



Collection Development Policy
University of Texas at Dallas Libraries

2015

General Introduction

This collection development policy is divided into multiple parts.

Part 1 consists of a general statement on collection development strategy

Part 2 includes guidelines for electronic acquisitions

Part 3 includes guidelines for the acquisition of reference materials

Part 4 includes guidelines for federal and state documents

Part 5 includes guidelines for special collections and UTD archives

Part 6 includes guidelines for the Callier Center Library

Part 7 includes guidelines for multimedia

Part 8 includes guidelines for staff use only materials

Part 9 includes guidelines for maps

Part 10 includes a statement on retention and weeding policies

Part 11 includes Interlibrary Loan Services collection development policies

Part 1: General Statement and Collection Development Strategy

This collection development policy statement is intended to:

- Provide guidelines for the selection of material to purchase or license
- Provide a master plan for the growth and development of the Library's collections
- Facilitate the allocation of budgetary resources
- Communicate to the University the Library's collection development policies
- Allow comparison between UTD policy and that of other institutions to assist in cooperative collection development
- Assist in reaching selection decisions on electronic materials and large research collections of online materials
- Provide guidelines for retention and weeding
- Assist in the selection and retention of gifts and other sources
- Codify any unwritten policies

The primary collection development objectives of the Libraries are to support instruction and faculty, student, and staff research. A limited effort is undertaken to supply customers information about current social, political and economic events in the Dallas area, Texas, the United States, and throughout the world. No effort is undertaken to develop the collection to meet the needs of Library customers not affiliated with the University of Texas at Dallas except in the case of the U.S. Depository program. Development of the depository collections, as required by law, takes into consideration the needs of the local community in the selection of materials.

University faculty and staff who require books and other materials for their own use are expected to spend personal funds for their acquisition. Other units on campus which require materials for their University operations are expected to spend their own funds.

As the Library cannot collect comprehensively in all subject areas, a high priority is placed on providing bibliographical access to materials not necessarily held in the collection so that customers may obtain it by alternate means, such as through Interlibrary Loan. The Library provides hundreds of bibliographic databases which index journals not owned/licensed.

A. Collection Development Strategy

The basic collection development strategy of the University of Texas at Dallas Library system is composed of the following components: a limited approval plan, liaison selection, serial subscriptions and standing orders, gifts, and user recommendations.

The acquisition of university press publications is a priority as they encompass the scholarly output of faculty members around the world. It is a goal of the Library to collect most new highly-rated university press publications in relevant areas.

1. **APPROVAL PLAN PROGRAM.** A limited approval plan vendor is employed to bring into the Library new materials published on Texana and award winning juvenile literature titles. Texana books consist of non-fiction paper-copy titles dealing with a broad range of Texas-specific subjects. These books cost less

than \$100 each and are produced by publishers within YBP Library Services. The books are automatically received by the Library.

The Juvenile Literature Collection supports courses in children's literature in the School of Arts and Humanities. The approval collection consists of award-winning paper-copy titles costing less than \$100 each from titles produced by publishers within YBP Library Services. The liaison librarian for Arts and Humanities selected the children's book awards, and YBP Services automatically sends paper-copy award winners to the Library. The Library does not support a comprehensive program of acquiring children's literature outside the approval plan boundaries.

2. **LIAISON SELECTION.** The Dean of Libraries with the assistance of the Head of Acquisitions and Electronic Resources assigns each of the liaisons a yearly allocation for the purchase of Library materials. Each Library liaison may use their allocation to acquire monographic materials, media items, or other one-time purchases. Liaisons are restricted from purchasing ongoing encumbrances, such as serials or standing orders. Material purchased with Library funds must be housed in the Library.
3. **SERIAL SUBSCRIPTIONS AND STANDING ORDERS.** The majority of the Library's materials budget is spent on serials and standing orders. Unless the content of the journal warrants maintaining the print copy of the journal because of graphics, photographs, or extensive color, journals are subscribed to and licensed as electronic journals. Preference is given to journals which are indexed in a resource subscribed to by the Library.

The Library regularly reviews its serial subscriptions and standing orders to make sure that the top impact titles are available and that usage is strong (generally the cost per use at under \$100). Requests for new serial titles or standing orders are collected by the Acquisitions and Electronic Resources unit. New subscriptions are added based on the number of requests from faculty and on Interlibrary Loan requests in addition to cost, language, and format. Other determining factors could be the projected demand from a new degree plan or that a faculty member has been added to a journal's editorial board.

Whenever possible, the Library works within the UT System or other consortiums to obtain the best pricing for journal subscriptions. Because of these relationships, the need to reduce the budget allocation for journals is more complicated. If the budget for journals is to be reduced, it will require advance notice of up to a year to complete.

4. **ASSESSMENT.** Due to the fact that the University of Texas at Dallas is a rapidly expanding institution that frequently adds new courses and degree plans to the curriculum, it is recognized that it will be necessary to periodically assess the collection as proposals for expansion occur. The Library works with the Provost's Office to assist faculty in completing the required assessment for the degree proposal.

An assessment report request is generated by the School considering a new degree. The Library selector for the School will contact the School and get a draft

copy of the proposed degree plan. The assessment report is completed by the liaison librarian(s) for that discipline. The librarian reviews the monographic and journal collections as well as other formats when creating the report. The liaison considers the Library's current monographic holdings in relation to all available material on the subject listed in the YBP database (GOBI) and the collections of several academic institutions which already support the proposed degree as suggested by the School. Retrospective titles needed are also identified and the costs of both the current and retrospective monographs are calculated. Future monographic expenditures to support the degree plan for 5 years are estimated.

The *Journal Citation Reports* database is used to identify the high-impact journal titles in the subject area (except Arts and Humanities journals which are not included in the database). The liaison might use other resources to check which journal titles are critical including the library catalogs of other universities offering the degree. Titles currently not subscribed to are added as deemed necessary and as the budget allows once the degree is approved. Additional databases and other formats may be added if necessary to support the program.

The completed report is sent to the School's requestor and the Provost's Office.

5. GIFT POLICY.

While gifts are free in the sense that the Library does not generally have to pay for them, there are costs involved. Except for the Special Collections and Archives Department, gifts added to the collections should be relevant to the libraries' mission. The Head of Reference and the Dean of Libraries will determine whether gifts are added to the collection.

