I. Introduction:

A. Purpose

The Sullivan University Library Collection Development Policy is intended to assist the library's departmental liaisons in the selection of library materials. Program- and faculty-driven, this policy assists the departmental liaisons and Dean of Libraries in the decision-making process regarding routine acquisitions of library materials, standing orders, gifts and exchange assessments, and in establishing priorities to guide decisions on preservation and deselection/deaccession. Per the library's mission (cf.: B section a, below), the policy is directed primarily to: (1) the departmental library liaisons for library collection management and planning; accountability to university governance; and, (2) the faculty, students, and other members of the University. Information concerning the existing collection, collection guidelines, and curricular programs are provided for all academic departments. For insights into the SU liaison process, please see: http://libguides.sullivan.edu/facultyservices/liaison.

B. Mission of the Library

The library’s mission is to support the University’s mission in the pursuit of academic, instructional, and institutional excellence (namely, “providing educational enrichment opportunities for the intellectual, social and professional development of its students”) by providing curriculum-supportive collections and quality customer service. In fulfilling its support mission, the library endeavors:

Goals
A) To select materials - based upon faculty input augmented by traditional library acquisition methodologies and established professional bibliographies (such as both the AACP Basic Resources and the AACP Core Journals lists), and to provide user-friendly access to basic and supplementary information sources materials, regardless of format, for each undergraduate and graduate (including the College of Pharmacy and PhD programs), curricular and general education discipline. Collections will provide educational enrichment opportunities for the intellectual, social, and professional development for both resident and online students by promotion of the development of critical thinking, effective verbal and written communication, computer/information literacy, teamwork/research and an appreciation for lifelong learning, cultural diversity and the expression of professionalism. (R 7.1, R 11.1, R 8.2.C., 11.1 IN PART)

B) To organize library collections in the most intuitively retrievable manner; and, to maintain the respective collections in order to ensure currency and optimal library support to the University community. (R 11.1, 11.1 IN PART)
C) To provide a technologically state-of-the-art library and to maintain the accuracy and currency of the library web page, which serves both as a location for remote access to library digital database and archival collections and e-resources; and, for promotion/marketing library resources and services; (11.1 IN PART, 11.2)

D) To interpret the collection and to provide regular and timely formal (e.g., via the First Year Experience [FYE 101] library infolit program) and informal library instruction to users of the various library collections/resources; and, to provide library referrals, when needed, to information collections/resources located elsewhere. (R 11.1, 11.1 IN PART, 11.3)

E) To provide a well-trained, knowledgeable, and highly service-oriented library staff capable of anticipating, addressing, and exploring the information needs of the University community.

F) To strive to achieve both a physical and psychological student-centered environment conducive to student learning, acquisition of new abilities and skills (such as, teamwork and leadership), and inculcation of course competencies. The physical environment should be clean, attractive, and pleasant, and should provide access to amenities including: smart classrooms, appropriate furniture and equipment, and, adequate computer hardware and software. The psychological environment should be friendly, inviting, and pleasant, and reflect the concern of library staff for student informational, bibliographic, and database needs. (11.1 IN PART)


