

INDIANA UNIVERSITY OF PENNSYLVANIA LIBRARIES
COLLECTION DEVELOPMENT AND MAINTENANCE POLICY

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INDIANA UNIVERSITY OF PENNSYLVANIA (IUP) LIBRARIES COLLECTION DEVELOPMENT AND MAINTENANCE POLICY

Introduction

The IUP Libraries maintains a diverse collection of materials to support the students, faculty, staff, and community of Indiana University of Pennsylvania. Our resources include print books and journals, comprehensive electronic databases containing journal articles, electronic books, music scores and recordings, government documents, rare books, and more. The librarians at IUP ensure that our collections are focused on the needs of our library users, remain relevant to the academic mission of the University, and contain the latest high-quality scholarship and knowledge in the many fields of human endeavor.

Libraries are always evolving to thrive in the transforming information landscape while maintaining many of the traditional services and personal connections that have become synonymous with the idea of “the library.” As society changes, and the way we produce and use information changes, so too do our policies and practices for building, maintaining, and pruning our collections. This is a living document, and will reflect changes as time goes on, influenced by the evolution of technology, the changing priorities of the University, and the changing nature of modern society.

The sections below reflect the current policies governing the acquisition of materials, physical and digital, across our multiple collection areas, as well as general information about maintaining the collections. For details on our policies and procedures regarding deselection and deaccessioning of materials (“weeding”), please see *Collection Weeding and Maintenance* on page 22.

Statement on Diversity and Inclusion

We recognize the essential need for our collections to include and respect all voices, especially those that are historically and currently marginalized. Like all institutions, libraries are not neutral entities. Without proper awareness of the voices and knowledge we choose to elevate versus those we choose not to, we do not fulfill our obligation to support the free exchange of ideas or to fully represent the wealth of knowledge that we can connect our users with.

With this in mind, and in keeping with our mission and values, we will make every effort to ensure our collections reflect the diverse cultures, religions, races, ethnicities, nationalities, genders, disability statuses, sexual orientations, social classes, and other unique ways in which we differ, while celebrating what we share and promoting respect for individuals and the global community.

CHANGES TO THIS POLICY

Generally, changes to this document and the policies herein will be proposed by the Collection Development Librarian, or, in the case of special libraries and sub-collections, by

the individuals that are directly responsible for managing those areas. Changes to the policy will be announced to the library faculty, who may make suggestions or provide advice on the specific changes. The Collection Development Librarian is responsible for updating this document to reflect new policies and procedures.

Note: From time to time, changes to collection priorities, requirements, and constraints may go into effect on short notice. Every effort will be made to timely update this document when needed to reflect new policy.

GENERAL POLICIES

Controversial Materials

In accordance with the [ALA Library Bill of Rights](#) and the [Freedom to Read Statement](#), as well as the [ALA Resolution on the Use of Internet Filters](#) statement, the University Libraries of IUP have a duty to provide for the free exchange of ideas and to keep in its collections or provide access to a representative selection of materials on all subjects of use or interest to its mission to the university.

The collection should be available to all potential patrons of the library and should offer the widest possible range of viewpoints. Material will not be excluded from the collection because of frankness of language or controversial approach or because of the political, moral, religious, sexual, social, economic, or scientific views expressed or because of the race or national origin, politics, or religion of the author.

Electronic / Digital Formats

Serials

Technological advancements have rapidly altered the landscape of journal and serial publication, with most serials offering both print and electronic formats—and some offered *only* in electronic format. Because electronic formats expand the accessibility and discoverability of resources, have a greatly enhanced immediacy of updates to information, and offer economies of scale that permit access and management of a much larger serials collection than we could manage physically, electronic format is the preferred option for acquisitions of new serials. In the sections below, scope details for electronic formats of content are specifically noted where applicable.

Books

As with serial publications, scholarly/academic publishers are rapidly expanding their electronic book (e-book) options, and the IUP Libraries is building a large (and still growing) collection of electronic books. Because library users have distinct individual preferences in the way they use books, we do not establish a preference for e-book versus print books in our collections. However, we have both e-book collections (provided by multiple vendors) that give limited-time access to wide arrays of titles in various subjects, and we purchase individual e-books for specific needs. When we acquire a specific e-book, our licensing preference is for multiple-user or unlimited-user licenses.

Streaming Media

The IUP Libraries will favor the acquisition of streaming audio and video media over the acquisition of physical media such as DVDs. When streaming access is available from common vendors at a reasonable price, we will acquire the materials in that format. If such acquisition is not possible, the library prefers materials in DVD or CD format (this applies to donations as well). Streaming media resources will be incorporated into our collections through specific databases and as add-ons to other electronic sources.

Costs and Limitations

Electronic materials generally have a substantial ongoing cost associated with both the cost of the content and the cost of the subscription itself (these are generally a combined cost, although in cases where we maintain perpetual access to backfiles, an ongoing access fee may be charged by the vendor). Because the cost of electronic materials is both significant and an ongoing commitment, we carefully evaluate new acquisitions based on numerous criteria, including:

- Potential use
- Amount of full text
- Cost, whether one-time or ongoing
- Availability of consortia purchase options
- Usability and User Experience
- Embargoed titles and length of embargo time
- Availability of backfiles
- User licensing options (for e-books)

Micro Formats

Micro formats - microfilm and microfiche - are sometimes an attractive alternative to maintaining print (it may be less expensive and requires less storage space). However, micro formats are less user-friendly than other print or electronic materials, and library users tend not to like using it.