The Gifts Assistant reviews all incoming gifts, maintains a database of gifts, and duplicate checks all incoming materials. Letters are sent to donors and gift reports are sent to the Office of Development and Alumni Relations.

Criteria for the Inclusion or Rejection of Gifts

- Donors are not allowed to place special restrictions on the use or disposal of the gifts. The University becomes the owner of all donated materials and, as such, reserves the right to determine its retention, location, cataloging treatment, and other considerations related to its use, maintenance, or removal. Once materials are donated, they become Texas state property and cannot be returned to the donor.
- Material must be in good condition. Paperbacks or hardcovers that are in poor condition are rejected. The Library prefers not to accept loose-leaf binders or spiral binding. Books with mold and mildew or other damages are rejected.
- Donations of journals and serials are added to the collection if the title is indexed in a periodical database and a run of three years or more is donated. Individual issues are rejected outright.
- Audiovisual material may be added if it is in good condition. DVDs and CDs are accepted; Videocassette tapes, audiotapes, vinyl LPs, laser disks and

16mm or 35mm films are not accepted. Software and microforms are generally not accepted.

- Duplicates of materials already in the collection are generally rejected unless the condition of the existing item is poor and the volume can be swapped for the gift which is in superior condition.
- Any item marketed for consumer use is rejected (i.e. intended to be written in/test preparation materials); for example, an instructor's manual or a solutions manual.
- Review copies are rejected. These copies could be labeled "review copy", "free copy", "uncorrected proof", "advanced reading copy (ARC)", or "not for resale". These will typically be marked as such either on the cover or on the title page, and will typically not have ISBNs.
- If UT Dallas owns a more recent edition of the item, earlier editions are usually rejected.
- If the item cannot be distributed within the United States, it will not be added.
- Donations of archival and special collections materials are added after a review by the unit (see separate section below).

B. Other Collection Development Strategies

1. REFERENCE ACQUISITIONS. The Reference Department is allocated funds to acquire items for their collection. This allocation is used to purchase general reference and legal resources, maps, and subject bibliographies.

2. LARGE PURCHASES. Upon occasion, purchases of a large number of titles are made from vendors or from other libraries. Subject to the availability of funds, these purchases are made when the following criteria are fulfilled:

- a. the subject content of the material meets a collection need
- b. the average cost per book represents a substantial savings to the Library
- c. the duplication rate with items already in the collection is not excessive. In practice, the criteria must be balanced to determine the real cost per item.

3. USER RECOMMENDATIONS. The Library welcomes suggestions for the acquisition of materials. The Library has a Suggest a Title webpage. This feature is available to students, faculty, and staff of the University to suggest that the Library purchase specific materials.

The customer fills out the form and it is automatically sent to the appropriate liaison librarian. The liaison determines the demand for the title and responds to the requestor. The materials are paid for out of the liaison's account. If the liaison does not purchase the title, the requestor is contacted with appropriate suggestions for finding the item.

C. General Policies, except for Non-Print

The policies outlined below apply across-the-board to all curriculum areas and library units.

1. **ABRIDGED EDITIONS.** The Library seeks to collect the complete text of a scholarly work. Therefore, abridged editions are generally not added to the collection.
2. **BIOGRAPHICAL PUBLICATIONS THAT SOLICIT PURCHASE FOR INCLUSION.** The Library subscribes to the Marquis Who's Who on the Web for biographical information. Publications that solicit students to buy the book (e.g., *Who's Who among Students in American Universities and Colleges*) are not purchased by the Library or added to the collections from gift donations.
3. **DUPLICATE COPIES.** The Library makes every attempt not to purchase duplicate copies of the same edition. It should be pointed out that English translations of a single foreign language literary work by two or more different translators are not considered duplicates.
4. **EDITIONS** The Library purchases and maintains various editions of items because they involve long-term, often expensive commitments as well as significant issues of preservation and shelf space. Therefore, it is the library's policy to acquire the latest available edition of a work. Unless there are compelling reasons to the contrary, such as a specific faculty request, damaged condition of the item, or in the case of a particularly noteworthy edition (e.g., *Britannica* 9th and 11th eds.), an edition earlier than the most recent one held by the Library is not added to the collection. For example, if the Library holds the third edition, the first and second are not added.
5. **FORMAT CHOICE:** The choice of format selected is determined by the subject liaison. Although the Library strongly supports the acquisition of electronic materials, the selector chooses the format (electronic, hardcover or paperback) based on factors such as cost, ability to reproduce the text, accessibility, projected use, anticipated vandalism rate of the material selected, illustration use, and/or preference of the customers or faculty.
6. **HARDCOVER VERSUS PAPERBACK FORMAT.** Selectors choose the format based on cost, anticipated use of the title or of the discipline. Paperbacks are also preferred to an often-replaced expensive hardback.
7. **MICROFORM FORMAT.** Silver halide microform is preferred over other types of microform. Microfilm is preferred over microfiche (when both formats are available) to be consistent with past practice and because microfilm is less vulnerable to loss or theft. Electronic format is preferred over either microfilm or microfiche. For the sake of consistency, 35MM positive film is preferred.
8. **FORMAT FOR JOURNALS.** Electronic access is the preferred format for journals with a preference for pdf over html. Any other standard format: paper, microfilm, or microfiche, is added if a needed item is available only in that format. A paper subscription is not added if an electronic subscription is already available, unless the electronic format is incomplete. If, due to budgetary or space reasons, a choice must be made between formats, the following factors are considered:

- 9. DELIVERY**--A title in full image is available electronically outside the Library walls.
- 10. ILLUSTRATIVE MATTER**—Journal titles in which plates, drawings, photography, art reproductions, graphs, maps, or scientific illustrations constitute an important feature are poor candidates for a format which does not reproduce color. If an electronic format does not faithfully reproduce the illustrative matter, a paper subscription should be considered to supplement electronic access. Microform is the least-desired format because it precludes color reproduction.
- 11. COST**--Other factors being equal, if one format is significantly less expensive than another, the more economical format will be purchased.
- 12. USAGE LEVEL**--Frequently used materials are not good candidates for microform.

