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Introduction

The mission of the Walter W. Stiern Library is to collect, organize, and provide access to recorded knowledge, information and data to support instruction and student research.

The purpose of this Collection Development Policy is to guide the Library in exercising its collection development responsibilities.

All materials selected for inclusion in the Library’s holdings must be clearly related to the educational mission and stated goals of the University. Because the University is dedicated to the principle of unrestricted inquiry and scholarly examination of all ideas and current knowledge germane to any discipline, constant care will be taken by the Library to assure the University community that no form of censorship, whether based on personal or ideological bias, will be allowed to circumscribe the development of any subject area of the Library’s collections. The Stiern Library supports the Intellectual Freedom Statement of the American Library Association and will act in accordance with this statement.¹

¹ “Intellectual freedom can exist only where two essential conditions are met: first, that all individuals have the right to hold any belief on any subject and to convey their ideas in any form they deem appropriate, and second, that society makes an equal commitment to the right of unrestricted access to information and ideas regardless of the communication medium used, the content of work, and the viewpoints of both the author and the receiver of information.”


ALA actively advocates in defense of the rights of library users to read, seek information, and speak freely as guaranteed by the First Amendment. A publicly supported library provides free and equal access to information for all people of that community. We enjoy this basic right in our democratic society. It is a core value of the library profession.
1- Objectives

In order to achieve the goals of this Collection Development Policy, the Library has established the following major objectives:

1. To acquire and make available library materials needed for the instructional programs offered by the University.
2. To acquire and make available library materials required by the students for their general research.
3. To acquire and make available materials required by faculty in support of their curriculum development.
4. To develop collections that support new or expanded academic programs.

Attainment of these objectives requires that librarians and faculty work cooperatively as partners to develop the Library’s collections.

2- Collecting Levels

As the basis for determining the collection parameters of the Library, four collecting levels are defined. Each of these levels meets particular needs for developing the overall Library collection.

**Minimal Level**

The purpose of collecting at the Minimal Level is to acquire a few representative or essential works in a given subject. Selection at this level is limited to a few very basic works.

**Basic Level**

The purpose of collecting at the Basic Level is to build a highly selective core collection which serves to introduce and define the subject and to indicate the varieties of information available elsewhere. Selection at this level includes major dictionaries and encyclopedias, essential
reference works, selected standard works and a few major periodicals in the field.

**Study Level**

The purpose of collecting at the Study Level is to provide materials necessary to support undergraduate instruction or sustained independent study. Selection at this level includes core reference materials, indexes/abstracts necessary to identify the journal literature, core periodicals, and a wide range of books, government publications, and audiovisual materials.

**Research Level**

The purpose of collecting at the Research Level is to provide research materials for graduate instruction and research, thesis research and independent research in subject disciplines included in the University curriculum. Selection at this level includes all important reference works, specialized indexes/abstracts, an extensive collection of journals, a wide selection of specialized monographs, and an in-depth collection of government publications.
3-Core Collection Development Criteria

The following criteria have been established as core criteria that apply to all areas of the Library’s collection development program.

1. Generally only English language materials are collected. Non-English language materials may be selected to support specific academic programs, such as foreign language study.

2. Priority is given to acquisition of current materials. Older materials may be acquired to fill gaps in the collection or for research collections.

3. Multiple copies are rarely purchased, and only when unusually heavy and continued use is projected.

4. Class-related materials, such as textbooks, generally are purchased only if they have value as reference sources. Materials to be added to the Curriculum Collection are exceptions to this criterion.

5. Audio and video materials are purchased only if they support the University’s curriculum. Obsolete formats of video and audio materials (such as videotape or phonograph albums) are normally not acquired. (see items 7.2-7.3)

6. Acquisitions should, as far as possible, comply with current access standards (as interpreted by the CSU) for students with disabilities. This includes but is not limited to closed-captioning for media acquisitions.
4-Collection Development Statement/Books

The Book Collection consists primarily of academic titles that support the University’s curriculum and selected titles that support the interests of the University community.

Selection Responsibility

The librarians, in consultation with the teaching faculty, are responsible for the selection of books.

Approval Plans

To complement individual selections of books, the Library may maintain an approval plan.² An approval plan gives the Library timely, year-round access to current books as specified in the approval plan profile.

Criteria for Selection of Materials

Librarians, in consultation with academic departments, select books that support the university’s instructional programs. Book selection has four criteria:

1. Discipline-specific works;
2. Interdisciplinary works that support the curriculum;
3. Works in subject areas outside the curriculum that support instruction;
4. Works that are appropriate to the interests of the university community.

