

**Norwich University Library
Collection Development Policy**

December 2011

- Introduction
- University Mission Statement
- Norwich University Library (NUL) Mission Statement
- Purpose and goals of Collection Development
- Policies for Specific Formats
 - General Policies
 - Books
 - Journals
 - Standing Orders
 - Newspapers
 - Microforms
 - Maps
 - Audio Materials
 - Video Materials
 - Electronic Materials
 - Student Papers
- Budget Allocation
- Selection Responsibility
- NUL Collections
 - Reference Collection
 - Special Collections
 - Government Documents
 - Juvenile Collection
- Collection Management Policies
 - Duplication
 - Gifts
 - Replacement
 - Preservation
 - Storage
 - Weeding
- Appendices

Introduction

The purpose of the Norwich University Library (NUL) Collection Development Policy is to provide guidance in the selection of materials for the Kreitzberg Library. The collection is created through traditional acquisitions methods: selected by faculty and librarians, standing orders, lease agreements for electronic resources and gifts from alumni and friends of the university. This policy also outlines the allocation of library funds to the University's academic divisions, librarian selector responsibilities, and various collection management policies and guidelines. This policy is intended to be a working document, to be reviewed in a timely manner in order to accommodate changes in the university's curriculum and the rapidly changing technologies, which impact libraries.

University Mission Statement

To give our youth an education that shall be American in its character – to enable them to **act** as well as to **think** – to **execute** as well as to **conceive** – “to tolerate all opinions when reason is left free to combat them” – to make moral, patriotic, efficient, and **useful** citizens, and to qualify them for all those high responsibilities resting upon a citizen of this free republic.

Norwich University Library (NUL) Mission Statement

The mission of Norwich University Library is “to develop high quality collections, services, and information resources to support the University's curriculum for students, faculty, and staff.”

- It requires selection, acquisition, organization, description, and preservation of appropriate materials within the library and the maximization of users access to resources available elsewhere.
- It requires facilitating the communication of knowledge by means of instruction in the organization and use of libraries, databases, networks and other information sources.
- It requires the maintenance of the proper environment for the study and use of knowledge in numerous formats.

Purpose and Goals of Collection Development

The primary purpose of collection development at Norwich is to build a collection supporting the undergraduate and graduate programs at Norwich. The collection development policy reinforces the University and NUL missions. The NUL also recognizes the more specialized research needs of student and faculty conducting independent and advanced research. The NUL is committed to these needs through access services including electronic database searching, interlibrary loan, and other electronic delivery methods.

In addition to curriculum support, the NUL is committed to providing a balanced collection with general information sources in subject areas not covered by classroom instruction. The NUL encourages lifelong learning and literacy with recreational reading materials.

In creating a balanced collection in support of the university curriculum, the library adheres to the principles expressed in the American Library Association's Library Bill of Rights and Intellectual Freedom Principles for Academic Libraries. (See the appendices for copies of these documents.)

Policies for Specific Formats

- **General Policies**

A few selection guidelines, which apply to a variety of formats, include:

Materials are normally collected in the English language with the exception of instructional-related materials in support of the modern language curriculum

The library generally purchases only one copy of a title

The majority of materials added to the collections are current publications, but some retrospective purchases may be needed

Out-of-print materials will be purchased if available

Lists of recommended readings from faculty syllabi may be consulted for selection materials authored, edited, or compiled by Norwich University faculty and staff will be added

The library makes every reasonable effort to protect the copyrights of authors and publishers

When more than one format for an item exists, the librarian divisional liaisons will be the final arbiters of the most appropriate format to be added to the collection (print, microfilm, electronic, etc.)

Interlibrary loan requests are analyzed by library staff to assist in selection decisions

- **Books** are collected. Course textbooks, workbooks, and study guides are purchased only as exceptions. Book orders are reviewed by librarian divisional liaisons before ordering.

Criteria for selection includes: immediate relevance to the curriculum; appropriateness for our user population; timeliness; lasting value; reputation of the author or publisher; strength of the current holdings in the subject area, user demand including interlibrary loan requests; and cost in relation to the amount of funds available and other available material.

