

Bunch Library

Collection Development Policy

Updated May, 2020

Library Mission/Vision

The Lila D Bunch Library vision and mission statements are in direct response to the Belmont University [Mission, Vision and Values](#).

Library Vision Statement

Lila D. Bunch Library empowers the Belmont community in the pursuit of knowledge and creativity by providing innovative resources and services for intellectual discovery in a collaborative, inclusive environment.

Library Mission Statement

Lila D. Bunch Library is an essential partner in the University's mission to empower the Belmont community to engage and transform the world. We will be a catalyst for the discovery, creation, and dissemination of knowledge by

- Providing the best possible user experience.
- Being a leader among teaching libraries through innovative pedagogies, preparing students for a complex information environment.
- Building on traditional foundations of research by expanding opportunities to engage with new forms of digital inquiry.
- Providing leadership on scholarly communication for the university.
- Creating a welcoming and secure space for study, research, and collaboration in an environment that fosters intellectual freedom and the open exchange of ideas.
- Building and curating robust and unique collections to enhance the student learning experience and attract leading scholars.

Overview of Collection

The Lila D Bunch Library serves the Belmont University community, made up of students, faculty, and staff from a wide range of backgrounds. The university offers a broad range of majors at both the undergraduate and graduate levels. (See <http://www.belmont.edu/about/index.html> for details about the university.)

The goal of the library is to provide a unified and coherent collection designed to meet the current and future needs of the institution within the limits of its fiscal and personnel resources. Because Belmont prides itself on being a teaching institution, the focus of the collection is primarily on supporting the university's curricular needs. There is a relationship between successful teaching and academic research; therefore, the library also supports faculty research. All materials the library collects should be affordable in the broad scope of the library's acquisitions budget.

Open Access Statement

The Lila D. Bunch Library strives to promote free and equitable access to scholarly knowledge by actively seeking out and supporting open access initiatives. Open Access (OA) refers to free, immediate, permanent online access to digital full-text scholarly materials. Open access resources have minimal copyright and licensing restrictions, meaning that anyone may fully use these resources, which could include reading, downloading, copying, and/or otherwise distributing them.

The Lila D. Bunch Library is committed to the support and promotion of open access initiatives by way of including open access materials in our collection and by encouraging faculty to disseminate their research in open access platforms. This could refer to either publishing original research in open access journals, or by depositing an article published in a traditional journal into an open access repository, such as the [Belmont Digital Repository](#).

Disability/Diversity Statement

Lila D. Bunch Library builds, maintains, and provides access to an international and multilingual collection, representing the broadest possible spectrum of cultures, ideas, and information while supporting the Belmont curriculum. Materials will not be excluded from this collection because of the origin, age, background, or views of those contributing to their creation. Intellectual freedom and equitable access to information, the keystones of librarianship, are the foundations for our commitment to collect materials that reflect the full spectrum of ideas and perspectives.

Per the library's Collection Development Policy, and in alignment with [the ALA Library Bill of Rights](#), Bunch Library strives to select, maintain, and support access to content on subjects by diverse authors and creators that meets the needs, interests, and abilities of all the people the library serves. This includes (but is not limited to) selecting content in a variety of formats, seeking content from marginalized and

underrepresented groups, and providing resources in formats that meet the needs of users with disabilities.

Bunch Library will work closely with diverse communities to help ensure that all Belmont community members will feel welcomed and included by ensuring they see themselves reflected in the collection and in the library's programming.

Goals:

1. Create and maintain Diversity LibGuide
2. Maintain a list of resources available for disabled patrons
3. Maintain information about best practices for diversity and disabilities in libraries
4. Ensure resources are allocated to support collection development priorities with regards to diversity
5. Pursue regular training, development opportunities, and programming related to diversity, equity, and inclusion.

Lila D. Bunch Library champions [The Belmont State Of Mind](#): “The Belmont State of Mind is inclusive, it's celebratory, it's open-minded and welcoming, it's transparent and honors differences, it challenges ideals and encourages dialogue.” The library seeks to be an embodiment of this idea.