Additionally, micro formats tend to be extremely heavy, require spaces that meet specific architectural specifications, and require specialized storage cabinets that add to both cost and weight. Although we do not generally purchase new micro format collections, we may do so in the following cases:

- If the desired material is only available in micro format
- If the material is significantly less expensive in that format
- For preservation of certain serial titles when rebinding is not feasible due to
 - difficulty in binding because of format or heavy usage
 - propensity for many missing issues
 - regular mutilation

Microfiche is preferred over microfilm. Silver halide is generally preferred, as is 35mm when microfilm must be acquired.

Duplication and Replacement

Generally, the IUP Libraries will add duplicate(s) to the collections in the following cases:

- Demand is sufficiently heavy to justify duplication
- Basic reference or bibliographic material that is essential in more than one location
- Add a second gift copy if original is actively circulating or falling apart

Replacement Policy

We use the following criteria to assess replacement of damaged, missing, or lost materials.

- Continuing value of the material
- Continuing demand for the material
- Extent of coverage of the subject in the existing collection
- Availability of newer or better material in the field
- Availability of more modern format
- Cost of replacement

Note: in the case of audiovisual media, we will attempt to replace lost or damaged items with newer formats wherever possible.

Retrospective Purchases

Librarians and liaisons are highly selective in choosing retrospective materials and resources for the IUP Libraries. Retrospective purchases are evaluated according to numerous criteria, including:

- Relevance to the curriculum and appropriateness to the IUP Libraries' mission
- Timeliness and lasting value of the content
- Strength of present holdings in the subject area
- Demand
- Cost
- Available format (electronic format is preferred)
- Reputation or authoritativeness of author, publisher, compiler, or producer

Donated Materials

Note: Certain libraries or sub-collections within the IUP Libraries have their own policies regarding gifts and donations that may supersede the general policy. Please consult those sections for more details.

We are happy to consider accepting donated materials, and we appreciate those who think of us when considering donations of materials.

Individuals wishing to donate materials to the IUP Libraries should contact either the Library Administration or the current Collection Development Librarian to discuss the nature and size of the collection being considered for donation. During that discussion, it may be determined that the library cannot accept the proposed donation. For example, we generally do not accept donations of print journals, newspaper collections, or similar serial publications.

Materials donated to the libraries will be reviewed by the Collection Development team to ensure that they are relevant to the University and the Libraries' mission. During the review, we will consider multiple criteria including:

- Restrictions (if any) stipulated by the donor
- Age of the materials
- Currency or usability of the format (especially important for audiovisual media)
- Relevance to the current or future curriculum of the university
- Whether the materials are within the scope of the relevant section of our collection development policies
- Whether the materials fill a gap in our existing collection
- Likelihood of future circulation of the materials

If we *do not* add a donated item to the collection, the item will be disposed of in the same way that we handle similar material that is removed from our collection. We are unable to return donated material that we do not select to add to our collection.

ELECTRONIC DATABASES

By far the most common way to access the latest journal literature and scholarly books is through one of the many electronic databases subscribed to by the IUP Libraries. Although several other sections of this document include information about acquisition of electronic items, electronic databases are specifically called out here since databases include much more than e-books and journal articles.

The objective of the IUP Libraries electronic database collection is to provide up-to-date access to the broadest array of articles, e-books, music, streaming video, and other digital resources possible. Because of the cost of electronic databases and the fact that they can include such a wide array of material types, the policy elements below should be considered general guidelines. Each specific database being considered for acquisition will be evaluated based on these guidelines, other elements of this policy, and criteria set by IUP Libraries faculty librarians, with feedback from their department liaisons as appropriate.

Scope

- **Level and Treatment:** The electronic database collection shall include databases providing a wide variety of different material types including e-books, reference resources, scholarly/peer-reviewed journal articles, newspapers, streaming video,

streaming music, and more. The collection shall include material relevant for student, faculty, and researcher use.

- **Languages:** The primary language is English, although some databases will include foreign language material.
- **Chronology:** The emphasis will be on acquiring databases that provide current and regularly updated materials, including the latest journal articles and recent books. From time to time, acquisition of backfiles will be considered if such acquisition will enhance the Libraries' ability to support instruction and student success.
- **Geographical:** Geographical coverage of the databases will include materials from all parts of the world.
- **Cultural Diversity:** Every effort shall be made to have the electronic database collection reflect all types of cultural diversity and promote respect for individuals and the global community.

Audience

- Library databases are acquired and maintained primarily for the use of IUP students, faculty, and staff.
- Databases can be browsed by other individuals while within the library buildings; remote access to the databases is restricted to IUP personnel.

CIRCULATING COLLECTION

The circulating book collection at the IUP Libraries is designed to support the full breadth of the academic and scholarly activities of students and faculty at Indiana University of Pennsylvania (IUP). Titles will represent highly relevant research and scholarship in the various subject areas. All titles will be acquired with careful consideration of their relevance to specific academic and curricular needs of the various colleges and departments at IUP and will be recommended by faculty librarians in collaboration with discipline faculty.

