

New Jersey City University  
Congressman Frank J. Guarini Library

## **COLLECTION DEVELOPMENT POLICY**

## **Acknowledgments**

This policy manual is a collaborative work between librarians at the Guarini Library and academic departments at New Jersey City University.

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## **I. RATIONALE**

A collection development policy is a comprehensive statement prepared by members of the library staff and faculty to explain the methods employed by the library to insure that its holdings are sufficient to support the educational programs of the university. Library collections are essential ingredients of academic quality; a collection that is too small limits the teaching options of the faculty, inhibits the growth of students, and prevents them from acquiring the theoretical understanding and the practical skills necessary to prepare them for employment in business, public service and the professions.

A sound collection development policy should also provide a rational basis for limiting unnecessary growth. No library, however wealthy or spacious, can long afford to collect indiscriminately. A comprehensive teaching university library is by definition not a research library. Aside from promoting a collection adequate to the needs of the institution, one of the primary functions of a collection development policy is to set forth a rationale to establish limits to the collection, or in effect, describe the kinds of materials that the library will not readily acquire. Monographs that lack sound scholarship, that are poorly written, needlessly obscure or that are too highly specialized, do not serve the educational purpose of the collection and will not contribute to its quality. A collection development policy should also specify criteria employed by the library staff and the faculty for withdrawing materials that are seldom, if ever used, or that have simply ceased to be of any educational value.

A collection development policy not only addresses the library print collections, but should include guidelines for acquiring or subscribing/leasing non-print media as well.

## **II. MISSION AND GOALS**

### **University Mission Statement**

The mission of New Jersey City University is to provide a diverse population with access to an excellent college education, and the support services necessary for success.

### **Library Mission Statement**

The general mission of the Congressman Frank J. Guarini Library is to support the University in carrying out its institutional mission of teaching, research and public service in a diverse urban environment.

Within this context, the Congressman Frank J. Guarini Library has established its operational goals and objectives as follows:

- A. To provide electronic and traditional information resources of the University and the world.
- B. To develop and maintain a functional and balanced core collection of library materials that support the instructional and research needs of the University.
- C. To participate actively in regional and national cooperative programs of resource sharing.
- D. To license and purchase electronic library resources.

### **III. SELECTION RESPONSIBILITY**

Faculty and librarians assume primary roles in the development of the collection.

#### **A. Academic Departments**

- 1. Are expected to recommend for purchase items in the field that meet the selection guidelines for their particular discipline.
- 2. Are encouraged to appoint a faculty member to coordinate book orders.

#### **B. Librarians**

- 1. Have a major role in selecting materials for inclusion in the collection.
- 2. Select materials for their respective service areas.

#### **C. Head of Collection Services**

- 1. Works with the Library Director, library staff, and teaching faculty to implement the Collection Development Policy.
- 2. Assists faculty in identifying and reviewing sources in subject disciplines.
- 3. Oversees the development of the collection to ensure currency, balance and quality.

#### IV. LEVELS OF COLLECTION DEVELOPMENT

Different subject areas and different instructional departments require various levels of collection development. In general, the primary or basic needs of the sciences are met by current specialized serials and standing orders (i.e. Annual Review of ... Recent Developments in ...), while the social sciences and humanities rely primarily on monographs. There are, in general, five levels of collecting activity (i.e. depth and breadth) dependent upon: current or projected degrees offered by the institution, the level of courses taught by the academic departments, and the nature of the subjects themselves. Some of the information in this section regarding programs and degrees offered at NJCU has been transcribed from the respective academic department websites.

##### A. Description of General Levels<sup>1</sup>

1. **Comprehensive level:** Aims at collecting all the significant works of recorded knowledge (manuscripts, monographs, complete serial and reference sets, bibliographies and other pertinent materials) in all applicable languages for a specific field. This level of collecting aims at exhaustiveness.
2. **Research level:** Serves the research needs of the faculty and graduate students and includes major source materials, important reference works, a wide selection of specialized monographs, a very extensive collection of specialized journals, and major indexing and abstracting services in the discipline.
3. **Study level:** Adequately supports undergraduate and graduate courses and some sustained independent study. This level includes a wide range of basic monographs, collections of the works of more important writers, selections of works of secondary writers, a selection of representative and basic journals, reference tools, bibliographies, indexes, abstracts, etc., pertaining to the subject.
4. **Basic level:** Is highly selective collecting and serves to introduce a subject, indicating additional sources available elsewhere. Includes major dictionaries, encyclopedias, important bibliographies, selected important monograph on specific topics and major periodicals in the field.
5. **Minimal level:** Basic reference tools and carefully selected monographs are purchased.

