

Collection Management Policy

I. Responsibility and Allocations

Collection management is the ongoing assessment of Kimbel Library resources. This includes evaluation, selection, acquisition, maintenance and culling of resources in order to sustain a balanced and relevant collection. Librarians are responsible for collection evaluation and selection of resources that support the undergraduate and graduate curriculum. This includes materials relevant to a liberal arts education and that support the undergraduate curriculum, graduate level materials in areas of post-baccalaureate study, reference books, materials of regional interest, as well as some popular reading and leisure materials.

The Kimbel Library faculty and Coastal Carolina University teaching faculty share in collection development responsibilities. Librarians act as the designated collection development liaison to several academic departments or programs. Each academic program designates a faculty member to act as the Departmental Library Representative to coordinate the collection development activities of the department in concert with the library.

Information Technology and Collections approves requests and provides updates on orders and fund status throughout the year. Faculty submit requests for one-time purchases to the library or by selecting material in the online materials request form. The deadline for faculty requests in each academic year is March 1st. If additional collection development funds are needed to support curriculum changes and new programs, the University Librarian makes the appropriate requests to the University administration when preparing and submitting annual budgets.

Librarians are responsible for selection of reference and audiovisual materials and monographs of general interest. In addition to faculty and library selections, the library acquires resources via approval plans and patron-driven acquisition programs.

II. Selection Criteria and Guidelines

Resources selected for Kimbel Library are chosen in accordance with the following guidelines:

- The collection focuses on the current University curriculum and collection levels that are consistent with programs of study.
- Kimbel Library collects primarily English language materials, but purchases some material in other languages to support the curriculum.
- The selection process concentrates on current material. Kimbel Library may purchase out-of-print or reprint items to fill identified gaps in the collection, at the request of faculty to support student research needs, or to replace lost, worn, or damaged items.
- In most cases, Kimbel Library does not acquire duplicate copies though heavy usage of some items necessitates the acquisition of additional copies. The Horry

County Archives Center and the circulating collection may hold print copies of the same title, and in some cases an e-book may duplicate a print title, particularly when the e-book is contained in a subscribed collection.

- Items not usually added to the collections include University dissertations, theses (master's theses and honors theses by Coastal Carolina University students are the exceptions), working papers, annual reports, workbooks, lab manuals and other consumables, and scattered issues or single issues of print serials.
- Interlibrary loan and the rapid delivery system of the PASCAL consortium are used to provide items not owned by Kimbel Library and for in-depth faculty or student research.

Kimbel Library strives to develop and maintain a strong, balanced collection responsive to the myriad needs of the campus. To this end, the library provides access to materials that support the University curriculum and to a lesser extent, meet the leisure and general reading needs of the campus community. The Library considers cost, mode of access and the needs of the University in selecting the most appropriate format for all materials.

Books

The library collects books in print and e-formats consistent with the general selection guidelines above. Electronic is the preferred format for books though print materials and titles also purchased for the collection.

E-books are added as title-by-title selections, via publisher package purchase or subscribed collections. Criteria for e-book selection described under Electronic Resources Licensing agreements limit use of these resources to the Coastal Carolina University community only.

Juvenile books are purchased to support courses in children's and young adult literature and the teacher education curriculum. The collection is also responsive to the curricular needs of the English and foreign language departments. The collection includes picture books (including juvenile easy books), juvenile and young adult fiction, and nonfiction. Award winners from Caldecott, Newbery, Coretta Scott King, and others are purchased via an awards approval plan. Most of the Juvenile Collection is in English, although there are some books in Spanish. Materials about children's literature are added in the general and reference collections.

Notable fiction and nonfiction materials are added to the collection via an adult award approval plan, which includes ALA Notable books, the Pulitzer, PEN Faulkner and National Book awards among others.

As appropriate, digital monographs in HTML format or Portable Document Files (PDF) are included in Kimbel Library's online catalog. These works may include freely available electronic access to purchased print items, government documents, public

domain materials, open access resources, or NGO (non-governmental organizations) reports that support the curriculum.