ALA policies

Bunch Library supports the free exchange of materials and seeks to build a collection that represents multiple points of view. The library does not practice censorship, but rather selects materials on the basis of overall content. In addition to the [Intellectual Freedom Principles for Academic Libraries](#) and the [Freedom to Read Statement](#) (Appendix B), the library subscribes to the tenets of intellectual freedom as expressed in the [Library Bill of Rights](#) of the American Library Association, amended by the ALA Council on January 23, 1996.

Responsibility for Selection

The Library Director requests acquisition funding as part of its annual budget request provided for the CIO and the VP for Institutional Effectiveness. The method of allocating acquisition funds for undergraduate and graduate programs is based on a formula recommended by the Library Committee and approved by the Library Director, CIO, the Provost, and the VP for Institutional Effectiveness. Acquisition funds are then allocated

accordingly to each academic department or college (based on the preference of that academic area), with the expectation that faculty make requests through their department or college's designated order coordinator.

The library utilizes the Comprehensive Allocations Process (CAP) to assess allocations and expenditures of library funds for each department. (See [Belmont Library Allocations Model](#)) The CAP helps to ensure that appropriate dollar amounts are allocated to each department/discipline within the university through an annual assessment of allocations and expenditures based on a number of criteria outlined by the CAP. A faculty senate appointed library advisory board advises the Director of Library Services and the CIO in the allocation of funds for library resources and the formulation of an annual materials budget.

Because the librarians are in the best position to observe the quality and balance of all subject areas, and because the professional librarians are ultimately responsible for the overall quality and balance of the entire collection, the library faculty are responsible for the full life-cycle of collection management from selection to withdrawal. In this capacity, [Library liaisons](#) help departments with selecting and ordering library materials for their respective disciplines, provide library instruction to graduate and undergraduate departmental courses, communicate library news and information regarding library resources, and provide guidance for deselection projects and annual subscription reviews. Select library faculty serve as library liaisons to the various colleges and departments on campus. Classroom faculty are encouraged to work with their library liaisons to recommend materials for the collection in support of the curriculum. Library liaisons will use a variety of professional resources to help develop the collections in the subject areas of their responsibility. This relationship between the library and the department representative allows for the library to make informed decisions regarding student and faculty library resource needs.

Each librarian is also responsible for maintaining a research guide for each discipline for students. These guides provide access to the most relevant journals, books, databases, etc for a particular area, which helps to narrow the choices for undergraduate students who may be overwhelmed by the number of resources available to them. The library meets annually with the faculty order coordinators to go over ordering protocols and to address any questions regarding the collection development process. The library also provides a [Faculty Information Guide](#) with information pertaining to ordering materials, including specific deadlines and ordering procedures.

Selection Criteria

Bunch Library will base purchase decisions on the following criteria. This is an extensive, but not comprehensive, alphabetical listing.

- Authoritativeness and accuracy of the information
- Breadth of scope and coverage
- Currency of the resource
- Diverse points of view
- Funding, price, and space considerations
- Impact on staff resources
- Inclusion in indexing and abstracting resources
- Relationship to the strengths and weakness of the existing collection
- Relevance to actual and projected curricular and research needs
- Suitability of the format
- Usage or Interlibrary Loan history of similar subjects

When possible, the library purchases electronic versions of materials in order to provide access to the largest number of library patrons. The library will work to balance the need for print with the availability of online resources. Different disciplines will have different format needs. Library liaisons will work with their respective departments to understand the unique needs of each discipline as it relates to library resources. General interest books and audiovisual materials may be purchased if related to course offerings.

Materials are acquired in greater depth in areas with graduate programs. Music specific materials are collected based on the guidelines in the [Music Collection Development Policy](#).

Librarians consult numerous sources when making collection development decisions. These sources include such things as reviews in scholarly journals, trade journals, or publisher's catalogs.

