, research, community engagement and creative expression in a diverse and inclusive environment. A greater expansion of UAA's vision, mission, and strategic plan can be found at <http://www.uaa.alaska.edu/about/>.

Alaska Pacific University is a unique liberal arts university to serve Alaska and Alaska Natives. APU provides a world-class, hands-on, culturally responsive educational experience in collaboration with our students, communities, and Tribal partners. A more detailed listing of APU's vision, mission, and strategic plan is available at <http://www.alaskapacific.edu/history/>.

### B. Purpose

A collection development policy serves as a communication, planning, and implementation tool. It seeks to translate the Library's mission into information materials for library users. Ideally, it provides a framework within which collection development and management, maintenance and analysis, resource sharing, and collaboration and cooperation can be carried out.

Collection Development Objectives: 1) development adequate materials in subject areas that support the curricular, programmatic, and research needs of UAA and APU; 2) manage and maintain the collections through appropriate conservation and preservation methods; 3) promote the collections as the research library for south central Alaska. This policy is a guide for addressing these objectives, for prioritizing the allocation of acquisitions funds, and as a strategic tool for planning how the collections contribute, along with other library activities to attain the Consortium Library's mission and goals.

### C. Programs

- 1) University of Alaska Anchorage is a comprehensive metropolitan open-access university offering degrees ranging from certificates to doctorates and programs from workforce development to research in all of the large, diverse subject areas.
- 2) Alaska Pacific University is a private, independent university offering undergraduate and graduate degrees and programs in the arts, humanities, social sciences, and sciences.

Both universities support teaching, research, and public outreach and community engagement activities. The institutions encourage international interests, embrace multicultural community, and honor and value diversity. UAA has made commitments to Alaska Native students, supporting them with holistic and coordinated programs and education. APU is moving forward to become a Tribal University serving Alaska-Natives. UA statewide office designated the Anchorage campus as the lead institution for health sciences and related fields curricula and programs. The Northwest Commission on Colleges and Universities granted UAA permission to offer doctoral degrees. Also, APU received permission to offer a doctoral degree in counseling psychology. As the designated health campus for the University of Alaska System, UAA is the lead institution to delivery programs and curricular studies in the health sciences and related fields.

The collections of the Consortium Library are expected to provide the information needs of the students and faculty engaged in all these programs, degrees, and research. This richness and diversity of programs and research all require a multifaceted structure for establishing ownership or access goals for the information materials of the Library. The complexity of the universities requires an equally diverse and large amount of materials to meet these information needs.

### D. Overview of Collections

#### 1) Location

The Consortium Library consists of the general collection, Alaska Collection, Archives and Special Collections, Federal Government Documents, music collection, video collections, juvenile collection, microform collection and map collection. There is journal collection for the print serials including some few microfilm reels shelved within the appropriate journal run. There are a few “named” room collections that are left over from a time when that was popular.

#### 2) Size

The Library contains many materials in a variety of formats, such as print, video, and electronic. Exact counts and Integrated Postsecondary Education Data System (IPEDS) data can be obtained from the Dean’s office or at <https://nces.ed.gov/ipeds/use-the-data>. Items include books in print, microforms, audio, and electronic formats; music scores and CDs; serial subscriptions in print, online or electronic formats, as well as some historical volumes in microform formats; videos in VHS, DVD, and Blu-ray formats;

and other miscellaneous materials and formats. The Library's Archives and Special Collections Department houses archives, manuscripts, photographs, university publications, some monographs, and other miscellaneous materials and formats. The Library participates in the United States Government Printing Office Depository Program, the University of Alaska Depository Program, the Alaska State Library Depository Program, and receives materials from the Municipality of Anchorage.

### 3) Organization

The primary arrangement for the physical collections is by Library of Congress (LC) classification for monographs, maps, videos, CDs, and sheet music. Videos, journals, and other miscellaneous collections are arranged in alphabetical order. Federal Government Documents are arranged by Superintendent of Document's (SuDoc) classification. Materials found in the Archives and Special Collections are organized using appropriate archival practices.

Materials in online and electronic format are organized in two ways. First, the majority of online materials are available through the Library's web pages. The top level web page displays many options for discovering online materials. CL uses online tools to provide access by title, keywords, or subjects. Secondly, a small amount of electronic materials is cataloged, a few receive LC or SuDoc classification, and provide links within the bibliographic record found in the integrated library system (ILS).