Scope

- **Reading Level and Treatment:**
 - Titles will be written for a scholarly audience at the undergraduate, graduate, and professional level.
 - Titles will be primarily scholarly non-fiction works. Fiction of short-term interest will not be collected. *Note:* The Libraries will collect established literary works and new works of promise in the literary field, especially those works that support course offerings. Other fiction received by the library as gifts may be added to the collections based upon appropriateness to course offerings.
 - Hardbacks will be collected unless there is a substantial financial gain in getting the paperback and binding it.
 - Textbooks, workbooks, and study guides are not collected, except for the children's textbook collection.

- Popular/self-help books are not collected.
- Duplication of titles is avoided except in the case of highly used titles.
- Older editions of books are generally not retained when more current editions are available.
- Books in foreign languages are not collected, except for foreign language materials to support foreign language classes.
- **Languages**
 - The primary language of the collection is English. Books in foreign languages are not collected except for materials to support foreign language classes.
- **Chronology**
 - Emphasis will be placed on current materials and the latest scholarship. However, since the relevance of older materials varies by discipline, acquisition of older works will take into account the needs of specific disciplines. Additionally, historical works within a field will be acquired as needed to provide a fuller context of the evolution and history of the field.
- **Geography**
 - Titles from all locations will be considered for acquisition, depending on their relevance to the academic and curricular needs of the University.
 - Books on Pennsylvania and regional history will be given purchase priority as appropriate.

Audience

- This collection exists primarily for undergraduate students, graduate students, faculty, and staff of IUP.
- Other library users may use the collection as well, including community members from the surrounding town of Indiana.

REFERENCE COLLECTION

One of the traditional hallmarks of a library is the availability of a reference collection covering the full range of subject areas with as much depth and breadth as possible. This collection will typically include encyclopedias, dictionaries, thematic indices, biographical compilations, legal reference works, bibliographies, handbooks, directories, and more.

The IUP Libraries acknowledges the continuing need for a reference collection and will build and maintain a collection of print reference titles of use to the students, faculty, staff of IUP as well as the Indiana community at large.

Scope

- **Level and Treatment**
 - The reference collection will include dictionaries, encyclopedias, handbooks, directories, thematic indices, legal reports, bibliographies, and other types of reference sources across multiple subject areas.

- The reference collection is primarily developed to address the reference needs of the students, faculty, and staff of IUP.
- Print indexes to journals will not be collected.
- **Language**
 - The primary language of the reference collection materials is English.
- **Chronology**
 - Emphasis will be on current editions of reference materials.
- **Geography**
 - Reference materials will cover all geographies but will primarily focus on the United States.
 - Pennsylvania/regional reference materials may be prioritized for purchase if appropriate.

Audience

- The reference collection is designed to meet the needs of students, faculty, and staff of IUP in pursuit of their academic and research activities.
- The reference collection may be used by others, including members of the Indiana community.

Electronic / Digital Reference Sources

This section pertains primarily to *print* reference sources. However, many common and specialized reference materials are now available in electronic format (for example, the *Encyclopedia Britannica*). Acquisition of those resources will be handled similarly to the acquisition of other electronic resources such as journal databases and e-books, using similar criteria.

SERIAL PUBLICATIONS

The IUP Libraries will provide an extensive collection of serial publications, with an emphasis on scholarly, peer-reviewed journals, to support the research and learning activities conducted at IUP. The serials collection will provide up-to-date access to the latest scholarship as well as the access to news, current events, legal reporting, and trade publications relevant to the academic mission of IUP. Serials subscriptions will be regularly reviewed and adjusted to ensure that our journal, newspaper, and magazine collections remain responsive to the needs of IUP and demonstrate careful stewardship of University funds at all times.

Scope

- **Level and Treatment**
 - General
 - Serials collections will contain popular, trade, and scholarly publications.

- The collection will emphasize the collection of scholarly, academic journals rather than popular or trade magazines.
- A small collection of popular magazines and similar serials will be made available for browsing and reading, in print.
- The IUP Libraries will remain alert to the issue of predatory journals and “article mills,” and make every attempt to avoid including these in any acquired serial subscription.
- Electronic Format
 - Electronic/digital format is the preferred format for acquisition of serial publications.
 - Serials in electronic format are not typically acquired singly, but as part of a larger journal database package.
 - Electronic journal databases typically include far more publications than any library can secure in full-text format. Where we have subscribed to an electronic journal database, we will secure full-text access to the greatest extent possible, balancing contract terms, academic needs, and financial constraints.
- **Languages**
 - The primary language of the serials collection will be English. Foreign language journals will be collected to the extent that they support foreign language curriculum or are included as part of electronic database subscription packages.
- **Chronology**
 - Emphasis will be placed on access to current journals and the latest scholarship. Retrospective or archival purchases may be made, at the discretion of the IUP Libraries, to fill gaps in our backfiles or for other reasons as needed.
 - Embargos are common when acquiring digital journals and other serials through vendor databases. The IUP Libraries will make every attempt to minimize the number of embargoed titles, or minimize the lengths of embargoes, when purchasing digital serial publications.
- **Geography**
 - The serials collection (print and digital) will include materials from all geographies and locations.

Audience

- The target audience for our journal collections are students, faculty, and staff at IUP.
- Other users may access our electronic and print journal collections while on the library premises.

