

# Collection Development Policy

## Penrose Library Whitman College

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Endorsed by the Library Advisory Committee

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# Collection Development Policy

## I. Penrose Library Mission Statement

Penrose Library fosters the intellectual engagement and scholarly practice of the Whitman community. We curate and provide access to diverse and unique collections, and teach the skills and concepts needed to navigate complex information environments at Whitman and beyond.

## II. Penrose Library Vision Statement

Penrose Library will:

- Cultivate a welcoming and inclusive environment for our patrons built on shared values and transparent policies.
- Provide equitable access to our collections, programs, and services.
- Support the evolving liberal arts curriculum through our collections and our incorporation of emerging technologies into library services, programs, and events.
- Be an innovative campus-wide collaborator and locus of expertise in information ecosystems, data lifecycles, and digital scholarship.
- Teach information literacy concepts to ensure that students actively and critically engage with ideas and information at Whitman and beyond.
- Expand our role as a repository for robust, unique, and local collections that document the diverse history of the Walla Walla Valley.

## III. Purpose of the Collection Development Policy

The goal of the Collection Development Policy is to establish guidelines that govern the future growth and maintenance of the Library's collections. The document also defines the present scope of the collection and provides a framework that facilitates the development of a collection that is balanced, vibrant, and versatile. The policy is evaluated on a regular basis to reflect the evolution and changes in the informational needs of the college and its curriculum.

## IV. Scope of the Collection & Collection Intensity

The collection consists of all monographic, serial, electronic materials, manuscripts, maps, indexes, abstracts, microfilm, audio-recordings, musical scores, board games, and films found in

the Penrose Library or accessible through its website. The collections consist of basic and in-depth information sources in the Humanities, Social Sciences, and Sciences as well as selected coverage of recreational and general interest material not directly related to the curriculum. English language material is the primary focus of the collection. Foreign language materials are purchased to support coursework primarily affiliated with Chinese, French, German, Japanese, Spanish, Latin, and Greek. The Library also adds popular literature titles in foreign languages to assist students in acquiring a better comprehension of the language or to provide international students access to recreational reading in their native language.

For programs of study the Library collects at the "Advanced Study Level" which is defined as:

A collection which is adequate to support the course work of advanced undergraduate and master's degree programs, or sustained independent study; that is, which is adequate to maintain knowledge of a subject required for limited or generalized purposes, of less than research intensity. It includes a wide range of primary resources, basic monographs and retrospective collections of the works of more important writers, selections from the works of secondary writers, a selection of representative journals, and the reference tools and fundamental bibliographical apparatus pertaining to the subject.[Guidelines for Collection Development, David L. Perkins, editor (Collection Development Committee, Resources and Technical Services Division), American Library Association, 1979.]

## V. Collection Priorities

The Library's primary focus is to serve the curricular needs of Whitman College. Therefore, the bulk of library resources should either support independent student inquiry and research or directly assist faculty in the teaching of classes. The underlying tenet is the necessity of providing students with resources to assist in the development of critical thinking skills so that they might obtain a comprehensive liberal arts and sciences education.

In recognition of the complementary nature of teaching and research, Penrose Library strives to support faculty research through a focused and practical approach. This is accomplished by maintaining current collection strengths that support ongoing teaching and research activities and by acquiring bibliographic collections that allow for the identification of material that can then be obtained through resource sharing services, such as Summit or Interlibrary loan.

In a general sense, the Library strives to meet the recreational, cultural, social and general information needs of the entire college community within budgetary limitations.

## VI. Selection

Primary responsibility for collection development rests with the faculty and the Collection Strategist Librarian, Head of Collection Strategies. Other staff librarians are also encouraged to participate in this process. Recommendations from other college employees and students are welcomed, but not solicited, and will be reviewed for appropriateness of supporting the goals and mission of the Library.

Additionally, faculty are encouraged to suggest titles of a general interest, and other books from outside their discipline.

