

Samford University Library

General
Collection
Development
Policy
updated December 2015

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General Collection Development Policy¹

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Samford University Community

Samford University enrolls approximately 4900 FTE students in on- and off-campus settings; employs almost 400 FTE faculty; and offers 149 undergraduate majors, minors and concentrations. Seeking to meet the educational needs of its students, Samford has increased its online course offerings in recent years while re-dedicating itself to its mission and values.²

Campus library units include the University Library, the Lucille Stewart Beeson Law Library, the Center for Healthcare Innovation and Patient Outcomes Research in the McWhorter School of Pharmacy, the Curriculum Materials and Technology Center in the Orlean Bullard Beeson School of Education, and the Career Development Center. Each operates independently of the other but works cooperatively and shares the III ILS. This policy is utilized by the University Library.

The University Library aligns itself with the University's mission to "to nurture persons in their development of intellect, creativity, faith and personhood. As a Christian university, the community fosters academic, career and ethical competency while encouraging social and civic responsibility and service to others." The library's mission, adopted in 1992, revised in 2000, and again in 2010, is:

The University Library proactively supports the highest aspirations of Samford University by providing scholarly resources, a welcoming environment, and resourceful staff to serve, empower, and engage the University's diverse community of users.

The Samford University Library is the intellectual heart of the campus that provides an environment for interaction, collaboration, scholarship, and knowledge creation. The library will be a responsive and effective organization, providing learner-centered services to users and conditions for high-impact learning.³

This policy outlines the many ways that the library seeks to support programming and be both responsive and learner centered in stewardship of, collecting for, and managing library collections, both electronic and in print to fulfill the mission of the Library and the University

¹ The Library utilized selected content from collection development policies found at the following universities: Appalachian State University, Florida Atlantic University, Columbia College (Chicago), and Boston University.

² <http://www.samford.edu/about-samford/mission-and-core-values/>

³ <http://library.samford.edu/about/history.html>

Scope

This collection development policy guides the growth and maintenance of the University Library general collections, including but not limited to juvenile materials, music, media, reference, serials, and microforms. The library's mission statement above frames the policy. The policy is designed to be a working, common-sense point of reference to identify, select, manage, and preserve the collections that support the University's curriculum and the research needs of Samford's faculty, students, and staff.

The policy is rooted in the stewardship of the funding the Library receives from the University as referenced in the University's Core Values.⁴ The policy is designed to anticipate and respond to broad campus needs. Exceptions to the policy are considered case-by-case in the context of the entire collection.

Campus library units other than the general Library collection, e.g. [Special Collection](#), [Government Documents](#), the [Lucille Stewart Beeson Law Library](#), the [Curriculum Materials and Technology Center](#), the [Center for Healthcare Innovation and Patient Outcomes Research](#), and the [Career Development Center](#) have individual policies which vary from this policy in many aspects. The collection of the [Beeson Divinity School](#), housed in the University Library, also has its own collection development policy. Patrons interested the scope of these individual policies should contact the individual library units.

The Chair of Collection Management/Acquisitions, also known as the Collection Management Librarian, with the assistance of University Library faculty and University teaching faculty, develops and maintains library collections that support the broad range of academic endeavors of the University community. The Library's primary clientele are the University's students, faculty, and staff. Many of the Library's resources are available to the public for use in the Library, but electronic resources are largely restricted by product license agreements to those current faculty, staff, and students with active registration or employment status. For these Samford users, access is available through a secure validated Internet connection worldwide.

Copyright compliance and licensing

The University Library complies fully with all of the provisions of the [U.S. Copyright Law \(17 U.S.C.\) and its amendments](#). The Library strongly supports the [Fair Use](#) section of the Copyright Law. Researchers are expected to respect and comply with the University's Copyright Policy (Policy Number 2.08)⁵, U.S. Copyright Law, and the Library's license agreements in their use of Library collections and services, while fully exercising their Fair Use rights.

The Library, on its own or through its consortia agreements, negotiates or advocates for vendor licensing agreements for electronic resources with the following considerations: definition of Authorized Users as all current full-time and part-time University faculty, students with secure validated Internet connections, plus walk-in users physically present in the campus library; interlibrary loan rights; archival rights or perpetual access; compliant usage statistics; excellent usability and functionality; and the recommendations for contracts specified by Samford University counsel.

