

## Acquisitions Policies

This policy outlines the principles and guidelines developed by Frazar Memorial Library in the selection, acquisition, evaluation, and maintenance of library materials in all formats. It is intended to provide consistency for librarians in developing and maintaining the collection and in communicating library policies and services to students, faculty, staff, and community users. This policy is in accordance with the mission of FML and of McNeese State University. It is understood that as the university's programs and information needs change, this policy may be amended to meet those needs.

### **Terminology and Limitations (Effective 09/04/2013)**

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Frazar Memorial Library is referred to throughout as FML or simply the library.

Unless specified otherwise, the word books is used interchangeably to indicate not only books but also nonbook materials, including but not limited to periodicals, newspapers, electronic resources (databases, ebooks), video and sound recordings, and microforms.

Because federal and state depository programs have their own requirements regarding what types of materials can be selected and retained, government documents are beyond the scope of this policy, with the exception of those that are integrated into the regular collection.

Policy exceptions for Archival and Special Collections materials are noted throughout.

### **Purposes and Goals of Collection Development (Effective 09/04/2013)**

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Collection development is the process of building and maintaining the library's collections in both print and nonprint formats. As such, collection development is one of the primary purposes of a library. The collection development process includes the formulation of policies and procedures, budget allocation, needs assessment, selection and deselection, collection maintenance and evaluation, and resource sharing.

The primary goal of Frazar Memorial Library's collection development efforts is to build collections that support the informational needs of the instructional, research, and programmatic missions of the university. This collection development policy strives to reinforce the university's missions.

### **Standards (Effective 09/04/2013)**

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Frazar Memorial Library strives to meet or exceed the criteria for libraries defined by the Association of College and Research Libraries (ACRL) Standards for Libraries in Higher Education (<http://www.ala.org/acrl/standards/standardslibraries>) and by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) and other accrediting agencies to which McNeese's degree-granting programs are subject.

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**Intellectual Freedom and Censorship (Effective 09/04/2013)**

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Frazar Memorial Library recognizes that free access to ideas and freedom of expression are fundamental to the educational process. Therefore, FML purchases or otherwise adds materials that represent a wide range of viewpoints. The library subscribes to and complies with the American Library Association (ALA) Library Bill of Rights (<http://www.ala.org/advocacy/intfreedom/librarybill>) and its accompanying statements of interpretation. These statements include:

- Intellectual Freedom:  
<http://www.ala.org/advocacy/intfreedom>
- Freedom to Read:  
<http://www.ala.org/offices/oif/statementspols/ftstatement/freedomreadstatement>
- Freedom to View:  
<http://www.ala.org/offices/oif/statementspols/ftvstatement/freedomviewstatement>
- Access to Digital Information, Services and Networks:  
<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/accessdigital>
- Challenges to Library Materials:  
<http://www.ala.org/advocacy/banned/challengeslibrarymaterials>
- Labeling and Rating Systems:  
<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/labelingrating>

The library does not withdraw, at the request of any individual or group, material that has been chosen or excluded on the basis of stated selection criteria outlined in this policy. An individual or group questioning the appropriateness of material held in the collection will be referred to the Library Director, who will appoint an ad hoc committee to examine the material and determine its appropriateness for the collection. The judgment of the Library Director will be final.

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**Confidentiality (Effective 09/04/2013)**

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The library subscribes to the ALA Code of Ethics (<http://www.ala.org/advocacy/proethics/codeofethics/codeethics>), which states that librarians “protect each library user’s right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.” In addition, FML adheres to the ALA Policy on Confidentiality of Library Records and Confidentiality of Library Users (<http://www.ala.org/offices/oif/statementspols/otherpolicies/policyconcerning>).

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**Copyright (Effective 09/04/2013)**

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Frazar Memorial Library complies with the provisions of the U.S. Copyright Law (17 U.S.C.) and its amendments. The library strongly supports the “Fair Use” section of the Copyright Law (17 U.S.C. 107) that permits and protects the rights to reproduce and make other uses of copyrighted works for the purposes of teaching, scholarship, and research.

**Electronic vs. Print Resources (Effective 09/04/2013)**

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Several factors may contribute to librarians' preference for selecting electronic (web-based) content over print or vice versa. Financial considerations can be expected to remain an ongoing primary factor. Whenever there are large price differences between print and electronic versions of the same materials, budgetary limitations must be considered.