C. Description of the Institution
The Sullivan University Library on the Main Campus in Louisville functions as the flagship library for the Sullivan University Systems, Inc. community of users. It is a comprehensive level-five university, offering programs of study at the associate, baccalaureate, master's and doctorate levels. The university offers programs within The School of Accountancy, The College of Business Administration, The College of Information and Computer Technology, The Institute for Legal Studies, The National Center for Hospitality Studies, The College of Nursing, The College of Health Sciences, The Graduate School, and The College of Pharmacy. The undergraduate colleges offer programs leading to degrees such as, the Bachelor of Science, Bachelor of Science in Business Administration, Bachelor of Science in Human Resource Leadership, Bachelor of Science Paralegal Studies and Bachelor of Science in Education. The Graduate School offers such degrees as the Master of Business Administration, Executive Master of Business Administration, Master of Science of Dispute Resolution, and Master of Science of Managing Information Technology degrees, plus Doctorate in Management. In this capacity, the library is committed to its mission to serve all Sullivan University System, Inc., students, staff, and faculty by providing resources in both digital and physical formats for the graduate and undergraduate curricula on campus as well as via distance education programs.
The library also attempts to integrate library information literacy into coursework, particularly in the Information Literacy (FYE 101) classes, but also through cooperation with the Academic Council, department heads, curriculum committee, and individual instructors. While the library provides space for its curricula-supportive monographic, audio-visual, and periodical and newspaper collections, it also provides computer workstations used to access subscription databases, ebooks, websites, and online educational materials provided with textbook purchases. The library also addresses the dynamic space and equipment needs of classes and small groups who use the library. The lower level houses a several classrooms equipped with projectors and a computer lab, which are used by Sullivan University’s ESLi program and other programs as classroom space. As well, the library also provides students with a quiet place, the "Quiet Zone," in which to study and with numerous area appropriate to group study.

The Sullivan University Library functions as an enterprise-wide resource for the ever-growing community of The Sullivan University System, Inc. and as such provides resources in a variety of formats for various educational levels. For local, national, and international distance education students, as well as for the traditional on-campus students, 24/7 access to full-text and image resources is paramount. The library is not a research library, but maintains collections – particularly digital resources, for use with specific coursework. Undergraduate students need a basic and mid-range level of depth of information. Graduate students need a more comprehensive depth of information as well as access to a professional level of case study information in scholarly journals. Online students need digital access to journal database collections.

In addition to collection development and management, the library also works closely with students, and faculty, both individually and departmentally, to develop appropriate services, such as ILL, Ask-A-Librarian email reference, video tutorials, etc., and to propagate knowledge of the library's collections, resources, and services via annual student and faculty surveys and a quarterly email offering bibliographic instruction. The library works particularly closely with the general education department and its Information Literacy classes for whom the library has developed a comprehensive regimen of study. The library also works closely with the graduate school, whose faculty offices and some classrooms are located in the library. The College of Pharmacy (CoP) is a doctoral program with whose dean and faculty the library is works closely to maintain the appropriate collections to support this curriculum. In addition, the library creates proprietary web-based indexes, such as the CULINARY PERIODICAL INDEX to journal articles as well as to presentational plated entree and dessert photographs in books; preserves university archival documents and makes them available via its website. The library also strives to create an environment that is appealing and conducive to the pursuit of knowledge.

Library user group demographics may typically be defined as:

**Day School user group:** career-oriented, mixed gender and ethnicities, primarily older and non-traditional with about 20% directly out of high school. Most are full-time students who also work and have families. They are local with some out-of-state/country and housing students. Many of these users have prior college, community college, university or technical educational experiences; many are culinary students.
SULLIVAN UNIVERSITY Collection Development Policy, 2017

Night/Weekend School user group: career-oriented, part-time, non-traditional students of mixed genders and ethnicities, older and more mature than the Day School student. Virtually all work full-time during the day, and many have prior college, community college, university, professional or technical educational experiences.

Faculty and Staff user group: a diverse group of professional educators whose primary interests are discipline-specific for their students and themselves.

Sullivan University Online student user group: a very diverse group, which — for the most part, comprises career-oriented, part-time and full-time, traditional and non-traditional students of mixed ages, genders and ethnicities. Virtually all work full-time during some part of the day or night, and may have other commitments which make distance ed. Courses more convenient to their busy lifestyle. Many have prior college, community college, university, professional or technical educational experiences.