⁴ <http://www.samford.edu/about-samford/mission-and-core-values/>

⁵ <http://www.samford.edu/WorkArea/DownloadAsset.aspx?id=21474844699>

Intellectual Freedom

The Library recognizes that free access to ideas and full freedom of expression is fundamental to the educational process. To this end, the Library purchases materials representing a wide variety of viewpoints and modes of expression. The Library subscribes to and complies with the Intellectual Freedom Statements and Policies of the American Library Association, including but not limited to the [American Library Association Library Bill of Rights](#).

The Library does not add or withdraw at the request of any individual or group any material which has been chosen or excluded on the basis of stated selection criteria. An individual or group questioning the appropriateness of material within or excluded from the collection may articulate their concerns in writing to the Dean of University Library using the Statement of Concern form linked in the Procedures for Handling Complaints Against Library Materials.⁶

Responsibility for Selection

The Dean of University Library has overall responsibility for Library collections and delegates' aspects of that authority to the Collection Management Librarian and library faculty. These librarians work with academic departments to develop Library collections that address the needs of the University. Librarians, with departmental faculty assistance, select materials, assess collection strengths and weaknesses, review gifts, and advocate for their assigned subject discipline collections. Library purchases, especially those involving substantial sums of money or those that have wide impact on campus, such as multi-disciplinary databases, are made by Collection Management in consultation with other Library units.

Although the Chair of Collection Management and library faculty are the principal selectors, all faculty, staff, and students are encouraged to recommend items for the collection. Purchase requests may be initiated by completing the web-based Materials Suggestion form⁷ or by contacting the appropriate departmental liaison.

When faculty members wish to institute a new serial subscription, they are to contact the Collection Management Librarian. The Collection Management Librarian may need to investigate ILL usage, ongoing price, and other factors related to the acquisition, which can include a discussion with the academic department about other serials that may need to be canceled in order to fund the new subscription.

Most academic departments designate a faculty liaison who discusses Library matters of departmental interest with the department's library liaison or the Collection Management Librarian. The Library recommends that the departmental faculty liaisons possess a good overview of departmental aims and emphases as well as a knowledge of the Library collection in their department's subject concentrations. Departmental participation in the campus-wide curriculum proposal process recognizes that development of new programs may require additional institutional commitment of new monies for

⁶ <https://library.samford.edu/policy/complaints-against-materials.html>

⁷ https://samford.qualtrics.com/SE/?SID=SV_6KFK0ZhqBr142dD

support. Faculty are required to utilize the UCC Course Creation/Deletion/Change Form⁸ which lists the department library liaison to contact to verify resource support for new programs or changes to programs.

General Selection Criteria

Materials are selected using a wide consideration of factors. Below is an extensive, but not comprehensive, alphabetical listing of criteria used to select for the general collection.

- Accessibility to all users on and off campus, including differently-abled users
- Breadth of scope and coverage
- Compliance with licensing requirements
- Consortia availability
- Current publications have priority over retrospective collecting
- Diverse points of view
- Funding, price, and space considerations
- Impact on staff resources
- Inclusion in indexing and abstracting resources
- Physical, functional, and technical quality
- Relationship to the strengths and weakness of the existing collection
- Relevance to actual and projected curricular and research needs of Samford
- Reliability of the vendor
- Reputation of author/editor, issuing body, and/or publisher
- Suitability of the format
- Usage or interlibrary loan history of similar subjects

Collection Development for Persons with Disabilities

The Library supports the ALA's [Purchasing of Accessible Electronic Resources Resolution](#). Electronic resources must comply with Section 508 standards. Persons with disabilities are to have equal access to information and sources under the provisions of the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, to the extent possible within the mission guidelines of the Library. Materials that are designed for use by individuals with disabilities will be purchased in consultation with the office of Disability Resources. Materials about disabilities will be purchased within the appropriate existing subject funds.