Factors influencing the decision to purchase electronic over print titles include:

- Around-the-clock (24/7) access
- Off - as well as on-campus access
- Multiple concurrent user access (ebooks excepted unless specifically purchased for multiple concurrent users)
- Searchable text
- Ability to search across a wide array of content (i.e., federated searching)
- Immediacy of access following publication
- Value-added content unavailable in print version
- Unavailable as print version
- Space savings

On the other hand, some materials may simply not be available electronically. In such cases, print versions are the only viable alternative.

As a general rule, the library will not purchase the same title in both print and electronic formats; however, as funds permit, exceptions may be made for high-demand titles.

Frazar Memorial Library librarians, exercising their role as subject specialists and departmental library liaisons, will exercise judgment as to which format is most appropriate for the subject at hand.

**Criteria Used for Selecting Materials (Effective 09/04/2013)**

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The following criteria may be taken into consideration in the selection of materials:

- Relevance to the curriculum and appropriateness to the user
- Timeliness and lasting value of the material
- Reputation of the author, issuing body, and/or publisher
- Presentation (style and clarity)
- Aesthetic considerations:
  - Literary, artistic, social value
  - Appeal to the imagination, senses, intellect

- Special features:
  - Detailed, logical, accurate indexing
  - Bibliography
  - Footnotes
  - Pictorial representations
- Physical and technical quality:
  - Paper, typography, design
  - Physical size
  - Binding
  - Durability
- Suitability of content to form
- Strength of present holdings in the same or similar subject
- Need to increase holdings in subjects where current titles are deemed inadequate
- Demand and frequency of interlibrary loan requests for materials on the same or similar subject
- Price/relative cost of material in relation to the budget and other available material
- For electronic materials, additional considerations include (see also “Electronic vs. Print Resources”):
  - One-time purchase vs. ongoing subscription required
  - Depth and breadth of holdings
  - Single - vs. multiple-user access
  - Availability of off-campus access

### **Policies for Specific Types of Materials (Effective 09/04/2013)**

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The following paragraphs describe the specific collection development policies for specific materials. This is not an exhaustive list and new policies will be added as needed to meet the needs of the Frazar Memorial Library.

#### **Duplicates**

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Duplicate materials will be added to the collection when warranted by heavy usage of copies already held or when heavy usage is anticipated. Otherwise duplicates are not normally purchased or added.

#### **Fiction**

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The library attempts to select literary works and new works of promise in the literary field, especially works that support literature and creative writing courses. Such works should be evaluated in terms of the author’s earlier writings and current reader interest.

The library rents popular fiction as part of its book leasing program. The library does not normally purchase fiction of short-term interest such as bestsellers. However, such works may be accepted as gifts.

**Foreign Language Materials**

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Except for dictionaries and other materials required to support the university's foreign language programs, FML collects primarily English language materials.

**Reference Works**

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Reference works are intended for quick retrieval of information and not for cover-to-cover reading. They are often but not always updated regularly. Except in rare cases, reference works do not circulate. Reference materials include but are not limited to:

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|------------------|-------------------------|
| • Almanacs       | • Encyclopedias         |
| • Annual reports | • Handbooks             |
| • Atlases        | • Indexes and abstracts |
| • Bibliographies | • Plot summaries        |
| • Catalogs       | • Statistical summaries |
| • Concordances   | • Style manuals         |
| • Dictionaries   | • Telephone books       |
| • Directories    | • Yearbooks             |

In recent years, the electronic versions of many of these types of materials have largely supplanted the print versions. Nevertheless, a “ready reference” collection depends on maintaining up-to-date print versions of basic reference works. Therefore, the library will continue to maintain a balanced collection of print and electronic reference works.

In general, the same criteria used to select other materials also apply to the selection of reference works (see “Criteria Used for Selecting Materials”).

Although anyone may suggest possible reference purchases, Reference Department staff has the primary responsibility for selecting reference materials.

**Gifts**

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Gifts to FML are encouraged but will be added to the collection only after the items have been evaluated to determine if they meet collection development requirements. Generally, the library accepts only books, DVDs, and journals as gifts. Short runs of journals that are not indexed will not be added to the collection.

Donors should contact the Acquisitions Librarian if they have material they wish to donate or have questions about the appropriateness of their gifts. The library will acknowledge the number of items donated but cannot legally provide an appraisal or estimate of their value. Gifts that are not added to the collection may be given away, donated to other libraries, or offered for sale at the Friends of the Library book sale.<sup>1</sup> Proceeds from book sales are used to purchase new library materials.