Ownership and access are of equal importance to the Consortium Library in providing materials to the library's users. The ever-changing publishing industry makes it difficult to specifically define what materials might be purchased compared to what materials might be leased. Many factors can influence any given decision to purchase or lease a set of materials or an individual title. A few factors that might be considered are, but not limited to cost, format availability, tiers for users or price, and the terms in an agreement or license are limiting or prohibiting the easy access or usage by library patrons.

## E. Collaborative and Cooperative Collection Development

- 1) The Consortium Library cooperates with other libraries and institutions to make information of all types and in many forms available to the universities communities. Within the Library building there are information partners such as the Alaska Resources Library and Information Services, Alaska Moving Image Preservation Association, and Alaska Medical Library. Around south central Alaska, CL partners with UAA community college libraries and the Anchorage Public Library. CL collaborates with the other universities in the UA System as much as possible. There are statewide resource collaborations through the Alaska Library Network, SLED, Alaska's Digital Archives, and Alaska Digital Library programs.
  - i. Further recognition of the UAA Community College Libraries partnership is of noteworthy importance. Almost all of the online materials that Consortium Library purchases or leases include access for all of the UAA Community College students,

faculty, and staff. The very few exceptions due to licensing constraints that CL can't afford, control, or change.

- 2) The Consortium Library endorses and practices resource sharing around Alaska and across North America. To this end, CL commits to
  - i. Partake in the local union catalog with other libraries and information centers listing the Library's bibliographic holdings; utilizing the international, OCLC bibliographic database for displaying CL holdings if appropriate.
  - ii. Provide access to electronic materials through the Library's web site and through a secure remote authentication for off-campus users.
  - iii. Participate in interlibrary loan services, both as a lender and borrower utilizing the OCLC bibliographic database and commercial sources when necessary.
  - iv. Provide document delivery to the universities' communities for locally held print materials.
  - v. Provide access to open-source materials through the Library's institutional repository, and other academic and scholarly relevant open access materials available online.
  
- 3) The Consortium Library participates fully in developing collections that are complementary and supportive of APU and UAA. As the nature of information materials and the structure of the library community itself changes, opportunities for coordination and cooperation change in the context of the evolving environment. CL is open to every opportunity for collaboration.

Materials are most useful to scholars when items are placed in the context of a collection that supports and enhances appropriate subject depth and breadth of coverage. Interesting and/or unique items belong in a collection appropriate for their content, significance, and physical format. CL strives to encourage the exchange or placement of materials in collections that contribute to collective scholarly materials on a given subject, rather than continuing historically scattered materials in different libraries that can frustrate researchers. In practice this means that CL actively attempts to place withdrawn or duplicate items, as well as gift material, at another institution where the materials might complement their existing subject strengths, or enhance an otherwise weak area that they want to expand. Other libraries may offer materials to CL for which we are the appropriate holding location because of existing subject strengths or research and degree programs.

## II. GENERAL PRINCIPLES & LIMITATIONS

### A. Scope of Collections

The scope of the library collections for a university might arguably include all aspects of all subjects through all time. However, no library, no matter how comprehensive its collections, can acquire everything in all disciplines. In fact, the Consortium Library adds only a small fragment of the world's publishing output each year. Practical considerations and a desire for quality as well as quantity, require that a specific university library limit its collections to an



appropriate piece of the whole universe of knowledge. The Library therefore, defines the scope of its collections in terms of its geographic and cultural identity and the degree programs and research at the universities, with an emphasis on current and future interpretations and applications and less upon retrospective and superseded literature. Such literature will be maintained in specific areas where the older literature provides a needed perspective and adds depth to already strong and important subject areas within the general collection. The primary purpose of older literature supports the growing undergraduate, graduate, and faculty research programs of both UAA and APU. The Alaska Collection is an essential subject collection bringing together the geographic and cultural identity, supporting Alaska Native interests, as well as the curriculum and research programs of UAA and APU. This collection is an example where current and historical literature will be kept and maintained.

The Consortium Library endeavors to have relevant collections for APU and UAA. The primary emphasis of the general collection is upon curricular and research support. Currently published or produced materials and those previously produced items that are readily available and are of sufficient importance as to be considered "classic," "core," or "seminal" titles in their field are acquired. Out of print, secondary sources, or items of limited usefulness for the primary clientele of the universities will not ordinarily be purchased for the general collections, but such items will be evaluated on a title-by-title basis so that important materials are not dismissed without due consideration. Gift materials are evaluated based upon the same general criteria used for purchased items. (See *Gift Policy* for a more detailed discussion of gifts).