Open Access Materials

Open Access resources should meet the same criteria that apply to traditionally purchased resources. In addition to meeting the guidelines outlined in the Selection Criteria portion of this policy, open access materials should also be reviewed in accordance with the criteria set forth in the [ACRL Scholarly Communication toolkit](#) in order to ensure that the materials are authoritative, legitimate, and are not engaged in predatory publishing practices.

Electronic Resources

Library resources should be available to all students, faculty, and staff of the university. Preference is given to electronic resources which offer campus-wide IP address access and authentication via proxy server. The requirement of individual registration and/or

password access is generally not acceptable. Highly specialized materials (e.g. datasets, single use/password access books and databases) solely for individual use are not collected.

Because of the ongoing cost implications of subscriptions, journal and database requests are reviewed by a committee consisting of the appropriate liaison librarian, Asset Management Librarian, Administrative Coordinator, and the Library Director. Journal and database requests may be submitted at any time at <https://belmont.libguides.com/faculty/ordering>.

Duplicate Copies

In general, one copy of an item (physical or otherwise) will be purchased. Titles already held by the library in an alternate format are generally not purchased unless the requesting faculty member or library liaison notes a significant curricular or research need for duplication. Multiple user ebooks should be investigated rather than multiple paper copies.

Replacement Copies

Lost, damaged, or missing items are not automatically replaced. Decisions to replace an item will be based on the demand for specific titles in support of curriculum, subject content, and the availability of newer and better materials on the subject.

Items that are confirmed to be lost or missing will be replaced if still relevant and useful, and if a replacement is available for purchase. Not all items will be replaced. Changes in format may be made as necessary or advisable.

Damaged items will be pulled from the shelf and distributed to the Asset Management librarian and/or the appropriate library liaison for review. If it is determined that the resource is no longer adequate to meet the needs of the institutions' academic programs, the item will be withdrawn. If it is determined the resource is relevant and needed, a replacement will be ordered, if possible. Changes in format may be made as necessary or advisable.

Collection Management

Collection management involves the decisions made after an item has become a part of the library's collection. These decisions include determining what materials should go to special collections or closed stacks, what materials should be removed from the

collection, and what electronic resources should be reconsidered. These decisions are a crucial part of the collection life cycle because they have an impact on the library's physical space and budgetary limitations.

University Archives and Special Collections

The mission of the University Archives & Special Collections is to procure, preserve, and display or interpret objects which relate to the history of Belmont University. This history dates to the 19th century, and includes objects related to Ward's Seminary, Belmont College for Young Women, Ward-Belmont, Belmont College, and Belmont University. These objects should help to interpret the social, economic, and cultural history, and to provide exhibits for the educational and cultural enrichment of Belmont University. Guidelines for the collection are in the [University Archives and Special Collections Policy](#)

Closed Stacks

Closed stacks is a location in the library that contains books and other items that are not available for browsing by the library patrons. Retrieval of these items is limited to professional library staff only. Items in closed stacks are available for student and faculty use and may be checked out. Items in closed stack locations are lesser used or older publication titles that are still deemed important for the library to retain as part of its circulating collection.

Withdrawal

Withdrawing materials is an essential aspect of developing and maintaining a collection. Because of limitations of shelf space or changes in curriculum needs, materials of limited usefulness must be removed to ensure that the collection remains useful and accessible. The Asset Management librarian is responsible for withdrawal decisions and works with the teaching faculty to make informed decisions about materials being considered for withdrawal.

Criteria for withdrawal

Bunch Library will base withdrawal decisions on the following criteria. This is an extensive, but not comprehensive, listing.

