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About E. H. Butler Library

Mission & Values Statement:

E. H. Butler Library is dedicated to proactive and innovative support for the scholarship, research, and creativity of Buffalo State students, faculty, and staff

Core Values:

- Quality service and fair use of information for students, faculty, and staff
- Intellectual freedom and equitable access to information
- Acquisition, preservation, and conservation of information
- Provision of a gateway to success in the intellectual world through information literacies and teaching
- Provision of a vibrant physical and virtual venue for intellectual exchange, quiet reflection, and cultural enrichment

Professional Standards:

The Library adheres to the highest standards of the library profession. These standards include, but are not limited to the following:

- ALA's Library Bill of Rights
- ALA's Freedom to Read Statement
- ALA's Diversity in Collection Development
- ALA's Code of Ethics Statement

E. H. Butler Library supports the freedom to access and read materials regardless of bias or controversy. The Library collects materials that reflect the full range of political, religious, historical and social thought within its collection parameters. Library access should be barrier-free and efficient, whether online or in person. The library faculty and staff strive to provide the highest quality service and access to all patrons. The Library respects personal privacy rights as well as intellectual property rights.

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Introduction
The purpose of these guidelines is to outline a plan for collection development which can be used as a basis for short- and long-term decision making by librarians and faculty who are concerned with library resource development.

The current information environment, with the expansion of knowledge and the proliferation of kinds of media, challenges any library’s capacity to meet the needs of its users. These guidelines are intended to provide a model for consistent practice. It is understood that the guidelines will not be a static document.

Responsibility for resource development
The Director of E. H. Butler Library has the primary responsibility and authority for providing the library resources which meet the College’s needs.

The Collection Development Committee coordinates policy formation and implementation. All library faculty are qualified by virtue of their professional education and experience, as well as their academic preparation, to participate in collection building. Librarians will serve as liaisons to schools, departments, or subjects, and will be responsible for both selecting and deselecting in their designated area(s). More information about the selecting and deselecting processes is in this document.

Participation in resource development by academic department faculty is essential, because teaching faculty are subject specialists with the academic credentials and curricular expertise to inform collections decisions. Close cooperation between librarians and faculty members is required if the Library is to fulfill its mission to support the academic program curriculum.

The Library has responsibility for the Library materials budget. All resources acquired through this budget will be housed in or licensed to E. H. Butler Library. Other funds and budgets may be used to provide services and supplies needed to maintain the collection and to provide for the operation of the library.

General criteria and priorities
The Library’s first priority is to provide materials which relate directly to the Buffalo State curriculum, with an emphasis on undergraduate resources. Buffalo State’s graduate curricula must cover disciplines both in broader scope and in greater depth than at the baccalaureate level, and is a secondary focus for collection development.

The Library will also attempt to acquire a selection of general materials which meet student needs for recreational reading, personal growth, and general intellectual development.
Changes in and additions to the Buffalo State curricula will occur. As an integral contributor to
the educational process, academic departments will work with the Library as curricula change to
ensure that the collection will continue to support the needs of Buffalo State students. The
Library will actively seek information about curricular changes, so that it can respond to the
evolving needs of Buffalo State.

Faculty research interests will be considered in the building and maintenance of the Library
collection. Given the changing and expanding universe of knowledge, however, even the largest
libraries cannot at this time hope to provide all of the resources its graduate students and faculty
researchers might require. A primarily undergraduate institution such as Buffalo State cannot
attempt to meet all research needs. Hence, the Library will augment its resources through
collaborative arrangements such as resource sharing, interlibrary loan, reciprocal borrowing
agreements, cooperative collection development, and consortial purchasing and licensing.

“Special Collections and Archives” are housed in the E. H. Butler Library building along with the
general collection. These collections play different roles on campus. The role of the general
collection is to provide current, up-to-date information for students and faculty. The role of the
special collections and archives is to provide a more historical view of the campus and the
library.

The Library considers reviews to be the most desirable category of selection tool for current
materials, especially those reviews which offer evaluation of the resource in question, rather
than only description.

**Specific criteria**
The Library will make every effort to use its limited budget for the acquisition of resources of
high quality. To this end, the following considerations will be important when evaluating any
proposed addition to our holdings. This list of criteria does not apply in its entirety to every item.
It is to be used at the discretion of the selector:

- Does the item support the current curriculum at Buffalo State?
- What courses or assignments will this item support?
- To what audience is the material directed? Primarily undergraduates, graduates, or
  faculty?
- Is it sufficiently comprehensive?
- How does the resource compare with other items on the same subject? Does it make a
  new contribution? Are our holdings extensive or meager?
- Is the price fair and affordable? Will the use be worth the cost?
- What is the publisher’s reputation?
- How many other SUNY library’s hold the material? The recommendation is to not
  purchase books that are held by three to four other SUNY institutions.
- Is it a faculty publication? It is the Library’s policy to purpose faculty publications
  whenever possible.
POLICIES FOR SPECIFIC CATEGORIES OF MATERIAL

Periodicals
“Periodical” is defined as “a publication appearing or intended to appear indefinitely at regular or stated intervals, generally more frequently than annually, each issue of which is numbered or dated consecutively and normally contains separate articles, stories, or other writings.” A periodical can be published in print, online, or both.