**Purchasing Books from Faculty**

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Frazar Memorial Library does not purchase individual titles or collections of books directly from McNeese faculty members. The library purchases books from commercial vendors or directly from the publisher. The library may purchase used and new books that are no

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<sup>1</sup>Effective fall semester 2012, the book sale is on indefinite hiatus; see “Book Sale” section.

longer in print from out-of-print vendors. Faculty members may submit requests for books for the library to purchase from commercial vendors.

Many faculty authors and editors receive free copies of their own books or review copies from their publishers. To avoid an obvious conflict of interest, the library cannot purchase these titles. Similarly, the library will not purchase books or collections of books from McNeese faculty members. Faculty members are encouraged to donate to the library individual titles or collections of books provided they are appropriate for the collection.

In certain exceptional circumstances, the library may purchase a copy of a rare book or manuscript from a faculty member for placement in the Archives.

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### **Out-of-Print Materials**

Because of funding limitations and the difficulties involved, hard-to-find, out-of-print, reprint, and print-on-demand titles are typically not purchased except at the request of faculty or librarians who can demonstrate an overriding need for such material.

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### **Paperback vs. Hardback**

To increase the purchasing power of the materials budget, paperback monographs will be preferred if there is a significant price difference between the hardcover and paperback editions. When making a choice between paperback and hardcover, the long-term value and expected use of the title should be considered. Titles expected to receive higher-than-normal circulation or use should be purchased in hardcover.

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### **State and Regional Materials**

The library makes an effort to collect current materials about Lake Charles and the surrounding southwest Louisiana area.

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### **Textbooks, Programming, and Lab Manuals**

Frazar Memorial Library normally does not purchase materials of this kind. Exceptions may be made for those titles that have earned a reputation as “classics” in their field or are the only or best sources of information on a particular topic. Such titles will be evaluated and added to the collection based on the guidelines for selecting materials outlined elsewhere in this document.

The library does not purchase textbooks currently used for classes but may accept them as donations.

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### **Advance Reading Copies**

Advance reading copies—also called uncorrected or galley proofs—are books given to reviewers from which to write reviews before the book is published. They often lack indexes or pagination and may otherwise differ significantly from the edition that is ultimately published, even to the extent of having a different title or subtitle. For these reasons, FML does not collect advance reading copies.

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### **Obsolete Formats**

Normally FML will not add materials in obsolete formats to the collection. Any addition of such materials will be at the discretion of the Acquisitions Librarian in consultation with

the appropriate subject specialists. The primary criteria for consideration will be the availability of equipment for use of the material and the availability of storage or shelving space.

The decision to withdraw such material will be based on the obsolescence of the format and the physical condition of the necessary equipment. If funds are available and the contents warrant preservation, materials may be transferred to another format instead of being withdrawn as permitted by copyright laws.

### **Selection and Evaluation Tools (Effective 09/04/2013)**

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Librarians should consult subject-specific and standard library reviewing sources when making selection decisions. Appropriate reviewing sources include but are not limited to:

- *Booklist*
- *Choice*
- *Library Journal*
- *The New York Times Book Review*
- *Resources for College Libraries* (RCLweb)
- Reviews appearing in professional journals in disciplines taught by the university

In addition, departmental liaisons are encouraged to use faculty expertise as a resource for selection and evaluation of the collection.

### **Serials (Effective 09/04/2013)**

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Serials are publications issued in successive parts bearing numeric or chronological designations intended to be continued indefinitely. They may be issued in print, nonprint (microform), and electronic formats. The FML serials collection supports the research needs of the McNeese community. In selecting new subscriptions, preference will be given to online, web-based serials for their convenience and the ease with which they support both on- and off-campus coursework. However, circumstances may call for the acquisition of other formats in certain cases.

The selection of serials implies a continuing commitment to the base cost of the title, including maintenance, equipment, and (for print titles) storage space. Escalating costs for serials demand that care be taken in reviewing serial titles before they are purchased for the collection and that an ongoing evaluation of current subscriptions be conducted. The serials collection is reviewed and title decisions made by the Acquisitions Librarian in consultation with departmental liaisons after obtaining faculty input.

