

Collection Development Policy

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2011 Revised Edition

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I. INTRODUCTION

A. University and Libraries/Instructional Design Studio Profile

The University of Detroit Mercy (UDM) is Michigan's most comprehensive independent Catholic institution of higher education, enrolling approximately 5,600 undergraduate and graduate students, with a combined student population of 59% female and 41% male, of which approximately 24% are minority students. The Libraries/IDS is comprised of three units: the McNichols Campus Library, the School of Dentistry Library on the Corktown Campus, and the Instructional Design Studio (IDS).

The Libraries/IDS strives primarily to meet the educational and informational needs of the University's colleges and schools, including:

- College of Business Administration
- College of Engineering and Science
- College of Health Professions and McAuley School of Nursing
- College of Liberal Arts and Education
- School of Architecture
- School of Dentistry

The Libraries/IDS provides quality service for its diverse clientele, through the development and efficient organization of broad-based collections. Development of the collection is intended to satisfy current curricular needs and to provide balanced coverage in these areas, as well as in areas that cross curricular boundaries, such as diversity, women's and gender studies community development, sustainable communities, and African American studies. The Libraries/IDS also maintains a strong core collection to meet the basic informational needs of its community and continues to build substantial collections in a variety of formats. (See Appendix I for Libraries/IDS goals and objectives).

Because the Libraries/IDS is an academic, not a research, library system, the Libraries/IDS does not attempt to provide comprehensive coverage of all subject areas. The Libraries/IDS recognizes the following levels of collection—minimal, basic, study, and professional—and, in general, strives to collect materials at the Basic or Study levels. However, the Libraries/IDS promotes local and remote access to other Libraries' collections through cooperative agreements: the Libraries/IDS is a participating member in DALNET (Detroit Area Library Network), SEMLOL (Southeastern Michigan League of Libraries), the AJCU (Association of Jesuit Colleges and Universities), the Michigan Electronic Library and its catalog MeLCat, and the online bibliographic database OCLC, which provides cataloging, bibliographic searching, inter-library loan services, and on-site access to many major research libraries for UDM faculty through the Reciprocal Faculty Borrowing Program Passport. Through these cooperative agreements, patrons of the Libraries/IDS are able to gain access to the resources of other Libraries throughout the Detroit metropolitan area, the region, the country, and the world.

B. Purpose of this Collection Development Policy

- This Collection Development Policy establishes minimum selection standards and criteria for evaluating additions to the collection, for assessing the existing collection, and for establishing links to websites in support of the curriculum.
- The goal of this policy statement is to inform the University community, including faculty, students, and staff, of these standards, and to provide guidance for librarians serving as collection liaisons.
- This policy is flexible so that it can respond to the long and short range objectives of the University, and to changes that may take place within it. The Libraries/IDS will respond to these changes by reviewing this policy annually prior to the beginning of the fall academic term.

C. Libraries/ IDS Mission Statement

The Libraries/IDS is a partner in the educational process, providing access to resources to serve primarily the educational and informational needs of students, faculty, administration, and staff of the University. The Libraries/IDS supports the commitment to the community by providing access to collections for the DALNET member Libraries, the local community especially as represented by the McNichols Puritan Lodge Community Council, the citizens of Michigan, and national and international patrons through OCLC participation. The Libraries/IDS staff is committed to educating students and faculty in library research skills, to providing diverse and accessible collections in all appropriate formats, to establishing an environment conducive to research and learning, and to expanding information availability through technological networks. The competent, dedicated, and multicultural Libraries/IDS staff is committed to excellence of service.

D. Libraries/ IDS Diversity Statement

The Libraries/Instructional Design Studio at the University of Detroit Mercy takes as its own the University's Mission and Core Values statements which emphasize the dignity and uniqueness of each person, and the contribution and strength of the diverse community at large. Commitment to diversity is a responsibility of the library profession, and of all personnel, faculty, and administrators of the Libraries/Instructional Design Studio.

