

**University of North Florida
THOMAS G. CARPENTER LIBRARY
Jacksonville, Florida**

LIBRARY COLLECTION DEVELOPMENT POLICY

June 2009

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University of North Florida

**THOMAS G. CARPENTER LIBRARY
Jacksonville, Florida**

LIBRARY COLLECTION DEVELOPMENT POLICY

June 2009

I. LIBRARY MISSION

The Thomas G. Carpenter Library supports the educational goals of the University by providing information resources, services, and programs that encourage study and learning, support instruction and academic programs, facilitate research and scholarship, and engage the university-at-large and the broader communities we serve.

We seek to accomplish this mission through five encompassing and mutually informative goals, each characterized by a commitment to excellence, relevance to the diverse needs and expectations of our constituents, and accountability for ongoing assessment and improvement.

- Advance the immediate educational experiences of UNF students and create opportunities that develop skills for life-long learning.
- Support the scope and quality of academic programs in a manner consistent with the mission and resources of the university.
- Advance the strengths and scholarly engagement of the faculty.
- Advance community outreach and partnerships.
- Advance efforts to administer and perform effectively as a library organization.

II. PURPOSE STATEMENT

The decisions and procedures concerning fulfillment of the Library's mission are academic and professional matters delegated by the Provost to the Dean of the Library and the Library faculty. The decision-making process must be an informed one, based on the best advice of the teaching faculty, in observance of University and Board of Trustees administrative policy and in compliance with the laws of the State of Florida and the United States.

The purpose of the present document is to set forth the policies governing the Library in its role of information broker, particularly those aspects that have to do with the selection and acquisition of resources for the Library's collections. In order to promote the systematic growth of library holdings, and to accomplish this goal in an orderly manner in accordance with the principles of modern librarianship and information science, all collection development activities are to be governed by these policies.

A. Censorship and the *Library Bill of Rights*

The Library endorses the tenets of the *Library Bill of Rights* of the American Library Association and the *Freedom of Information Act* (P.L. 89-487, 80Stat.250) and will resist any attempt to prevent the acquisition of and ready access to materials based on an objection to the content of that material or to any ideas or opinions expressed therein. The University's "Network Acceptable Use Policy" guides appropriate use of computers and electronic resources. (UNF Policy and Regulations, Administration and Finance, 6.0050P) http://www.unf.edu/unfinfo/policies-regs/chapters/finance/6_0050P.html

B. The Library's Clientele

The Library's primary community consists of the students, faculty and staff of the University of North Florida; its secondary users are the students and staff of other State University System (SUS) institutions, state community college students, UNF alumni, area researchers, and general readers and visitors from the surrounding service areas of the First Coast Region. While the Library shares its resources with all its clientele, the acquisition of library materials is guided by a consideration of the needs of its primary clientele, particularly those of students and faculty.

III. RESPONSIBILITY FOR COLLECTION DEVELOPMENT

In regard to the selection of materials, the Library faculty relies on its professional judgment and the judgment of the academic faculty to insure the development of a balanced collection of materials appropriate to the mission of the University. The process of building a substantive collection is enhanced by faculty members who recommend materials in their special competencies and the Library's bibliographers who balance and coordinate the collection as a whole. The decision to acquire or not to acquire materials rests solely with the Library. Authority affecting disbursement of funds is subject to institutional, SUS or state policy, regulations, and statutes.

IV. LIBRARY RESOURCES EXPENDITURES

The materials budget supports the purchase of all formats designated in the collection development policy. The budget supports expenditures for the following, listed in priority order:

1. Continuing obligations, e.g., subscriptions, electronic resources, etc.
2. One-time monographic purchases and approval plans
3. Bibliographic services and specialized vendor services
4. Membership in consortia
5. Preservation and processing of library materials

V. SOURCES OF FUNDING

The major source of funding for the Library's materials budget, including recurring and non-recurring expenditures, is from the University's Education & General Fund that is allocated by Academic Affairs. E&G activities are funded from the following sources:

General Revenue Trust Fund (primarily Florida's sales tax)
Educational Enhancement Trust Fund (receipts from Lottery sales), and
Incidental/Student Fees Trust Fund (primarily student tuition and fees).

The materials budget may be supplemented by:

Grants
Auxiliary Account
 Special Borrowers
 Replacement books
 Sale of gift books
Sponsored Research Recovered F&A Costs
Support for special programs
Foundation Accounts
 Endowment
 Library Acquisition Account
 Special Collections Acquisition Account

Without specific monetary appropriations included in proposals for new programs and courses, the Library may not be able to support acquisitions in those areas.