Occasionally journals are offered by other entities via a disposal list. These materials will be considered as additions to the collection if the subject is relevant to university programs or research. Such materials will only be accepted if there is a minimum of 3 consecutive years of coverage. An exception to this policy will be made if the materials cover a gap in our collection.

- 13. JUVENILE BOOKS.** The Library acquires a small collection of juvenile materials in support of classes in children's literature. These books are acquired through an approval plan with YBP.
- 14. LANGUAGE.** In general, the Library collects in English language. Faculty requests for foreign language materials are acquired as is a small collection of foreign language materials provided by Casalini Libri. The Reference Department collects language dictionaries.
- 15. LARGE-PRINT TYPE.** The Library does not collect books in large print type.
- 16. LEASING PRINT.** Whenever possible, the Library opts to purchase material rather than lease. Leased material generally must be returned to the publisher and cannot be retained except by special arrangement.

Two exceptions are made. The Library leases popular fiction and non-fiction through McNaughton. The Library maintains an Overdrive account to gain access to fiction and non-fiction ebook titles. If the Library opts to not renew these accounts, the items must be returned.

- 17. LICENSE AGREEMENTS AND CONSORTIAL AGREEMENTS.** The UTD Libraries adhere to all signed license agreements for acquired (generally electronic) materials. These contracts normally specify the customer group allowed access to the products. If the license agreement restricts access to selected groups, the Library complies with all contracts.

Whenever possible, the Library maximizes access to materials through participation in consortiums. Consortial pricing normally benefits the Library by expanding access to materials. In addition, consortial pricing can provide for an expansion of the information base or content available to the University. Besides the subject content, connectivity and pricing are of greatest importance when entering into consortial agreements. All legal documents are reviewed and signed by the Dean.

18. NEWSPAPERS. The Library collects newspapers from Texas, the United States, and others. Criteria for selection of newspapers include: relevance to the UTD academic programs and faculty research, customer demand, quality and prestige of the paper, and availability of indexing. Whenever possible, the Library purchases electronic full-text versions of newspapers in preference to microfilm as the title would be fully indexed. If the Library wishes to maintain a newspaper with graphics, microfilm or an electronic microform edition is purchased.

19. PERIODICAL BINDING. Paper subscriptions which are to be maintained permanently are bound (if the title becomes available electronically a new retention decision will be made).

The following categories of periodicals are discarded after a set period of time rather than bound (or preserved in microform): non-indexed titles, newsletters, and issues that are superseded by cumulated volumes. The Library continues to purchase electronic journal archives in preference to binding.

20. PERIODICALS REPRINTS. Reprints of journal articles are not added to the collection.

21. PREPRINTS. The Library does not collect preprints, i.e. printed drafts of individual conference papers.

22. RARE BOOKS, ARCHIVAL SOURCES & UNPUBLISHED MANUSCRIPTS. No attempt is made to collect rare books, limited editions, fine printing, archival sources or manuscripts for the circulating (Main Stacks) collection. These types of material are managed by the Special Collections unit.

23. REBINDING. Many types of materials are considered for rebinding. Common situations include: if the item is to be heavily used, if the item has been highly used and cannot withstand average use, if the item is to have additional information supplemented to the original volume and it is to remain intact, or if preservation of the material is required.

24. REMOTE ACCESS. Most internet-based materials are available remotely to currently enrolled UTD students and currently employed faculty and staff members. All other Library customers (community members, Friends, etc.) are restricted from remote access. Most internet-based materials are available within the Library unless the license prohibits walk-in customers.

25. REPLACEMENTS. The Library selectively replaces lost, stolen or damaged materials depending upon such factors as the item's availability, its past usage, its intrinsic value, and its relevance to the UTD curriculum and research interests.

If the Library holds a duplicate copy of the missing title, the book is not replaced unless usage is extremely high. A book will generally not be replaced if the Library holds a later edition of the title in question or holds an electronic copy of the item. Missing volumes of bound periodicals and single issues of periodicals designated for binding are replaced as funds are available. The Library does not replace the missing issue of a periodical that will not be bound. The Library replaces missing/lost electronic resources as deemed appropriate. This problem might occur if a database aggregator loses rights to a periodical or if an ebook aggregator replaces an earlier item with a later edition. Finally, the ebook aggregator could lose rights to the publications from a publisher.

26. REPRINTS. A reprint of an edition is considered the equivalent of that edition (except in the case of rare books). Reprints are purchased if originals are not available. Similarly, if the library already owns the original of a requested item, the reprint request is considered a duplicate and is not purchased.

27. SUBSIDY PUBLISHERS. The Library generally does not collect books issued by subsidy publishers, i.e. "vanity presses," such as Exposition Press or Vantage Press.

28. SUPPLEMENTS. A supplement is not added to the collection if the base volume is not held.

29. TEXTBOOKS. The Library will purchase 1 copy each of the current semester's undergraduate core textbooks. Textbooks will be placed in the UTD Undergraduate Core Textbook Collection and held at the Services Desk. These materials check out for 2 hours and are In Library Use only. (This statement does not apply to supplemental course readings that might be supplied by the Library).

Funds are limited, and the purchase of textbooks may preclude the purchase of other important library materials. Exceptions may be made for textbooks that provide the only or best coverage of a subject, or when the work itself is of a seminal, historical, or other significant nature.

30. THESES AND DISSERTATIONS. The Library automatically receives UTD dissertations in print and on microfilm. One print copy of each thesis and dissertation is cataloged for the circulating collection. All dissertations are digitized and the link is included in the bibliographic record for the item.

The Library generally places a low priority for acquiring theses and dissertations submitted to other universities.

31. TRANSLATIONS. The English translation rather than the original foreign language version is preferred for foreign language non-literary works, except when the original version is of seminal importance and necessary for research

purposes. Literature in the major Western European languages is collected in both the original language and in translation. The library does not collect foreign language translations of works originally published in English or translations from one foreign language to another.

32. UNIVERSITY YEARBOOKS. Yearbooks from other universities are not collected.

D. General Statements for NON-PRINT Media

Multimedia Services maintains material in non-print formats such as DVDs, videocassettes, and audio compact discs.