CHILDREN’S COLLECTION

The Children’s Collection at IUP Libraries supports the research and teaching of faculty and students from the College of Education and Communications. This collection supports teacher education students by making available children’s books that are appropriate for

preschool through middle school lesson planning. As such, the collection is not established for use by children, but for the university students and faculty who are interested in education and child development.

Scope

- **Reading Level and Treatment**

- This collection of books is appropriate for preschool through grade eight.
- Both fiction and nonfiction works will be purchased along with textbooks.
- All format types—alphabet books, number books, board books, chapter books, oversize story time books, etc.—can be browsed.
- Controversial books or books that are banned at other institutions may be on the shelves. A variety of perspectives are represented. Books will not be removed because of partisan disapproval.
- Award winners, honor books, and books from recommended bibliographies shall be considered for inclusion.
- Books of regional or Pennsylvania interest will also be given purchase priority.
- A limited number of reference books generally found in a school library may be collected. However, most of such items as well as selection tools and other professional literature will be housed in the main collection. Journals will be housed in the main serials area.

- **Languages:** The primary language is English. Materials used to teach foreign languages or in bilingual multicultural environments are also collected. Some literature in foreign languages is collected for use as examples.

- **Chronology:** Emphasis shall be on the most current materials. Outdated or damaged books may be replaced by newer versions or will be weeded out.

- **Geographical:** Educational materials published in the United States are emphasized. Foreign publications may be acquired on a selective basis.

- **Diversity:** Every effort shall be made to have the collection reflect diverse cultures, religions, races, ethnicities, nationalities, genders, sexual orientations, social classes, etc. and promote respect for individuals and the global community.

Audience

- This collection exists primarily for undergraduate education majors.
- Other library users may use the collection as well.
- The collection is not established to be used or browsed by children.

THESES AND DISSERTATIONS

IUP offers numerous graduate courses at the master's and doctoral level, and the IUP Libraries collects both theses and dissertations produced by our graduate students, as well as some theses produced by undergraduate students. The objective of our dissertation and thesis collection is twofold:

- To preserve and record the academic achievements of IUP students.

- To make the scholarly product of our graduate students available to other students and library users both at IUP, and worldwide.

Print Format

These and dissertations provided to the IUP Libraries in bound, print format will be added to our collection.

Electronic Theses & Dissertations

The primary and preferred format for collection of theses and dissertations is electronic. Electronic formats allow us to save physical space while expanding access to the scholarly work of our graduate students to a worldwide audience.

Electronic theses and dissertations will be ingested into an institutional repository and made available electronically to local and global users, subject to the terms and conditions set by the author (including embargo terms).

The current repository of IUP theses and dissertations can be found here:

- IUP Institutional Repository: <https://harbor.klnpa.org/iup>

FILM AND AUDIO MEDIA COLLECTION

Indiana University of Pennsylvania Libraries maintains a collection of video and audio media content used primarily in support of the curriculum. Physical collections are held at Stapleton Library and Orendorff Music Library.

Scope

- **Level and Treatment:** The collection shall include video and audio media content in DVD, VHS, CD, LP sound recordings and streaming formats.
 - When streaming access is available from commonly used vendors at a reasonable price, that format is preferred for all content (see “Electronic / Digital Formats” section).
 - When streaming is not available or is prohibitively expensive, DVD or CD is the preferred format for both acquisitions and donations.
 - The IUP Libraries does not purchase DVDs with public performance rights nor pay for one-time public performance licenses.
- **Languages:** The primary language is English or foreign films with subtitles. Foreign materials used to teach foreign languages or foreign language films without English subtitles are purchased if requested by faculty.
- **Chronology:** Topical emphasis shall be on currency.
 - Award-winning films and classics and all Jimmy Stewart films will be retained.

- Content on older media formats may be replaced with more current formats if available and as budget allows (see “Duplication and Replacement” section).
- **Geographical:** Educational materials produced in the United States are emphasized. Foreign productions may be acquired on a selective basis.
- **Cultural Diversity:** Every effort shall be made to have the collection reflect all types of cultural diversity and promote respect for individuals and the global community.

Audience

- This collection exists primarily for IUP faculty members and students.
- Library users with a valid I-card may use the collection as well.
- The collection is not established to be used or browsed by children.

GOVERNMENT DOCUMENTS

Dr. Theresa McDevitt, Government Information Librarian

In 1962, Stapleton Library was designated a depository library for federal documents, and presently serves the government information needs of the 9th U.S. Congressional District in accordance with 44 USC 1905 and “Instructions to Depository Libraries.” We are also a depository for documents emanating from the Commonwealth of Pennsylvania.

Community Background

The collection has been selected to serve the needs of the academic community of Indiana University of Pennsylvania (IUP), as well as the Indiana County business and agricultural communities, and the other citizens of the 9th Congressional District.

IUP is a comprehensive, research-based, teaching-focused, student-centered learning community. Approximately 15,000 undergraduate and graduate students are enrolled in our accredited and nationally recognized programs, enjoying traditional and nontraditional classroom experiences, engaging in research and service activities with their faculty mentors, becoming lifelong learners, preparing for rewarding careers and productive lives, and developing leadership skills for effective citizenship.