When there is a choice between hardcover and paper, the library will purchase the work in hardcover unless there is a price difference of $25 or more.

Consideration is given to the following when selecting monographs: University curriculum, gaps in the collection, currency, reputation of author and/or publisher, cost, and relationship to other works in the collection.

² An approval plan is a method of selecting and purchasing books based on an electronic profile. Using criteria established by the library based on CSUB’s curriculum, books selected by a vendor’s bibliographers from newly published works are sent to the library for purchase.
**Format**

The preferred format for circulating books is print. Librarians should use care when purchasing electronic/digital versions of titles for circulation. Permanence of the purchase and mode/ease of access should be considered when considering the purchase of an electronic/digital version of a title.

For reference materials, particularly large sets such as encyclopedias, the preferred format is electronic/digital. Cost, accessibility, and permanence of the purchase should be considering when comparing a print version to an electronic/digital version of a title.

**Deselection**

Librarians will periodically review their respective subject areas in the main collection to identify outdated materials or materials no longer needed to support the curriculum.

The following criteria will be considered to deselect materials from the collection:

1. Outdated volumes of no research or historical value will be deselected.
2. Items which have not been checked out in the previous ten years unless the book has permanent historical or research value.
3. Multiple copies unless needed to meet current circulation demands.

**5-Collection Development Statement/Periodicals**

The Periodicals Collection contains a variety of academic titles that support the University’s curriculum and selected titles that support the interests of the University community. Subscription priority is given to items negotiated for purchase through the Systemwide Electronic Information Resources Division (SEIR). SEIR funds an Electronic Core Collection of resources available to all campuses and negotiates structured and reduced pricing for materials. Most journals received by the library are part of the Electronic Core Collection. The Electronic Access to Information Committee and the Council of Library Directors recommend databases for adoption in the Electronic Core Collection. Individual libraries can recommend databases and resources for the committee and council to review. SEIR staff negotiates pricing with vendors.

**Selection Responsibility**

The Subject Liaison, in consultation with the Collection Development Coordinator and other librarians, is primarily responsible for the selection of individual journals from his subject area. Subscriptions to digital journal collections available through aggregated
databases are primarily the responsibility of the Collection Development Coordinator, in consultation with the other librarians, although any librarian may suggest a subscription to a journal collection available in an aggregated database. Subscriptions to digital journal collections available in subject specific databases are primarily the responsibility of the Subject Liaison, in consultation with the other librarians.

Criteria for Selection of Materials

The selection of periodical titles has three criteria:

1. Primarily, to provide the University’s students with access to current discipline-based academic journal literature. Periodical titles should include the major journals essential to study in the academic disciplines taught at the University.
2. To support the general interests of the University community. These works will include, but not be limited to, general titles, newspapers, and popular titles.
3. To provide a limited number of periodicals supporting the specialized study interests of students and faculty. Librarians, in consultation with the professorate, will select highly specialized journals only if cost and need by students make the selection feasible.

Because periodical subscriptions require an ongoing funding commitment, all requests for new titles must include a sample issue, written justification summarizing the University's need for the title, and approval by the Library's departmental liaison. Before subscribing to a new periodical, the quality of its scholarship and whether it can be accessed via the Library’s various indexes/abstracts should be considered.

Librarians should be particularly careful of duplicating titles provided by aggregator databases when considering individual subscriptions.

When such as an option exists, the library generally prefers to obtain access to journals through the CSU consortium’s negotiated agreements, rather than to subscribe to journals or journal packages independently.

Format

Electronic format is preferred for all periodical titles. The only exceptions are those specialized titles to which no electronic format exists.

Deselection

Librarians will review titles and make retention decisions based on cost and need.
6.Collection Development Statement/Reference

The Stiern Library reference collection provides access to summary information, data, and lists of other resources, usually found in general and subject encyclopedias, dictionaries, bibliographies, indexes and abstracts, handbooks, statistical sources, almanacs, atlases, maps and other geographical sources, directories, and biographical sources. Reference sources are purchased in the most convenient and easily accessible format whether in print or electronic formats.

Selection Responsibility

Selection decisions are the responsibility of the librarian liaison for the designated subject area. While it is the liaison’s decision, suggestions may be forwarded by other librarians and/or faculty to the liaison for consideration. Decisions regarding interdisciplinary or overlapping areas are made cooperatively by all appropriate liaisons.

