Collection Development Policies and Strategies

Goals

The strategies in this document outline how collections are managed and developed that have the greatest impact on teaching, learning, and research and that the choices made in collections acquisitions advance the mission and goals of Coastal Carolina University (CCU).

Diversity in Collections

The Coastal Carolina University Libraries (the library) recognizes that over time collections have conventionally been influenced by and biased toward embedded cultural, societal, and educational norms. Currently, collection decisions are informed by curricula developed to meet the needs of a more diverse student body and in new and emerging areas of research by a broad spectrum of researchers. The library makes every effort to employ strategies for acquiring, describing, and managing resources that support the curriculum at CCU and represents historically underserved, marginalized, and diminished points of view. These strategies consist of quantitative measures of assessment as well as qualitative information that integrates ethical and values-based considerations in order to promote access to the widest range cultural, scientific, and historical resources possible.

Responsibilities of Librarians

Collection management is the ongoing assessment of the library's 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 resources relevant to a liberal arts education that support the undergraduate and graduate curricula, resources of regional interest, as well as some popular reading and leisure resources. The library faculty and CCU teaching faculty share in collection development responsibilities.

Librarians act as the designated collection development liaison to several academic departments or programs. 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.

Selection Criteria and Guidelines

The library strives to develop and maintain a strong, balanced collection responsive to the myriad needs of the campus that are of immediate and enduring value and have a positive impact on current research and teaching needs. 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.

The library prioritizes acquisition of resources in an electronic format unless a title is otherwise unavailable or a print format is expressly requested. Advantages to the electronic format include anywhere, anytime access to information, ease of use, enhanced functionality, reduced storage space, overall cost, etc.

Every attempt is made to ensure that the technology platforms we subscribe to, and the content therein, follow national standards for accessibility. Vendors should adhere to the accessibility requirements for information and communication technology covered under Section 508 of the U.S. Rehabilitation Act, and follow guidelines set forth by the W3 Consortium's Web Accessibility Initiative.

The library collects primarily English language materials but purchases some material in other languages to support the curriculum.

Every attempt is made to acquire resources that result in perpetual ownership; however, many times this ownership is not available or affordable. Leased access is typically the norm, and conditions of access (unlimited simultaneous access, export capabilities, full-text access) will be carefully weighed by librarians.

The library does not maintain a collection of course textbooks nor can we comprehensively support individual faculty research through the acquisition of resources that do not have a broader application.

Open Access

The library adheres to the following principles:

- when appropriate and advantageous, the collections budget may be applied to activities or initiatives that advance local, community, and scholarly open access goals
- librarians systematically evaluate, select, support, and promote the use of open resources, whether as an alternative or in addition to existing traditional resources

Gifts Policy

The library is unable to accept all donations offered, acquiring only those that are within the scope of its collections and meet the same collection development criteria as purchased library resources before they are added to the collection. If accepted, gifts become the property of the library, which reserves the right to evaluate, select and dispose of gifts in the best interest of Coastal Carolina University. The library is unable to appraise any gift. In the event a gift arrives unannounced, the library assumes the donor is aware of the gifts policy.

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. Monetary gifts are referred to the Coastal Carolina University Office of Philanthropy.

Collection Assessment

Decisions to deaccession items are made with the goal of enhancing the overall collection by removing unneeded items. Many factors influence this decision, including but not limited to:

- continued relevance to the University curriculum
- condition of the physical item
- electronic duplication with perpetual access / ownership
- widely held by partner institutions or our broader resource sharing loan partners
- content created by and representative of marginalized and underrepresented groups

Library holdings are assessed annually for statistical reporting and general usage. Factors considered when determining whether to purchase or retain access to resources include:

- overall use
- overall cost
- cost per use
- high use reference resources
- used in current teaching and research
- faculty authors
- ethical and values-based considerations in order to promote preservation of and access to a wide range of cultural, scientific, and historical resources

The library 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.

Shared Collections and Collaborative Collection Building

The library partners with South Carolina academic libraries and across the nation to extend and maximize both collection budgets and resource sharing networks in ways that will provide CCU with as a robust a collection as possible that support the curriculum.

Online User Privacy

The library never uses or shares personally identifiable information unless we are compelled to do so under the law. Our goal is to collect and retain only the information we need to provide access to library resources. When connecting to licensed databases from outside the library, the electronic resources that we subscribe to require information to authenticate a user as a member of our community. But none of the resources require personally identifiable information although several resources offer opt-in personalization services. Because these

resources are external to the library, we strongly encourage users to review the privacy policy of each resource prior to submitting any personal information.

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