- **Journals** are generally purchased only by subscription. Since journals require an ongoing, long-term commitment in cost, storage, and maintenance, their selection requires significantly more consideration than an individual book purchase. Recent inflation rates in the 10 - 12% range also impact journal selection. It is for these reasons that the Library Director is responsible for the journal budget, which is not part of the divisional allotments for materials. Library users requesting a journal subscription are asked to complete a Journal Request Form describing the value of the title to the university (See Appendices).

The criteria used to select a new subscription are fairly rigorous and include: demonstrated, direct support for the curriculum; strength of the existing collection in the subject area; cost vs. the availability of funds; personal recommendations by university faculty, staff, and students; indexed in an available index or abstracting service; demonstrated use that course assignments will be made directly with the journal; electronic accessibility; interlibrary loan statistics supporting requests for the journal title. Requests for back files of new subscriptions will be examined on a case-by-case basis as the budget allows.

There is very limited acquisition of recreational magazines, which do not support the curriculum.

- **Standing Orders** for monographic series are generally purchased for the reference collection. Some divisional related titles are purchased and charged to a divisional allocation budgets. These divisional titles are subject to the same review process as journals since they also require an ongoing commitment.
- **Newspapers** are selected to support the educational needs of the university community. Several national, regional, and local newspapers are collected. No attempt is made to collect students' hometown newspapers.

- **Microforms** are generally collected to conserve space. Daily newspapers and weekly journals are generally retained on microfilm. Microforms are also selected when their original format is cost prohibitive or when they are no longer available in their original format.
- **Maps**
The NUL collects 7.5-minute U.S.G.S. topographic maps for the New England states and New York. The collection also contains selected demographic and political maps received through the Federal Depository Library Program (FDLP). National Geographic maps are also collected. USGS Miscellaneous Investigations Maps, USGS Geological Quadrangle Maps, and maps associated with the USGS Professional Papers, Bulletins, and Circulars are received as part of the FDLP and are housed in the Geology Library.
- **Audio Materials** are collected on a very limited basis since the NUL does not have a multimedia department. “Books on tape,” foreign language tapes, and other spoken word cassettes are collected on a limited basis, mostly as gifts. No music audio materials are collected.
- **Video Materials** are collected in two distinct ways. Most videos are purchased out of divisional allocations and are in direct support of the curriculum. Limited recreational videos of a classic, lasting value are collected to support recreational and cultural interests on campus. VHS and DVD are the format collected by the NUL.
- **Electronic Materials** are defined for the purposes of this policy as materials requiring the use of a computer. Many of these products are purchased by subscription or lease. They include CD-ROMs, machine-readable data files delivered over the Internet, e-journals, and other electronic formats.
- **Student Papers** collected are those which either support the curriculum or are outstanding because of significant research or creative writing. In some cases two or more copies may be collected for both archival and circulating purposes. The papers will include but are not limited to the following: Graduate programs, divisional honors papers, nursing award papers, technical and professional writing series papers, architectural theses, and prize winning papers for contests sponsored by FONUL, the Faculty Library Committee or other University bodies (e.g. Library Prize for best research paper, NU history essay contest).

Budget Allocation

Each year the Library Director allocates a portion of the total materials budget to the academic divisions. The remaining funds for materials are expended on books, serials, microforms, reference materials, maps, videos, replacements, bindery, electronic resources, and other library materials.

Selection Responsibility

Ultimate responsibility for the development and maintenance of library collections at Norwich University rests with the Library Director. The director will assign selection responsibilities to librarians who service as liaison to academic divisions. Budget allocations are provided to each division to foster a cooperative library materials selection arrangement between faculty and librarian divisional liaisons. Faculty members are encouraged to monitor their professional literature for appropriate library acquisitions and to inform the librarians of materials most useful for course requirements and for student research needs. Librarians will provide assistance with review media (*Choice* cards, bibliographies of best “books” recommendations based on reference desk questions from students, and other reviewing media). Any member of the Norwich community can recommend materials for purchase. Recommendations are reviewed using the same standards as are applied to all other selection requests.

Norwich University Library Collections

- **Reference Collection**

The purpose of the reference collection is to support the academic disciplines which comprise the curriculum at the University and to support the mission of the University. A limited number of materials are acquired to support general reference needs of the Norwich community. Reference materials are non-circulating to ensure constant availability. Librarians strive to provide remote access to electronic resources when possible.

Resources are collected in both print and electronic format (CD-ROMs, online databases, internet resources etc.). Guidelines used by librarians in selection include: current user needs; usefulness of the publication, considering the existing collection, currency of the topic and material, date of publication, cost, authority, and favorable reviews.