Based on various planning documents, accreditation reports, and the mission and goal statements from APU and UAA, general priorities for current and future materials can be established. Priority should be given to the establishment and maintenance of materials (owned or leased) that are:

- 1) Essential to the delivery of a sound undergraduate education and to assuring the appropriate accreditation standards within all the fields in which degrees are offered.
- 2) Considered by library or departmental faculty to be core materials or seminal works for graduate education in those fields where graduate degrees are offered.
- 3) Essential to the scholarly and research efforts of the faculty.

This places the needs of the students, faculty, and staff as the higher priorities for collection development. These priorities will support the curricular, instructional, research, and programmatic needs of the universities. In addition, CL may attempt to develop, as funding is available, research collections of distinction in appropriate selected subjects. There may be many variations in the emphasis and intensity of the library's collection efforts. These variations stem from the pattern of academic emphasis through time as demonstrated in course or curriculum design, research activity, and public outreach efforts. The financial support CL receives from the two universities will have the largest influence over the collection efforts.

The Consortium Library will explore all models of providing materials to the members of the universities' communities and utilize a variety of models, such as purchasing, leasing, borrowing, open-access, or future access models as they become available. There may be

times when CL is unable to meet the information needs of the member(s) because of limited funding and the members must meet their need at their own expense.

## B. Intellectual Freedom

The Consortium Library supports the higher education concepts of intellectual freedom, academic freedom, and the rights of individuals to pursue, explore, and determine their own value systems. Consortium Library supports the American Library Association's (ALA) *Library Bill of Rights* (see Appendix A) and *Intellectual Freedom Statement* and additionally the statement on *Intellectual Freedom Principles for Academic Libraries*, adopted by the Association of College and Research Libraries in June, 1999 and amended in 2014 (see Appendix B). ALA provides guidance regarding privacy and intellectual freedom, stating “ALA actively advocates and educates in defense of intellectual freedom—the rights of library users to read, seek information, and speak freely as guaranteed by the First Amendment. Intellectual freedom is a core value of the library profession, and a basic right in our democratic society. A publicly supported library provides free, equitable, and confidential access to information for all people of its community. (<http://www.ala.org/advocacy/intfreedom>).” A strong commitment to intellectual freedom is indispensable for building collections that serve the entire academic community. As long as materials fit into the general collection parameters of supporting the curriculum, program, and research needs, all points of view will be considered without prejudice or censorship when determining the balance of the collection. No censorship will be exercised on the basis of frankness of language, or the controversial manner an author, producer, artist, or others may use in dealing with religious, political, sexual, social, economic, scientific, or moral issues. CL will to the best of its ability provide equal access to information materials in various formats.

## C. Funding

### 1) General Fund budget

This is the main funding to the Consortium Library from UAA and covers the vast majority of the materials purchased or leased by the Consortium Library. Traditionally, a university library had a target ratio to split the acquisitions budget between serials and monographs, such as 75/25 split respectively. This kind of ratio is no longer appropriate. The information materials in electronic format have greatly influenced the budgeting within academic libraries.

#### i. Allocation of monograph budget

The development of the monograph allocation is the responsibility of the Head of Collection Development (CD) and management of it is shared with the Collection Analysis and Acquisitions Librarian. The allocation is primarily based on the UAA students’ declared majors and course enrollment. The allocation is divided out to each of the Library’s subject liaisons. In general, the curriculum of APU duplicates the same primary subject areas of UAA and their small enrollment numbers don’t change the allocation amounts. When resources allow, CL attempts to provide a small amount of money for the acquisition of monographic materials in support of the teaching and research of UAA and APU New Faculty in tenure-track and term positions during the first fall semester of the first year of their appointment. This program is available at the discretion of the Library Dean and availability of general funds.

## ii. Subscription and serial expenditures

The majority of the acquisition budget falls into this category. Many materials that were once in print format are now available in electronic format and moved from a monograph purchase to a subscription model. These materials are now subscribed to or leased as serials instead of being a monographic one-time purchase. There are many types of serials, such as the traditional journals, magazines, and newspapers in print or electronic format. There are other types of serials include but not limited to digital collections, electronic databases, e-book collections or individual titles, reference materials in print or electronic format. The Head of CD has oversight of these expenditures. These online materials usually require negotiation and license review and are potential joint purchases with other libraries.

## 2) Special Funding

The Consortium Library has received some special funding for the collections from time to time. These funds come in a variety of ways and through a variety of sources such as endowments, memorials, honorariums, awards, grant funds, indirect costs from grants or contracts, or from university colleges or departments. The funds come as a direct monetary donation to support the collections or specific areas of the collections. It is the hope that monetary donations will be for general materials with no restrictions. If a donor wishes to support a specific purpose or subject, CL will attempt to abide by the donor's wishes or negotiate an acceptable substitute for the use of the funds.

