

<b>FLORIDA</b>	<b>OFFICIAL</b>
<b>POLYTECHNIC</b>	<b>UNIVERSITY</b>
<b>UNIVERSITY</b>	<b>ACADEMIC POLICY</b>

<b>Subject/Title:</b> Library Collection Development Policy
<b>FPU Policy Number:</b> FPU-5.0042AP
<input checked="" type="checkbox"/> New Policy <input type="checkbox"/> Major Revision of Policy <input type="checkbox"/> Minor Technical Revision of Policy
<b>Date First Adopted:</b> December 17, 2014
<b>Date Revised:</b>
<b>Responsible Division/Department:</b> Academic Affairs
<b>Initiating Authority:</b> Vice President of Academic Affairs/Provost

#### **A. APPLICABILITY:**

This policy establishes the guidelines and related procedures for University Library collections development.

#### **B. SELECTION OF MATERIALS**

- (a) **Subject Liaison Librarians.** Each college has a liaison librarian. Librarians with assigned liaison responsibilities are responsible for selecting materials to support undergraduate, graduate, and faculty needs.
- (b) **Collections Advisory Committee.** The Collections Advisory Committee advises the Director of Libraries on budget and policy issues and is responsible for assessing proposals for new high cost purchases.
- (c) **Language.** The primary language of the collection is English. Non-English language materials are collected based on their relevance to University programs with a foreign language component or appropriate support of curriculum needs.

#### **C. TYPES OF MATERIALS**

- (a) **Books.** Books for the library collection are purchased based on requests from faculty, students, and staff, in support of Florida Polytechnic University programs. The Library primarily collects books in digital format.
  - (i) The library has developed a comprehensive Patron-Driven Acquisition model to place the ability to directly access materials with the student or faculty member. The Patron-Driven Acquisition process can be summarized in four steps:
    1. The Florida Polytechnic University library team defines selection criteria for books that will match and compliment the programs at the university,
    2. All supplier holdings that match the defined criteria are made available in the Florida Polytechnic University library catalog,
    3. The Florida Polytechnic University library community can search and choose any book that is part of our catalog,
    4. Books that we do not own, and are chosen for a second time by a Florida Polytechnic University library user are automatically purchased by the University.

- (ii) The library generally does not purchase copies of textbooks required by the faculty for use in their courses. Textbooks will be considered for purchase on a case-by-case basis.
- (iii) Student requests, other than textbooks for specific courses, which support course or project work will be considered for purchase based on price, availability, and applicability to the collection.
- (iv) Books requested through interlibrary loan will sometimes be purchased if deemed valuable for future users.
- (v) Electronic book collections covering basic academic needs and a variety of in depth subject areas are both licensed and purchased by the University. Many book collections are subscription purchases which are annual costs. Some collections are one-time purchases which are owned by the library but hosted on a vendor's site.

(b) **Journals.** The Florida Polytechnic University Library subscribes to or provides access to a large collection of journal titles to support the curricular and research needs of the community.

- (i) Journal acquisitions in electronic format are preferred, but print subscriptions will be purchased if there is no electronic equivalent or if the cost of an electronic subscription exceeds that of print by a significant amount. Many journal subscriptions are provided through aggregated collections; individual titles are also purchased.
- (ii) New subscriptions/licenses are purchased through a process of request and evaluation. All requests must include a justification of need and will be evaluated on the importance of the subject area for Florida Polytechnic University and whether the Library can support the subscription/license on a long term basis. New subscriptions/licenses will not be purchased for a single faculty member's interest. In order to be able to add new subscriptions, existing subscriptions may sometimes need to be cancelled. Decisions on what titles to cancel are made based on a cost per use basis and the availability of contents through document delivery services. The final determination on new and cancelled subscriptions/licenses, whether print or electronic, is the responsibility of the Director of Libraries.

(c) **Audiovisual.** Audiovisual materials will be purchased under the same guidelines as book materials.

#### **D. GIFTS**

- (a) The Florida Polytechnic University Library appreciates gifts that align with our collection development goals. In-kind gifts of materials will be evaluated based on their age, condition, quality, and relevance to the curriculum.
- (b) Technical books more than five years old, workbooks, case studies, photocopies, conference proceedings, single journal issues, and items marked with a highlighter or otherwise damaged are examples of items that probably would not be accepted. Moldy or mildewed books will not be accepted and if left anonymously, will be immediately discarded. Donated items that are not added to the collection may be returned to the donor on request, sold at a library book sale, sent to another library, or recycled.

**E. DESELECTION OF MATERIALS**

Deselection is the removal of materials from the library collection that are no longer needed or viable and is a standard practice in managing a library’s collection. Periodic deselection is important in keeping a collection relevant, and useable. The library may withdraw materials in any format. Items which are withdrawn from the collection will be disposed of in accordance to the rules of the university.

**F. COLLABORATION WITH THE FLORIDA INDUSTRIAL AND PHOSPHATE RESEARCH INSTITUTE**

Florida Industrial and Phosphate Research Institute is represented on the Collections Advisory Committee. The Florida Industrial and Phosphate Research Institute Library is focused on, but not limited to, the following areas as they relate to phosphate in Florida:

History	Deposits
Mining	Mineral Processing
Geology	Chemistry
Fertilizer Production	Regulatory Information
Reclamation	Land Use
Environmental & Public Health	Industry Information
Florida Ecosystems	Florida Natural Resources

**G. COOPERATIVE COLLECTION DEVELOPMENT AND RESOURCE SHARING**

(a) The Libraries often participate in the purchase of or subscription to electronic library materials, such as databases, journals, and monographs through library cooperative arrangements. Such purchases may be made in collaboration with the Florida Academic Library Services Cooperative (FALSC), other Florida State University System Libraries or other consortial entities.

(b) For titles not held within the Florida Polytechnic University Library, an interlibrary loan program is available. The Florida State University System Libraries have a patron-initiated service, U Borrow, which allows patrons from Florida Polytechnic University to borrow books from other State University System Libraries without mediation by library staff. Intercampus delivery is available for print and audiovisual materials, including books received from other libraries through interlibrary loan.

(c) Florida Polytechnic University is a member of OCLC and can utilize interlibrary loan services through OCLC member libraries.

**H. COLLECTION ASSESSMENT**

Collection assessments are the responsibility of the Director of Libraries, who draws on the expertise of the appropriate subject liaisons. Periodic assessments of resource usage and cost-effectiveness are performed.

ACADEMIC POLICY APPROVAL	
Academic Policy No.: FPU-5.0042AP	
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Initiating Authority	Date
_____	_____
Policies & Procedures Review Committee Chair	Date
_____	_____
President/Designee	Date
Approved by FPU BOT, if required	_____
	Date
<b>EXECUTED SIGNATURE PAGES ARE AVAILABLE IN THE OFFICE OF THE GENERAL COUNSEL</b>	