

## REFERENCE: COLLECTION DEVELOPMENT POLICY

### GOALS

The Reference Department Collection Development Policy was developed within the framework of the general [Library Collection Development Policy](#) and in conjunction with the [Research Services Mission Statement](#). See also the Library's [Web Site Collection Development Policy](#). The Reference Collection, providing primarily factual information, should consist of well-reviewed, authoritative sources. Popular titles (guidebooks, travel publications, career guides, etc.) will be collected to meet demand.

The Reference Collection must support in-house users and remote users with a variety of resources in both print and electronic formats. Because reference materials are not easily borrowed from other libraries, the Reference Collection must strive to be as comprehensive as possible in supporting the curriculum.

### RESPONSIBILITY FOR SELECTION

The Associate Director acts as the collection development coordinator for the Reference Collection and, with the Head of Technical Services and the Library Director, is ultimately responsible for the overall quality and balance of the Reference Collection. The Associate Director works closely with the research librarians to select, deselect, and evaluate the collection.

As outlined in the general [Library Collection Development Policy](#), faculty members are involved in collection development through departmental allocations and those allocations may be used to purchase reference materials both print and electronic.

### SCOPE

As in the general [Library Collection Development Policy](#), the Reference collection should include three levels of coverage:

1. General works: coverage required for general reference work, excluding instructional and research support. Supports the educated layperson's reference needs.
2. Instructional works: coverage required to keep professionals abreast of developments and to support the curriculum.
3. Research works: in-depth coverage required to support research needs of students and basic research needs of faculty.

Types of materials collected include:

1. Electronic: Electronic reference sources are the preferred format for the Reference Collection and will be collected based on the same collection development guidelines as other materials. Electronic resources, in rare instances, may be collected as an "additional" copy of a print resource, but due to budget considerations, will more likely be purchased in place of a comparable print resource.
2. Books: The purchase of print material will be reserved for items that are considered essential to the Reference Collection but are unavailable in electronic format. Multiple copies will be purchased for selected high-demand items only and should only be purchased after careful consideration of budget constraints.

3. Microforms: Microform reference works will not be collected unless the item is unavailable in print or electronic formats and is deemed absolutely necessary for the Reference Collection.

Ultimately, the selecting librarian should judge the relevance of the title to the curriculum, user needs, the utility of the resource, and the other means of getting the same information (eg: are there free Internet sources that do the same thing in an authoritative manner?)

## **BUDGET**

The Reference Collection has a separate annual budget that is used to purchase resources. Budget allocations are determined by the Library Director, in coordination with the Head of Technical Services.

## **GIFTS**

See general [Library Collection Development Policy](#).

## **ORGANIZATION OF THE COLLECTION**

See general [Library Collection Development Policy](#).

## **CONTROVERSIAL MATERIALS, CRITICISM, AND CENSORSHIP**

See general [Library Collection Development Policy](#).

## **COLLECTION EVALUATION**

The Reference Collection will be evaluated continuously as new material is added. A comprehensive collection evaluation/assessment should be done every five years. Obsolete materials, unnecessary duplicates, and other materials that no longer fit the University's current or projected needs will be withdrawn from the collection.

Although the ultimate responsibility for weeding the collection is with the Associate Director, all research librarians participate in evaluating and weeding the collection. Input from classroom faculty will be solicited as appropriate.

Titles that are weeded will be given to the Associate Director who will pass them on to the appropriate person in Technical Services for withdrawal.

Adopted by the Library Faculty: September 6, 2002. Reviewed and revised by the Reference Librarians: September 9, 2005. Minor revisions by the Associate Director: August 11, 2010