## D. Organization of Collection Development

The Collection Development Department provides the effective development and management of information materials of all types:

- Coordinate the evaluation, selection, and de-selection of all types and formats of purchased and gifted materials for the collections;
- Create and maintain a policy for all appropriate subject and format areas based on the curriculum and programs at UAA and APU, meeting research needs, evaluating usage, and incorporating the historical development of the collections and materials;
- Coordinate the development and management of information materials with our partners in the Library and across the UAA community colleges; and,
- Participate in cooperative materials development and management within Alaska and especially in the University of Alaska System.

The Collection Development Department is responsible for the organization and final completion of the processes of evaluation, selection, license negotiation, acquisitions, location placement, and de-selection of all materials in all formats. Other duties include, but are not limited to, providing access to electronic materials, binding and/or mending decisions, handling gifts, managing expenditures, and providing statistics of usage or other data analysis of materials. Any of these processes may be completed by liaisons or in collaboration with them. The Head of Collection Development has oversight of all these responsibilities and works closely with individual liaisons as their skills, needs, or participation ebbs and flows throughout the course of time.

### 1) Liaisons

Most of the library faculty are given subject, department, or program areas of responsibility. The work encompasses more than collection development, but for this policy it is the only component addressed here. The main work is to select monographic materials in any format for the specific areas. Liaisons have various amounts of the acquisition budget to spend on these materials as identified by the monograph allocation noted above. They contribute to a “New Materials Wish List” of items that are subscription in nature, however budget constraints have limited new subscriptions since 2015. The liaisons primary duty is acquiring new monographs and other duties may include weeding or reviewing gifts based on their available time and experience. Liaisons may make location recommendations for the materials they have identified for purchase if a specific physical location is appropriate. There are specific collections defined later in this policy that may inform these recommendations.

### 2) Others

Recommendations are made by departmental faculty, students, and other users of CL. There is a purchase request form available on the Library’s web site. Suggestions may come via email or other communication means. All of these suggestions are given due consideration by either the liaison or the Head of CD. The primary evaluation will be if the item meets the curriculum or research needs and is of scholarly value to the universities.

Over time the workflows change and new technologies will influence or shift the management of resources. It is appropriate for the Collection Development Department to review new procedures or processes in developing the materials of CL. The new practices or technologies may or may not be adopted after discovery, evaluation, and cost analysis.

## E. Selection Criteria in General

There are two separate, but related sets of questions or criteria that must be considered when materials are evaluated for possible acquisition. One set of questions or criteria addresses the objective value of the material itself. The other set of criteria or questions addresses the issue of the subjective value of the material for Consortium Library and its mission with a realistic recognition of the existing resources, limited funding, program priorities, and alternative avenues for information retrieval. While it is possible to outline many of the criteria for the objective evaluation of items, the subjective criteria are the primary responsibility of the Library’s subject liaisons and their knowledge of the curriculum, research, and programs delivered at UAA and APU.

### Objective Criteria

#### 1) Criteria for Monographs

Materials that are monographic in nature include but are not limited to books, eBooks, videos in various formats, maps, sheet music, archival backfiles, or other items distinguished as a one-time purchase. Objective value criteria that may be employed in the evaluation process include, but are not limited to, the following (not in priority order):

- quality of content (applies to artistic content, research design, literary quality, etc.)

- anticipated lasting value
- appropriateness of level of treatment
- cost
- suitability of format to content
- authoritativeness of the author
- reputation of the publisher
- physical product, condition
- currency or timeliness
- access (indexing, scholarly apparatus such as notes, bibliography)
- scope
- consistency
- availability of equipment or technology required for use
- tone, balanced presentation
- does not needlessly duplicate coverage already in the collections or available elsewhere

An item, in whatever format, that sufficiently meets the general objective criteria listed above, should then be evaluated based on the subjective criteria related to the level of existing collections, programs, and research needs. Many quality items are inappropriate for the Consortium Library collections because they are not of primary importance in meeting the Universities' priorities and supporting academic programs and research needs. Specific criteria may also be considered for format or special use collections. Refer to the appropriate area of the policy for such criteria.

Currently, suggestions and requests are accepted year-round and orders are placed between July 10 and May 1 within a fiscal year. Requests received after April 30th may not be ordered until the next fiscal year. The Liaisons receive a monograph allocation in July and there are multiple ordering deadlines placed throughout the year and a percentage of the allocation is spent by each deadline. These deadlines are necessary for keeping a manageable workflow and assuring that titles are recommended during the course of the year. New titles are published and released all through a given year, and best practices are to review and recommend titles as they are published.

