

GFU LIBRARIES COLLECTION DEVELOPMENT POLICY

Purpose of the Collection Development Policy

The collection development policy is intended to provide an overall plan for the development of the collections at George Fox University's libraries. This document will outline the principles, policies, and guidelines used in building the collections. It will define the scope of the collection and will serve as a guide to those involved in building and developing it.

Brief Description of the Libraries

The Murdock Learning Resource Center (MLRC) is a 35,000 square foot structure located on the University's main campus in Newberg. The Newberg campus is the site of the University's traditional undergraduate programs as well as several graduate programs. The Portland Center library (PCL) contains 12,500 square feet. George Fox Evangelical Seminary, graduate counseling programs, some graduate education programs, and the undergraduate Adult Degree Programs meet at the University's Portland Center. While physically separate, the University's libraries function as one administrative unit. The ordering, receiving, cataloging, and processing of collection materials occurs through centralized operations at the MLRC. Students and faculty can conveniently request materials be sent from one library to the other through the online catalog, and a daily courier service runs between the two sites. The library also serves students in online classes, and at Salem and Redmond sites. The University does not maintain libraries at these sites but offers library services and resources to students in a variety of ways, including full text online via extensive e-resources.

User Groups

The primary borrowing groups at George Fox University are:

- Students
- Faculty and all staff

Other groups for the Newberg campus are:

- Retired faculty
- Retired staff
- Quaker or Newberg-area ministers
- Spouses of GFU faculty/staff
- GFU board members
- Spouses of GFU board members
- Bon Appetit food service employees
- GFU alumni
- Spouses of GFU student

- Teachers in GFU Education Consortium district
- C.S. Lewis/Veritas teachers
- Friendsview Manor residents, including those at Spaulding Oaks
- Newberg residents over 18 (\$20 annual fee)

Other groups for the Portland campus are:

- Retired faculty
- Retired staff
- Quaker or Tigard ministers
- Spouses of GFU faculty/staff
- GFU board members
- Spouses of GFU board members
- Bon Apetit food service employees
- GFU alumni
- Spouses of GFU student
- Tigard residents over 18 (\$20 annual fee)

Mission Statement

The mission of the George Fox University library is to support the instructional programs and research activities of the institution by providing access to recorded information in a variety of formats, and to provide instruction in the use of traditional and new information resources and technologies.

Intellectual Freedom

In accordance with the American Library Association Bill of Rights, the collection of the George Fox University libraries will attempt to provide for the free exchange of all ideas. The collection will be available to all potential patrons of the library, and will offer a wide range of viewpoints.

BRIEF OVERVIEW OF THE COLLECTION

The Murdock Learning Resource Center contains the following collections: books; periodicals; audiovisual; children's literature; education curriculum; reference; reserves; GFU dissertations; special collections for Quaker, Hoover, and Peace; and archives. The Portland Center library contains collections of books, periodicals, reserves, audiovisual, and archives. The majority of such resources are in electronic format.

Special Collections

In addition to the general book collection, the reference collection, and the periodicals collection, the MLRC and PCL maintains several special collections:

- **The Quaker, Hoover, and Peace Collections.**
Housed in the MLRC Special Collections Room, these collections consist of a variety of materials including monographs, periodicals, Yearly Meeting records, and reference materials. The Quaker Collection covers the history and doctrine of Friends, the Peace Collection material relating to conflict resolution, and the Hoover Collection material by or pertaining to former President Herbert Hoover.
- **University and Northwest Yearly Meeting Archives**
The archives of the university and Northwest Yearly Meeting are housed in the Murdock learning Resource Center.
- **The Curriculum Library**
The MLRC's Curriculum Library houses school textbooks, curriculum guides, and related materials for use by students in education programs. Currency is important to this collection and periodic weeding is necessary. A juvenile literature collection is maintained as a part of this library; this collection is highly selective, with no intent of equaling the size of most school libraries.
- **George Fox Evangelical Seminary Archives**
The Portland Center's library houses a collection of archival materials pertaining to GFES and Western Evangelical Seminary (WES merged into George Fox in 1996).

Other small collections

There are a few collections based on unique format; e.g., CD's and DVD's.

Coverage

Except for support of foreign language in the curriculum the language of each work will normally be in English. Materials will cover all time periods; some geographic areas or chronological periods will receive greater emphasis according to the needs of the curriculum.

Formats

The form of material may be books (monograph and serial), newspapers, periodicals, microform, manuscript (archival), government publications, maps, pamphlets, video, sound recordings, electronic, and in the future, new technological formats. Most information resources provided through GFU libraries are in electronic format. For example, 98% of all journal title holdings are in electronic format, and over half of the books in the catalog are e-books. Most sound recordings and some video content are provided in a streamed format. Computer software is not purchased for the collection.

Multiple Copies

The library will normally purchase only one copy of a given item. Duplication between GFU libraries may occur when the item in question is deemed essentially important to both sites. Duplicates received as gifts may on occasion be added.