1. AUDIOCASSETTES. McDermott Library does not collect audiocassettes.

2. COMPACT DISC, AUDIO. Multimedia Services and the Callier Library purchase compact discs in preference to vinyl recordings. All music sound recordings are purchased in this format. The libraries do not own vinyl records except in Special Collections and Archives.

3. COMPACT DISC, DIGITAL FILES. The Libraries purchase resources on compact disc that can be used in the Library when software and equipment is available. U.S. Government depository CD-ROM's are added and circulated if software is unavailable in the Information Commons. The disc format is being replaced by internet access, the preferred electronic format. For discs, the Windows operating system is preferred. The Library does not maintain Macintosh compact discs.

4. DIGITAL VIDEODISCS (DVD). When specified, the Library prefers the widescreen to full screen format for digital videodiscs (DVDs). DVDs are preferred over other media (VHS, Laser Discs, etc.). The Library prefers not to purchase VHS tapes and no longer collects or retains laser discs. The Library purchases DVDs in preference to Blue Ray discs, but adds the discs if they accompany a DVD. The two formats are shelved together.

5. FILMS. McDermott Library no longer retains 16 mm films. The current collection of films is being replaced by DVDs as funds permit.

6. LASER DISCS. This format is no longer purchased.

7. MICROCOMPUTER SOFTWARE. The Library does not provide application software programs for checkout. Periodicals and books that contain compact discs or computer diskettes are shelved separately.

No backups of this software are made and diskettes are not checked for viruses after checkout.

8. RECORDS. Multimedia Services does not collect vinyl recordings.

9. SLIDES. The Libraries do not collect slides.

10. TEST KITS. Test kits for achievement, intelligence, aptitude, and psychological and developmental testing are collected as appropriate by the Callier Library. The primary collection emphasis is on English language kits with a number of Spanish language test kits may also be collected. Because these kits are used for classroom demonstrations and student assignments rather than research purposes, the Library recognizes the necessity for acquiring multiple copies. In some instances, it may be necessary to replace lost or stolen parts of a kit, except for forms. However, all parts of a kit should bear the same imprint date.

11. VIDEOCASSETTES/VIDEODISCS. Videocassettes (1/2 inch) are not purchased and are replaced by DVD when it is available. While DVD is the preferred format, some VHS tapes are used by customers if the Library is unable to purchase a DVD copy. Every attempt is made to contact the distributor and producer of the VHS tape to obtain permission to duplicate the item. If items can be converted to DVD, the copies are marked as a copy, official paperwork is retained, and the item is housed by Multimedia Services. Copies are not available for Interlibrary Loan lending.

Part 2. Guidelines for Electronic Acquisitions

The Libraries of the University of Texas at Dallas encourage the acquisition of digital materials. Electronic resources are preferred in most circumstances as they are available all of the time except when systems are undergoing maintenance, can often be used by more than one customer at a time, are not subject to vandalism or theft, and can be updated by the publisher quickly. Space for collections is also a consideration.

Some disciplines are more likely to embrace electronic resources while some are not. The Library understands these differences and encourages the selector to acquire materials in the format most useful to the field. However, the usage of most electronic resources is significantly higher than the usage of the same title in print.

- 1. INDEXES and DATABASES.** In most cases, periodical indexes have been converted to internet access. These databases can be used from off-campus by the UTD community. Databases are selected for their interface and subject coverage. Ease of use is one of the most important considerations when the Library selects a resource.
- 2. JOURNALS.** Electronic access is the preferred format for journals. Preference is for pdf over html. Any other standard format: paper, microfilm, or microfiche, is added if a needed item is available only in that format. A paper subscription is not added if an electronic subscription is already available, unless the electronic format is incomplete. If, due to budgetary or space reasons, a choice must be made between formats, the following factors are considered:
 - 3. ILLUSTRATIVE MATTER**—Journal titles in which plates, drawings, photography, art reproductions, graphs, maps, or scientific illustrations constitute an important feature are poor candidates for a format which does not reproduce color. If an electronic format does not faithfully reproduce the illustrative matter, a paper subscription should be considered to supplement electronic access. Microform is the least-desired format because it precludes color reproduction.
 - 4. COST**--Other factors being equal, if one format is significantly less expensive than another, the more economical format will be purchased.
 - 5. USAGE LEVEL**--Frequently used materials are not good candidates for microform.
Occasionally journals are offered by other entities via a disposal list. These materials will be considered as additions to the collection if the subject is relevant to university programs or research. Such materials will only be accepted if there is a minimum of 3 consecutive years of coverage. An exception to this policy will be made if the materials cover a gap in our collection.
- 6. BOOKS.** When purchasing eBooks, the librarian considers the type of book (reference vs. general reading item), the author, the publisher, the electronic book format including special features, the subject, the cost, and the anticipated demand for the item. The purchase of eBooks from the publisher is generally preferred because of the more liberal rights associated with those items rather

than through an ebook aggregator. The interface of these purchases is also a consideration when choosing a vendor for the title.

The Library prefers the selection of electronic format for books if the price of the item exceeds \$100.

If a request for an item is received, the selector will make a determination about the format.

In some cases, the selector can purchase an electronic book which enables multiple users to have simultaneous access to a book. The selector will make that determination.

If a book is lost or stolen in paper, the selector should consider the purchase of an electronic book in preference to replacing the print format.

- 7. DEMAND DRIVEN ACQUISITIONS (DDA).** The Library participates in several demand driven acquisition models and works to coordinate DDA purchases with traditional librarian selections and standing orders. The selector is encouraged not to purchase a title when a record is in the catalog and to review if the item is later selected by customers.

If a print copy exists for the title and a DDA record is received, the DDA record should not be deleted. While the duplication is important, the format might be equally important to the customer.

- 8. WORKFLOWS.** It is important for Technical Services to alert the librarian to requests for items in various formats to enable the librarian to make an educated decision. Records for eBooks ordered through the collection model provided by some eBook vendors should be loaded as soon as possible in order to reduce the rate of duplication.
- 9. LICENSING.** The Dean of Libraries reviews and signs all licenses for electronic materials.

Part 3. Guidelines for the Acquisition of Reference Materials

The reference collection of McDermott Library is developed to meet the academic/instructional and research needs of the students, faculty, and staff of the University of Texas at Dallas.