## VII. Criteria for selection

All materials are evaluated for purchase or addition to the collection according to the following guidelines:

- Materials of current scholarly interest are given priority. Assessment from standard reviewing media is a factor in determining the importance and relevance of those materials.
- Materials are selected in a variety of formats (i.e. book, electronic, compact disc, DVD, and microform) according to the appropriate medium for the title and based on the equipment available to access a particular format. When there is a choice, paperback binding for books is preferred over hardback because of the cost savings.
- The library purchases only one copy of a title, unless additional copies are justified by projected or proven heavy and continued use.
- When materials with an anticipated infrequent use are suggested for purchase, a major consideration is availability of the materials in other libraries. Resource sharing programs such as Summit and Interlibrary Loan via OCLC allow ready access to materials not held in the Penrose collections. Currently, the Orbis Cascade Alliance employs a guideline based on a three-copy threshold for its consortium (Appendix A).
- Titles withdrawn by reason of condition, loss, or damage are typically replaced if they meet current selection criteria, have a strong record of circulation, and are still available. Availability of the title in the Summit union catalog will also be checked before purchasing a replacement.
- Penrose Library does not purchase or house art slides or prints, computer manuals and programs, science laboratory manuals and supplies, or language laboratory resources. These materials are acquired and held by the various departments concerned with these curricular needs.

## VIII. Specific Guidelines for Distinct Collections

### Whitman College and Northwest Archives (WCNA)

The WCNA curates materials that document the history, culture, and current state of Whitman College and the Walla Walla region, as well as rare books and other special collections housed in Penrose Library. WCNA collects, preserves, provides access to, and promotes the use of these materials for teaching, learning, and research. Collection policies for this collection are viewable

[here.](#)

## ARMINDA

Serving as the institutional repository of the Penrose Library ARMINDA collects and provides access to scholarly and creative works produced by faculty, staff, and students as well as material of historical value to Whitman College. ARMINDA supports long-term access to honors theses, institutional publications and records, faculty papers, and other research materials in digital form. Collection policies are here: <https://arminda.whitman.edu/content/policies>

## Circulating Books

The physical book collection has been developed through the suggestions of faculty and library staff. Currently, the Library also makes use of an approval plan that facilitates the automatic shipment of recently published books in various subject areas.

The plan is based on profiles developed for most of the academic departments in Divisions I & II as well as interdisciplinary programs offered by the college. In each instance, the departmental profile attempts to address the specific needs of the curriculum for that subject area. Beginning in FY20, the Library migrated to an e-preferred version of the approval plan thereby reducing the amount of physical growth while retaining access to the same level of approval plan material.

## Electronic Resources

Electronic, or E-resources, should be in a format that is compatible with College and Library systems and should be accessible for people with disabilities. Further, they should address library users' research needs for currency, comprehensiveness, and archiving. Electronic resources that are intended to replace "equivalent" resources should provide comparable coverage and allow broader access and enhanced functionality.

Subscriptions to E-resources represent a long-term commitment on the part of the Library. Most of these resources are expensive. Compounding this situation is the fact that the average annual increase for database subscriptions fluctuates around 4-5%. Given these considerations, the Library must take a very cautious approach when considering adding a new database. The Library is also committed to a regular review of its E-resources in order to ensure that the materials provided are in sync with the College's current needs.

## Films

Penrose Library currently houses a collection of over 8,700 videos and DVDs. This collection is used primarily in support of teaching, although feature films used for recreational purposes serve as a component of this collection. Less than one hundred DVDs are added to the collection each year. Most films are purchased in response to requests from faculty. The Library also utilizes streaming video services that provide online access to more than 45,000 additional titles.

## Games

The games collection consists of board games and card games, featuring nearly 100 items at the time of this reporting. Built to support faculty's teaching and learning needs, the collection is primarily used as class aids. However, Whitman community members are also encouraged to use this collection for recreational purposes. Materials are acquisitioned primarily upon request and to fill existing holes in the collection.

## Juvenile Literature

The children's literature collection was developed initially to support the Education Department's curriculum. With the demise of this program, the collection is now maintained as a resource for the children of Whitman faculty, staff and community users. The collection currently amounts to nearly 4,000 titles. Most of the titles added to this collection are associated with the Children's Book Award plan administered by GOBI on a yearly basis.

