Collection Development Policy
Musselman Library, Gettysburg College

PURPOSE/PHILOSOPHY

The primary purpose of the library’s collection is to support the liberal arts curriculum of Gettysburg College. As such, Musselman Library collects, maintains, and provides access to high-quality materials in support of the intellectual and creative pursuits of our community of learners.

This policy defines the parameters by which materials are selected for inclusion and/or retention within the collection.

RESPONSIBILITY FOR SELECTION

Ultimately, the responsibility for the development and maintenance of the library collection rests with the Dean of the Library. The Dean assigns specific subject areas to librarian liaisons who, in turn, serve as the primary selectors for those areas of knowledge. Librarian liaisons are responsible for assessing the strengths and weaknesses of the collection, and selecting or deselecting materials accordingly. The library’s Technical Services Department works in collaboration with the library leadership and librarian liaisons to review and approve requests for major purchases or subscription resources. Faculty and students are strongly encouraged to recommend materials and/or submit purchase requests. These requests will be reviewed for acquisition in accordance with this policy.

COLLECTION GUIDELINES

The development of the library’s collection will follow these general guidelines:

- Acquisition of materials will focus on academic disciplines currently being taught at the College and emerging disciplines which are likely to become part of the curriculum in the near future. Additionally, popular and general interest materials will be acquired in order to support intellectual engagement outside of the classroom.

- Materials purchased with library funds become library property and are available for the use of the entire campus community. The library will not acquire materials for the exclusive use of any group or individual. Departmental or personal office collections should be bought with departmental funds or by the person(s) using such collections.

- Intellectual freedom is a core value of the library profession and a cornerstone of democracy. Musselman Library will not censor any subject or viewpoint and will vigorously resist any censorship attempts. The library firmly adheres to the guiding principles outlined in the American Library Association’s “Library Bill of Rights.”
In order to develop a dynamic, relevant, and balanced collection, all materials acquired for the library must be evaluated for quality and suitability for inclusion, regardless of format.

Evaluative criteria include:

- Authority and purpose of creator and publisher
- Currency, timeliness, and enduring value of content
- Scope, comprehensiveness, and depth of treatment
- Suitability of format (print versus electronic) for expected use
- Access versus ownership
- Cost in relation to potential use
- Language of source (priority will be given to materials in English and foreign languages represented in the College curriculum)

In addition, these parameters will be followed:

- Duplicate copies of heavily used materials may be acquired as needed, but duplication is not encouraged.
- The library does not maintain a textbook or classroom materials collection.
- The library does not collect dissertations and/or theses.
- The library is not a depository for U.S. or state government documents. Selection of government documents will be made using the same criteria as those used for other materials.

COLLECTION EVALUATION

Library staff continually evaluates the collection to ensure that it meets the information needs of our users. Librarian liaisons may consult with faculty during these evaluations for input regarding retention and/or deselection decisions.

TYPES OF MATERIALS

In addition to the collection guidelines stated above, the following criteria will be considered for evaluating content by type of material:

- **Books and Ebooks:** As a general practice, ebooks will be selected when the advantages of the electronic format outweigh the print or add value to the user experience. Some considerations include: currency of topic and more timely availability, improved access and simultaneous use, increased functionality (searchability, text mark-up, etc.), need for remote access, physical space constraints in the library, etc.

- **Periodicals & Journals:** The preferred format for journals is electronic. Print journals will be considered for general interest and high graphical content. Retention of print journals will be considered alongside electronic access and the necessity of archiving content.
New journal requests may be submitted to the library at any time and will be reviewed on a rolling basis by the Technical Services Department and appropriate librarian liaison(s). The review process begins once a request has been formally submitted. Subscription start times may vary depending on publisher or format. The acquisition of back files will be selective and on a case-by-case basis.

- **Newspapers:** The library will provide access to newspapers representing local, national, international, and historical news coverage. Print newspapers are retained for 3-6 months depending on frequency. Newspaper titles that play a major role in supporting the curriculum will be acquired and/or preserved either online or on microfilm.

- **Media Materials:**
  - Sound recordings: Items in this category include music, spoken word, and interviews on CD or other digitally recorded formats. Audio streaming is the preferred format for acquiring and providing access to sound recordings.
  - Films: Items in this collection include documentary films, instructional films, performances, performance art, and feature films. Independent, foreign-language, and popular releases are all considered for the collection. DVD or digital access via an online video streaming resource are the preferred formats for acquiring films.

- **Alumni Publications:** Alumni of Gettysburg College are encouraged to donate copies of their works to the library. The library will only purchase alumni publications if the item has relevance to the Gettysburg College curriculum. As with any gift, items will be reviewed for inclusion by the same criteria outlined in this policy and in the Library Donations Policy.

- **College Authors:** Musselman Library celebrates the scholarly and creative works of Gettysburg College faculty, staff, and students. We showcase their work online in our institutional repository, *The Cupola: Scholarship at Gettysburg College*, in book displays, and at our annual College Authors reception.

  The library will normally purchase one copy of all publications and creative works of current faculty, administrators, staff, and students for the College Archives in Special Collections. If the contribution of the Gettysburg author is a minor portion of a major work (e.g., an encyclopedia article), the library reserves the right to decline the purchase.

- **Special Collections & College Archives:** Items in Special Collections & College Archives include manuscripts, artifacts, rare books, maps, works of art, College history materials, and more. Materials are selectively added to this collection at the discretion of the Director of Special Collections. The primary criteria are the relevance of the material to
the College history, curriculum, and appropriateness of acquisition in accordance with Special Collection's Policies.

GIFTS TO THE LIBRARY

Musselman Library is pleased to accept donations of books, journals, multimedia resources, and other materials that enhance its collections and support the curricular and research needs of the College. Such donations make significant intellectual contributions to the Library's holdings. Any item donated to the library will be evaluated for inclusion using the same criteria outlined in this policy. Prospective donors should review the Library Donations Policy for more information.

Adopted by Musselman Library
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