



**INDIANA UNIVERSITY  
KOKOMO**

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**LIBRARY**

**COLLECTION DEVELOPMENT POLICY**

**MAY 2017**

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## **Indiana University Kokomo Library Collection Development Policy**

### **I. INTRODUCTION**

This collection development policy is a statement of the principles and guidelines used by the Indiana University Kokomo Library staff in its selection, acquisition, and evaluation of library materials. It will be used both in providing consistency among those responsible for developing the collection and in communicating the library's policies to faculty, students, and other interested persons. It is understood that as the programs and other information needs of the University change, so too, the collection development policy will change to meet these needs.

### **II. INDIANA UNIVERSITY KOKOMO MISSION STATEMENT**

The mission of Indiana University Kokomo, a regional campus of Indiana University, is to enhance the educational and professional attainment of the residents of North Central Indiana by providing a wide range of bachelor's degrees, and a limited number of master's and associate degrees. IU Kokomo is further dedicated to enhancing research, creative work, and other scholarly activity and to strengthening the economic and cultural vitality of the region through a variety of partnerships and programs.

### **III. INDIANA UNIVERSITY KOKOMO LIBRARY MISSION STATEMENT**

To provide the collections, services, and environments to support and strengthen the teaching, learning, and research mission of Indiana University Kokomo.

### **IV. INDIANA UNIVERSITY KOKOMO LIBRARY PHILOSOPHY**

The library will provide varied, authoritative and up-to-date resources that support its mission and meet the needs of its users. These resources may be maintained in the library, in a remote storage facility, or made available through electronic means. Resources may be in a variety of formats, including print or hard copy, online electronic text or images, and other media. The library will provide these quality resources in the most efficient manner possible to the largest number of library users. With the library's diminishing economic ability to acquire even a small percentage of the world's information, access has become a crucial issue. Access to library resources will be provided via a central catalog that follows national bibliographic standards or a library Web page. Emphasis will be given to high quality online resources that can be accessed 24/7. Provisions will be made for document delivery, interlibrary loan, or request delivery to provide access to materials not owned by the library. The library is committed to building a collection that supports the basic educational needs of its undergraduate and graduate students, as well as providing access services needed to obtain scholarly materials available in an electronic format.

## **V. UNIVERSITY AND COMMUNITY PROFILE**

Indiana University Kokomo is a state-assisted university serving Kokomo and the surrounding counties of North Central Indiana: Howard, Carroll, Cass, Clinton, Fulton, Grant, Hamilton, Madison, Miami, Pulaski, Tippecanoe, Tipton, Wabash and White. Indiana University Kokomo is part of the 4<sup>th</sup> U.S. Congressional District.

The student body at Indiana University Kokomo numbers approximately 4,180 full-time and part-time students including Purdue University students. All students commute. Seventy-four percent of the student population is 24 years old or younger.

The 116 resident faculty members form the core of the teaching staff at Indiana University Kokomo. The Indiana University Kokomo and Purdue University resident faculty is supplemented by adjunct faculty members who have been approved to teach specific courses. These adjunct faculty members are drawn from qualified business and professional persons from the community and other colleges and universities.

The university offers a wide range of bachelor degrees, and a limited number of master and associate degrees.

Academically, the campus is organized into schools or divisions. These include: School of Humanities and Social Sciences; School of Sciences; School of Business; School of Education; School of Nursing; Division of Allied Health Sciences; and Purdue Programs.

## **VI. PURPOSE AND GOALS OF COLLECTION DEVELOPMENT**

The acquisition and maintenance of the collection is a primary function of the library's mission. Collection development refers to the process of building and maintaining the library's entire materials collection regardless of format. The collection development process includes the formulation of policy and procedures, budget allocation, needs assessment, selection, collection maintenance, and evaluation.

The primary goal of the Indiana University Kokomo Library's collection development efforts is to build a collection that supports the needs of the Indiana University Kokomo academic programs. The library staff also recognizes its responsibility to provide access to bibliographic information, and when feasible electronic resources, to support scholarly activity when the materials themselves are not part of the library collection. The library is committed to meeting user needs through its collections, document delivery, interlibrary loan, or electronic resources access services.

## **VII. RESPONSIBILITY FOR LIBRARY COLLECTION DEVELOPMENT**

Ultimate responsibility for the development, purchase and maintenance of the library's collection rests with the Dean of the Library. The responsibility of the daily activities for collection development rests with the Technical Services Librarian and the Digital User Experience Librarian. All Library faculty may participate in collection development using standard selection and reviewing sources as well as seeking assistance by using faculty expertise.

Any Indiana University Kokomo faculty member, administrator, staff member, or student may initiate a materials request. All requests will be reviewed by the Technical Services Librarian for their adherence to the collection development policy selection guidelines. All approved items will be purchased if funding is available.

## **VIII. FUND ALLOCATION**

The Technical Services Librarian, in consultation with the Dean of the Library, allocates funds by subject area. As account manager, the Dean of the Library has final approval of fund allocations. Allocations will reflect the anticipated needs for collection development in specific subject areas, regardless of format, during each fiscal year. New degree programs or new concentrations **MUST** have funding allocated to the library in order for that subject area to be included in the fund allocation. (That funding may be new money or a shift in money from a cancelled program or degree.) See Section XX ([New Program Funds](#)) in this document. When special funding priorities are determined for any fiscal year the information will be made available on the Library Web page.

## **IX. SELECTION POLICIES**

The library in today's world is not just a depository for printed materials. The current trend for instantaneous information retrieval plays a role in how the information is provided, but the general policy for selection applies equally to all types of materials being considered for library acquisition. Formats such as book, print periodical/newspaper, audio cassette, video cassette, DVD, slides, microforms, computer software, digitized materials, and compact disc are considered for purchase. Access services to electronic resources are considered for purchase as well.

### **A. STANDARDS**

The Indiana University Kokomo Library supports the statements on resources and access contained within the [Standards for Libraries in Higher Education](#) adopted by the American Library Association's Association of College and Research Libraries in 2011.

## **B. INTELLECTUAL FREEDOM AND CENSORSHIP**

The Indiana University Kokomo Library subscribes to and complies with the American Library Association [Library Bill of Rights](#) and its accompanying statements of interpretation including, but not limited to, statements on intellectual freedom, freedom to read, diversity, freedom to view, access to electronic information, services and networks, challenged materials, and labeling or rating systems. In accordance with the [Library Bill of Rights](#), the library will attempt to purchase materials which represent a wide variety of viewpoints on religious, political, sexual, social, economic, scientific, and moral issues that meet the other selection criteria.

The library faculty does not add or withdraw, at the request of any individual or group, material which has been chosen or excluded on the basis of stated selection criteria. An individual or group questioning the appropriateness of material within the collection, or material not purchased, will be referred to the [Request for Reconsideration of Library Materials](#) form.