D. Selection Criteria

The chief factors informing selection of all library materials are:

1. Relevance of the subject matter to the curriculum
2. Potential use of the work by students and faculty
3. Appropriateness for meeting the curriculum-related research needs of faculty
4. Quality of scholarship or literary merit as determined by bibliographic aids and review sources
5. Accuracy of information and data
6. Timeliness or permanence of the material
7. Reputation of the author or publisher
8. Quality of the physical product
9. Availability of other library materials on the subject
10. Inclusion of the work in important bibliographies and indexes
11. Language
12. Cost (decisions are made on a case-by-case basis)
13. Format (accessibility of the information)

E. Responsibility for Selection of Library Materials

Building the library’s collection is a process of cooperative work between the library and the academic departments. For that purpose the library appoints departmental liaisons. Responsibility for the selection of materials and for the appropriate expenditure of resources rests with the Dean of Libraries in consultation with the departmental liaisons and department chairs, deans and directors as well as with faculty input.

Role of the Departmental Liaison: The library liaison is the ACRL best-practices principal contact with academic departments on collection matters. The liaison has the responsibility for ensuring that the library is aware of the resources that are critical to support university programs. In order to effectively carry out this role, the departmental liaison should:
1. Be knowledgeable about the department's academic programs and offerings and understand the current and future library needs of each department;
2. Maintain appropriate level of interpersonal communications with his/her faculty colleagues to determine library needs and to keep them informed about the status of library collections;
3. Be familiar with the strengths and weaknesses of the collections;
4. Be knowledgeable about the library's collection development policy;
5. Be knowledgeable of the many different formats in which materials in the discipline are being published;
6. Be knowledgeable of the journals to which the library subscribes;
7. Be familiar with the major divisions and trends in the discipline.
8. Suggest additional subject headings that might enhance access to the collection by students, e.g. for the book CELEBRATION BREADS, might have the additional relevant subject for "Mexican Bread of the Dead" added to the entry in order to facilitate location of this difficult to find subject. Or, books dealing with regional cuisine, e.g. South America, will have those specific regions, Peru, Bolivia, and Argentina, et al., added to the entry in order to facilitate location of those specific regional recipes.

To carry out its charge the departmental liaison will:

1. Peruse influential journals in the discipline, including those digital collection development journals for which individual librarian reminders have been placed in librarian's Microsoft Outlook;
2. Read book/media reviews on a regular basis;
3. Consult bibliographies in notable, new encyclopedic works;
4. Utilize the bibliographic services provided by vendors, e.g., B & T digital new material slips.

As indicated in Section D, Selection Criteria, the departmental liaison should select titles for the collection based primarily on their support of and relevance to the programs and curriculum. The selection process should strive to maximize the budget in selecting the most appropriate items, keeping in mind that - in general, that the finite library budget constrains the purchase everything suggested for purchase. Although the teaching faculty's requests for library materials are one of the most important measures of the types of material on demand, the departmental liaison should exercise leadership and initiative in procuring resources for the library. The ultimate objective is to create a collection that contains high quality materials that, first, support the instructional program and that, second, support the research needs of the university.

II. GENERAL COLLECTION DEVELOPMENT POLICY

A. Format of Material
The library strives to build a balanced collection among the many different formats based upon teaching faculty needs Given the rapid pace of technological change the library has to exercise caution and judgment in the process of adding items in new media/formats to its collection. These items may
require hardware that may not be present on campus, thereby increasing costs. But in recognition of the fact that new media/formats will continue to emerge and that they will contain valuable information, the library will adopt them when they meet the following criteria:

1. If the library can afford the new technology, and
2. The new format is deemed to have a good chance of success, and
3. The campus adopts the technology, or
4. When early adoption of the technology will take place in cooperation with another unit on campus.

**Books:**
Books are acquired for all disciplines. They are acquired through both Amazon.com and the library’s major jobber GOBI Library Solutions, who purchases the materials from trade, professional, and university press publishers, and through standing orders and by direct purchase from the publisher. The library currently does not have a book approval plan, but instead receives GOBI notification slips according to a subject profile which has been defined by the library for each department.

