Introduction
The collection development policy of the University Libraries guides the development and management of the Libraries’ collections. This policy is for the use of Libraries’ staff and the Libraries’ users. The policy will be updated as needed.

The policy consists of the general provisions noted below, and specialized policies for each of the five libraries, including the University Archives and Records Center.

The ultimate responsibility for policy decisions rests with the Dean, University of Louisville Libraries (except for the Louis D. Brandeis School of Law Library).

Scope and Coverage
The scope of the collections includes primary and secondary materials to support the research and curricula of the Schools and Colleges of the University of Louisville and to maintain the strength of the libraries at or above the standards of the Association of Research Libraries, SACS, and other accrediting agencies.

Clientele

- Students, faculty and staff of the University of Louisville and its academic and research programs.
- Academic units and associated libraries, which are:
  - College of Arts and Sciences — Art Library, Ekstrom Library
  - College of Business — William F. Ekstrom Library
  - Graduate School — All Libraries
  - Raymond A. Kent School of Social Work — William F. Ekstrom Library
  - School of Dentistry — Kornhauser Health Sciences Library
  - College of Education and Human Development — William F. Ekstrom Library
  - School of Medicine — Kornhauser Health Sciences Library
  - School of Music — Dwight Anderson Music Library
  - School of Nursing — Kornhauser Health Sciences Library
  - J. B. Speed School of Engineering — William F. Ekstrom Library
- Other clientele:
  - The Libraries serve as a resource for users of the Kentucky Virtual Library, for organizations with which the University Libraries has a contractual agreement, and are a lending library for Interlibrary Loans.
  - All adult residents of Kentucky and the Louisville Metropolitan area.
  - The Libraries support scholarly endeavors and information needs in the local, regional, and national communities.

Specialized Collecting Areas
- Kentuckiana — Materials about Kentuckiana or published in Kentuckiana are collected by the University of Louisville Libraries according to the policies of each individual library.
- Reference materials — Materials of a highly specialized nature useful in obtaining specific facts and information will be selected for the reference collections according to the policies of each individual library.
- Theses and dissertations — The Libraries hold at least one copy of theses and dissertations resulting from student research toward a degree at the University of Louisville.
- Government publications — The Ekstrom Library is a selective depository library for U.S. Government publications. Publications of select state and international organizations, including the United Nations, are collected. All government publications are received in accordance with an established profile. Government publications containing specific facts and information will be selected for the reference collections according to the policies of each individual library.
- Rare Books, manuscripts and other special collections — See individual library policies.

**Formats**

The Libraries’ collections currently consist of print journals and books, electronic databases, video and audio recordings, microfilm, photographs, archival materials, rare books and manuscripts, government publications, and dissertations and theses. Other formats will be added as they are developed and to the extent that they meet the various selection criteria.

**Gifts-in-Kind, Appraisals, Non-Book Gifts**

**Gift and Appraisal Policy**

The University of Louisville Libraries encourage and gratefully accept donations of money, books, or related library materials. Interested donors are invited to contact the Dean, University Libraries for assistance in identifying those individuals or departments responsible for handling specific types of gifts.

In the absence of an agreement to the contrary, the Libraries reserve the right to decline, exchange or otherwise dispose of any donated materials. **Gifts may be used or displayed in public or staff areas, stored, transferred to another unit within the University, sold, discarded or donated to another institution, organization or individual in accordance with Commonwealth and University rules, guidelines and laws.**

Other than in exceptional cases, the Libraries cannot accept conditional or restrictive donations that limit general access to patrons, require private housing or handling, stipulate frequent or perpetual exhibition to honor the donor, or in any way inhibit the normal integration or ultimate disposition of such gifts within the Library system. The Dean, University Libraries, designee, or in the case of a gift to the University Archives, the University Archivist, may make exceptions to this policy only if the acceptance of certain restricted donations serves the best interests of the University.

Gifts to the library that are not to be added to the circulating, historical or archival collections are accepted at the discretion of the Dean, University Libraries, or a designee. Examples include art, plantings, plaques, photographs or equipment. (See Non-book Gift Policy below)
All gifts will be acknowledged; however, because the Internal Revenue Service regards the Libraries as an interested party, the Libraries are unable to provide appraisals for tax purposes. The appraisal or establishment of an item’s value for tax purposes is the responsibility of the donor, as are appraisal costs. Donors should seek further information on valuation of donated property from the Internal Revenue Service and their own tax advisor or attorney.

Acceptance of a gift that has been appraised by a third, disinterested party does not imply endorsement of such appraisal by the Library.

Qualified employees may appraise materials not being donated to the University of Louisville, but they shall not use university stationery or suggest in any other way that their appraisals are endorsed by the university.

Non-Book Gifts Policy

Any gifts to the library that are not to be added to the circulating, historical or archival collections of the library are evaluated and accepted or disposed of at the discretion of the Dean, University Libraries, or designee. Examples include art, plantings, plaques, photographs or equipment.

