

# INTRODUCTION

Valdosta State University (VSU) offers a wide range of discipline-based and interdisciplinary academic programs leading to baccalaureate and master's degrees, as well as a range of professional programs leading to baccalaureate and post-baccalaureate degrees. VSU offers a limited number of doctoral level programs. At VSU, a high priority is placed on developing and improving existing programs that aid the educational, economic, cultural, and social advancement of the region and with new programs in selected disciplines.

The purpose of Odum Library is to be a leading educational and cultural resource of the University. This statement of purpose is supported by the goals of student success, student engagement, regional engagement, and faculty/staff engagement.

The goal of the Library's collection development program is to develop and maintain a collection of materials that will further the purpose and mission of VSU by meeting the needs of its faculty and students. Our collection is shaped via a collaborative effort between librarians and teaching faculty. The primary emphasis of Odum's collection is on materials used by faculty in conducting research and preparing courses, as well as by students conducting research related to their course work.

The Collection Development (CD) Policy provides a rationale for the Library's collection development program. The policy serves as a means of defining and communicating the library's collection goals and policies to the VSU community and to the public at large.

Librarians and faculty will use the CD Policy as a guide, identifying areas in need of further improvement, and making recommendations for future acquisition. The evaluations and recommendations outlined in the CD Policy will periodically be subjected for review and revision in accordance with ongoing developments in Library resources and University programs.

# HISTORY

Established in 1913, South Georgia State Normal College offered two years of college to "young ladies." The name was changed to Georgia State Woman's College at Valdosta in 1922, and the institution began offering a four-year program leading to the bachelor's degree. In 1929, the program became accredited by the Southern Association of Colleges and Universities (SACS). The Georgia Board of Regents changed the name to Valdosta State College (VSC) in 1950; VSC also became coeducational during this year. In 1993 VSC became a Regional University within the University System of Georgia and it was renamed Valdosta State University. In 2013 the Board of Regents classified VSU as a Comprehensive University. Comprehensive

Institutions offer a broad array of programs and are characterized by a research emphasis (albeit not as high as Research Universities).

The teacher preparation programs offered by the College of Education have been accredited by the National Council for Accreditation of Teacher Education (NCATE) since 1960. The programs offered by the College of Business Administration, initiated in 1945, and by the College of Nursing, initiated in 1968, are currently accredited by the American Assembly of Collegiate Schools of Business (AACSB) and the National League of Nursing, respectively. In addition, numerous other academic programs have attained accreditation from national professional organizations.

In conjunction with the creation of new colleges and programs at VSU and the increasing size and status of the University, the library has grown. In addition to providing the most recent resources in support of the University's present day programs, the general collection reflects the history and development of the University's academic offerings. The Library also maintains the Valdosta State University Archives, and a Special Collections of Georgiana, with a special emphasis on South Georgia.

## **COLLECTION DEVELOPMENT PROGRAM**

### **Responsibility for Selection**

Responsibility for selecting materials is shared by teaching faculty and librarians. Teaching faculty have the primary responsibility for recommending materials in their subject fields. Librarians are responsible for the overall quality and balance of the collection, and may select materials in all subject areas.

### **Allocation of Funds**

After the beginning of each fiscal year, academic departments are allocated portions of the library materials budget. The amount departments receive combines a flat, "departmental" allocation and a variable "formula" allocation. The formula allocation combines demand factors (credit hours, weighted by lower division, upper division, or graduate) and price factors (national disciplinary price averages for serials and monographs).

University faculty then select materials for the Library's collection, based upon their anticipated teaching and research needs. Materials acquired with allocations from the library materials budget will be owned by the Library and maintained as a part of the appropriate Library collection (e.g., the Reference collection or Special Collections) as determined by Library policy.

Library allocations will not be used to purchase materials with specific equipment/hardware requirements that cannot be reasonably met on campus. The Library maintains a departmental liaison program whereby librarians provide guidance to all academic departments regarding collection development.

## **INTELLECTUAL FREEDOM, COPYRIGHT, AND RELATED ISSUES**

The Valdosta State University Library supports the American Library Association's (ALA) position on intellectual freedom and censorship. It also conforms to all USG and institutional policies regarding the acceptable use of university computers and networks. The Library also conforms to all requirements of the United States Code, Title 17 regarding copyright.