Sources used for selection include standard reference guides (i.e. *Guide to Reference Books*; *Reference Resources for Small and Medium Sized Libraries*), professional literature, book review sources, publisher’s catalogs, and annual lists of reference books.

All reference librarians participate in the selection of reference materials. A consideration file is maintained and reviewed by reference librarians for comments. All selections are submitted to the Coordinator for Public Services for approval and then forwarded to the Acquisitions Department to be ordered. Major purchases are discussed with the Council of Librarians and/or the Director of Libraries. Shelf reading and stack maintenance is done on an ongoing basis. Weeding projects are undertaken periodically to maintain relevancy, usability, currency and accuracy of the collection.

- **Special Collections**

This document contains general selection criteria to guide the appropriate and financially responsible selection of materials for Norwich University Special Collections, including gifts and purchases, and might also be used for internal planning purposes and to communicate our needs and interests to users and donors.

Special Collections includes books and other rare or primary published materials relating to military history and the history of Norwich University, her founders, faculty, staff, and alumni. These printed materials are stored in a closed-stack, controlled environment and do not circulate.

Books are accepted into the collection because of one or more of the following criteria:

- Age
- Content
- Binding
- Illustration
- Printing
- Edition
- Association
- Fragile materials with permanent value
- Published material of local significance or of special interest to NU

Books accepted into the collection should:

- Support the curricula and programs, past and present
- Support the service mission of NU, past and present
- Enhance our knowledge of NU history and traditions
- Enhance our knowledge of military history and traditions

Selection is also guided by

- Price
- Maintenance and preservation costs (physical condition)
- Geographic and/or electronic availability
- Relation to other collection resources

Acceptable formats include books, periodicals and microform

Norwich University Special Collections cannot accept:

- Hardcopy newsprint items, with the exception of the local newspaper, *Northfield News*
- Textbooks, except those containing special interest to NU
- Materials containing mold, mildew or signs of insect or rodent infestation
- Materials requiring restoration/conservation unless appropriate funds accompany the item
- Materials with restrictions placed on housing, handling or ultimate disposition

The Norwich University Special Collections reserves the right to dispose of unsuitable materials by sale, exchange, donation or discarding.

- **Government Documents**

The Kreitzberg Library is a selective Federal Depository Library (since 1908) and is required to have a separate collection development policy (see Appendices). The documents collection also contains selected Vermont state Publications lists. (Vermont does not have a state depository system).

- * **Juvenile Collection**

The Juvenile Collection is collected in support of children's literature and related academic courses. Books eligible for purchase in this collection include children's books and books for young adults.

Collection Management Policies

- * **Duplicates**

The library does not generally purchase duplicate copies of materials, However additional copies will be added if warranted by heavy use of existing copies or if needed to support programs.

- **Gifts***

The Norwich University Library is pleased to accept material gifts or monetary donations. The donor will receive an acknowledgement of the gift, and the donor's name will be included in a list of donors published annually in the Friends of Norwich University Library Newsletter. Materials added to the collection will contain a bookplate with the donor's name and/or the name of a person being honored or memorialized. Norwich University does not perform monetary appraisals for tax or other purposes.

Material gifts are welcomed with the understanding that the Library becomes the owner upon receipt and as such reserves the right to determine the disposition of such gifts. The Coordinator of Technical Services, in

consultation with the appropriate faculty, will determine which material gifts will be added to the collection. Gifts to Special collections may be negotiated directly with the Special Collections Librarian. Gifts will be evaluated according to the same selection criteria as purchased materials. That is, they will be considered in terms of their support of academic programs and research, their usefulness to the administration and management of the university and its components, their enhancement of resources concerning Norwich history and traditions, and their physical condition. Donations of collections, particularly those with any restrictions placed on housing or handling, will be reviewed more vigorously. It should be noted that shelving these donated collections or single works with books on the same subject in the Library's collection increases availability and ease of use for patrons. Unwanted duplicates and materials that do not meet the preceding criteria will be discarded, sold, or donated to another library. Gifts will be returned to the donor if he/she has indicated that they be returned if not added to the Library collection. The Library cannot accept material with mold or mildew as it may contaminate the entire collection.

