COLLECTION DEVELOPMENT POLICY

2024

Collection Resources Management Team
Montclair State University
Montclair, NJ

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INTRODUCTION

The Collection Development Policy of the Montclair State University Libraries incorporates changes that reflect the expanded mission of the University and the Libraries as well as the evolving nature of information and technology. This policy was created by the Collection Resources Management Team and approved by the Library Administration. This 2024 version updates the Library's name and the Community Profile.

The Collection Resources Management Team was appointed by the Dean of Library Services. It serves as a reviewing body to evaluate and provide recommendations regarding significant issues and requests pertaining to library collection resources.

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I. UNIVERSITY BACKGROUND AND COMMUNITY PROFILE

Founded in 1908, Montclair has grown big enough to offer more than 300 programs across 13 colleges and schools at all degree levels – and yet, with a student-to-faculty ratio of 17 to 1, is still small enough for students to receive personalized attention from professors and staff who truly care. Students have numerous opportunities to conduct research with professors who are respected leaders in their fields.

More than 50% of Montclair's students identify as underrepresented minorities. It is New Jersey's largest Hispanic-serving institution, serving more Latinx students than any other university in the state.

Montclair's highly diverse students thrive in the University's supportive, welcoming environment. Their graduation rates outperform state and national benchmarks, and predictions with U.S. News & World Report ranking Montclair as seventh among national universities in graduation rate performance in 2022. It is consistently recognized as one of the most inclusive and best value universities and ranked No. 21 in the country in social mobility.

Please see the University's website for more information.

II. RESPONSIBILITY FOR COLLECTION DEVELOPMENT

Primary responsibility for selection of resources and for developing the collection as a whole rests with the Libraries. Faculty members are encouraged to recommend resources in their own disciplines as well as in other areas. Suggestions from students, staff and administrators will also be considered.

Liaison Librarians (Liaisons) are responsible for collection development in their subject areas and for working with the faculty in each academic department to recommend resources in their disciplines. It is expected that the Liaisons will be alert to developments in their designated subject areas, aware of suitable resources in all formats, and provide leadership in developing assigned subject areas of the collection. In general, Liaisons are to be aware of anticipated demand on resources in their area.

The eResources Review Subcommittee is responsible for soliciting requests for all electronic resources from faculty and librarians, and for assessing and recommending products based on the criteria set forth in this document.

III. OBJECTIVES OF THE LIBRARY COLLECTION

Libraries Mission Statement

Montclair State University Libraries provides information resources and instructional services that facilitate the effective discovery, creation, evaluation, and application of scholarship in support of the teaching, research, cultural and outreach services of the University.

Mission Fulfillment:

The Libraries achieve its mission to provide information resources and instructional services in support of the teaching, research, cultural and outreach services of the University by developing collections to support teaching and research to the doctoral level, by providing services utilizing the latest information technology and by maintaining an accessible and efficient facility. The Libraries seek to fulfill its secondary mission to serve as a resource for the general public in the greater community via open-door access and reciprocal agreements with local public and academic libraries.

The Libraries serve the needs of its clientele according to the following priorities:

a. Instructional needs of students and faculty
b. Research needs of students and faculty
c. Information needs of the administration and staff in the conduct of University business
d. General reading, research and information needs of the greater community

Purpose:

This document describes the Libraries' policy on selecting, evaluating, weeding, replacing and retaining library resources and in developing collections in all formats. It serves as a guide to aid selectors in evaluating library resources and making decisions from a clearly defined point of view. In addition, it informs library users as to the scope and nature of existing collections and ensures consistency between the Libraries' stated objectives and collection development activities. The Collection Resource Management Team will periodically review and update this document.

Collection Levels:

As an essential part of the University's educational mission, the Libraries provide appropriate and accessible information resources in various formats to support the instructional and research needs of the students and faculty.

This involves supplying wide coverage at the introductory and advanced levels in all subjects offered in the curriculum. In addition, the Libraries support faculty and graduate student needs and interests related to University programs by providing a collection of sufficient depth for advanced research. Interlibrary loans and cooperative library agreements will fulfill some of the requirements for information cited in specialized research sources.

While the strength of the collection will be in areas of evident student and faculty needs, the Libraries also provides resources aimed at the development of the liberally educated person beyond the program requirements. To fulfill this goal, a representative selection in all fields of knowledge and resources of general interest to the academic community is collected. In working toward these objectives, a balance will be sought between the fulfillment of immediate and projected needs and the development of a well-rounded collection.