## 2) Criteria for Serials

Materials that are serial in nature may include journals, magazines, newspapers, index databases, which may or may not include abstracts or full text content, collections of e-journals or eBooks, other digital content databases, datasets, or archival backfiles. Each item under consideration no matter the format will be evaluated primarily by the subjective value. The objective criteria are less prominent for serial purchase decisions. Because serials represent an ongoing commitment of many Library resources such as budget, staff time, and negotiations, acquiring serial title(s) requires and receives substantially more consideration than a single monograph title. A few of the objective criteria that will be considered:

- program, curriculum, or research needs or priority
- cost

- access options
- suitability of format
- reputation of the publisher
- currency or timeliness to produce volumes and issues
- platform, interface, search structure
- scope
- consistency, including regular publishing cycle and availability
- availability of equipment or technology required for use
- half-life (relevancy over time)

Serials requests are routinely accepted and usually placed on the Wish List kept by the Head of CD. These materials may require additional justification, and it is usually noted which liaison requested the title. When a decision is finally decided upon by the Head of CD the departmental workflow will proceed for either the electronic version or print format.

#### F. Collection Maintenance

Maintenance is the activity to prevent, eliminate, or retard deterioration of library materials, possibly improve their condition, or to change their format if replaced in order to preserve the intellectual content. There are various levels for maintenance of materials. This section is primarily about printed resources. The Consortium Library, as the research library of south central Alaska, is serious about its role in the preservation and conservation of printed materials. The Consortium Library actively participates in statewide projects, such as the Alaska Digital Archives project involved with digitizing photos as a preservation measure. The Alaska Collection Policy goes into greater detail about preservation and conservation of the materials housed there. The (federal) Government Documents Collection follows the FDLP guidelines. This section will express the policy for the maintenance of the general, reference, media, and the other minor collections in CL.

##### 1) Materials maintained or replaced

There are three standard levels for maintenance of printed materials: 1) preservation, 2) conservation, and 3) simple mendery work. While it would be useful to identify at the time of acquisition all individual items that are likely to have a permanent place in the collections, it is unrealistic to expect to be able to do so. Importance and worthiness of an item can change over time. Some types of materials, e.g., maps, may be identified as a group, while others will have to be evaluated on a title-by-title basis as need arises, circumstances change, or resources (time and effort) are available to allow for evaluation. Not all material placed in the collections ought to be preserved for all times and Consortium Library doesn't have the funding or resources to even consider that. In addition, items outlive their usefulness and neither preservation nor replacement is necessary. Replacement is another option instead of maintenance and is considered during any maintenance review. The option to replace a title requires evaluation of importance, availability, and cost.

##### i. Preservation

This practice is the top and best management of printed materials. The Consortium Library has very little space or budget for preservation of materials. The Rare Books Room is the only location within CL that is set aside for preservation of printed materials. The preservation is managed through limited access and oversight while in

use. Materials that belong in the Rare Books room for preservation are very important, unique, scarce, or of special publishing format, including one copy of any thesis, dissertation, or other projects by students. The details of criteria are in the Rare Books Room Policy.

#### ii. Conservation

This practice is appropriate for Consortium Library to consider, and strongly consider for Alaska materials and publications by or about the universities including one copy any thesis, dissertation, and other projects by students, or other projects and publications by staff and faculty. Conservation practices include, but are not limited to

- non-circulating status
- binding by a commercial bindery\*
- replacement with a purchased or gift copy
- placement in the Rare Books room
- digitizing if copyright allows it

\*Binding means hardbound/Class A binding done outside of the Library. It does not refer to mending, reinforcement, or other in-library maintenance efforts to prolong the usefulness of items.

#### iii. Simple mendery

Mendery work is standard practice in many academic libraries. It is cost effective for extending the availability of materials. It allows time for evaluation of materials that have bridged to the status of classic, core, or seminal works. This work is performed in-house by the Access Services Department. Taping the covers, spine, and inside area for reinforcement are the standard practices. Missing pages will be replaced by taping them in appropriately after acquired through an ILL request. These are the cheapest options to increase the longevity of a title. These are materials that are still useful, but are well on their way along that usefulness shelf-life. With scarce budget and resources, it is better to mend titles than to use faculty time in the evaluation for replacement.