Periodicals will be selected according to the criteria outlined in the Specific Criteria section above. Periodicals require special care because each order entails the commitment of future funds for its continuance, not only at the original cost, but with an added inflationary factor. Periodical subscriptions also incur costs such as processing, replacement of missing numbers, and binding. Therefore, Butler Library very rarely orders print periodicals. Electronic periodicals will be considered if they are not included in an available database and if there is a strong need or connection to the curriculum.

The following procedure will be followed as part of the review of new periodical or database requests.
1. The library may ask the requesting department to provide a list of titles recommended for cancellation, unless the subscriptions are for new or developing programs.
2. Titles recommended for cancellation will be placed on a list to be circulated to academic departments or units and librarians.
3. If the recommended titles are canceled, the new request will be considered for purchase.
4. If the recommended titles are not canceled by the requesting department, the new journal requests will require special consideration.
5. Once a journal is canceled, it will not be reinstated unless procedures for requesting new subscriptions are followed.

New formats and Costly Materials
Requests for new formats or costly materials shall be decided with consultation among the Collection Development Committee, the Head of Acquisitions, the head of the affected department, and any other interested librarians or members of the faculty. The decision shall be made according to the guidelines for purchase and include consideration of the related expenses. The Committee may recommend that an item be evaluated during a free, limited trial period before deciding to purchase new formats or costly materials.

Duplicates
As a general rule, E. H. Butler Library will purchase one copy of any item that meets the criteria of collection development. Additional copies may be ordered when professional judgment indicates a need. Normally, three is the highest number of copies that would be purchased for Reserve, and two is the limit for other collections.

In addition, the SUNY Coordinated Collection Development Program discourages libraries from purchasing a physical book which is owned by at least three other SUNY libraries. Butler Library follows this recommendation, but may make exceptions for high-use titles or other unusual circumstances.

Gifts
Gifts of funds to support resource development are encouraged. They will be sought and received in cooperation with the Buffalo State Foundation and in accordance with the legal requirements of the State University of New York and SUNY Buffalo State.

The Library selectively accepts gifts of appropriate materials. Donors will be directed to the Acquisitions Librarian. The Library does not accept physical journals or serials. In addition to the basic collection development guidelines, the nature of the material, its physical condition, its age, and the probable processing costs will be considered.

Materials acquired through a grant may be accepted by E. H. Butler Library. All gifts become the property of the Library. Some gift items will be added to the collection, while others, because they duplicate current holdings or do not meet the selection criteria, may be given to a more appropriate library, sold with the monies designated for building the collection, or disposed of properly. The library is not obligated to hold any gifted materials in perpetuity, and gift items in the collection will be subjected to standard deselection procedures.

Gifts will be acknowledged in a letter if specifically requested by the donor. Appraisals and/or lists of books donated are the responsibility of donors and must be completed before the donation is made to the Library. Donors should consult their tax advisors about the need for a professional appraisal. In compliance with the policy of State University of New York and in accordance with the recommendation of the Association of College and Research Libraries, E. H. Butler Library cannot appraise gifts.

Textbooks
Textbooks are defined as manuals of instruction which may contain student exercises and suggestions for further work or further reading. Generally speaking, E. H. Butler Library will not collect textbooks, unless they constitute a principal written source for the subject.

Textbooks and other materials which an instructor requires students to purchase for a course are primarily the responsibility of the student. The Library may acquire such titles, but it will not make a systematic effort to add all items which students are asked to obtain. Instructors who
would like a copy to be available in the library for their students may elect to place a personal copy on reserve.

**Unpublished/Self-Published Works**
At this moment, Butler Library does not collect self-published works (except those donated by faculty), due to the additional work involved in processing them.

**Faculty publications**
The Library’s policy is to purchase publications written by current faculty of Buffalo State. Faculty publications may be placed in the Faculty Publications section of Archives and Special Collections, or the in library’s main collection.

**Alumni Works**
While we are happy when alumni works match our selection criteria, we are unable to create a collection dedicated to the acquisition of all alumni works or to commit to purchasing all alumni works at this time.