#### **Selection**

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Because of budget limitations, selection and weeding decisions for serials must be made with care. Curriculum support for students, undergraduate and graduate research, and faculty research are factors considered in the selection and weeding process. Serials are

selected and weeded based primarily on their relevance to current information needs of the McNeese community. Factors to be considered include:

- Support of academic programs
- Cost, including such data as rate of price increases, cost of storage, document delivery services, and delivery time
- Uniqueness of subject coverage for FML
- Interdisciplinary vs. narrow scope, as appropriate for the subject
- Accessibility within resource sharing agencies and/or through document delivery services
- Full-text availability through electronic means
- Professional reputation
- Usage or projected usage
- Indexing and abstracting in sources accessible to library users

### **Collection Maintenance and Evaluation (Effective 09/04/2013)**

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#### **Location of Materials**

Information resources purchased with library funds or gifts become part of the permanent collection. Location of these resources is determined by FML staff. Access to electronic information will be in compliance with licensing agreements.

### **Weeding [Print] (Effective 09/04/2013)**

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Weeding (also called deselection) is the process of removing items from the collection. Occasional weeding is essential for the maintenance of an active, academically useful collection. Weeding provides quality control for the collection by eliminating outdated, inaccurate, and worn-out materials. Weeding also involves the removal of lost or long-missing titles from the catalog and indexing sources. The Acquisitions Librarian is ultimately responsible for weeding decisions in consultation with librarians acting in their liaison capacity.

In general the following print materials may be weeded:

- Superseded editions.
- Duplicates, except in cases of continued high demand (particularly when there are no newer editions available) or when FML holds rare copies. Duplicate issues of periodicals and journals are discarded when a volume has been bound unless heavy usage indicates a need for duplicates.
- Materials in poor physical condition that cannot be repaired or rebound or for which the cost of preservation exceeds the usefulness of the information contained therein.



- Outdated materials in subject areas where currency of information is extremely important; example subjects include but are not limited to health sciences and technology. Exceptions may be made to keep materials for historical purposes. (See “Weeding Guidelines for Specific Subjects” for more details.)
- Materials that have not been used for a predetermined length of time based on circulation and in-house use statistics, unless such materials are identifiable as classics in their field or otherwise have long-term value.
- Incomplete or short runs of serials, particularly those that are not indexed.
- Serial titles that contain information of very limited long-term value, such as newsletters and trade magazines. Such materials often have automatic discard patterns established such as “retain current year only.”
- Annuals, biennials, and regularly updated editions of guidebooks, handbooks, almanacs, and directories, depending on the value of the information contained in earlier editions. Such material may be retained if it contains information of local interest.

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### **Weeding Guidelines for Specific Subjects**

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Weeding is, like much of collection development, a subjective activity. Nevertheless, certain weeding “best practices” are common in academic libraries, particularly as they apply to specific subject areas where currency of information is critical and materials go out of date quickly. The following guidelines are adapted from *Fundamentals of Collection Development and Management*, 2nd ed. (2009), by Peggy Johnson; *Building Library Collections*, 6th ed. (1992), by Arthur Curley and Dorothy M. Broderick; and from selected weeding policies of other academic libraries, as well as past practice at FML.

The parameters of any weeding project are dependent upon additional factors such as how much of the collection is expected to be weeded; how long ago the most recent weeding project was conducted and how much was weeded at that time; and how much of the collection in a given subject will be left after the weeding is completed. Therefore, these guidelines are intended as a starting point not only for the weeding process but for stimulating discussion among library staff during the planning phase.

Except as noted, the following materials may be weeded:

- Computer science older than 5 years. Retain guides to programming languages still in use; also histories and biographies.
- Pure science older than 5 years. Discard books with obsolete information or theories; also general works that have been superseded, unless they are classics in their field. Botany and natural history should be inspected carefully before discarding.
- Technology and applied science older than 5 years. Includes agriculture, medicine, nursing, nutrition, pharmacology, engineering (all disciplines), inventions, and mass media. Retain historical works and biographies.
- Occupational, career, and résumé guides older than 5 years.

- Travel guides older than 10 years.
- Study prep guides (GRE, MCAT, etc.) older than 5 years. Replace if heavily used.
- Music, fine arts, theatre, language, and literature should be discarded sparingly. Watch usage patterns. Discard old grammars. Journalism should be inspected carefully before discarding.
- Religion and philosophy except for systems of philosophy and classic works. Discard historical and explanatory text when superseded; also old commentaries on the Bible and books on the conduct of life that are no longer popular.
- Best-selling fiction older than 10 years other than authors still publishing, unless taught as part of the university curriculum.
- Psychology older than 10 years except for biographies, histories of psychology, and psychological theory. Discard popular self-help psychology and other guides to living that are outdated.
- Physical education and sports older than 10 years. Keep historical works and biographies.
- Financial management and real estate guides older than 5 years.
- Library science older than 10 years except theory and history.
- Atlases older than 10 years.
- History, geography, and anthropology should be discarded sparingly. Keep anything related to local and regional history.
- Material in any academic discipline no longer offered by the university.
- Material in any subject containing information deemed so obsolete or factually inaccurate as to be potentially dangerous.

