

Great Oak College Library

Collection Management Policy



Table of Contents

Mission Statement	3
Statement of Purpose	3
Community.....	3
Selection Criteria.....	3
The Collection	4
Collection Maintenance	5
Gifts and Donations	5
Confidentiality of Patron Records.....	5
Revision of Policy	6

Mission Statement

Our mission is to provide quality services and resources to students, faculty, and staff. We will supply both print and electronic resources that fit both undergraduate and post-graduate curricula as well as research sources for both students and faculty. Above all we will offer a nourishing environment for study and the pursuit of knowledge.

Statement of Purpose

The purpose of Great Oak College Library's collection management policy is:

- To state the rules for acquiring, evaluating, managing, and deselecting materials with regard to space and budget.
- To guide library staff on proper procedures for deciding what materials are appropriate for the collection and to set acquisition priority levels.
- To make faculty, staff, students, donors, and other stakeholders aware of our policies and procedures.

The collection management policy will be evaluated and updated on a regular basis to adapt to changes in curricula and patron needs. For the collection management policies of the Great Oak Music Library and Special Collections please view the following:

- https://library.greatoak.edu/music/collection_policy
- https://library.greatoak.edu/special_collections/collection_policy

Community

Great Oak College is a small, private college with a diverse population of students from many socioeconomic, cultural, and ethnic backgrounds. Great Oak is proud to provide undergraduate, graduate, and doctoral programs in a variety of fields. The library is also accessible to the surrounding community as the campus is open to the public.

Selection Criteria

All resources are evaluated carefully by certain criteria to ensure each acquired item fits within the library's collection.

- Faculty Requested Items
 - Faculty may fill out our online item request form throughout each semester, until such time that spending must cease due to the ending of the fiscal year. Items must be assigned an initial priority level on a scale from 1-3.
 - 1 = Required for current or upcoming courses.
 - 2 = Needed for faculty or student research, but not a necessity at the beginning of the semester
 - 3 = Would be nice for the library to have
 - Items will be reevaluated by acquisitions librarians to account for bias.
- Relevant to the current needs of undergraduate and post-graduate curricula
 - Overarching subject specific materials deemed necessary for all majors and programs provided by the college. Not wholly tied to, but directly influenced by faculty request.

- Accuracy and Currency
 - Resources acquired by the library must be accurate to their subject and not considered outdated or irrelevant
- Duplicates
 - The library should not already own a copy of material considered for acquisition. The acquisition team must search the catalog and past orders to ensure duplication does not occur except for replacement purposes.
 - Duplicates are only to be ordered if usage statistics deem it necessary.
- Cost
 - The collection is given a specific budget each fiscal year. This must be considered when ordering materials. Monographs, electronic resources, and audio visual material each have a subcategory within the budget with a set, though not entirely inflexible, limit. Priority is given to resources needed immediately for college courses and research needs. Deals with vendors and other suppliers should be made to use discounts, batch ordering, and subscription plans.

The Collection

- Firm Monographs
 - Firm monographs include all print items that are stand alone or do not publish serially.
 - Academic/Research Texts
 - Print books fitting college curricula, faculty and staff priority one requests
 - Fiction books
 - Oversized books
 - Print books at a minimum of 28 centimeters high
- Serials
 - Items that are published in continuing volume sets or in a periodic time frame
 - Standing Orders are monographs that belong to continuing volume sets or continuing publications which do not publish on a periodic basis.
 - Periodicals are print items, monographs or paperback journals, which are published on a periodic basis, e.g. weekly, monthly, bimonthly, yearly, etc.
- Electronic Resources
 - eBooks
 - Electronic formats of books, readable either online or through download on library or personal computers
 - Databases
 - Online collections of information, often by subject or field, used for research and writing purposes
 - Journals
 - Online publications of periodicals and academic/scholarly journals, viewable either through open source sites or school subscription
 - Streaming Services
 - Includes streaming video and audio materials

- Media
 - DVDs
 - Instructional videos for college courses as well as general entertainment as stress relief for patrons
 - Foreign language films are included as both instruction and entertainment materials
 - Audio Books
 - Instructional items for English and Theatre courses
 - A select number of fiction audio books for patron use
- Popular Resources
 - Popular Magazines
 - Non-scholarly sources for leisure reading or personal study
 - Newspapers
 - Variety of local, national, and international newspapers for leisure reading and/or study

Collection Maintenance

Great Oak College Library regularly reevaluates the collection and performs regular maintenance on materials.

- Collection maintenance includes correcting and updating catalog records, repairs and binding, and deselection.
 - Catalog records are updated with each new acquisition or receipt of a continuing print resource. Online resources catalog records are also checked routinely for up-to-date URLs and ease of access.
 - Physical items in disrepair are evaluated by collections management staff to determine if the item should be replaced, repaired, or deselected. Usage statistics are collected and used to determine if an item is used enough to be replaced or if use is low enough to warrant deselection. Items that can easily be repaired or rebound and have high use will be sent out-of-house for binding services.
 - Items are deselected based on three criteria
 - Obsolescence
 - Low Usage
 - Disrepair

Gifts and Donations

Great Oak College Library accepts gift books and book donations from donors, alumni, emeritus faculty, and current faculty. Gifts and donations will be evaluated and reviewed by the collections management team to confirm the materials' appropriateness for inclusion in the library's collection.

Confidentiality of Patron Records

All patron information is to remain confidential. Library staff may not divulge personal information of patrons, including names of those currently in possession of an item, due to safety and confidentiality rights.

Revision of Policy

The Great Oak College Library Collection Management Policy will be reviewed annually by a board of librarians and faculty. Revision will be conducted every three years unless otherwise required due to changes in library policy and/or college curricula.