1. Objectives of this Policy

This policy is designed to set specific goals and standards for Library personnel and the University regarding materials that will and will not be collected by the Reference Services Department. In addition, this policy should clarify what subjects or special interest areas receive the highest concentration and what formats are purchased. Finally, these guidelines provide specific information concerning the acquisition, processing, and weeding of the collections, in order to ensure that they are current and in good condition at all times.

2. Reference Materials Defined

The *ALA Glossary of Library Terms* defines a reference book as a book designed by its arrangement and treatment to be consulted for definite items of information rather than to be read consecutively.

The McDermott Library reference collection consists of other materials in addition to traditional reference books. Electronic information products, indexes and abstracts, microform materials, and maps are appropriate resources for inclusion in the reference collection. Changing technology will alter the format of reference sources in the future.

3. Responsibility for Collection Development

The Head of Reference Services, in coordination with the reference librarians, is responsible for the collection development of the reference collection.

4. Acquisition of Reference Materials

a. Selection

Generally, current materials are acquired rather than retrospective sources. Reference items are selected on the basis of favorable reviews or notice in a reputable source. If selection is desirable before the publication date, the reputation of the publisher and the credentials of the author or issuing body are considered. The goal of acquisition is to acquire the most authoritative works available in all fields appropriate to the needs of the University.

b. Criteria

The following list of principles (in no particular order) serves as a guideline for deciding which titles are ordered.

- Ability to be accessed electronically off-campus
- Strengths/weaknesses of the existing collection related to the needs of the University

- Favorable reviews or inclusion in basic reference collection guides
- Reputation of the author
- Currency of the topic
- Date of publication
- Price
- Language
- Format
- Ability to withstand use in Library setting
- Availability of materials at local/regional libraries
- Usefulness

c. Sources for Collection Development

It is the responsibility of the reference librarian to consult professional literature, both general and subject specific, so that important, relevant reference works are acquired. This process involves scanning the review section of journals or newspapers, examining publishers' leaflets and catalogs, reviewing annual lists of reference books, and checking standard reference guides.

d. Duplication/Replacement

Elements considered in the duplication of reference titles are the repeated requests of library users, currency, cost, and heavy wear. Generally, few titles are duplicated unless they replace existing or missing/lost items.

e. Size and Collecting Level

The Reference Services Department chooses not to limit the size of the reference collection. Prevailing demand, changes in the curriculum and student enrollment serve as guidelines to the relative growth rates of subject areas within the collection.

5. General Collection Policy Considerations.

a. **LANGUAGE.** For general and subject reference works, priority is given to materials in English. Titles in foreign languages are selected if they are superior to or complement the English works available.

b. **CHRONOLOGICAL COVERAGE.** Chronological coverage is comprehensive.

c. **GEOGRAPHICAL COVERAGE.** Geographical coverage is comprehensive.

d. **FORMAT.** When both paperback and hardbound editions are available, the hardbound edition is usually selected. Hard copy is preferred to microform for reference books. Internet-based materials are also considered and preferred in support of the curriculum.

e. **SPECIAL CONSIDERATIONS.** The restrictions placed on the circulation of reference books makes photo duplication of portions of these materials essential

in some cases and highly desirable in others. Materials are selected to withstand this activity.

The needs of faculty/students for off-campus use of printed reference material must be balanced with the general expectation of users (including librarians) that reference books will be available in the Library. Therefore, a limited number of reference books are designated to circulate for 3 weeks. These books cannot be renewed (but can be checked out again if there are no holds), can have holds placed on them, can be checked out only by UTD students, faculty, and staff (no TexShare or visiting scholars), and are subject to the same fines as other materials. Books that do not circulate include:

- Books designated for the Reference Desk.
- Any parts of multi-volume sets.
- High-use/high-demand items.
- Classroom assignment titles.
- Very expensive titles that don't fit the other categories
- Ring-Bound Materials
- Collected Primary Sources
- Test prep/reviews
- New Titles---Anything less than three years old.

6. Types of Materials Acquired

a. ALMANACS AND YEARBOOKS.

(1). The Department collects standard almanacs. The most recent general almanacs are located in the Reference area. Earlier volumes are maintained in the main stacks.

(2).The latest editions of yearbooks are collected. Earlier editions are transferred to the main stacks. (Only in exceptional cases are all volumes of yearbooks kept in the Reference area). Yearbooks, which are not reference materials, are shelved in the main stacks.

b. CORPORATE ANNUAL REPORTS. Annual reports are no longer collected.

c. ANNUAL REVIEWS. All annual reviews are shelved in the main stacks.

d. ATLASES AND GAZETTEERS.

(1). The Department maintains a representative up-to-date collection of quality atlases of the world.

(2). The Department acquires authoritative gazetteers as well as current geographical dictionaries.

(3). The Department owns a current globe.

e. **BIBLES/SACRED WORKS.** The Department maintains a small collection of sacred works.

f. **BIBLIOGRAPHIES.**

1. The Department collects general bibliographies on broad topics. Those bibliographies with a narrow subject focus, such as single author bibliographies, are normally kept in the main stacks.
2. Library catalogs are collected on a limited basis and are shelved in the reference area.

g. **BIOGRAPHY.** The Department acquires comprehensive works dealing with regional, national, and international figures, and includes both retrospective and current coverage. This category includes biographical indexes, encyclopedias, and dictionaries. Generally, the most recent editions of the source are maintained in the Reference area; all others are shelved in the main stacks.

h. **COLLEGE CATALOGS.** UT Dallas catalogs are available at the Reference Desk. Most other catalogs are available electronically through the internet.

j. **CONCORDANCES.** Only concordances of major authors or works are shelved in the Reference area. All others are shelved in the main stacks.

k. **DICTIONARIES**

1. Language dictionaries The Department provides unilingual, bilingual, and polyglot dictionaries in as many languages as possible. In multi-language dictionaries, English is preferred as one of the languages. The Department also purchases specialized dictionaries (slang, idiomatic expressions, abbreviations, acronyms, etc.).