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<sup>1</sup> American Library Association. Collection Development Committee. (1977). "Guidelines for the Formulation of Collection Development Policies." *Library Resources & Technical Services* 21(1), 40-47.

## **B. Levels of Collection in the Library**

The Congressman Frank J. Guarini Library selects materials -- monographs, serials, periodicals and government documents on the Study Level (basic and minimal levels included), which conform to the level of courses offered by the instructional programs of the University. The Study Level is further broken down into the following levels: I, II, III. With the exception of materials acquired to meet the needs of the Modern Language Department and Children's Literature courses, the Library rarely purchases publications in languages other than English.

1. **Study Level III:** Collecting conforms roughly to courses at the Doctoral and master's degree level (500 and above). However, since in many cases the first level of graduate courses overlaps with the upper level of undergraduate courses, preliminary material purchased at this level overlaps with materials in Levels I and II. At this level, the library acquires nearly all current material published on the subject by standard commercial publishers, as well as significant materials from university presses and specialized publishers, such as societies, associations, federal and state governments, etc. Periodical acquisitions, especially sciences, also become very important at this level.
2. **Study Level II:** Collecting not only supports specific disciplines in which an undergraduate major is offered (300 and 400 level), but aims at providing some coverage of every aspect of a particular discipline. Major subdivisions, periods and authors are covered in greater depth and standard works, anthologies, compendia, and classics in the field are purchased. A spectrum of major periodicals (limited to English) is also acquired.
3. **Study Level I:** Provides support for lower undergraduate courses (100 and 200 level) and includes introductory works, outlines, handbooks and general surveys of the disciplines. At this level, the library also purchases material in areas not directly course related, but in response to student and faculty demand and/or interest or for providing general reference service.

## **C. William J. Maxwell College of Arts & Sciences**

The College of Arts & Sciences offers courses and programs leading to an undergraduate degree (BA or BS) in the following fields: Art, Biology, Chemistry, Clinical Laboratory Sciences, Computer Science, Economics, English, Geoscience, History, Mathematics, Media Arts, Modern Languages, Music, Philosophy, Physics, Political Science, Psychology, Religion, Sociology/Anthropology, Spanish, and Women's and Gender Studies.

The College also offers master of fine arts, master of music, and master of arts degrees. A sixth year professional diploma (P.D.) is offered as part of two school psychology programs. Programs include Art (M.F.A.), Studio Art (M.A.), Counseling (M.A.), Counseling (M.A.) and Student Personnel Services Certification, Educational Psychology (M.A.), Educational Psychology (M.A.) & School Psychology (P.D.) & School Psychology Certification, Mathematics Education (M.A.), Music Education (M.A.), Performance (M.M.), School Psychology (P.D.) & School Psychology Certification.

**Art:** The collecting for this area encompasses Levels I, II, III because the courses offered by the department are not only extremely varied (ranging from commercial design, photography, and art therapy sculpture to ancient art, medieval art and art of Spain and Latin America) but also technical and specialized (ceramics, tapestry weaving, silk screen printing). For these reasons, the selection policy ranges from the purchase of basic art history books to extremely specialized monographs and serials. The collection should also reflect the cultures of our diverse population. Some of the serials are multi-lingual European publications. Master of Art and Master of Fine Arts are offered.

**Biology:** Guidelines cited for the Level II collecting are used for developing the biology collections. Heavy emphasis is placed on specialized periodicals (Developmental Biology, Molecular and Cellular Biology, Biological Abstracts) and annuals that deal with the latest developments in the field.

**Chemistry:** A department that offers three different tracks (Bachelor of Science in Chemistry, Bachelor of Science in Chemistry – Teacher Certification (Physical Science), and a minor in chemistry) needs a selection policy that encompasses Levels I and II. In view of the fact that most of the course offerings are designed for upper division undergraduates, the Library concentrates on purchasing on Level II.