It is essential that the collections be diverse, inclusive, and balanced among traditional book and periodical resources, media, and online resources. When selecting resources, the goal is to obtain a resource in a format conducive to the best teaching and research results, and the best interests of the entire community.

IV: CRITERIA FOR SELECTION & EVALUATION

Selectors will evaluate possible acquisitions by considering, but not limiting themselves to, the following criteria:

1. **Subject relevance to the curriculum**
    a. The Resource must be of value to students or faculty as required and/or supplementary reading for courses, necessary for research or fulfilling the general aims of a liberal education.
    b. As an indication of demand, the number of Interlibrary Loan requests for particular titles may be taken into account.
2. **Subject relevance to the general collection**
    a. The need to balance the collection by subject will also be a consideration.
3. **Quality of content and expression**
    One or more of these may apply:
    a. Reviewed favorably in a reputable source
    b. Issued by known publishers or producers with high standards of quality and reliable reputations
    c. Written or produced by authorities or outstanding people in a subject field
    d. Cited in bibliographies for academic libraries or standard subject bibliographies
4. **Viewpoint**
    a. An effort will be made to represent the widest possible diversity of viewpoints on any particular subject.
5. **Currency**
    a. Major emphasis will be on current publications and preference will be given to works which promise to fulfill future and current needs.
    b. Classics in a field are purchased.
    c. The Libraries will obtain out-of-print material if readily available.
6. **Cost**
    a. Including binding, hosting and maintenance fees if applicable
7. **Format**
    a. As a general rule, electronic resources are preferred.
    b. When considering information resources that are available in multiple formats, the following criteria will be considered:
        i. User demand
        ii. Reliability of access
        iii. Ease of use

iv. Space requirements
v. The Libraries' ability to support the format

c. The Libraries will not duplicate other collections or services maintained by other departments on campus.
d. Other factors may also apply with specific formats. For resources in specific formats see below for relevant guidelines.

8. **Recommended by a faculty member**
9. **University or alumni/ae author**

General Parameters of Collection Areas

In addition to the above criteria, the following parameters must be considered:

1. **Geographic guidelines**
   Materials are purchased from all over the world.
2. **Languages.**
   In general, the Libraries acquire materials in English. However, the Libraries do acquire the following types of foreign language material:
   a. Research tools not available in translation but essential for the support of the curriculum.
   b. Major literary works, as well as literary criticism, in the original language if a program in that language is offered by the University.
   c. English translations of selected foreign literary works, including translations of literary works in languages not in the curriculum.
   d. Seminal non-literary works in the original languages that support the curriculum, if the language is taught at the University, as well as in English translation.
   e. Other non-literary foreign language works if needed to support special programs, courses, or research. Such resources will be limited to representative samplings of the literature of a field.
3. **Format**
   The primary formats collected are print, multimedia and electronic. See Section 5 for specifics.
4. **Duplicate copies**
   As a rule, the Libraries do not acquire duplicate copies. Exceptions will be made for material required for course reserve and for materials that are heavily used. No more than three copies will be acquired or retained.

Budgetary Limitations

The Libraries are committed to the creation and maintenance of a collection that is balanced in terms of content and format. However, the ability to purchase print, media and electronic resources varies with the size of the annual budget and funds allocated for each fiscal year.

When budgetary restrictions are necessary, the Libraries will use available funds to provide resources to meet the most immediate instructional needs and to maintain its course-related research function and its basic collection strength. Purchase of expensive items and specialized material may be deferred or eliminated at such times. The Libraries may request written justification from requestors for expensive items and those requiring an ongoing commitment of funds.

V. FORMAT GUIDELINES

Monographs

- **Hardbound/Paperbound**
  Paperbound books are preferred for purchase. Exceptions may be made based on the physical size of the item in question. The Libraries will bind materials that are heavily used or in need of repair.
- **Textbooks**
  The Libraries do not automatically collect textbooks. Selected textbooks will be acquired only if they are valuable as reference and research works in their own right or of exceptional interest to the general reader. Faculty are encouraged to loan or donate copies of textbooks to the Libraries' reserve collection. An eBook license or a single print copy of a textbook may be purchased for course reserve on a case-by-case basis.
- **Theses and Dissertations**
  The Libraries maintain a collection of physical theses and dissertations produced through May 2017. All subsequent works are maintained in electronic format in the Montclair State University Digital Commons. The purchase of other theses and dissertations will be limited to those that are deemed essential for course-related assignments and research needs.
- **Pamphlets**
  Pamphlets are not acquired.
- **Rare Books/Materials**
  The Libraries do not have a rare book or rare materials collection. The buildings are not physically equipped to include material that requires a carefully controlled climate, nor are the Libraries adequately staffed for the special handling essential to maintain such a collection. Access to rare materials may be provided through the purchase of electronic or microform resources.