**Ebooks:**
The division between ebooks and physical monographs is decided individually for each subject area in consultation between the librarian and faculty library liaison. The preferred ebook vendor is EBSCOhost, though ebooks and ebook collections may be purchased from other vendors if necessary. The library has access to approximately 6000 ebooks through Skillsoft’s Books 24x7 as a consequence of the Human Resource’s department’s use of Skillsoft for continuing education.

**Serials:**
The library will collect serials in all areas of the curriculum. In order to best supply curricular needs, the serial collection will be in many different formats. [See Periodical collection development policy].

**Textbooks:**
Required textbooks for courses are not purchased by the Library, although some gift/faculty review copies are added to the collection.

**Reprints:**
Reprints are evaluated in the same manner as other book requests.

**Dissertations and Theses:**
Dissertations and theses are generally not purchased, but are available electronically. Sullivan University’s PhD graduates may donate a copy of their dissertation to the library and it will be maintained under the same guidelines as any other nonfiction title.

**Sound Recordings:**
Sound recordings are collected selectively in compact disc format.

**Audio-Visual Materials:**
All non-print media and multimedia formats are acquired selectively on DVD with campus viewing rights.
Spoken Recordings:
The library recognizes that a number of valuable titles exist in the form of spoken recordings. The library will collect audio titles that meet the following criteria:

1. The spoken recording is the preferred primary educational source, e.g. Great Lecture series, which are collected selectively, and preferably in compact disc format, and;
2. It supports the curriculum and;
3. The audio format enhances the work, e.g., poetry, plays, etc.

Electronic Resources:
Examples of electronic resources include, but are not limited to, numeric data files, bibliographic files, text files, graphic/multimedia files, ebooks, ejournals, etc. The same criteria for collection inclusivity that applies for non-digital resources also applies to digital resources.

Test and Training materials:
Selective, based on curriculum needs.

B. Languages and Translations
Preference is given in all selections to English editions or to those works, primarily culinary that are either dual-text, or are translated into English.

C. Housing Library Materials
Except for the DIC, the library will not purchase materials to be housed outside of the library. In the case of the DIC, its director will order materials from a separate budget.

D. Multiple Copies
Insofar as the library’s funds may not permit the purchase of all materials needed for teaching and research, multiple copies will be acquired in accordance with the following criteria:

1. The primary reason for multiple copies of individual titles will be multiple demands and heavy, continuous use.
2. Multiple copies will not be acquired solely for the sake of preservation.
3. Past policies and historical circumstances will not be considered as a justification for new and continued purchase of multiple copies.
4. The cost of any given publication together with the financial situation of the library may be the overriding factor in applying these guidelines and in making multiple copy decisions. Only a small portion of the budget should be expended for multiple copies; normally the library will not purchase more than two copies of any given item.
5. Duplicate publications received as gifts or on exchange will be considered for addition to the collection on the same terms that materials which must be purchased are considered. Duplicates which are received due to vendor error will be returned to the vendor. Duplicates received which were missed in the pre-order search process will be considered as a second copy if the need is justified.
6. Digital is the preferred format whenever monograph titles are available in multiple formats. Duplication with paper monographs will be avoided.

E. Online Databases
The library provides access to numerous online databases. Because of the rapidly changing nature of this resource, constant review is needed to ensure that the databases meet the needs of the students and faculty.

F. Cooperative Collection Development and Interlibrary Loan (ILL)
Interlibrary Loan should serve as an adjunct to, not a substitute for, collection development. No student should have to depend on Interlibrary Loan exclusively in order to obtain materials needed for an assignment.

The library is an affiliate of LYRASIS and Kentucky Virtual Library consortium, and utilizes the OCLC system and protocols to borrow materials from other libraries. Typically, for economic reasons, the library does not borrow materials outside our region. However, materials are borrowed regularly within our region.