VI. MONOGRAPHIC AND SERIALS PURCHASING

As an academic library, the Carpenter Library acquires a broad range of materials in many different formats in order to satisfy the curricular and research needs of its clientele. The Library may collect in any medium that technology makes possible. An important consideration in the expenditure of resource dollars will continue to be the durability of the physical medium, the accessibility of the intellectual content of a potential acquisition, and the availability of technology to access the material. The Library recognizes the need to evaluate access vs. ownership; that is, the ability of the Library to provide materials that are important to the library's mission, but not owned by the Library.

The Library's physical collections currently include the General Collection, Government Documents and Maps, Media, Periodicals, Reference, Reserves, and Special Collections. (See Appendix B for Levels of Collecting.)

The Library acquires items as either one-time monographic acquisitions (books and other single items in any format) or as continuing obligations (subscriptions, electronic resources, etc.). The process for evaluating a potential purchase differs by type of material.

A. Books and Other Monographic Materials

Monographic materials include books and other single items in any format. They may be acquired from publishers, book vendors, and through an approval program. The Library evaluates monographic requests carefully, and attempts to acquire all valid requested materials that support the academic curriculum and faculty/student research.

Audiovisual materials are acquired with priority given to media required for repeated and regular course-related use. Factors considered in selection are suitability of format, quality of production, availability of equipment and facilities, and license requirements. The Library recommends that faculty preview all films with which the requestor is not familiar, at no expense to the Library, before requesting purchase.

B. Serials

Subscriptions to serials are continuing obligations that must be renewed and paid on an annual schedule. They include magazines, print journals, newspapers, electronic journals, electronic databases, and business, legal, and other updating services. They are generally ordered from a subscription agent, a database publisher, or a book publisher. Because the Library must make a commitment to pay an annual renewal that usually includes price increases, all serial requests must be approved by the Library's Collection Development Committee. The Committee will consider the value of the request to the University and evaluate the long-term costs to maintain a subscription. Requestors may be asked to provide a justification for purchase.

When an electronic subscription provides a high quality product available to more users at a cost comparable to print, the online resource is usually preferred. The choice of electronic only may be preferable to duplicate electronic/print subscriptions at additional cost. The Library recognizes that print may continue to be the preferable format for specific titles.

Journals and Magazines

Along with the general criteria for evaluating any library request, journals are also evaluated by accessibility via electronic or published indexes and value of the title to University students and faculty.

Requests for newsletters and ephemeral titles are given particularly close review in the selection process. The Library does not acquire selected or scattered issues of a journal publication, unless a special issue is published as a separate monograph.

Newspapers

The Library acquires selected daily newspapers from major U.S. cities. The objective is to provide representative reporting from selected areas of the country and not exhaustive coverage of U.S. daily newspapers. Backfiles are acquired and maintained only when historical value warrants and when indexing is available. Foreign newspapers are acquired when justified by the curriculum and when the materials budget permits.

Loose-leaf Services

The Library acquires specialized business and legal updating services from several publishers. Budgetary considerations govern the acquisition of similar services.

Annuals, Irregular Serials, and Monographic Series

Annuals and irregular serials may be acquired as one-time purchases for a single year or as a commitment for all future volumes (standing orders). That decision is made by the Heads of Acquisitions, Serials, and Reference or by the appropriate subject bibliographer. Backfiles of annuals are acquired only if specifically requested and justified. Subscriptions for monographic series or irregular serials will be considered on a case-by-case basis.

VII. SPECIFIC SITUATIONS

A. Contracts, Licenses, Copyright

The Library complies with the U.S. Copyright Law and other applicable copyright guidelines, such as the Commission on New Technological Uses of Copyrighted Works (CONTU) Guidelines. All purchases the Library makes are evaluated against the applicable copyright, contract or license restrictions. The Library reserves the right to decline any purchase when such restrictions are unacceptable from a philosophical or implementation position.

More information is located at <http://www.unf.edu/library/info/lib-copr.html>.

In matters relating to institutional copyright compliance and/or contractual and license issues, advice is sought from the Office of the General Counsel. All contracts and licenses must be approved by the University General Counsel and signed by the Vice President for Administration and Finance.

B. Dissertations and Theses

Two print copies of every thesis and dissertation produced by a UNF student are deposited in the Carpenter Library. The original serves as the University's archival copy and is

deposited in Special Collections. The second copy becomes a part of the general circulating collection. The details of the University's deposit procedure are described in a separate Thesis Policy document (See the policy on the Library's web page: <http://www.unf.edu/library/pol/THESIS.html>). Unpublished theses and dissertations from other universities are acquired by the Library only on a highly selective basis.