Materials are evaluated for maintenance based upon the following criteria: size; physical condition of pages and other contents; appropriateness for collections on a permanent basis; access to contents (indexing); importance of subject, work or author to either university; availability and appropriateness of material in other formats; likely usage; and current budget. The criteria are not of equal value. The basis for conserving or preserving a particular title may be based on only one or some combination of the criteria. An item does not have to meet all of the criteria in order to justify the expense of maintenance. Monograph materials will be given more consideration and maintenance work, and replacement is a potential option. Serial issues will receive simple mendery work or reviewed to see if it's available to be borrowed from another library. Serial issues are only replaced after given serious consideration as to its importance.

## 2) De-Selection

De-selection or "weeding" is a continuous aspect of collection maintenance. The materials in CL will be evaluated for permanent removal from the collections by the Head of CD or Liaisons for their specific areas. While evaluating materials for removal due consideration

will be given to the needs of the universities and the Consortium Library's responsibility to support degree programs, curriculum, and research initiatives. Materials of historical or research significance are not weeded. Sets will be evaluated as a whole, unless each volume can stand alone. It is not the intent of CL to break up a set if one volume is considered to no longer have value. If one volume is in poor condition, then the maintenance options will be reviewed.

Criteria for weeding include, but are not limited to

- duplication or multiple copies
- damaged, incomplete, or deteriorated items
- out-of-date or inaccurate information
- chronically unused if not relevant to a program or research area
- incomplete runs of serials, sets, series
- older materials on non-academic or "popular" topics
- superseded editions or format

The evaluation of an item for weeding doesn't require that it be de-selected. At that time maintenance or replacement options should be considered if it is deemed appropriate to keep the information.

Items officially withdrawn from the collections will be removed from the Library's catalog, OCLC bibliographic holdings, and other places they are listed will be deleted or adjusted as appropriate. These items are stamped "discarded" so as to indicate their changed status. Disposal methods of weeded materials may include, but are not limited to; recycle or trash options, transfer to another library or a recognized national or international consortia program such as Better World Books, or selling on the Library's book sale truck/shelf.

### 3) Reconsideration Review

As an academic library supporting the Universities' curriculum and research, there may be times when a member of the Universities' communities will be interested in having items removed from the circulating collections. The Head of CD or appropriate Liaison Librarian will review the item for reconsideration, relying on their expertise and other sources of information about the item. Any item under reconsideration will not be removed from the collection while under review. They may use any the following sources and criteria, but are not limited to these:

- Consider as a whole the body of work and not take parts or passages out of context
- Consider the date of publication and how it represents society and culture during the era, appropriate use of terminology from the era
- Item held in other academic libraries
  - o availability to loan from other libraries
  - o number of other libraries that own it
  - o are they peer institutions or ones with similar programs or research?
- Reviews about the item
- Awards item received
- Current usefulness in meeting curricular or research needs



- Professional guidelines such as the Library Bill of Rights or Intellectual Freedom Manual
- Meet any of the weeding criteria listed above

Once an item has been reviewed for reconsideration, there are three possible options:

- i) retain the item in its original location
- ii) relocate but still held by CL
- iii) remove & weed the item

Final outcome will be put in the catalog record as a non-public note unless item is removed.

#### 4) Multiple Copies

It is a rare occasion for the Consortium Library to purchase multiple copies in the same format or in other formats. The exception to this statement is found in the Alaska Collection policy. Funding is the primary limiting factor for duplication, noting that two copies of one title represents another title that is not purchased at all. A strong positive case must be made for duplication of material requests that are outside of the Alaska Collection. Purchasing duplicates always requires serious consideration even when wanting multiple copies of heavily used items. These cases will be discussed between the Head of CD and the Liaison or other faculty member making the request.

### G. Formats and Languages

#### 1) Formats

Appropriate materials for inclusion in the Consortium Library collections include both the physical and online formats. Physical formats of monographs, journals, other serial publications, microforms, newspapers, selected audio and visual formats, and manuscripts can be found in various collections throughout the building. Online formats include, but are not limited to text or digital collections, web-based databases, scanned publications, licensed web sites, materials freely available and/or created by Consortium Library, streaming video, searching tools or software, and other evolving electronic information formats. Acquisition and access to all formats will be governed by the general guidelines and specific considerations for each format as described in this policy.

CL provides access and links to electronic files, databases, electronic journals, digital and other electronic materials, whether owned, leased, or deliberately accessed as part of the library materials, serve the same purpose as traditional print information. Electronic materials of many types, free, leased, or purchased are made available through the Library's web site. Free materials selected for such listing and linking are of an appropriate academic nature and integrity; however, Consortium Library has no control over what is or is not available at those web sites. The Open Access Policy provides details on the selection of academic appropriate free materials.

