

Collection Development Policy

OTTENHEIMER LIBRARY COLLECTION DEVELOPMENT POLICY

The Library acknowledges the support of the Senate Library Committee in the evolution of the collection development policy. The Committee endorsed the policy on May 13th, 1997.

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OTTENHEIMER LIBRARY COLLECTION DEVELOPMENT POLICY

I. INTRODUCTION

I. A. GOAL

The goal of the Ottenheimer Library's collection development policy echoes and reinforces the Library's mission to support the curricular and research needs of the students, faculty, and staff at the University of Arkansas at Little Rock.

Through its other services, such as interlibrary borrowing, [see Section XVI], cooperative arrangements with other institutions, electronic access to information, and telefacsimile technology, the Library also facilitates access to

research materials located at other institutions throughout the region, nation, and world. Although at a much lower priority, the library serves the entire university community through the purchase of recreational, cultural, and general informational materials.

I. B. PURPOSE

The purpose of the policy is to guide the Collection Development Librarian and others responsible for developing the collections in choosing books, serials, electronic information resources, and other library materials for addition to the collections. The policy assists in making not only routine purchase selections but also approval plan profiles and gift acceptance decisions. The policy is also intended to communicate the Library's selection policies to the University community.

I. C. AUDIENCE

The main audience for this policy is the University community of faculty, staff, students, and administrators. Other users and potential resource-sharing partners may also find it useful.

I. D. REVISION SCHEDULE

The Ottenheimer Library recognizes that as academic programs and other information needs of the university change, and as technology changes, so too should elements of the collection development policy; therefore, the policy will be reviewed periodically by the Senate Library committee and by a committee of the collection development librarian and key library staff. The Library welcomes ideas and suggestions concerning the nature and content of the policy.

II. CLIENTELE

The University of Arkansas at Little Rock offers certificates and degree programs at the associate, baccalaureate, master's, specialist, and doctoral levels. Disciplines in which degrees are offered include the arts and humanities; business, health, and public administration; education; engineering technology; instrumentation; social, physical, and life sciences; and social work. The

Ottenheimer Library's collections are developed primarily to support the undergraduate and graduate students enrolled in these academic programs. Secondly the collection is responsive to the teaching and research needs of the faculty and the work of the administrative staff. To the extent that providing access to its collections does not conflict with the needs of the University, the Library also provides materials to support the needs of the community. Community users include employees of public agencies and businesses, students enrolled in nearby institutions of higher education, and students of local elementary and secondary schools.

III. Overview of THE collections

The general subject scope of the Ottenheimer Library collections is defined by the Library of Congress classification system; no subjects are specifically excluded. Divided into five distinct parts, the collections consist of the Circulating Collection, the Reference Collection, the Archives and Special Collections, the Periodicals Collection, and the Multimedia Collection.

IV. RESPONSIBILITY FOR COLLECTION DEVELOPMENT

Final responsibility for the development and maintenance of the Library's collections rests with the Library administration. Authority for coordinating the selection of materials for all collections is delegated to the Collection Development Librarian. The department heads of Reference, and Archives and Special Collections, are responsible for selecting materials in all formats for their respective collections. The Government Documents Librarian in consultation with the Head of Reference and operating under the Government Printing Office's guidelines is responsible for selecting government documents. Selection of materials in the Multimedia, Periodicals, and Circulating collections is the responsibility of the Collection Development Librarian.

The Library encourages teaching faculty to participate in the development and management of collections. To facilitate consultation, academic departments are responsible for designating a faculty member to serve as a library liaison. Library liaisons facilitate communication between the academic department and the Collection Development librarian. They also channel departmental faculty requests for the purchase of materials to the Collection Development librarian.

Other users of the Library's collection, in particular staff, students, and administrators, may leave requests for library materials in the Library's suggestion box. Although the Library cannot order every title requested, all requests are welcome and will receive serious consideration.

V. FUNDS FOR LIBRARY MATERIALS

Funds for library materials originate from state appropriations and from tuition

revenue. Anticipated costs for annual serial subscriptions and standing

orders

are deducted first. Remaining funds are used for books, non-print materials,

government documents, reference materials, binding, and book repair.

Criteria for the purchase of monographs in subject areas include:

- Addition of a new program to the curriculum;
- Anticipated program review by an accreditation team;
- Existence of a graduate program ;
- Unusually heavy demand on the existing collection;
- Identifiable weaknesses in the collection.

The Library encourages the faculty to include requests in their grant proposals for funds to purchase library materials.

VI. CRITERIA FOR THE SELECTION OF LIBRARY MATERIALS

VI. A. GENERAL CRITERIA

The major criteria for the addition of all materials to the Library's collection is the relevance of these materials to the educational programs of the University.

Additional criteria to be considered include:

- Strengths and weaknesses of the present collection;
- Critical reviews in scholarly journals and other reputable publications;
- Anticipated use;
- Authority of author and or reputation of publisher;
- Accuracy and reliability;
- Level of treatment;
- Price;
- Analysis of interlibrary loan and circulation statistics;
- Availability of materials in other library collections in the area.

The following tools are used to guide the selection of library materials:

Choice, Books for College Libraries, Library Journal, Booklist, New York Times Book Review, and Magazines for Libraries. In addition, the book review sections of professional journals may be checked for reviews of pertinent new publications.

VI. B. Special Criteria--Periodicals

Because they represent a recurring expense in terms of purchasing, binding, and storing, requests for new periodical subscriptions will be carefully evaluated. In addition to the general criteria, the following factors will be considered.