Out-of-Print materials

Out-of-print materials will not be pursued automatically but will be acquired when available and at a price deemed reasonable, and when requested by a faculty member or librarian.

Fiction/Literature

The MLRC will attempt to purchase works by major literary figures and significant contemporary literature when deemed appropriate to the curriculum and collection. However, popular fiction will not normally be purchased. Fiction is not normally purchased for the PCL.

Materials Outside of Scope

The following will not normally be purchased for GFU libraries:

- Popular materials (fiction and non-fiction) more suited to the public library.
- Textbooks written specifically for classroom use. Exceptions are made for K-12 textbooks suitable for the Curriculum Library, and in situations where there is no general material available.
- Materials with a narrow appeal, and outside the scope of the collection.
- Materials aimed at the high school or younger students, except for materials included in the Curriculum Library/juvenile collection.

Gifts

The selection of materials for the collection from items received as gifts will be governed by the same criteria that govern the selection of purchased items. The library reserves the right to dispose of duplicate and unwanted material as it sees fit, unless prior arrangements have been made. GFU libraries will not be responsible for a monetary statement to the donor for tax purposes; however, a gift acknowledgment form can be provided to the donor.

Interlibrary Loan/Document Delivery

Since it is impossible for GFU libraries to own everything that may be needed by students and faculty, the libraries rely on Summit Borrowing and interlibrary loan. GFU libraries belong to OCLC (Online Computer Library Center), a network connecting thousands of libraries around the country and the world, and through this network fill numerous ILL requests on a regular basis. Article requests are

typically filled through electronic transmission.

Cooperative Arrangements

Orbis Cascade Alliance

The Orbis Cascade Alliance has a shared academic library catalog, with member libraries in Oregon, Washington and Idaho. As of April 2014, there are thirty-seven members in the Alliance. George Fox students and employees can request books and certain other materials through "Summit Borrowing," a patron driven acquisition system, and can also check out on-site at other member institutions.

Northwest Association of Private Colleges and Universities (NAPCU)

NAPCU is a consortium of private academic libraries (four year and above) throughout the Pacific Northwest. Reciprocal borrowing agreements facilitate direct onsite check out from other NAPCU libraries.

RESPONSIBILITY AND PROCEDURES FOR COLLECTION DEVELOPMENT

The librarians at George Fox University have ultimate responsibility for collection development. However, teaching faculty are encouraged to be very much involved in the process, and (dependent upon budget) their requests are normally filled if within the scope of the collection development policy. Students and staff may make suggestions for purchase.

Professional supervision of materials selection is the ultimate responsibility of the Dean of Libraries. However, most or all librarians are assigned collection development responsibility for several subject areas.

Librarians work closely with faculty to develop the collection in each academic discipline represented in GFU's curriculum. In an effort to facilitate communication and cooperation, formal liaison responsibilities have been established. Each academic program has a faculty member who works together with a librarian to build the collection, though other faculty within the discipline may also make purchase recommendations. The Dean of Libraries (or the Portland Center Librarian at the PCL) will communicate annual book budget allocation information to the appropriate librarian and faculty liaison for each discipline. The librarian assigned to the discipline will communicate budget updates to faculty, and book reviews and/or other selection tools will be routed to faculty liaisons. The librarian liaison will discuss collection development goals and needs with the faculty member, and serve as the contact person for collection development questions or issues from the discipline.

SELECTION PROCEDURES

Selection of materials is made from reviews, subject bibliographies, core collection lists, catalogs, and faculty and librarians' recommendations. Scholarly materials that support the undergraduate and graduate curricular needs receive highest priority.

Considerations during the selection process:

- Mission and goals of the library
- Informational needs of users
- Existing collections in GFU libraries
- Existing collections at nearby or consortia libraries (especially Orbis Cascade)
- Funds available for acquisition
- Specific criteria of quality in content, expression, indexing, presentation, printing and format.
- Need for support of degree programs

General criteria to be used in the selection of materials:

- Authority and reliability (author's qualifications or reputation, reliability and reputation of the publisher, usefulness of content)
- Treatment (scope, accuracy, literary excellence, style and readability, originality, targeted audience, timeliness and currency, documentation).
- Important features (indexes, bibliographies, binding, paper, typeface, design, diagrams and illustrations, etc.).
- Inclusion in special bibliographies, indexes, or core lists
- Favorable reviews in the professional literature
- Format suitable for intended use
- Language
- Relevance to specific curricular objectives

In numerous instances the library may purchase or lease “packages” of electronic content. That is, collections of journal titles, e-books, or other resources. In such instances it is recognized that not all titles in a given package are of equal value to the library, and indeed some titles may have little to no value. In such cases purchasing decisions will be guided by the assessed total value and relevance of the package to the library’s users, and the cost of the particular package. In addition, a decision as to whether to purchase specific titles might be influenced by whether the title is held by numerous other Orbis Cascade Alliance libraries.

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