2. Subject dictionaries The Department acquires subject-specific dictionaries from those topics within the scope of the collection. Only the most current edition of most dictionaries is kept in reference; all earlier editions are shelved in the main stacks.

l. **DIRECTORIES.** The reference collection contains directories of all types and maintains the latest edition in the Department. Directories are kept as current as possible, but because of budget restraints, every new edition cannot be purchased. Some directories are purchased at intervals established by the reference librarian responsible for that subject area. Electronic versions are also considered but often require an annual cost plus a maintenance fee.

m. **ENCYCLOPEDIAS.**

1. General--The latest editions of major English-language encyclopedias are shelved in reference or are available electronically. The exception to this policy is the Encyclopaedia Britannica. Many different editions (9th, 11th, New Werner, and current) are shelved in the Department. The encyclopedias are updated on a rotating basis.

2. Subject-specific--Specialized, authoritative subject encyclopedias are also maintained in reference until they are outdated or superseded by a new edition. If an older edition is considered to have significant value, it may be retained in Reference. All others are shelved in the main stacks.

n. GENEALOGY--No attempt is made to provide sources or materials necessary to conduct genealogical research.

o. GRANTS, FELLOWSHIPS, SCHOLARSHIPS MATERIALS. The Reference Services Department provides the basic tools for this area. Students and faculty are encouraged to visit the UTD Office of Sponsored Projects for grant and fellowship information and the Financial Aid Office for scholarship information.

p. GUIDES TO GRADUATE STUDY/DEPARTMENTS-- The Department provides current guides to undergraduate, graduate, and trade schools. In addition, disciplines represented in the UTD curriculum are collected.

q. HANDBOOKS--The Department maintains a highly selective collection of authoritative general and subject handbooks. Works that are extremely limited in scope are shelved in the main stacks.

r. HERALDRY-- A few carefully chosen basic titles are maintained in the reference collection.

s. HOW-TO-MANUALS--The Department does not generally collect these materials; however, it does maintain a collection of resume books.

t. INDEXING AND ABSTRACTING SERVICES.

1. General--The Department maintains a collection of indexes/abstracts in electronic format. Generally, print indexes are maintained if the title is not available electronically. Every attempt is made to provide the broadest coverage to topical literature, although the majority of publications index only English-language material. The Reference Services Department provides the most efficient access to this literature.

2. Newspapers--Whenever possible, the Department provides electronic indexes for newspapers currently subscribed to by Eugene McDermott Library. Full-text databases of newspapers are preferred to print or electronic indexes.

u. LEGAL SOURCES--Major legal encyclopedias and codes are kept in the Reference Department. The materials available are oriented to the classes and research being conducted. The Library subscribes to WestLaw which provides up-to-date legal sources electronically.

v. PLOT SUMMARIES--Plot summaries (Masterplots, Cliff Notes, Monarch Notes) are not acquired or maintained by the Library.

w. QUOTATION AND PROVERB BOOKS--The Department collects compilations of quotations and proverbs. Previous editions of this type of material, if superseded, are available in the main stacks.

x. REFERENCE DESK COLLECTION.--A small number of materials within the reference collection have the special designation, Reference Desk. Materials are selected for ready-reference because they receive such frequent use that it is convenient to have them near the reference desk, or because they are items that frequently disappear.

y. STANDARDS AND SPECIFICATIONS. The Library purchases standards online.

z. STYLE MANUALS.--The Library provides major style manuals. Earlier editions are added to the circulating collection or removed from the collection.

aa. TRAVEL GUIDES.--Travel guides are not collected by the Library except as books for ereaders.

Part 4. Government Publications Collection Development Policy

The government documents collections of the Eugene McDermott Library exist to meet the academic/instructional needs of the students, faculty, and staff of the University of Texas at Dallas, and to serve the general public as required by law.

1. Collection Guidelines

A. Federal documents

The federal government designated Eugene McDermott Library a selective depository in 1974. The Special Formats Metadata Librarian is responsible for the selection of all government documents.

B. Texas documents

The Texas State government designated Eugene McDermott Library a depository in 1975. The Library maintains a collection of depository items in print and microfiche. In 2011, the state depository program ended and the Library no longer receives state publications through the program.

2. Criteria for additions and deletions of Federal documents

Once a year, each depository is allowed to add item numbers to the list of requested materials. A depository can drop an item at any time. The following factors should be considered when adding or dropping government publications:

- A. Usefulness to the University and community**
- B. Strengths/weaknesses of the collection**
- C. Favorable reviews or inclusion in basic reference guides**
- D. Currency of the topic**
- E. Format of the publication**
- F. Ability to withstand use in a Library setting**
- G. Availability of material in local/regional libraries**
- H. Online accessibility**

The Special Formats Metadata Librarian will handle all collection changes with GPO and Marcive.

3. Deletion of Government Documents.

Periodically, it becomes necessary to cancel the receipt of selected government documents. All deletions of government publications are the responsibility of the Special Formats Metadata Librarian. Disposal of documents will be in accordance with depository law. The Special Formats Metadata Librarian handles the deletion of items.

4. Marcive.

The addition and deletion of item numbers has a direct impact on the receipt and usefulness of document records received from Marcive. The Special Formats Metadata Librarian maintains this coordination.

5. Gifts.

The Dean of Libraries makes all gift decisions for both federal and state collections.

Part 5. Special Collections and the University of Texas at Dallas Archives

The Special Collections Department collects in five areas. These areas are: History of Aviation Collection, Wineburgh Philatelic Research Library, the University of Texas at Dallas Archives, Unique and Rare Books Collection, and the Louise B. Belsterling Botanical Collection. Each area has specific needs regarding collection development.

A. The History of Aviation Collection

The focus of this collecting area is the history of aviation from its development to present and includes military and civilian aviation. The collection is divided into five groups; the General James H. Doolittle Archives, History of Aviation Archives, CAT/Air America Archives, George Williams WWI Aviation Archives, and the Lighter-Than-Air Archives. In addition to the archives, serials and monographs are also collected to help support the archival collections.

