

Ciletti Memorial Library Collection Development Policy Statement, Penn State Schuylkill

Purpose

This document exists to explain the practices and philosophy used at the Ciletti Memorial Library for acquiring, maintaining, and managing the library's collections. The library's overall goal is to develop collections that serve the needs of the Penn State Schuylkill community and support the college's curriculum, and to enhance and broaden the University Libraries collections. This statement serves to provide general guidelines to librarians who develop the library's collections and communicate the library's goals and procedures to the college community.

Philosophy

The library acquires materials that support Penn State Schuylkill's curriculum and mission to provide a University experience in a small, residential setting. We strive to acquire multidisciplinary materials with wide appeal. Because the libraries at the University Park campus provide the university's primary research collections, and because the University Libraries present significant opportunities for intra- and interlibrary loan, the Ciletti Memorial Library focuses on creating high-circulation niche collections relevant to the curriculum rather than in-depth research collections.

Responsibility

Ultimately, the head librarian is responsible for collection development, along with the assistance of the reference librarians and campus faculty. The librarians expect campus faculty to suggest acquisitions and provide input into collection development. Although the library actively encourages faculty participation, we also expect that faculty read, understand, and adhere to the policies contained in this statement.

Building the Collection

Subjects

Generally, acquisitions emphasize subjects taught within the Penn State Schuylkill curriculum. Preference is given to subjects for which the college has accredited degree programs. General interest items may however be purchased as well.

Formats

The library acquires materials in a variety of formats, including print, electronic, audio, and visual. A significant portion of the library's collections budget is directed towards collaborative electronic purchases with libraries at the other Penn State campuses. Of the remaining funds, the bulk goes to purchasing monographs for the circulating collection. Although the library maintains some print periodical subscriptions, new periodical subscriptions are generally electronic in nature, and purchased via institutional licenses so that all Penn State campuses may have access.

Collection Maintenance

Storage

The Ciletti Memorial Library has limited space available for collections. As of 2009, space is adequate for the near future, but librarians must be aware of storage issues when developing the collections. Because the purpose of the library's collections is to develop and maintain a circulating collection relevant to the campus's needs, the library reserves the right to remove or deselect any of the titles in its collection in order to both create more usable space and maintain the collections' relevance.

Collections Reviews and Deselection/Weeding

Periodically, the library will review and assess its collections. Collections reviews identify worn out or outdated materials that no longer circulate. During these reviews, the library will at times deselect books. Removal of these items maximizes available storage space for newer items that appeal more to patrons' interests.