The Libraries/Instructional Design Studio pursues diversity by recruitment, hiring, retention, promotion, and other personnel practices, by developing and providing access to diverse collections, by teaching and interacting as information professionals, and by funding all these priorities. The Libraries/Instructional Design Studio focuses on quality service through sensitivity to cultural differences, flexibility to individual learning styles, effective dialogues, and the communication of accurate information.

The goal of Libraries/Instructional Design Studio personnel is to attract and retain qualified individuals who will contribute to the Mission and Core Values of the University. It is important that the composition of Libraries/Instructional Design Studio personnel reflect the University's diverse student population. In accordance with University policy, qualified library personnel will be sought from the

Sisters of Mercy, the Society of Jesus, the African-American population, women, other minority populations, and all other qualified persons.

Diverse library collections are developed and maintained through: a commitment to the Mission and Core Values, the curriculum of the University promotes diversity. In support of the curriculum and the educational needs of the University community, the Libraries/Instructional Design Studio strive to make available the widest diversity of views and expressions, including those which may be unorthodox or unpopular with the majority. This effort is part of the University's goal to open students to academic and personal enlightenment. To that end, the Libraries/IDS subscribes to the following principles:

- Opposition to "silent censorship" practices during selection and deselection of materials, as supported by the American Library Association statement on Freedom to Read.
- Acquisition of materials that reflect a diversity of perspectives within academic disciplines, with a priority given to those materials which maintain a balance of viewpoints.
- Evaluation of the Libraries/IDS collection to ensure that it represents current developments and provides balanced coverage, in keeping with the University's curricular goal of "Thinking Across the Core."
- Provision for easy and fair access to local and remote electronic information sources that support diversity, by combining professional library expertise with emerging electronic information technologies.

Library Educators Teach Diversity: The Libraries/Instructional Design Studio librarians and staff recognize diverse learning styles and value the importance of being equally accessible to all learners, including each other. Personnel are sensitive to the prohibitions to learning, such as cultural, language, or disability barriers. Libraries/Instructional Design Studio personnel strive to engage all patrons in the learning process, and to facilitate the acquisition of research skills by creating a non-intimidating, interactive environment. The Libraries/Instructional Design Studio is committed to providing an environment where questions, practices, language barriers, and rights of others are respected, where each individual is acknowledged and welcomed. At all times, Libraries/Instructional Design Studio personnel strive to maintain an exceptional level of interest and enthusiasm, courtesy and sensitivity, respect and trust.

Funding for Diversity Development: The Libraries/Instructional Design Studio recognizes the importance of providing funds to support the diversity mission in the following ways:

- Collection Development funds are designated to build balanced diverse collections in subject areas that support and enhance University programs and values;
- Travel funds are used to send Libraries/Instructional Design Studio personnel to conferences, workshops, and meetings that define, describe, and promote diversity;
- Technology funds are used for the continual upgrading of electronic technologies, which provide access to sensitive subjects, bring together divergent and contrary opinions, serve as sounding boards for unconventional ideas, and promote an awareness of diversity;
- Grant funds are continuously sought from external sources to provide forums, workshops, seminars and presentations that promote the diversity mission within the Libraries/Instructional Design Studio.

E. Intellectual Freedom

Because the Libraries/IDS supports diversity in its collections and encourages the free exploration of ideas in the pursuit of knowledge and truth, the Libraries/IDS will make available study materials in all appropriate formats that represent a wide range of views. It is the right and the obligation of the librarian to select such materials. Items that are selected should represent equally and openly all opinions on a controversial issue and/or present a point of view that is balanced by other materials in the collection.

Censorship of materials by individuals or organizations seeking to control the dissemination of public information will be challenged by the Libraries/IDS. The Libraries/IDS will not censor controversial information in library materials by placing them under special controls, or by disregarding or restricting access to websites containing information on controversial topics.