**Computer Science:** The Department of Computer Science offers a major leading to a Bachelor of Science in Computer Science. The Department of Computer Science currently offers two minor programs. The Computer and Information Systems (CIS) minor is intended to provide business majors and other students with a competitive advantage in their job search. The Computer Science minor is intended to complement a major in mathematics or the sciences. Selection and purchase of materials is conducted on Levels I and II.

**Economics:** The Economics Department offers more than one degree track (Bachelor of Arts in Economics, Bachelor of Arts in Economics – Teacher Certification (Social Studies), and minor in economics). Offers both introductory and upper division courses that in some cases overlap with areas covered by the Business Administration Department. Although collecting in this case is done primarily on Level I.

**English:** The English Department offers a rich variety of courses from which are shaped five concentrations: Creative Writing, Journalism, Literature, the Combined Track, and Theater Arts. Students who plan to teach in high school concentrate on the Combined Track. Students interested in elementary or early childhood education can pursue any track except Theater Arts. Students interested in Theater Arts divide their studies between the Music, Dance, and Theater Department and the English Department.

**English as a Second Language:** The course offerings of the program are designed to equip students with the English language skills they need to function effectively in courses leading to a bachelor's degree. The ESL program uses an interdisciplinary approach to language learning in a range of proficiency levels, with the primary aim of teaching academic writing.

**Ethnic and Immigration Studies:** This is an inter-department minor program dealing with topics of ethnic pluralism and diversity in the United States. The selection is conducted on Level I of the Study Level.

**Geoscience/Geography:** The courses offered not only fulfill the General Studies requirements in Areas A or B (Natural or Social Sciences), make available to students different tracks leading to a BA or BS degree, but also, in many instances, are highly specialized. The collecting for this department is conducted primarily on Level II. Since this discipline deals with diverse subjects (oceanography, hydrology, paleontology, geophysics) in which there is much current research, the monographs purchased are highly specialized and there is a strong reliance on indexes and professional level periodicals. The nature of the discipline dictates that no extensive historical collecting will be undertaken and there will be a concentration on current materials.

**History:** The course offerings of this department provide students who wish to study history in depth with a background for graduate studies and prepare them for varied careers in law, civil service, journalism or teaching. Some of the courses may also be used by non-history majors towards satisfying the General Studies requirements in the Humanities (Area 4). Because the range of courses is varied (Colonial America, History of Punishment in the United States, Civil War and Reconstruction, Early Modern Europe, Imperial Russia, Ancient Civilization), collecting for history is conducted on Levels I and II with a concerted effort being made at providing some coverage of every aspect of the discipline. The collection aims at being historical and having a certain depth, since very little material in this field becomes outdated. Not much primary source material is collected, but reliance is placed on secondary sources, standard works and classics.

**International Studies:** The program offers a minor in international studies. Courses are at 100-300 levels, with one exception at 500 level (United Nations Workshop). Collection development is on Study Level I.

**Latin American, Caribbean, and Latino Studies:** The course offerings of the Department are at 500 level; the criteria for Levels I, II, III collecting are applicable.

**Mathematics:** This Department not only offers courses that satisfy the all university requirements in mathematics (for all students) but also a Bachelor of Arts in Mathematics, a Bachelor of Arts in Mathematics – Secondary Teacher Certification (Math), and a minor in Mathematics, as well as a number of graduate courses and a master's degree in Mathematics Education. Collection development in this subject field is conducted on Levels I, II, and III.

**Media Arts:** The department offers a Bachelor of Arts in Media Arts and a minor in media arts. Collection development is conducted on Levels I and II.

**Modern Languages:** Although the emphasis is on Spanish (Hispanic Languages and Culture), courses in Arabic, Chinese, French, German, Italian, Japanese, and Polish are also offered. For this reason, two different criteria are used when selecting material: Levels I and II of the Study Level are followed when collecting for the Spanish literature component of the Department; materials for the other component are collected on the Basic Level, which is highly selective and serves only to introduce the subject.

**Music, Dance and Theatre:** The Department offers Bachelor of Arts in Music, Bachelor of Music in Performance, Master of Arts in Music Education, Master of Music in Performance, and minor in music. Because the course offerings are extremely diversified (voice, harmony, woodwind methods, advanced counterpoint and fugue, electronic music, instrumental conducting, etc.), this collection has been and continues to be developed along the guidelines of Levels I, II, and III and reflects the diversity of the courses.