## **X. SELECTION CRITERIA OF ALL MATERIALS**

- A.** Relevancy to the curriculum and research needs of users
- B.** Timeliness of material; lasting value of material
- C.** Reputation of the author, issuing body, and/or publisher
- D.** Presentation (style of writing and readability)
- E.** Aesthetic considerations. Materials should have literary, artistic and social value and appeal to the imagination, senses, and intellect of students.
- F.** Special features (e.g., detailed, logical, accurate index; bibliography or footnotes; pictorial representations—diagrams, maps, drawings, portraits, etc.)
- G.** Physical considerations (e.g. paper, typography, design, size, binding quality, durability)
- H.** Appropriateness of the medium; suitability of form to content; ability to use medium in library or from off-campus via the centralized proxy server; stability of vendor's electronic platform; ability to obtain usage statistics for electronic formats

- I. Strength of present holdings in same or similar subject
- J. Demand; frequency of borrowed materials (ILL or request delivery) on the same or similar subject
- K. Price/relative cost of material in relation to the budget and other available materials

## **XI. POLICIES FOR SELECTION OF SPECIFIC TYPES OF MATERIALS**

- A. **Duplicates**  
Duplicates are not normally purchased.
- B. **Foreign Language Materials**  
Materials in a foreign language with the exception of reference tools are not normally purchased. Materials needed to support the foreign language curriculum are collected as needed.
- C. **Paperbacks**  
Hardbound monographs will normally be selected over paperbacks. Paperback monographs for the regular collection will only be acquired when hardback editions are not available or hardback cost is prohibitive.
- D. **Textbooks**  
Textbooks are not normally purchased. Exceptions are those which have earned a reputation as “classics” in their fields, or when a textbook is the only or best source of information on a particular topic.
- E. **McNaughton Collection**  
The purpose of the McNaughton collection is to offer the library users a small collection of fiction and nonfiction books for entertainment reading. This collection is a rental collection and follows different selection criteria.
- F. **Streaming Videos vs. DVDs vs. Videocassettes**  
Streaming videos are purchased as packages, not single titles. If the title is available as part of the streaming video package it will not be purchased in DVD format. When streaming video is not available the DVD format is the format of choice. Videocassettes are no longer purchased and equipment for videocassette playback is not available in classrooms. A videocassette may be purchased as a last resort to be viewed in the library individually.
- G. **Microfilm vs. Bound vs. Electronic Periodical Back Issues**

Format for periodical back issues of titles still received in print format will be determined after receipt of one year of the title. Electronic full-text format for back issues is the first choice, binding is the second choice. The electronic back issues must be available in a stable vendor environment. Binding will also be the first choice if essential color content or graphics is lost in the electronic version. Microfilm is no longer purchased beginning in 2009.

## **H. E-books**

The library adopted an e-book philosophy in August 2014.

- ❖ Recognizing that the library user expectation of content delivery 24/7 has become a standard, it is the IU Kokomo Library's philosophy to provide access to e-books that meet the guidelines of the e-book collection development policy. Also, understanding that not all materials are available in e-book format and not all library users wish to use digital editions, the library will continue to also collect print titles with the understanding that it will be an exception to duplicate a title in both print and digital. Subject content of e-book or print titles is still the primary reason for purchase.

Using this philosophy a decision was made to actively collect e-books that do not duplicate print materials using the following principles beyond the normal selection criteria for all materials:

- Ability to use medium in the library or from off-campus via the centralized proxy server
- Stability of vendor's e-book platform
- Vendor mandates no or reasonable restrictions
- Ability to obtain usage statistics for electronic formats
- Acceptable licensing agreements (of particular interest is ILL lending capabilities)
- Perpetual access rights
- Availability of appropriate discovery records for catalog
- Intuitive interface
- Availability and ease of downloads and printing; value added features such as keyword searching, highlighting
- Ease of linking into learning management systems
- Easily accessible from multiple devices, multiple browsers or apps
- Use both single title purchase method and package subscription models (both one-time purchase and annual renewals)
- Availability of a Demand Driven Acquisition (DDA or PDA) program
- One-user only model
- Annual hosting fees acceptable; prefer no hosting fees
- Known vendor responsiveness to access problems

- No textbooks, popular literature, fiction or new computer manuals will be purchased as an e-book (computer manuals are covered by two e-book collections paid by University Information Technology Services.)

**I. Demand Driven Acquisitions (DDA or PDA) e-book collection**

When appropriate a DDA or PDA program shall be used. This type of plan allows for discovery and use of materials without purchase through a set number of short-term loans. This moves library purchases from the “just-in-case” model to the “just-in-time” model. Use of DDA/PDA plans will be library faculty mediated or the program will be based on a complete curriculum profile developed with the vendor. Considerations for the DDA program should include:

- Particularly appropriate for content that demands updating every 18-24 months (for example nursing and allied health)
- Ability to set price ceiling for books included in collection
- Ability to exclude high-price publishers or publishers with content not part of curriculum
- Ability to exclude publishers who do not allow short term loans
- Flexibility to select from a varied number of short term loan lengths
- Final choice for purchase rather than automatic triggered purchase
- Ease of handling discovery records whether through an ERMS or MARC records provided by vendor for inclusion in ILS
- Impact of DDA on shared catalog record principles in ILS

As of 2015 there are two DDA/PDA programs active.

- EBSCO E-book DDA (through YBP as vendor)
  - This DDA program is set to the YBP vendor library profile (created for slip approvals). Titles are included that meet the technical specifications after reviewing for exclusions. (See YBP DDA paperwork)
- R2 Digital Library (through Rittenhouse as a vendor)
  - The PDA program has titles specifically selected by Library faculty via new title announcements from Rittenhouse.

No more than 50% of the annual monograph budget will be used for single title e-book purchases, DDA/PDA costs, and one-time purchase of e-book collections.

**XII. SELECTION AND EVALUATION TOOLS**

YBP is the primary book vendor for Indiana University Kokomo Library. An IU Kokomo Library profile has been created to be used in conjunction with the YBP notification slip plan. The profile is based on a combination of selected subject

areas and selected publishers of major interest to the IU Kokomo Library. Electronic notification slips are issued weekly and provide bibliographic information for newly published titles. YBP bibliographers carefully examine and describe more than 53,000 newly published titles every year, and match them daily against the IU Kokomo slip profile. Faculty may make a request to participate in the slip approval notification plan. These slip plans are reviewed for purchase as well as to determine what titles were added to the EBSCO DDA plan.

Library faculty will also consult subject-specific and standard library reviewing sources when making selection decisions. In addition, library faculty will solicit other departmental faculty expertise as a resource for selection and evaluation of the collection.

Below is a highly selective list, representative of the many types of selection aids or tools used by library faculty and information specialists. These frequently issued aids are usually evaluative and are used to keep up on forthcoming and currently issued resources.

**A. General**

- Outstanding Academic Books and Nonprint Materials [yr]  
*Choice*, January issue - ALA notable books
- Best books of [yr]  
*Library Journal*, January issue
- *Books for College Libraries* (REF Z1039.C65 B67 1988)
- *Best Books for Academic Libraries* (REF Z1035 .B545 2002)

(The last two bullets provide a more historical view of important items that have been published and are more likely to be used in a weeding process or a decision of replacement of lost copies.)

**B. Reference**

- Best Reference Sources of [yr]  
*Library Journal*, April 15 issue
- Outstanding Reference Sources of [yr]  
*American Libraries*, May issue
- Outstanding Reference Sources of [yr]  
*Booklist*, May issue – (This is the same list as published in *American Libraries*, but it has references to the reviews originally published in *Booklist*.)