C. Faculty Publications

The Library will attempt to acquire at least two copies of every faculty monographic publication published during the faculty's tenure at UNF. One copy will be placed in Special Collections. Faculty publications which the Library does not acquire are: (1) articles in journals; and (2) unpublished dissertations or theses, unless a demonstrable subject/topical need exists. Gifts of monographic faculty publications are encouraged.

D. Genealogy

While the Library does not collect genealogy materials, neither does it exclude the collection of genealogical materials that fit within the scope of its other collection guidelines.

E. Gifts and Donations

The Library welcomes any gift or donation that enhances the collections and falls within the guidelines of this Policy. The Library reserves the right to accept or reject gifts and to dispose of gifts to the Library's best advantage. (See the complete Gifts and Donations Policy in Appendix E.)

F. Language

Library acquisitions are primarily in the English language. Foreign language materials are collected based on their support of University programs with a foreign language component and their usefulness to the Library's primary clientele.

G. Memberships

The Library will maintain memberships only for the purpose of receiving the publications (usually serial) of an organization. The conditions under which the Library considers a membership are: (1) a needed publication is available under no other condition; (2) the advantages (usually monetary) to the Library are considerable and demonstrable.

H. Multiple Copies

Duplicate or multiple copies of materials are not usually purchased for the collections unless heavy use can be demonstrated. The number of multiple copies of materials permitted for Course Reserves is described in Section VIII.

I. Purchase of Entire Collections

The acquisition of entire collections, inventory of book dealers, and personal libraries are complex transactions requiring consultation with the Library Dean, bibliographers, and the University's General Counsel. The Library will purchase an entire collection only if the subject matter is related to the University curriculum and the collection is mostly out of print, does not substantially duplicate current resources, and is held together by one homogeneous topic. The price of the collection must be reasonable, with per unit cost substantially below prevailing prices.

J. Reprints and Variant Editions

Reprints are normally purchased to replace materials that are worn out or missing, to supply variant editions that are important to scholarship, or if they are available only in that format. Variant editions, as distinguished from a new edition of a work, are acquired only when a scholarly need can be demonstrated.

K. Textbooks

The Library does not acquire works that are required textbooks for courses taught at the University. An exception to this policy may be made at the specific request of a faculty member; in which case a single copy may be purchased and placed on Course Reserve. Textbooks other than course texts may be acquired for the collection when they supply information in subject or curricular areas in which they may be the best or the only source of information on a subject.

VIII. OTHER COLLECTING AREAS

A. Special Collections

Special Collections is organized into three units: Rare Materials, Manuscripts, and University Archives. Each collection is a distinct entity requiring different methods of acquisition, organization, and handling. A Special Collections Librarian is responsible for the acquisition, administration, and disposition of all materials. (See the Special Collections Selection Policy in Appendix C.)

Items that qualify as rare, in terms of age, uniqueness, intrinsic intellectual or artifactual characteristics, bibliographical or research interest, or market value, may be acquired within the Library's collecting guidelines. Offers of gifts of special materials will be carefully evaluated by the Special Collections Librarian, in consultation with the Dean and other librarians as appropriate.

The Library does not purchase manuscripts unless a demonstrable need exists or an opportunity arises to purchase a unique item and funding is available. Manuscripts may be accepted selectively as gifts if they have a demonstrable use for the Library's clientele and

if the cost of processing, maintenance, housing, and storage does not represent an excessive burden on the Library's budget and personnel.

All gifts of rare materials and manuscripts are subject to the Gifts and Donations Policy of the Library (Appendix E), which prescribes that the donors cede legal ownership to the Library. All gifts are final and irrevocable.

As the regional public academic institution, the Library will collect in certain subject areas that have been identified as important to the University's educational program, regional obligations, and the Library's mission. The Library is developing a local history collection relating to the Northeast Florida region, i.e., Duval, Baker, Clay, Nassau, and St. Johns counties.

Materials relating to the history of the University from its beginnings (1969) to the present are preserved and maintained in University Archives. It serves as the depository of university publications of historical and research importance. The library attempts to obtain two copies of all materials, publications and other University records of historical and research importance. (See also Dissertations and Theses and Faculty Publications in Section VII of this document.)

B. Children's Books and Curriculum Collection

The Curriculum Collection includes elementary and secondary textbooks, curriculum guides, juvenile and young adult monographs, and media. The purpose of this collection is to support the programs of the College of Education and Human Services.

C. Government Documents and Maps

As a selective depository of federal documents and a full depository of Florida documents, the Library collects publications distributed through the Federal Depository Library Program of the United States Government Printing Office and the State Library of Florida's Documents Depository Program. The Library receives documents in paper, microform, and electronic formats. For documents available only at cost, a deposit account is maintained with the Government Printing Office.

