Introduction

The collection development policy of the Ekstrom Library guides the development and management of the library’s collections. The policy is for the use of library’s faculty and staff and the library’s users. The policy consists of the provisions noted herein, and of the Collection Profiles which describe library support for academic programs. It also contains specialized policies for Ekstrom Library departments that house discrete collections. The policy will be updated as needed.

The ultimate responsibility for policy decisions rests with the Dean, University Libraries.

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

The Ekstrom Library supports the University’s instructional, research, and public service activities. The collection supports primarily the Schools and Colleges listed below:

- College of Arts and Sciences
- College of Business and Public Administration
- Kent School of Social Work
- College of Education and Human Development
- Graduate School
- Speed School of Engineering

The Library also supports scholarly endeavors and information needs in the local, regional, and national communities.

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The Ekstrom Library acquires materials that represent differing opinions and without censorship in regard to controversial issues.
Classification, Organization, and Locations

The majority of materials in the collections are organized according to the Library of Congress Classification System.

Within the Library, materials are also separated into collections by format or specialized use. Books, periodicals, microfilm, videos, are examples of format. Specialized use collections include the African-American Collection, Bingham Poetry Collection, Reference Collection, Barbara S. Miller Multicultural Children’s Book Collection, Browsing Collection, Map Collection, etc.

Selection Policies and Criteria

Collecting Levels

The collection development intensity levels below are assigned to subjects in order to satisfy program needs. These levels indicate the desired level toward which collection development should be guided and not necessarily the existing level. The levels are adapted from Guide for Written Collection Policy Statements, 2nd ed., ed. by Joanne S. Anderson, Association for Library Collections and Technical Services, a division of the American Library Association, 1996.

Special Collection level

A collection in which a library endeavors, so far as is reasonably possible, to include all significant works of recorded knowledge (publications, manuscripts, other forms), in all applicable languages, for a necessarily defined and limited field.

Research level

A research collection includes the major source materials required for dissertations and independent research, including materials containing research reporting, new findings, scientific experimental results, and other information useful to researchers. It includes all important reference works and a wide selection of specialized monographs, as well as a very extensive collection of journals and major indexing and abstracting services in the field.

Graduate level

A graduate level collection is adequate to support graduate course work, for Master’s level programs study, or sustained independent study. The Graduate level is similar to the Research Level, but is less comprehensive.

Undergraduate level

The undergraduate level collection must be adequate to maintain knowledge of a subject required for limited or generalized purposes. It includes a wide range of basic monographs, complete collections of the works of important writers, a wide selection of academic journals, and the reference tools and fundamental bibliographical apparatus pertaining to the subject.
Languages

The main language of the collection is English, but foreign language materials are collected as well.

Selection Responsibility

Ultimate responsibility for the development and maintenance of the Ekstrom Library collections rests with the Dean, University Libraries. Authority for selection in specific subject areas is delegated to the Division of Technical Services and Collection Development and to the Collection Specialists.

The faculty and staff of the Division of Technical Services and Collection Development use lists of new publications to acquire currently published materials from university and society presses, and from trade publishers. Checklists of core collections for supported subject area are used to identify other in-print and out-of print materials to be ordered.

Collection Specialists choose materials in accordance with the curricular and research needs of the University. Faculty of the colleges and schools are expected to recommend appropriate material for purchase. Academic departments are urged to designate a faculty member to serve as a liaison to the library. These faculty members facilitate communication between the academic departments and the library.

Reference collection development is the responsibility of the reference librarians.

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

The policy for gifts-in-kind, appraisals, and non-book gifts can be found in the General Collection Development Policy.

Government Publications

The Ekstrom Library is a selective depository for current federal documents. The library also receives Kentucky State Documents and United Nations Publications.

Intellectual Freedom

The Libraries of the University of Louisville support the American Library Association’s Freedom To Read Statement and 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, 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.

Copyright Law

University Libraries must comply with copyright law at all times. For general information about the University of Louisville’s campus copyright compliance please see http://louisville.edu/copyright.

To achieve the goal of copyright compliance concerning media, different types of film rights are purchased to afford the campus different sets of viewing rights to that specific film. This can include, but not be limited to, which titles can be shown in an academic setting, which films can be shown in a film series, and which titles can be streamed via Blackboard.

- **Home use** – The lowest priced set of rights purchased for use in the home for recreational purposes. Titles with these rights can be shown in a face-to-face teaching setting.
- **Public Performance** – A higher price is paid to have the legal right to use a film in the educational setting. These films can also be shown in a film series, closed circuit television for campus use only and inside the classroom. Admission must not be charged to show any film with PP rights.
- **Streaming** – Separate rights must be purchased to stream a film online via classroom management systems (Blackboard). **NO** film can be put on Blackboard without streaming permissions.

Issues of copyright compliance are important in determining how videos can be disseminated or networked within the University. Staff at Ekstrom Library can assist patrons in identifying the most suitable broadcasting methods to comply with copyright law.

Budget

The materials budget supports the purchase of all formats and subjects housed in the Ekstrom Library. The Dean, University Libraries administers the budget which includes University of Louisville (state appropriated) funds, as well as many restricted funds, including endowments, gifts, grants and supplemental funding from the University. The budget is allocated for the support of established institutional priorities of the University of Louisville.

Library materials are purchased by designated Libraries’ faculty and staff. Faculty and staff outside the University Libraries may not purchase materials for the Libraries and request reimbursement. These materials can be donated, but there will be no reimbursement paid.