**C. Subject-Specific Lists**

**1. Business**

- Best Business Books of [yr]  
*Library Journal*, March 15 issue (last issued 2010)

**2. Government Documents**

- Notable Government Documents of [yr]

*Library Journal*, May 15 issue

- [\*Depository Collection and Development\*](#)

**3. Nursing**

- Doody's Review Service
- American Journal of Nursing Best Books [yr]  
*American Journal of Nursing*, January issue

**4. Science and Technology**

- Best Sci-Tech Books of [yr]  
*Library Journal*, March 1 issue (last issued 2010?)
- Top Sci-Tech Books of [yr]  
*Booklist*, December 1 issue (last issued 2010?)

**D. Review Sources for Current Literature for the General Collection**

**1. General**

- *Booklist*
- *Choice* (online and monthly print publication)
- *Horn Book Magazine*
- *Library Journal*
- *New York Review of Books*
- *New York Times Book Review*

**2. Reference:**

- *American Libraries*
- *Booklist*
- *Guide to Reference*
- *Library Journal*
- *Reference & User Services Quarterly*

**E. Electronic Resources/Web Site Reviews**

- [\*Scout Report Signpost\*](#)
- [\*WWW Virtual Library\*](#)
- *Choice* (traditionally the August issue)
- *Library Journal (Web Watch)* (last issued 2009)

Review of electronic databases/full-text online journal collections will include a trial whenever available.

**XIII. LEVELS OF COLLECTION DEVELOPMENT BY SUBJECT**

Library faculty are responsible for assessing collection strengths. The American Library Association has developed levels of collection density and collecting intensity designations. These guidelines are used to identify the existing strength of the collection; the actual current level of collection activity; and the desirable

level of collecting to meet program needs. The Indiana University Kokomo Library has adopted these guidelines and uses the following codes:

**0=Out of scope:** Not collected

**1=Minimal Level:** Includes only fundamental reference works and selected monographs to provide very basic coverage. This collection level is very basic works only.

**2=Basic Information Level:** A highly selective collection which serves to introduce and define the subject and to indicate the varieties of information available elsewhere. It includes major dictionaries and encyclopedias, selected editions of important works, historical surveys, important bibliographies and a few major periodicals in the field. This reflects a level of collection of current general materials that introduce and define a subject and basic reference works only.

**3=Beginning Research Level:** A collection which is adequate to support undergraduate or graduate course work, or sustained independent study; that is, a collection 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 basic monographs, complete collections of the works of more important writers, selections from works of secondary writers, a selection of representative journals, and the reference tools and fundamental bibliographic resources pertaining to the subject. This reflects a level of a balanced collection that covers all aspects of a subject field without going into great depth. In an academic library, this would be a collection which provides support for an undergraduate degree program in the field.

**4=Research Level:** A collection which includes the major source materials required for dissertations and independent research, including materials containing research reporting, new findings, scientific experimental results, and other information useful to researchers. It also includes all important reference works and a wide selection of specialized monographs, as well as a very extensive collection of journals and major indexing and abstracting services in the field. The collection level is a large, well-developed collection that includes specialized books and some journals on an advanced level. In an academic library, this is a collection which provides at least adequate support for a master's program in the field.

**5=Comprehensive Level:** A collection in which a library endeavors, so far as is reasonably possible, to include all significant works of recorded knowledge (publications, manuscripts, other forms), in all applicable languages, for a necessarily defined and limited field. This level of collection intensity is that

which maintains a “special collection,” the aim, if not the achievement is exhaustiveness.

All subject areas, as denoted by the Library of Congress (LC) classification system, have been assigned a collection level for Indiana University Kokomo Library. [Collection levels by level status](#) and [collection levels by LC classification](#) may be found near the end of this document.

#### **XIV. COLLECTION DEVELOPMENT OF NAMED COLLECTIONS**

##### **A. Archives**

The purpose of the Campus Archives is to collect, organize and preserve the historic documents of Indiana University Kokomo. This collection is known as the *Campus Archives*. Documents will be collected in multiple formats. Materials in the Campus Archives shall include, but are not limited to the following:

- Appropriate papers of the Chancellor, Vice-Chancellors, faculty and celebrated alumni
- News releases
- Minutes of the Faculty Senate, committees, councils, schools, divisions, departments, organizations, student and other groups affiliated with IU Kokomo
- Bulletins, newsletters, schedules of classes
- Faculty, staff, administrative, student and alumni publications
- Accreditation reports
- Degree proposals
- State and local reports regarding the Kokomo campus
- Student government and student organizations documents
- Official publications, photographs, pamphlets and brochures
- Audio and Visual recordings pertaining to the Kokomo campus
- Selected documents from Indiana University that relate to the Kokomo campus
- Architectural drawings, blueprints and studies of physical facilities
- Programs of events sponsored by the university
- Memorabilia which has historic value to the Kokomo campus

The Campus Archives will not include personnel or student records.

Rules of confidentiality will be observed for sensitive documents. Further information about the Indiana University Kokomo Archives may be directed to the Reference and Information Services Librarian.

Guidelines on types of records to send to the Campus Archives are:

- [Office Records of Campus Administration and Academic Units](#) (PDF)
- [Records of Student Organizations and Student Life](#) (PDF)

Since March 2009, the Kokomo campus also has access to a system-wide Indiana University digital archive known as the [Archives of Institutional Memory](#). This tool has the potential to impact collection policies currently in place for the Campus Archives. The library faculty are not responsible for populating the *Archives of Institutional Memory*, but can choose to store documents at this location.

## **B. Children’s Literature Collection**

All books, fiction and nonfiction, owned by the Indiana University Kokomo Library which have an intended audience of preschool through young adult are housed in a separate location and designated as the “Children’s Literature Collection.” The purpose of the collection is to provide a sample of books written for children for use by students in elementary education and other careers working with children. Special emphasis is placed on acquiring award winning and special merit books.

Caldecott, Newbery, and Coretta Scott King award winners are collected. Other special merit books are selected from the following:

- Alex Award (young adult literature)
- ALSCA/Robert F. Sibert Informational Book Award
- Amelia Bloomer Book List
- American Indian Youth Literature Awards (picture book, middle school, & young adult)
- Americas Award (Latin America)
- Aurianne Award
- BCALA (Black Caucus) Literary Awards
- Best Fiction for Young Adults
- Booklist Editor’s Choice: Books for Youth
- Boston-Globe/Horn Book Award & Honors
- Caldecott Medal & Honor Books
- Carnegie Medal
- Coretta Scott King Author Award, Illustrator Award, and Honor Books
- Eliot Rosewater High School Book Award
- Excellence in Nonfiction for Young Adults
- Indiana Center for the Book (best books list)
- Kate Greenaway Medal
- Margaret A. Edwards Award (young adult novels)
- Michael L. Printz Award

- Mildred L. Batchelder Award
- National Book Award (for young people's literature)
- New York Times Best Illustrated
- Newbery Medal & Honor Books
- Notable Children's Books
- Outstanding Science Trade Books for Students K-12, National Science Teacher Association & Children's Book Council in *Science & Children* (March issue)
- Pura Belpré Award
- Scott O'Dell Award (historical fiction)
- Schneider Family Book Award (disability)
- Stonewall Book Awards (gay, lesbian, bisexual, transgendered)
- Theodor Seuss Geisel Award
- Wilder (Laura Ingalls) Medal
- William C. Morris YA Debut Award
- YALSA Award for Excellence in Nonfiction for Young Adults
- Young Hoosier Book Award (3 awards, K-3, 4-6, 6-8)