- Inclusion in major indexes and abstracting services;
- Justification from the requester as to how the periodical will benefit both faculty and students;
- Titles that serve more than one discipline;
 - Availability of the periodical from a document delivery source;
 - Funds available for purchase; (departments may use discretionary funds to purchase 4 or 5-year subscriptions;
 - Format (i.e. compact disk, microform, electronic, paper.)

VI. C. SPECIAL CRITERIA--AUDIOVISUAL RESOURCES

Audiovisual materials include audio and video tapes, phonograph records, videodiscs, and compact disks. Additional criteria used for evaluation include:

- Quality of technical production;
- Aesthetic value;
- Known to public e.g. PBS programs and other TV documentaries;
- Awards given by critical or artistic organizations.

Selection tools include *Choice*, *Booklist*, *Library Journal*, *Media Review Digest*, and publishers' catalogs.

VI. D. SPECIAL CRITERIA--Electronic Resources

Electronic resources require computer access and may be on or off-site. They enhance the Library's collections by providing convenient access to information. Locally-mounted databases and gateway services enable the Library to provide new technologies, which are becoming essential tools for information delivery. Because machine-readable formats require nontraditional means of acquisition, storage, and access, the following additional criteria will be considered:

- Ease of access and number of access points;
- Hardware and software requirements, including maintenance;
- Vendor support and contractual requirements;
- Networking capabilities;
- Staff training and or client assistance requirements.

VII. CONTROVERSIAL MATERIALS

The Library attempts to purchase quality materials which represent a wide variety of viewpoints on religious, political, sexual, social, economic, scientific, and moral issues. The Ottenheimer Library endorses the American Library Association's Bill

of Rights, its Intellectual Freedom Statement, and its statement on Challenged Materials. [See Appendices].

VIII. GENERAL COLLECTION DEVELOPMENT POLICIES

VIII. A. FORMAT OF MATERIALS

Library materials are produced in a wide range of formats from microfiche to electronic impulses. All formats in which library materials are published are considered potential resource materials for the Library's collections. See the collection development policy statements of separate collections for exceptions in handling different formats. Library users will be referred to local libraries and other sources for materials not available on-site.

1. Books

The Library emphasizes the purchase of current in-print materials as the most effective and economical means for building its collections. When specific out-of-print titles are required, the Library will attempt to purchase these titles from out-of-print dealers or in reprint format when they are available at a reasonable price.

2. Periodicals

The Library purchases periodicals (journals, magazines, newspapers) to support curricular and research needs. A select group of popular titles is purchased in order to provide for the general interests of the academic community. Priority is given to those periodicals which are included in major indexes and which are likely to be widely used. When there is a well-documented need, the Library will attempt to acquire back files.

3. Newspapers

The Library selects major, nationally-known newspapers such as the *New York Times*, the *Washington Post*, the *Wall Street Journal*, and the *Christian Science Monitor*. Daily and weekly papers representing as many regions of the state as possible are acquired. The Library maintains current and archival copies of the *Arkansas Democrat-Gazette* and its predecessors. Foreign and foreign language newspapers are usually provided by the embassy of the country from which the paper originates. Priority is given to the acquisition of indexes to newspapers held by the Library in order to facilitate their use. Microfiche or microfilm is the preferred format for back files of newspapers. In some cases the Library receives newspapers only in microform.

4. Textbooks

Because of frequent revisions, textbooks are acquired only if they are high

quality materials which supplement the Library's permanent holdings and can be expected to remain significant over time. Normally the Library does not purchase textbooks which are available in the University bookstore.

5. Reprints

Collection Development selects monographs in reprint if the original cannot be located in the out-of-print market at a reasonable price. Decisions regarding the purchase of reprints will be based upon cost and projected use.

6. Dissertations & Theses

The Library receives one paper copy of each thesis and dissertation from the University's Graduate School. Dissertations and theses from other institutions are acquired when they cover topics of interest to the University community.

7. Paperbacks

For reasons of economy, trade paperbacks are sometimes purchased. If an original hard-bound copy of a work is out-of-print, the paperback will be considered for selection. Clothbound editions are preferred in the case of collected or major works, materials by popular authors, or materials on popular subjects. Paperback editions may be professionally bound to prolong their shelf life.

8. Microform

The Library purchases microform materials when the material is published *only* in micro format, the microform costs appreciably less than hard copy, or buying microform saves substantial shelving space.

9. Maps

Topographic maps for the state are acquired and shelved in the Archives and Special Collections area. Street maps of major United States cities, highway maps, and state maps are shelved in the Vertical File. The Arkansas State Library and the Geological Commission have map collections which are available to library users.

10. Pamphlets

The Library acquires pamphlets (publications of at least five and not more than forty-eight pages) when they contribute information not obtainable in other sources. Pamphlets may be bound and catalogued to prolong their shelf-life and use.

11. Corporate Annual Reports

The Library collects annual reports of major corporations in the United States.

Emphasis is given to Fortune 500 firms and firms located in Arkansas. These are

kept in the Vertical File in the Reference Department.

12. Art Works

The Library does not collect art works in any medium for its collections. Art works which accompany library materials are sometimes framed and hung in the Library.

13. Posters

The Library does not acquire posters for its collections.

14. Musical Scores

Musical scores are purchased in response to faculty requests. Multiple copies of scores are not generally purchased.