The Reference Services Coordinator makes selection, deselection, and retention/relocation decisions regarding general subject and ready-reference materials. While it is the Reference Coordinator’s decision, suggestions may be forwarded by other librarians and/or faculty to the Coordinator for consideration.

Purchasing decisions concerning expensive reference sources and all electronic reference, indexes/abstracts, and full-text/full-image databases are made collaboratively among all the librarians. The Reference Sources Home Page is also reviewed by the Reference Service Coordinator, and when appropriate, by the Home Page Committee and the Library Advisory Committee.

Criteria for Selection of Materials

Subject and Library collection policy objectives are the most important measure for reference collection selection. Additionally, reference selections are based on the following general criteria.

1. Scope. Reference materials support the curriculum or assist in answering questions received by reference personnel. The liaison also notes if material fills a need in the collection by providing unique reference coverage or is unduly duplicating already existing information. Selections are also based on the estimated frequency of use.

2. Currency. Generally, reference sources, by nature, should provide current data and information. However, there may be cases where materials are selected for the reference collection based on historical or archival value.

3. Comprehensiveness. In general, comprehensive coverage of a topic is preferred over little used cursory treatments.

4. Audience. Materials selected should be geared to the college and university level reader at the basic, study, and research collection levels.
5. Authoritative. Materials should provide authoritative information, generally presenting assigned authorship, documentation and bibliographies.

6. Design and Access. Sources should provide logical and useful arrangements, indexing, easily used interfaces, and where appropriate, useful illustrations.

7. Format. Selected materials should generally be in a "reference format," whether in paper or electronically accessible. Web based online resources are the preferred format for electronic materials. Free Internet sources are included on the Library's Home Page if the sources meet the criteria described within this policy.

8. Multiple copies/access. Duplicate copies are not purchased except in cases of dictionaries, thesauri, style manuals, damaged or lost materials. Electronic resources that allow multiple-user access are encouraged when appropriate.

9. Cost. Cost and budget should be considered in balance with issues of source value, uniqueness, duration of usefulness, and durability of format (hard or paperback).

**Deselection**

Reference subject areas are reviewed by the appropriate subject liaison librarian at least once a year regarding deselection or retention/relocation decisions. While it is the liaison’s decision, deselections of reference materials can be questioned by other librarians. Reference materials targeted for deselection should be held for a week on a deselection cart so that other librarians have a chance to review the decision. Decisions regarding interdisciplinary or overlapping areas are made cooperatively by all appropriate liaisons. Reasons for deselecting resources, relocating resources to other collections, and/or changing retention decisions are based on such assessment criteria as:

1. Appropriateness for reference purposes,
2. Currency,
3. Usage, and
4. Comparability and compatibility with other sources.
7-Collection Development Statement/Non-Print Media

The Non-Print Media Collection consists of audio and video materials that support the University’s curriculum and selected items that support the interests of the University community.

Selection Responsibility

The Subject Liaison, in consultation with teaching faculty, is responsible for the selection of the non-print media collection.

Criteria for Selection of Materials

Non-print media are selected by faculty in the academic departments and librarians to support the University’s instructional programs. Non-print media selection has four criteria:

1. Discipline specific works.
2. Interdisciplinary works that support the curriculum.
3. Works in subject areas outside the curriculum that support instruction.
4. Works that are appropriate to the interest of the University community.

New materials purchased for the non-print media collection must comply with current disability access standards as defined by federal and state law and CSU policy.

Consideration is given to the following when selecting non-print media: University curriculum, gaps in the collection, currency, reputation of author and/or publisher, cost, relationship to other works in the collection, etc.

Deselection

Librarians will review their respective subject areas in the main collection to identify outdated materials or materials no longer needed to support the curriculum.

The following criteria will be considered to deselect materials from the collection:

1. Outdated items of no research or historical value will be deselected.
2. Multiple copies unless needed to meet current circulation demands.
3. In the case of duplicated format, only the most current format will be kept, unless the older format holds some historical and aesthetic value.
9-Collection Development Statement/Specific Collections

9.1 Archives and Special Collections

The Archives and Special Collections collects, where possible, unpublished materials from California State University, Bakersfield that are of historical interest. Materials about the University from other sources are also collected. Other primary source materials may be collected if they are deemed to be of unique historical or cultural significance to the University. The Archives and Special Collections also houses valuable, rare, unique, or fragile published items that have either been pulled from circulation, donated or purchased.