**C. Virtual Collections (Databases, E-journal packages, Streaming Video)**

The library faculty selects electronic resources. Faculty from other departments on campus can recommend additional titles for consideration. The following guidelines will apply to all new electronic products being considered:

- Products must contain information for which there is a high demand in the library, whether this information be in the form of frequently used indexes, reference sources, full-text articles, or educational movies
- Reference sources selected will support library use across a variety of disciplines
- Ability to participate in consortia agreements for greater cost savings
- Ability of the product to substitute for printed copy
- Ease of use, including interface consistency
- Currency of updates to the product
- Increased access to library collections
- Consideration of the product's effect on document delivery requests (i.e. will we be able to provide interlibrary loan access to resources to other libraries)
- Time needed by individual users to effectively utilize the product
- Product's effect on the available number of workstations
- The library's ability to comply with the licensing agreement
- Stability of the vendor platform
- Resource is COUNTER (Counting Online Usage of NeTworked Electronic Resources) compliant so usage statistics may be used for renewal decisions

- Ability to obtain a short term trial prior to purchase
- Product must be IP authenticated
- Product must provide off-campus access via a proxy server

#### **D. Government Documents**

The Indiana University Kokomo Library has been a selective depository of publications distributed by the U.S. Government since 1969. The primary goal of the government documents collection is to support the mission of the Indiana University Kokomo Library. Also, in accordance with the requirements defined in the *Legal Requirements & Program Regulations of the Federal Depository Library Program* the government documents collection supports the government information needs of the constituents of the 4<sup>th</sup> U.S. Congressional District.

The Technical Services Librarian has primary responsibility for the selection of government document item numbers. The Technical Services Librarian, as well as other library faculty, also identifies for purchase commercially published sources to support the collection.

The Indiana University Kokomo Library concentrates on maintaining a functional core of tangible depository documents as well as providing access to online depository documents through the university online catalog. The library selects publications required by the Federal Depository Library Program as specified in the [\*Legal Requirements & Program Regulations of the Federal Depository Library Program\*](#). Item numbers listed in the [\*Suggested Core Collections\*](#) will be selected if the item meets the needs of the Indiana University Kokomo Library clientele, which includes the constituents of the 4<sup>th</sup> Congressional District. In addition, the Technical Services Librarian will select item numbers issued by Congress or governmental departments that provide information relevant to Indiana University Kokomo undergraduate or graduate programs. Such items may come from the Departments of Commerce, Education, Health and Human Services, Homeland Security, Labor, Justice, State and Congress.

The development of the federal depository collection is based on the following factors:

- Curriculum of the institution
- Research interests of the faculty, staff, and students
- Subject strengths of the IU Kokomo Library's general collection
- Distance to other depository libraries and the use of interlibrary loan
- Local cooperative acquisition programs, as well as the Indiana Light Archives for Federal Documents
- Economic base of the community

- Physical environment of the community
- Other characteristics of the community
- Number of government agencies in the area
- Proximity to a reserve military base
- Internal factors such as space, budget, staffing
- Accessibility to indexing of materials
- Format determined by volume and use

The IU Kokomo Library provides access to all government publications selected, including a majority of online documents. Through the cooperative efforts of the IU libraries, the library provides access to approximately 90-95 percent of all online government publications through IUCAT. The library also provides access through other electronic tools including *Journal Finder*, *EBSCO Discovery Service*, and a 360 link resolver. The preferred format for collecting is electronic except for materials determined by the library faculty to be of more use in print format. Ephemeral material is generally not collected.

The library selects most of the following types of materials offered by each government agency:

- Annual reports
- Bibliographies and lists of publications
- Congressional hearings
- Directories
- Indexes
- Maps
- Special studies
- Standards
- Statistical compilations or summaries
- Journals of public interest

Access to additional government documents is enhanced by the use of the *Hathi Trust*, request delivery service from other IU campus libraries, and participation in the statewide initiative to provide continued permanent access to all government publications (Indiana Light Archive for Federal Documents). Interlibrary loan may be used to provide items not obtainable through the library collection or IU libraries.

Indiana University Kokomo Library became a selective depository for state documents in January 2000. The library accepts documents sent by the state and places them in the collection by Library of Congress call number. State documents must be retained for five years after receipt. Weeding may be completed as necessary following the five year period.

### **E. McNaughton Collection**

The purpose of the McNaughton collection is to offer to the library users a small collection of fiction and nonfiction books for entertainment reading. Since the collection is not developed as part of the permanent collection, the McNaughton selection criteria differ from selection criteria for the permanent collection. Books with the potential of being best sellers and in heavy demand are primary targets for the collection. Entertainment, not intellectual value, is the goal of the McNaughton collection. The following applies to the McNaughton book collection:

- The Technical Services Librarian is responsible for ordering
- Suggestions are accepted from all IU Kokomo Library users
- McNaughton rental collection will not be used as a “preview” service of items that would be considered for the permanent collection

### **F. Reference**

The reference collection primarily supports the research needs of Indiana University Kokomo students and faculty. It contains, but is not limited to, encyclopedias, dictionaries, atlases, directories, indexes, bibliographies, statistical compilations, literary criticism, and handbooks. Items for the reference collection are selected by the library faculty. These items may be either print or digital. Though items selected for this collection in large part support the academic programs offered by Indiana University Kokomo, core academic reference works published in other subject areas are also selected when they provide basic, fundamental bibliographic access to, or an introductory overview of, an academic discipline. The Reference and Information Services Librarian coordinates collection development for this collection.

### **G. Serials**

The serials collection supports the academic needs of Indiana University Kokomo undergraduates. Serials are publications issued in successive parts bearing numeric or chronological designations and intended to be continued indefinitely. E-journal format is the primary format choice. Other formats will be considered if the title is not available as an e-journal or if cost of the e-journal format is prohibitive.

The selection of serials requires a continuing commitment to the base cost of the title, including maintenance, equipment, storage space and service/hosting fees. An additional consideration is the activation process required for individual titles. Stable journal collections with multiple titles are preferred over single e-journal title subscriptions.

Serials will be selected based on how well the subject matter supports the information needs of the university community. The Technical Services Librarian will look for serial titles with the potential for the widest impact. Factors to be considered are:

- Support of academic programs
- Cost, including such data as rate of price increases, cost of storage, delivery time
- Uniqueness of subject coverage for the Indiana University Kokomo Library
- Accessibility within resource sharing agencies and/or through commercial document delivery services
- Full-text availability through electronic means; stability of full-text
- Professional reputation of serial
- Usage or projected usage
- Indexing and abstracting in sources accessible to library users
- Demand for title in document delivery requests
- Intended audience

## **XV. EVALUATION OF THE COLLECTION**

The continuous review of library materials is necessary as a means of maintaining an active library collection of current interest to users. Evaluations will be made to determine whether the collection is meeting its objectives, how well it is serving its users, in which ways it is deficient and what remains to be done to develop the collection. Indiana University Kokomo library faculty will evaluate the library collection on a regular basis using a combination of standard qualitative and quantitative methods (the same methods described above for the selection of new materials).