If controversial materials are destroyed, mutilated, or for any reason removed, they will be considered for replacement according to the same criteria used for any other materials.

This policy is in accordance with the Michigan Library Association Intellectual Freedom Committee's Handbook on Intellectual Freedom, which includes the American Library Association's Freedom to Read Statement (<http://research.udmercy.edu/policies/national/page.php?id=67>), Freedom to View Statement (<http://research.udmercy.edu/policies/national/page.php?id=68>), and the Library Bill of Rights (<http://research.udmercy.edu/policies/national/page.php?id=70>).

Additionally, in support of the right to intellectual freedom by scholars, the Libraries/IDS will abide by all regulations of relevant sections of current copyright laws. The use of copyrighted materials whether print, media, or electronic, is limited by federal statute. The University of Detroit Mercy Libraries and Instructional Design Studio productions, duplications, graphics, media, or downloading of information, including the service provided to faculty and students, must comply with the copyright regulations. The Copyright Revision Act of 1976 and the 1998 Digital Millennium Copyright Act, Fair Use Guidelines, and The TEACH Act are applied in the use of all copyrighted materials for teaching, learning, scholarship, or creative endeavors. Links to these documents are found at:

<http://research.udmercy.edu/policies/integrity/page.php?id=21>

Patrons objecting to any library materials held by the Libraries/IDS must complete an official Request for Reconsideration form (Appendix 2) detailing the nature of the complaint.

II. COLLECTION DEVELOPMENT PROGRAM

A. Liaison Program

1. Purpose

Collection development in the University of Detroit Mercy Libraries/IDS is accomplished through a liaison program enlisting the joint efforts of collection development librarian consultants, faculty (faculty liaisons), and library administrators. The goal of this collection development liaison program is to establish and maintain a pattern of communication between librarians and the teaching faculty:

- to build and evaluate collections (including links to external websites) of study and teaching resources for use by students and faculty;
- to communicate library policies;
- to promote library services;
- to apprise librarians of departmental developments which may warrant additional services or changes in selection priorities.

2. Assignment of Collection Areas

The Dean of Libraries assigns librarian consultants collection development responsibilities for a number of academic programs. In turn, college or school Deans designate faculty liaisons from each program within their college or school to work directly with librarians in the selection of library materials. While faculty is encouraged to submit recommendations for purchase, ultimate responsibility for the selection of materials rests with the librarian consultants.

3. Responsibilities of Faculty Liaison

- Recommend books, periodicals, and audiovisuals for purchase. The Faculty liaison should consult with colleagues to ensure that recommendations are representative of all areas of their discipline, and forward those recommendations to the librarian consultants on a regular basis throughout the budget year.
- When appropriate, assist librarian/consultant in assessing the strengths and weaknesses of the book and media collections, make suggestions for the addition or cancellation of periodical titles, and provide advice as needed on the development and purchase of online resources.
- Keep librarian/consultant informed of curricular modifications, new, proposed, or discontinued courses or degree programs, and any program accreditation requirements.
- Preview and/or evaluate audiovisual materials that are recommended for purchase. Judge content in terms of academic level, relevance, and suitability for use in courses offered by the academic program.

4. Responsibilities of Collection Development Librarian Consultant

- Make final decisions regarding the purchase of library materials and addition of links in their assigned disciplines.

- Keep faculty liaisons regularly informed of purchases and budgets.
- Keep Associate Dean for Public Services informed of faculty liaison contacts and any issues that might arise
- Analyze and document, with the assistance of faculty liaisons when possible, the strengths and weaknesses of the library's collection in their assigned subject areas.
- Prepare and maintain a current departmental profile for each liaison area.
- With the assistance of faculty, maintain current purchasing profile for acquisition.

B. Budget Allocations

The Dean of Libraries determines the monographic budget based on the following:

- Number of courses taught in a discipline
- Number of majors in a discipline
- Number of graduate courses and st

Additionally, librarians are consulted in the allocation process to determine final departmental allocations.