Sullivan University Library participates in the Kentucky Virtual Library consortium for some library databases. In addition, the library has articulation agreements with the other Sullivan University System (SUS) campus libraries. Due to the variance in their respective curricula, as well as the larger size of this library's collection, materials at this library are ordered independently of the other SUS libraries. The library does not have deposit collections of materials at other locations.

G. Weeding/Replacement
Collection weeding deaccessions superannuated (NOTE: for some frequently updated materials, e.g. travel guides, edition dates for are included as part of the call number to aid weeding), duplicative, irrelevant or damaged materials from the reference, monographic, serials and journals collections, which keeps respective collections updated and relevant to the curricula [Slote, S. J. (1997). Weeding library collections: library weeding methods. (4th ed.). Englewood, CO: Libraries Unlimited.]. In consultation with the Dean of Libraries, paper journals are generally weeded at the ended of the calendar year by the library assistant, who keeps all journals/magazines, which have been indexed. Typically, the library receives its EBSCOhost journal subscription list in January, at which time that collection is reviewed for weeding purposes. The SU library weeds the monographic collection based on a Dewey subject-by-subject strategy wherein part of the collection is weeded by library subject specialists each month. Those subjects are entered into Microsoft Outlook to alert subject specialists of this task. The Dean of Libraries also follows up the Outlook notice. Additional benefits to be gained through weeding include the increase in the availability of stack space for current and future growth of the collection, a higher proportion of materials that interest patrons on the shelves, and economy and efficiency in the use of time by library staff. In view of the fact that this is not meant to be a major research collection, failure to weed materials can diminish the vitality of a collection. Replacement involves the acquisition of materials previously held. Primary responsibility for weeding/replacement
decisions lies with the department liaisons and Dean of Libraries. Teaching faculty will be consulted when appropriate. System librarian subject specialists are reminded of their weeding calendar responsibilities via monthly reminders in Microsoft Outlook. As a consequence, the subject specialists become very familiar with their parts of the collection. When materials are weeded, they are placed on a cart for all librarians to review for classics or keepers. Plus, a weeding list of these materials is circulated to the requisite department heads and coordinators for their final review. During the weeding process, any item determined to be a CLASSIC will be given a spine label indicating that status. CLASSICS should be reviewed with additional care before weeding from the collection. Criteria for weeding/replacement of material include:

Replacement:

1. **Missing Materials:**
   Materials missing in inventory after one year will be withdrawn from the catalog. Replacement is dependent upon the material's meeting the current selection criteria, availability, and value compared with purchasing newer titles.

2. **Materials lost and paid For:**
   Materials which have been lost by patrons and paid for are withdrawn from the catalog. Funds collected are reinvested into the collection.

3. **Materials Long Overdue:**
   Materials never returned and not paid for are withdrawn from the catalog. Replacement is dependent upon the material's meeting the current selection criteria, availability, and value.

4. **Physical Condition:**
   Materials deselected because of poor condition will be replaced if they meet the selection criteria, if they are available, and if budget permits. If a replacement copy is not available for an item still needed in the collection, every effort should be made to preserve the item.

5. **Later Editions:**
   Replacement by later edition depends on subject matter, length of time between editions, circulation, or extent of revision.

Weeding:

1. **Obsolescence of Information:**
   Materials that contain obsolete or erroneous information and do not retain some historical, seminal, or research value should be weeded. This factor is particularly applicable in rapidly changing fields such as technology, health care and the sciences.

2. **Multiple Copies:**
   Excess multiple copies of seldom used titles should be weeded, preferably to other libraries within the system. The copy or copies in the best physical condition are usually retained.

3. **Superseded Works:**
   Works superseded or cumulated in more comprehensive publications should be discarded.

4. **Standing Order Review:**
   Ongoing and continual review of recent as well as longer-term standing orders is an important component of a weeding program. Reasons for canceling standing orders may be identical to
those for weeding other materials: lack of space, infrequent use, replacement in another format, reduced programmatic relevance, obsolescence, and poor physical condition. Other reasons for canceling standing orders are declining quality and the high cost of maintaining the subscription because of inflation.

