Collection Development Policy and Procedures
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The major purpose of the Elton S. Karrmann Library is to support the academic programs of the university. To help fulfill this function, the library staff invites the active participation of the university staff in building the collection. To implement this building process, a portion of the library budget is allocated to the departments and program areas for selection of print and non-print materials. Other portions of the library budget are used for periodicals, serials, continuations, basic reference sources, and other general and special materials. A faculty or staff member from each department serves as Department Representative and works with the appropriate Division Librarian to assist in developing the collection to meet the academic needs of the department.

I. Purpose of the Collection Development (CD) Policy

A. The purpose of the CD Policy is to provide a framework for planned development of a collection of library materials to meet the educational needs of students and faculty at UW-Platteville as guided by the curricula and missions of the University and the Library.

B. The goal of library collection development is to provide materials and services to complement and enhance classroom, laboratory, and online learning and, when possible, to provide materials for research, recreation, and archival study for the students, faculty, staff, and area residents.

C. The CD Policy ensures that written selection policies are developed and applied, and that collections for each discipline are regularly evaluated to ensure that identified educational needs are met.

D. The CD policy provides a framework by which librarians and faculty members work together to achieve these goals.

1 The term “department” throughout this document is used to refer to academic departments, schools, and programs.
II. Mission of the University

A. System Mission

The mission of the University of Wisconsin System is to develop human resources, to discover and disseminate knowledge, to extend knowledge and its application beyond the boundaries of its campuses, and to serve and stimulate society by developing in students heightened intellectual, cultural and humane sensitivities; scientific, professional, and technological expertise; and a sense of value and purpose. Inherent in this broad mission are methods of instruction, research, extended education, and public service designed to educate people and improve the human condition. Basic to every purpose of the System is the search for truth.

B. Core Mission of the University Cluster

1. Offer associate and baccalaureate degree level and selected graduate programs within the context of its approved mission statement.

2. Offer an environment that emphasizes teaching excellence and meets the educational and personal development needs of students through effective teaching, academic advising, counseling, and through university-sponsored cultural, recreational and extracurricular programs.

3. Offer a core of liberal studies that supports university degrees in the arts, letters, and sciences, as well as specialized professional/technical degrees at the associate and baccalaureate level.

4. Offer a program of pre-professional curricular offerings consistent with the university’s mission.

5. Expect scholarly activity, including research, scholarship and creative endeavor, that supports its programs at the associate and baccalaureate degree level, its selected graduate programs, and its approved mission statement.

6. Promote the integration of the extension function, assist the University of Wisconsin-Extension in meeting its responsibility for statewide coordination, and encourage faculty and staff participation in outreach activity.

7. Participate in the interinstitutional relationships in order to maximize educational opportunity for the people of the state effectively and efficiently through the sharing of resources.
8. Serve the needs of women, minority, disadvantaged, disabled, and nontraditional students and seek racial and ethnic diversification of the student body and the professional faculty and staff.

9. Support activities designed to promote the economic development of the state.

C. Select Mission of UW-Platteville

The University of Wisconsin-Platteville provides associate, baccalaureate, and master’s degree programs in a broad spectrum of disciplines including: science, technology, engineering, and mathematics; criminal justice; education; business; agriculture; and the liberal arts. We promote excellence by using a personal, hands-on approach to empower each student to become broader in perspective, intellectually more astute, ethically more responsible, and to contribute wisely as an accomplished professional and knowledgeable citizen in a diverse global community.

This statement, along with the UW System and University Cluster mission statements, provide a guide to UW-Platteville in what it attempts and does not attempt to accomplish as an institution of higher education.

III. Mission of the Library

UW-Platteville’s Elton S. Karrmann Library and the Southwest Wisconsin Room support the University’s mission to serve “as an educational, cultural and economic development resource to southwestern Wisconsin.” The library and archives serve as the intellectual center of a student-focused university, where diverse ideas across disciplines are investigated, articulated and shared, and where individuals are intellectually empowered and knowledge is advanced.

