

## **Viterbo University Todd Wehr Memorial Library Collection Management Policy**

### **Selection Policy**

The Todd Wehr Memorial Library develops, coordinates, and promotes dynamic resources and services in alignment with Viterbo University's educational mission and core values. The library supports the institution's teaching, learning, and research activities by providing access to a wide range of scholarly information and resources relevant to the academic disciplines and programs offered at the university. Where possible, the library supports faculty research and course development through acquisitions, interlibrary loan services, and electronic resources. Library holdings are acquired for and intended to be used by enrolled students, faculty, and employees of Viterbo University. Librarians are responsible for all purchasing decisions in their assigned Partner subject areas. Ultimate decision-making in library acquisitions lies with the Library Director.

### **Library Vision and Mission**

#### ***Vision***

The Todd Wehr Memorial Library, guided by Franciscan values, develops, coordinates, and promotes dynamic services designed to enhance learning and anticipate the needs of a diverse Viterbo community.

#### ***Mission***

The Todd Wehr Memorial Library is a key partner in fulfilling the mission of Viterbo University by educating students and enhancing the scholarship of the institution. The library:

- Provides responsive, reliable, and user-centered information services.
- Promotes and develops an information literate community through formal and informal instruction, faculty partnerships, and learning-focused resources.
- Enhances the University's scholarly culture by connecting researchers to scholarly information and engaging in continual dialogue with faculty and students.
- Maintains virtual and physical environments that support research, reflection, and connection.

### **Intellectual Freedom**

The library opposes censorship and endorses the ideal of intellectual freedom and the American Library Association's "Library Bill of Rights" and the "Intellectual Freedom Principles for Academic Libraries." However, the size of the library's collection may not permit acquiring all perspectives on every issue. The library is not intended to be a comprehensive research collection. We encourage the use of interlibrary loan to fulfill research needs that fall outside of the scope of our collection.

Challenges to items in the library's collection will follow this general procedure: Once a required *Request for Reconsideration of Material* form has been received (available upon request from the Library Director), the Library Director will share and discuss the request with Library Partners and outside library associates if needed. The direct supervisor to the Library Director will review the request and, if needed, will work

with the Vice President of Academics and Institutional Effectiveness. At this point a reply will be shared with the complainant.

### **Library Partners Program**

The Library Partners Program exists to establish ongoing relationships between the library and the University's academic departments. The Partnership Program is composed of librarians and departmental faculty working together to enhance communication and improve library resources and services.

Library Partners will proactively develop relationships between the library and faculty in their assigned academic departments/subject areas through a variety of approaches.

### **Communication and Responsibilities**

Library Partners communicate with Faculty Partners by attending meetings, e-mailing, promoting library news and resources, studying curricular needs and changes, reaching out to new faculty, and discussing format types. All instructors may reach out to Library Partners to suggest material purchases.

Library Partners are responsible for expending library funds to best serve the needs of the program. They will prioritize faculty suggestions and format type preferences, review new publications and professional reviews, evaluate existing materials, and weed when necessary. Library Partners will also communicate updates and changes to faculty.

The Acquisitions Librarian will maintain a current list of Library Partner assignments, the fund code associated with each subject area, and the Faculty Partner for each department/subject area. The most recent update of this list will be found on the library's SharePoint site in the Partners Program folder. The Acquisitions Librarian will also maintain a PDF version of the Partners list, without the fund codes, for the [Partnership Program](#) portion of the library's website.

### **Selection Considerations**

Selection of library materials by the Library Partners follows these general principles and criteria:

- Purchasing priority is given to faculty requests for particular titles in their subject areas as funding permits.
- When the Library Partner is doing the selecting for their subject area, priority will be given to titles which are recommended in *Resources for College Libraries*, *CHOICE* Outstanding Academic Titles, or authoritative library review resources such as *Publishers Weekly* and *Library Journal*.
- Library Partners will always purchase the latest edition of a title unless an older edition is more complete or a "classic" in the field according to subject specialist faculty members.
- Library Partners will strive to purchase materials published within the last five to ten years, whenever possible, so that the most recent information in the field is available in the collection.
- Where there is a choice between purchasing a print or electronic version of a title, faculty preference will be taken into consideration (if a title is available in both print and electronic formats), as well as whether or not courses are held on campus or virtually.

- Where there is a choice between purchasing a hardcover or paperback version of a title, the paperback version will generally be purchased unless the hardcover version is available at a lower cost.
- The library does not intentionally purchase textbooks used for university courses.
- In general, the library will not purchase duplicate copies of monograph titles unless there is very high demand for a particular title, necessitating extra copies to meet that demand. An exception to this is the purchase of two copies of each John Newbery Medal and Randolph Caldecott Medal award-winning title annually for the Children's Collection to ensure access to these titles in case of damage, loss, or out-of-print status.
- Video requests are normally fulfilled by purchasing DVDs. Instructors should request streaming for classroom purposes.
- Purchase of audiovisual materials costing more than \$50.00 from shared funding will be approved by the Library Partners group as a whole.
- Serials subscription requests are vetted by the Partner, Director, and Serials Librarian. Most new subscriptions begin in January.
- Requests from faculty for the licensing of additional academic databases will be taken under consideration within budgetary constraints.
- Open Access (OA) and Open Education Resource (OER) materials may be added to the library's collection depending upon access model, amount of available content, and availability of cataloging records.

### **Collection Maintenance and Weeding**

The library's collection should be reviewed and weeded by the Library Partners in their assigned subject areas on a fairly regular basis (e.g., every three to five years), or more often if new materials cannot be placed on the shelves due to lack of space.

Deselection of materials will follow the methodology of *CREW: A Weeding Manual for Modern Libraries*, developed by the Texas State Library and Archives Commission, and MUSTIE Principles (Misleading, Ugly, Superseded, Trivial, Irrelevant, or obtainable Elsewhere). In general, the number of circulations (or lack thereof) a particular title has had in the last ten years, its age, physical condition, availability of a newer edition, availability via interlibrary loan of the material, appearance in *Resources for College Libraries*, whether or not the title is a classic in the field, and whether or not the material is outdated will be taken into consideration.

Circulation staff will notify the Acquisitions Librarian of any materials which have not been returned or damaged by a patron, or have been missing from the inventory for more than one year. The Acquisitions Librarian will determine if the title is still in print or if a newer edition is available and will provide that information to the appropriate Library Partner for their consideration. Whether or not to replace those materials with the same title or another similar title will be decided by the appropriate Library Partner.

Every effort will be made to sell weeded materials through a local independent bookseller or donate them to Better World Books. Where materials are rejected for sale or donation, they will be disposed of in as environmentally-friendly a manner as possible.

Donations are accepted and reviewed by Library Partners. Materials that are not already held in the collection, in good condition, relevant to the curriculum, not outdated, and meeting other considerations may be added. If they are not added they will be disposed of in the same manner as collection discards.

## **Archives**

### ***About***

The Viterbo University Archives preserves university materials of historical value such as images, campus publications, university accreditation evidence files, and meeting minutes and agendas. The archives serves as an institutional repository and an educational resource for scholarly and administrative research.

### ***Acquisitions and Donations***

The archives collects both print and digital materials but does not actively collect video. Archival donations and holdings may undergo a weeding process to determine which materials, if any, are appropriate for the collection. We do not maintain a rare books collection nor other collections unrelated to Viterbo history.

### ***Access***

Archives is located in room 132 of the library. Members of the Viterbo community and the public are welcome to visit by appointment. The [digital collections](#) are available through the library's website.