

# Harlaxton College Library

## Collection Development Policy

### 1. Overview

#### 1.1 The Collection includes:

- Approximately 20,000 Volumes
- Access to 14,000 Fulltext Electronic Resources (including JSTOR and Project Muse) via University of Evansville Libraries
- Online Resources via University of Evansville Libraries
- Audio/Visual Items
- Wired and Wireless Internet Access

Access to an array of library resources is available through the online catalogue: <http://lib.harlaxton.ac.uk/> and ACE (Automated Catalog of Evansville) <http://library.evansville.edu>.

#### 1.2 Collections

##### 1.2.1 Books

The Library's collection of books is housed in the main Library room, balcony and study room. Items are organized using the Dewey Decimal classification as follows:

- 000-739, DVDs, CDs, Fiction – Main Library room
- 740-939 – Balcony
- 940-999 – Study Room off Balcony

##### 1.2.2 Periodicals/Journals

The Library does not keep bound copies of journals. A small selection of light reading magazines are sited along the Library Corridor and newspapers are accessible in the Schroeder Lounge. Access to academic journal databases is via University of Evansville Libraries.

##### 1.2.3 DVDs and CDs

The Library's collection of DVDs and CDs are housed in the Main Library Room. TV/DVD players are available in classrooms rooms for viewing.

## **2. Statement of Mission**

Harlaxton College Library is an academic support unit of Harlaxton College – the international study centre of the University of Evansville, US. It is composed of the Library and the Manor Archives.

The College Library assumes a prominent collaborative role in the pursuit of academic excellence at Harlaxton College. Its contribution to this pursuit is reflected in the provision of information resources and services which underwrite the College's instructional programs, research endeavours and community service.

The primary mission of the College Library is to assure access to the body of recorded knowledge and information required to support the instructional programs for the College, to afford interpretation of and instruction in the effective utilisation of information sources and to provide the physical resources required for access and use. Support of faculty research endeavours and the information needs of the College community at large which are peripheral to the curriculum assume a subsidiary position within the Library's mission. This statement of mission correlates with the University of Evansville's mission and goals in which the advancement of learning and scholarship within the liberal arts and sciences is the principal theme.

## **3. Access**

As a part of the College's commitment to continuous learning, the Library is open twenty-four hours a day, seven days a week. It is staffed by a qualified Librarian during normal office hours, and student assistants are on duty most evenings and weekends during the main semesters.

Students, faculty and their families, and all College staff are members of the College Library. The Library also welcomes external readers who have a genuine interest in material that is specific to Harlaxton College or Harlaxton Manor. External readers should arrange an appointment in advance of their visit by contacting the Library staff. Visits must be arranged within office hours and will be for reference only.

## **4. Collaborative Collection Building**

The College Library endeavours to support the curriculum needs of students and faculty. The size of our collection budget as well as the space limits for physical items precludes the collection of esoteric scholarly items, but does include a small popular fiction section designed to encourage recreational reading for the whole College community. The College Librarian and faculty work together to build the Library's collection. Faculty work in coordination with the College Librarian using money allocated from the Library's budget to spend on books and other single purchase materials. Faculty and staff members recommend purchases of books and other resources and inform the College Librarian of the requested materials via various methods of communication. Very rarely will a request from faculty be refused by the College Librarian.

## **5. Requesting Material**

Recommendations from students, faculty and other users are welcomed and encouraged at all times. The following factors will be considered in evaluating recommendations for new acquisitions:

- Relevance to subjects taught, or expected to be taught, at Harlaxton College
- The level and depth of the subject matter
- Reviews
- The knowledge, competence and reputation of the author/editor
- Reputation of the publisher
- Currency
- Cost

Faculty can request resources verbally or by email. Providing as much information about the item as possible expedites the ordering process, and including an advertisement or other source of information is always helpful. If the library already owns a copy of the request, the Librarian will inform requesters that the library already possesses the item. Items are normally received and processed in the Library within four weeks of placing an order, depending on the availability of the item, unless a rush request is made for materials. Faculty members can request that they be contacted when the item has been received and processed and is available for check-out. The Library aims to hold copies of published material authored or edited by past and present Harlaxton faculty.