Periodicals

A diverse selection of periodicals, journals, magazines and newspapers, are collected by the Libraries primarily to serve the instructional, informational and research needs of the Montclair State University Community.

Primary responsibility for the development of the collection rests upon the Head of the Periodicals Department accepting new subscription requests from faculty and library liaisons.

Subscribing to periodicals involves a long-term commitment of funds, therefore factors should be taken into consideration including:

- Support for current curriculum and research programs via faculty recommendations
- Demonstrated demand via ILL requests.
- Cost
- Impact factors within a subject category by using Journal Citation Reports and Scimago.

Electronic journals (available as part of a collection or individual subscription) that provide current, full-image cover-to-cover access are preferred.

Print subscriptions will be purchased if no electronic access is available and/or the cost of electronic access is too expensive. General and/or popular magazines and newspapers will be retained in print.

Periodical subscriptions (regardless of format) will be reviewed regularly to assure that use and value are commensurate with the financial commitment to each title.

Electronic Resources

All electronic resource requests will be reviewed by the eResources Subcommittee. Electronic resources are available as physical media (e.g., CD-ROMs, DVDs) which are located in the Libraries or as content accessible online (e.g., full-text databases, e-journals, e-books, streaming audio/video). They may be purchased or used on a subscription basis. Web-based databases will be prioritized over locally installed/hosted databases.

The following additional guidelines will be considered in selecting electronic resources:

a. Documented curricular need
b. Accessibility and ease of use
c. Cost and potential use
d. Compatibility with available hardware/software
e. Licensing requirements and number of simultaneous users permitted
f. Technical support, both in-house and from vendors

g. Ability of vendors to provide training in the use of the resource
h. Availability of back-files/resources for purchase

If the product is already owned in another format, the following criteria must be met:

a. Improved access
b. Currency of information
c. Space, maintenance, and processing benefits
d. Ease of use in comparison to the equivalent in the format already owned
e. Cost

E-Books

E-Books may be purchased individually, purchased or subscribed to as a package, or purchased through Patron Driven Acquisition (PDA) and Evidence Based Acquisition (EBA) programs.

Electronic books are preferred if they add significant value over the same content in traditional formats (e.g., simultaneous use, remote access) and the price is competitive.

The decision to choose to acquire monographs in electronic, print, or both, is at the discretion of the Collection Development and Acquisitions Librarian. This decision will be guided by the criteria set out in the Collection Development Policy.

The following are criteria for evaluating e-books and e-book collections:

a. Content: scope, number of titles, and the publishers' quality and reputation
b. Functionality for end users: ability to copy, print, email and download, advanced search capabilities, ability to annotate, citation tools, format, and lending period
c. Accessibility and/or ADA compliance
d. Functionality for Libraries: usage statistics, support service, automatic updates to content and delivery methods, single or simultaneous multiple users, types of remote authentication, and long-term archive and preservation formats in case of access interruptions or cessation
e. Sales Model/Cost: subscription or perpetual access**,** minimum commitment, individual titles or packages, consortium contract and access available, Patron (Demand, Evidence)-driven with flexibility to set criteria for purchase, platform fee, and item cost

Books for which both formats would be preferred:

- Books for which there is a demonstrable preference for e-format, but which are also classic works requiring permanent access
- Books which are useful in different ways in each format (e.g., literary texts that are read cover-to-cover in print, but analyzed electronically)
- Books which are already owned in print but are to be used for course reserves
- Books which are available in both formats for no extra cost
- Essential books for which the electronic version is preferable, but is published much later than the print version

Books for which electronic format would be preferred:

- Reference books
- Books for course reserve
- Books with added utility in the electronic version
- Books which undergo frequent revisions/editions
- Books for which the disciplinary preference is for electronic format

Books for which print format would be preferred:

- Books used primarily as objects (e.g., art books)
- Children's literature
- Books for which the disciplinary preference is for print format

Newspapers

The Libraries subscribe to selected national and New Jersey newspapers. International newspapers are collected as part of packages in electronic format.

Back files of newspapers may be purchased in electronic format only.