Librarians may use each departmental allocation for filling gaps, balancing the collection, or replacing lost or damaged titles, as well as for purchasing new titles. Expenditure deadlines for non-approval plan books are determined annually by the Dean of Libraries; when these deadlines expire, any unexpended departmental allocations revert to a general fund for use at the discretion of the Dean of Libraries.

In addition to the allotments made to specific academic departments, separate allocations from the monographic budget are assigned to special areas, including:

- Administration
- African American Studies
- Audio Books
- Diversity
- Government Documents
- Reference materials
- Women's and Gender Studies

Additionally, separate allocations from the total Libraries/IDS budget are assigned to print periodical microforms and electronic resources. Responsibility for these allocations rests with the Dean of Libraries.

III. CONSIDERATIONS FOR SELECTION

A. Levels of Collection

The depth of collection in each subject field should reflect the curriculum-related research, informational, and instructional needs of students and faculty. The selection of materials for the

Libraries/IDS should be based upon the following levels (adapted from the Resources and Technical Services Division of the American Library Association's "Guidelines for the Formulation of Collection Development Policies"):

Minimal Level

For subject areas existing outside the parameters of the University curricula, providing only essential materials beyond very basic reference resources.

Basic Level

To provide materials to support undergraduate study, including major dictionaries and encyclopedias, selected editions of most important works, historical surveys, important bibliographies, and a well balanced selection of basic journals.

Study Level

To provide materials to support masters programs at the study level, including primary source materials, relatively complete collections of major writers and works, selections from the works of secondary writers, a selection of representative journals, and the reference tools and fundamental bibliographic sources pertaining to the subject.

Professional Level

To provide major source materials to support doctoral, masters and special certification programs requiring dissertations, theses, and independent research, including important reference works, a selection of specialized monographs and journals, and major abstracting and indexing services in the field.

B. General Considerations for Selection of Materials

The following considerations are to be made by librarians in the selection of materials for the collection, regardless of format:

- Appropriateness for undergraduate and graduate students' use in meeting curricular needs;
- Appropriateness for meeting the curriculum-related research needs of the faculty;
- Strengths and weaknesses of present holdings in a study area;
- High standards of quality in content, format, and authorship;
- Long-term value of recently published material;
- Correlation to the existing collection;
- Budgetary considerations;
- Currency and timeliness of the material;
- Collection development efforts of other Libraries in the region, in particular the holdings of other DALNET members;

- Acquisition of non-English language material is restricted to areas where a foreign language is the basis for the program.
- Paperback editions should be purchased unless the title is available only in hardcover.
- Electronic books may be purchased instead of print. Electronic books are preferred over print for reference titles and monographs likely to be consulted rather than read cover-to-cover.
- Textbooks which are currently used in classes and designated to be purchased I students will not normally be purchased for the collection, unless required by an accrediting agency.
- Materials authored by the University's faculty, staff, or administrators are purchased.
- Continued availability of electronic resources that are not maintained on UDM servers.

IV. CONSIDERATIONS FOR SELECTION OF SPECIFIC MATERIAL:

A. Serials

Serials are subject to evaluation on a three year basis. The following considerations are to be made, in conjunction with the General Considerations for Selection of Materials, in the selection of any serial title:

- Inclusion in an indexing and abstracting service available at the University
- Refereed journal
- Scope and depth of coverage
- Citation frequency
- Examination of an individual journal issue
- Accuracy and relative objectivity
- Reputation of the publisher and/or editor
- Cost and format; online access is preferred for most journals
- Content of local interest
- Availability of backruns

If the cost of a serial exceeds \$750 the Associate Dean for Public Services will consult with the librarian in that particular field to make purchase or renewal decisions.