Selection Responsibility

The Archives and Special Collections Coordinator is primarily responsible for the selection and processing of archival materials. Major decisions regarding the funding, status, acquisition and deselection of collections will be made by the Archives and Special Collections Coordinator and Library Dean, in consultation with the librarians. The Archives and Special Collections Coordinator is responsible for making decisions about published materials included in the collection.

Criteria for Selection of Materials

Selection has four criteria:

1. To acquire print and photographic materials circulated at the University of historical value.
2. To serve as a repository for manuscript versions of University masters’ theses.
3. To obtain materials that document the history of the University.
4. To locate published materials that require special handling because of their uniqueness, value, or fragility.

The Archives will not accept individual items, such as photographs or documents, that are not part of an ongoing collection. The Archives does not normally accept published materials that are available elsewhere. The Archives does not normally accept teaching materials from faculty, unless those materials are donated as part of a collection that has significant historical, scholarly, or cultural value. The Archives will not purchase collections of archival materials.
Consideration is given to the following when accepting a donated archival collection: Space, processing costs, and historical, cultural or scholarly value.

**Deselection**

Materials are deselected during the processing of newly acquired items.

The following criteria will be used to deselect materials from a collection:

1. Redundant materials.
2. Materials that are not an integral part of an ongoing or accepted collection.
3. Published materials that are available elsewhere.

### 9.2 Children’s Literature Collection

The Children’s Literature Collection is made up of books that are deemed to be important works of children’s literature by the Education liaison and Education faculty. The collection exists to support the curriculum of the School of Education.

**Selection Responsibility**

The Education liaison, in consultation with Education faculty, is primarily responsible for the selection of materials in the Children’s Literature Collection.

**Criteria for Selection of Materials**

Selection for the Children’s Literature Collection has two criteria:

1. To support the curriculum and supplement the needs of the School of Education.
2. To acquire significant works from the western literary tradition that belong to the children’s literature genre.

In addition to English language books, the Children’s Literature Collection may include books in Spanish. Priority will be given to books that have earned major literary awards.

Consideration is given to the following when acquiring children’s literature: space, University curriculum, gaps in the collection, reputation of author and/or publisher, cost, relationship to other works in the collection, and value as a potential teaching tool.
Deselection

The Education liaison will review the Children’s Literature Collection to identify outdated materials or materials that are no longer needed to support the curriculum.

9.3 Curriculum Collection

The Curriculum Collection is made up of current textbooks, readers, and curriculum materials used by teachers in schools in Kern County and California. It also contains older materials that show past classroom teaching priorities and practices.

Selection Responsibility

The Education Liaison, in consultation with Education Faculty, is primarily responsible for the selection of materials in the Curriculum Collection.

Criteria for Selection of Materials

Selection for the Curriculum Collection has three criteria:

1. To support the curriculum and supplement the needs of the School of Education.
2. To familiarize Education students and teachers with the materials currently being used in Kern County classrooms.
3. To provide practical examples of present and past classroom teaching methodologies and priorities.

Additions to the collection will be limited to new classroom materials that have been formally adopted by the California Board of Education. In addition to English language books, some subject areas may include books in Spanish.

Consideration is given to the following when acquiring materials for the Curriculum Collection: State adoption, space, cost, use by Kern County public schools, currency, University curriculum, reputation of author and/or publisher, relationship to other works in the collection, and value as a potential teaching tool.

Deselection

The Education Liaison will review the Curriculum Collection to identify outdated materials or materials that are no longer needed to support the curriculum.
9.4 Government Documents

The Government Documents Collection consists of a physical collection of print and microform materials as well as access to publications available electronically. Materials are received as part of the United States Depository Library Program, State of California depository program or directly from agencies; purchased; or, accessed via the Internet.

The purpose of this collection is to support the educational mission of the University.

Collection efforts focus on acquisition of or access to publications from the United States Government and State of California. Electronic access is provided to publications from other states, local governments, foreign governments and non-governmental organizations via the Internet.

Materials are acquired or accessed in print, microform and electronic formats.

Selection Responsibility

The Government Documents Coordinator is primarily responsible for the selection of materials in the Documents Collection.

Criteria for Selection of Materials

Selection for the Government Documents Collection follows these criteria:

1. Publications that support the curriculum.
2. Frequently used or important publications may be acquired in print or microform and accessed electronically.
3. A publication will be selected in microform only if the publication is not available in either print or electronic format or as a backup to the electronic version.