15. Sound Recordings

The Library purchases sound recordings in response to faculty requests, and also to provide some recreational listening materials for library users. Classical music, popular music, and spoken-word recordings are selected in compact disk and audiotape. Audiobooks representing a varied selection of literary classics are also selected. The Library prefers to buy unabridged versions of audiobooks when available and affordable.

16. Videocassettes

Videocassettes covering a broad range of subject fields are purchased for the collection. Current feature films in video format are not usually purchased.

17. Laser Discs

Laser discs are rarely purchased. As costs are lowered and as interest demands, the Library will consider purchasing materials in this format.

18. Digital Video Discs

Digital video discs (DVD's) are not currently purchased. As costs are lowered and as interest demands, the Library will consider purchasing materials in this format.

19. Computer Software

The Library rarely purchases computer software for library users. Factors to be considered in the selection and acquisition of computer software include the appropriateness of the subject to the curriculum and the collection, favorable reviews, the availability of backup copies or authorization for the Library to make copies, and the reputation of the publisher.

20. Electronic Formats

Criteria for selection include the extent to which material enhances the Library's access to information, improves the overall collection, or is relevant to the curriculum.

VIII. B. Children's books

Children's books are purchased primarily to provide a working collection for students enrolled in the College of Education programs. The Library strives to develop a representative collection of the best in children's books; it does not attempt to develop a comprehensive collection. Pop-up books, board books, and consumable publications are not collected. To guide its selection of children's books the Library uses the American Library Association's *Booklist*, *Horn Book*, and the *Bulletin of the Center for Children's Books*. Winners of the major children's literature awards are routinely selected.

VIII. C. Languages

The Library acquires materials in foreign languages primarily for students and faculty engaged in the study of modern languages. Emphasis is given to acquiring materials for programs leading to a major and or minor. Material published in languages taught infrequently may be acquired at the request of the teaching faculty. The Reference department maintains a core collection of dictionaries in several languages.

VIII. D. UALR Authors' Publications

The Library encourages campus authors to donate one copy of their published works to the collection. When this is not possible the Library will purchase works by campus authors when those works are available at a reasonable price and will enhance the collection.

VIII. E. Multiple Copies

To prevent the dilution of fiscal resources, the Library will not usually purchase multiple copies of book or audiovisual materials. The Collection Development Librarian will contact faculty members who request multiple or duplicate copies in order to verify the level of need. If a decision is made to purchase multiple copies, the additional copies will be acquired in the most economical format.

VIII. F. COPYRIGHT

The Library adheres to provisions of the United States Copyright Law and related guidelines.

IX. GIFTS

The Ottenheimer Library encourages and appreciates donations of books and other materials for its collections, provided the donated resources meet the Library's material selection criteria. Gifts of funds in support of the Library are also appreciated. Such gifts may be designated to support acquisitions and processing in a specific subject area, or may be for the unrestricted use of the Library.

All gifts for undesignated use are accepted with the understanding that they

become Library property and will be used in a way that will best serve the needs of the Library and its users. Materials not added to the collection may be offered to other libraries, local service organizations, sold in book sales or discarded. Examples of donated items unsuitable for inclusion into the Library collection are:

- Older editions of monographs owned by the library;
- Outdated material on subjects well represented in the Library's collection;
- Duplicate copies of rarely used items;
- Genealogical material;
- Material in poor physical condition;
- Foreign language materials which do not support the university's International and Second Language Studies program;
- Textbooks;
- Unauthorized copies.

The Library will determine where in the collection materials are best located. If a donor wishes to place restrictions on a gift, those restrictions must first be approved by the Collection Development Librarian in consultation with other appropriate library staff *before* the gift is accepted.

In accordance with the Statement on Appraisals of Gifts adopted by the Association of College and Research Libraries [Appendix D], the Library as an interested party cannot make appraisals of gifts. This is the responsibility of the donor. However, the Library will assist donors in obtaining an evaluation of a gift by providing:

1. List of Reference Sources For Information On Appraisals; [Appendix F];
2. List of Professional Appraisers;
3. IRS Publication 561. Determining the Value of Donated Property, [Appendix G].

For sizable donations, a Donor Agreement form must be completed at the time

a gift is accepted. Unless a donor requests otherwise he/she will receive an

acknowledgment letter which will show the number of donated items. The University's Development Office will also receive a copy of this letter. Because

of limited staff, the Library cannot provide an itemized list of contributions. If a

donor requests, a gift plate may be affixed to the donated material showing

the donor's name and or the name of the person in whose honor or

memory

the gift was made.

Questions regarding the gift policy for the general collection should be directed to the Collection Development Librarian or the Library Director.

X. PRESERVATION

Because library materials are expensive to purchase, to process, and to store, and because many of these materials are of lasting value, the Library strives to treat all acquisitions with care. Through conservation measures such as temperature, humidity, and dust control, the Library staff under the direction of the Preservation Officer makes an effort to maintain the physical integrity of materials in the collections. Where preservation of content is more important than the integrity of the physical format, materials are preserved by reinforcing existing binding, adding covers, purchasing microform, or by sending materials to a commercial bindery.

XI. REPLACEMENT

Although the Library tries to have copies of standard works it does not attempt to replace every copy withdrawn due to loss, damage, or wear. If a work meets one or more of the criteria listed below it will be considered for replacement:

- Is essential to the collection;
- Is in demand;
- Is available for purchase at a reasonable cost;
- Is the only copy in the Library;
- Is the most recent and or the best treatment of the subject.