Media

The Libraries prefer streaming video and audio, and will purchase hard copy only when streaming is unavailable, cost-prohibitive, or by faculty preference.

The Libraries maintain legacy collections of CD-ROM, compact discs, LPs, DVDs, and micro formats.

The following criteria for selection and general guidelines will be applied: Perpetual licensing requirements are preferred. For resources without the option for perpetual licensing, necessary term agreements with vendors may be considered.

The following additional guidelines will be considered:

a. Documented curricular need
b. Cost and potential use
c. Accessibility and ease of use
d. Availability of equipment needed to support the format
e. Technical support, both in-house and from vendors
f. Ability to provide training in the use of the format

If the item is already owned in another format, the following criteria must met:

a. Improved access
b. Currency of information
f. Space, maintenance, and processing benefits
g. Ease of use in comparison to the equivalent in the format already owned
h. Cost

Evaluation of the quality, content, presentation and adherence to technical standards may be done through a preview of the resources or through a trial period.

Online databases which provide access to streaming video or audio will be evaluated using the criteria established for purchase of electronic resources.

Government Publications

The Libraries are a selective Federal Depository of publications distributed by the Government Printing Office (GPO). The Libraries are also a depository for New Jersey state government publications. Resources are collected in both print and electronic formats.

Microforms

The microform formats acquired by the Libraries consist of microfilm and microfiche. Materials are purchased in microform when they are not available in any other format.

Maps & Atlases

The Libraries acquire world and national atlases, and maps of local interest. They do not acquire maps in sheet form for the general collection.

Music Scores

The Libraries acquire music scores, both in print and electronic formats, in support of instructional and research needs. Parts for individual instruments/voices and musical ensembles no larger than octets may also be acquired.

Classroom Instructional Material

The Libraries do not collect curriculum guides, lesson plans, workbooks, charts, instructor's manuals, educational software or instructional aids and devices. Such material may be available in the ADP Center for Teacher Preparation and Learning Technologies in the College of Education and Human Services.

Exceptional Formats

The Libraries do not collect Braille, loose pictures or pages in folio format, single articles from periodicals or single issues of a periodical, exhibit lists, calendars, advertising pamphlets, broadsides or ephemeral material of any kind for the general collection.

VI. GUIDELINES FOR THE SELECTION OF FREE AND OPEN ACCESS WEB-BASED RESOURCES

There are a vast number of freely accessible internet resources that are relevant to academic libraries. Such resources include, but are not limited to Open Access collections, subject directories, scholarly web pages, digital libraries, government documents and statistical websites.

The Libraries seek to aid students and faculty in accessing these sites. This is done by selecting resources for inclusion in the Libraries' catalog.

Priorities and Criteria for Selection

Priority will be given to the following types of resources:

- Open Access resources (including Journals and Databases)[1]
- Open Textbooks
- Federal and state government resources
- Sites which satisfy a demonstrated curricular need

Criteria for selection are:

- Resources matching criteria outlined in the Electronic Resources policy
- Sites should be notable for their usefulness, high quality and currency
- Non-commercial websites and domains are preferred
- Sites created and maintained by reputable and authoritative institutions, or experts in the field
- Sites reviewed favorably by a reputable source, such as those outlined in *Section IV: Criteria for Selection and Evaluation*
- Sites should meet accessibility standards, be functional, and current
- Resources intended to be permanent are preferred over those which are ephemeral in nature (such as temporary exhibits or personal websites)

[1] Being defined as material with "free availability on the public internet, permitting any users to read, download, copy, distribute, print, search, or link to the full texts of these articles, crawl them for indexing, pass them as data to software, or use them for any other lawful purpose, without financial, legal, or technical barriers other than those inseparable from gaining access to the internet itself" by the Budapest Open Access Initiative.

VII. SELECTION AIDS

The librarians rely upon several selection aids when reviewing material for acquisition. These include, but are not limited to, reviews found in library and other professional and specialized journals and newspapers; publisher catalogs and websites; subject specific bibliographies; comparison of the Libraries' holdings to the holdings of other peer institutions; standard lists; literature guides and approval plans.

Approval Plans

An approval plan is an agreement with a vendor to select and send materials or notifications within certain defined profiles for consideration for purchase by the Libraries. Approval plans will be considered for subject areas in which there is heavy use and to insure adequate coverage and balance in the collection. Profiles will be periodically reviewed with input from the library liaisons, and adjusted to meet the changing curriculum and research needs of the University.