#### 2) Languages

The internationalization of the Universities continues through their respective programs. However, the majority of students, staff, and faculty are primarily literate in one language

and the collections reflect this English language bias. The primary language for the general collections will remain English, except for language, literature, literary criticism, and some limited cultural and historical material to support the foreign language teaching programs. Material in other subjects in these and other languages will be added when essential information is only available in such languages or when scholarly research requires the original language. Journals, other than those provided in support of the Language department curriculum, will be acquired in other languages only if a case can be made for their usefulness and the unique nature of the information that they contain. Foreign language dictionaries, reference tools, and basic language learning materials will be acquired as the need arises. Native Alaska languages and related materials will be collected and maintained as noted in the Alaska Collection policy. The collection contains a substantial amount of Russian language materials and limited amounts of other language materials in their original language. While these materials will not be systematically withdrawn from the collection, additional materials in these languages will be purchased on a limited basis.

#### H. Limits and Restrictions

The Consortium Library does not wish to put forth many limits or restrictions on purchasing materials; however, the reality of the acquisition funding dictates a different scenario. The CL cannot be all things to all people. Given the need to provide materials supporting curricular, programmatic, and research needs and a balanced viewpoint on various topics, CL will give special consideration on a case-by-case basis to the following types, topics, and formats of materials. Purchasing these materials would take funding away from the purchase of other materials needed to build a lasting collection supporting the missions of UAA and APU. The Head of Collection Development will be responsible for the final decision on these specially considered items.

##### 1) Format restrictions and limitations

- i) Current course textbooks are not purchased. Like many other academic libraries, Consortium Library can't afford to purchase course textbooks for the collection. Textbooks are quickly outdated, costly, change frequently, and acquiring them would eliminate funding for all of the other materials.
- ii) Examination study guides and test preparatory books are not purchased. Again, CL can't afford to acquire them and it would limit purchasing other materials. These materials are "consumables" and meant to be written in, used and discarded. Library materials aren't meant to be written in. Likewise, these materials are updated frequently making it unaffordable for the library to constantly replace the items. Also, many basic exam reviews and guides are available through SLED's online database, Learning Express.
- iii) Reprints.
- iv) Toys, games. Upon occasion there may be an exception if a strong argument is presented for pedagogical or curriculum reasons.
- v) Annual reports, college catalogs, telephone directories, with the exception of Alaska related items for these categories.

- vi) Microforms are purchased only on a highly selectively basis. This is becoming an outdated format and equipment is dying.
- vii) Sound recordings in superseded formats are not purchased. With the advancing technology changes, Consortium Library will only purchase in the current format(s). At this time the preferred format is the compact disc (CD). Online audio recordings access may follow either the monograph or serials selection criteria depending on the point of access and platform/software that supports these items.
- viii) Visual, video recordings formats are limited to the two physical formats and online streaming. The main video physical format purchased at this time is DVD with Blu-ray increasing in availability. Other formats will not be considered, unless advancing technology brings into the market place a new format. Streaming video access follows the serials selection criteria.

## 2) Topical limitations

### i) Religious, political, and other controversial topics

It is reasonable to expect a university collection to attempt to represent all sides or viewpoints of an issue without taking a stand on the side of any one of them. However, in the interests of both a balanced collection and one that offers the students the best access to correct information, Consortium Library reserves the right to limit the amount (quantity) of material on any given subject or from any particular viewpoint. The Library strives to provide a broad range of opinions and viewpoints, but it is not always possible to achieve a complete balance because of limited scholarly materials or funding. The Consortium Library takes a strong stand on behalf of Intellectual Freedom (*Section II.B*) and welcomes differing opinions in the debate of ideas and ideologies.

### ii) Radical scientific viewpoints

As the research library for south central Alaska, with UAA's increasing commitment to the advancement of research, Consortium Library strives to make the most current and reliable scientific information available to its students and faculty. It also attempts to provide a wide range of opinions and constructs of reality to serve individuals in their pursuit of truth. Although the scientific establishment may regard some beliefs or theories as radical, the works expounding such theories will not be excluded from the forum of ideas in this library. In this area also, Consortium Library takes a strong stand on behalf of Intellectual Freedom (*Section II.B*) and welcomes differing opinions in the debate of ideas and ideologies.