The Map/Atlas collection, administered through the Government Documents Department, provides current geographical information through maps and atlases. Although the collection's coverage is not comprehensive, it serves the instructional and informational needs of the University community, providing general, worldwide coverage through topographic, aeronautical, nautical, road, and subject maps, as well as related reference materials, such as atlases and gazetteers. The Library emphasizes the acquisition of large scale maps of the United States, Florida, the northeast Florida region, and Jacksonville. The Library does not purchase wall maps for general classroom use.

See the Government Documents Collection Policy in Appendix D.

D. Music Scores

Music scores are largely collected as a resource/reference collection. Scores are acquired to support the curriculum and upon request by faculty members, but are not used to develop a performance collection.

E. Reference Works

The Reference Collection supports the information and research needs of the Library's primary clientele. Traditionally, a reference work is defined as a work designed by its arrangement, treatment, or content to be consulted for bibliographic or factual information rather than read in its entirety. Examples are encyclopedias, dictionaries, handbooks, directories, etc., kept in a separate collection and normally not allowed to circulate.

F. Reserve Material

Course Reserves

The Library maintains a Course Reserves collection to meet the special study and teaching needs of the University's students and faculty. Short-term loans allow students enrolled in a specific course access to materials in a timely fashion. Both print and media materials may be placed "on reserve." Materials owned by faculty may be held within the Reserves Collection to support course instruction.

One copy of a reserve item is generally permitted for Library purchase. Two or more copies of a title may be approved for purchase by the Acquisitions Librarian when a request is accompanied by appropriate justification. The Library does not systematically purchase or collect course-required textbooks for access as reserves.

Permanent Reserves

The Reserves Collection is also the permanent location for some Reference materials that require monitoring due to heavy use.

IX. COOPERATIVE COLLECTION DEVELOPMENT

The Library cooperates in consortial agreements with State University Libraries in purchasing or leasing library materials. The Library shares resources with other libraries through interlibrary loan and reciprocal borrowing agreements. As information technology develops and new methods of resource sharing are investigated, expansion of the Library's cooperative collection development involvement will be evaluated.

X. PRESERVATION AND DESELECTION

The Library maintains and preserves the collection to the best of its abilities, given the constraints of budget and staffing. If worn or damaged materials cannot be repaired, the Library will determine whether the item should be replaced, and if so, the best method of replacement. This may include the acquisition of an alternate/later edition or it may include preservation in a different format.

The collection is informally weeded as items are reviewed during cataloging, shelving, circulation, processing, and repair activities. The Library will undertake a systematic weeding program as time and staffing permit. During this time, subject bibliographers and faculty will be involved in the evaluation and deselection of the collections.

XI. REVIEW OF POLICIES

The above policies and guidelines have been developed by the Library faculty with the endorsement of the administration and the full-time teaching faculty of the University. In order to keep this document responsive to changing circumstances, it will be reviewed when necessary or at least every five years by the Library faculty. In the event of major modifications, the Dean of the Library will seek the endorsement of the Faculty Association and the University Administration.

**University of North Florida
THOMAS G. CARPENTER LIBRARY
Jacksonville, Florida**

**LIBRARY COLLECTION DEVELOPMENT POLICY
APPENDICES**

June 2009

- Appendix A: Task Force Charge and Members**
- Appendix B: Levels of Collecting**
- Appendix C: Special Collections Policy**
- Appendix D: Government Documents Collection Policy**
- Appendix E: Gifts and Donations Policy**

**University of North Florida
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**LIBRARY COLLECTION DEVELOPMENT POLICY
APPENDIX A**

TASK FORCE CHARGE AND MEMBERS

From: Hallblade, Shirley
Sent: Tuesday, February 10, 2009 2:24 PM
To: All Library
Subject: Collection Development Task Force

I am pleased to confirm the appointment of a Collection Development Task Force for the Thomas G. Carpenter Library. Chaired by Sarah Philips, the members include Vicki Stanton, Robb Waltner, and Kathy Cohen (advisor). Other individuals may be asked to participate in the work of this group as their efforts move forward.

The library's collection development policy is about ten years old. It needs to be revised to document current practices and reflect changes in university programs that have impact on our library resources. In addition, we want to plan for ways to ensure that the several library functions that relate to collection development are coordinated and moving forward as the library seeks to support the university's mission. The task force is charged with addressing both the policy revision and a new model for ongoing collections development.

The formal charge to this task force is as follows:

The Collections Development Task Force is charged with reviewing the library's existing collection development policy and preparing a revised policy draft. This task may require the ad hoc involvement of other individuals who have expertise in certain areas (documents, media, periodicals, special collections, etc.). The new policy should incorporate changes that document our current guidelines and practices for growing and maintaining the library's information resources, but should also reflect changes across the University that have implications for the library such as new disciplinary and degree programs and emphasis on research.

