

San Diego State University

Library Collection

Development Policy and Procedures

11/15/2023

Table of Contents

- I. Purpose of this Policy.
- II. SDSU and SDSU Library and Information Access.
- III. SDSU Library Clientele.
- IV. Philosophy of Collection Development.
- V. Collection Development Diversity Statement.
- VI. General Guidelines.
- VIII. Continuations.
- IX. Dissertations and Theses.
- X. Duplicate Copies.
- XI. Faculty Publications.
- XII. Foreign Language and Translations.
- XIII. Gifts-in-Kind
- XIV. Government Publications.
- XV. Interlibrary Loan.
- XVI. Legal Materials.
- XVII. Lost Books Policy.
- XVIII. Maps.
- XIX. Microforms.
- XX. Multimedia.
- XXI. Newspapers.
- XXII. Periodicals.
- XXIII. Textbooks.
- XXIV. Deaccessioning and Materials Disposition
- XXV. SDSU Library Policy Regarding Requests for Removal of Materials from the Collection from General Circulation.

Collection Development Policy

I. Purpose of this Policy.

The purpose of the San Diego State University (SDSU) Library Collection Development Policy is to guide in the selection of materials to be added to the collections, whether by purchase, gift, or approval plans to meet the information needs of the SDSU campus and programs. The policy is a statement of University Library policy. It is used in the allocation of funds and in the effort to obtain additional funding from endowments, gifts, or grants. The policy is also a source of information for those both those within and outside the SDSU community. Additionally, the policy is based on the strengths of our collection and it will identify those areas of lesser collecting interest. Furthermore, it will assist in resource sharing and any future cooperative collection development arrangements with other California State University (CSU) libraries, University of California (UC) libraries, and or other college, public, and county libraries within the state of California.

II. SDSU and SDSU Library and Information Access.

SDSU is historically one of the oldest campuses in the CSU system, and as such has established a tradition of commitment to its community and the programs it offers will be marked by academic excellence. Currently, it offers bachelor degrees in 84 areas, master's degrees in 76, one education specialist degree (Ed.S.), research doctorates in 14 areas, and one professional doctorate (Au.D.) through the following colleges: College of Arts and Letters, College of Business Administration, College of Education, College of Engineering, College of Health and Human Services, college of Professional Studies and Fine Arts, and the College of Sciences. The SDSU library has acquired and presently maintains library materials in a variety of formats, including, but not limited to: print monographs and serials, audio and video materials, and a wide range of online and electronic resources. Over the last decade, historically since May 1994, the date of first International World Wide Web Conference held at the *Conseil Européen pour la Recherche Nucléaire* (CERN) and widely considered the birth of the World Wide Web; the library has slowly increased its online holdings. The library's serial titles are currently estimated to be approximately 98% online and the library provides access to an online monographic collection of roughly 32,000 titles as of fiscal year 2008/09.

III. SDSU Library Clientele.

The primary clientele are the faculty, staff and students of San Diego State University. SDSU faculty, staff, and students off-site are provided remote access to online library resources through a proxy server with password access. All faculty, staff, and students are provided access to interlibrary loan services to article and monographic content through the online ILLiad system. Additional document

delivery services are offered to faculty and graduate students through a subscribed document delivery service to provide additional support for research.

The SDSU collections are available to faculty, staff, and students of other California State University and University of California campuses through cooperative lending agreements. Access to the library's holdings is available electronically through the online catalog. The SDSU monographic collection is also available for checkout to Friends of the Library and SDSU Alumni with an annual fee.

IV. Philosophy of Collection Development.

Earlier philosophies of collection development were once based on the idea of comprehensive collection building; made possible through larger library materials budgets, fewer publications, and significantly smaller borrowing populations. However, over the last seventy years, all libraries have experienced eroding library budgets; a series of expansions in publishing (the result of new, interdisciplinary fields and digital resources via the Internet) and, both in quantity and number of new media formats; a larger and more diverse student and faculty population; and an expansion in the number of academic programs offered by the university have made this comprehensive collecting model untenable. Current library collection development practice is thus based on:

- 1) Informed selectivity in place of comprehensiveness as a major collection development rationale;
- 2) Usage based data along with subject expertise is used to create a dynamic collection, responsive and germane to the needs of the faculty and students;
- 3) An expansion of interlibrary services through local and national cooperative agreements, and a commitment to an evolving and increasingly robust online document ordering and delivery system;
- 4) A commitment to the standardization of and transferability of digital information for preservation and future access; development of up-to-date platform standards;
- 5) Necessary utilization of space and cost-saving techniques, once only consisting of compact storage and microform, but now expanded to include digitization and, ultimately, de-selection of materials;
- 6) Commitment to the library users including faculty, staff and students, all CSU and UC users, local, regional and national cooperative groups and networks, and citizens from the community;
- 7) Responsibility for developing the collection in support of the University's instructional needs and curriculum.

V. Collection Development Diversity Statement

In 2020, the San Diego State University Library adopted a Library Diversity Plan aligned with diversity, equity, and inclusion initiatives across the university and with the university's strategic plan. As part of its Diversity Plan, the SDSU Library will embrace collection strategies that reflect Association of College & Research Libraries' Diversity Standards: Cultural Competencies for Academic Libraries, including Standard 4: "Librarians and library staff shall develop collections and provide programs and services that are inclusive of the needs of all persons in the community the library serves." The library's collections practices and systems "respond respectfully and effectively to people of all cultures, languages, classes, races, ethnic backgrounds, religions, and other diversity factors in a manner that recognizes, affirms, and values the worth of individuals, families, and communities, and protects and preserves the dignity of each" (ACRL Definition of Cultural Competence).

We develop collections that support an equitable and inclusive approach to the SDSU curriculum and that reflect the entirety of the SDSU community. We value diversity within the collections and the variety that is found among those collections. We value a range of coverage in perspectives, authorship, audience, and subject matter. We recognize that the diverse community the library serves needs inclusive collections which are a foundation for learning and a basis for the creation of new knowledge. This statement acknowledges and protects the rights of all members in our community. [2](#)

We affirm that considering the needs of under-resourced groups is integral to collection development and management. We recognize the linguistic and cultural diversity of the communities we serve. As we purchase more e-resources, we advocate for the institution to provide technological solutions that make possible inclusive community-wide services to ensure equitable collection access for all.

We commit to regularly assessing the adequacy of existing collections to ensure they are reflective of the diversity of the library's constituent populations. We review demographic trends for our user communities to inform our work. We advocate for inclusive cataloging that improves equity in access to materials. Our librarians use collections building practices which are transparent and that consider university community input.

We commit to a continued review and revision of an equity-centered collection strategy which responds to the emergent context of new policies and practices established by the library profession. [3](#)

¹ This statement was endorsed by the SDSU Library Diversity Council on March 19, 2021.

² This paragraph is inspired by the University of Maryland University Libraries Collection Development Diversity Statement.

³ This refers to being responsive to emerging professional association work such as ALA Resolution CD #43

VI. General Guidelines.

The duty of collection development in the San Diego State University Library is to provide the information resources in print and other media necessary to carry out the University's teaching programs and to support the research of its students and faculty. The collections also support the work of staff engaged in University business, and the general cultural and intellectual formation of students.

The Library adheres to the collection development principles expressed in the following statements from the American Library Association's Library Bill of Rights: "Books and other library resources should be provided for the interest, information and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval."

Selection of materials for the collections is carried by Subject Liaison Librarians assigned to the various subject areas and Subject Liaison Librarians are responsible for consulting teaching faculty for materials recommendations. Subject Liaison Librarians have responsibility for coordinating collection development in each subject area, and for monitoring expenditures of monographic funds. Every effort is made by Subject Liaison Librarians to maximize the use of funding for the collection, including consultation with teaching faculty for their area, and the avoidance of needless duplication. Purchase of large collections (multi-volume sets) of materials and online database resources must also be approved by the Head of Collection Development.

The library assigns a high priority to the prompt acquisition of current materials. Efforts are made to secure important retrospective materials when these are directly related to the curriculum and expected usage justifies the purchase.

Acquisitions are financed by an appropriation from the University to the Library and by income from a number of Library endowments, supplemented by gifts and grants, and by electronic resources subsidized by the Systemwide Digital Library Consortium. New acquisitions may be recommended by any member of the academic community; in addition to requests from faculty, students, and staff, the library receives requests from the Friends of the Library and representatives of cooperative library groups.