B. Non-Print Materials

Due to the growth of non-print formats as important and unique sources of information, the Libraries/IDS is committed to providing its community with non-print materials. All materials, including non-print materials, will be collected based upon their quality and usefulness in supporting the academic programs at the University of Detroit Mercy. However the nature of non-print formats requires that special consideration be taken in their selection. Therefore, the following considerations are to be made, in conjunction with the General Considerations for Selection of Materials, in the selection of non-print materials:

1. General Considerations for the Selection of Non-Print Materials

- Effectiveness of format for teaching purposes
- Technical quality
- Durability of the physical item
- Cost effectiveness of one format over another
- Promotion of private or commercial interest held to an acceptable level, not distracting from the central theme or content
- Anticipated usage
- Availability of compatible software/hardware

2. Considerations for the Selection of Audio/Visual Materials

Because of the rapid change in video and audio formats, the following apply to all formats:

- VIDEO FORMATS--Only CD/DVD formats will be purchased. VHS tapes will not be purchased except by specific permission of the Associate Dean for Public Services. New formats will be evaluated for purchase as needed. Availability of needed software and hardware will always be a key consideration, as will transfer to a new medium.
- SLIDES—Slides are not purchased except by specific permission of the Dean of Libraries or the Associate Dean for Public Services. Permission should be requested to convert to another digital format.
- SOUND RECORDINGS—The Libraries/IDS acquires compact discs for both music and the spoken word. Cassette tapes and phonographic records are not purchased.

3. Considerations for the Selection of Electronic Resources

Electronic resources refer to materials that require a combination of hardware, software and Internet for access. This section refers to materials selected for addition to the collection, not for operational use by the Libraries/IDS. Subject content and intellectual level of each information resource will be reviewed in the context of the LMS's established collection development policy.

a. Product Considerations

- How does this product compare to existing print resources?
- What added value does it offer as opposed to the traditional format?
- Does the product contain additional information over the traditional format?
- Could an existing print subscription be canceled if this source were acquired?
- Can back runs be removed from the shelves? Is permanent access secure?
- Is the additional flexibility gained through electronic access significant for this particular resource?
- Does usage of the print format merit an additional access point?
- What is the coverage and scope of the information?
- How frequently is the product updated? Is it updated cumulative or supplements?
- Is the product capable of being accessed by simultaneous users?

- Is the format the only one available for the product? Is it the most cost effective/user-friendly/accessible?
- Is the product leased or owned?

b. Cost Analysis

- One-time cost or initial subscription costs
- Annual subscriptions or maintenance fees
- Cost to obtain back run
- Equipment acquisition and maintenance costs
- Staffing cost to configure new products
- Training costs.

c. Search/System Capabilities

- Is there reasonable response time?
- Does the database provide quality search features such as Boolean operators, truncation, and proximity searching?
- Is downloading possible?
- Is interlibrary loan supported?
- Can materials be emailed to authenticated users?
- Can materials be used for course packets?

d. Vendor/Contract Considerations

- Is a demonstration disk or trial account available?
- Is maintenance for hardware included in the subscription price?
- Is there an easily accessible customer support line?
- Has the vendor produced other relevant databases?
- Are penalties assessed by the vendor for early contract cancellation?
- Does the contract require restrictions such as:
 - Guarantee of limited access monitored by UDM
 - Restrictions on downloading
 - Liability from patron use of information

e. Hardware Considerations

- Is the hardware which is required currently available in the Libraries/IDS ?
- Are the storage and memory of currently available equipment sufficient?

f. Implementation

- Is additional hardware, wiring, furniture, etc. required?
- Will renovation or reconfiguration of space be required?
- What are the requirements for staff and users? What is the quality of the search software?

- What will be the impact on other reference sources?
- Technical support.

4. Computer Software

Computer software that can be run on microcomputers and is designed to support the curriculum may be acquired for the Libraries/IDS 's collection and housed either in the Libraries/IDS or at other University sites. Purchase of such software requires approval of the Dean of Libraries or the Associate Dean for Public Services.