The Library accepts gifts on the condition of full ownership and responsibility for disposition. The Library discourages restrictions on gifts and will not normally accept restricted donations.

All gifts will be acknowledged; however, because the Internal Revenue Service regards the Libraries as an interested party, we are unable to provide appraisals for tax purposes. The appraisal or establishment of an item’s value for tax purposes is the responsibility of the donor, as are appraisal costs. Donors should seek further information on valuation of donated property from the Internal Revenue Service and their own tax adviser or attorney.

In the absence of an agreement to the contrary, the Libraries reserve the right to decline, exchange or otherwise dispose of any donated materials.

Gifts may be displayed in public or staff areas, stored, used by library staff in the normal operations of the library, transferred to another unit within the University, sold, discarded or donated to another institution, organization or to an individual in accordance with Commonwealth and University rules, guidelines and laws.

Non-book Loan Policy and Agreement

Loans of artwork, memorabilia and other items will be accepted at the discretion of the Dean, University Libraries, or designee.

The Library will not usually take responsibility for the safety, maintenance or upkeep of the items on loan. Normal precautions will be taken to prevent theft, damage, or unusual wear on loaned items but the library cannot guarantee their safety.

An agreement must be signed by an authorized representative of both the library and the lending party prior to the transfer of any item.

The library will not assume any costs in relation to a loan unless specifically designated in the agreement.
**Intellectual Freedom, Copyright, Interlibrary Loan and Resource Sharing**

**Intellectual Freedom**

The Libraries of the University of Louisville support the American Library Association’s [Freedom To Read Statement](https://www.ala.org/ala/aboutalastmts/freedom-toread-statement) and [Freedom To View Statement](https://www.ala.org/ala/aboutalastmts/freedom-to-view-statement), as well as the Intellectual Freedom Statement of the Association for Colleges and Research Libraries.

The University of Louisville Libraries adhere to the American Library Association’s [Library Bill of Rights](https://www.ala.org/ala/aboutalastmts/library-bill-of-rights), with particular emphasis on the following items:

- 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.

- 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.

- Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

- A person’s right to use a library should not be denied or abridged because of origin, age, background, or views.

**Interlibrary Loan Borrowing Policy**

Policies regarding Interlibrary Loan are based on the most current copyright laws, the Interlibrary Loan Code of the American Library Association (ALA), and guidelines of other associations for libraries in specialized fields (e.g., health sciences, music, art, law, etc.).

Interlibrary Loan is a courtesy provided by the lending library, and any conditions of use imposed by that library must be strictly observed. The lending library may stipulate that use of an item be restricted to the library, and it may prohibit all photocopying of the item. All items are subject to immediate recall by the lending library.

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted materials.

Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be “used for any purpose other than private study, scholarship, or research.” If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of “fair use,” that user may be liable for copyright infringement. Therefore, the Libraries reserve the right to refuse a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

Eligibility: The University of Louisville Libraries will provide Interlibrary Loan Services to all faculty, staff, and students of the University of Louisville, as well as members of the Kentucky State Legislature or their designees. Individuals not affiliated with the University of Louisville may be eligible for borrowing privileges by agreement through either Ekstrom Library or Kornhauser Library. A patron’s library account must be in good standing to initiate an interlibrary loan.
Resource Sharing

The University of Louisville participates in several resource sharing and consortium arrangements. The Libraries are members of OCLC, the Southeastern Library Network (SOLINET), the State-Assisted Library Council of Kentucky (SAALCK), the Association of Southeastern Research Libraries (ASERL), the Kentucky Virtual Library (KYVL) and the Metroversity (Louisville) Libraries. Additionally, the University Libraries are members of SPARC (The Scholarly Publishing and Academic Resources Coalition) and JSTOR (Scholarly Journal Archive), both of which are collaborative scholarly communication initiatives.

Duplication

Duplication among collections is generally avoided. Only one copy is acquired of any monographic resource, however additional copies may be acquired for the browsing and reserve collections when deemed necessary to meet user demand. However, when these materials are eventually sent to the general stacks, only one copy will be retained.

Duplication of serial resources is avoided with preference given toward providing electronic access to serial publications for the entire campus rather than a print subscription in one location.

Retention/Withdrawal

Materials which do not support the collections’ stated purposes and objectives may be withdrawn. Materials will be identified for withdrawal as they come to the attention of the staff in the normal course of their job performance.

Electronic Resources

The University Libraries collect or provide access to appropriate materials in print and non-print media. Currently, electronic formats present libraries with management issues that traditional formats do not. They may be significantly more expensive to acquire and maintain.

Due to concerns about the archival stability of electronic media, no policies or procedures have been implemented to eliminate print journals where electronic access is also available. Many new electronic journals do not have print equivalents.

Damaged and Lost Materials

Damaged materials are repaired, rebound or replaced when they meet other selection criteria as described in these policies.

Lost materials are replaced whenever possible, if they meet other selection criteria as described in these policies. If an exact replacement is not available for purchase, a later edition or version, or other substitute for the original item will be acquired if possible.