Serials

Journals, magazines and newspapers are provided in print and digital formats, though the preferred format for most serials is digital. Format is determined by the cost difference between print and online, anticipated mode patron access, adequacy of graphics display or other factors relevant to content and use. Scope of coverage includes local, regional, national and international publications. The Library acquires journal content through subscriptions to publisher collections, aggregator services or individual titles. Emphasis for journal selection is on scholarly, peer-reviewed publications and trade publications that support professional programs. The following criteria are considered when adding or renewing individual serial titles:

- Does the title support the curriculum?
- Does the title overlap with existing sources?
- Is the title indexed in library resources?
- If the title is available online, is the source stable?
- Does the title adhere to a reliable publication schedule, or are there lapses in publication?
- Are the annual price increases for the title reasonable?

The Library subscribes to popular magazines with limited scholarly content. The preferred format for these titles is print though online access may be available through general subject databases. Popular magazines are retained in the library for up to two years. The catalog indicates the retention period for all print serials.

Subscriptions for individual serial titles are reviewed prior to renewal. When reviewing titles the library considers the criteria used for new subscriptions as well as evidence of use. Serial titles with low use and/or high cost per use, a significant cost increase, or titles available online with a short embargo period are candidates for cancellation. Candidates for cancellation are reviewed with the library liaison and the department/program representative.

As most serial content is provided in electronic format the Electronic Resources Policy provides detailed information on selection, acquisition, licensing and management of these resources.

Audio and Video Recordings

Streaming audio and video are the preferred medium for music and video recordings. The library adheres to use and retention guidelines for archival copies promulgated by

the American Library Association statement on copyright, Section 108 for DVDs in the collection.

Scores

Kimbel Library scores at the request of faculty and students. Scores are ordered according to collection development procedures from departmental allocations.

K-12 Curriculum Materials

Kimbel Library supports the education programs of Coastal Carolina University by providing the adopted K-12 textbooks for Horry, Georgetown, Marion, Williamsburg and Florence counties as well as educational materials such as kits, puppets, models, realia, manipulatives and other non-print items in support of teacher education activities.

Government Documents

As a selective federal depository, Kimbel Library acquires the appropriate federal documents in electronic format and retains some federal publications in print and microfiche formats. Records for electronic documents are added to the catalog throughout the year and are selected based on regional relevance and curricular support, and adhere to the Superintendent of Documents classifications included in the library's item lister.

Equipment

Kimbel Library collects equipment to support students' needs for the completion of assignments and projects, as well as to facilitate their work in general studies. Equipment is also purchased for use of media (non-print) materials in the library.

IV. Selection Tools

Appropriate and professionally relevant selection tools are used to identify and evaluate materials for purchase.

V. Gifts Policy

Acceptance of Gift Materials

Gift materials appropriate for Kimbel Library are accepted by Information Technology and Collections. Monetary gifts are referred to the Coastal Carolina University Office of Philanthropy.

Once accepted, gifts become the property of Kimbel Library. The library reserves the right to evaluate, select and dispose of gifts in the best interest of Coastal Carolina University. In accordance with the American Library Association's Standards for Ethical Conduct for Rare Book, Manuscript, and Special Collections Librarians. Kimbel Library does not appraise any gift. Kimbel Library sends a letter of acknowledgement to the donor with completion of the library's gift donation form. In the event that a gift arrives unannounced, Kimbel Library assumes the donor is aware of the gifts policy.

Gift materials meet the same collection development criteria as purchased library materials before they are added to the collection. Kimbel Library adds materials that fall within the Collection Development Policy guidelines. Librarians evaluate gifts based on physical condition, format, relevance to the curriculum, and validity of the material based on reviews or inclusion in selected bibliographies. Faculty may be asked to review donations for inclusion.

Gifts requiring special shelving, treatment or access may not be accepted. The Library does not accept materials in poor condition or in obsolete formats.

Accession records include the name of the donor. If appropriate to the format and if the donor wishes, bookplates with the name of the donor are placed in individual items.

Materials not added to the collection will either be made available to the campus community via a designated donation area in the library or are processed and recycled.

Kimbel Library makes this Gifts Statement publicly accessible and provides potential donors with a copy if requested.