Assessment

⁸ <http://www.samford.edu/facultysenate/forms.aspx>

Assessments are conducted to provide several types of quantitative and qualitative evaluative information to clarify the Library collection's match with the University and the Library mission and budget, and to guide funding priorities. The data gathered and analyzed helps the Collection Management librarian strategically assess the strengths and weaknesses of the collection and make decisions regarding the acquisition, retention, and preservation of materials; assess and revise policy statements, selection plans, and other documentation; and analyze trends in departmental teaching and research programs to acquire appropriate materials for faculty and student needs. Assessment processes include, but are not limited to:

- Electronic usage statistics are reviewed for electronic resources before renewal or the acquisition of similar resources. Cost per use data is used to determine renewal.
- Print collection circulation statistics are reviewed throughout the year by the Chairs of Circulation and Collection Management/Acquisitions in consult with other librarians.
- Interlibrary loan data is reviewed to determine areas or titles to acquire.
- Departmental and program accreditation reports are prepared by the Collection Management librarian, the dean, and library liaisons; and the reports serve to determine the adequacy of collections to support degree requirements.
- Surveys are regularly conducted targeting specific groups in order to assess and develop materials in particular subject areas.

Deans and department chairs are provided a report at the beginning of the academic year that outlines available resources related to their disciplines, usage and trends to further inform and foster discussions related to collection and resource needs.

Budgetary and Staffing Impacts

Selection and collection management depend upon on-going funding. Funds available and a resource's cost exert strong pressure on decisions to select an item and on the Library's ability to match the University's programmatic directions. Scholarly material price inflation is a continual stress on available funds. The Library is careful in acquiring new journals or databases requiring an ongoing expenditure. New acquisitions should be balanced by savings realized in discontinuing lesser-used or exceptionally-expensive resources. Less-easily monetized costs' impacts on space and on staff time are also important considerations.

The Library values open access (OA) resources; encourages the establishment of an institutional repository; and encourages Samford University faculty to make their works as available as possible through available web-based platforms until the advent of such a repository. The Library works to improve access for its users to OA resources through links in the catalog and/or Library research guides, as well as links to finding tools such as OAISTER, the library discovery platform, and Google Scholar.

. Academic libraries lease rather than own most scholarly content and most journals are leased in large, costly packages assembled by publishers. Flat funding and price inflation increase the risk that these packages could be reduced or eliminated, negatively impacting access to scholarship. Collection Management/Acquisitions will strive in consultation with the faculty and administration to preserve access through subscriptions to materials or by effective interlibrary borrowing.

Gifts

Appropriate gifts enhance the collection and support the University's commitment to excellence.

1. University Library selectively accepts donations of books, CDs, and DVDs.
2. University Library reserves the right to determine the disposition of any gift materials which it receives.
3. Materials appropriate to the various collections held by the Library will be placed in those collections.
4. Other materials will be held for the on-going book sale or be disposed of in an appropriate manner.
5. University Library is prohibited by the IRS from appraising the value of a donation.

The University Library's complete Gift Information policy is online at the library's web site.⁹ It provides further information about types of materials the library accepts and those which are not needed in the collections.

Interlibrary Loan

Interlibrary Loan (ILL) is a key component of collection management and access to information. The Library has a long-standing commitment to facilitate access to its collections as well as to the collections of other libraries through fast, efficient interlibrary loan (ILL) through OCLC WorldCat Resource Sharing; and participation in the Network of Alabama Academic Libraries resource sharing initiatives and agreements.¹⁰ Through interlibrary loan, the Library supplements its collections by borrowing low- use, commercially-unavailable, and/or out-of-print materials from other libraries. Interlibrary Loan policies in general and for specific patron groups are available on the Library's web site.¹¹

Traditional Paper Reference Collection

The Chair of Reference & Research Services and the Collection Management Librarian are responsible for the non-circulating paper Reference collection. This paper collection is contracting as its use by librarians and the campus diminishes and/or as paper titles are superseded by electronic versions/content. Expenditures for reference materials (e.g., encyclopedias, dictionaries, directories, handbooks, almanacs, yearbooks, atlases, etc.) are intended almost entirely for online products with meta-search engine functionality. When a new or revised edition of a title is added to the paper Reference Collection, the older edition is usually removed and discarded or transferred to circulating stacks, at the discretion of the chairs or the library liaison for the subject area concerned.

Reserves

⁹ <http://library.samford.edu/about/policy/gift.html>

¹⁰ <http://ache.alabama.gov/Content/Departments/NAAL/NAAL.aspx>

¹¹ http://library.samford.edu/service/ill_rrs.html

The University Library does not provide electronic reserves services. Reserves, therefore, include only single and multiple copies of books; single and multiple copies of media items; and periodical articles heavily used for a specific class. Most materials in Reserves are designated by the teaching faculty as course-related and are located in the closed Reserves shelves behind the main service desk. The criterion for such inclusion is the teaching faculty's anticipated use of the materials by multiple student users during the same semester. Reserves materials are temporarily housed for the semester.