XII. DESELECTION OF MATERIALS

To maintain a quality academic library collection, materials which are irrelevant, outdated, duplicated, mutilated, or superseded are considered for removal. The primary goal of this process is to improve the quality of collection as it relates to the support of the educational and research mission of the University.

Secondarily, deselection frees shelf space for newly acquired materials.

Deselection or weeding is an essential responsibility of the Collection Development Librarian and is to be accomplished in consultation with teaching faculty in the appropriate discipline and key library staff. The department heads of Reference, Archives and Special Collections, and Multimedia are responsible for weeding their respective collections.

XII. A. CRITERIA FOR THE DESELECTION OF LIBRARY MATERIALS

Materials meeting any of the following criteria are candidates for deselection.

1. BOOKS

- Books whose content has been outdated due to scientific and

technological advances, for example, medical books;

- Books with subject matter that quickly becomes outdated; for example, travel books;
- Outdated textbooks;
- Superseded editions;
- Materials supporting discontinued programs or programs not being offered;
- Any book whose physical condition is beyond repair;
- Unneeded duplicates. Exceptions include collections which experience heavy use such as the children's literature collection;
- Materials written in foreign languages if not useful for the teaching of those languages or not part of an instructional program.

2. PERIODICALS

- Periodicals to which the Library has not subscribed for over ten years and whose value to the Ottenheimer Library and the curriculum is not apparent;
- Periodicals for which the Library has volumes for five or fewer years and whose value to the Ottenheimer Library and the curriculum is not apparent.

XII. B. CRITERIA FOR RETAINING MATERIALS

Library materials meeting any of the criteria listed below will be retained or replacement copies will be purchased:

- Title is an award winner;
- Title is analyzed in a standard index: *Granger's Index to Poetry, Essay and General Literature Index, Twentieth Century Short Story Explication* etc.;
- Title is listed in *Books for College Libraries*;
- Title is part of a series;

- Title shows strong evidence of sustained use;
- Title has historical value.

XIII. TRANSFER OF MATERIALS

Each library department will develop criteria for transferring materials to another

collection. The heads of the departments involved, in consultation with the Collection Development Librarian, will coordinate the transfer of materials to

and from their units. Collections most affected by the transfer of materials are

the Reference Collection, the Circulating Collection, and the Archives and Special Collections.

XIV. METHODS OF ACQUIRING MATERIALS

The Head of Acquisitions determines the vendors and publishers to be used in

purchasing library materials and authorizes the placement of orders. Materials

for the collection are acquired by the following methods:

- **Firm Orders**

Acquisitions places an order for a specific title(s).

- **Approvals**

Book distributors send materials or forms describing materials to the Library for review by the faculty and the collection development librarian.

- **Standing Orders**

Book publishers send materials that fall within established parameters (similar to approval plans but primarily used for acquisition of material not available on approval).

- **Depository Items**

Publications are automatically received on a selected basis from the governments of the United States, Arkansas, and the European Communities.

- **Gifts**

Free materials that meet the Library's material selection criteria.

In selecting vendors to which orders will be submitted, the Head of Acquisitions

uses the following criteria:

- Materials the vendor can supply;
- Prompt receipt of ordered materials in the past;
- Availability and size of discounts;
- Shipping and handling charges;
- Customer service.

XV. POLICIES FOR SEPARATE COLLECTIONS

XV. A. ARCHIVES AND SPECIAL COLLECTIONS COLLECTION POLICY

GENERAL STATEMENT

The Head of Archives and Special Collections is responsible for acquiring materials for the department in any format that documents the historic, social,

educational, economic, political, and cultural development of Arkansas. The

Head of Archives and Special Collections actively solicits or acquires such items

from individuals, institutions, vendors, and collectors, and may consult with other

library faculty, researchers, and specialists in the acquisition of materials. This

includes the following materials: Manuscripts, maps, photography, architectural drawings, pamphlets, ephemera, books, microfilm/fiche, video

etc.

BOOK COLLECTIONS

Presently the Department holds six special book collections: Arkansas, J.N.

Heiskell, Charlie May Simon, Library Non-Circulating, U.M. Rose, and Joe T. Myers.

The Archives and Special Collections Department is responsible for the acquisition of materials for the Arkansas and J.N. Heiskell Collections. Of these

six collections, materials are not acquired or added to the Simon, Rose, or Myers

Collections. The Library Non-Circ Policy addresses the question of library acquired non-circulating books.

1. Arkansas: Materials are acquired which relate to Arkansas history; college level or above, and which provide biographical and/or historical information on the state.

2. J.N. Heiskell: The original J.N. Heiskell Historical Library contains approximately 5,000 volumes. The bulk of the collection is historical in nature

and is concentrated on Arkansas (particularly 19th century Arkansas); however, there are a significant number of volumes dealing with Louisiana,

Southern Missouri, East Texas, and the Indian Territory. According to the terms of

the gift, UALR agrees to continue to add materials to the collection which focus on these geographical areas (19th century, Old Southwest, Trans-Mississippi West) focusing on published sources such as letters, travel accounts,

memoirs, general histories and bibliographies.

NON-BOOK MATERIALS

Include: Manuscripts, maps, architectural drawings, photographs, and pamphlets. The Head of Archives and Special Collections is authorized to acquire, through gift or purchase, individual items or small collections provided

that (a) such items or collections can be processed and preserved within the

normal operating budget of the department, and (b) they are acquired free of

restrictions on access or other extraordinary University obligations. Large collections which (a) involve commitments of resources beyond the normal

operating budget of the department, (b) carry restrictions on access or other

extraordinary University obligations, or (c) which could be classified as major

gifts to the University are accepted by the Chancellor or, as he deems appropriate, the President or Board of Trustees.