C. Reference Collection

The reference collection of the Libraries/IDS is designed to meet the information needs of the University community. Therefore, the reference collection contains materials that support the University's curriculum, as well as general materials not directly related to curricular areas, but which are basic to the community's general informational needs.

Responsibility for the selection of reference materials, with the exception of online products, rests with the Reference Departments Heads, who solicit suggestions from librarians, students, faculty, staff, and administrators. Reference materials are selected in accordance with the General Considerations for Selection of Materials, with special emphasis placed on the following criteria:

- Usefulness to quality reference service
- Accuracy
- Authenticity
- Scope and depth of coverage
- Historical perspective
- Currency of data
- Ease of use
- Availability of materials cited in bibliographic sources
- Standing order obligations
- Minimum of overlap with other reference materials
- Electronic format is generally preferred over print

In order to maintain a current and accurate collection, the reference collection will be evaluated periodically; older editions of reference materials either will be transferred to the circulating collection to the stacks but for building use only or withdrawn, at the discretion of the appropriate collection development librarian.

D. Juvenile Collection

The purpose of the Pre-school - Grade 12 textbook collection and curriculum guides is to provide the teacher education program with a selective sampling of supplementary resources. Elementary and secondary textbooks acquired as gifts from publishers will be added to the materials textbook collection, subject to the General Considerations for Selection of Material.

A collection of children's books will be maintained to support the teaching of literature for children and adolescents in accordance with the selection criteria. The annual Newbery, Caldecott, and Coretta Scott King award winners will be purchased.

E. Recreational Materials

Audio books are selected primarily as supplemental and/or recreational reading material based on the potential appeal to faculty, students, and staff. Initial selections are made by the Administrative Assistant to the Dean of Libraries; recommendations for purchase are solicited from the Libraries/IDS staff and the University community

F. Gifts

The Libraries/IDS will accept gifts of monographs, serials, media, and other materials appropriate to the collection, as well as monetary. Gifts must conform to the same General Considerations for Selection of Material and to the following stipulations:

- Before the Libraries/IDS accepts a gift, donors should be informed of the gift policy.
- Prospective donors may be asked in advance to provide a list of materials being offered so the appropriateness to the collection may be assessed.
- Gifts must be of such a nature that items can be integrated into the collection and require no special facilities, control, or staffing, unless authorized by the Dean of Libraries.
 - The appropriateness of the gift should be weighed against space limitations and the cost of processing the material.
- Gifts that duplicate materials already in the collection will not be added, unless a need exists for an additional or replacement copy.
- The Libraries/IDS reserves the right to retain, refer, offer for sale, or discard gift items that are not added to the collection.
- Gifts of money may be used by the Libraries/IDS for the purchase of library materials, equipment, or services. Donors of monetary gifts may designate the use of those funds for specific purchase through negotiation with the Dean of Libraries.
- Acknowledgement of gifts and the retention of records for IRS inquiries is the responsibility of the Dean of Libraries.

G. Rare Books

The Libraries/IDS does not purchase rare books. Rare books include original items defined as incunabula, American imprints before 1850, first and/or limited editions, fine binding, autographs, and other unique materials.

This does not preclude the acceptance of rare or valuable gifts by the Libraries/IDS . However, acceptance of these gifts is made with the understanding that for inclusion in the collection the item must be subject to the General Considerations for Selection of Materials outlined above.

H. Federal Government Documents

The University of Detroit Mercy is an official depository for United States government publications. The Government Documents Unit follows the Libraries/IDS mission "to serve primarily the educational and informational needs of students, faculty, and staff of the University." As a designated Depository Library, Libraries/IDS must also select materials responsive to the needs of the users in the 14th Congressional District in addition to materials that primarily support the University curriculum. The Libraries/IDS will acquire, organize, preserve, and make available to the University and surrounding community publications of the United States government, in various formats, both through the depository program and by purchase.