## **XVI. DESELECTION**

Deselection of library materials is essential for the maintenance of an active, academically useful library collection. Deselection is quality control of the collection in which outdated, inaccurate and worn-out materials are eliminated. The library faculty is responsible for conducting an ongoing deselection effort in order to maintain the quality of the entire collection. If appropriate, library faculty will consult with faculty from other departments when deselection questions arise. The selection criteria for new purchases are the same criteria used in order to make the judgement to deselect. Some general guidelines also used are:

- Superseded editions are routinely deselected from the collection
- Duplicates are deselected
- Materials which cannot be repaired or rebound are deselected

- Currency of information is extremely important in some fields such as health sciences, technology and business; older materials must be regularly deselected so that outdated or inaccurate information is eliminated
- Material that has not been circulated/used based on circulation statistics; the long-term usefulness of the work will determine whether lack of use is a valid criteria for deselection
- Incomplete or short runs of serials
- Issues of serials which are replaced by microform or electronic collections
- Outdated formats prevent usage

Deselection of government documents is the responsibility of the Federal Depository Coordinator (currently, the Technical Services Librarian). Instructions from [Weeding a Depository Collection](#) will be followed as well as the general deselection criteria mentioned above.

## **XVII. REPLACEMENT**

The Technical Services Librarian, in consultation as necessary with other Library faculty, is responsible for making decisions regarding the replacement of lost, damaged, or missing materials. Consideration for replacement of titles includes the following considerations:

- Does the material being replaced still meet general library collection policy
- Does the frequency of use justify replacement
- Is there a newer edition of the same title
- Is there a comparable book that is more current

## **XVIII. COLLECTION DEVELOPMENT POLICY EVALUATION**

The Collection Development Policy will be continually reviewed and updated by the Technical Services Librarian. Any changes will be submitted for approval to the Dean of the Library.

## **XIX. GIFTS**

The written collection development policies contained within this document as well as the IU Kokomo Library Gift Policy govern the acceptance and stewardship of gifts in order to assure that the interests of both the IU Kokomo Library and the donor are served. A copy of the [IU Kokomo Gift Policy](#) is attached as an appendix to this document.

## **XX. NEW PROGRAM FUNDS**

Any academic school/division/department proposing a new degree should request library funds in the new degree proposal. The proposal should include a one time

start up cost (which will vary depending on current library holdings) as well as an amount for continuing costs. The Technical Services Librarian or the Dean of the Library should be involved in writing that portion of the proposal. New programs started without library funding will not be part of the library annual fund allocation. See Section VIII ([Fund Allocation](#)) in this document.

## **XI. RECONSIDERATION OF LIBRARY MATERIALS**

The Indiana University Kokomo Library selects materials in accordance with the collection development policy outlined in this document. Furthermore, the library's policies are guided by the American Library Association [Bill of Rights](#).

Upon submission of an online [Material Reconsideration Form](#) the Dean of the Library will appoint an ad hoc committee to review the request. The committee will include the library faculty responsible for selecting the item and a faculty member from outside the library with expertise in the subject area, in addition to the Dean of the Library. The objector will receive a decision, in writing, within 30 days of submitting the form. The material in question will remain available for circulation during the review process.

You may print, complete and mail a [print form](#) if you are unable, or unwilling, to complete the online form made available in the previous paragraph.

## COLLECTION LEVELS BY LEVEL STATUS

- 0 = Not collected**
- 1 = Minimal collection**
- 2 = Basic collection**
- 3 = Beginning research level**
- 4 = Research level**
- 5 = Comprehensive level**

### LEVEL 5

There is no subject area developed at this level for the Indiana University Kokomo Library.

### LEVEL 4

HF	Commerce
L	Education (General)
RT	Nursing

### LEVEL 3

BF	Psychology
D	World History (General)
DAW	Central Europe History
E & F	History: America (Western Hemisphere)
H	Social Sciences (General)
HB	Economics
HC & HD	Economic history and conditions
HG	Finance
HJ	Public Finance
HM	Sociology
HN	Social history. Social problems. Social reform
HQ	The family. Marriage. Woman
HS	Societies
HT	Communities. Classes. Races
HV	Social pathology. Social and public welfare. Criminology
HX	Socialism. Communism. Anarchism
J	Political Science. General legislative & executive papers
JA	Political Science. General works
JC	Political theory. Theory of state
JK	Political Science. United States
JL	Political Science. British America. Latin America
JN	Political Science. Europe
JS	Political Science. Local government

LA	History of education
LB	Theory and practice of education
N	Visual arts (General)
NB	Sculpture
NC	Drawing. Design. Illustration
ND	Painting
NE	Print media
PE	Language and Literature. English
PN	Literature
PQ	Romance Literatures
PR	English literature
PS	American literature
Q	Science (General)
QA	Mathematics
QD	Chemistry
QM	Human anatomy
QP	Physiology
QR	Microbiology

## LEVEL 2

AE	Encyclopedias (General)
AG	Dictionaries and other general reference books
AI	Indexes (General)
AY	Yearbooks. Almanacs. Directories
B	Philosophy (General)
BC	Logic
BD	Speculative philosophy
BJ	Ethics. Social usages. Etiquette
BL	Religion
CB	History of civilization
CT	Biography
DA	History. Great Britain
DB	History. Austria, Liechtenstein, Hungary, Czechoslovakia
DC	History. France
DD	History. Germany
DE	History. Mediterranean Region
DF	History. Greece
DJK	History. Eastern Europe
DK	History. Soviet Union
DL	History. Northern Europe. Scandinavia
DP	History. Spain
DS	History. Asia
DT	History. Africa
G	Geography (General)
GB	Physical geography

GE	Environmental Sciences
GF	Human ecology
GN	Anthropology
GR	Folklore
GV	Recreation. Leisure
HA	Statistics
HE	Transportation and communications
JF	Constitutional history. General works
JJ	Political Institutions and public administration (North America)
JQ	Political institutions and public administration – Asia, Arab countries, Islamic countries, Africa, Atlantic Ocean islands, Australia, New Zealand, Pacific Ocean Islands
JV	Colonies and colonization. Emigration and immigration
JX	International law. International relations (obsolete)
JZ	International relations
K	Law (General)
KFI	Law (Indiana)
LC	Special aspects of education
LD	Individual institutions: universities, colleges, schools
M	Music
NX	Arts in general
P	Philology and linguistics (General)
PT	Germanic Literature
PZ	Juvenile belles lettres
QB	Astronomy
QC	Physics
QE	Geology
QH	Natural history (General) Biology (General)
QK	Botany
QL	Zoology
R	Medicine (General)
RA	Public aspects of medicine
RG	Gynecology and obstetrics
RJ	Pediatrics
RM	Therapeutics. Pharmacology
TJ	Mechanical engineering and machinery
TK	Electrical engineering. Electronics. Nuclear engineering
Z	Library Science
ZA	Information resources (General)

#### **LEVEL 1**

AC	General works. Collections. Series. Collected works
AN	Newspapers
AP	Periodicals (General)
AS	Academics of learned societies (General)