## Maps

The map collection on the first floor consists of USGS topographic maps for Washington, Oregon, and Idaho. Also included in this collection are miscellaneous maps divided by broad world regions, and other maps associated with Pacific Northwest locations. An additional USGS geologic map collection identified as useful by the Geology Department is cataloged and located in the circulating collection. Both of these collections are U.S. depository items; however, each map has been classified using the Library of Congress call number arrangement.

## Microforms

The availability of titles in a digital format has had a direct impact on the amount of microform material that the Library now purchases. Currently, the Library only acquires the *Walla Walla Union Bulletin* in this format. Given the active status and use of this resource, the Library continues to budget for and acquire the hardware necessary to store and access material in this format.

## Myron Eells Library of Northwest History

Also known as the Eells collection, the Myron Eells Library of Northwest History section consists of monographs that focus on a variety of subjects dealing with the Pacific Northwest. Housed on the first floor of the Library, materials are purchased with funds from the Chastain, Eells, and Sparks-Eells endowments. The collection currently numbers over 9,600 titles.

Subject coverage includes history as well as material associated with other social sciences and the humanities which provide a historical treatment of the subject matter. Subjects that focus on Washington, Oregon, Idaho, and Western Montana are given first priority. Titles associated with the history or anthropology of Alaska, British Columbia, and the Yukon are also collected as are materials providing historical accounts of Yellowstone Park.

## Periodicals

The collection generally consists of serials (journals, magazines, and newspapers) which come at least as frequently as once a year. The collection encompasses both paper, electronic, and micro formats. Each periodical subscription is associated with a departmental, a divisional, or the general fund.

Each serial or periodical subscription represents a long-term commitment on the part of the Library. Journals can be very costly, take a substantial amount of time to process, and create major space implications. Compounding this situation is the fact that the average annual increase for a periodical fluctuates around 6-7%. Moreover, the price of a foreign subscription may double in the space of a year due to the weakening of the U.S. dollar. Given these considerations, the Library must take a very conservative approach when a request for a new subscription is made. The Library is also committed to a regular review of its subscriptions in order to ensure that the materials provided are in sync with the College's current needs.

The Library will continue to migrate to the electronic journal format whenever possible. Not only does this allow for greater access, it eliminates processing and space concerns, and also allows library staff to monitor the amount of use for each title. Our growing collection of electronic journals does have major implications for space utilization. We currently have access to significant retrospective runs of many journals with perpetual access guaranteed. The Library needs to consider whether storing the bound versions of these titles is a wise use of space in a facility where nearly 3,000 books and bound periodicals are added to the collection each year.

## Popular Literature

The Popular Literature collection located on the 2<sup>nd</sup> floor, offers the Whitman community a selection of recent publications for leisure reading purposes. The collection includes selections from many genres with 8-10 new titles added on a monthly basis. The 200+ title collection is intended to provide a sampling of best sellers and other current titles that are being reviewed and discussed by the general public.

The titles are leased to the Library which simplifies providing access to many popular titles that would otherwise be out of scope with the Library's permanent collection. At the end of each semester, the collection is weeded of titles that have not circulated or that are no longer current. Titles that have high circulation counts, add long-term value, and conform to the goals of the general collection may be added to holdings on a permanent basis.

## Reference Collection

Titles designated for the Reference collection are selected for that location by the Research & Instruction librarians. Like other distinct collections, titles in this collection are routinely reviewed to ensure that they are in line with current College needs. This work is done in collaboration with Research & Instruction librarians.

## Reserve Reading Materials

Typically, one copy will serve 20 students depending on the amount of material to be read and the time required to read the material. The Library will consider purchasing up to two copies of a book if the number of enrolled students for the class exceeds twenty or if a significant amount of material needs to be read within a short timeframe. If more copies are desired for purchase, they will be charged to the instructor's academic department. In cases where the instructor has required students to purchase a title, the Library will only purchase the item if it meets established collection development criteria.

## Text Books

Since it is the purpose of the Library collection to supplement and augment the curriculum, textbooks adopted for class use will not normally be purchased for the Library collection unless they constitute a unique source, serve a specific reference purpose, or are an acknowledged standard in the field.