XV. B. GOVERNMENT DOCUMENTS COLLECTION POLICY

I. UNITED STATES FEDERAL DEPOSITORY

As a selective depository for federal government documents, we are guided in our item selections by the needs of the UALR faculty, staff, and students. The percentage of items selected is guided by the presence of several other depositories, including a Regional collection, in the community. While formal cooperative collection development agreements have not been established, duplication of low use items is avoided by comparing item selections of the neighboring depositories.

Preferred categories of documents include:

annual reports of agencies;

statistical compilations;

comprehensive bibliographies;

periodicals, focusing on those included in major commercial indices;

significant monographs;

significant series;

Congressional publications.

The collection is strong in business, government, education, international topics, and the social sciences in general. Science and technology are not as strong. Legal, medical, and agricultural materials are acquired only when they fulfill basic collection needs to support the UALR curriculum. In general, technical reports series are not selected. Very few maps are selected.

Paper is the preferred format for heavily used items. CD-ROMs may be selected if the data is packaged with a search engine or is compatible with a commercial search engine like Adobe Acrobat. Microformats are selected for very technical works or voluminous series, unless user needs make paper more desirable. Documents are also searched using GPO ACCESS and individual agency Internet sites.

Funds to bind documents are provided. Frequency of use and length of retention determines whether materials are commercially or in-house bound.

Missing/lost documents are replaced by purchasing a new copy from the Government Printing Office Sales Department or the issuing agency, if possible. Regional and national "Needs and Offers" lists are also scanned for desirable materials. If these avenues are unproductive, popular materials and periodical issues will be borrowed through Interlibrary Loan and photocopied.

The Depository Coordinator is primarily responsible for selection of materials, but input from the other librarians and library users is considered when making decisions. Item selections are revised annually drawing on expressed needs from the user community and the addition/revision of academic programs.

Individual documents of interest will be added during the year by means of purchase, gifts, exchange, and requests to federal agencies and Congressional offices.

Superseded documents are regularly withdrawn under the guidance of the latest Superseded List, Administrative Notes Tech Supplement, and instructions from the Government Printing Office. Older material which is no longer desirable in the collection is withdrawn and discarded in accordance with the procedures in the Federal Depository Library Manual and Instructions to Depository Libraries.

The federal documents collection is arranged by SuDoc number with a small percentage included in the Reference Collection using the Library of Congress Classification system. Significant monographs and all non-periodical serials are included in the library's online catalog. Periodicals are entered in the online catalog and the OCLC Union List.

II. STATE OF ARKANSAS DEPOSITORY

The Ottenheimer Library is a full depository for the State of Arkansas' documents.

The collection is arranged using the state SuDoc system. This is an entirely non-circulating collection.

III. EUROPEAN UNION DEPOSITORY

The Ottenheimer Library is a full depository for European Union documents. The collection is arranged using an in-house numbering system patterned after the federal SuDoc numbers. This is an entirely non-circulating collection.

IV. GENERAL STATEMENTS

Use of all documents collections and reference assistance for the collections is available to anyone who comes to the library. Reference assistance is also provided by telephone. The entire collection is shelved in open stacks. Photocopiers and microformat reader/printers are available. Printing and downloading options are offered for all on-line documents. For materials we are unable to provide, referrals are made to other depositories in the Second Congressional District or to the Interlibrary Loan department.

Only UALR personnel and holders of special user privileges may check out circulating documents. For general institutional purpose and clientele served, refer to the Library's Mission Statement. For definition of user categories and corresponding circulation privileges, refer to the Library's Circulation Policy.

XV. C. MULTIMEDIA SERVICES CENTER COLLECTION POLICY

The Ottenheimer Library recognizes non-print formats as important and useful media for the preservation and communication of educational information and for cultural enrichment. The Multimedia Services Center (MSC) is responsible for housing, maintaining, and providing access to the Library's collections of

audiovisual materials. Because materials are intended for on-site use and do not circulate, the Center serves as the primary facility on campus for on-site viewing of and listening to materials deposited by faculty or purchased by the Library. The Collection Development Librarian in consultation with the Head of the MSC and with input from the teaching faculty is responsible for selecting materials for the Center.

SCOPE

The collection covers a broad range of subject fields in general support of the instruction and research needs of the University's faculty and students. In acquiring materials for this collection, emphasis is given to titles which are of potential interest to more than one discipline. Focus is on substantive informational, documentary, literary, and dramatic materials. Purely recreational materials e.g. (hobby, vocational, and self-help works) are generally not collected.

LEVEL

Emphasis is on acquiring materials for undergraduate students.

LANGUAGE

Most audiovisual materials are acquired in English. Materials in other languages may be selectively acquired.

DATE OF PRODUCTION

Emphasis is on acquiring currently released material.

FORMATS

For its collection, the MSC currently acquires materials in the following formats:

- a. Audiocassettes;
- b. Videocassettes;
- c. Compact Discs;
- d. Microfiche;
- e. Microfilm;
- f. Videodiscs.

The MSC has collections, but does not normally purchase materials, in these formats:

- a. Beta tapes;
- b. 3/4" Umatic cassettes;
- c. 8mm, 16mm;
- d. Reel-to-reel tapes;
- e. Slides;
- f. Ultrafiche;
- g. Phonograph Records;
- h. Microcards.

