

State College of Franklin Colonel John Sevier Library

Collection Development Policy
Established October 2013

I. Introduction

A. Policy Purpose

The State College of Franklin (Franklin State) is the designated four-year institute of the 3-institution State of Franklin College Cooperative, located in the northeastern corner of Tennessee. In order to advance Franklin State's mission and vision statements, Colonel John Sevier Library is committed to the principles of fostering academic thought and inquiry-based learning. This policy is designed to provide the librarians and academic community of Franklin State guidelines for the development and management of information resources, including physical and digital holdings.

B. State of Franklin College Cooperative Libraries

The State of Franklin College Cooperative (or SFCC) includes State College of Franklin, Caswell-Spencer Technical and Health Sciences College, and Joseph Hardin Agricultural College. Through this three school cooperative, all three institutions have greater access to online resources and to one another's physical holdings. SFCC has provided students and faculty on each campus with a shared integrated library system (Millennium from Innovative Interfaces), a shared patron file, a shared online catalog and online course reserves, and the ability to request select holding from all the institutions that will be delivered to their home institution within 48 to 72 hours via the Davy Crockett Express (or DCE). Patrons at all three institutions have the ability to search the shared holdings by selecting "SFCC" under the host institution toggle window. The combined holdings of the three libraries of the SFCC put them on par with a much larger research institution. Thanks to this cooperative consortium, all three schools are able to access a much wider range of electronic resources as well, given a much wider budgetary pool. Accordingly, all Sevier Library collection management decisions, such as additions and deletions, are undertaken with consideration given to the wider SFCC holdings and the potential impact on the whole student, faculty, and staff community of SFCC.

C. Colonel John Sevier Library Mission Statement

The State College of Franklin seeks to develop students into engaged, conscious, and inquisitive citizens who seek to improve the world around them through selfless service, constant inquiry, and innovation. To further these goals, the Colonel John Sevier Library fosters a fully accessible environment for the students, faculty, staff, and family of Franklin State through the inclusion of both traditional print media and cutting-edge electronic resources, integrated

classroom instruction, and leadership within the campus community. The library advances the intellectual climate of the campus by providing both independent and collaborative avenues of work and inquiry and culturally-rich programming.

D. Intellectual Freedom & Access

In conjunction with Franklin State's own policies on intellectual freedom and the American Library Association's Library Bill of Rights, no books or materials shall be excluded from our collection based on their origin, background, or views contained within, nor will materials be added or removed based solely on partisan or doctrinal approval/disapproval. Under the header of access, copyrights will be upheld to the letter of the law while still advocating for information accessibility and freedom.

II. Collection Overview

A. Areas of Emphasis

Given Franklin State's commitment to a classical, liberal arts education, the area of emphasis in the accession and maintenance of our materials skews towards the traditional liberal arts and humanities (e.g. history, literature, classics, theatre, etc.). Materials in our cooperative libraries compliment our holdings and expand into the natural, physical, and social sciences. Our electronic holdings reflect the aforementioned emphasis as well.

B. Types of Materials

Sevier Library has a multitude of resources under its umbrella and will consider acquiring materials under the following generalized headers with exceptions noted in italics:

- ❖ Print Materials
 - Books
 - Manuscripts
 - Serials
 - Periodicals
 - Government Documents
 - *Microfilm/Microfiche are no longer actively acquired and instead are being digitized to add to our physical collection. We will continue to maintain a microfilm/microfiche reading room to support student and faculty research.*
- ❖ Electronic Materials
 - E-books
 - Serials
 - Periodicals
 - Government Documents
 - Educational software
- ❖ Media
 - Video

- DVD/Physical Copies **VHS tapes are no longer supported or acquired*
- Streaming
- Music
 - CD/Physical Copies **Audio cassettes are no longer supported or acquired*
 - Streaming
- ❖ Specialized/Archival Materials
 - *These materials, deemed of historical significance to the college and the surrounding communities, are maintained and acquired by the Special Collections & Archival Division of Colonel John Sevier Library. These materials may not follow the same acquisition/deselection policies outlined therein.*