VI. Collection Maintenance

Collection Assessment

Library holdings are assessed annually for statistical reporting.

The Information Technology and Collections Department assesses an identified subject collection annually in collaboration with the subject's liaison and program faculty in order to update the collection, fill identified gaps and withdraw irrelevant material. Additional funds may be earmarked for collection building in these areas.

The Information Technology and Collections Department also assesses library coverage of subject areas at the request of library liaisons and faculty to determine areas of need and analysis for specialized accreditation.

DeSelection

Library resources undergo periodic evaluation to determine whether de-selection is appropriate. Withdrawing de-selected materials allows Kimbel Library to keep its collection current and supportive of Coastal Carolina University's curricular and educational goals.

The decision to de-select materials is based on several factors, including the following:

- Obsolete content or format
- Poor physical condition
- Multiple copies of the same item in the collection
- Better coverage of the subject by other materials in the collection
- Economic feasibility
- Low usage
- Space limitations
- Electronic access
- Superseded by online version

Teaching faculty and librarians identify materials to be de-selected in their appropriate subject areas. Librarians are solely responsible for culling the general and non-curricular areas such as popular reading, reference, juvenile, and special collections. Candidates for withdrawal are evaluated on use, reviews, inclusion in selected bibliographies, coverage of content and availability of content outside of Kimbel Library. Withdrawn materials may be replaced when warranted.

Withdrawn materials may be sent to Better World Books (BWB). Withdrawn materials that do not meet BWB criteria are processed and recycled.

VII. Cooperative Arrangements

Kimbel Library participates in joint collection development projects with the Partnership Among South Carolina Academic Libraries (PASCAL), the Carolina Consortium (CC), and Lyris. The Library also benefits from resources provided by South Carolina's DISCUS (Digital Information for South Carolina Users) program. These cooperative ventures directly affect the digital database collection, e-books, online journals and online reference resources. Consortium participation allows Kimbel Library to take advantage of price incentives.

VIII. Challenged Materials Policy

Kimbel Library's collection management adheres to the principles of the American Library Association's Library Bill of Rights and is articulated in the collection management policy document. Concerns related to Kimbel Library's collections should be directed to the University Librarian via email or other printed communication.

IX. Policy for Specific Collections

Coastal Carolina University (CCU) Collection

Housed in Information Technology and Collections , The CCU Collection is a basic collection of University materials needed for research and consultation by students, faculty and staff and includes University publications, student publications and theses. This collection does not serve as a repository for University records as the lack of adequate resources, personnel and space currently prevent the creation of an archival collection within Kimbel Library. The Library accepts CCU materials such as accreditation reports, specific departmental publications, campus event programs and posters in anticipation of a University Archives though the library does not ensure that these collections are complete. University records and archival material are currently under the purview of the Office of Assessment and Records Management. University materials not appropriate for the CCU Collection are stored off-site.

Horry County Archives Center

Established by the Horry County Higher Education Commission in 2006, the Horry County Archives Center (HCAC) at Coastal Carolina University focuses on researching the history of Horry County and surrounding counties. The center works with local history-minded groups to find significant historical material, preserve it and make it accessible to the public. The HCAC Research Room houses Kimbel Library's long established "Waccamaw Collection," a collection of books dealing with the history of the Waccamaw River region, as well as recently purchased microfilm copies of historic land documents. The center plans to seek out privately held historic documents that would be of local interest and work to digitize those items. For further information please see the HCAC collection policy.

X. Electronic Resources Policy

Kimbel Library's electronic resources collection supports the curricular and research needs of Coastal Carolina University students. Electronic resources, including serials, monographs, indexes, aggregating resources, and websites, are selected using the same criteria as print materials, with added consideration for criteria specific to electronic resources (below). All electronic resources subscribed or purchased by the Library are remotely accessible through the Library's web site.

General Selection Criteria

- Content – In addition to meeting the criteria outlined in the general Collection Development Policy for content, complete HTML full-text or PDF documents are preferable to indexes.
- Equivalent information – Electronic versions of resources published in other formats should minimally contain equivalent content, including illustrations, charts, tables, figures, graphs, etc. as appropriate.
- Currency – Content should be updated often enough to be useful.