Acquisitions may be in a wide variety of formats. The decision to acquire a material in a particular format is determined by the advantages/disadvantages of the format including accessibility, cost, space, and multimedia standards governing the preservation and accessibility of the material. Format alone should not determine the priority in decisions to purchase or process the material. The Acquisitions Lead staff person in the COM Unit is responsible for processing the orders which are submitted by the Subject Liaison Librarians. Such processing entails searching University Libraries' holdings to prevent duplication, placing the orders with particular vendors, charging funds, keeping accounting records, maintaining an on-line record of orders in process, and preparing incoming materials for cataloging.

The COM Unit is responsible for serials renewals, ordering new serials, databases, and electronic resources as approved by the Head of Collection Development. The COM Unit is responsible for assisting in the data collection and analysis of serials usage, keeping accounting records, directing binding activities, and maintaining an on-line record of subscriptions.

The Collection Development Committee is an appointed group composed of the Head of Research, Instruction, and Outreach (RIO), the Head of COM, the Collection Management Coordinator, the Head of Digital Collections, and chaired by the Head of the Collection Development. It advises on fund allocation matters; reviews and approves collection development policies; and is responsible for the development and implementation of collection management tools.

The Collections Librarians is composed of all Subject Specialist and Special Collection Librarians; and is chaired by the Head of the Collection Development. The Collections Librarian Group reviews requests for major collections, coordinates collection development projects, and is responsible determining the organization development and trajectory of the library's future collection.

VII. Continuations.

Continuations, along with periodicals, constitute the two major types of serials, or publications which are issued more than once. Types of continuations include monographic series, supplements, proceedings, yearbooks, conferences, and reference materials like indexes and bibliographies.

VIII. Dissertations and Theses.

Since 1973 the library has made available in microform a copy of San Diego State University theses and dissertations. An additional copy is kept in the University Archives, and the original of both pre-1973 and post-1973 SDSU theses are shelved in the circulation stacks.

Acquisition of non-SDSU theses and dissertations are highly selective on the basis of quality and originality. Many Dissertations are also available in full-text through a subscription to UMI's Dissertation Abstracts. Additionally, many other theses and dissertations are available through the degree granting institution's digital repository often locatable through the degree granting institution's library or through the University of Michigan's online Union Catalog of digital repositories at (<http://www.oaister.org/>).

IX. Duplicate Copies.

The library ordinarily does not keep or acquire duplicate copies of materials due to cost and increasingly limited space for materials. The acquisition of duplicate materials may occur in accordance with the following guidelines:

1. Multiple demands and heavy, continuous use of individual

- titles.
- 2. Reference items should not be duplicated without a compelling reason.
- 3. The library can not accept duplicative gifts except under extraordinary circumstances due to cataloging costs and space limitations.

X. Faculty Publications.

The library acquires faculty publications according to the collection policies that determine other monographic purchases. Works appropriate for an academic library will be considered for acquisition.

XI. Foreign Language and Translations.

The library does emphasize the acquisition of English language materials; however, the library does endeavor to make available significant scholarship in foreign languages; particularly in Spanish, French, German, and Chinese. Copies of texts in instances where there is no English equivalent are also collected.

XII. Library Gifts-in-Kind [11/15/2023; 8/20/21 update]

General Gift-in-Kind Guidelines

The San Diego State University Library considers accepting donations of books and other materials to strengthen the library's collections and support the instructional and research programs of San Diego State University.

All donated items become the permanent property of San Diego State University, and the library assumes the responsibility of determining the retention, placement within the collection, location, cataloging treatment, and any other considerations relating to the use and disposition of the material(s).

The library does **not** accept materials dropped off at the library that have not been accepted through completion of the **formal donation procedure** (see below). Insurance restrictions prohibit the SDSU Library from holding materials on-site that it does not own.