## Theatre Program

A collection of *Playbills*, opera and dance programs has been built through contributions of Theatre department faculty. Housed in the Fitzpatrick Room, the items are arranged in alphabetical order by title. A locally maintained database provides a title inventory list here: <https://www.whitman.edu/librarydb/playbill.cfm>

## U.S. Government Publications

Penrose Library is a selective depository library for Government Printing Office (GPO) material. Government publications are selected for the collection based upon the College curriculum as well as faculty and student research interests. The Head of Collection Strategies has primary responsibility for the selection and maintenance of the collection based upon GPO guidelines.

The Library selects over 60% of the federal publishing output with an emphasis placed on collecting material associated with the GPO's academic core list of publications. The Library also selects more heavily in areas of regional/community interest, such as forestry, agriculture, environmental, congressional, and Census publications. Most of this material is available through the library catalog in electronic format. Less than one percent of these publications are currently received in print.

The bulk of the legacy print collection is shelved by the Superintendent of Documents (SuDocs) classification system and is housed on the first floor. Government documents that are deemed to be of higher local interest may be integrated into other Penrose Library collections through full Library of Congress cataloging and classification.

Any federal depository publication over five years old may be considered for withdrawal by

following established GPO guidelines. The continual review of this collection will ensure that the Library is retaining material that actively supports the curriculum of the college.

There are millions of titles available via the Internet on the *GovInfo* Web site ([www.govinfo.gov](http://www.govinfo.gov)). Penrose Library provides a link to this and other GPO partner Web sites via a Subject Guide at: <https://libguides.whitman.edu/govdocs>.

#### Whitman Faculty Author

Penrose Library obtains 2 copies of monographs authored or edited by Whitman faculty. The monograph must include the faculty member's name on the cover or title page. The first copy is slated for inclusion in the Whitman Authors collection, housed in the Allen Reading Room. The second copy is added to the circulating collection. Books that include a single article/essay by a faculty member as well as reference books and dissertations are not included in this collection.

#### Whitman Honors Theses

This collection consists of theses authored by Whitman students who participate in the College Honors program. Those given Worldwide open access privileges and designated for printing are housed in the Allen Reading Room as part of the physical collection. Digital copies are now considered the copy of record and are available via ARMINDA.

### IX. Donated Materials

Penrose Library does not accept donations of materials for the general collection.

To align with best practices adopted by many academic libraries to ensure the responsible use of space, staff time, and other resources, Penrose Library does not accept donations of materials for the general collection. By focusing on curated, demand-driven acquisitions, we can better support the evolving needs of teaching, learning, and research at Whitman College. Materials not accepted include—but are not limited to—books, DVDs, CDs, magazines, and other physical media. The Northwest Archives continue to accept donations, however.

If you would like a list of local organizations that may benefit from your donation, please contact Lindsay Tebeck, Head of Collection Strategies, at [tebeckl@whitman.edu](mailto:tebeckl@whitman.edu).

### X. Criteria for Deselecting Library Materials

Materials may be removed from the library collections according to the following guidelines:

- A. Older editions may be withdrawn when newer editions supersede the information contained in them.
- B. Newspapers and popular magazines are withdrawn within established timeframes.
- C. Materials may be withdrawn when they are not appropriate for the Penrose collection because they are: obsolete textbooks; duplicate copies of infrequently used materials; and outdated reference materials.
- D. Materials may be withdrawn if they have deteriorated to the point that they can no longer be repaired.

- E. Titles no longer relevant to current curricular or research needs and therefore not within the scope of the Library's current collection development policies may be removed from the collections or (in the case of subscriptions) canceled.
- F. Titles not used by current faculty and students or lent to other libraries via Summit or interlibrary loan may be considered for deselection.
- G. Penrose titles that represent the lone holding in Alma for all Alliance libraries are considered for deselection utilizing the Alliance's Last Copy Guidelines (Appendix B).

## XI. Material Challenges

Penrose Library recognizes and affirms the importance of intellectual freedom as outlined in the American Library Association's (ALA) *Library Bill of Rights* and the *Freedom to Read Statement*. The library supports the right of individuals to access materials without censorship and believes that materials should be selected based on their quality, relevance, and contribution to the community's informational and educational needs. Book bans and censorship will not be tolerated in the Library.