The task force is also charged with developing a draft proposal for a new model to address ongoing collections development in the library, including responsibilities for overall implementation of the policy and definition of roles for those involved in collection analysis, selection and deselecting/weeding activities, acquisitions, technology support, etc. The intent is to develop a systematic process and sustainable model for building library collections into the future. This task should involve examination of best practices through a review of the professional literature and may include interactions with other libraries with effective models.

Both tasks should include exploration of ways to involve teaching faculty in the collection development process. If possible, the two tasks should move forward somewhat simultaneously—perhaps with a lead person for each and input from others on the staff. An interim progress report is due by April 15th; the final policy draft and organizational model proposal are due by July 15th. These documents should come to me initially for review and will then be brought to the library faculty as a whole for review and discussion.

I appreciate very much that the library faculty named above have agreed to serve and plan for improvements in the library's collection development program.

Shirley

**University of North Florida
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Jacksonville, Florida**

**LIBRARY COLLECTION DEVELOPMENT POLICY
APPENDIX B**

LEVELS OF COLLECTING

The Library uses descriptors based on the RLG Conspectus, a system of collecting levels developed by the Research Libraries Group, to define the extent of the collections. The system was originally intended as an evaluation tool for collections in research libraries and is now used by libraries to describe the depth of collection activity levels and goals. The general definitions of these collecting levels are:

0. Out of scope: The Library does not collect in this area.

1. Minimal Level: A subject area in which few selections are made beyond very basic works.

2. Basic Level: Up-to-date general materials which are basic to introducing a subject field. Collecting scope: materials which indicate the varieties of information available elsewhere (such as bibliographies and the catalogs of other libraries); major general dictionaries and encyclopedias; selected editions of important works; "monumental" and collected editions of the works of authors, composers, and artists important to the development of civilization; historical surveys; and a limited number of general periodicals of a literary or scholarly nature.

3. Instructional/Study Level: Those materials which are necessary to support undergraduate and graduate curricula in the colleges and academic divisions of the University. Collecting scope: the "classics" and standard works; a wide range of basic monographs; complete collections of the works of more important writers; selections from works of secondary writers; a selection of representative journals; and the fundamental bibliographical apparatus pertaining to the subject area. This level includes extensive acquisitions in the subject areas which are understood by the Library to be the teaching mission of the academic departments. Also included in this level are the adjunct, non-scholarly materials used in the development of certain pedagogical skills, such as children's literary texts, elementary and high school textbooks, and educational media. Specifically excluded from this category are ephemera and materials which would have limited value in retrospect.

4. Research Level: Materials which support faculty and graduate research. Collecting scope: source materials required for thesis and dissertation writing and independent research; materials containing research reports, new findings, scientific experimental results; highly specialized reference works, journals, indexing and abstracting services, monographic resources, and other information useful to research in the subject field.

5. Comprehensive Level: All significant works of recorded knowledge, in all applicable languages, for a necessarily defined and limited field. The aim is exhaustiveness in the subject. The UNF Library does not maintain a comprehensive level in any discipline.

6. General Reading Interest Level: Materials which support the general reading and recreational interests of the University are acquired on a limited basis. These materials are in addition to, and generally beyond, immediate curricular needs, but they may help to promote the development of good reading habits and support the intellectual pursuits of primary Library users. Collecting scope: popular fiction and nonfiction generated from best seller lists; titles from popular genres such as mysteries, science fiction, westerns, etc.; selected popular journals which are of interest to the undergraduate student body, but not required in the curriculum.

Under normal budgetary conditions, the Library will, in a given year, acquire materials from the categories 1 - 4 and 6, although in different proportions. While it is impossible to cast an absolute rule in this regard, under distressed budgetary conditions, levels two, three and four are considered to have the highest overall priority in terms of the Library's mission.

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LIBRARY COLLECTION DEVELOPMENT POLICY
APPENDIX C

SPECIAL COLLECTIONS POLICY
ACQUISITIONS AND SELECTION SECTIONS

I. DESCRIPTION

The Special Collections Section of the University of North Florida Library has a three-fold purpose to collect, preserve and encourage the use of its rare/historical materials to meet the research needs of current and potential UNF library patrons.

These materials are organized into three distinct collections:

- A. ARCHIVES**
University publications and records
- B. RARE MATERIALS**
Rare/Valuable materials consisting primarily of old imprints, limited editions and high cost items
- C. MANUSCRIPTS**
Papers and primary source materials of prominent individuals and organizations whose actions shaped decisions and events and/or influenced the course of public affairs

Each collection is a unique entity requiring varying methods of acquisition. A Special Collections Librarian is directly responsible for the administration of the materials. This librarian will make the final decision on the disposition of materials.