The following materials should never be weeded unless they are in poor physical condition, in which case they should be repaired or replaced as funding permits:

- Regional materials (history, literature, geography, art, music, etc.)
- Authors on the McNeese faculty (past and present)
- Works considered classics in each field
- Core materials in each discipline (consult Resources for College Libraries and similar sources for core works)
- Literary classics
- Primary sources
- Works deemed to be of historical value by the library professional staff

If the weeding of a needed subject will be so extensive that it essentially eliminates the library's holdings in that discipline, and funds for replacing the weeded items are not available, those materials should be retained and flagged for weeding when they can be replaced.

### **Missing and Lost Items (Effective 09/04/2013)**

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Circulation staff will make the preliminary search for titles known to be missing or lost. Acquisitions staff will then perform a secondary search. The Acquisitions Librarian will make the ultimate decision as to whether the items are truly missing or lost and, if so, whether they should be replaced. Once a determination has been made, Acquisitions staff will work closely with Cataloging to insure that missing and lost items are removed from the catalog in a timely manner.

When the missing or lost items can be traced to an individual user, Circulation will charge the user a replacement fee of \$100.00 (\$75.00 for a replacement title and a \$25.00 processing fee). This fee applies to all types of circulating materials and all classes of users.

### **Conservation, Preservation, and Restoration (Effective 09/04/2013)**

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Library materials are expensive to purchase, process, and house. Therefore, FML acknowledges the necessity of preserving holdings regardless of format and supports the American Library Association's Preservation Policy (2008) (<http://www.ala.org/alcts/resources/preserv/o8alaprespolicy>).

The Acquisitions Librarian, in consultation with FML librarians, will determine what action should be taken regarding the replacement, repair, or withdrawal of damaged materials.

#### **General Principles:**

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- Librarians, library staff, and library users will be informed of the proper care and handling of library materials.
- Temperature and humidity controls are essential for maintenance of library materials, and efforts to maintain proper levels are supported to preserve the collection.
- It may be possible to perform in-house book repair on slightly or moderately damaged materials. Extensively damaged materials that are needed in the collection should be replaced.
- Contract binding is used to preserve print periodicals and other materials as needed.

#### **Binding:**

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- In general, print periodicals and journals are bound on a regular basis as funding permits. The number of issues bound together is determined on a title-by-title basis depending on the size and number of issues per volume or year.
- Titles that are anticipated to be heavily used should be purchased in hardcover. Paperback publications that are heavily used may be sent away for binding.

- Materials that are needed but extensively damaged, are expensive or difficult to replace, and can be repaired through binding should be sent to the bindery.

### **Replacement of Print Library Materials (Effective 09/04/2013)**

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Departmental liaisons make recommendations to the Acquisitions Librarian regarding the replacement of lost, damaged, missing, or worn-out monographs and serials. The Acquisitions Librarian will determine whether to replace or repair such materials. Decisions to replace or repair will be made according to the policies and guidelines set forth elsewhere in this document.

In addition, the following print serial types will not be replaced:

- Newspapers and newsletters, unless a special need exists or can be demonstrated (e.g., required by certain disciplines for accreditation purposes)
- Titles that are not held permanently
- Titles that are not indexed
- Titles routinely replaced by microforms (i.e., the library discards the print version when the microform version is received)

### **Book Sale (Effective 09/04/2013)**

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Effective fall semester 2012, FML staff and functions have been relocated to Parra Ballroom while the library building undergoes structural renovation. As a result of drastically reduced space, the Frazar Memorial Library Friends of the Library Annual Book Sale has been suspended indefinitely. This section will be revised to reflect book sale policies and procedures at a future date upon resumption of the sale.

### **Acquisitions Policies Evaluation (Effective 09/04/2013)**

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This document will be reviewed annually by the Acquisitions Librarian and updated as needed to insure that the document is timely and sets forth policies that meet the needs of the university community. The Acquisitions Librarian will solicit input from relevant FML staff in the evaluation of this document.