The 9th Congressional district is mixture of rural and urban population, with the greatest percentage of individuals employed in the management, business, and science and arts occupations at 27.8 percent. Individuals employed in sales and office occupations follow closely behind at 23.3 percent, and those employed in the production, transportation, and material moving occupations at 18.9 percent. Service occupations make up 16.8 percent, and natural resources, construction, and maintenance occupations making up 13.1 percent.

Reference, circulation, and interlibrary loan service for, and access to, depository government information, both in tangible and virtual format, is available to any university or broader community information seeker who comes to the library or contacts the government publication department by phone or e-mail.

Such services and access is coordinated with the other depository libraries in the [Pennsylvania State System of Higher Education](#), as well as the other depository libraries in southwestern Pennsylvania through a local documents group. Both constitute a well-developed documents group that meets periodically for cross training, discussion, and collaborative collection development.

As the academic library of a Pennsylvania state university, a concerted effort is made meet the curricular needs of our undergraduate students, the specialized research needs of our graduate students and faculty members, and the needs of our community users based upon typical reference inquiries.

Selection

Each year, the Government Information Librarian performs a zero-based item review during the United States Government Printing Office's (GPO) annual selection update utilizing Federal Depository Library Program (FDLP) electronic tools. This selection is made through consultation with the Collection Development Librarian, the Acquisitions/Serials Librarian, library subject bibliographers and an analysis of reference inquiries made by students, faculty, and community users.

Non-depository Items

Our depository collection is enhanced through our subscriptions to commercial databases including legal, government, and statistical resources.

Duplicate and Replacement Policy

The Library maintains a deposit account at the U.S. Government Bookstore for the acquisition of desired items deemed lost or nonelected.

Retrospective Sources

The IUP Libraries has also historically purchased large microfiche sets such as the NCJRS microfiche collection, the CIS Congressional Publications, and the American Statistics Index microfiche. The collections are accessible with modern digital microform reading and scanning equipment

Collection Maintenance

All depository items are recognized as the property of the United States Government and are weeded and discarded only after satisfying procedures outlined by the FDLP. The collections are shelf read and weeded periodically and are bound in the same manner as other library materials

Format and Access

Electronic records for all U.S. government publications cataloged through the depository program are purchased and loaded into our online catalog to facilitate access to electronic versions of documents for our users.

To provide the best possible service to the greatest number of our users and to respond to the evolving nature of government information, items that are available in electronic format are chosen in that format even when tangible forms are available unless suggested by a library subject bibliographer, to satisfy user request that cannot be appropriately satisfied via interlibrary loan, or upon suggestion of government documents librarian.

Resource Sharing

When items are not available in our collection, the library will provide interlibrary loan service at no charge to all patrons utilizing its relationship with the regional depository and modern interlibrary loan tools. We freely loan any government document item to users who come to the library or through interlibrary loan.

Weeding and Maintenance

Documents have been added to the regular serials, reference, and circulating collections when considered appropriate, and a small SUDOCS collection is maintained. Both the separate collection and the regular collection are routinely weeded. Items weeded are done so in consultation with regional depository library coordinator.

Access

IUP Library collections are ADA accessible, as are our computer workstations.

IUP Libraries Government Information Internet Use Policy

As a member of the Federal Depository Library Program of the United States Government Printing Office, IUP Libraries offer the public free access to online federal government information. This service allows the same principle of free access that governs the use of traditional depository materials, as provided in Section 1911 of Title 44, United States Code.

IUP Libraries provide access to the products in the FDLP Electronic Collection free of fees or other restrictions such as age or residency status. The FDLP Electronic Collection consists of:

- Core legislative and regulatory titles available through GPO access,
- Other remotely accessible products managed by GPO or by institutions with which GPO has established formal agreements,
- Remotely accessible electronic government information products that GPO identifies, describes, and links to, but which remain under the control of the originating agencies, and
- Tangible electronic government information products such as CD-ROMs and DVDs distributed to federal depository libraries.

Patrons wishing to access government information through computer workstations in the library can ask at the Technology Help Desk for a generic login. Public users are able to use networked printers with copy cards that are available at copy card machines. Patrons are

not required to show any identification as a condition of using the computers. Internet access is provided unrestricted by the use of filtering software. However, patrons' use of library computers is subject to the library's overall acceptable use policy.

MUSIC LIBRARY

The Orendorff Music Library collects music and music-related materials to meet the needs of the IUP Music Department, the university at large, and the community. These materials include music monuments, collected editions, reference books, circulating books, circulating scores, and sound recordings. In building our collection, we follow the general policies of the IUP Libraries.

Monuments and Collected Editions

These are the most reliable and authoritative scores for the study of significant works. They are essential for first-rate reference service in music. Through the efforts of previous music librarians, the Music Library has one of the best collections of such works in the state. The maintenance of this high-quality collection should be a top priority. To ensure that we acquire each volume of a set, these works have been purchased through long-term standing order agreements.

Reference Books

The Music Library has a substantial collection of reference books on music, which are indispensable for the reference and research needs of music library patrons. While there is some duplication of standard works with the general Reference Department, most titles are found only in the music library. We will continue to collect the most important reference works in music.