In addition to print books and journals, the budget covers the following additional items:

- electronic resources in all formats
- video recordings
- preservation of purchased and donated library materials, including the binding of books and journals
- membership in consortia, OCLC cataloging charges

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Other items may be added as needed.

**Formats**

**Books (monographs)**

- The Library accepts requests and recommendations for books to be purchased via the order recommendation form on the Libraries website.
- Hardcover editions of books are preferred.
- The Library uses standing orders to expedite the purchase of a portion of books added to the collections. A standing order is a continuing order for all future volumes or editions of specific books, series of books and multi-volume sets.
- Technical books and manuals which focus primarily on computer hardware, software, web page authoring, programming language are acquired on a selective basis.
- The Library does not purchase copies of textbooks adopted for classroom use.

**Serials (journals, newspapers, annuals, and other materials acquired by subscription or standing order)**

- The Library accepts requests and recommendations for serials to be purchased via the order recommendation form on the Libraries website.
- Purchasing decisions are based on appropriateness for the collection, whether content is indexed or abstracted in print or electronic sources owned by the Library, and whether there is already electronic access to the journal requested.
- Current print newspapers are acquired on a highly selective basis. The Library subscribes to local newspapers, and to major U.S. newspapers representing regions of the country. Foreign newspapers are acquired on a highly selective basis with English-language given priority. Priority is also given to newspapers which are indexed.

**Dissertations, Theses**

The Library acquires copies of dissertations and theses completed at the university. Dissertations and theses completed outside of the university are acquired on demand and may be purchased in non-print formats.

**Media (DVDs, SGA videos)**

- The Library accepts requests and recommendations for media to be purchased via the order recommendation form on the Libraries website.
- Ekstrom Library will only purchase items in DVD format unless an item is exclusively available in VHS format.
- Selection of videos for the general collection is based on curricular relevance, purchase price and available funding, anticipated frequency of use, need for (and availability of) public performance and digital transmission rights, quality of technical production, appropriateness of format, its value in documenting social or historical conditions, inclusion of social, political, or economic themes or viewpoints not presented elsewhere, its interdisciplinary nature, and language (the library primarily acquires non-print materials in English or foreign films with sub titles).
- Selection of videos for the SGA collection is based on the following criteria:
  - All titles are by request of the campus community.
o Requests will be collected by Access and User Services and made into a master list for purchasing.
o Titles are purchased randomly from master list. Not all titles requested can be purchased with available funding due to the limits of funding and the availability of the title.
 o Purchases will be made between September and April of the fiscal-year.
 o DVD is the only format which SGA titles are purchased.
 o Only feature films, documentaries and television shows will be purchased.
 • Materials that will not be added to Ekstrom Library video collections include: admissions events, orientation activities for students (including annual programs on hazing, binge drinking and sexual harassment), building dedications, memorial services, student ceremonies, dinners, carnivals, or fairs, teleconference, conferences held at UofL, Human Resources events, sporting events, and dress rehearsals.

Microforms

The Libraries’ microform collections provide resources for research in a wide variety of subject areas. Microform types include microfilm, microfiche, microprint, and microcards. Every effort is made to provide and maintain up to date reader/printers for microform use. A scanner is also available.

Microforms are preferred for newspaper back files. Some periodical titles are acquired as an alternative to binding. With the advent of electronic resources, microforms are rarely purchased. Generally, electronic formats are preferred over microforms, especially since they often provide additional features, such as indexing.

Maps

Maps, atlases, globes and charts are purchased selectively. The Government Documents Collection regularly receives maps on a selective basis from the U.S. Government Printing Office as part of the depository program. Support of the curriculum and the depository community as well as space, usage and staffing are criteria in the selection.

Electronic Formats

Online electronic products include but are not limited to the following:

• Reference databases owned and leased by the Library
• Electronic journals and books owned and leased by the Library
• Internet resources
• Machine readable data files
• Data CDs and DVDs

Collection Maintenance and Management

Deselection

Deselection (weeding) is an essential, continuing library practice in which materials are removed permanently from the Libraries’ collection. Criteria for deselection include:

• duplicate copies
• superseded editions with no historical or bibliographic utility
• materials no longer needed for current instruction and research, that are unlikely to be needed by future users
• damaged materials

**Preservation**

Preservation includes all activities that prevent, eliminate or retard deterioration of library materials. The activities can be those that improve the condition of library materials or those that acquire the intellectual content of deteriorating materials. The Libraries endeavor to protect the physical integrity of materials in the collection through conservation measures, such as temperature, humidity and dust control. Where preservation of content is more important than the retention of the physical format, items are preserved by binding, replaced through acquisition of microforms, or digitized.

**Duplication**

The Library normally buys only one copy of each item. 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. For media items, if the media is outdated and can no longer be played and the topic is still of interest, we will consider replacing the title with new media assuming such is available.

**Replacements**

Materials that are missing, lost or withdrawn are not automatically replaced. Instead, potential replacements are evaluated using the same criteria for selection as regularly purchased items. Materials out of copyright are routinely replaced by digital copies if freely available.

**Resource Sharing**

The University of Louisville participates in several resource sharing and consortium arrangements. The Libraries are members of OCLC, Lyris, the State-Assisted Library Council of Kentucky (SAALCK), the Association of Southeastern Research Libraries (ASERL), the Kentucky Virtual Library (KYVL) and the Metroversity Libraries.

The Ekstrom Library shares resources through consortium purchasing, interlibrary loan and reciprocal borrowing arrangements.