The library does **not** accept the following materials:

- ï Popular magazines
- ï U.S. Government Publications
- ï Scholarly journals that duplicate our holdings
- ï Material(s) in poor condition, e.g. exhibiting signs of mold or mildew, broken spines, missing pages, etc.
- ï Material(s) that contains excessive highlighting. Underlining, or annotations (unless annotations are of significant scholarly value)

- ï Material(s) in these formats 8-track tapes, 5.25-inch computer disks, LPs VHS, Betamax, and outmoded formats.
- ï Electronic material(s) requiring dated software.
- ï Materials which cause the library to be liable for copyright infringement (i.e. illegally copied audio and video recordings)

Formal Donation Procedure

Those who wish to donate materials to the library should first read the [Library Gift in Kind Materials Transfer Form and Instructions](#). Then, they must contact the SDSU Library Head of Library Collections at librarycollections@sdsu.edu to begin the process. Please note that the Library may decline to accept material(s) based upon condition, lack of curricular or research need, and due to space constraints the Library has at any given time.

Appraisal. Library personnel cannot provide appraisals, referrals to appraisers or tax advice.

Individual gift books from librarians

If you are a librarian who has approved of a small number of individual gift books (3-5) to be added to the collection, you should give the book(s) to the Head or Assistant Head of Collection Development, or you may place them in the Collections mailbox in the mailroom, including information about who is donating the material and designating if a gift note is requested for the catalog record. To provide consistent workflow for acquisitions staff, any individual gift books received and approved by the librarian subject specialists and given to acquisitions staff will be reported to the head or assistant of collections for acknowledgement before being added to the collection.

If you are a librarian who has more than a very few items to add, please read and follow the [Library Gift in Kind Materials Transfer Form and Instructions](#).

SDSU Imperial Valley Library Materials Donations The IV Library Librarian oversees materials donations related to Imperial Valley campus library. Please contact the IV Library Librarian for information.

Special Collections and University Archives. If you want to make a materials donation to Special Collections and University, please contact the Head of Special Collections and University Archives.

XIV. Government Publications.

The library is currently a selective depository for US Government Publications and has been since 1963. Government publications of all types and from all countries are considered for acquisition using the same criteria for other monographic publications. Electronic or online titles are an increasingly larger part of the items that are distributed via the Federal Depository Library Program (FDLP).

All electronic or online titles that are part of our profile are added to our online catalog either by adding a URL (Internet address) or a PURL (Persistent Universal

Resource Locator). The GPO is in charge of updating the PURLs and providing them to the depositories.

California: The library has been a complete depository for California State documents since 1945.

United Nations: The library purchases United Nations publications to meet curricular and research needs of our students and faculty.

XV. Interlibrary Loan.

An interlibrary loan is a transaction in which library material or a copy of the material is made available by one library to another upon request.

This library will not ordinarily lend the following type of materials:

1. Rare or valuable material.
2. Bulky or fragile items which are difficult to ship.
3. Material in high demand at the lending library.
4. Material with local circulation restrictions.
5. Unique material that would be difficult or impossible to replace.

The SDSU library will make every effort to exhaust their own resources before resorting to interlibrary loans. The interlibrary loan office will comply with the copyright law (Title 17, *US Code*) and its accompanying guidelines, and shall inform its users of the applicable portions of the law.

XVI. Legal Materials.

The library collects legal materials appropriate to the University's degree programs. This library primarily collects the most basic legal materials such as statutes, codes, regulations, and a few select legal journals. The library does selectively acquire more specialized legal publications; however, SDSU does not offer a Juris Doctorate and does not, as a consequence, collect extensive legal materials.

XVII. Lost Books Policy.

Monographs, periodicals, media and other materials are occasionally noted as missing from the collection. There are numerous reasons for missing items including mis-shelving, theft, and materials being reviewed (but not checked out) by library employees. Appropriately assigned staff members change the status of an item to "Missing" when it is determined that the item cannot be located on our shelves.

Units of the library have individual procedures for handling missing materials, indicative of the unique circumstances of each unit. The intent of the Collection Development policy on lost materials is four-fold: one, to ensure that records in our online catalog accurately reflect the status of individual items; two, to provide

ample time to search for missing items; three, to completely delete records of missing and lost items from the online catalog in a timely fashion; and four, allow for the replacement of items considered vital to our collection.