**Philosophy and Religion:** The Department offers Bachelor of Arts in Philosophy, major and minor programs in Philosophy and a minor program in Religion. Courses offered satisfy the General Studies requirements in Area D (Humanities), prepare students to pursue graduate studies in the subject or prepare them for careers in law, business, teaching, etc. The Department offers a number of 100 and 200 level courses which need no prerequisites, as well as 300 and above level courses, designed primarily for majors; collecting is done on Level I which provides support for lower undergraduate courses and on Levels II and III, which aims at providing some coverage of every aspect of a particular discipline.

**Physics:** The Department offers Bachelor of Arts in Physics - Applied Physics, Bachelor of Arts in Physics - Teacher Certification (Physical Science), Bachelor of Science in Physics - Applied Physics, and Two-Year Program in Physics - transfer to an engineering college for a Bachelor of Science in Engineering. Collection development is conducted on Levels I and II.

**Political Science:** The Political Science Department offers a variety of degree tracks. In addition to the Bachelor of Arts major and minor, the department offers a Bachelor of Arts in Political Science and Secondary Education (Social Studies) Teacher Certification. The Department also offers a pre-Law minor that prepares students for law school admission. Collecting is conducted not only on Levels I and II but also on Level III with a concentration on primary source materials as well as federal and state documents.

**Psychology:** The courses are geared towards a major in the field as well as a concentration in the following: graduate school preparation sequence, developmental sequence and industrial sequence. The offerings are varied enough (tests and measurements, research methods in psychology, physiological, psychology, seminars in experimental, clinical, social psychology, etc., and independent research) to warrant collecting on Levels I, II, and III of the Study Level. There are currently four programs in the master's level: educational psychology, general counseling, school counseling and school psychology.

**Sociology and Anthropology:** The program is designed for students who plan to do graduate work in sociology or a related field or prepare for a career in which a sociology major is desirable; the Department also offers courses which may be used towards the satisfaction of the General Studies requirement (Area B). Since sociology in some cases deals with areas covered by other social sciences, the collecting process not only encompasses other disciplines but is conducted on Levels I, II, and III.

**Women's and Gender Studies:** Courses are devoted to the study of women's roles, perceptions, self images, situations, status and an examination of the private sphere (household, family) and the public sector (politics, economy, law, education) from the perspective of gender and sex. Currently, collecting is conducted on Level I, because the Department offers only a minor program in the discipline. As courses are added and the offerings increase, the collecting policy will be reexamined and probably raised to Level II.

#### **D. College of Professional Studies**

The College of Professional Studies offers programs leading to baccalaureate degrees (BS) in Business Administration, Criminal Justice/Security, Fire Science, Health Sciences, and Nursing.

Programs leading to the Master of Science degree are offered in Accounting, Criminal Justice, Finance, and Health Sciences.

In addition, the College offers minor in Sport Management and Fitness Certification.

**Criminal Justice:** The Department of Criminal Justice offers a Bachelor of Science in Criminal Justice combines studies in the fields of criminal justice, law enforcements, courts, probation, corrections, parole and juvenile justice.

The program is designed for individuals who are currently involved in the fields of criminal and juvenile justice fields and students who seek careers in these fields.

The Master of Science degree program in Criminal Justice is a practitioner oriented and theoretically grounded course of advanced study, which prepares students for further advanced graduate work and/or professional education. The program requires 36 graduate credits distributed among a core of advanced criminal justice courses, and electives. The Department of Criminal Justice/Security is the only academic program in New Jersey that has completed an Approved Program Review by the Academy of Criminal Justice Sciences.

Collecting to meet the needs of undergraduate and graduate programs is conducted on Levels I, II, and III, with strong emphasis on periodical literature and government publications.

**Professional Security Studies:** The Professional Security Studies Department offers a Bachelor of Science in National Security Studies, a Master of Science in National Security Studies, and a Doctorate of Science in Civil Security Leadership, Management and Policy.

Collecting to meet the needs of undergraduate and graduate programs is conducted on Levels I, II, and III, with strong emphasis on periodical literature and government publications.

**Fire Science:** The Department of Fire Science is the only university-based fire science program in the state and one of the few in the nation. Graduates earn a Bachelor of Science degree, an increasingly valuable asset for individuals seeking advancement to officer and chief in the fire service. Collection development is conducted on Study Levels I and II as courses are offered from 100-400 levels.

**Fitness, Exercise, and Sport:** The Department offers Sport Management minor and Fitness Certification. Collection development is conducted on Levels I and II.