1. Materials Collected:

Historical manuscript collections that relate to aviation donated by individuals or organizations, and purchased.

a. Documents

- Images in the form of photographs, negatives, glass plate negatives, lantern slides, slides, and electronic resources
- Motion picture film
- Video tape
- Microfilm
- Microfiche
- Artifacts
- Artwork
- Cartographic material

b. Other Materials

- Monographs related to aviation obtained through purchase or donation
- Reference books related to aviation through purchase or donation
- Serials related to aviation through subscription and donations
- Electronic journals related to aviation through subscription

2. Materials Not Collected. The History of Aviation Collection does not collect space-related material.

B. The Wineburgh Philatelic Research Library (WPRL)

The focus of this collecting area is the history of philately. The WPRL promotes philatelic research.

1. Materials Collected:

- Monographs through donation and purchase

- Catalogs through subscription
- Journals through subscription
- Serials through subscription and donation

C. The University Archives

The University Archives will acquire materials which document the University's history, organization, structure, programs, and functions. To augment this information, the University Archives may also acquire materials from affiliated institutions, campus organizations, alumni, retirees, and personal papers from individuals.

The University Archives will acquire records in all formats except those in electronic form. Some exceptions to this rule may be granted when the born digital material is burned to CD or DVD prior to its transfer/donation to the University Archives. Also, the University Archives will have to review the transfer/donation of artifacts or similar museum materials on a case-by-case basis. These will only be acquired selectively if they relate directly to the history and development of the university and if storage space will allow.

The University Archives will review all transfers/donations to determine the pertinence of materials to our collecting scope. Records may be in any physical form including, but not limited to the following:

- Documents
- Images in the forms of photographs, negatives, glass plate negatives, lantern slides, slides, and electronic
- Motion picture film
- Video tape
- Microfilm
- Microfiche
- Artifacts
- Artwork
- Cartographic material

D. Louise B. Belsterling Botanical Collection

This collection is supported by the Belsterling Foundation of the Dallas Garden Club which is a part of the Dallas Women's Club. Each year the Belsterling Foundation provides funds to purchase a rare botanical book and to conserve materials in the collection.

Donations of botanical books are also accepted.

Materials Collected Rare botanical books

E. Unique and Rare Book Collections

1. Rare Book Collection

The Rare Book Collection includes books or other items considered too rare for inclusion in the main stacks. Many of the items date from the sixteenth and seventeenth centuries, some are limited editions or first editions, and some are signed by the author.

Materials in this collection are either purchased or donated. Treatment of these materials conforms to standard rare book processing.

Materials Collected:

Books recognized as rare because of age, author, or number of books printed. Other considerations might include the unique printing of the item or how the book is assembled (tip-in photographs, etc.)

Magazines and journals recognized as rare.

2. Dr. Ludwig Michael Book Collection

Dr. Michael's collection includes a number of important and rare books. Books in this collection were donated by Dr. Ludwig Michael.

Materials Collected--Only additional materials donated by Dr. Ludwig Michael will be added to this collection.

3. Madeline Safley and Clare Derey History of the Book Collection

This collection was created to provide examples of types of books and printing that illustrate how books evolved.

Materials Collected

Books that provide examples of the history of books and printing will be collected.

Books are purchased or donations are accepted that fall within the scope of this collection.

4. John Fish Collection of Cecil Green Books

Dr. Fish was the PhD coordinator for TI until his retirement in 1994 donated books that belonged to Cecil H. Green.

Materials Collected

No materials are expected to be added to this collection unless additional books once owned by Cecil Green and owned by Dr. Fish are discovered.

F. Donations/Gifts for Special Collections

1. The acceptance of donated or gifted materials or collections depends upon the following factors and is at the discretion of the Head of Special Collections and/or Dean of Libraries.

- Focus of the donation is aligned with focus of collection areas.
- Research value to the University and/or community.
- Major addition to an existing collection or a new collection.
- Uniqueness of the donation.
- Physical condition of the donation (mold, infestation).
- Size of donation and available space.
- Donation has accompanying funding for processing/maintenance.
- Donation is a goodwill gesture which may lead to major development.

2. All donations will be processed and organized. If the donation is a collection, a finding aid is created and will contain a historical and/or biographical sketch, the scope and content of the collection and a container list (See Appendix 1). A collection will have a MARC record created and will be added to OCLC and to the library's catalog, with a link out to the finding aid. If the collection consists of books that will be added to the collection, they are individually cataloged.

3. Individual pieces are digitized when requested. If a portion of a collection is digitized for any reason, it will be added to Treasures, the University's institutional repository.

4. Potential donations will be approved by the Dean of Libraries prior to acceptance. Once accepted, paperwork for the donation is created and sent to the Office of Development.

Part 6. Callier Center Library

The Callier Center Library collection exists to meet the academic and instructional needs of students, faculty, and staff of the Speech Pathology and Audiology programs at the University of Texas at Dallas. The Library is located at the Callier Center for Communications Disorders – Dallas and serves both Richardson and Dallas campuses.

Callier Library's collection development policies mirror the policies of Eugene McDermott Library with a few slight differences, which are as follows:

Materials Collected:

A. TEST KITS. Callier Library maintains a test assessment collection to support the academic needs of students and faculty in the Speech Pathology and Audiology programs. The collection is comprised of two parts; current and outdated. Test assessments in the "current" collection reflect items in use within the industry, "outdated" test assessments are those not in use within the industry or out of print.

Test assessment areas range from: achievement, intelligence, aptitude, psychological and developmental testing. The primary language emphasis has been in English test assessments. As the library moves forward, test assessments will have a multi-lingual focus. The library seeks to maintain multiple copies of the most popular tests in the industry for academic and/or research purposes.

B. BOOKS. Books collected have primarily been in a print format. To provide a better customer experience, the library is shifting toward an electronic book format in speech pathology and audiology titles only. In determining whether to purchase a print or electronic title, the Callier librarian (selector) considers reference vs. general subject reading, the author, publisher, anticipated demand and finally cost. The goal with e-book purchases is to have simultaneous usage of popular speech and audiology titles.

C. REPLACEMENTS. Callier Library selectively replaces lost, stolen or damaged items based on item's availability, its past usage, its intrinsic value, and its relevance to the UTD speech & hearing curriculum / research interests.

D. MEDIA. Callier Library has a small media collection. Media is collected in CD, DVD formats only. The library no longer maintains a VHS collection. The library also does not have microfilm/microform, films, slides or records.