The Approval Plan has evolved to include digital content and incorporate DDA. The Demand-Driven-Preferred Approval Plan (DDPAP) allows the libraries to make new titles available for patrons to use and will only purchase if they are used significantly. This hybrid approach has provided comprehensive and timely access to resources in a cost-effective way.

Standing Orders

A standing order is a request to a publisher or vendor to supply each succeeding issue of a particular type of publication as it is issued. Standing orders are generally available for annuals, series, new editions of continually revised works and subsequent volumes of a work published in a number of volumes issued intermittently. Such orders represent a long term financial commitment and may require extensive storage space. Therefore, standing orders will only be placed under the following conditions:

a. The materials are heavily used and all publications of an annual, series, or new editions are needed.
b. There is substantial financial advantage to a standing order rather than ordering each item separately.
c. The materials are only available on a standing order basis.

Standing orders will be reviewed regularly for any additions or deletions, to assure that use and value are commensurate with the financial commitment associated with such orders.

VIII. SEPARATELY MAINTAINED COLLECTIONS

The Reference Collection

The Reference Collection provides general information and a foundation for advanced research. Resources will be acquired in print and/or electronic formats as appropriate. In general, electronic format is preferred for new or revised editions of standard multi-volume reference sets.

The Reference Collection includes the following:

a. General reference works designed to be consulted for specific facts
b. Statistical, biographical and other works designed for quick access to information
c. Bibliographic works that are either general in scope, guides to the literature of subjects, or cover specific topics
d. Indexes, abstracts and full-text databases

The Periodicals Collection

Guidelines for this collection are detailed in *Section V: Format Guidelines: Periodicals, Newspapers and Electronic Resources*.

The Multimedia Resources Collection

The Multimedia Resources Collection consists of electronic media (computer disks and CD-ROMs, Streaming Audio/Video), sound recordings (audiocassettes, compact discs and LPs), microfilm formats (fiche and film) and video (VHS, DVD, etc.).

The priorities for selection are:

a. Curriculum support
b. Replacement with updated formats for heavily used titles in out-of-date formats
c. Replacement of broken/scratched popular titles
d. Replacement of missing titles

More specific guidelines for the selection of items in this collection can be found above under *Section V: Format Guidelines: Media, Microforms and Electronic Resources*.

The Government Documents Collection

The Libraries are a selective Federal Depository of publications distributed by the Government Printing Office (GPO) and a state depository for New Jersey government publications. Selection of Federal and NJ state documents is the responsibility of the Government Documents Librarian, in consultation with librarians and faculty. The Libraries subscribe to a service, which provides timely access to those Federal documents that are released directly to the Internet. Federal materials are available in tangible and online formats. Preference is given to federal documents that have migrated fully to the Internet. When appropriate, selected resources will be placed in the Circulation, Multimedia and Reference collections.

The Juvenile Collection

The Libraries maintain a selective collection of literature for children and young adults in support of the Education curriculum as well as special programs. Selection is limited to outstanding material in the field, identified by lists of outstanding children's and young adult literature such as the annual Caldecott Award winners, and specific titles requested by faculty.

The Sprague Library Archives

The Libraries collect and maintain the following resources in the Sprague Library Archives:

a. All documents related to the history of Sprague Library, including publications, annual reports, publicity releases, newspaper clippings and photographs
b. Montclair State Catalogs – Undergraduate, Graduate and Summer Session
c. Montclair State Masters Theses and Doctoral Dissertations
d. Board of Trustees Minutes
e. University Senate Minutes
f. Annual Reports of the President of Montclair State University
g. Student newspapers, yearbook and literary publications
h. Staff newsletters
i. Alumni Magazine
j. Commencement Programs
k. Middle States reports, including Self-Study reports
l. Selected documents that relate to the history of Montclair State University, including newspaper clippings, publicity releases and photographs

The following are not collected:

a. Publications, including newsletters and annual reports, of individual Colleges, Schools, Departments and Administrative Units
b. Publications of individual faculty members, staff or administrators, including journal articles, reports, personal papers or photographs, unless they relate to the history of Montclair State

Special Collections

As noted in *Section V: Format Guidelines*, the Libraries do not collect rare books or rare materials. In general, the Special Collections consist of certain collections which were specifically donated with the stipulation that they be housed separately, as well as other materials of unique value or materials that are especially fragile.

IX. GIFTS

Acceptance

Due to space constraints and the high cost of sorting, reviewing and processing donated materials, the University Libraries no longer accept donations of books and other materials.