In general, units change the status of an item to missing, then proceed with unit procedures to verify the items cannot be located. Due to the quantity of items in the main collection, as well as the numbers of patrons and our consortial obligations, books in the main stacks may not be located on a first search, yet may be found over the course of a six month period. Books removed from the collection by Collection Preservation due to repair issues are definitely missing from the collection and require no further searching.

Collection Development is notified whenever the appropriate unit determines the missing material cannot be located. Twice a year—January and July, Collection Development creates a review file of all items with a “missing” status and determines if an additional search should be made of any missing items for the previous six month period. The January review is for the previous July through December the July review is for the previous January through June. The search will be completed in February (for the January review) and in August (for the July review) and the missing items will be replaced if possible by Acquisitions. These timelines allow adequate time for Acquisitions staff to order and process.

All items that are not able to be replaced will be sent to cataloging, where the item record will be removed from the public display of the catalog, but not from the system. Should a “withdrawn” item be found (usually at the time of checkout, requiring an “on the fly” checkout, the record can be easily re-instated with a status change to “not checked out.”

Cataloging will run a Boolean file once a year of all items with a “withdrawn” status, deleting all that are over two years old.

XVIII. Maps.

The collection of maps is governed by the need for large scale and topical treatments not provided by atlases. Selections are made by the Maps and Geography Subject Specialists.

XIX. Microforms.

Microforms have been acquired in the past when the desired material was available only in microform, or when it was significantly less expensive and sufficiently usable in that format. Microform was also acquired for the preservation of certain titles when rebinding is not feasible. Attention should be given to providing appropriate housing and equipment for such purchases; adequate bibliographic access should also be examined, with collections having machine readable cataloging being particularly favored. In the past, microform subscriptions in lieu of binding have been placed for those serials which: a) are difficult to bind because of format or heavy usage; b) typically have many missing issues; c) are subject to regular mutilation. This has shifted to acquisitions of online backfiles of serials. While the library used to arrange to have

serials microfilmed with appropriate copyright permissions, this is not current practice, and is rare. The same applies to microfiche which was historically preferred over film, especially for serial titles or collections.

XX. Multimedia.

The library currently supports streaming media, dvd, and vhs film recording collections. Media requested by faculty members in support of teaching and research, recognized classic recordings, and recordings to fill gaps in sets or series are given preference in acquisitions. Streaming is the preferred format.

Machine readable materials are collected when that format is most effective in support of teaching and research and when the library can provide adequate facilities for their use. Machine readable materials which can be mounted on the library computers may all be collected, according to priorities established by subject collection development policies and availability of funds. Software may be collected by the library, but careful attention to licensing must be made by both Collection Development and Information and Digital Technologies (IDT).

XXI. Newspapers.

Newspaper subscriptions including fully online platforms (eg NYTimes.com) will be carried by the library in order to support teaching and research, to provide sources of national and international news and general intellectual and cultural awareness for faculty and students.

Non-United States newspapers will be collected in direct support of teaching and research, and to provide some limited coverage of major regions of the world by outstanding newspapers. Newspapers of a cultural, business, political, organized labor, or social orientation will be considered on a title by title basis. A few newspapers of permanent research value will be collected in microform; paper copies of others will be acquired only for current awareness purposes.

XXII. Periodicals.

Periodicals are normally acquired only through subscription; individual issues or reprints of articles are rarely purchased. Among the factors that will be weighed in the selection of periodicals are: the substantial nature of articles in the periodical and their intellectual content; inclusion of the periodical in indexing and abstracting services; strength of demand combined with lack of ready availability elsewhere; and cost. There will be no attempt to collect periodicals specifically for recreational reading or for hobbyists.

Priority is assigned to journals that are more frequently cited by SDSU faculty and by use. The library will attempt to obtain back files of periodicals when the retrospective materials are essential for instruction and research.

Subject specialists are encouraged to review the periodical subscriptions for their current "fit" with the research and curricular needs of the university.

XXIII. Textbooks.

Textbooks are normally excluded from the library's collection. Textbook acquisition by libraries is often forbidden by large publishers. There are exceptions to the general rule of exclusion as noted below.