**Deselection**
The Library must be concerned not only with selecting appropriate items to add, but also with removing materials which have become obsolete or which no longer meet the criteria for inclusion in the collection. This process is known as deselection or weeding. The Collection Development Committee will coordinate this activity in consultation with librarians and faculty and by referring to standard bibliographies. Discards are made at the professional judgment of subject librarians based on data analysis.

Materials to be discarded will be offered to non-profit or B-Corp book sellers with the monies designated for building the collection. Items that are not in salable condition will be disposed of properly.

Materials may be chosen for deselection based on the following criteria. Note that these criteria may be applied differently across the collection based on subject needs.

1. **Currency, Accuracy, and Authority** - The content of library materials should be accurate and up to date. Materials that are superseded by newer content or ideas may be weeded. The library will take into consideration scholarship and teaching that require the use of historical texts.

2. **Duplication** - Because of space limitations the library may weed duplicate copies of library materials. Library staff will consider the need to hold more than one copy, especially for materials that are heavily used or are a part of a university-wide program.

3. **Use** - Items that have not circulated in the past 10 years, unless published within the last five years, may be deselected. Library personnel may consult circulation statistics or other reports to determine viable candidates for weeding.
4. Physical Condition - Materials that are badly deteriorated or damaged and beyond reasonable preservation efforts will be weeded.

5. Ephemera; i.e., materials of an earlier era which treated popular or topical subjects whose significance has not withstood the test of time.

6. Multi-volume Sets -
   - Materials that are part of a multi-volume set of which the library does not have all volumes may be weeded.
   - If items from a multi-volume set are to be discarded, then the entire set should be discarded.

7. Format Obsolescence - Materials in obsolete formats may be weeded if the content is available elsewhere or if the material is in poor condition.

Items which are recommended for retention include:
1. Rare books.
2. Items of local or regional interest.
3. Titles which appear in general, standard bibliographies such as Resources for College Libraries, Books for College Libraries, or standard listings of core works in a subject field.
4. Works which form part of collections in which the Library has particular strength.

The Library does not extensively collect individual serials, but will apply the criteria above to any existing serials, publications, or databases. Duplicate or little-used subscriptions may be canceled in the course of our ongoing program to maintain a curriculum relevant and fiscally manageable subscription list, as described earlier. This includes canceling print subscriptions if the title is available in a database we subscribe to.

Back issues will be reviewed for withdrawal for many of the same reasons as monographs. In addition, the following categories of back issues will be considered for removal, storage, microform replacement, acquisition of missing volumes or retention:

1. Volumes which the Library has duplicated in electronic, microform and hardcopy.
2. Back issues of serials which are no longer published or no longer currently received by the Library.
3. Runs of which the library holds miscellaneous or assorted volumes.

**Special Collections**

**Archives and Special Collections**
The Archives and Special Collections maintains a collection development policy separate from the general Butler Library collection.

Giving to Archives & Special Collection: [http://library.buffalostate.edu/archives/giving](http://library.buffalostate.edu/archives/giving)
Creative Studies Collection
This non-circulating collection includes books, journals, and miscellaneous materials. The materials support the curricula of the International Center for Studies in Creativity. Insofar as funds permit, books acquired for the Creative Studies Collection will be duplicated in the general collection. A librarian will be assigned to develop the collection, in consultation with the Collection Development Committee, and to provide assistance in its use.

Curriculum Materials Laboratory
The Curriculum Materials Laboratory is a special collection of print materials and teaching materials at the elementary and secondary school level. It is intended to enrich the resources available to education majors, teachers, and other professionals who work with children. Adult reference works and works of pedagogy will be housed in the general collection.

Fiction and Non-Fiction: The library will order children’s and young adults’ fiction and non-fiction using the materials budget. All materials added to this collection will be cataloged and classified and they will circulate. The collection is intended to be a representative sampling of the type of materials used by elementary and secondary school students. If possible, award winning titles will be ordered.

Textbooks: The Library will acquire textbook series gratis from publishers, if possible, and from the Curriculum Lab materials budget. The Curriculum Materials Lab Librarian is responsible for obtaining gratis textbooks. The collection will be current; older or superseded textbooks will be discarded.

Media
The Library may purchase DVDs or license streaming media that support the current curriculum. Duplicate materials policies still apply – titles available through an electronic database may be deselected or disapproved for addition to the collection.

The Library does not purchase public performance rights. All materials will be purchased with appropriate license and will be circulated with strict adherence to that license. The Library will not convert materials in obsolete formats to current formats.

Microforms
E. H. Butler Library will no longer add microform materials to the collection.

Conclusion
This policy is designed to cover the majority of the collection development situations that arise. However, not every situation can be anticipated. Final decisions on collection development will be made at the discretion of the Collection Development Committee, acquisitions, the library director, and library faculty.