DESELECTION

The Head of the MSC in consultation with the Collection Development Librarian

is responsible for deselecting materials in the MSC collection. Deselecting is

done to maintain the quality and usefulness of the collection as well as to make

effective use of space. Weeding criteria include:

- Outdated formats with inadequate equipment;
- Worn or damaged materials;
- Materials no longer relevant to the University curriculum or research needs.

XV. D. RECREATIONAL READING COLLECTION POLICY

To promote recreational reading by members of the UALR community, the Library accepts gifts of new and used mass-market paperback books. The Recreational Reading collection is maintained as a collection separate from

the circulating collection.

The Head of Circulation and Reserve Services serves as selector for the Recreational Reading collection. Popular genre fiction is the backbone of the

collection; some current non-fiction may be included. The collection exclusively contains adult-level materials. The Library reserves the right to make decisions regarding additions to and withdrawals from the collection.

The Ottenheimer Library endorses the Library Bill of Rights issued by the American Library Association. [See Appendix A].

Only gifts are included in the Recreational Reading collection in order to provide a cost-effective service. All gifts become the exclusive property of the Ottenheimer Library.

XV. E. REFERENCE COLLECTION POLICY

The Reference Collection contains materials that are accurate, current, timely,

related to the University's undergraduate and graduate curricula, and useful in

an academic setting. Examples of the latter are books about resumes, scholarships, and occupations. Criteria specified in section VI. of this document

apply to the purchase of reference materials as well.

The head of the Reference Department is responsible for and coordinates the

selection process by submitting orders through the Collection Development

librarian to the Acquisitions department. Reference librarians submit titles for

possible purchase to the department head, who in turn prioritizes them based

on reviews, demand, and the criteria referred to above. Faculty and staff may

also recommend titles for purchase, as may students and other patrons, subject

to the same criteria.

Book reviews are used to make most selections. Titles reviewed as "required" or

"highly recommended" receive the highest priority for purchase.

Recommended books and books given conditional recommendations may also be purchased if funds permit; titles that are not recommended or that receive unfavorable reviews are generally not purchased.

The main sources of reviews are *Choice*, (published by the Association of College and Research Libraries), *Booklist*, (American Library Association), *Library*

Journal, and *RQ* (Reference and Adult Services Division of the ALA). annual lists

of outstanding reference titles are given particular attention.

General bibliographies are also used to build the reference collection. These

include Sheehy's *Guide to Reference Books*, and the *American Reference Book*

Annual. In addition, specialized bibliographies are consulted when purchases are considered. Examples of such bibliographies are Daniell's *Business Information Sources* and Buttlar's *Education: A Guide to Reference and Information Sources*.

The department purchases a new edition each year of one of the five general encyclopedias contained in the reference collection. Each year the older set is replaced with the newest edition of that title. This older edition is rotated into the circulating collection to replace the edition housed there. Special consideration is always given to updated, cumulated, or revised editions of titles already owned. Reviews are usually not required for these purchases, since the original purchase indicates prior recommendation. Reference tools published as serials represent a permanent budgetary obligation and are acquired cautiously.

XV. F. VERTICAL FILE COLLECTION POLICY

The Vertical File contains maps, annual reports of corporations, and ICPSR materials. This collection is maintained by and is housed in the Reference Department.

CORPORATION REPORTS

The collection of annual corporation reports is maintained to assist UALR students with their class assignments and job prospects. It can also be used for research projects by faculty and other patrons. Once a year the Library receives a large shipment of reports; other corporations send their annual reports directly to the Reference Department. The Library keeps the most current five years of each corporation's report. For Arkansas companies, the Library keeps as many years of corporate annual reports as is possible. An

updated list of holdings is printed and shelved with the files.

MAP FILE

The map file contains maps which come to the Library as gifts or as inserts from

subscriptions such as *National Geographic* magazine. The Reference Department also purchases selected city maps from the region and the nation.

INTER-UNIVERSITY CONSORTIUM FOR POLITICAL AND SOCIAL RESEARCH (ICPSR)

UALR is a member of ICPSR. Materials from this consortium are received by the

Office of Research and Sponsored Programs and forwarded to the Reference

Department for minimal processing and maintenance. There is an open entry

in the online catalog for these items.

XVI. OTHER POLICIES

XVI. A. INTERLIBRARY LOAN POLICY

The Ottenheimer Library supplements its collections by providing interlibrary loan service to eligible patrons. By using the service, qualified users have access to materials not owned by the Library.

The Interlibrary Loan Department adheres to national interlibrary loan standards as stated in the United States Copyright laws, CONTU Guidelines, and the American Library Association's *National Interlibrary Loan Code for the United States*.

Patrons eligible to use the service are:

- UALR currently-enrolled graduate and undergraduate students;
- UALR currently-employed faculty, staff, and administrators;
- Non-UALR-affiliated patrons with special research needs. (Special permission is needed from the Assistant Director for Instructional and Public Services.)

Materials available for request from other libraries include:

- Books;
- Photocopies of noncirculating materials - primarily periodical articles in accordance with copyright law;
- Items missing from the collection;
- Dissertations/theses;

- Some material reproduced on microform;
- Videocassettes and audiocassettes;
- Other media available for loan by lending libraries.

XVII. APPENDICES

Appendix A

AMERICAN LIBRARY ASSOCIATION BILL OF RIGHTS

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948; amended February 2, 1961, and January 23, 1980, by the ALA Council.