**Health Sciences:** This Department offers three undergraduate tracks: Community Health, Health Education, and School Nursing/Health Education. The Community Health track is designed to prepare students to become health educators in community settings. The Health Education track prepares students for health education teacher certification. The School Nursing/Health Education track prepares students for school nurse and health education certification. There is also a post-baccalaureate program for registered nurses with bachelor's degree in school nurse certification.

The Health Sciences graduate program includes tracks in Health Administration, Community Health Education and School Health Education.

Degree candidates must either prepare a Master's thesis, which requires original research, or conduct a project.

With two exceptions, all undergraduate courses are on the 300-400 level. Therefore, collecting is done primarily at Level II for undergraduate courses and Level III for the graduate program.

**Nursing:** The Department offers an upper division Baccalaureate program leading to a Bachelor of Science in Nursing degree (B.S.N.). The program is designed for the Registered Nurse and is accredited by the National League for Nursing Accrediting Commission (N.L.N.A.C.) and the New Jersey Board of Nursing.

The Department also offers an accelerated, second-degree program called the *FastTrack* BSN. This program will allow students who hold a bachelor's degree in another field to complete all required nursing courses in 12 months and take the registered nurse licensure examination.

Advanced teaching levels and high professional standards call for collecting on Levels II and III.

Nursing texts with a practice focus are discarded when they are five years old. Nursing texts that do not have a practice focus are discarded when they are ten years old unless they represent a classic work in the profession.

**Travel and Tourism Management:** The program offers a minor in travel and tourism management. Courses offered are at the 300-400 levels. Collection development is conducted on Study Level II.

#### **E. Deborah Cannon Partridge Wolfe College of Education**

The Education Department offers Bachelor of Arts degree programs in Early Childhood Education, Elementary and Secondary Education, Elementary Special Education, in addition to certification programs for students who wish to qualify as secondary teachers of English, Mathematics, Sciences, Spanish and Social Sciences. Certification programs for teaching in grades K-12 are available in Arts, Music, Health, English as a Second Language, and Bilingual Education.

The School also offers graduate programs leading to the Master of Arts degree in Early Childhood Education, Urban Education, Basics and Urban Studies, Elementary Reading, Secondary Reading, and Special Education. Also, the school offers a Doctor of Education (Ed.D.) in Educational Technology Leadership degree.

**Early Childhood Education:** The ECE Department offers an initial P-3 teacher certification program at the undergraduate level. Collecting is conducted on Study Levels I, II, and III.

**Educational Leadership:** Master of Arts in Urban Education with a specialization in Educational Administration and Supervision is offered. Collecting is conducted on Study Levels I, II, and III.

**Educational Technology:** a Doctorate of Education (Ed.D.) in Educational Technology Leadership is offered, as well as a Master of Arts in Educational Technology. Collecting is conducted on Study Levels I, II, and III.

**Elementary and Secondary Education:** The Department of Elementary and Secondary Education conducts research on urban education and offers a variety of preparations for teacher certification. Collecting is on Study Levels I and II.

**Literacy Education:** In addition to basic skills and self improvement courses, the Department offers a professional sequence of teacher education programs in early childhood, elementary, secondary, and special education. A reading minor requiring twenty four semester hours of study in upper level (300-400) courses is also available. The minor is composed of three modules with a required course in each module. Five credit hours must be taken in each module. The Department offers programs leading to the Master of Arts in Elementary Reading and the Master of Arts in Secondary Reading; the Master of Arts Reading Specialist is open to college graduates and educators who wish to enhance their professional competence in teaching reading skills in the classroom. All graduate courses are offered on the 600 level. To support a diversified selection of courses offered on introductory through graduate levels, collecting on Levels I, II, and III is necessary.

**Multicultural Education:** The Department offers courses leading to certification in Bilingual/Bicultural Education on the undergraduate (400) and graduate (500-600) levels. Courses leading to certification in English as a Second Language are also offered on both levels. Graduate students pursuing the Master's degree with Bilingual/Bicultural tracks are required to take MCC 650, Research in Urban Education. Advanced undergraduate courses and 600 level graduate courses in a variety of disciplines such as Phonology, Linguistics, Social Psychology, and Bilingual Curriculum Development, justify collecting on Levels II and III.