IV. Academic Curriculum Changes

The University Undergraduate Curriculum Commission (UUCC) and the Graduate Council guidelines for the addition and deletion of courses include steps to enable the library to become aware of, and thereby attempt to provide, needed materials in a changing university environment. Discussion with the appropriate Division Librarian of the material and monetary needs associated with course changes, and the presentation of this information to the UUCC, and the Graduate Council helps ensure an understanding of what is required to successfully deal with the proposed changes.

V. Collection Development Roles
A. Collection Development Librarian

Work with the Library Director, the Division and Special Collections Librarians, the Department Representatives, the Library Committee, other members of the faculty, and students to develop and implement the Collection Development Policy.

B. Division Librarians

1. Work with the Department Representative and the Collection Development Librarian in maintaining a current collection development plan to support the academic programs offered by the department.

2. Evaluate and approve the purchase of materials for the collection that support the academic programs.

3. Coordinate material selection and evaluation with the Department Representative by:
   a. Forwarding bibliographies, reviews of materials, Choice review cards, etc. to the Department Representative.
   b. Receiving and approving order requests from the department.
   c. Monitoring department expenditures and account balances.
   d. Providing input as the department prepares the “Impact on Library Resources” section of the course and program proposals for the University Undergraduate Curriculum Commission (UUC).  
   e. Regularly reviewing appropriate subject sections of the general circulating collection.
   f. Working with the other librarians in developing other collections in areas related to division responsibilities.

C. Department Representative

1. Assist the Division Librarian in collection development, with consultation from other department members, in developing, strengthening, and maintaining library collections to support the department’s academic program(s).

2. Communicate with the Department Chair and Program Coordinators about Collection Development and department curriculum changes.

3. Consult with Division Librarian about any curricular changes that could affect library resources.

4. Solicit, collect, and coordinate requests for all types of library material from department members, and approve and forward requests to the appropriate Division Librarian.
5. Ensure that all department members in all disciplines have an opportunity to recommend purchases for library materials from department allocations.

6. Regularly review and evaluate, with appropriate department members and the Division Librarian, those portions of the library’s collections that are related to the department’s teaching and other activities.

7. Continue to bring to the library’s attention the availability of new and appropriate resources. In addition, assist the library in making department faculty and staff aware of new library services, including online electronic resources that are available across campus.

D. University Library Committee

1. Acts as an advisory group to the library director, librarians, University administration, and the University departments in matters of library policy and resource development. Studies the library relative to future planning.

2. Reviews the library budget, including distribution of resources to the various areas of the library and the allocation of material funds to the University departments.

3. Reviews library reports concerning accreditation of the University or its programs. Makes recommendations for resource allocations based on program or accreditation reviews.

VI. Library Collection Policy Statements and Procedures

A. General Collections

1. Policy: The circulating collection supports the academic curricula of the University and is available for circulation outside the library. Materials outside the scope of the academic curricula are also included to meet the cultural, career, recreational, and informational needs of users. Parts of the General Collection that require special treatment are:

   a. Current Reading collection (CR): The CR collection (located in the Browsing area of the main floor) is a collection of recently acquired materials of general interest to students and faculty covering a broad spectrum of academic disciplines. These materials are eventually relocated to the General Collection.

   b. Masters Theses and Seminar Papers: The collection contains UW-Platteville masters theses and seminar papers written as course requirements.
c. Oversize: The oversize collection contains materials over 29 cm. tall or/and items that are wider than they are tall.

d. DVD Collection: Includes videos in DVD format covering both academic and nonacademic subjects. The collection is located on the second floor.

e. Audio Book Collection: Includes audio books covering both academic and nonacademic subjects. The collection is located on the second floor.

2. Recommending materials for the General Collections

a. Department Allocations: A portion of the library’s funds are allocated to each department for the faculty and staff to recommend the purchase of print and non-print materials to support the appropriate academic discipline. Expensive items should be discussed with the Collection Development Librarian to determine if alternative funding sources are available. Interdisciplinary materials not requested for specific department use should be submitted directly to the Collection Development Librarian who will then purchase the materials from available funds.

b. Areas without Department Allocations: University personnel not affiliated with academic departments (e.g. administration, student service, etc.) and students can submit orders for library materials which are forwarded to the Collection Development Librarian for purchase from available library funds.

c. Serials and Continuations: Requests for serials and continuations are reviewed by the Division Librarian and the Collection Development Librarian in consultation with the Department Representative. Titles approved for purchase are charged to the appropriate library fund, not from allocated department funds.