H. Gifts and Exchange
All donations to the library are referred to the Dean of Libraries, who interviews donors to determine the relevancy and physical condition of potential donations. Materials are accepted unconditionally: if donations are not actually placed in the collection, they are placed with other discards for students to have. Monetary gifts or bequests are handled through the University administration. The library is free to dispose of unneeded publications. Appraisal of gift materials is the responsibility of the donor. The library does not appraise gifts.

I. Challenged Materials
The Library enthusiastically welcomes expressions of opinions from the faculty concerning materials selected or not selected for inclusion in university library collections. Requests to add or remove Library materials will be considered within the contexts of the principles affirmed in this document. Persons who wish to request the reconsideration of Library materials should send written request to the Dean of Libraries detailing the specific nature of their objection.

Complaints and Censorship:
Specific complaints and censorship issues are addressed by the Dean of Libraries in consultation with the University administration. The library subscribes to the provisions of the Library Bill of Rights, The Freedom to Read Statement, and Access to Electronic Information, Services, and Networks: An Interpretation of the LIBRARY BILL OF RIGHTS.

Procedures:
The Dean of Libraries will convene a small reconsideration task force. The staff member who initially selected the item will review the item again on the basis of the Collection Development Policy and reports to the Task Force. If that staff member is no longer working at the Library, their replacement will perform this duty. The Dean of Libraries reviews both the objection and the response. The Dean of Libraries submits his/her written recommendation to the Task Force for review and forwards a written response to the complainant. Further appeals can be made to the Dean of Student Services.

J. Teaching Aids
It is the individual department’s responsibility to purchase and collect teaching aids: for example, maps, monographs, audiovisual materials, etc., used exclusively for classroom instruction only, or videos selected with the explicit intent of supporting teaching are not the responsibility of the library.

K. Copyright:
The Sullivan University Library fully complies with all the provisions of the U.S. Copyright Law and its amendments (17 U.S.C).
III. SPECIALIZED COLLECTIONS

A. Juvenile Collection
Books appropriate for infants through pre-kindergarten age children are located in the collection. Award winners, honor books, and notable books were once collected to support the Early Childhood Education curriculum. Since the last students in the Early Childhood Education program were taught out in 2016, the library has ceased to collect children’s books, but continues to maintain the existing collection in response to patron interest. During the annual weeding process, the collection is reviewing in keeping with standard weeding policies with particular attention paid to the condition of the books and the space needs of the rest of the collection.

B. Computer Science
Items in this collection should not be more than three years old, with the exception of historical or theoretical works that maintain their relevance over a longer period of time. Based on guidance from the Dean of the College of Information and Computer Technology, the majority of books in the collection should be no more than two years old.

C. University Archives
Sullivan University System’s historical manuscripts, documents, photographs, artifacts and memorabilia are housed in the Library’s archives, and the library scans, uploads and indexes these documents in CONTENTdm. These collections are accessible via the university archivist, generally via email.

D. Fiction Collection
The Sullivan University Library’s Louisville location maintains a fiction collection in response to the mission statement’s charge to, “[provide] educational enrichment opportunities for the intellectual, social and professional development of its students by providing…quality customer service.” Though some essential fiction titles of great literary merit remain shelved in the 800 section of the main collection, this section is set aside to facilitate patrons’ typical library usage patterns and address persistent patron demand. This collection is shelved separately from the rest of the collection and designated with an F followed by the author’s last name.

The fiction collection contains approximately 250 trade paperbacks of which about 20% are widely recognized classics that are notable both for their literary merit and for their long-term appeal to a wide variety of readers. The remaining 80% of the fiction collection will be popular fiction that combines solid craftsmanship with wide audience appeal, including both literary and genre fiction. This collection will fall under General Education during the liaison process.