BH	Aesthetics
BM	Judaism
BP	Islam. Bahaism. Theosophy
BR	Christianity
BS	Bible
BT	Doctrinal theology
BX	Christian denominations
CE	Technical chronology. Calendar
CR	Heraldry
DG	History. Italy
DH	History. Netherlands (Low Countries)
DJ	History. Netherlands (Holland)
DQ	History. Switzerland
DR	History. Balkan Peninsula
DU	History. Oceania (South Seas)
GC	Oceanography
GT	Manners and customs (General)
KB	Religious law in general. Comparative religious law. Jurisprudence
KD-KDK	Law. United Kingdom and Ireland
KDZ	Law. American. North America
KE	Law. Canada
KF	Law. United States
KG	Law. Latin America
KH	Law. South America
KJ - KKZ	Law. Europe
KL-KWX	Asia and Eurasia, Africa, Pacific Area, and Antarctica
KZ	Law of nations
ML	Literature of music
MT	Musical instruction and study
NA	Architecture
NK	Decorative arts. Applied arts. Decoration and ornament
PA	Classical languages and literature
PB	Modern European languages
PC	Romance languages
PG	Slavic. Baltic, Albanian languages and literature
PM	Hyperborean, Indian, and Artificial languages
RB	Pathology
RC	Internal Medicine. Practice of medicine
RD	Surgery
RL	Dermatology
SB	Plant culture
T	Technology (General)
TD	Environmental technology. Sanitary engineering
TL	Motor vehicles. Aeronautics. Astronautics
TR	Photography
TS	Manufactures

TX Home economics

**LEVEL 0**

AM Museums (General)  
AZ History of scholarship and learning  
BQ Buddhism  
BV Practical theology  
C Auxiliary sciences of history (General)  
CC Archaeology (General)  
CD Diplomatics. Archives. Seals  
CJ Numismatics  
CN Inscriptions. Epigraphy  
CS Genealogy  
DX History. Gypsies  
GA Mathematical geography. Cartography  
KBM Jewish law  
KBP Islamic law  
KBR History of canon law  
KBU Law of the Roman Catholic Church. The Holy See  
LE Individual institutions – America (except United States)  
LF Individual institutions – Europe  
LG Individual institutions – Asia, Africa, Indian Ocean Islands, Australia, New Zealand, Pacific Islands  
LH College and school magazines and papers  
LJ Student fraternities and societies. United States  
LT Textbooks  
PD Germanic languages  
PF West Germanic Languages  
PH Finno-ugrian, Basque languages and literatures  
PJ Oriental languages and literature  
PK Indo-Iranian languages and literature  
PL Languages and literatures of eastern Asia, Africa, Oceania  
RE Ophthalmology  
RF Otorhinolaryngology  
RK Dentistry  
RS Pharmacy and materia medica  
RV Botanic, Thomsonian, and elective medicine  
RX Homeopathy  
RZ Other systems of medicine  
S Agriculture  
SD Forestry  
SF Animal culture  
SH Aquaculture. Fisheries. Angling  
SK Hunting sports  
TA Engineering (General). Civil Engineering (General)

TC	Hydraulic engineering
TE	Highway engineering. Roads and pavements
TF	Railroad engineering and operation
TG	Bridge and engineering
TH	Building construction
TN	Mining engineering. Metallurgy
TP	Chemical technology
TT	Handicrafts. Arts and crafts
U	Military Science
UA	Armies: Organization, distribution, military situation
UB	Military administration
UC	Maintenance and transportation
UD	Infantry
UE	Cavalry. Armor
UF	Artillery
UG	Military engineering. Air forces
UH	Other services
V	Naval Science
VA	Navies: Organization, distribution, naval situation
VB	Naval administration
VC	Naval maintenance
VD	Naval seaman
VE	Marines
VF	Naval ordnance
VG	Minor services of navies
VK	Navigation. Merchant marine
VM	Naval architecture. Shipbuilding. Marine engineering

## **COLLECTION LEVELS BY LC CLASSIFICATION**

### **CLASS A - GENERAL WORKS**

- AC Collections. Series. Collected works (1)
- AE Encyclopedias (2)
- AG Dictionaries and other general reference works (2)
- AI Indexes (2)
- AM Museums. Collectors and collecting (0)
- AN Newspapers (1)
- AP Periodicals (1)
- AS Academies and learned societies (1)
- AY Yearbooks. Almanacs. Directories (2)
- AZ History of scholarship and learning. The humanities (0)

### **CLASS B - PHILOSOPHY. PSYCHOLOGY. RELIGION**

- B Philosophy (General) (2)
- BC Logic (2)
- BD Speculative philosophy (2)
- BF Psychology (3)
- BH Aesthetics (1)
- BJ Ethics (2)
- BL Religions. Mythology. Rationalism (2)
- BM Judaism (1)
- BP Islam. Bahaism. Theosophy, etc. (1)
- BQ Buddhism (0)
- BR Christianity (1)
- BS The Bible (1)
- BT Doctrinal Theology (1)
- BV Practical Theology (0)
- BX Christian Denominations (1)

### **CLASS C - AUXILIARY SCIENCES OF HISTORY**

- C Auxiliary Sciences of History (General) (0)
- CB History of Civilization (2)
- CC Archaeology (0)
- CD Diplomatics. Archives. Seals (0)
- CE Technical Chronology. Calendar (1)
- CJ Numismatics (0)
- CN Inscriptions. Epigraphy (0)
- CR Heraldry (1)
- CS Genealogy (0)
- CT Biography (2)

## **CLASS D - HISTORY (GENERAL) AND HISTORY OF EUROPE**

- D History (General) (3)
- DA Great Britain (2)
- DAW Central Europe (3)
- DB Austria - Liechtenstein - Hungary - Czechoslovakia (2)
- DC France - Andorra - Monaco (2)
- DD Germany (2)
- DE Greco-Roman World (2)
- DF Greece (2)
- DG Italy - Malta (1)
- DH Low Countries - Benelux Countries (1)
- DJ Netherlands (Holland) (1)
- DJK Eastern Europe (General) (2)
- DK Russia. Soviet Union. Former Soviet Republics - Poland (2)
- DL Northern Europe. Scandinavia (2)
- DP Spain - Portugal (2)
- DQ Switzerland (1)
- DR Balkan Peninsula (1)
- DS Asia Subclass (2)
- DT Africa (2)
- DU Oceania (South Seas) (1)
- DX Gypsies (0)

## **CLASS E-F - HISTORY: AMERICA**

- E History: America and United States (3)
- F History: United States Local and America (3)

## **CLASS G - GEOGRAPHY. ANTHROPOLOGY. RECREATION**

- G Geography (General). Atlases. Maps (2)
- GA Mathematical geography. Cartography (0)
- GB Physical geography (2)
- GC Oceanography (1)
- GE Environmental Sciences (2)
- GF Human ecology. Anthropogeography (2)
- GN Anthropology (2)
- GR Folklore (2)
- GT Manners and customs (General) (1)
- GV Recreation. Leisure (2)

## **CLASS H - SOCIAL SCIENCES**

- H Social sciences (General) (3)
- HA Statistics (2)
- HB Economic theory. Demography (3)
- HC Economic history and conditions (3)
- HD Industries. Land use. Labor (3)
- HE Transportation and communications (2)

- HF Commerce (4)
- HG Finance (3)
- HJ Public finance (3)
- HM Sociology (General) (3)
- HN Social history and conditions. Social problems. Social reform (3)
- HQ The family. Marriage. Women (3)
- HS Societies: secret, benevolent, etc. (3)
- HT Communities. Classes. Races (3)
- HV Social pathology. Social and public welfare. Criminology (3)
- HX Socialism. Communism. Anarchism (3)