Circulating Books

The Music Library contains the bulk of the IUP Libraries' collection in the ML and MT classes. These works are broad and representative, with strengths in the areas of composer's biographies (ML 410), music history, theory, and education. This collection serves the curricular and research needs of the music library's diverse patrons. We will continue to build a broad and representative collection, particularly in the areas of our strengths and in the teaching and research interests of the university community.

Circulating Scores

The entire M class of the IUP Libraries is housed in the Music Library. Students, faculty, and the community use these scores for musical performances, study, and research. Our goal is to build a representative collection, making available those works considered essential to the musical repertory of our culture. We have a particularly strong collection of piano-vocal scores of operas and musical theater and will continue to build in that area.

Sound Recordings

The Music Library has a substantial collection of 12" vinyl LP sound recordings, primarily of Western art music. This collection is still heavily used for the listening needs of library patrons. However, we no longer collect items in LP format – we now only collect commercial recordings in compact disc (CD) format. Just as with the score collection, we will strive to build a representative collection, containing the essential works of music supporting the listening needs of music library patrons.

Special Collections and Gifts

The Music Library maintains a small collection of specialized, rare, or valuable materials. No special funds are available for acquiring new materials in this area, but some items have come to the music library by way of gifts.

In recent years the Music Library has received numerous gifts from retiring faculty and elderly community members. We particularly appreciate gifts of musical scores in good condition, which have generally been added to the collection. **Please note:** we do not accept gifts of LPs or 78 rpm sound recordings due to limitations of space and floor load, nor can we accept items in poor or brittle condition, old textbooks, or duplicates of items already in our collection. Individuals donating to the Music Library should be aware that only those items valuable to the collection will be retained.

Collecting Interests and Requests

We are committed to collecting materials supporting the strengths and research interests of the university community. Specialized areas include women composers. We also support all general areas of interest, such as performance and study scores, musicology, ethnomusicology, music theory, and music education. We make every effort to acquire materials that have been requested by faculty members, students, and other patrons of the music library.

SPECIAL COLLECTIONS AND UNIVERSITY ARCHIVES

Dr. Harrison Wick, Special Collections Librarian and University Archivist

In support of the university's mission, the IUP Special Collections and University Archives actively collects, organizes, preserves, and provides access to the institutional history of IUP, as well as the Pennsylvania Collection, rare books, artifacts, and historical information relevant to the region and the Commonwealth of Pennsylvania. The following policies and procedures are in place for the Special Collections and University Archives to provide access and continue to care for collection materials.

The determination of whether to add items to our special collections or university archives rests with the Special Collections Librarian, who will evaluate materials with respect to their historical significance, value, cost of acquisition, relevance to the mission of the University and the Special Collections and University Archives, and other criteria they

deem appropriate. The Special Collections Librarian will perform this evaluation in the context of financial and other constraints in effect at the time.

Collection Development Policy

Collections include three major research areas, including the Record Group Collections, the Manuscript Collections, and the Rare Book Collection. The Special Collections and University Archives actively collects, organizes, and provides access to these collections. Although many materials are acquired through donations, there is also an active acquisitions policy.

Record Group Collections

Record Group Collections (the University Archives) are arranged into record groups, which are assigned Record Group, or RG, numbers. Record Groups represent the institutional history of the university, and the collections include IUP Publications created by offices and departments.

Manuscript Group Collections

Manuscript Group Collections are assigned **Manuscript Group**, or **MG**, numbers. The collections represent records created by people, businesses, and organizations not directly affiliated with the university.

The Special Collections and University Archives actively collects and preserves significant regional archival collections with particular emphasis on Pennsylvania business, industry, labor, and union history related to the coal, iron, steel, and transportation industries. The regional focus extends from Pennsylvania into New York, Ohio, and West Virginia.

Rare Book Collection

The Rare Book Collection protects many valuable and unique materials owned by the IUP Libraries, including providing access to often out-of-print titles. Sub-collections within Rare Books include:

English and American Literature

Forming the core focus of our Rare Book Collection, this collection is an integral part of doctoral programs and research at IUP. The collection includes first and limited editions, many works printed prior to 1850, publications associated with Manuscript Group Collections and significant individuals, and examples of fine printing or binding.

Prominent authors include Edward Abbey, Charles Darwin, Charles Dickens, James Joyce, Nathaniel Hawthorne, Washington Irving, John Milton, George Orwell, Edgar Allan Poe, Lydia Sigourney, Harriet Beecher Stowe, Henry David Thoreau, Mark Twain, and H.G. Wells.

The Pennsylvania Collection

Concerning the history, development, and population of Pennsylvania, the Pennsylvania Collection includes county and local histories, Pennsylvania regimental histories of Civil War units, atlases, *Reports of the Pennsylvania Department of Mines*, the published records of the Colonial Records of Pennsylvania and the Pennsylvania State Archives, and a variety of historical and contemporary maps.

Audience and Use Policy

Processed collections and cataloged books are available for research in the Special Collections and University Archives. The collection is not designed for browsing, nor do materials circulate. Access to the collection is mediated by the Special Collections Librarian.

Duplication Policy

The Special Collections and University Archives provides the best access possible to materials. To ensure that these materials remain available to researchers and to honor copyright restrictions, we have adopted the following policies for the duplication of materials. Note that fees may be charged for material duplication; for the current fee schedule, please visit the IUP Libraries website.