- Item is out-of-date and/or contains inaccurate information
- Item is superseded with a newer edition

- Item has not been used in 10 years, is not a classic work, and/or does not have long-term value
- Item falls outside of institutional research and/or curricular areas
- Item is a duplicate and is no longer in high demand
- Item can be replaced cost-effectively by a digital resource
- Item was originally selected in error

Electronic Resources

Electronic resources are not exempt from the withdrawal process. Electronic resources will be evaluated based on usage information, cost data, and discussion with the faculty in the primary subject area.

Donations

The Bunch Library appreciates and encourages any donation that will enhance the curriculum and support Belmont University's mission, vision, and educational goals. As such, the library welcomes gifts of materials or monetary donations, used to purchase new materials. Potential donors should speak with the Asset Management Librarian or student worker at the Information Desk. Potential donations will be assessed by the Asset Management Librarian, who will work in conjunction with the Library Director and Office of Development on all potential donations. Library liaisons will be consulted when donations fall within their subject areas. Monetary donations or proposals of monetary donations will be sent directly to the Library Director for review, who will work with the Office of Development. Factors that affect a decision to accept donated material include:

- Age of the work;
- Whether the item(s) are duplicates of existing library holdings;
- Collection needs;
- Condition of the proposed donation.

Gifts to the Music Library or Archives & Special Collections

Gifts given to the Music Library or the Archives & Special Collections will be directed immediately to those departments and will be subject to their review and development policy.

[Music Collection Development Policy](#)

[University Archives and Special Collections Policy](#)

Process of Donation

Donation proposals can be made in a variety of ways, but items will not be accepted into the collection without the approval of the Asset Management Librarian, the Library Director, and the Office of Development. In order to ensure that the quality of our holdings, items left at the Information Desk or deposited with any faculty or staff member will not be considered without following protocol.

A potential donor may choose to call the library, come in person, or alert a Belmont University faculty or staff member of their desire to donate. Faculty, staff, or student workers should either gather donor's contact information (name, phone number, best contact email), and if possible, a brief description of the suggested donation, or pass along the Asset Management Librarian's contact information. If the latter, the Asset Management Librarian will contact the potential donor to gather more information about the potential donation and take the information to the Library Director. The Library Director will contact the Office of Development. Information gathered from the potential donor will include name, phone number, email address, and a list of item(s) included in the donation. A list is necessary to best decide if the donation fits the needs of the collection.

Potential donors who come into the library to deposit a donation should be directed to the Asset Management Librarian. Potential donations left at the Information Desk (or in the library book drop) will be considered abandoned and disposed of at the Library Director's discretion. Should a student worker encounter a potential donor who does not wish to speak with the Asset Management Librarian, they should seek out their supervisor to speak to the potential donor.

Items Accepted Into the Collection

Items accepted into the library collection will include items that meet selection criteria for that material type, enhance the existing collection, and support the educational and research goals of Belmont University's faculty and student population. The library will not pay for any unsolicited gifts.

Items we will review:

- Books or other materials that support the educational and academic goals of Belmont University;
- Scholarly monographs;
- Current media (CD, DVD)

Items we are unable to accept:

- Titles inappropriate to an academic collection;
- Titles that duplicate our existing materials;
- Serials or other periodicals, including popular magazines;
- Textbooks;
- Publisher's preview copies;
- Folders/binders;
- Damaged items- items with mold, mildew, or infestation;
- Items with restrictive conditions- e.g., requests to place items in a special or prominent location
- Media in outdated formats (VHS, cassette tape, floppy disk, etc)

Appraisal of Donated Items

Prospective donors might be interested in tax deductions for donated items. The library cannot make appraisals under any circumstances. Potential donors should obtain the appropriate forms from the IRS and consult with appraisers before contacting the library. If needed, the library can provide a list of appraisers from which a donor might choose. Upon request, the library will provide an acknowledgement of a gift; this will include the number of items donated and a very brief summary of the gift. If the donor provides an inventory or itemized list with the gift, this will be included with the acknowledgement.

Recognition of Gifts

At the donor's request, the Bunch Library will affix a book plate showing the donor's name, or the name of the person in whose honor/memory the gift was made.