**Special Education:** Special Education is no longer a stand-alone major. It offers dual certification track: students major in either early childhood/special education or elementary/special education. The Special Education Department offers a degree with preparation for Teacher of Students with Disabilities Certificate of Eligibility with Advanced Standing.

#### **D. School of Business**

The School of Business offers graduate and undergraduate degrees in accounting, economics, finance, marketing and management.

**Accounting:** The Department offers Bachelors of Science in Accounting. The accounting degree provides the required background for students planning to pursue an M.B.A or other graduate program. Undergraduates may also take the five year combined Bachelor of Science to Master of Science in Accounting Program. The accounting curriculum also prepares students to sit for the Certified Public Accounting (CPA) examination. Collecting is on Levels I,II, and III.

**Finance:** This Department offers both a Bachelor and Master of Science in Finance. Collecting is on Levels I, II, and III.

**Management:** Bachelors of Science in Management, Bachelors of Science in Business Administration with a specialization in International Business, and Organizational Management and Leadership specializations are offered. Collecting is on Levels I, II, and III.

**Marketing:** This Department offers a Bachelor of Science degree in marketing. Collecting is on Levels I and II.

**Economics:** Collecting is on Levels I and II.

## V. GENERAL GUIDELINES

### A. General Criteria for Selection of Library Materials

1. Appropriateness. The collection must support the undergraduate and/or graduate programs at New Jersey City University as stated in the mission and the collecting levels. Materials that go beyond the academic curricula but meet the cultural, career, recreational and information needs of the campus community are also given consideration.
2. Potential Use. There should be possibility for use for one or more courses.
3. Existing Collection. Identified strength and weakness of the existing collection in a particular subject area are considered.
4. Quality. High quality in content, format, and/or literary merit; authoritativeness or reputation of publisher/producer are considered.

5. Permanence of material. Ephemeral materials are excluded in all formats.
6. Currency and timeliness. The material must be current.
7. Expected usage. For occasional needs, interlibrary loan may be used as a viable alternative to ownership.
8. Format. Appropriateness of chosen format (printed, digital, audio, visual) for the subject matter must be a consideration.
9. Cost of the material. Judgment must be made based on cost and the materials budget.
10. Methods of Selection. The following selection tools are used: *Choice, Library Journal, Publishers Weekly, New York Times, Booklist, Review of Books, RQ, Magazines for Libraries, Resources for College Libraries*, publishers' catalogues and brochures.
11. Federal government documents are selected based on the same criteria as used for commercial publications.

## **B. Foreign Languages**

Generally library materials are acquired only in those languages in which academic programs are offered. In subject areas other than "Languages" and "Literature," the library emphasizes the acquisition of English language materials.

## **C. Multiple Copies**

Multiple copies and duplicates will not be purchased. However, in rare instances when heavy demand is anticipated, duplicate copies may be purchased.

Variant editions will be acquired only if it contains substantive changes or is considered a "standard" edition and needed to support course work.

## **D. Out of Print Materials**

In recent years, the library has spent little effort or money on retrospective purchases. Exceptions are occasionally made for new programs requiring titles that are out of print but listed in standard or subject bibliographies.

## **E. Textbooks**

In general, textbooks that are required for courses are not selected by the library. However, one copy will be purchased in the event that it contains the best material available in the field.

## **F. Research Projects**

The University Library does not purchase extensive in-depth materials for short term research projects of faculty and staff members or graduate students. Use of interlibrary loan is encouraged.

## **G. Preview of Expensive Items**

Any library material costing more than \$250 should be ordered "on approval," "for examination" or "for preview," unless the item has received extremely favorable reviews in professional sources.

## **H. Donations**

The Congressman Frank J. Guarini Library will accept donations in accordance with the library's Donation Policy, which is a separate document and can be found next to this policy on the Library website.

# **VI. ADDITIONAL GUIDELINES FOR VARIOUS COLLECTIONS**

## **A. Non-Print Materials**

Non-Print Materials include electronic products, videotapes, compact discs, laser disks, audio cassettes, and microform. Requests for non-print materials will be evaluated on the same basis as are book materials in addition to the following guidelines:

### **Guidelines for non-print media:**

1. Ephemeral non-print media will not be purchased.
2. Availability of compatible hardware in the library, or in the academic department that initiates the request must be evident.