## **6. Journals and Databases**

Journals and databases are accessed via University of Evansville Libraries <https://www.evansville.edu/libraries/> and are available to the College community whilst on the College site. There are currently subscriptions to almost two dozen online journals, and subscription to over 80 databases. Most databases offer full text access to journals, expanding the journal collection to over 10,000 journals. The College Library does not purchase subscriptions to print journals, and will only be purchasing electronic journals if an overwhelming need for an electronic journal can be justified. Databases are expensive investments and are chosen by University of Evansville library faculty, but recommendations from faculty, including those at Harlaxton College, are given serious consideration. When any database or journal is chosen for cancellation, faculty will be informed via University of Evansville Libraries and provided an opportunity to express support for retaining or for cancelling the database or journal.

## **7. Challenges and Opportunities in Collection Development**

The mission of the College Library is to provide appropriate resources for undergraduate students and teaching faculty. Funds are limited, so careful selection of quality, scholarly items is crucial to supporting the curriculum at the College. Additions to the collection should be of relatively permanent value; current textbooks, workbooks, laboratory or office software, and items with consumable components such as answer sheets should not be ordered with library funds.

Please direct any questions concerning collection development or any aspect of ordering materials to the College Librarian.

## **8. Weeding**

Weeding is an important part of collection management, and is essential in a Library where space is limited.

The following criteria will be considered when withdrawing materials:

- The currency of the item's content
- The physical condition of the item
- Whether a more recent edition is held by the Library
- Whether the subject is taught, or is likely to be taught in the future, at Harlaxton College

## **9. Copyright**

The Library holds a licence from the Copyright Licensing Agency to make copies of material within legal limits. All users are expected to respect copyright laws. Notices outlining copyright regulations are displayed in photocopying and printing areas.

## **10. Gifts and Contributions**

The College Library accepts gifts and contributions for the development of the collection. Especially valuable are books that fill existing gaps in the collection and that support the curriculum. Gifts are evaluated by the same standards as are purchased items so that the total collection maintains high quality, consistency, and relevance to the needs of the College.

Because of space limitations, some gifts cannot be added to the collection. The Library will accept issues of journals to be displayed for student use, but will not add issues of journals to the collection. Duplicates of titles already held, and textbooks--especially those more than 3 years old--are not added. Other factors, such as condition, odour, age, or subject matter may eliminate some books from consideration. When for any reason a gift is not added to the collection, it may be sold, offered to other libraries, or discarded. Gifts are not returned nor are they kept together. The Library cannot place a monetary value on gifts; a professional book appraiser or the donor must do that. The appraisal is the responsibility of the donor since it is the donor who benefits from any tax deduction.

## **11. Interlibrary Loans**

Harlaxton College Library is a member of the British Library's lending division. The service is usually funded by the College Library for Harlaxton students, faculty and staff. The Library reserves the right to pass part or all of the cost to users making extensive use of this service. All applications for interlibrary loan items should be made through Library staff. Journal articles can be requested through University of Evansville Libraries.

## **12. Intellectual Freedom and Censorship**

The Library believes that intellectual freedom is an important value within the College and supports the right of its users to access information representing different views. The Library does not censor information based on the race, religion, sexuality, gender, nationality, political party, social affiliation or economic, scientific or moral beliefs of the author or subject.

The presence of controversial material within the collection does not mean that certain ideas or beliefs are promoted or endorsed by the Library. Specific concerns regarding the nature of materials in the collection should be directed to the College Librarian.

## **13. Archives**

The College Librarian is responsible for the Manor Archives. In keeping with the College's mission to care for, restore and maintain the building and its grounds, and foster relevant research, the Library will seek to acquire all materials which make reference to Harlaxton Manor and the immediate locality. This includes both scholarly publications and popular works. There is a separate Collection Policy in place for the Archives, available upon request.