### **CLASS J - POLITICAL SCIENCE**

- J General legislative and executive papers (3)
- JA Political science (General) (3)
- JC Political theory (3)
- JF Political institutions and public administration - General (2)
- JJ Political institutions and public administration - North America (2)
- JK Political institutions and public administration - United States (3)
- JL Political institutions and public administration – Canada, West Indies, Mexico, Central and South America (3)
- JN Political institutions and public administration – Europe (3)
- JQ Political institutions and public administration - Asia, Arab countries, Islamic countries, Africa, Atlantic Ocean islands, Australia, New Zealand, Pacific Ocean islands (2)
- JS Local government. Municipal government (3)
- JV Colonies and colonization. Emigration and immigration. International migration (2)
- JX International law, see KZ (obsolete)
- JZ International relations (2)

### **CLASS K - LAW**

- K Law in general. Comparative and uniform law. Jurisprudence (2)
- KB Religious law in general. Comparative religious law. Jurisprudence (1)
- KBM Jewish law (0)
- KBP Islamic law (0)
- KBR History of canon law (0)
- KBU Law of the Roman Catholic Church. The Holy See (0)
- KD-KDK United Kingdom and Ireland (1)
- KDZ America. North America (1)
- KE Canada (1)
- KF United States (1)
- KFI Law. (Indiana) (2)
- KG Latin America - Mexico and Central America -West Indies. Caribbean area (1)
- KH South America (1)
- KJ-KKZ Europe (1)
- KL-KWX Asia and Eurasia, Africa, Pacific Area, and Antarctica (1)

KZ Law of nations (1)

### **CLASS L - EDUCATION**

L Education (General) (4)  
LA History of education (3)  
LB Theory and practice of education (3)  
LC Special aspects of education (2)  
LD Individual institutions - United States (2)  
LE Individual institutions - America (except United States) (0)  
LF Individual institutions - Europe (0)  
LG Individual institutions - Asia, Africa, Indian Ocean islands, Australia, New Zealand, Pacific islands (0)  
LH College and school magazines and papers (0)  
LJ Student fraternities and societies, United States (0)  
LT Textbooks (0)

### **CLASS M - MUSIC**

M Music (2)  
ML Literature on music (1)  
MT Musical instruction and study (1)

### **CLASS N - FINE ARTS**

N Visual arts (3)  
NA Architecture (1)  
NB Sculpture (3)  
NC Drawing. Design. Illustration (3)  
ND Painting (3)  
NE Print media (3)  
NK Decorative arts (1)  
NX Arts in general (2)

### **CLASS P - LANGUAGE AND LITERATURE**

P Philology. Linguistics (2)  
PA Greek language and literature. Latin language and literature (1)  
PB Modern languages. Celtic languages (1)  
PC Romanic languages (1)  
PD Germanic languages. Scandinavian languages (0)  
PE English language (3)  
PF West Germanic languages (0)  
PG Slavic languages. Baltic languages. Albanian language (1)  
PH Uralic languages. Basque language (0)  
PJ Oriental languages and literatures (0)  
PK Indo-Iranian languages and literatures (0)  
PL Languages and literatures of Eastern Asia, Africa, Oceania (0)  
PM Hyperborean, Indian, and artificial languages (1)  
PN Literature (General) (3)

- PQ French literature - Italian literature - Spanish literature - Portuguese literature (3)
- PR English literature (3)
- PS American literature (3)
- PT German literature - Dutch literature - Flemish literature since 1830 -Afrikaans literature - Scandinavian literature - Old Norse literature: Old Icelandic and Old Norwegian - Modern Icelandic literature - Faroese literature - Danish literature - Norwegian literature - Swedish literature (2)
- PZ Fiction and juvenile belles lettres (2)

**CLASS Q - SCIENCE**

- Q Science (General) (3)
- QA Mathematics (3)
- QB Astronomy (2)
- QC Physics (2)
- QD Chemistry (3)
- QE Geology (2)
- QH Natural history – Biology (2)
- QK Botany (2)
- QL Zoology (2)
- QM Human anatomy (3)
- QP Physiology (3)
- QR Microbiology (3)

**CLASS R - MEDICINE**

- R Medicine (General) (2)
- RA Public aspects of medicine (2)
- RB Pathology (1)
- RC Internal medicine (1)
- RD Surgery (1)
- RE Ophthalmology (0)
- RF Otorhinolaryngology (0)
- RG Gynecology and obstetrics (2)
- RJ Pediatrics (2)
- RK Dentistry (0)
- RL Dermatology (1)
- RM Therapeutics. Pharmacology (2)
- RS Pharmacy and materia medica (0)
- RT Nursing (4)
- RV Botanic, Thomsonian, and eclectic medicine (0)
- RX Homeopathy (0)
- RZ Other systems of medicine (0)

**CLASS S - AGRICULTURE**

- S Agriculture (General) (0)
- SB Plant culture (1)
- SD Forestry (0)
- SF Animal culture (0)
- SH Aquaculture. Fisheries. Angling (0)
- SK Hunting sports (0)

**CLASS T - TECHNOLOGY**

- T Technology (General) (1)
- TA Engineering (General). Civil engineering (0)
- TC Hydraulic engineering. Ocean engineering (0)
- TD Environmental technology. Sanitary engineering (1)
- TE Highway engineering. Roads and pavements (0)
- TF Railroad engineering and operation (0)
- TG Bridge engineering (0)
- TH Building construction (0)
- TJ Mechanical engineering and machinery (2)
- TK Electrical engineering. Electronics. Nuclear engineering (2)
- TL Motor vehicles. Aeronautics. Astronautics (1)
- TN Mining engineering. Metallurgy (0)
- TP Chemical technology (0)
- TR Photography (1)
- TS Manufactures (1)
- TT Handicrafts. Arts and crafts (0)
- TX Home economics (1)

**CLASS U - MILITARY SCIENCE**

For military history, see D-F

- U Military science (General) (0)
- UA Armies: Organization, distribution, military situation (0)
- UB Military administration (0)
- UC Maintenance and transportation (0)
- UD Infantry (0)
- UE Cavalry. Armor (0)
- UF Artillery (0)
- UG Military engineering. Air forces (0)
- UH Other services (0)

**CLASS V - NAVAL SCIENCE**

For naval history, see D-F

- V Naval science (General) (0)
- VA Navies: Organization, distribution, naval situation (0)
- VB Naval administration (0)
- VC Naval maintenance (0)
- VD Naval seamen (0)

- VE Marines (0)
- VF Naval ordnance (0)
- VG Minor services of navies (0)
- VK Navigation. Merchant marine (0)
- VM Naval architecture. Shipbuilding. Marine engineering (0)

**CLASS Z - BIBLIOGRAPHY. LIBRARY SCIENCE. INFORMATION  
RESOURCES (GENERAL)**

- Z Books (General). Writing. Paleography. Book industries and trade. Libraries.  
Bibliography (2)
- ZA Information resources (General) (2)

## **USEFUL LINKS**

### **AMERICAN LIBRARY ASSOCIATION USEFUL LINKS**

[Access to Electronic Information, Services and Networks](#)

[Challenged Materials](#)