B. Government Publications

1. Policies

   b. Wisconsin State Publications: The library is a regional depository for materials published by Wisconsin state agencies.
2. Recommending Government Publications for Purchase
   a. As a depository library, many government publications are received at no cost.
   b. Requests for specific publications should be forwarded to the Government Publications staff.

C. Instructional Materials Laboratory (IML)

   1. Policies: The IML contains a variety of print and audio-visual materials for grade levels K through 12.

   2. Recommending Materials for the IML: Textbooks, award-winning materials for children and young adults, and other appropriate instructional materials are selected by the IML librarian and purchased from IML funds; input on these selections is welcome. Materials selected from department or general funds that are determined to be suitable for the IML collection will also be shelved with this collection.

D. Musical Recordings Collection

   1. Policies: Musical recordings are primarily selected based on the needs of the academic music program. Listening equipment is also available.

   2. Recommending Music: Requests for musical recordings should be forwarded to the Performing and Visual Arts Division Librarian.

E. Paperback Collection

   1. Policies: The Paperback Collection is a leisure reading collection. This collection encourages reading and provides a means of supplying multiple copies of titles in high demand.

   2. Recommending Paperbacks: Paperback books are purchased for this collection from the paperback fund. Criteria for selection are best-seller lists and patron requests with a commitment to purchase from as many different literary genres as possible. Requests for paperbacks should be forwarded to the Instructional Specialist in the Reference Department.

F. DVD Collection

   1. Policy: The DVD Collection includes videos in the DVD format covering both academic and nonacademic subjects.

   2. Recommending DVDs: Requests for DVDS should be forwarded to the appropriate Division Librarian or to the Collection Development Librarian.
G. Audio Book Collection

1. Policy: The Audio Book collection includes audio books, preferably unabridged, and read by the author whenever possible. This collection may contain copies of titles already owned in the print format.

2. Recommending Audio Books: Requests for audio books should be forwarded to the appropriate Division Librarian or to the Collection Development Librarian.

H. Periodicals Collection

1. Policy: The general periodicals collection provides for the majority of the curriculum-related needs of students and faculty by having a basic core of periodicals in the subject areas taught on campus. Periodicals are also available online and articles are available through Interlibrary Loan. Recreational and extra-curricular periodicals are provided on a limited basis.

2. Recommending Periodicals: Requests for new periodicals should be submitted using the Electronic Resource Request Form to the Division Librarian. The decision to add a new periodical is based on the availability of funds as well as the following criteria:

   a. Is the periodical indexed in an index/abstract available at or through Karrmann Library?

   b. Is the periodical recommended for academic library collections by Magazines for Libraries (Katz)?

   c. Have articles from the periodical been requested frequently via Interlibrary Loan?

   d. Is this a high-priority title in this discipline?

I. Newspaper Collection

1. Policies: The collection contains newspapers in the following areas: national metropolitan newspapers; regional metropolitan newspapers; foreign language newspapers; cultural minority newspapers; Wisconsin local newspapers from Southwest Wisconsin; and selected Wisconsin newspapers outside of Southwest Wisconsin.

   Selected national and local newspapers are also available online.
2. Recommending newspapers: Requests for newspapers should be sent to the Collection Development Librarian.

J. Reference Collection

1. Policy: The reference collection contains frequently used informational materials that are briefly consulted for factual, statistical, bibliographical, biographical or summary information and cover general and department specific subjects. The collection includes: abstracts, almanacs, fact books and yearbooks, atlases and gazetteers, biographical sources, book review indexes, dictionaries (language and subject), directories, encyclopedias, general bibliographies, indexes to collections, periodical and newspaper indexes, statistical sources, etc.

2. Recommending reference materials: Reference titles are selected by the Reference Coordinator, with assistance from the Division Librarians. Recommendations may come from reviews published in recognized professional reviewing journals or other sources. Requests for reference materials should be sent to the Reference Coordinator.