3. Content of the curricula of the University. Recreational non-print media are not considered for purchase.
4. Sound documentation/teacher's manual must be available.
5. User friendliness is a necessity.
6. Application software is the responsibility of the academic departments and/or computer labs.

### **Guidelines for online resources:**

With the growing availability of scholarly research materials in digital format and on the World Wide Web, the Guarini Library has also endeavored to acquire scholarly materials in online format. When scholarly materials are published in multiple formats, the Guarini Library will usually acquire material in one format only in order to economically and efficiently steward the Library's financial resources. Online access is preferred when it is determined to best meet the needs of the Library users. There are instances, however, when other formats may be more effective, of higher quality, a better value, or best meet the behavioral characteristics of the New Jersey City University users. The Guarini Library acquires print, digital, and other non-print formats when these are determined to best serve the needs of the New Jersey City University faculty, staff, and students.<sup>2</sup>

The Guarini Library currently subscribes to many electronic databases, indexes, statistics, and other reference sources. The primary criteria for the selection of any online product are the extent to which it is relevant to the curriculum, improves the overall library collection, and/or enhances the user's access to information.

### **B. Standing Orders**

These are materials such as monographic series, yearbooks, proceedings of conferences generally published in serial form, and Juvenile Award winning books. As course and department programs change, standing orders need to be reviewed.

### **C. Education Services**

The Education Services Department consists of the Curriculum and Juvenile Collections.

The Curriculum Collection includes the following major items:

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<sup>2</sup> Some of the words in this paragraph are from the "Collection Development Policies, Principles, & Guidelines" from the University of Texas at Austin (May 12, 2008).

1. Current (less than 5 years old) elementary and secondary textbooks in most subject areas. This is a representative collection of textbooks and is not to be considered comprehensive.

2. Current courses of study/curriculum guides for preparing units and lesson plans for most subject areas.

3. Assorted educational materials (i.e. games, multimedia kits, etc.).

4. Educational handbooks and copies of exemplary monographs that are used for reference by all students.

The Curriculum Collection is a collection of circulating curricula, lesson plans, teacher materials, and non-circulating kits and textbooks in support of teacher education. It is located on the fourth floor of the library.

The Juvenile Collection contains works for youth in grades pre K-12 and is located on the third floor of the library. The Juvenile Collection is a circulating collection of books for use by university students taking education, children's literature and young adult literature courses, amongst others.

Books are selected to:

1. Reflect major children's and young adult awards: Caldecott, Newbery, Printz, Coretta Scott King, Pura Belpre, Americas, Africana Awards, National Book Award (Children's and Young adult winners) and select international awards.
2. Books are chosen to reflect the racial, ethnic and linguistic diversity of Hudson County, and the international origins and perspectives of our residents.
3. Books which are challenged or censored and are listed on ALA's challenged booklist are also collected.
4. Graphic novels of interest to youth are also a part of this collection.

Usual reviewing sources include *School Library Journal*, *Booklist*, *Book Links*, *Multicultural Review*, *New York Times Book Review*, etc.

The Juvenile Collection also contains a portion of the M. Jerry Weiss Center for Children's and Young Adult Literature. All Weiss Center books have bookplates identifying them as having been donated by M. Jerry Weiss, or by the publisher to the M. Jerry Weiss Center.

#### **D. Government Documents**

##### **1. Federal Documents:**

The Congressman Frank J. Guarini Library is a United States Senate designated depository for federal government publications. The criteria for selection and withdrawal of depository items are essentially the same as those used for the selection and withdrawal of monographs, periodicals and other materials. Some titles received through the United States Depository program are cataloged for the Reference or the general collection. Federal regulations require the Library to keep most documents for a period of at least five years before withdrawing them from the collection. When documents are weeded, list of documents selected for withdrawal, together with a request for permission to discard, are sent to the regional depository library in Newark, NJ. Documents received on depository may not be sold. They may be offered to libraries.

Over the last several years, the Government Printing Office has published and distributed substantially fewer government documents in print and on microform through the Federal Depository Library Program. Instead, the GPO and FDLP have promoted the publication and dissemination of government information in the online environment of the World Wide Web. To enhance easy access to online government information, the Guarini Library has added bibliographic records for electronic government documents to our online public access catalog (OSCAR). In most instances, the end user can follow an embedded link from a particular bibliographic record to either an html or pdf version of the online publication.