- Usability – Content is usable by the general campus community and is not specific to a single course or assignment.
- Access and technical preferences:
 - Available online 24/7
 - No restriction on platform
 - No restriction on browser
 - No special additional software required
 - IP address recognition, no password required at the host Library
 - Remote accessibility via proxy server
 - ADA compliant
 - Administrative module available
 - Customization of interface possible
 - Usage statistics available, downloadable in multiple standard formats
 - Accurate and up-to-date holdings information, downloadable in multiple standard formats
 - OpenURL capability
 - Unlimited simultaneous users preferable to single or limited simultaneous users
- Interface preferences:
 - Resource name prominently displayed
 - Intuitive search interface that is appropriate for college-level research. Interface should include prompts, menus, and browse functions.
 - Basic and advanced searching functionality
 - Option for single-search access to subscribed resources across platform
 - Online tutorials and training support
 - Context-sensitive help
 - Printing, downloading, permalink, export capabilities
- Vendor support preferences:
 - Reliability and stability established
 - Continued product support through updates and/or new versions
 - Responsive and timely customer support
 - Timely notification of changes
 - Clear and comprehensive documentation
 - Digital preservation supported by PORTICO

Cost and Support Guidelines

- Scope and usefulness of the content to Coastal Carolina University user community justifies the cost of the resource
- The cost of the resource is sustainable by the electronic resources budget for the foreseeable future
- Maintenance support (i.e. the technology and staff to deliver and support the resource) is available at Kimbel Library

Formats

Serials: The preferred format for serial publications is electronic with the exception of some leisure materials, daily newspapers and content for which graphic integrity is compromised in an online format. Electronic serials are available through subscription and back-file purchase and through publisher packages or aggregator databases. The library provides access to journal content through full-text and indexing resources. Serials are accessed by title through databases; full-text access is provided by URL link resolver.

Monographs: Kimbel Library provides access to e-books via subscription and package or title-by-title purchase. In addition to general selection criteria for monographs, the library considers number of simultaneous users permitted, digital rights management limitations, ease of printing or downloading, compatibility with mobile devices and availability of MARC records as conditions of purchase. For title-by-title purchases, the single user option will be purchased when there is a significant price upgrade for multiple user access. The library will consider duplicate purchase of print material on a case-by-case basis. E-books will be added to the catalog as new records become available. Open Educational Resources and freely available e-books are selectively included in the discovery platform.

Databases: The library subscribes to online databases that include content other than serial publications. These may include, but are not limited to, streaming video and audio resources, tests and test reviews, reference databases, primary source archives, abstracting and indexing (A&I) resources, citation guides, research reports and case law.

Websites: As a selective federal depository, the library currently selects 25% of the U.S. GPO item numbers available in the subject areas to which we have committed. The electronic version of a depository publication will be substituted for a physical copy if the following criteria are met:

1. The electronic version is complete, official, and permanently accessible. This access includes not only permanent retention of the material on the site but also adequate library technology to meet accessibility needs.
2. The electronic form is available to all library patrons and is free of charge to the user.
3. The electronic version is the best format based on the needs of the users.

The catalog will reflect this coverage and also include NGO reports and South Carolina state, county or municipal documents that are relevant to the curriculum. Freely available web-based databases or resources may very selectively be included in the catalog on recommendation from librarians, faculty or review sources for academic libraries. Accuracy, authority, currency, coverage, and appropriateness to the collection are the primary review factors, in addition to the reliability and stability of the website.

Management

Information Technology and Collections oversees the evaluation of resources by acting as liaison to the providers of e-resources, setting up trials and demos and requesting product information. Once committed, the department manages the resources in the collection throughout the electronic resource life cycle (acquisition, provision of access, administration, provision of support, and monitoring and evaluation).

Information Technology and Collections develops and maintains the interface to the electronic collection and participates in the technical aspects of electronic resource delivery. The department also manages the configuration of the catalog and the proxy server for access to electronic resources.