II. SELECTION / ACQUISITION POLICY

The Thomas G. Carpenter Library of the University of North Florida, the regional state academic institution, aims to preserve materials in their original format and condition when they are especially valuable in terms of age, intrinsic intellectual or artifactual characteristics, uniqueness, or bibliographical, research, or market value. An item may be preserved as representative of a type or period of printing or binding, for its exceptional monetary value, for its intellectual contents, or some other consideration that warrants special treatment. These guidelines are based in part upon the Association of College and Research Libraries Guidelines, *Selection of General*

Collection Materials for Transfer to Special Collections and the Library of Congress Cataloging Manual: Shelflisting, Sec. 810.

The Special Collections Librarian, in consultation with the Director or other librarians as appropriate, will select materials based on these guidelines. Note that these are guidelines and not rules; items reviewed that meet one or more of these criteria will not be automatically placed in Special Collections. Similarly, items may be selected for inclusion under circumstances not specifically stated below, e.g., ephemera, memorabilia, realia, or single issues of periodicals and newspapers.

For consideration as Rare, an item should fulfill at least one of the criteria enumerated below:

Imprint

Pre-1801 imprints. Books printed anywhere before 1801;
Printed in California before 1875;
Printed in Florida before 1860;
Imprints of the Confederate states 1861-1865;
Certain private press books (See LC cataloging manual: shelflisting, sec. 812);
University of North Florida Press books (1983-1991)

Cost/Edition

Expensive originals or facsimiles of limited editions (minimum cost/value: \$300/volume.)

Limited editions or autographed originals; copies numbered under 500 are automatically considered for Rare status. Above copy 500 should be reviewed and selected as rare if special circumstances apply, e.g., an important author or a fine/private press are involved. EXCEPTION: modern poetry - to qualify for inclusion, the copy should be signed by the author and the numbered edition should be 300 copies or less.

Subject

The library will collect in certain subject areas which have been identified as important to the university's educational and regional mission. The library is developing a local history collection relating to the Northeast Florida region, i.e., Duval, Baker, Clay, Nassau, and St. Johns counties. However, no special effort will be made to collect St. Augustine or general Florida material.

Types of materials included in the local history collection are: general histories of the region, early guide books to Florida and Jacksonville, souvenir albums, historical calendars, rare maps and pamphlets, Jacksonville Historical Society papers, books by early local printers, and postcards depicting historic buildings and scenes. Subjects of particular interest include publications relating to: banking; transportation; river and

wetland ecology of the St. Johns River; ospreys and birds of prey; jazz and music, focused on topics with local importance; and education in northeast Florida.

Materials of local interest include all types of material generated by and relating to the University of North Florida. Materials relating to the history of the University from its beginnings (1969) to the present are preserved and maintained in University Archives. It serves as the depository of university publications of historical and research importance. The continuously growing collection includes documents, correspondence, topical files, photographs, memoranda, records, realia, and other materials pertaining to the activities and functions of the University, its faculty, staff, and students.

This category also includes the following two types of materials:

Faculty Monographs

Second copies of monographs (books) written by UNF faculty. Articles in periodicals and newspapers are specifically excluded. If the library owns or can obtain only a single copy of a faculty monograph, that copy will be placed in the general collection. Under unusual circumstances, exceptions may be made to this policy on a title by title basis.

University of North Florida Dissertations and Theses

The Library will attempt to acquire two copies of theses written by UNF students. A circulating copy will be placed in the general collection, and a non-circulating archival copy in Special Collections.

Gifts

It is hoped that gifts of special materials within our collecting guidelines will reach the library through the generosity of friends and alumni. Offers of such gifts will be carefully evaluated by the Special Collections Librarian, in consultation with the Dean and other librarians as appropriate. All gifts are subject to the Gifts and Donations Policy of the Library (See Appendix E.) which prescribe that the donors cede legal ownership to the Library. All gifts are final and irrevocable.

III. INDIVIDUAL COLLECTIONS

A. ARCHIVES

The Archives collection is the depository of all university publications and records of historical and research importance. As such, the collection includes correspondence, documents, files, photographs, memoranda, and other materials pertaining to the activities and functions of the university or its faculty, staff, and students. The library will attempt to obtain two copies of important materials. Types of materials to be collected are:

1. News clippings which pertain to the University of North Florida and its activities. Clippings range from 1969 to date.
2. Publications (memos, reports, announcements, brochures, catalogs, budgets, etc.) of university departments, colleges, support and extension services.
3. Publications (reports, yearbooks, brochures, etc. of student organizations and groups.)
4. Publications (fine arts programs, commencement programs, event announcements, etc.) relating to university activities.
5. Publications of any other state-supported organization closely related to the university (e.g., State Board of Regents memos, minutes).
6. Master's theses written by University of North Florida students in partial fulfillment of degree requirements. The original copy will be placed in Archives. A circulating copy will be placed in the General Collection.
7. Other materials deemed of historical or research value pertaining to the University of North Florida.