### **GENERAL GUIDELINES**

- To extend Library financing as far as possible, multiple copies of items are generally not purchased. The exception would be situations where extraordinary demand is clearly anticipated.
- The principle of single copies extends to ebooks, and single-user licenses are generally preferred for perpetual purchases. (Note that some vendors and subscription products only offer multiple-user licenses).
- Workbooks, lab manuals, and "consumables" are generally not purchased.
- Textbooks should not be purchased for routine classroom use. Textbooks possessing reference value may be selectively added.
- The Library provides recreational reading material for the University Community. Funds for this collection (POPULAR) are limited and money from academic departments should not be used for this purpose.
- Selectors should aim at acquiring materials at differing levels of audience sophistication.

## **GIFT POLICY**

Gifts are accepted with the understanding that the Library may dispose of or add them to the collection at its discretion. At the time of donation, the donor may request that non-added material be returned. No other conditions will be accepted. Gifts are to be reviewed by the collection development librarian, who will make the final decision whether to add items to the collection or not. The acquisitions librarian will be notified of all gifts to Odum Library, and will send formal acknowledgement of gifts to the donor.

As a general rule, gifts will be added to the collection following the same selection criteria as purchased materials. The Library assumes no responsibility for appraisal of gifts. When a gift is accepted, it becomes the property of the Library, which will determine whether it is to be added to the collection, offered to another library or discarded. The Library will not accept gifts under restricted conditions.

Bookplates naming the donor or expressing a short dedication are available for gifts. If the donor wishes to remain anonymous, a nameless bookplate is placed inside of the book, designating it as a gift. If a donor wishes to claim a charitable deduction for income tax purposes, the donor is responsible for providing a detailed inventory of the gifts. No member of the Library staff will provide an appraisal. If the donor wishes to make a tax claim, the donor must determine the fair market value.

# Collection Maintenance Policy

## **Purpose**

The collections of the Library represent one of VSU's most valuable resources. Therefore, Odum Library is committed to ensuring long term access to its collections. Preservation strategies include maintaining collections in useable condition, and the taping, binding, or boxing of damaged or vulnerable materials. In general, binding decisions should consider the following.

- Long-term value of the item
- Future demand of the item
- Adequacy of the existing binding

## **Replacements**

Not all lost or missing material merits replacement. The collection development librarian will make replacement decisions based on the following criteria.

- Demand for the specific title
- Existing coverage of the subject within the Library
- Availability of preferred alternative titles on the subject
- Price and availability of a replacement copy.

## **Damaged Materials**

Damaged materials are reviewed by the collection development librarian to determine whether they should be discarded or retained by the Library. Decisions to discard are based on the same criteria as the replacement policy above. The collection development librarian will decide whether rebinding or in-house repair is appropriate at the time of the retention decision.

# WEEDING POLICY

## **Statement of Purpose**

Weeding, or the removal of materials from the collection, is an integral aspect of collection management. The regular withdrawal of outdated, damaged, or duplicate material saves space, makes the collection more appealing, and easier to use.

Primary responsibility for weeding falls on the Collection Development Librarian, who should review all items before their withdrawal. These reviews should focus particularly on qualitative factors, as listed in General Criteria (2). In making final decisions, the Collection Development Librarian may consult with faculty or other relevant authorities.

## **General Criteria**

The following general criteria are used for weeding.

### 1. Usage/Age Criteria

- Frequency of Circulations/Date of Last Circulation
- In-house Use
- Interlibrary Loan Requests
- Date of Publication
- Content is Out of Date or No Longer Informative
- Superseded/Newer Editions Purchased

### 2. Value/Quality Criteria

- Enduring Value as Judged by Appearance on Standard Lists or other Specialist Opinion
- Historical Importance
- Uniqueness of Subject Matter/ Un-availability of Replacement Titles
- Current Availability of Title on Primary Market

### 3. Deteriorating Materials Criteria

- Badly Worn or Damaged
- Moldy or Water Damaged
- Un-necessary Duplication

## **Weeding of Media Formats**

Weeding of Media is based on evolving curriculum needs and the aging of materials and equipment. Media formats are considered obsolete if the equipment necessary to

play it is no longer commercially available. Such items need not be weeded, but serious consideration should be given to discarding the item or replacing it with a newer, more accessible format.

### **Journal Collection Weeding**

Decisions to weed journal titles may be taken when:

- There are only a few volumes or issues of a title.
- The journal no longer shows value to the institution's mission.
- The journal is reliably available online. Examples include titles held as part of a JSTOR archival collection or titles whose back issues are made available on an open access basis.

### **Cooperative Considerations**

To make materials more available within the wider University System, care should be taken to preserve rare or unique materials. If a title identified for weeding is unique within the University System, consider:

- Retaining it
- Offering it to another USG Library which may be interested

If a decision to remove a title has been made, holdings within the University System will be checked. If unique, the title will be offered to UGA, per the current "Last Copy in Georgia" policy.