E. PERIODICALS. Callier Library's periodicals collection is restricted to speech and hearing titles. Preference is given to the electronic format but the collection also has some print titles. The Library follows the guidelines set forth by the Eugene McDermott Library collection development policy on periodicals.

F. REFERENCE. The reference collection is used to provide general speech and hearing resources including subject and language bibliographies.

G. GIFTS. Gifts made to Callier Library must be relevant to the overall collection. Donors are not allowed to place special restrictions on the use or disposal of the

gifts. The Head of Callier Library and the Dean of Libraries will determine whether gift donations are added. Gift items are sent to the Eugene McDermott Library Gifts Assistant for review of all incoming gifts. The gift will be maintained in a database, and duplicate checks of all incoming materials. Letters are sent to donors and gift reports are sent to the Office of Development and Alumni Relations.

Part 7. Multimedia

The library purchases video and sound recordings in support of academic research and instruction, as well as for entertainment purposes.

- A. **SCOPE**. The Library collects motion pictures, television series, documentaries, audiobooks, and music recordings.
- B. **SELECTION CRITERIA**. Preference is given to award-winning and artistically significant films, titles with subject matter relevant to the curriculum of the University, and popular titles that will be heavily used. Other factors taken into consideration include the technical quality, accessibility, and lasting value of the material.
- C. **RESPONSIBILITY**. Multimedia titles are selected by a designated librarian.
- D. **FORMAT**. In the case of visual materials, only Region 1 or All Regions DVDs in NTSC format will be purchased, except where a faculty member has requested a title for instructional purposes and it is not available in the desired format. CDs are the preferred format for sound recordings.
- E. **LANGUAGE**. There is no preference for the original language of films, assuming that all DVDs in the collection feature English subtitles or captions. Audiobooks are only collected in English.
- F. **SELECTION TOOLS**.
 - a. Faculty requests
 - b. Title suggestion form
 - c. Recommendations from subject librarians
 - d. Recipient of film awards
 - e. Reviews in professional literature including film journals
 - f. Distributor catalogs
- G. **ACCESSIBILITY**. DVDs that feature closed-captioning are preferred.
- H. **DIGITAL/STREAMING MEDIA**. Streaming video and audio collections and titles will be considered based on the following criteria:
 - a. Cost
 - b. Quality of Content
 - c. Licensing and technical restrictions
 - d. Accessibility

Part 8. Staff Use Only Materials: The Library acquires materials to meet the professional needs of its staff. The purchase of staff-use only materials is determined based on cost and availability of funds.

Part 9. Maps

McDermott Library acquires maps to meet the academic/instructional and research needs of the students, faculty, and staff of the University of Texas at Dallas.

Maps are acquired through the federal depository programs, by purchase, and as a result of periodical subscriptions. The collection consists of topographic, geologic, CIA, National Geographic, road, wall, and census tract maps.

A. Criteria--The following principles serve as guidelines for deciding which maps to select:

- 1. Usefulness**
- 2. Strengths/weakness of the existing collection**
- 3. Reputation of the publisher**
- 4. Currency**
- 5. Price**
- 6. Ability to withstand use**

B. Deselection--Most maps are kept for historical purposes. Some maps are weeded when their usefulness, currency, or condition warrants. If depository maps are weeded, disposal lists are created as outlined for the disposal of other federal documents.

Part 10. Guidelines for Retention and Weeding

The Library collections of the University of Texas at Dallas support the research and curriculum needs of the students, faculty, and staff. Materials received through government depository agreements support the community as well as the University. With time, the content of collections can become dated and inaccurate. Research and curriculum changes make portions of some materials obsolete and unnecessary. Heavy use of the materials can prove detrimental to the piece and can make the item unusable. Systematic evaluation of the collection and removal of materials no longer useful are essential to maintaining the purpose and quality of the Library.

A. Criteria for Removal of Library Materials

Many factors are considered in removing material from the collection: the authority of the work and author, the quality of the publisher, the currency of the material, the condition of the item, the number of additional copies of the piece, the relevance to the curriculum and research needs of the University community, format, and compatibility of the material to standard bibliographic tools (indexes, user guides, etc.).

While electronic methods can be devised to retrieve a list of materials which meet the criteria mentioned above, weeding is inherently a subjective process. No automatic formula can be applied. Each item is a potential candidate for weeding and must be individually examined.

The Dean of Libraries supervises the removal of Library materials. Members of each Library department assist in weeding projects.

B. Removal of materials for Reference and Government Documents

Statements concerning the removal of materials from these collections follow the guidelines specified above. Special policies concerning weeding of these collections are provided in separate weeding sections within their respective collection development policies.

1. Weeding of Reference Collections

Periodic evaluation of the works in the reference and documents collections is as important as acquisition of new materials. Careful, regular, and systematic weeding removes older, less useful works from the collection.

Liaisons follow the same principles and guidelines in weeding as in the acquisition of new materials. Since each discipline requires different types of materials, it is impossible to establish absolute standards to be followed in weeding. For some areas, the collection should provide retrospective and historical works. For others, only current materials should be available in the Department.

When weeding materials, the following criteria are considered:

- Usefulness
- Currency
- Availability of later editions

- **Physical condition**
- **Duplication of the information in other reference sources**
- **Language**
- **Suitability of format**

Part 11. Interlibrary Loan Services Purchase on Demand Policy

If a monographic title requested through Interlibrary Loan has been published within the last 3 years by an academic or other reputable publisher and has an academic subject, it will be considered for purchase under the following circumstances:

- **The title is available as an eBook, costs \$200 or less, and the request has been sent to libraries that send materials from the nearest 5 courier hubs and none of them are able to fill it.**
- **The title is only available in print, costs \$150 or less, and the request has been sent to all owning North American libraries that are suppliers through OCLC, but none are able to fill it.**
- **The title is a DVD that has an academic subject, or is a popular title that has received good professional reviews, and it is available for purchase from a reputable seller.**
- **If a title is only available in print, and costs more than \$150, then the request will be cancelled and the customer will be directed to the “Suggest a Title” page on the Library website.**
- **When applicable, the appropriate subject librarian will be notified along with the requesting customer when a title is purchased. Customers will be informed that print and DVD titles may take a couple weeks to receive.**

Textbooks and titles that are already owned will not be considered for purchase.