As a depository of federal documents, the Libraries/IDS has traditionally selected 26-30% of the item numbers available through the Federal Depository Library Program. However, as more and more documents become available through electronic access, the amount of government information accessible to Libraries/IDS patrons will increase. Currently, government documents are selected in accordance with the Libraries/IDS Federal Documents Collection Development Policy (Appendix 3). The criteria detailed in this policy emphasize the selection of government documents based on the needs of the citizens of the 14th Congressional District and of the University community.

I. Archives

The purpose of the University Archives is to collect, preserve, and organize the historic documents and papers of the University of Detroit Mercy, the former University of Detroit and the former Mercy College of Detroit.

All materials placed in the Archives are subject to the rules of the University department placing items there and the University Archivist concerned with confidentiality, usage, and space and loan availability. Use of the University Archives will follow the guidelines set by the Archives Collection Development Policy (Appendix 4).

J. Marine Historical Collection

The Marine Historical Collection is a comprehensive collection containing photographs, negatives, postcards, color plates, and other illustrations of nearly every Great Lake Ship from 1850 to the present. In addition, the collection contains books, journals, and newsletter titles documenting Great Lakes Marine History.

The purpose of the Marine Historical Collection is to acquire, organize, preserve documented history for the State of Michigan, and make these resources available to the University community and outside researchers under supervised and secure conditions.

All materials placed in the Marine Historical Collection will be subject to the guidelines established by the Archivist.

K. Dissertations and Theses

Departments with doctoral degree programs that require students to write a dissertation before graduation are automatically added to the Libraries/IDS collection. Undergraduate Honors theses, and graduate theses in Nursing, Nurse Anesthesiology, and Architecture are collected electronically by the libraries.

L. Materials for the Visually Impaired

The Libraries/IDS will accept gift and grant money for the procurement of talking books, and hardware for the visually impaired. Otherwise, materials will be provided through the services of the Detroit Public Library, the Library Network, Library of Michigan, Library for the Blind, or other agencies serving the visually impaired.

V. COLLECTION MAINTENANCE

A. Deselection

Deselection constitutes the removal of outdated, superseded, damaged, or duplicated material from the collection. The purpose of deselection may be summarized as follows:

- To reevaluate the collection in conjunction with the selection of new and replacement materials in order to keep the collection viable and useful;
- Material is available electronically;
- To delete unnecessary, out-of-date materials from the shelves;
- To identify materials in need of replacement, binding, or repair;
- Insufficient use;
- Broken sets or runs.

The primary responsibility for deselection lies with the librarians, although advice from faculty liaisons may be sought where appropriate and available.

B. Multiple Copies

1. General Policy

- In order to provide the broadest possible range of materials to support the University's curriculum, the Libraries/IDS shall not routinely purchase multiple copies of books, serials, audiovisuals, or materials in other formats.
- Duplicate copies of selected materials may be purchased for specific programs offered in two or more locations, e.g. Grand Rapids and the Macomb University Center.

2. Reference Duplication

- Highly specialized reference materials that are infrequently used or narrowly focused will be selected to support instructional programs only on the specific campus where programs are offered.

3. Periodical Duplication

Duplicate subscriptions will not be maintained without the permission of the Dean of Libraries or the Associate Dean for Public Services Highly specialized journals will be selected only for the campus where the program is based.

4. Audiovisual Duplication

Audiovisual materials will be duplicated only where need can be justified by frequency of use or scheduling demands.

C. Replacements

Materials that are missing, lost, mutilated, or damaged will not be replaced automatically: the merit of the item must be considered by the appropriate collection development librarian before a replacement copy is authorized. Demand for the resource, its value to the collection, and whether or not it has been superseded by a new edition or newer material should be considered when requesting replacements.

D. Out of Print Materials

With some exceptions, the Libraries/IDS shall not routinely replace or purchase out-of print materials.

E. Preservation

The Preservation Officer will work with the collection development librarian to assess the binding and mending needs of damaged Libraries/IDS materials