C. Collection Development Team Overview & Responsibilities

Each of the librarians employed by Sevier Library are actively involved in the development of the library's holdings through participation in the Collection Development Team structure. Headed jointly by the librarian in charge of cataloging and collection management, the University Librarian, and the head of Special Collections & Archival Materials, this team works hand in hand with the various academic departments at Franklin State to analyze, acquire, and deselect materials based on the criterion outlined in Section III. Each academic department selects a library liaison that works directly with the librarian charged with the maintenance of their holdings. For generalized holdings, such as popular magazine subscriptions and popular fiction, the librarian in charge of cataloging and collection management makes selections based on community input and consulting media outlets for popular titles if the budget allotment for said caption allows for purchasing. Students, faculty, staff, and community members are encouraged to fill out the electronic form for item acquisition, and it will be considered using the criterion outlined in Section III.

D. Budget Allocation

The acquisitions budget is allocated by academic department/program in conjunction with the Collection Development Team's in-depth analysis of the current and future information needs of Franklin State within the scope outlined in Section II, Subsection A. Following the release of the budget projections for the fiscal year, the librarians meet with their faculty library liaisons to assess the needs of their departments, including new faculty emphasis/specialization and new course offerings. As the budgetary situation begins to solidify, the Collection Development Team meets to discuss requests and to set allocations by subject area for the coming year. The University Librarian is the final word in the budgetary allocations, but they will take into consideration all the advice given. **Orders for materials that total more than 5% of the caption's budget for the fiscal year and all continuations MUST be approved by the Collection Development Team and signed off on by the University Librarian.**

III. Policies and Procedures

A. Collection Priorities

Materials, be they print or digital, are selected for Franklin State's holdings using the following criteria:

- 1) Support for classroom/program instruction*;
- 2) Support for research, including but not limited to undergraduate, graduate, and faculty/staff;
- 3) Popular interests/recreational pursuits;
- 4) Community/regional interests.

* Textbooks and required texts are NOT included in this priority, as the cost can be prohibitive versus shelf life and instructors may prefer that students acquire and occasionally even retain their textbooks and required texts. Such works may be purchased under criterion #1 irrespective of its use as a text in a class. Instructors may request that single copies of an assigned text be purchased and placed on course reserve, but that falls under their department's budgetary restrictions and is subject to the same clearance procedure as outlined in Section II, Subsections C and D.

B. Generalized Guidelines for Selection

Falling in line with the curricula offered at Franklin State and taking into consideration budgetary restrictions, materials are selected with the utmost care. In order to be added into our collection, materials must meet or exceed some of the following criteria:

- I) General Considerations
 - a) Collection priorities (as outlined in Section III, Subsection A)
 - b) SFCC holdings
 - c) Strengths/weaknesses in the collection as identified by the Collection Management Team
- II) Criteria for Print Materials
 - a) Content as it pertains to the collection priorities (as outlined in Section III, Subsection A)
 - b) Currency
 - i) Excluding classic materials, the latest editions are preferable.
 - c) Authoritativeness/Scholarly Impact
 - d) Freedom from Bias
 - i) If there is bias evident in a work, seek to balance it with impartial selections or those that seek to debunk bias.
 - e) Readability/Presentation
 - f) Type (Paperback versus Hardback)
 - i) Paperbacks are preferred for special considerations, but the singular availability of a hardback form will not be detrimental to inclusion in a collection.

- g) Duplicity in electronic format
 - i) When available electronic, remotely accessible versions of serials and periodicals are preferred to print unless quality of images or other pertinent considerations apply due to cost and space issues. Yet again, the Collection Management Team will work hand-in-hand with the faculty library departmental liaison to ensure that the most up-to-date formats are available.