The Library will consider for purchase materials requested for Reserves by the course instructor of record. Unless a strong need for multiple copies is demonstrated, purchase of Reserves titles is generally limited to one copy per title. All items placed on reserve must be in compliance with U.S. Copyright law and Fair Use guidelines. Further information about reserves policies may be found on the Library's web site.¹²

The University Library strongly encourages faculty to link to online full text materials using the University's course management software and stable links. Librarians are available to assist in setting up such links which avoid copyright infringement and provide 24/7 access to course materials for students.

Binding

The Collection Management Librarian chooses the binding of purchased resources based on anticipated wear-and-tear, lasting value of the content, and the cost differential between paper and cloth editions. In general, workbooks, lab manuals, materials in three-ring notebooks are not acquired. Any spiral-bound material purchased is sent to the bindery when feasible. While quality paperback purchases are common, mass market paperbacks are not usually purchased.

Out of Print Materials

The focus of the collection is on current materials and the Library does not actively collect for retrospective, inclusive, or chronological coverage unless warranted by the curricula in a given area. The Library recognizes the need for occasional out-of print purchases for replacement of heavily-used or withdrawn items in poor physical condition or to complete an area where new items are no longer available. Out-of-print purchase will be infrequent and most funds will be directed to current items of long-term worth.

Chronological Considerations

As the general collection is a responsive and working collection, selection emphasizes current works over retrospective. Chronological limitations are determined by the nature of the scholarship in a subject area. In most sciences and social sciences, other than a few classic works expected to see patron use, selection is focused on works created in the most recent decade. The arts and the humanities may more often collect classic works supporting teaching and research.

¹² <http://library.samford.edu/service/reserveabout.html>

Format or Type: General guidelines

Materials may be available in more than one format (e.g., print, microform, electronic, audio). Factors in deciding which format will be purchased include amount of anticipated use, ease of use, pricing, storage space required/available, preservation, illustrative and color content of the original, availability to remote/simultaneous users, and frequency of updating.

Format or Type: Electronic Resources in general

Electronic resources such as e-books, e-journals, and online subscription databases are made available on the basis of their merit in the context of the collection development policy. While traditional selection criteria are used to evaluate electronic resources, their format demands additional criteria. The following are taken into consideration when evaluating electronic books, journals, databases, etc.:

1. Criteria

- a. Curriculum support and research needs of students and faculty
- b. Non-duplication of content except in cases of significant added value in the electronic version
- c. Cost, including hidden and recurring costs, and the possibility of consortia purchasing agreements
- d. Acceptable licensing terms, including but not limited to
 - i. Multiple simultaneous users,
 - ii. Broad definitions of users, including walk-in and guest users,
 - iii. Permission to access via the library's proxy server,
 - iv. Fair use permissions, including interlibrary loan fulfillment,
 - v. Provision of perpetual access for the library's subscribed content, and
 - vi. Provision of archival copies of the licensed materials
- e. Technical considerations, including but not limited to
 - i. Access via IP authentication,
 - ii. Compatibility with the library proxy server software,
 - iii. Any requirements for additional hardware or software, and
 - iv. Compatibility across platforms and browsers
- f. COUNTER compliance and the availability of current usage data
- g. Compatibility with open URL link resolvers, discovery services, and other resources currently in use by the library
- h. Nature of full text content (PDF, HTML, etc.) and inclusion of graphics as appropriate
- i. Customization features of the interface
- j. Usability and user-friendliness of the interface and help features
- k. Accessibility of the interface and content, including images, sound files, and video recordings, for people with disabilities
- l. Currency of content as appropriate
- m. Vendor reliability and responsiveness
- n. Portability of content by users, i.e., printing, email export, downloading, etc.¹³

¹³ based on the FAU Libraries Collection Development Policy: Electronic Resources at

2. Access (preferences for electronic resources in descending order of preference)
 - a. campus-wide IP authenticated access or resources that are free on the Internet
 - b. campus-wide IP authenticated access excluding certain academic programs
 - c. campus-wide IP authentication/scripted URL with password access
 - d. library-wide IP authenticated access
 - e. terminal-based proprietary software with password access

Like print resources, evaluation of electronic resources should be made periodically to determine the continuation or withdrawal of each. Factors to be considered are cost, access, use data, availability of a better product, or if current resource is obsolete.¹⁴

Format or Type: Excluded formats generally not added to the general collection:

The University Library generally excludes the following types of materials:

- Pamphlets
- Photographs
- Posters
- Loose-leaf materials
- Consumables
- Conference abstracts
- Required textbooks
- Large-print or braille
- Toys or games
- Vertical file materials
- Slides
- Audiotapes
- Realia
- Microcards
- Obsolete media (Betamax, etc.)