K. Reserve Materials Collection

This collection contains electronic resources, single and additional copies of books, and periodical articles heavily used for a specific class. If the supply of a textbook is low, the Textbook Center arranges to temporarily place the last two copies on reserve to make the text available to students. Personal copies of faculty members’ materials are also placed in the Reserve Materials Collection. A minimum of one week’s notice is required to place an item on reserve. For more information, or to place items on Reserve, department members should contact Library Circulation/Reserves Department at 342-1679.

L. Southwest Wisconsin Room Collections

1. Policies:
   a. University Archives: The university archives includes administrative, academic and other primary records of the university; and it conducts records management duties of university papers.

   b. Area Research Center: UW-Platteville Area Research Center includes archival records and manuscript material from the six county area (Grant, Iowa, Lafayette, Green, Richland, and Crawford) of Southwest Wisconsin. This collection is made available through an arrangement with the Wisconsin Historical Society.

   c. Local History/Genealogical Collection: This collection includes materials pertaining to the historical lead region, the six southwestern
counts of Wisconsin (Crawford, Grant, Green, Iowa, Lafayette, and Richland) and Jo Daviess County, Illinois and Dubuque County, Iowa.

2. Recommending additions: Requests for materials should be forwarded to the University Archivist.

M. Historical Collection

The balance of the Historical Collections contains a representative sampling of titles from the forerunner institutions of UW-Platteville, dating from the early days of the Platteville Academy (circa 1843), including titles from the Mining School Library, and finishing with the State Teachers College of the late 1920’s. As such, the collection depicts the evolution of our institution’s library, and represents the oldest continuous academic library collection in the state of Wisconsin. The collection also includes the library’s rare books. An index to the Historical Collection is available at the Reference Desk and in the Southwest Wisconsin Room.

VII. Evaluation and Assessment of the Library’s Collections

Evaluation and assessment are essential aspects of collection development. They are accomplished by librarians and faculty members working in concert to build, appraise, and strengthen the library’s collection through a periodic, comprehensive review of the appropriate sections of the library’s collections. The purpose of collection review is to ensure a useful collection that meets the academic and general information needs of the university.

Collection Review Guidelines

1. Collection reviews should take place two years prior to the Academic Program Review.

2. Collection review should identify essential material worthy of retention (basic for the collection or classics), areas that need updating (new material), expansion (greater coverage), repair (torn bindings and tattered pages), and material needing removal (inaccurate, outdated, poor condition, replaced by newer edition, no longer supports the curricula, etc.).

3. Additional valuative criteria specific to the portions of the collection being reviewed should be established before collection review begins.

4. The collection should reflect the present curricula. The collection should also provide materials to support the non-curricular and general information needs of the university and the region at a basic level.
5. Collection review should determine what resources are available to the university in the library. By ascertaining what resources are available and checking circulation statistics and in-library use of the materials, heavily used or little-used area of the collection can be identified. This usage information provides justification for purchase and weeding considerations.

6. Future removal of library items shall be made in consultation between the division librarian and the department representative. It is expected that department library representatives will share the information with department members and make recommendations for retention of items to the division librarian.

VIII. Physical Space in the Library

The library will insure that adequate physical space will be made available for all current and future acquisitions to the physical collection.
For information on specific collections and procedures, consult the following documents, available from the Collection Development Office (342-1077):

1. Challenged Materials Committee
2. Challenged Materials Policy and Procedure
3. Collection Review Procedures
4. Current Reading Collection Policies
5. Disposal of Withdrawn Library Materials
6. Electronic Resource Selection Checklist
7. Electronic Resources Collection Development Policy
8. Electronic Resources Selection
9. Gifts Policy
10. Government Publications Collection Development Policy
11. Guidelines for Use of the General Fund
12. Historical Collections
13. Instructional Materials Laboratory Collection Development Policy
14. Newspaper Selection and Retention Policy
15. Opinion Concerning Specific Library Material (Challenged Materials Form)
16. Paperback Collection Policy
17. Reference Policy; section III, Collection Development
18. Replacement Policy
19. Request for a new print Serial
20. Uniform Collection Counting Procedures
21. UW-System and U.W.-Platteville Publications