III) Criteria for Electronic Materials

- a) Content as it pertains to the collection priorities (as outlined in Section III, Subsection A)
- b) Currency
 - i) Embargo considerations
- c) Authoritativeness/Scholarly Impact
- d) Freedom from Bias
 - i) If there is bias evident in a work, seek to balance it with impartial selections or those that seek to debunk bias.
- e) Accessibility/Presentation
 - i) Every step shall be taken to ensure that all electronic resources are compatible with accessibility standards and allow all of our patrons easy access, regardless of ability or disability.
- f) Duplicity in print format
 - i) When available electronic, remotely accessible versions of serials and periodicals are preferred to print unless quality of images or other pertinent considerations apply due to cost and space issues. Yet again, the Collection Management Team will work hand-in-hand with the faculty library departmental liaison to ensure that the most up-to-date formats are available.

IV) Criteria for Media

- a) Content as it pertains to the collection priorities (as outlined in Section III, Subsection A)
- b) Currency
 - i) Digitally remastered/improved versions of material are preferable.
- c) Authoritativeness/Scholarly Impact
- d) Freedom from Bias
 - i) If there is bias evident in a work, seek to balance it with impartial selections or those that seek to debunk bias.
- e) Accessibility/Presentation
 - i) Every step shall be taken to ensure that all media resources are compatible with accessibility standards and allow all of our patrons easy access, regardless of ability or disability.
- f) Duplicity in online format
 - i) When presented with an option between a streaming format or a physical copy, the streaming format is preferable if the cost and off-campus accessibility is comparable.

V) Criteria for Special Collections & Archival Materials

- a) Content as it pertains to the collection priorities (as outlined in Section III, Subsection A)
- b) Historical significance to State College of Franklin
- c) Historical significance to the Northwestern Tennessee region
- d) Community interest
- e) Research interest of faculty and departments

C. Gifts to the Library

Colonel John C. Sevier Library welcomes gifts of items key to the mission of both the library and Franklin State as a whole. Items will be evaluated on the criteria listed in Section III, Subsection C, and only items that meet the aforementioned criteria will be added into our collection, be it archival materials or regular circulation. If the gift does not fall into our scope, we will be more than glad to work with the donor to find an institution whose mission and scope matches their donation. More detailed criteria on the Sevier Library Gifts Policy is available through the Special Collections and Archival Materials Division.

D. Generalized Guidelines for Deselection

The removal of outdated, duplicated, mutilated or superseded materials is key to maintaining a functional and thriving library collection. When materials are flagged for withdrawal, the faculty liaisons are brought in to determine the validity of the selection, and all decisions are validated and signed off on by the Collection Management Team. The following criteria will guide the deselection of materials:

- I) Scholarly/Cultural Significance
- II) Inclusion in a trade list, such as Bowker's Resources for College Libraries
- III) Inclusion in a subject bibliography listing
 - a) Pertinence to Franklin State's academic offerings
 - b) Pertinence to SFCC institutions
 - c) Pertinence to faculty research interests/interdisciplinary studies
- IV) Duplication
 - a) Availability at another SFCC institution
 - b) Availability via an electronic format
 - c) Availability via Inter-Library Loan from other regional institutions
- V) Currency
 - a) Current edition availability
 - b) Potential embargo issues
- VI) Usage
 - a) Circulation frequency
 - b) Potential for circulation
 - c) Multiple copies
- VII) Condition
 - a) Physical condition
- VIII) Replacement Availability
 - a) Physical versus electronic availability

E. Disposal/Reallocation of Withdrawn Materials

If materials flagged for withdrawal from our main collection holdings meet the criterion set forth in Section III, Subsection B, Item V (Criteria for Special Collections & Archival Materials), the Special Collections & Archival Materials Division is free to process them into their collection. If the materials flagged for withdrawal from our main collection holdings do not meet the aforementioned criterion, they will be donated to Betterworld Books, a not-for-profit organization that manages books, or another local agency tasked with information advocacy and accessibility, recycled (if their condition precludes donation to Betterworld Books or another organization), or (in the case of government documents) returned to their distributor for handling as outlined in their depository library agreement.