However, Special Collection may aggressively collect these types of materials. The policies of Special Collection should be consulted before deciding to exclude an item.

http://www.library.fau.edu/policies/cd_e-resources.htm and the Columbia College Chicago's E-Resource

Collection Development Policy at <http://www.lib.colum.edu/about/ecollectiondevelopment.php>

¹⁴ based on the Boston University Law Library Collection Development Policy at <http://www.bu.edu/lawlibrary/PDFs/collections/cdpolicy.pdf>

Books/Monographs

Textbooks

Books used as textbooks in Samford courses are not specifically acquired for the collection. The Curriculum Materials and Technology Center collection may add examples of textbooks used in elementary and secondary schools. Textbooks in fields where introductory or alternate explanations of fundamental topics are particularly useful to students, e.g., mathematics, economics, philosophy, statistics, chemistry, and others, may be added.

Electronic Books

E-books are selected when the advantages of the electronic format outweigh the paper format or when e-books add value to the user experience. E-books are subject to the same selection criteria as other monographs, are acquired through established vendor relationships, and must be accessible on a major software platform without special technical requirements such as plug-ins or proprietary systems. Multiple-user options are selected when anticipated use warrants. Titles should be accessible to the entire University and meet ADA requirements. Decisions to purchase or lease large or interdisciplinary e-book packages are considered and discussed by the entire library faculty.

Serials

Journals

Decisions to add new journal subscriptions almost always represent a significant, continuing, and inflating cost. Justification for new requests is necessary. Such requests are considered based upon the following factors: availability of indexing; demonstrated curriculum and research need; cross-disciplinary usefulness and the size of the potential audience; relevance to existing collections; alternative access methods; holdings in aggregator databases; and pricing.

Newspapers

The Library acquires a limited number of newspapers in paper format, covering local, state and national news. The Library makes available electronic access to a wide number of regional, national, and international newspapers. Paper newspapers are generally discarded at regular intervals. Any back files may be in microfilm or online. No paper back files are held.

Legal Materials

The Library provides access to legal resources to support the undergraduate curricula and basic undergraduate law-related academic research. The Library does not provide legal resources to support advanced legal research, generally provided by Cumberland School of Law, used for case preparation, or by attorneys for law practice. The Library provides most law resources in electronic format, though some titles may need to be acquired in paper. The Library also receives a wide range of legal materials published by the U.S. government through its Government Document Depository program. Paper legal materials are located in the Reference, Main Stacks, and Government Documents areas of the Library.

Government Documents

The Government Documents Collection is housed on the second floor of the Library. The Library is a selective depository for the US Government, with documents dating back to 1884. These publications may be identified and located through specialized indices available in the Government Documents Department. Documents published after 1976 are accessible through the library's catalog. The Government Documents collection has moved in the last two years to collecting only electronic versions of current documents. The Library complies with all requirements of the Federal Depository Library Program. This policy does not address or cover any aspects of Government Documents selection and preservation.

Samford University Library has an ongoing selective housing agreement with the Beeson Law Library. This depository documents agreement states that certain titles will be housed in Beeson Law Library but that:

- The list may be amended
- The materials remain the property of Samford University Library
- The materials must be made available to the public
- Withdrawn materials must be approved by Samford University Library
- The agreement may be cancelled at any time at the request of either library

Media (film, sound, streaming)

The Library actively acquires DVDs primarily in Region 1 regular format to support teaching and research and as an engagement tool. The library does not purchase public performance rights for DVDs or other media unless as noted in the catalog record and on the physical item.

The Library very selectively collects VHS videocassettes when DVDs are not available. However, the Library does not acquire outdated formats (e.g. Betamax tapes, 16mm, etc.) or formats that are not versions readily viewable in the United States (e.g. PAL-system audio visual system). As video formats continue to evolve and to be superseded, the Collection Management librarian tracks trends and decides when to begin to transition to the new format. Very selective repurchase of titles held in earlier formats is considered until the playback technology is no longer available.