- All materials will be copied or scanned by a staff member. Materials do not circulate, and the Special Collections librarian determines the best means of duplication. In the case of documents too fragile or brittle to copy or scan, or material in which duplication might cause damage to the original, we will be unable to provide duplication services. Additional charges may apply for oversize items.
- Due to limited staffing, photocopies and scanning may not be available immediately; requests for duplication will be completed when staff is available. Copies and scans can then be picked up or sent by mail or email. The Special Collections and University Archives reserves the right to reject any request for scanning or copying which would place an undue burden on the resources and staff of the unit. General limit for copying is 100 pages.
- No copying or scanning will be done in violation of the copyright law or donor restrictions. We have placed a 30-page limit on copyrighted material.
- The Special Collections and University Archives will copy/scan documents and images from collections with the understanding that these materials are intended for use by the requester.
- Duplication is not an authorization to publish. Your rights and obligations with respect to reproducing copyrighted material is governed by Title 17 of the United States Code. Researchers must be aware of copyright and must assume full responsibility for clearing reproduction rights and for any infringement of copyright law. The IUP Libraries will be held blameless for the infringement of copyright or of publication rights by others due to deliberate or negligent misuse of the permission granted to examine or copy materials.

- The use of personal cameras, scanners, or copy devices may be permitted depending upon feasibility and preservation considerations. Prior permission of the staff is required.
- Any materials used in a publication or exhibition must use the following credit, “Courtesy of the Special Collections and University Archives at Indiana University of Pennsylvania.”

UNIQUE DIGITAL COLLECTIONS

The IUP Libraries recognizes the changing forms of which scholarship in the modern age and how technology can create unique digital items and artifacts that are valuable for both scholarly and cultural purposes. From time to time, we will create digital collections that organize, classify, and make accessible those digital artifacts (be it video, writing, or other forms of expression) in what we term “Digital Collections.”

These collections take many forms, and have varying lifetimes - some may be ephemeral, connected briefly to current events or a particular historical event of note, while others are longer-lasting items that will be maintained and accessible for long periods of time.

There is no blanket policy or procedure to handle all such digital collections; rather, we will determine the appropriate items to collect, as well as the appropriate place to store and provide access to the items. Digital Collections will be made accessible through the IUP Libraries website while they are extant, and those that are archived will be stored in the institutional repository.

COLLECTION WEEDING AND MAINTENANCE

Introduction

IUP Libraries serves the university community by providing high-quality services and collections that directly support academic research and intellectual freedom. Collection quality is maintained through a faculty-driven acquisition program that uses a bibliographer-liaison model to select and acquire new books, media, and electronic resources.

Equally important to collection maintenance are the complementary processes of *deselection* and *deaccessioning*, commonly referred to in libraries as “weeding.” Through these processes, we evaluate the items we hold considering advances in scholarly knowledge, circulation and use of each item, and the changing academic programs of the university. Items that no longer meet the needs of the university community or the academic mission may be removed from our collection. Doing so improves the accessibility, relevance, and usefulness of our collection and enhances the library user’s experience.

This document details the IUP Libraries’ weeding process to makes the goals and criteria of weeding clear to library personnel and to library stakeholders. We also strive to make weeding a collaborative process, and the input of discipline faculty and other stakeholders

is critical to our work. The weeding policy outlined below describes our criteria and the overall schedule of our weeding work.

Note: A fundamental component of collection maintenance is the daily work of the library faculty and staff. Items that are damaged, lost, or superseded by a newer edition are regularly identified and processed according to library procedures to handle those situations. That work is not part of the systematic review process described here.

In the weeding and review process, items that are candidates for weeding are determined by the following criteria:

- duplicate copies that are no longer needed
- availability of alternative formats (for example, an equivalent e-book)
- out-of-date works (age thresholds may be set by topic area, with input from discipline faculty)
- items in poor or unusable condition
- items with low or no circulation

The final decisions for whether an item will be weeded rests with the librarians who serve as bibliographers. Librarians will consider each of the listed criteria and use their professional judgment to determine if other criteria are factored into the final decision on a title. Librarians will consult with department liaisons and faculty and the Special Collections Librarian as appropriate.

Specific Weeding Criteria

Duplicate Copies

The library's collection development policy generally does not encourage the purchase of multiple print copies of a book or duplicate copies of other materials, although exceptions are sometimes made on a case-by-case basis. Typical exceptions include holding multiple copies of classic literature or titles that are recommended as University readers. When performing a weeding review of our collection, librarians will check for duplicate copies and will evaluate the copies on hand based on condition and circulation to determine whether one or more extra copies can be removed.

Alternate Formats

Advancing technology provides access to alternate formats (typically, e-book format, DVD, or streaming media) for many titles that we would normally hold on our shelves. During a collection review, data on the availability and usage of alternate formats within our holdings, or (if we do not already own the electronic version) the costs and potential benefits of acquiring a title in electronic format, will be used to determine if physical titles or outdated formats may be removed from the collection.