Complaints about materials, not including those held in the Whitman College and Northwest Archives or those externally licensed by the Library, will be handled on a case-by-case basis and can only be made by current Whitman students, faculty, and staff. Penrose Library has delegated the responsibility for the selection and evaluation of materials to its librarians. Please see the *Material Challenges Policy* and *Request for Consideration of Library Resources* for more information (Appendix D).

## Appendix A

### **Orbis Cascade Alliance Guidelines for the Three Copy Threshold**

In 2011 the Collection Development and Management Committee implemented a voluntary pilot project which encouraged all participating institutions to utilize a threshold of three (3) monographic copies when purchasing material. One of the direct benefits cited by this practice was the savings it would provide which would then allow each institution to create a consortial collection with more depth and breadth than would be realized without a threshold in place. The intent of this practice was also recently reflected in the Guiding Principles associated with the Statement of Collection Development Best Practices which notes that the "Alliance and its member libraries will: increase the breadth of materials by weighing the need for local access against the benefit of a diverse collection."

The three-copy threshold was selected in 2011 based on information associated with the OhioLink member libraries' experience, an assessment conducted in WorldCat Collection Analysis as well as separate GOBI analyses (click here for original documents). Since that time, the Alliance has added members and grown geographically. Due to this expansion, follow-up analyses were run in GOBI in Fall 2016 to determine whether a threshold of three was still relevant.

The 2016 analyses demonstrated that 82% of the 239,025 titles acquired from GOBI over the last 5+ years were for three or fewer copies. Average duplication for all GOBI books purchased by Alliance libraries during this timeframe was 2.3 (click here for analyses details). Both analyses confirmed that three copies is still an appropriate threshold for the Alliance.

Given the benefits associated with this practice as well as its current use by a significant number of Alliance libraries, the following guidelines for circulating, print material are recommended for OCA institutions with the following considerations:

- Local needs take precedence over these guidelines. Some titles will need to be duplicated beyond three copies to meet local obligations.
- At times, geographic distribution of the existing copies should also be considered in order to minimize courier delivery times.
- Between 2011-2016, Alliance libraries purchased one or two copies of a title 70% of the time. This demonstrates that fewer than 3 copies is often sufficient across the Alliance.

### **Procedures:**

- Search for a title in Alma. Refer to the Network Zone to determine the number of copies held by the Alliance.
- Alternatively, search for a title in GOBI. Refer to the GobiTween link associated with the record to ascertain the number of copies purchased by Alliance libraries. Please note that the NZ provides a comprehensive list of Alliance holdings while GOBI only provides a subset of this information.
- The Network Zone and the GobiTween link also provide an indication of the title's geographical distribution throughout the Alliance.

Approved by the Alliance Board July 2017.

## **Appendix B**

### **ORBIS CASCADE ALLIANCE LAST COPY<sup>1</sup> GUIDELINES**

The Orbis Cascade Alliance seeks to offer and maintain a diverse, wide ranging collection to serve our users and support the Alliance Statement of Collection Development Best Practices which asks members to “Engage in shared stewardship of existing resources to preserve access for future scholarship”. Member libraries are dedicated to sharing resources when appropriate to achieve economies of space and expand the range of materials available. In order to provide this wide range of materials, withdrawal decisions are made carefully and collaboratively to preserve unique items in the Summit collection.

In light of this preservation goal, the following guidelines are recommended to Orbis Cascade Alliance libraries:

If, in the professional judgement of library staff an item considered for withdrawal is consequential enough to add value to the Summit Collection and is in usable condition the item should be retained by the library or offered to other Alliance members. Items that do not meet this criteria do not need to be further considered or offered under these guidelines. When an item is identified as consequential, library staff should routinely consult Summit and/or Alma Network Zone to determine if the copy is the last one held in the consortium, and if so, reasonable efforts should be made to preserve the copy.

### **Recommended Procedures:**

- Only materials that add value to Summit collection and are in usable condition need to be offered.
- Libraries should use the Alliance’s Exchange List ([alliance-exch@orbiscascade.org](mailto:alliance-exch@orbiscascade.org)); each member library should have a subscriber on the list.
- Materials are offered on a first come, first serve basis.
- The subject line of the message should read “Last Copy in Summit”.