(Made available by permission of the American Library Association.)

**AMERICAN LIBRARY ASSOCIATION
INTELLECTUAL FREEDOM STATEMENT**

An interpretation of the Library Bill of Rights

The heritage of free men is ours.

In the Bill of Rights to the United States Constitution, the founders of our nation proclaimed certain fundamental freedoms to be essential to our form of

government. Primary among these is the freedom of expression, specifically the

right to publish diverse opinions and the right to unrestricted access to those

opinions. As citizens committed to the full and free use of all communications

media and as professional persons responsible for making the content of those

media accessible to all without prejudice, we the undersigned, wish to assert

the public interest in the preservation of freedom of expression.

Through continuing judicial interpretations of the First Amendment to the United States Constitution, freedom of expression has been guaranteed. Every

American who aspires to the success of our experiment in democracy who has

faith in the political and social integrity of free men - must stand firm on those

Constitutional guarantees of essential rights. Such Americans can be expected to fulfill the responsibilities implicit in those rights.

We, therefore, affirm, these propositions:

1. We will make available to everyone who needs or desires them the widest possible diversity of views and modes of expression, including those which are strange, unorthodox or unpopular.

Creative thought is, by its nature, new. New ideas are always different and, to some people, distressing and even threatening. The creator of

every new idea is likely to be regarded as unconventional--occasionally heretical--until his idea is first examined, then refined, then tested in its political, social or moral applications. The characteristic ability of our governmental system to adapt to necessary change is vastly strengthened by the option of the people to choose freely from among conflicting opinions. To stifle nonconformist ideas at their inception would be to end the democratic process. Only through continuous weighing and selection from among opposing views can free individuals obtain the strength needed for intelligent, constructive decisions and actions. In short, we need to understand not only what we believe, but why we believe as we do.

2. We need not endorse every idea contained in the materials we produce and make available.

We serve the educational process by disseminating the knowledge and wisdom required for the growth of the mind and the expansion of learning. For us to employ our own political, moral, or esthetic views as standards for determining what materials are published or circulated conflicts with the public interest. We cannot foster true education by imposing on others the structure and content of our own opinions. We must preserve and enhance the people's right to a broader range of ideas than those held by any librarian or publisher or church or government. We hold that it is wrong to limit any person to those ideas and that information another believes to be true, good, and proper.

3. We regard as irrelevant to the acceptance and distribution of any creative work the personal history or political affiliations of the author or others responsible for it or its publication.

A work of art must be judged solely on its own merits. Creativity cannot flourish if its appraisal and acceptance by the community is influenced by the political views or private lives of the artists or the creators. A society that allows blacklists to be compiled and used to silence writers and artists cannot exist as a free society.

4. With every available legal means, we will challenge laws or governmental action restricting or prohibiting the publication of certain materials or limiting free access to such materials.

Our society has no place for legislative efforts to coerce the taste of its members, to restrict adults to reading matter deemed suitable only for children, or to inhibit the efforts of creative persons in their attempts to achieve artistic perfection. When we prevent serious artists from dealing with truth as they see it, we stifle creative endeavor at its source. Those who direct and control the intellectual development of our children--parents, teachers, religious leaders, scientists, philosophers, statesmen--must assume the responsibility for preparing young people to cope with life as it is and to face the diversity of experience to which they will be exposed as they mature. This is an affirmative responsibility that cannot be discharged easily, certainly not with the added burden of curtailing

one's access to art, literature, and opinion. Tastes differ. Taste, like morality, cannot be controlled by government, for governmental action, devised to suit the demands of one group, thereby limits the freedom of all others.

5. We oppose labeling any work of literature or art, or any persons responsible for its creation, as subversion, dangerous, or otherwise undesirable.

Labeling attempts to predispose users of the various media of communication, and to ultimately close off a path to knowledge. Labeling rests on the assumption that persons exist who have a special wisdom, and who, therefore, can be permitted to determine what will have good and bad effects on other people. But freedom of expression rests on the premise of ideas vying in the open marketplace for acceptance, change or rejection by individuals. Free men choose this path.

6. We, as guardians of intellectual freedom, oppose and will resist every encroachment upon the freedom by individuals or groups, private or official.

It is inevitable in the give-and-take of the democratic process that the political, moral and esthetic preferences of a person or group will conflict occasionally with those of others. A fundamental premise of our free society is that each citizen is privileged to decide those opinions to which he will adhere or which he will recommend to the members of a privately organized group or association. But no private group may usurp the law and impose its own political or moral concepts upon the general public. Freedom cannot be accorded only to selected groups for it is then transmuted into privilege and unwarranted license.

7. Both as citizens and professionals, we will strive by all legitimate means open to us to be relieved of the threat of personal, economic, and legal reprisals resulting from our support and defense of the principles of intellectual freedom.

Those who refuse to compromise their ideals in support of intellectual freedom have often suffered dismissals from employment, forced resignations, boycotts of products and establishments, and other invidious forms of punishment. We perceive the admirable, often lonely, refusal to succumb to threats of punitive action as the highest form of true professionalism: dedication to the cause of intellectual freedom and the preservation of vital human and civil liberties.

In our various capacities, we will actively resist incursions against the full exercise of our professional responsibility for creating and maintaining an intellectual environment which fosters unrestrained creative endeavor and true freedom of choice and access for all members of the community.