Electronic Databases / Article Databases

Because electronic journal databases are a key component of our collections, we are obligated to review our offerings regularly to make sure they, too, are relevant to the University and library mission. Electronic databases represent most of our acquisitions expenses and can be extremely costly (many have six-figure annual subscription fees). Our review therefore must include financial constraints to make sure we are sound stewards of University and State System resources. During our review, we consider multiple criteria, including:

1. Amount of full-text content included
2. Cost and contract terms
3. Usage data (acknowledging that departments of different sizes will have different usage rates)
4. Departmental and librarian feedback on the resource
5. Accreditation requirements, if applicable
6. Similar or duplicate coverage in other electronic resources

After reviewing those factors and other criteria as appropriate, electronic resources that do not meet the necessary criteria for retention will be canceled.

Financial Exigency

In times of financial exigency, while our review process will still include the factors listed above, cost of the resource will be the primary consideration. It may become necessary to cancel electronic resources strictly due to its cost.

Out of Date Works / Obsolete Information

Obsolete or outdated works are a fact of life in library collections, and in academic libraries they pose a unique challenge in some cases. Proceeding from the general principle that it is better to have *no* information on a topic than *incorrect* information, weeding reviews will pay close attention to the publication date of a work and the likelihood that the information it contains is still accurate and relevant to the field at hand.

For each subject area, a soft age threshold will be set – in conjunction with discipline faculty, where needed - to guide librarians' work and help them prioritize titles to review for obsolescence. For example, medical titles will have a soft age threshold of 5 years, indicating to the librarian to pay extra attention to titles older than 5 years to make sure they remain relevant to our Nursing and Allied Health students and faculty.

It is important to note that these determinations are designed to aid the librarian in prioritizing their weeding work and are not hard criteria for removing an item.

Historical Significance and Seminal Works

The importance of preserving historical context within library collections means that in many cases libraries should retain titles that, while outdated, are nonetheless of historical

significance to their fields. IUP Librarians will use their professional judgment, knowledge of the subject area, consultation with discipline faculty, and library best practices to identify historically significant titles or seminal works that should be retained regardless of age.

Controversial Materials

In the process of reviewing library materials, librarians sometimes contend with the presence of views, beliefs, and positions presented by those authors that may be controversial or offensive in our current time. The IUP Libraries policy on Controversial Materials states:

“University Libraries of IUP have a duty to provide for the free exchange of ideas and to keep in its collections or provide access to a representative selection of materials on all subjects of use or interest to its mission to the university.”

To that end, items will **not** be removed from our collections solely based on controversial content, the political, moral or religious, sexual, social, economic, or scientific views expressed, or because of the race or national origin, politics, or religion of the author.

Physical Condition

Titles that are in poor or unusable physical condition will be removed from the collection. If the librarian making the decision on the title determines that the item should be replaced, a request will be made through the IUP Libraries’ established book acquisition process to purchase a replacement.

Low or No Circulation

The IUP Libraries monitors the circulation and use of our materials, both print and electronic. It is critical to the effective development and maintenance of the collection that we acquire and retain materials that will be used by the university community. Little to no circulation of a title is often an indication that its relevance to the discipline and to the needs of the students and faculty of IUP is low, and that it may be appropriate to remove it from our collections.

What Counts as “Low or No Circulation?”

The vast amount of material is published every year in every discipline means that inevitably, many (or even most) titles will not become heavily used in any given library collection. This does not mean, however, that every low-use item is to be removed. Our circulation criteria for titles are flexible, and generally include:

1. An appropriate expected circulation based on the item’s topic, currency, breadth or depth of scope, and applicability across disciplines.
2. A time frame over which circulation is measured that allows for a realistic ability for users to locate, access, and use the item, while accounting for past heavy use but low current use.

As with age thresholds, circulation criteria are an aid for librarians in prioritizing their review and are neither hard limits nor the sole consideration for removing an item from our collections.

Review Schedule by Library of Congress Classification

Systematic review and weeding of our circulating book collection are generally conducted during the summer months to minimize disturbance to library users. Circulation Services will inventory titles prior to the review so that missing books will be removed from reports, ensuring an accurate review. The schedule is based on a start year of 2019.

Collection Maintenance and Review Schedule By LC Class					
LC Class	Frequency	1st Review	2nd Review	3rd Review	4th Review
A	7	2026	2033	2040	2047
B-BJ	5	2024	2029	2034	2039
BF	3	2022	2025	2028	2031
BL-BX	7	2026	2033	2040	2047
C	7	2026	2033	2040	2047
D	7	2026	2033	2040	2047
E-F	7	2026	2033	2040	2047
G-GR	5	2024	2029	2034	2039
GV	5	2024	2029	2034	2039
H	5	2024	2029	2034	2039
HB-HJ	5	2024	2029	2034	2039
HM-HX	5	2024	2029	2034	2039
J-JX	5	2024	2029	2034	2039
K	5	2024	2029	2034	2039
LC Class	5	2024	2029	2034	2039
M	5	2024	2029	2034	2039
N	7	2026	2033	2040	2047
P-PM	5	2024	2029	2034	2039
PN-PZ	7	2026	2033	2040	2047
QA (Computing)	3	2022	2025	2028	2031
QA (Mathematics)	5	2024	2029	2034	2039
QB-QD	3	2022	2025	2028	2031
QH-QR	5	2024	2029	2034	2039
R	3	2022	2025	2028	2031
S	5	2024	2029	2034	2039
T	3	2022	2025	2028	2031
U-V	5	2024	2029	2034	2039
Z	3	2022	2025	2028	2031