## J. Copyright Considerations

The Consortium Library recognizes and understands U.S. Copyright Law. The Library abides by copyright law as far as it is able when purchasing or leasing, preserving, replacing, or otherwise acquiring materials and resources for the collections. The rules addressing copying, borrowing, and lending are practiced at CL and posted in appropriate places. Our materials are available to individuals associated with UAA and APU and any walk-in patrons. The Library employees inform, as far as they are able, the patrons of the permissible uses of copyrighted materials. The Library is not responsible for the use patrons make of these materials.

### III. Specific Collections and Formats

As necessary the separate or defined collections will require their own policy and will be developed when it is appropriate to have a different understanding, set of criteria, or process for those defined collections. At this time, they are listed here and stand as a separate document.

- Gift and Donations Policy
- Rare Book Room Policy
- Open Access Policy

### IV. Subjective Goals for General Collections

The primary goal of the general collection is meeting the needs of curricular, programmatic, and research areas of UAA and APU. Each area is served by a Liaison from the Library faculty. There are monetary allocations set for each Liaison by using student enrollment and declared majors. The Liaison has the responsibility to identify materials to purchase using the allocation for their areas.

The materials need to be current and meet immediate curricular, programmatic, and research needs. The historical materials are of importance for understanding the beginnings and development of any discipline and provide information for the research projects of the undergraduate and graduate students along with staff and faculty developing their research programs and grants.

## Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.
- VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

Although the Articles of the *Library Bill of Rights* are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices. See the documents designated by the Intellectual Freedom Committee as Interpretations of the Library Bill of Rights (<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations>).

# Intellectual Freedom Principles for Academic Libraries: An Interpretation of the Library Bill of Rights

***Adopted by ACRL Intellectual Freedom Committee: June 28, 1999***

***Approved by ACRL Board of Directors: June 29, 1999***

***Adopted by ALA Council July 12, 2000***

8.5 X 14 PDF Version of the Intellectual Freedom Principles for Academic Libraries

([/acrl/files/publications/whitepapers/principles.pdf](http://acrl/files/publications/whitepapers/principles.pdf))

You will need Adobe Acrobat Reader to view and print this and other PDF files available on the ACRL Web site. Download the reader for free here (<http://www.adobe.com/products/acrobat/readstep.html>).

*A strong intellectual freedom perspective is critical to the development of academic library collections and services that dispassionately meet the education and research needs of a college or university community. The purpose of this statement is to provide an interpretation of general intellectual freedom principles in an academic library setting and, in the process, raise consciousness of the intellectual freedom context within which academic librarians work. These principles should be reflected in all relevant library policy documents.*

1. The general principles set forth in the Library Bill of Rights form an indispensable framework for building collections, services, and policies that serve the entire academic community.
2. The privacy of library users is and must be inviolable. Policies should be in place that maintain confidentiality of library borrowing records and of other information relating to personal use of library information and services.
3. The development of library collections in support of an institution's instruction and research programs should transcend the personal values of the selector. In the interests of research and learning, it is essential that collections contain materials representing a variety of perspectives on subjects that may be considered controversial.
4. Preservation and replacement efforts should ensure that balance in library materials is maintained and that controversial materials are not removed from the collections through theft, loss, mutilation, or normal wear and tear. There should be alertness to efforts by special interest groups to bias a collection through systematic theft or mutilation.
5. Licensing agreements should be consistent with the Library Bill of Rights, and should maximize access.
6. Open and unfiltered access to the Internet should be conveniently available to the academic community in a college or university library. Content filtering devices and content-based restrictions are a contradiction of the academic library mission to further research and learning through exposure to the broadest possible range of ideas and information. Such restrictions are a fundamental violation of intellectual freedom in academic libraries.
7. Freedom of information and of creative expression should be reflected in library exhibits and in all relevant library policy documents.

8. Library meeting rooms, research carrels, exhibit spaces, and other facilities should be available to the academic community regardless of research being pursued or subject being discussed. Any restrictions made necessary because of limited availability of space should be based on need, as reflected in library policy, rather than on content of research or discussion.
9. Whenever possible, library services should be available without charge in order to encourage inquiry. Where charges are necessary, a free or low-cost alternative (e.g., downloading to disc rather than printing) should be available when possible.
10. A service philosophy should be promoted that affords equal access to information for all in the academic community with no discrimination on the basis of race, values, gender, sexual orientation, cultural or ethnic background, physical or learning disability, economic status, religious beliefs, or views.
11. A procedure ensuring due process should be in place to deal with requests by those within and outside the academic community for removal or addition of library resources, exhibits, or services.
12. It is recommended that this statement of principle be endorsed by appropriate institutional governing bodies, including the faculty senate or similar instrument of faculty governance.