We state these propositions with conviction, not as easy generalizations. We advance a noble claim for the value of ideas, freely expressed, as embodied in books and other kinds of communications. We do this in our belief that a free

intellectual climate fosters creative endeavors capable of enormous variety, beauty, and usefulness, and thus worthy of support and preservation. We recognize that application of these propositions may encourage the dissemination of ideas and forms of expression that will be frightening or abhorrent to some. We believe that what people read, view, and hear is a critically important issue. We recognize, too, that ideas can be dangerous. It may be, however, that they are effectually dangerous only when opposing ideas are suppressed. Freedom, in its many facts, is a precarious course. We espouse it heartily.

Adopted by the ALA Council, June 25, 1971, Endorsed by the Freedom to Read Foundation, Board of Trustees, June 18, 1971.

Appendix C

AMERICAN LIBRARY ASSOCIATION STATEMENT ON CHALLENGED MATERIALS An Interpretation of the LIBRARY BILL OF RIGHTS

The American Library Association declares as a matter of firm principle that it is the responsibility of every library to have a clearly defined materials selection policy in written form which reflects the LIBRARY BILL OF RIGHTS, and which is approved by the appropriate governing authority.

Challenged materials which meet the criteria for selection in the materials selection policy of the library should not be removed under any legal or extra-legal pressure. The LIBRARY BILL OF RIGHTS states in Article I that "Materials should not be excluded because of the origin, background, or views of those contributing to their creation," and in Article II, that "Materials should not be proscribed or removed because of partisan or doctrinal disapproval." Freedom of expression is protected by the Constitution of the United States, but constitutionally protected expression is often separated from unprotected expression only by a dim and uncertain line. The Constitution requires a procedure designed to focus searchingly on challenged expression before it can be suppressed. An adversary hearing is part of this procedure.

Therefore, any attempt, be it legal or extra-legal, to regulate or suppress materials in libraries must be closely scrutinized to the end that protected expression is not abridged.

Adopted June 25, 1971; amended July 1, 1981; amended January 10, 1990, by the ALA Council

(Made available by permission of the American Library Association.)

Appendix D

Association of College and Research Libraries

Statement on Appraisal of Gifts

Developed by the Committee on Manuscripts Collections of the Rare Books and Manuscripts Section. Approved by the ACRL Board of Directors on February 1, 1973, in Washington, D.C. This statement replaces the 1960 policy on appraisal (*Antiquarian Bookman*, v.26, December 19, 1960, p. 2205).

1. The appraisal of a gift to a library for tax purposes is the responsibility of the donor since it is the donor who benefits from the tax deduction. Generally, the cost of the appraisal should be borne by the donor.
2. The library should at all times protect the interests of its donors as best it can and should suggest the desirability of appraisals whenever such a suggestion would be in order.
3. To protect both its donors and itself, the library, as an interested party, ordinarily should not appraise gifts made to it. It is recognized, however, that on occasion the library may wish to appraise small gifts, since many of them are not worth the time and expense an outside appraisal requires. Generally, however, the library will limit its assistance to the donor to: (a) providing him with information such as auction records and dealers' catalogs; (b) suggestions of appropriate professional appraisers who might be consulted; (c) administrative and processing services which would assist the appraiser in making an accurate evaluation.
4. The acceptance of a gift which has been appraised by a third, and disinterested party, does not in any way imply an endorsement of the appraisal by the library.
5. An archivist, curator, or librarian, if he is conscious that as an expert he may have to prove his competence in court, may properly act as an independent appraiser of library materials. He should not in any way suggest that his appraisal is endorsed by his library (such as by the use of the library's letterhead), nor should he ordinarily act in this fashion (except when handling small gifts) if his institution is to receive the donation.

Appendix E

DONOR AGREEMENT

UNIVERSITY OF ARKANSAS AT LITTLE ROCK

OTTENHEIMER LIBRARY

I/We convey, as an unrestricted gift to the Ottenheimer Library at the University

of Arkansas at Little Rock, the physical property described below.

**Description of
Collection:** _____

Date: _____

Signature: _____

Address of contact person(s):

Telephone: _____

The Ottenheimer Library appreciates your donation of library materials. The Library accepts and acknowledges the donation as an unrestricted gift and agrees to administer it in accordance with its established policies.

Date: _____

**Accepted
by:** _____

Signature: _____

Title: _____

Appendix F

LIST OF REFERENCE SOURCES FOR INFORMATION ON APPRAISALS

American Book Prices Current. REF Z 1000/.A51.

An annual guide of summary of auction sales in the United States, Canada, the United Kingdom, Australia, France, and the Netherlands. Describes condition and source when available.

American Book Trade Directory. REF Z 475/.A5/yr.

Includes antiquarian dealers. See "antiquarian" listing in the "types of stores" index.

Book Dealers Used and Rare. REF Z475/.D5854/yr.

Compiled from the yellow pages of phone books from cities in the fifty states.

Bookman's Guide to Americana. REF Z1207/.H43/1981.

Compiled from dealer catalogs; some condition statements. Americana only.

Bookman's Price Index: A Guide to the Values of Rare and Other Out-of-Print Books. REF Z1000/.B74

The Book Collector's Handbook of Values. REF Z1029/.B7/1975.

Prices are taken from auction records and book catalogs. Only books in fine condition that are valued at more than \$25.00 are listed.

Official Price Guide to Old Books and Autographs.

Available at the Arkansas State Library

Used Book Price Guide. REF Z1000/.U8.

Books are listed at every price range and in varying states of condition.