Gifts of Archives

If you feel your potential gift is rare or unique, and related to the history of Montclair State University and/or Bloomfield College of Montclair State University, please contact the Sprague Library Archives to determine if your donation meets the collection development policy requirements.

Monetary Gifts

Visit the Montclair State University Ways to Give web page for more information on giving opportunities, types of gifts, and contact information.

X. COOPERATIVE COLLECTION DEVELOPMENT

Cooperative collection development has become an integral part of the Libraries collection development strategy. Libraries cooperation enhances cost-effectiveness and provides higher quality service to users by sharing resources, broadening coverage, and increasing access.

The Libraries participate in a number of cooperative collection development programs and consortial agreements at the local and regional levels, including, but not limited to, Lyrasis/WALDO, VALE, LibraryLinkNJ, and PALCI.

XI. MAINTENANCE, PRESERVATION AND REPLACEMENT OF ITEMS IN THE COLLECTION

The Libraries regularly reviews the collection for dated or damaged material and for material that no longer supports the curriculum and the research needs of the University and is no longer of general interest. Responsibility for the withdrawal of such material rests with the Libraries, under the coordination of the Collection Management Librarian. Library Liaisons are responsible for weeding library collections in their subject areas. The faculty will be asked to advise on the retention of materials in their disciplines.

The Libraries seek to preserve damaged but still useful material through mending or binding.

Replacement of materials because of loss, damage or wear is based on evaluation of content, present usefulness and availability. In reviewing material for retention or withdrawal, the policies formulated for selection are followed.

The following guidelines are intended to assist librarians in selecting materials for withdrawal.

Reference & Circulating Collections

Criteria for deselection:

- Physical Condition
- Duplicates: In general, duplicates are not kept. However, up to three copies of a title may be kept based on need as evidenced by the value, quality and use criteria described below.
- Editions: In general, only one copy of previous editions are kept if there is a demonstrated curricular need (e.g. older editions of current textbooks.) Up to three copies of the current edition may be kept based on need as evidenced by the value, quality and use criteria as described below.
- Curricular need: Books that neither support the curriculum nor are of general interest.
- Material in foreign languages that are not taught at the University, not needed for general study or research or not known to be of special value in other ways (e.g.: first editions of well-known works).

- Proceedings and annuals: Only one copy of each separate issue, e.g. annual, number etc., will be kept.
- Dated or obsolete information.
- Age Criteria vary with the subject field. When age is the main criterion for withdrawal, date of receipt should also be considered. Some guidelines are as follows:
    - Textbooks that identify themselves as such after 10 years
    - Applied Science and Business after 10 years
    - Economics and Science after 10 years
    - Travel books and inexpensive geographic sources after 10 years
    - Topical materials after 10 years
- Use Criteria: Books that have not circulated for 5 years and do not appear on a standard list are candidates for withdrawal. However, this criterion should be applied in terms of value and quality criteria on a case-by-case basis.
- Value and Quality Criteria: based on the criteria stated above.

Criteria for Retention:

Material should meet the criteria stated above under *Section IV: Criteria for Selection & Evaluation*. In general, the following are retained:

- Pre-1900 American imprints
- Pre-1820 European imprints
- Biographical sources
- Histories of corporations and institutions
- Books that contain material related to New Jersey
- Books listed in standard subject bibliographies
- Books included in the VALE Last Copy Collection

Electronic Resources

Criteria for deselection:

- Amount of unique content: avoid content overlap with other electronic resources
- Usage: usage has declined or stayed low
- Curricular need: the resource no longer meets curricular needs
- Cost: Content can be found elsewhere at a lower cost

Government Documents

The Government Documents collections are weeded regularly to ensure that holdings are up-to-date. Although the five-year retention period mandated by the Federal and State depository programs is observed, documents of historical value are retained longer or permanently. All documents, regardless of format and location in the Libraries, are reviewed against agency web pages and online versions to determine retention. Preference is given to online versions over printed versions of a document; online versions are cataloged to facilitate patron access. Liaisons reviewing subject areas must route government documents to the Government Documents Librarian for review and weeding.

Multimedia Resources

Criteria for deselection:

- Poor physical condition
- Out-dated content or physical format
- Duplicate information which is no longer in heavy demand
- Low usage

Periodicals

Additional Criteria for deselection:

- Titles with holdings of a few issues or very short or scattered runs
- Back files are available on microform or electronic format
- Back files are incomplete and/or scattered runs