

ROGER WILLIAMS UNIVERSITY LIBRARY
COLLECTION MANAGEMENT POLICY
November 2020

I. INTRODUCTION

The Roger Williams University Library's mission is to provide leadership for the development, organization, and sharing of resource collections, ensuring the optimal access to information, instruction, and to guide the process of acquiring and providing access to print and electronic information resources and to manage their growth, maintenance, preservation, withdrawal, and cancellation. It will be reviewed and revised periodically, as needed.

The Roger Williams University community, comprised of faculty, undergraduate and graduate students, administrators and staff, serves as the library's primary user group. Although students attending the RWU School of Law may access the RWU Library, the primary library is within the RWU School of Law. The School of Architecture has its own branch library in order to serve the specific needs of students in that discipline. In addition, the RWU Library is a member of the HELIN library consortium, made up of regional academic libraries, and shares access to and reciprocal borrowing of library resources with all HELIN member libraries and their primary users.

The Library's information resources are collected and accessed in support of the RWU curriculum and the teaching and learning mission of the university. The RWU curriculum supports both professional schools including architecture, business, and engineering, as well as the liberal arts including general arts and sciences. Information resources are purchased or licensed in order to serve the information and research needs of RWU students, faculty and administration.

II. FUNDING CONSIDERATIONS

The library has been funded with appropriations allocated by format (i.e. books/media, serials, electronic resources, etc.) with one librarian responsible for each of the format areas. Allocations may be revised as needed among the Library materials funds.

Budget allocations are designated to accommodate all areas of the curriculum as equitably as possible, taking into consideration library strengths and weaknesses, usage statistics, and the size and nature of the curricular programs. Priority is given to specific subject areas as the need arises, such as the addition of new courses, accreditation requirements, or the initiation of graduate school programs.

Library resources are also purchased from the gift and endowed funds which are developed through donations. Library resources may also be purchased through grant funds from outside sources or from grants awarded to the colleges, schools, and academic departments and centers within the University.

III. COLLECTING PRINCIPLES AND GUIDELINES

A. Coverage

The RWU Library develops its collections and plans information access strategies according to policies based on a continuing analysis of the University's evolving academic programs, research interests, diversity awareness and user needs. In light of 0.004 Tc 0.014 6ttghaB

5. Selection of gift materials for the libraries' collections follows the same standards and criteria as used for new materials. The condition of the item is an additional consideration for gift materials.

6. Gift materials selected for inclusion are integrated into the library's collection. Gift materials that are not selected may be disposed of at the library's discretion.

IV.

and the joint statement entitled *The Freedom to Read*;

B. Reference Collection

The primary goal of the Reference Collection is to provide access to information that supports the academic curriculum. Both print and computer-based formats are supported in collecting reference resources in all subject areas of the curriculum and in general fields of knowledge. Whenever feasible, reference resources are purchased in electronic format to ensure greater access to the user population. Criteria for selection include currency, physical and intellectual quality, scope, depth, level of information, subject matter, arrangement and accessibility, price and reputation of the author and publisher. The Reference Collection includes annual subscriptions to general and discipline specific web-based databases. Criteria for selection of web-based resources include ease of use, including enhanced searching capabilities; cost; authority; accuracy; frequency of

F. Media Collection

The Media Collection consists of audiovisual materials that support and meet the instructional and general needs of the students, faculty and

J. Locally Created Digital Collections

The Library collects locally created digital resources including those within the digital repository, DOCS@RWU; virtual exhibitions; digital image collections; and social media. Whenever possible these collections are openly accessible without restrictions.

VII. COLLECTION DEVELOPMENT RESPONSIBILITIES

A. Collection Management Committee

The Collection Management Committee is comprised of the librarians, library deans and University Archivist. This committee is responsible for insuring continuity and equity in the collection management process, reviewing budget allocations, discussing expensive and/or unusual requests, assisting with collection assessment and periodically reviewing collection policies. The Committee also discusses new technologies and products to better serve the information needs of the University. Faculty members and/or deans involved in planning new programs or preparing for program reviews or accreditations will be invited to meetings or consulted as needed.

B. Collection Management Librarian

The Collection Management Librarian is responsible for the development of the library's book collection, both print and electronic. Selections are sought from the Architecture/Art Librarian for art, architecture and historic preservation titles and from the Research Services and User Engagement Librarian for the Main Library Reference Collection. Library liaisons are responsible for submitting selections in their assigned disciplines. Faculty recommendations are encouraged in the development of the library book collection and solicited by the distribution of *Choice* reviews. Final selection and approval of all orders are the responsibilities of the Collection Management Librarian.

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sought from the Architecture/Art Librarian regarding art, architecture and historic preservation titles and from the Research Services and User Engagement Librarian for

The Architecture/Art Librarian is responsible for the Image Collections, including instructional slides and digital images in the areas of art, architecture, and historic