[Diversity in Collection Development](#)

[Evaluating Library Collections](#)

[Freedom to Read Statement](#)

[Intellectual Freedom Principles for Academic Libraries](#)

[Labels and Rating Systems](#)

[Library Bill of Rights](#)

[Standards for Libraries in Higher Education](#)

### **GOVERNMENT DOCUMENTS USEFUL LINKS**

[Legal Requirements & Program Regulations of the Federal Depository Library Program](#)

[Basic Collection for Federal Depository Libraries](#)

[Instructions for Federal Depository Libraries](#)

[Suggested Core Collections for Federal Depository Libraries](#)

### **INDIANA UNIVERSITY KOKOMO USEFUL LINKS**

[Indiana University Kokomo Academic Schools & Degrees](#)

[Indiana University Kokomo Library](#)

[Indiana University Kokomo Library Archives](#)

[Indiana University Kokomo Archives of Institutional Memory](#)

## IU KOKOMO LIBRARY GIFT POLICY

### PHILOSOPHY, POLICY, AND PROCEDURES GOVERNING THE ACCEPTANCE AND PROCESSING OF IN-KIND GIFTS

Gifts enable the IU Kokomo Library [subsequently known as Library] to broaden and enrich its holdings. The acceptance of gifts also strengthens the relationship between the library and its communities and provides a way by which a donor can share his or her intellectual interests with future generations.

The written collection development philosophy and policies of the Library, and library procedures found in this document govern the acceptance and stewardship of gifts in order to assure that the interests of both the Library and the donor are served. This document does not apply to acceptance of materials to be housed in the IU Kokomo Archives.

- 1) It is the **PHILOSOPHY** of the IU Kokomo Library that collections should be developed according to the mission statements of Indiana University Kokomo and the IU Kokomo Library. The Library will develop its resources to support the work of its users, including faculty, students, staff, and the wider community of north central Indiana. Specific collection interests vary from time to time, but in general, the Library's collections relate to:
  1. Those fields of research and study offered at IU Kokomo
  2. Materials of particular interest to the Kokomo geographic area
- 2) It is the **POLICY** of the IU Kokomo Library to only accept gifts from donors when such acceptance furthers the mission of the Library and when the intent of the donor can be reasonably and legally accommodated without undue stress upon the Library's resources, systems, and staff. The Library will not accept gifts for which it cannot provide appropriate stewardship.
- 3) The following **PROCEDURES** seek to normalize the handling of incoming gift material.

#### **Conditions of Acceptance**

The IU Kokomo Library welcomes gifts of materials that enhance the strength of its collections and support the instructional and research programs of the University. The Library will ask to review gifts prior to acceptance and reserves the right to decline an offer of material that is already held in the collections, that does not meet collection needs, or which the Library cannot steward appropriately. *In order to facilitate the library's review, a bibliographic list will be requested of prospective donors prior to receipt in library of any materials.* This bibliographic list must include for each item the title, author, copyright date, publisher, edition statement, and finally, a note of poor, good, or excellent physical shape. If appropriate the list should also indicate format if

anything other than print material. The list should also include the donor's name, address, and preferred method of contact. When a gift is declined, library personnel may suggest other libraries or institutions better suited for the donation.

Gifts are accepted with the understanding that they become the property of Indiana University, and that the Library will make all necessary decisions as to their retention, location, cataloging, and other considerations related to their use and disposition. Special terms or conditions requested by the donor should be discussed with the Dean of the Library and the Technical Services Librarian before the gift is accepted. Once a gift is transferred to the Library, no part of it will be returned. It is the responsibility of the Technical Services Librarian to review offers and donations to make selection decisions based on the collection development philosophies and policies of the library and of the subject area involved.

Outdated textbooks, superseded editions, duplicate copies, material in foreign languages other than those taught at IU Kokomo, items in poor physical condition, outdated material formats, and periodicals are not appropriate for addition to the collection and will not be accepted as donations. Any materials accepted and subsequently deemed unsuitable will be disposed of at the library's discretion.

## **Sources of Gifts**

### **UNSOLICITED GIFTS**

Unsolicited gifts are unexpected donations of materials. Unsolicited gifts will not be accepted by the library, nor will they be acknowledged or returned. A donor of unsolicited materials may instead provide a bibliographic list of materials, as described previously, at which time a decision will be made by the Technical Services Librarian regarding acceptance of the gift materials.

### **SOLICITED GIFTS and COLLECTIONS OF NOTE**

Solicited gifts will be identified and sought after by IU Kokomo Library representatives. The donor may be someone who has contacted a library faculty about a donation or the development office about a planned gift. Arrangements for acceptance of solicited gifts will be made between the Dean of the Library and the donor. The procedures for the actual transaction will be determined by the Dean of the Library.

### **SELECTED GIFTS**

Selected gifts are items selected by library faculty from lists circulated by individuals or organizations. Library faculty will not accept these type of gifts without the approval of the Dean of the Library and/or the Technical Services Librarian. Once approved these gifts are received directly by the librarian who initiated the gift.

### **Procedures for Receiving Selected Gifts**

Any library faculty receiving a gift on behalf of the Library should submit a document detailing the gift to the Dean of the Library within one week of receipt of the gift. This confidential document conveys appropriate information to the Dean so that, first, an acknowledgement letter can be sent; second, that the gift will be recorded in the gift records of the Indiana University Foundation; and, third, that appropriate stewardship actions can be taken. The above mentioned document will include the donor's name, address, number of items donated, and the date of the gift. Any correspondence received with the gift should be forwarded to the Dean's office along with the completed document.

If materials are received directly by anyone other than the Technical Services Librarian, the materials received must be reviewed by the Technical Services Librarian prior to a request for cataloging.

### **Procedures for Receiving Solicited Gifts or Collections of Note**

Acceptance of specific special collections and agreements between donors and the Library require additional procedures. The Technical Services Librarian should review the proposed donation by examining it at the donor's point of keeping or by examining a bibliographic list that (ideally) includes condition statements about the items.

In order to give donors the most current information and to be in compliance with the pertinent IU Kokomo, Indiana University Foundation, Internal Revenue Service, and State of Indiana regulations, the Dean of the Library should contact the Development Office before discussing tax deductions, gift valuation, gift appraisals, and shipping costs with a prospective donor.

Valuation of library-owned material or material under consideration for acceptance as a gift by the Library, whether by staff or paid or unpaid representatives, is considered a conflict of interest. *No references to price or value may be included in any correspondence or acknowledgement letter.*

Gifts with an assumed or appraised value of over \$1,000 or consisting of more than 100 volumes must be approved by the Dean of the Library before acceptance.

### **Acknowledgement and Record-keeping**

Every effort will be made to send an acknowledgement letter to the donor within two weeks of receipt of the gift for solicited or selected gifts. This acknowledgement will be sent by the office of the Dean of the Library and/or the Office of Development. Acknowledgement of items retained from unsolicited gifts for the Library collections will be sent in January following the year of donation. (i.e. gifts received from Jan-Dec 2013 will be acknowledged in Jan 2014). This information will be gathered and maintained by the Technical Services Assistant, who will provide the information to the Library Secretary to create the actual letter. The information included for unsolicited gifts include donor name and address as well as number and format of gifted materials. (i.e. 10 hardbacks; 3 paperbacks; 2 DVDs)