E. Reference Works

INTRODUCTION

The reference collection contains up-to-date reference sources, e.g. encyclopedias, dictionaries,
statistical sources, atlases, bibliographies, and indexes, which reflect the curricular and general information needs of the students, faculty, and staff of Sullivan University.

Each subject collection has a supporting reference section. Works that are considered general in nature are acquired for the General Reference Collection. Per the weeding calendar, every effort is made to ensure that the reference collections are current in content and reflect the principal reference sources for each discipline.

**GENERAL GUIDELINES**

**Language:** Priority is given to English language materials. Titles in a foreign language are selected only if they are to be used to support foreign language curricula, e.g. culinary Spanish.

**Chronological:** Currently published material has priority over retrospective titles. For most titles, superseded editions are withdrawn.

**Level:** Scholarly works, appropriate for use at undergraduate and graduate levels, are selected and are benchmarked against other libraries at institutions of high learning. Popular materials are generally avoided, unless they enhance an area not otherwise covered.

**Deaccession:** Outdated materials or titles no longer relevant to the university's curricula are removed from the Reference Collection.

**TYPES OF MATERIALS**

**Almanacs, annuals and yearbooks:** The latest editions are purchased. The geographic and subject coverage of these materials reflects and supports the University curricula.

**Anthologies:** A few anthologies reflective of and pertinent to the curricula are maintained in the Reference Collection. Examples are the collected Shakespeare, etc.

**Atlases:** (See also Gazetteers and place name directories): A representative up-to-date collection of the major, comprehensive world atlases is maintained. A selection of regional and thematic (e.g. historical, economic and linguistic) atlases is also included.

**Bibliographies:** General bibliographies are not generally purchased, but are consulted online when possible. Bibliographies from new major encyclopedic works are also mined for potential orders.

**Biographical directories:** Major small surveys, e.g. "who's who" types of materials, are included. Biographical dictionaries with a very narrow, regional, chronological or subject coverage are considered on their individual merits and on their potential usefulness in the Reference Collection.

**Business and commercial directories:** U.S. and international business, trade and commercial directories are collected selectively.

**Career guides:** The Reference Collection maintains a small, selective set of career guides and guides to resume writing.
Concordances: The Reference Collection includes concordances for curricular work (e.g. the Bible and Shakespeare).

English language dictionaries: A reference collection of current general, etymological, and specialized dictionaries of dialects, slang, synonyms, acronyms, abbreviations, and subject-related dictionaries is maintained.

Foreign language dictionaries: The Reference Collection includes dictionaries for selected foreign languages useful to the curricula.

Dictionaries, specialized: Specialized subject dictionaries supporting the university curricula are collected.

Encyclopedias, general: The Reference Collection includes representative editions of the major English-language encyclopedias. Updated editions of major encyclopedias are purchased in rotation.

Encyclopedias, specialized: The Reference Department maintains a collection of specialized encyclopedias supporting University curricula.

Handbooks: Handbooks are collected if they support the University curricula.

Indexing and abstracting services: General, interdisciplinary and specific subject area indexes and abstracts are collected in digital format only.

Law: Reference maintains a collection of federal and Kentucky statutory and case law, with accompanying digests and some commentary.

Quotation books: Major English-language dictionaries of quotations, proverbs, etc., are selected for the Reference Collection.

Statistical yearbooks: A selected range of national and international statistical yearbooks are collected if they support the University curricula.

Style manuals: The latest edition of APA is the University standard: see [http://libguides.sullivan.edu/apa](http://libguides.sullivan.edu/apa). Reference may purchase second copies of heavily used style manuals.

Travel guides: The latest travel guides are collected to assist the Travel and Tourism students and faculty. Edition/issue dates for travel guides are included as part of the call number to aid weeding.