B. RARE MATERIALS

Selection / Acquisition

Items that qualify as rare in terms of age, uniqueness, intrinsic intellectual or artifactual characteristics, bibliographical or research interest, or market value may be acquired within the Library's collecting guidelines. For specific guidelines, see the above section: Selection / Acquisition Policy.

C. MANUSCRIPTS

Selection / Acquisition

For specific guidelines, see the above section: Selection / Acquisition Policy.

Manuscripts may be selectively accepted as gifts if they have a demonstrable use for the library's clientele. Such gifts will be accepted only if the cost of processing, maintaining, housing and storing the collection will not represent an excessive burden on the library's budget and personnel. For the acceptance of unique materials, the library's gift policy applies; in addition, the donor will be requested to cede ownership to the library in writing.

English is the desired primary language for all materials although letters, interviews, speeches, clippings, etc., written in foreign languages are often interspersed among the papers.

Contributed by Eileen Brady
Special Collections Librarian
March 2009

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Jacksonville, Florida**

**LIBRARY COLLECTION DEVELOPMENT POLICY
APPENDIX D**

**GOVERNMENT DOCUMENTS COLLECTION POLICY
Revised March 2009**

The Government Documents section of the Thomas G. Carpenter Library receives federal, state and local documents in multiple formats. In addition to these items, the department collects maps and other commercial publications related to documents. The Library receives the full distribution of documents from the State of Florida and a selection of documents from the Federal Depository Library Program (FDLP). The Florida and federal documents are accessible to the public through the library catalog and are housed on open shelving.

Federal Documents

Thomas G. Carpenter Library was designated selective depository number 106D in 1972. The Library currently selects around 40% of what is available from the FDLP and serves the third and fourth congressional districts. Our regional depository is at the University of Florida.

Selections made in addition to the *Essential Titles* list are based primarily on the curriculum. As the curriculum expands, government documents selections related to new programs are sought. Faculty may also consult with the Documents Librarian about any items they would like to add to the Library's selection profile. The profile is reviewed and may be added to on an annual basis.

Selection tools that may be utilized include the *List of Classes of U.S. Government Publications Available for Selection by Depository Libraries* and the "Suggested Core Collection for Academic Libraries" in the *Instructions to Depository Libraries*.

Though select government documents are routed to other areas of the Library, such as Periodicals, the majority of the Federal Documents are arranged by the U.S. Government Printing Office's Superintendent of Documents Classification System, known as SuDocs. This is a system in which the assigned call number is based upon the issuing agency.

Florida Documents

The Library has been a depository for Florida documents since 1971 and receives the full distribution of publications available through the program. State documents are arranged by issuing agency, in a classification system similar to the SuDocs system. Local government documents received through direct mail or as gifts are also given call numbers within the Florida

system. For example, Jacksonville documents have a call number beginning with JAX.

Format

The library receives government documents in multiple formats such as paper, microform, map, CD, and DVD. Online documents are made accessible through the addition of links to existing records and electronic-only records received through the MARCIVE commercial bibliographic record service. When multiple formats are available for the same item, the format is chosen with considerations of the content, potential usage, and storage in mind.

According to the *Federal Depository Library Program Strategic Plan, 2009-2014*, ninety-seven percent of government documents have an online equivalent. Online documents will be the preferred format in instances where usability and access will not be adversely affected. This will help to enable the Library to keep the physical footprint of the collection stable over time.

Non-Depository Items

The Documents Section occasionally purchases documents from the Government Printing Office that need to be replaced or were never received via the Federal Depository Library Program. The Library maintains a small deposit account with the Government Printing Office.

Disposition lists from other libraries are reviewed for documents that would enhance the collection and to replace missing items. The libraries offering these publications may wish to be reimbursed for postage.

Occasionally the Government Documents Section receives publications through direct mail from local government agencies. These publications are assigned documents call numbers and added to the collection as appropriate.

The Library also purchases reference material and guides to government information produced by commercial publishers. These items are usually given LC classification numbers and shelved in the Government Documents area.

Maps

The Map/Atlas collection, administered through the Government Documents Section, provides current geographical information through flat maps and bound atlases. Although the collection's coverage is not comprehensive, it serves the instructional and informational needs of the University community, providing general, worldwide coverage through topographic, aeronautical, nautical, road, and subject maps, as well as related reference materials, such as atlases and gazetteers. The Library emphasizes the acquisition of large scale maps of the United States, Florida, the northeast Florida region, and Jacksonville.