Audiobooks on CD are selectively collected in areas of interest that parallel curricular aims.

Music selections are decided by the Music Librarian in coordination with the School of the Arts faculty and the Collection Management Librarian. Streaming packages and hard-copy (CD) individual selections are considered. Music media purchased by the Library is held in the University Library.

Microforms

In general, microform is not purchased when the same material is available in digital form AND where there is a license for perpetual access (e.g. JSTOR). The Library does not actively collect microform except for a few titles of local interest (local newspapers) and a select number of national newspapers. Microform is preferred for newspaper back files.

Some government document titles were received in microfiche through the Federal Depository Program before the library moved to electronic-only collecting. These microforms were handled in the same manner as other microforms.

Music Scores

The library maintains a collection of performing editions of chamber, choral, and orchestral music supporting the needs of the university's music ensembles, as specified by their conductors/directors. The library does not fund the rental of any music scores and parts.

Leisure Reading

Popular reading materials are added to the collection as needed to support the curriculum.

Faculty-authored Publications

The Library attempts to acquire works authored or edited by Samford University faculty during their time at the University. These works are housed in Special Collection, though occasionally additional copies are purchased for the circulating collection when curricula and need warrant. Policies regarding the collection of faculty titles in Special Collection are provided in the collection development policy for Special Collection.

Theses and Dissertations

The Library provides limited access to Samford University theses in its circulating collections. Samford theses are also housed in Special Collection in hard copy and on microfilm; Special Collection theses are

non-circulating. Non-Samford theses are not actively collected, but they and other dissertations may be acquired upon the recommendation of faculty and students to meet curricular and research needs.

Rare Books

The Collection Management librarian does not purchase rare books for the general collection, but may purchase rare books for other areas of the Library in consultation with Special Collection.

Deselection and Weeding

Deselection is a product of the assessment process and is an essential element of collection development, ensuring that the Library's materials are relevant and accessible. The deselection process finds gaps in the collection, suggests new purchases, and creates space for new materials. Removing items which are no longer useful may increase use and circulation by allowing improved patron discovery of useful items. The Collection Management Librarian in cooperation with all library faculty is responsible for deselection decisions. When appropriate, librarians work together with teaching faculty to make informed decisions about the value of potentially-discarded materials. Items considered for deselection include, but are not limited to: superseded editions; obsolete, outdated, redundant, or inaccurate information; excess duplicate copies; infrequently circulated items; materials that no longer support the curriculum; and items in poor physical condition.

Memberships

The Library maintains institutional memberships in selected professional or scholarly societies when necessary to acquire the organization's publications that support University curricula.

Replacements, duplicates, and imprints

Lost, damaged, or missing items are not automatically replaced. Instead, they are evaluated based upon collecting priorities and usage data. Duplicates and multiple copies are only purchased if heavy use requires. A multiple-user e-book will be investigated rather than purchasing another paper book. English translations of a single foreign-language literary work by two or more different translators are not considered duplicates. In most cases, the U.S. imprint is the preferred edition. Substantively different editions may be collected.

Housing and Remote Locations

The Library does not add materials to be housed physically outside of the University Library, whether on-campus or off-campus. Supported electronic materials must be available through the secure campus network to any authorized user. Exceptions may be made for Distance Learning programs.

Preservation

Preservation is expensive. The main collection of the University Library is a working collection containing few rare items. When an item is discovered to be in poor condition, the Collection Management Librarian and subject specialist will evaluate the circulation, availability via interlibrary loan, the cost to replace, the cost to repair in-house or by an external vendor, or, rarely, to reformat given the significance of the item to the collection.

Language

The Library normally acquires materials in languages other than English only in support of the language curricula, or reference needs (e.g., dictionaries or encyclopedias). However, film and sound recordings are collected in multiple languages. English is the primary language of reference materials, however, foreign language materials, such as bilingual dictionaries and foreign-language encyclopedias, may also be collected.

Geographical Areas

Emphasis is on the United States, with Alabama and the southeastern United States receiving particular emphasis for some subjects. Broad, but selective international coverage is maintained and receives more attention in some subject areas based on the curricula and the needs of faculty.

Policy Evaluation Schedule

The policy is evaluated annually.