<sup>1</sup> Copy refers to manifestation of a work that, given professional judgment, contain equivalent or near equivalent content.

<sup>2</sup>. Different bibliographic records might need to be consulted to determine if the item in question is truly a last copy. For example, if different printings have been cataloged on different bibliographic records, the withdrawal of one printing would not trigger the last copy policy.

- The body of the message should include a date by which libraries should respond; if no responses are received by that date libraries should follow their deselection policies.
- If possible, the list should be provided in an Excel spreadsheet, and include the following, as available: title, author, ISBN, year published and publisher. An Excel spreadsheet will allow for sorting and filtering by member libraries
- If possible a message should cover offerings in a single discipline or be organized by discipline.
- If an item is identified as a last copy, libraries are encouraged to put an internal note in the item record indicating “Last copy in Summit”. This may assist with future local deselection projects.

Approved by the Alliance Board July 2017.

## Appendix C

### Materials Challenge Policy

Censorship of the library's collections will not be tolerated. As a college library, we cultivate a collection of resources and develop displays that are appropriate for the curriculum at Whitman College and an adult audience. Our collection represents various viewpoints that stimulate intellectual inquiry and foster spirited debate. Individual items that may be controversial or offensive to some users or staff may be present as their inclusion contributes to the range of viewpoints in the collection as a whole and the effectiveness of the library's ability to serve the community. That said, legitimate complaints about library materials or displays will be reviewed based upon the guidelines endorsed by the American Library Association and their [Intellectual Freedom Manual, 10th ed.](#)

Complaints about materials, not including those held in the Whitman College and Northwest Archives or those externally licensed by the library, will be handled on a case-by-case basis and can only be made by current Whitman students, faculty, and staff. Penrose Library has delegated the responsibility for the selection and evaluation of materials to its librarians. Should a member of the Whitman community think that certain material is unsuitable for the library's collection or display, the first step is to discuss their concerns with the Head of Collection Strategies Management and/or the Library Director.

If the issue is not resolved following an informal discussion about the mission of the library and how the material or display supports learning within the higher education environment, the library has established a formal reconsideration procedure to address concerns about those resources. The process includes the following, regardless of the source of the challenge:

- Completion of the *Request for Reconsideration of Library Resources* form by the individual bringing the complaint;
- The *Request for Reconsideration* will be reviewed by Collection Management Team members based on criteria outlined in the Penrose [Library Collection Development Policy](#). A recommendation for the Library Advisory Committee will be made.
- Review of the *Request for Reconsideration* and the Collection Management Team's recommendation by the Library Advisory Committee will be conducted. This may include an interview with the requestor;
- Determination of the status of the material by the Committee that is conveyed to the requestor in a timely manner.

Please note that the material in question will remain in place during the entire duration of the reconsideration process.

Penrose Library is committed to providing resources that support the work of our students, faculty, and staff. All requests for reconsideration are taken seriously and will be evaluated in a fair and thorough manner.

*Adapted from the American Library Association's [Intellectual Freedom Manual](#)*  
Endorsed

## Request for Reconsideration of Library Resources

Name (print): \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

College affiliation (student, faculty, or staff): \_\_\_\_\_

*Only CURRENT students, faculty, or staff of Whitman College may request reconsideration.*

1. Select the type of Resource requested for reconsideration:

- Audio Recording
- Book
- Digital Resource
- Display
- Game
- Magazine
- Newspaper
- Program
- Visual Recording
- Other: \_\_\_\_\_

2. Title/author/call #/other identifying information:

3. What brought this resource to your attention?

4. Have you examined the entire resource? If not, what section(s) (be specific, cite page numbers, chapters, scenes, sections, tracks, etc.)?

5. What do you object to in this material? Cite specific pages and content (use additional pages if necessary):

6. In your personal opinion what do you feel might be the result of reading, watching, listening to this work? On what do you base this opinion?

7. Are you aware of judgments of this work by literary critics and/or subject specialists? What reviews have you researched (Give specific citations)?

8. In its place, what material of equal quality would you recommend?

9. Are there resource(s) you suggest that would provide additional information and/or other points of view on this topic?

10. What action are you requesting to be considered?

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Signature

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Date