

**Thomas Tredway Library
Augustana College
General Collection Management Policy**

A. Introduction

This collection plan concerns library resources for Augustana College, a four-year institution that is a member of the well-established consortium, CARLI/I-Share. It applies to the general collection; Augustana's Special Collections management policy will be covered in a separate document.

- The library collection will continue to grow, but the growth will primarily be seen in electronic resources, in the areas of Special Collections and institutional repositories, or through the strength, number, and variety of access partnerships.
- While our physical, visible collection may be getting smaller, maintaining a robust electronic collection and adequate housing for special collections materials will demand a budget at or above current levels. Librarians will continue to buy print monographs that support the curriculum. As electronic books become more readily available and software that enables library lending is available for e-books, we will explore options for electronic book access. Disciplines are not all alike in respect to library materials; this means that practices concerning additions to and withdrawals from the collection may vary by discipline.
- A robust, user-initiated borrowing network for both print and electronic resources already exists and is heavily used by the Augustana community.

B. Material types

1. Journals

We will subscribe to print and electronic journals that support the curriculum. Whenever possible, we will provide access to journals in electronic format; ample evidence suggests that the Augustana community makes greater use of journals in this format. We will:

- convert print subscriptions to electronic subscriptions, in many cases accepting the risk of aggregators discontinuing a title. If this happens, we will subscribe in another manner if there is strong need for the journal;
- as possible, appropriate, and cost-effective, buy permanent access to electronic format back files of core journals;
- retain some print back files because of image quality or assignment requirements;
- retain some print publications because they are well-used but are not available in electronic form;
- retain in print some newsstand periodicals (weeklies, monthlies, etc.) for browsing and for assignments that require a modest back file.

2. Microformats

Statistical evidence indicates that students avoid these formats for all but highly specialized materials. We will:

- replace our holdings with online access as needed;
- offer to other libraries or discard very low-use microformats.

3. Reference Collection

We will maintain a print and online reference collection that supports the curriculum. Print subject encyclopedias, handbooks and guides will be held in the reference collection. We will review all reference materials based on:

- currency;

**Thomas Tredway Library
Augustana College
General Collection Management Policy**

- duplication of information in other resources;
- use within the last few years;
- availability and cost of the resource online.

4. Databases/Online Indexes

We subscribe to databases that allow our students to locate the best information in a widely accessible format. We will annually review databases for:

- usage;
- coverage and redundancy;
- cost effectiveness.

5. Circulating Book Collection

Our collection of printed books will consist of well-used titles of current and, in some fields, classic interest. The longer a book is not used, the less likely it is to ever be used. If a book does not circulate within the first six years of ownership, its chance of ever circulating is 1 in 50.*

Most recently published books now have, or will have, a digital version. It is very likely that digital versions through aggregators such as Google Books and the Hathi Trust will become electronic archives that back up long-standing permanent print collections at large research libraries and the Library of Congress. Based on this, we will:

- purchase materials that support curricular needs, as determined by librarians' research, students' interlibrary loan requests, and faculty members' suggestions;
- review low or no use books published in the last 10-15 years for deaccession. This guideline may be adjusted by discipline;
- consult *Resources for College Libraries* to identify a core collection if deemed appropriate for that discipline;
- check for number of copies held in OCLC before deaccessioning a book. If fewer than 20 copies are held in OCLC, we will verify that an additional copy is held in Illinois. If not, we will retain our copy or submit a last copy request to the University of Illinois.

Based on the strategy outlined above, we aim for a vibrant collection containing approximately 125,000 circulating monographs.

6. Video Collection

Videos are held in our circulating, instructional reserve and permanent reserve collections. We will:

- purchase videos based on faculty request and their assurance that the videos will be used towards their curricular goals;
- replace frequently used videos with updated formats as necessary;
- review videos for deaccession using the same guidelines as circulating books.

*Rick Lugg, August 2010 presentation, citing a study by Allen Kent, Hillman Library, University of Pittsburgh