Deselection

The Government Documents Coordinator is primarily responsible for the deselection of materials in the Law Collection.

Retention of documents published by the United States Government and State of California is influenced by the depository policies of each government.

The United States Depository Library Program requires that all publications received through the program must be retrained for at least five years. Those
publications deemed by the Federal Government to be obsolete may be removed from the collection when they are superseded by more current information.

The California State Library Distribution Act allows depository libraries to discard materials at their own discretion with the exception of the following classes of materials which must be retained for at least five years: periodicals, administrative and statistical reports of an agency's activities, basic state level fiscal documents and basic legislative reference works.

9.5 Law

The Law Collection consists of a physical collection of print materials and electronic access to legal materials.

The purpose of this collection is to support the educational mission of the University.

Collection efforts focus on acquisition of or access to core legal materials for the United States Government and State of California and important secondary legal resources. Legal materials from other states, foreign countries and local governments are acquired as parts of electronic legal databases or accessed via the Internet.

Materials are acquired or accessed in print, microform and electronic formats.

Selection Responsibility

The Law liaison librarians are primarily responsible for the selection of materials in the Law Collection.

Criteria for Selection of Materials

Selection for the Law Collection follows these criteria:

1. Official versions of United States or State of California primary legal materials are preferred unless commercial products contain significant value-added content.
2. Official and equivalent commercial versions of the same primary legal source material may be acquired or accessed.
3. For primary legal materials, preference is given to electronic format wherever possible, given the superior retrieval capabilities of electronic access.
4. Print publications may duplicate electronic access to primary legal materials.
5. Whenever there are multiple commercial publications for the same primary legal material, only one publication will be selected.
6. Secondary legal sources must pertain to United States or State of California law or some specialized aspect of law within these jurisdictions.
7. A publication will be selected in microform only if the publication is not available in either print or electronic format or as a backup to the electronic version.

Deselection

The Law liaison librarians are primarily responsible for the deselection of materials in the Law Collection.

Primary legal materials normally will not be deselected although not all formats for the material may be retained.

As currency is an important consideration in legal research, secondary legal sources will be kept current. Outdated materials will be removed from the collection.

9.6 Map Collection

The Map Collection consists of topographic maps, satellite and aerial photographs, and historical and specialty maps which support the CSUB curriculum.

Selection Responsibility

The Map Coordinator is primarily responsible for the selection of materials in the Map Collection.

Criteria for Selection of Materials

Selection for the Map Collection has three criteria:

1. To support the geology curriculum and supplement the needs of the University.
2. To provide patrons with access to geographic information that relates to other collections in the Library.
3. To provide patrons with topographic information about the state of California.
Consideration is given to the following when acquiring materials for the Map Collection: space, cost, University curriculum, reputation of the publisher, and relationship to other works in the collection.

Deselection

The Map Coordinator will review the Map Collection to identify materials that are no longer needed to support the curriculum.

10-Gifts

The Walter W. Stiern Library welcomes donations of books and other materials. Any donated item must support the University’s curriculum. The Library will only accept items provided without conditions. Librarians will screen all donated materials from their subject areas to determine whether they meet the Library’s collection criteria. The Library retains the right to dispose of donated materials. The Library accepts monetary gifts through the Stiern Library Associates. Monies are used to purchase library resources based on appropriate selection criteria.

Disposition

Material not wanted by the Library may be offered for sale within the Library or donated to another library, state facility, or charitable organization, or discarded.

Books

Any donated book must support the University’s curriculum. Textbooks or vanity press books are ordinarily not added to the collection, although in the case of textbooks some exceptions can be made if the Subject Liaison determines that the textbook is appropriate for the general collection. Duplicates are added if the Library copy is checked out by faculty, in mending, missing or on Reserve, or the title is one for which multiple copies are judged useful. When the Library has an earlier edition, a later gift edition may replace it.
**Periodicals**

The Library does not accept gift subscriptions but will accept monetary donations for periodical subscription purchases in specific subject areas.

**Periodical Backruns**

The library will accept periodical backruns only if the backrun supports the curriculum and only if the donation is complete and covers a significant period of time. The library will not accept a print backrun that duplicates items in its electronic periodicals collection. A periodical backrun may also be accepted if it fills gaps in a run of materials to which the library currently subscribes. Duplicate issues will not be accepted or added.