F. Periodicals

INTRODUCTION

The periodical collection supports the information needs of students and faculty with both print and electronic resources. The collection should reflect the long-term emphases of the curriculum and give funding priority to those areas identified as priorities of the University. While the print collection is limited to a core of titles representing the foundations of each discipline, the collection is
complemented by 50+ electronic databases and document delivery. Articles supporting most student needs are available electronically through aggregator databases, such as EBSCOHost®, ProQuest®, Westlaw® and LexisNexis™ and their equivalents. The core print collection provides ready access to the most important titles.

**GENERAL POLICY**

**Formats** - Periodicals are available in print or electronic format. The decision as to which format to purchase, and which format to be used for retention, will be made on a case by case basis considering the following:

- Cost
- User needs (e.g., importance to distance education)
- Discipline (i.e., how a particular area uses periodical literature)
- Quality and "completeness" of the format
- Historical importance (i.e., some formats are more suitable for permanent retention than others)
- Availability and quality of graphic for graphic-specific magazines

**Popular vs. Scholarly** - In order to support the curriculum, the library maintains a basic paper collection of scholarly journals and a small selection of relevant current trade periodicals. Only those popular periodicals that provide support for academic programs will be purchased in paper format. The library’s primary journal collection is online.

**Multiple copies/Duplicates** - Multiple copies of subscriptions will not be purchased. Duplication between formats (i.e., print and electronic) will be considered on a case-by-case basis with predicated upon the specific needs of the academic department. Every reasonable effort will be made to provide access to the web versions of periodicals that are included in the cost of the print subscription.

Factors to consider in this review are:

- Budgetary needs/restrictions
- Changes in programs
- Priorities in the departments
- Periodical statistics
- Availability of electronic equivalents
  - Availability within the Kentucky Virtual Library

**Weeding/Deselecting/Periodical Review** - In order to maintain a viable print collection, the library maintains a rolling collection review policy for most titles, particularly if they are available in e-formats. Paper copies of Culinary Periodical Index titles are not discarded. Faculty and department liaisons will review the titles assigned to each department for possible deletions and additions at least once an academic year.
Document delivery options will be considered as a replacement for cancelled subscriptions. Weeding decisions will be made using the same criteria as for making selection decisions, balancing historical/archival importance with issues such as relevancy to the curriculum and space needs. For purposes of online students, the library may utilize an ad-hoc materials-by-mail strategy.

Gifts - See section concerning gifts in general Collection Development Policy.

Selection Criteria - In addition to the selection criteria listed in the general Collection Development Policy, the following will be considered: The purchase of a subscription is a commitment of time and a new subscription will be retained for a minimum of 1 year after its starting date. The title should appear in standard academic databases, although single-title, a la carte purchase will be made as curricular needs demand.

Newspapers - Are acquired selectively. Emphasis is placed on regional, state and major US titles supporting the curricula.

VI. SULLIVAN UNIVERSITY LIBRARY MATERIALS EVALUATIVE MATRIX
Each Fall quarter, the library will generate qualitative and quantitative Collection Development matrix/matrices in order to assist the liaison process as well as for administrative and evaluative purposes. The quantitative Collection Development matrix will list the number of monographs added to specific liaison-determinant parts of the collection since the last such analysis. Additionally, that matrix will list correlative student rations for that part of the collection, plus use statistics, age parameters for that part of the collection, etc. The qualitative Collection Development matrix will list the number of monographs added to specific liaison-determinant parts of the collection BY WEIGHED QUALITATIVE criteria, e.g. faculty recommendation; CHOICE, Booklist, Library Journal or other recommendation; appearance on "best books" or other bibliographies, etc. The goal is to add materials to the collection that are the most relevant to the collection, most needed by users, and of the highest academic quality.

V. POLICY IMPLEMENTATION, EVALUATION, AND REVISION
The Sullivan University Library COLLECTION DEVELOPMENT POLICY will be reviewed annually in June by the Library Director and relevant members of the faculty and administration, and updated as needed.

Dr. Diana Lawrence, Senior Vice President for Academic Affairs and Provost/Date

Charles L. Brown, Dean of Libraries/Date

Revised September 2017