The Library acquires topographic, nautical, and aeronautical maps and charts through depository agreements with United States Government agencies. It collects road maps obtained free of

charge through auto clubs, gasoline companies, chambers of commerce, etc. The Serials Department sends maps inserted in library periodicals (e.g., *National Geographic*) to the Map collection. Maps which the Library cannot acquire through the above methods are purchased from map distributors and publishers, as funds permit. The Library does not purchase wall maps for general classroom use.

Specific materials acquired are:

1. Topographic maps – Florida, large scale United States, Defense Mapping Agency
2. Nautical charts – NOAA maps covering Cape Hatteras south of the Gulf of Mexico
3. Aeronautical charts – world operational navigation and jet navigation charts from the Defense Mapping Agency
4. General – road maps of cities, states, regions, countries, both U.S. and foreign; world maps
5. Subject – thematic or topical.

The Library purchases atlases through the approval plan, standing orders, or firm orders.

The Library accepts gifts of maps and atlases, provided that they meet the above categories of collected materials and the criteria of the Library's gift policy (See Appendix E, Gifts and Donations Policy.) The Documents Librarian is responsible for approving all gifts of maps and atlases.

Weeding and Maintenance

To maintain the Documents Collection and allow for growth, the Documents Librarian periodically weeds both the Florida and Federal collections. Items slated for withdrawal are offered first to the regional depository and then to other depository libraries. Typical weeding scenarios include the following:

- Occasionally a document is received in more than one tangible format. In these instances a decision may be made to retain only one format.
- Superseded documents will be withdrawn. Dated material such as promotional calendars or grant applications will be withdrawn.

Revised by Courtenay McLeland
Documents Librarian
March 2009

**University of North Florida
THOMAS G. CARPENTER LIBRARY
Jacksonville, Florida**

**LIBRARY COLLECTION DEVELOPMENT POLICY
Appendix E**

GIFTS AND DONATIONS

The Library welcomes any gift or donation which may contribute to its development or to the service which it renders. In addition to the general University policy regarding gifts and donations, the following considerations apply to the acceptance of gifts and donations to the Library.

- A. All gifts must be irrevocable and final; and, by the act of donation, the donor permanently relinquishes all rights to ownership and dispensation. The Library shall not be held accountable for the property donated beyond the accountability required by the State of Florida for State property.
- B. The Library will not accept gifts in kind if such gifts have no demonstrable use for the Library.
- C. The Library reserves the right to dispose of gifts to its best advantage. Such disposition may include:
 - 1. Retention in the Library
 - 2. Transfer to other departments of the University
 - 3. Transfer to another institution within the State University Libraries of Florida
 - 4. Donation to or exchange with other local, national and international institutions or organizations
 - 5. Sale
 - 6. Discard, if the gift has no use or exchange value.
- D. In accordance with the donor's request, appropriate recognition will be given to gifts retained in the Library by affixing book plates, labels, or plaques to gifts showing the donor's name, and if applicable, the name of the person in whose honor or memory the gift was made.
- E. The Library will not set aside a special location for gift materials or affix labels, signs, or plaques to physical facilities indicating the presence of these materials. The Library will not accept restrictions on usage of the materials which are contrary to general library policy.

- F. The Library cannot appraise gift materials for tax purposes. The Library may assist the donor in finding a qualified appraiser. All expenses incurred in obtaining an appraisal must be borne by the donor.
- G. The Library accepts cash donations to be used for the purchase of library materials, equipment, or services, and will honor the donor's wishes regarding the nature of materials or services to be purchased, provided such purchases are in accordance with the needs of the Library.
- H. All gifts and donations will be acknowledged in writing.
- I. Any material that bears the ownership markings of another institution and does not have any indication of having been withdrawn from that institution's collection will not be accepted.
- J. Reproductions or photocopies of copyrighted works will not be accepted unless evidence of compliance with the copyright law (Title 17, U.S. Code) and its prevailing interpretations are provided.
- K. Serials

The Library accepts gift subscriptions of serials under the following circumstances:

1. The title meets the general collection development guidelines.
2. The gift is guaranteed for a minimum of three years.
3. The value of the gift justifies the additional costs of receiving, maintaining and binding the title.

A gift may be offered as a free subscription mailed directly from the publisher to the Library, or as a monetary gift for a specific title. Gifts offered as personal copies are considered based on the reliability of receiving all issues and in undamaged condition. The Head of Serials assumes responsibility for approving all gift subscriptions in consultation with the Dean of Libraries and the appropriate subject bibliographers.