Licensing

Licenses and Agreements for all electronic resources go through the University's Office of University Counsel and are signed by the president or the designee (per the University's Grants and Contracts Policy). Once countersigned by the vendor, the original license goes to the Office of Risk Management and a copy retained in the library. The license should adhere to ALA's Principles for Licensing Electronic Resources, notably:

- Not be subject to laws of a state other than South Carolina
- Include a hold-harmless statement
- Identify authorized users
- Stipulate restrictions on downloading, printing, copying and interlibrary lending

Acquisition

Trials: Trials for electronic resources will be initiated by the library for products considered for acquisition that meet general collection criteria.

The Collections Committee makes decisions on which products to trial based on input or requests from campus constituents. Information Technology and Collections will arrange trials, and, make the trial accessible via library's web site. Reference providers will then be apprised of trial purpose, dates of availability and resource content. Faculty who may have an interest in the content are informed of the trials by the library liaison. Using feedback from librarians and faculty and their own evaluation, the Collections Committee makes a recommendation that the resource be added. Feedback on all trials is retained for future reference.

Collection Access

Electronic resources are delivered through discovery services, a locally customized research portal, and research guides. Information Technology and Collections is

responsible for the general development and maintenance of these portals. The department maintains links and descriptive information of the subscription databases.

Collection Maintenance

Identification, evaluation, selection and collection of electronic resources is ongoing. Decisions are made for the selection and cancellation of subscription databases and e-journals on an annual basis and each resource is evaluated six months in advance of its renewal period.

Deselection

Subscribed electronic resources are candidates for cancellation under the following conditions:

- Significant price increases or high cost-per-use
- Low use
- Content no longer supports curriculum
- Availability of alternative resources which better meet selection criteria
- Unfavorable changes in format interface and/or content
- Poor customer service compromises access
- No longer available through a consortium

The Collections Committee, in concert with Library Administration, makes final decisions on cancellations.

Cancellation

Cancellation of an electronic resource results in suppression or removal of the bibliographic record associated with the resource and removal from the Databases A-Z and research guides, and will be reflected in the library discovery system. Relevant information such as cancellation date and other pertinent information are recorded on the suppressed order record for future reference.

Streaming Media

Kimbel Library follows the general selection criteria as outlined in the Collection Management Policy. Additional considerations for selecting and assessing streaming media are:

- Cost, including, but not limited to, annual platform, access or support fees.
- Acquisitions Model
 - purchase one-time with perpetual access
 - subscription with no archival access (one year or multiple year)
 - subscription by declining balance or other programs
- Quality of media (images, sound, closed captioning or transcripts)

- Coverage: single title; static one year collection; aggregated collection that changes multiple times a year
- Technical Considerations - Required
 - IP recognition authentication on campus (not username / password access)
 - Remote access via a proxy server for off-campus
 - Compatibility across operating systems and browsers, including responsive coding for optimal mobile access
 - Videos should be hosted by a vendor
 - Reasonable expectations for bandwidth requirements
- Technical Considerations - Preferred
 - No additional hardware / software needed
 - Compatibility with course management software
 - Deep-linking to a title level
 - Site backups in case of platform failure
- Availability of Counting Electronic Usage of Networked Electronic Resources (COUNTER) compliant usage data preferred (COUNTER 5 Multimedia Report 1: Successful Requests for Multimedia Full Content Units)
- User-friendly and provides on screen assistance to the user
- Cataloging Considerations: Availability of MARC 21 records on individual film titles for cataloging at title level. Single-title streaming videos will have order and bib records to track licensing expirations
- License Terms - Required
- Site licenses cover campus and remote users via proxy server
- Covers all authorized CCU faculty, students and staff including walk-in users. In special cases, some resources may be restricted to a program or a unit of the university due to license restrictions
- Guaranteed anonymity of all users and confidentiality of their information
- Realistic expectations concerning the Library's ability to monitor and detect abuse
- License Terms - Preferred
 - Public performance rights
 - For purchases, provision for archival copy of material or acceptable terms for perpetual access to materials
- Copyright law is superseded by license agreements
- In-house streaming video: produced by Kimbel Library
 - In-house video are posted on Kimbel Library's YouTube page
 - All videos will be closed captioned before being made public