1. When a particular textbook is recognized as a classic by experts in the field.
2. When a textbook presents material in a way which is especially valuable to users in the opinion of teaching faculty and librarians and whose usefulness to the readers will probably outlive related course offerings.
3. When other kinds of monographic publications in a curricular area are sparse.
4. When a textbook treats an important extra-curricular subject not otherwise represented in the collection.
5. California State textbooks adopted for elementary and secondary education. (Classified in the LT Call Number range).

XXIV. Deaccessioning and Materials Disposition

Material(s) deemed not suitable or no longer suitable for inclusion in the Library's permanent collection should be placed on the "Recycle Books" pallet in the Library's mail room (LL-109). Once the recycle pallet is full, contact Maureen Dotson (x44472) to arrange for the disposal of these materials via Materials Management.

The library does not regularly assess the collection for deaccession candidates due to staffing levels and the time demands; however, serious consideration for withdrawal of holdings is considered when: They are duplicate copies. The holdings represent less than three years. The holdings are scattered (less than three consecutive years) and represent less than half of a total back run of a title. Care must be taken however to avoid inadvertent withdrawal of volumes that are unique, that constitute the whole of a short run, or have valuable physical qualities. The following factors are important in considering withdrawal of a title:

- Relevance of title to the university's teaching and research programs.
- Existence of abstracts and indexes to title.
- Availability of title, especially at other CSUs and UC's
- Circulation/Usage
- Physical condition of volumes.

The library is responsible for preserving even infrequently used materials in areas where we collect or have an identifiable retrospective collection, often mitigates against large scale weeding of materials.

XXV. SDSU Library Policy Regarding Requests for Removal of Materials from the Collection or from General Circulation

The San Diego State University Library is committed to the freedom to read and the freedom to inquire, reflecting its broader commitments to the American Library Association's Core Values of Librarianship, Library Bill of Rights, and Freedom to Read Statement. As stated in the [Library Bill of Rights](#): "Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation." Books and other resources acquired for the University Library, whether in print, digital, audio, or other formats, are selected to support, promote, and extend the San Diego State University missions of learning, scholarship, and engagement, and to reflect the University's [commitment to diversity, equity, and inclusion](#). In building and maintaining its collections, the University Library adheres to the principles of intellectual freedom as outlined in the Library Bill of Rights of the American Library Association, which includes the statement that: "Libraries should provide materials and information presenting all points of view on current and historical issues.

Materials should not be proscribed or removed because of partisan or doctrinal disapproval." Further, we agree with the [Freedom to Read Statement](#), which notes, in part, that: "We, as librarians... responsible for disseminating ideas wish to assert the public interest in the preservation of the freedom to read." We also affirm the [CSU Library Deans' Statement: The Freedom to Read is Essential to the Mission of the California State University](#). It is the policy of San Diego State University Library that materials acquired or produced as part of its collections will not subsequently be withdrawn based on allegations of false, misleading, pejorative, defamatory, offensive, or potentially harmful content. As a library, our materials are provided for the interest, information, and enlightenment of the communities the Library serves. The Library does not exclude materials because of the origin, background, or views of those contributing to their creation. The Library understands that authors, creators, or collectors may, intentionally or inadvertently, misstate facts, reach erroneous conclusions, or make claims that may, in fact or in perception, be hurtful to individuals or lead future researchers astray. Indeed, the history of such erroneous statements may become the subject of future research. It is not the task of the Library to verify or validate the contents of what it acquires, but it is to make research available for review, rebuttal, substantiation, support or further inquiry as well as to correct known errors issued by publishers. It is the position of the San Diego State University Library that claims and counterclaims are the essence of what is protected as academic freedom and that the Library has no role mediating these interchanges. Our policy is that materials acquired by the Library stand as published. This commitment to the freedom to read and to support scholarly inquiry across a range of disciplines and perspectives does not mean that active curation of our print and digital collections is not ongoing; the contents of our collection are regularly reviewed as part of our broader [Collection Development Policy](#). If you have any questions or comments about the policy above, please contact us at librarycollections@sdsu.edu. Your email will be reviewed by the Collections Unit. In your email, please include your name, your email, and any comments you have. Note: This policy has been adapted, with permission

granted on August 18, 2023, from the Northwestern University Libraries [Challenged Materials Policy](#). (9/23 L. Salem/SL Walter).

