Collection Development and Management Policy

The Library's collection development and management policy derives from the Library's role in supporting the goals and mission of the University "to further teaching, research and learning in the abiding tradition of Catholic thought and life." As a "Catholic liberal arts based institution of higher education" the Library emphasizes the "liberal arts" in its collection. The "liberal arts" aim at imparting general knowledge and developing general intellectual capacities in contrast to a professional, vocational, or technical curriculum. In the medieval European university the seven liberal arts were grammar, rhetoric, and logic (the trivium) and geometry, arithmetic, music and astronomy (the quadrivium). In modern colleges and universities the liberal arts include the study of literature, languages, philosophy, history, mathematics, and science as the basis of a general, or liberal, education.

The Library exists to:

- Provide access to information in a manner appropriate to the needs of users

- Provide optimum academic support for teaching, learning and research by library users

- Provide for the special requirements of users

- Effectively and appropriately utilize communications and information technology to improve information access

- Effectively and appropriately utilize opportunities for resource sharing with other libraries

Collection development and management encompasses: the selection and acquisition of information resources; the storage, display and availability of the collections; and the promotion and facilitation of their use to further the aims of the University. The collection may include material in all physical formats and the provision of access to remote electronic information sources.

It is the Library's responsibility to manage the collections on behalf of the University, and to ensure that collections are relevant to the curriculum, and the education needs of students and faculty. It must be emphasized that collection development and management should always be focused on the needs of students and faculty. The Library accepts the responsibility to develop a collection that adequately supports all of its academic programs.

Oversight of the Library is the responsibility of the Academic Affairs Committee which has created a subcommittee, the Library Committee, to provide guidance to the Director of

Library Services. The Director will regularly report to the Committee to keep it informed regarding the University Library and to answer any questions Committee members may have about Library operations, including collection development.

Annually, each summer, a "state of the library" report will be developed by the Director and delivered to the Vice President for Academic Affairs, the Academic Affairs Committee, and the Library Committee for review before publication and submission to the President. This report will cover all aspects of Library service, with special attention to the growth and development of the collection.

The Library is committed to preserving the especially valuable resources that it is able to add to the collection, while at the same time making them available for their intended uses—study and research.

The Library staff will work closely with each department and its faculty to ensure that the selection, housing, preservation and (when appropriate) the withdrawal of materials and resources is managed in accordance with departmental teaching and research priorities.

Selection

Acquisition of material and management of the collections will be guided and prioritized according to current and future teaching and research interests. Important works in other areas may be acquired, but the library does not currently aspire to build a balanced collection covering all areas of knowledge. The Library aims to support the undergraduate curriculum from within its own resources, and to support research through a mixture of holdings and alternative methods of access to resources. Faculty recommendations will receive the highest priority when deciding what items to add to the collection. These recommendations will be sought in a number of ways, including, but not limited to: library staff will attend faculty meetings and seek faculty input: suggestions for purchase may be made to the Director by email at anytime: and, faculty will be asked to provide copies of all class reading lists.

Research Material

When selecting research material the library staff will seek input from the departments and their respective faculty. The purchasing of research materials should be linked explicitly to departmental research strategies and the Library's areas of strength. Material likely to be of transient interest should not be purchased if cost-effective and convenient alternative means of access are available.

Course related material

At least on copy of any text required for a course taught at Ave Maria University should be purchased and kept on non-circulating reserve. The Library should obtain any item on an assigned reading list that is not already in the collection. The Library will maximize the

availability of reading list material through the use of shorter loan periods, by operating a reserve system, and by purchasing multiple copies (when appropriate) of items likely to be in heavy demand. Faculty input will be the primary method of selecting items to place on reserve, and that input will be actively sought by the Library's staff.

Reference materials

The Library will have a basic up-to-date general purpose reference collection. This collection will be weeded by the Library's staff as necessary to keep it current. The Library will also seek departmental input to build up more permanent reference collections for the subjects taught at Ave Maria University.

Donations

Unsolicited donated material is accepted solely at the Library's discretion. Unless the Library and/or University asserts to the contrary in writing, the Library reserves the right to add donated material to the collection or to dispose of it in any manner.

Format

The primary criterion for selection is the value and relevance of the content. The format is secondary consideration; however, account will be taken of cost, educational and/or research value, and usefulness when deciding on a format.

Electronic Information resources

The Library will make resources available electronically when a significant combination of the following justify the expense—unique content, faster access, multiple simultaneous use, remote access, more timely information, more sophisticated searching techniques, protection from damage and theft, and space savings. For electronic resources, selection criteria includes: the quality of the interface, licensing, authentication, and access and archiving arrangements. Whenever possible, affordable, and economically beneficial, the Library will prefer electronic access.

Housing

The balance among open access, closed access, and storage is determined by the need to ensure ready availability of items in heavier demand, the security and preservation of difficult-to-replace and/or valuable material, and the limitations of space.

Preservation

The Library aims to maintain the collections in a suitable state to withstand the use they are likely to receive. Specialist conservation work is normally limited to Archives, Rare Books and Special Collections material.

Weeding

Weeding is a positive aspect of collection development and management, and is essential when space is at a premium. Operational efficiency and user satisfaction are

enhanced by removing under-used books that have no long-term value. Also, certain books become out-of-date and should be removed regularly. Examples include annual almanacs and road atlases.

Collaboration

It is clear that the future for library support of research and scholarship lies in part in co-operative collection management. In this day and age no university library can provide all of the materials needed by its users. Thus it is necessary to share resources among institutions. The Internet provides convenient access to many library catalogs and national bibliographic databases with location information. This facilitates interlibrary loan activities. The University Library will aggressively pursue interlibrary loan when it serves the interest of users.

The University Library will actively develop appropriate mutually beneficial cooperative relationships with specific libraries to ensure maximum curriculum and research support for students and faculty. The Library's staff will utilize new technology to support the University's academic programs when appropriate.

The Library will participate in appropriate and mutually beneficial collaborative arrangements and alliances. The Library will seek every productive opportunity to work collaboratively with research institutions, especially those with goals and a mission similar to the University.

The Library will be an active member of the Southwest Florida Library Network and as such will collaborate with other major libraries in southwest Florida, including Florida Gulf Coast University, Edison State College and Collier County Public Library. Interlibrary loan will be facilitated by membership in OCLC's WorldShare ILL.

The Library's staff will actively seek mutually beneficial relationships with libraries, consortia and systems likely to provide a synergistic advantage to the participants. It is understood that these relationships with other libraries are intended to be supplemental and additional resources, and not substitutes for the University Library's responsibility to provide adequate resources to support the University's academic programs.

Academic Affairs Advisory Sub-committee on Libraries

This Committee assists the Director of Library Services in formulating and implementing policies and procedures for collection management. This should include not only collection development and acquisitions policies, but also weeding, gift, and preservation policies. It will assist the Director of Library Services in evaluating the library's collections to determine areas of strength and weakness, and in determining the instructional research needs of the University. It will also assist the Director of Library Services in establishing collection development priorities.