The Friends of Norwich University Library (FONUL) has a fund to which monetary donations in support of library collections, services or programming may be made. The Library Director, in consultation with the FONUL Board, will determine the use of these funds.

* This policy applies to gifts of books, rare books and books on tape. Videotapes, unless they are for curriculum related use or for resale, are not accepted as gifts. Gifts of manuscripts, photographs and other archival materials, as well as gifts of tangible personal property other than books, are governed by other policies.

- **Replacements**

Library materials that have been lost or damaged are replaced based on the advice of the librarian liaisons for the given subject area. The decision to replace is based on several criteria including: continued value of the material, patron demand, existing coverage in the collection, availability of newer or better material, and cost.

- **Preservation**

The most critical element in the preservation of a collection is a stable environment, ideally 65 degrees, 40%RH. Collection maintenance includes proper housing of materials, where they can be kept clean, free from light, dirt, gases and acidity, and physical damage (slumps and tears). Proper housing of archival materials is in acid-free folders, covers, and boxes. Preservation/conservation priorities for individual items/collections is decided by two factors: use and value. Attempts will be made to implement treatment, conservation and reformatting of materials on the basis of these factors annually.

- **Storage**
Some materials including long runs of annual reference materials which still have historic value and are not candidates for weeding are designated as storage items and are housed in the Kreitzberg Library basement that is not open to the public. These items are designated as “storage” in the online catalog and can be requested at the circulation or reference desks. Other items that are in storage include pre-1920 runs of journals, some student papers, and other materials.
- **Weeding**
Deselecting of library materials is important for the maintenance of a current and usable library collection. It improves the collection by eliminating outdated, inaccurate, and worn out materials. Librarian liaisons are responsible for deselecting in their subject areas and may choose to involve faculty in the process. In cases of controversy, the final arbiter in the deselection process is the Library Director.

Criteria for weeding include:

use, format, currency, uniqueness, and comprehensiveness in relationship to the other materials available on the subject.

Appendix

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.

Adopted June 18, 1948.
Amended February 2, 1961, and January 23, 1980,
inclusion of "age" reaffirmed January 23, 1996,
by the ALA Council.
Library Bill of Rights

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

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 outline how and where intellectual freedom principles fit into an academic library setting, thereby raising consciousness of the intellectual freedom context within which academic librarians work. The following 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.

Approved by ACRL Board of Directors: June 29, 1999
Adopted July 12, 2000, by the ALA Council.

Appendix

**Collection Development Policy
Government Depository Collection
Kreitzberg Library**

Introduction

“The Federal Depository Library Program (FDLP) was established by Congress to ensure that the American public has access to its Government's information. Since 1813, depository libraries have safeguarded the public's right to know by collecting, organizing, maintaining, preserving, and assisting users with information from the Federal Government. The FDLP provides Government information at no cost to designated depository libraries throughout the country and territories. These depository libraries, in turn, provide local, no-fee access to Government information in an impartial environment with professional assistance.” (“About the FDLP.” *FDLP Desktop*. Federal Depository Library Program (FDLP), n.d. Web. 8 Dec 2011.)

The authority for the Federal Depository Library Program (FDLP) and the legal obligations of designated Federal depository libraries are found in 44 United States Code sections 1901-1916.

The *Legal Requirements & Program Regulations of the Federal Depository Library Program* (June 2011) provides member libraries with one resource to consult for the current legal and program obligations of libraries in the Federal Depository Library Program.

Collection Development Statement

Kreitzberg Library (previous library was the Chaplin Memorial) of Norwich University has been a Federal selective depository since 1908 and serves an “at large” Congressional District. The primary patrons served by this collection are Norwich University students, faculty and staff. The general public is also served, however collection development focuses on the needs of the primary patrons.

Selection Responsibility

The depository librarian, in consultation with other library staff and university faculty, is responsible for the selection and acquisition of depository publications. Selection sources include but are not limited to the collection management tools listed on the *FDLP Desktop* website (<http://www.fdlp.gov/collections>). Other guides that review and/or evaluate government publications may also be used in the selection process.

Collection development procedures for depository publications will follow the most current document governing FDLP requirements and regulations.

All publications listed in the “Basic Collection” as it appears on the *FDLP Desktop* website (<http://www.fdlp.gov/collections/collection-tools/basiccollection>) are selected, and these titles will continue to be maintained as long as Kreitzberg Library is a selective depository library. Over and above this core collection, the library is free to select those publications provided by GPO which best suit the library’s needs.

As part of the collection development process, the depository librarian is responsible for following the procedures and recommendations of the GPO and FDLP in regards to the Annual Selection Update Cycle. Appropriate library staff and faculty members will be consulted during the year regarding any additions or de-selections that will need to be made. The depository librarian will also act as consultant in this process, making recommendations and suggestions when appropriate as to the availability of government publications so that the most efficient and effective means of selecting, housing, and retrieving of information is chosen. Final selection/de-selection decisions will be the responsibility of the depository librarian.

Subject Areas

Major subject areas to be selected and maintained will vary with the curriculum changes of the University and the need to serve the public at large. However, certain programs which remain a staple part of the curriculum, and those titles which consist of the “Basic Collection” of all selective depositories will be maintained.

These subject areas include, but are not limited to: justice studies, business and commerce, health sciences, military studies, geology, architecture, general and social sciences, and humanities.

A list of item numbers and Superintendent of Documents (SuDoc) classification stems which are collected – the item selection profile from GPO - is not part of this document but is available in the government documents office.

Specific selection tools will be used to aid in identifying and selecting government publications that are available through the FDLP. See “Selection Responsibility” above for a list of those titles. Those government titles which are **not** available through the FDLP, but which are deemed necessary to the collection, will be purchased/requested through the appropriate channels, i.e. GPO bookstores, government agencies, members of Congress, commercial publishers, etc.

As an aid to selection tools, the depository librarian will monitor those items which are circulated to determine if a particular category should be further collected. Circulation reports from the library automation software will also be run and studied to identify government publication needs in particular subject areas. ILL requests and reference questions will also be monitored to determine if a particular publication or subject area should be considered for future selection.

Collection Maintenance and Bibliographic Access

The library will catalog current tangible receipts or publications that meet the library's collection needs and follow other bibliographic control regulations. Access to the catalog records will be provided through the Norwich University catalog.

GPO and FDLP promotional materials will not be cataloged.

(Note: see "Electronic Products" below concerning the cataloging of Internet sites/publications.)

Classification Systems: The classification system used for paper publications and CD-ROM products will be the Dewey Decimal Classification system. Publications received in microfiche will use the Superintendent of Documents classification system, unless otherwise noted. Maps have their own homemade method of classification; separate instructions for cataloging maps are available in the depository librarian's file.

Formats: Selections will be limited by format made available by GPO. All titles in the "Basic Collection" may be available electronically, though some paper formats will continue to be collected for ease of use, familiarity to the patron, and those titles deemed essential print or tangible format materials. If a choice is given for format, it is the depository librarian's responsibility to decide on which format to select based on: space considerations, perceived use of the title, importance of the information within the title to patrons, perceived resistance to that format by patrons, ease of use, and technology requirements (in the case of electronic products). Titles will continue to cease publication in paper or other tangible material as GPO continues to migrate to electronic publication. The government documents office will do less collecting and more identifying and cataloging of electronic resources as this process continues.

Electronic Products: It is the responsibility of the depository librarian to identify electronic sources of government information, particularly that which comes through the FDLP, and to communicate to staff, faculty, and patrons the availability of these products. The depository librarian will consult with the information technology librarian as to Public Access workstation requirements from the FDLP, and to ensure that the Library has the technology available for patrons to view any electronic formats received. Internet sites will also be monitored through *FDLP Desktop* website (<http://www.fdlp.gov/>) and other sources which may contain reviews/lists/recommendations of Internet sites. Government information web sites will be cataloged at the discretion of the depository librarian.

Circulation: All items, except those shelved in the reference collection, selected maps, the U.S. Code, periodical titles which are part of the general periodical collection, and titles which are considered to be rare and/or valuable, will circulate. This includes CD-ROMs and microfiche. Exceptions may be made on an individual basis for those items which do not circulate.

Collection Evaluation

Evaluating the depository collection is an on-going task. Circulation statistics, reference questions, publications left on tables, and publications being shelved are all used to determine how the collection is used and what is being used. The depository librarian will take an active role in using all of the above to make selection/de-selection determinations. Core collection lists and standard bibliographies will also be consulted in evaluation process. The Annual Selection Update Cycle will be used to perform a zero-based collection review.

Weeding: Weeding will follow the rules laid out in the latest edition of *Legal Requirements & Program Regulations of the Federal Depository Library Program*. Worth noting in particular is that all depository items must be retained for a minimum of five years unless otherwise stated in *Legal Requirements & Program Regulations of the Federal Depository Library Program*.

Items will be selected for weeding using the following criteria (but not necessarily in the order presented):

1. currency of information
2. age
3. use
4. duplication
5. replacement by another format
6. superseded
7. availability in another state depository library
8. applicability to the curriculum

Weeding is generally done during school breaks and in the summer, when library activity has slowed down. Weeding is also done when book shifting is necessary.

Superseded items will be withdrawn and discarded.

When a major curriculum change has occurred, a determination will be made as to whether to weed out that particular area (or begin selecting in that particular area.) For publications which may be considered rare/valuable, a determination will be made in consultation with the director, archivist, and other documents librarians on whether to keep or place on an “offers list”.

Weeded documents will be listed on a “Needs & Offers” list and sent to the Regional Library in Orono, ME. Until permission is received from the Regional on whether to discard or send items to them, weeded documents will be stored in the basement. After permission is received, any remaining weeded documents will be listed for and sent to the national Needs & Offers (electronic) List. Once all GPO criteria have been met, any leftover documents may be discarded, or given away.

Maintenance: Publications which have been found to be missing will be so marked in the OPAC, but not withdrawn or the bibliographic record deleted until it is determined that the item is truly gone, usually within three to six months, and cannot be replaced. Once it has been determined that the publication is gone, the depository librarian will decide whether or not to replace, either through purchasing or through the national Needs & Offers List. Publications found to be in poor condition but necessary to the collection will be repaired or rebound. When necessary, a publication will be purchased to replace a worn-out copy.

Collection Access

Kreitzberg Library clearly recognizes its responsibility to both the public and the Federal government concerning access to the government publications collection. The library places no restriction on use of government publications to its primary patrons or to the public at large. Anyone may come into Kreitzberg Library and use the materials on site. Non-university affiliated patrons may only **charge out** items if they purchase a guest borrower card for an annual fee of \$25.00. Guest borrowers are limited to five charged items at any one time. Interlibrary loan of government publications from a non-university patron's local library is available.

Reference service is readily available to anyone who enters, telephones, e-mails or through chat reference. The primary patrons (university staff, faculty, and students), particularly during the regular academic year, are given preference. Otherwise there is no differentiation between types of patrons.

Professional librarians are available during regular "business" hours all year and in the evenings during the regular academic year. One reference point is available for all queries.

The Public Access Workstation to access electronic government information is available during the hours the Library is open, for the use of the general public.

Resource Sharing

The depository collection is available for interlibrary loan (ILL) and has a loan time of 45 days (same as the general collection). In turn, items which are needed by our University-affiliated patrons but which are not selected by this library will be made available through ILL or through purchase if the title appears to warrant regular use by other patrons. Non-University patrons do not have ILL privileges, however, every effort will be made to direct that patron to a near-by library which has the item or to an electronic source. Contacting specific agencies to obtain government publications is also an alternative.

Selection and de-selection decisions will also be somewhat based on the availability of items in other Vermont depository libraries. Vermont is unique in that one "can't always get there from here" due to its rural nature and the north-south mountain ranges which

makes crossing east to west difficult for some patrons. Therefore it is important that items be selected to serve the immediate population of the area, even though a library a few miles away may have the same item.

Conclusion

This policy will be reviewed annually.

August 11, 2003

Revised December 9, 2011

KREITZBERG LIBRARY
PERIODICAL REQUEST FORM

Requestor's Name _____ Department _____

Phone Extension _____

Periodical Title _____

Ordering Information (Publisher/Issuing Body Name and Address, Web site)

Phone/Fax _____

Price _____ Frequency _____ ISSN _____

1. What courses or programs in your department will benefit from the addition of this journal to the library?

2. What other periodicals in the library have potential overlap in subject matter with this title?

3. If this titles is available in electronic format, would that be acceptable in lieu of the print version?

4. Other comments about the need for this periodical, e.g. needed for accreditation?
Retention period – permanent, latest ____ years?

Approval of Department/Division Head: _____

--

Staff Use Only

- Indexing
- Electronic Availability
- Ebsco List
- Back File Availability
- Decision
- Notification