## **2. New Jersey Documents:**

The Library is a secondary depository for publications issued by the State of New Jersey. As a secondary depository, the Library accepts all materials sent. State regulations require that all materials must be retained for five years from the date of receipt. Exceptions to these requirements are: ephemeral material, superseded lists, directories and guides; these may be discarded. Providing access to New Jersey state documents that are available electronically is currently under investigation.

### **E. Periodicals Collection**

A periodical is a publication with a distinctive title, issued at regular intervals of more than once a year (each being numbered consecutively), with no predetermined termination. The Library's Periodicals Collection includes:

1. Professional or scholarly journals
2. Newsletters, proceedings, annuals, transactions of associations and professional societies
3. General interest magazines, especially if they deal with current reporting or editorial opinion or supply factual/scientific information
4. Newspapers (selected international, national and local newspapers)

The primary goal of the Department is to build and maintain a collection with a good selection of titles, backfiles as well as current issues, which support the educational programs of the university. Periodicals supplement the Library's book collection and often provide more current information not available in monographs. Therefore, the development of the periodicals collection must parallel the building of the book collection.

The selection and acquisition of periodicals is a long term capital investment of major proportion. This commitment requires extensive shelving, binding and storage space, high accessibility, continuous maintenance, and meticulous record keeping. It requires more careful consideration than acquiring a monograph.

The continually rising costs of periodicals titles, especially in the sciences and technology fields are also critical factors in the selection of periodicals, and calls for the most discriminating professional judgment. Requests for new subscriptions may be made by librarians and faculty on Book/Periodical Request forms. Titles frequently requested by students are also considered for subscription by the librarians. All periodical requests are reviewed and considered by the Periodicals Librarian in relation to their permanent reference value and the goals of the collection; not all requested titles are ordered.

Selection of titles is supported by consulting the following sources:

1. *Serials Review* and other professional library journals
2. *Magazines for Libraries* by Bill Katz
3. Standard bibliographies and indexes
4. Sample copies evaluated by librarian

Sources are consulted for evaluations of the authority and research value of a title, and many factors are considered in order to make a final decision. The following criteria are utilized:

1. The subject matter supports educational programs and meets instructional and classroom needs.
2. Frequency of use of periodicals in the subject area under consideration.
3. Critical review of the journal under consideration by experts in the field.
4. The title is included in an indexing or abstracting service which is held by the Library.
5. The major portion of the content is in English. Exceptions may be made for requests from the Modern Languages Department.
6. It is obtainable through a periodical subscription agent.
7. It is published on a timely basis.
8. When interlibrary loan demand for a particular periodical title exceeds the national ILL guidelines, purchase of this title must be considered.

Subscription format (fiche, film, CD-ROM, remote access, paper, etc.) depends on availability, cost, equipment compatibility, ease of use and completeness of information in that format.

Electronic full-text journal articles are accessible through the network with printing capability, downloading or e-mailing to the patron's network address. In general, duplication of formats should be avoided.

If a periodical is ordered, it is desirable for the subscription to begin with the first issue of the calendar year. Notices of the librarian's final decision are sent to faculty and staff who have requested periodicals.

In order to assure the quality of the collection and its support of the university curriculum, development of the Periodicals Collection is a continuing process.

Currently, the Guarini Library provides licensed access to the online content (full-text) of thousands of periodical publications by subscribing to a variety of electronic databases. Decisions about which publications to include or exclude are made by the database aggregator not by the Guarini Library. The Guarini Library has implemented the Periodicals List A-Z to provide our users with comprehensive information about our full-text periodical holdings as well as print and microform formats of periodicals.

## **F. Microform**

All microforms, regardless of topic, are grouped together to facilitate access and help in using fiche/film readers. Photo-duplication facilities are provided.

Since subject content has been the prime consideration in obtaining the microforms, little attempt has been made to standardize the collection's format. All types of microforms are represented: 16mm and 35mm reels of microfilm; 3"x5" and 4"x6" microfiche cards; and 3"x5" microprint cards. All microfilm is in positive format and all microfiche is in negative format.

### **1. Periodicals in Microform:**

- a. Criteria for the selection of microforms are:
  - 1) The existence of extensive backfiles of a title that the library currently subscribes to; the microform would replace and supersede bound/paper copy and thereby yield

large amounts of shelf space while maintaining accessibility.

- 2) A gap in the holdings of a periodical title of one year/volume or more. Microforms offer a convenient way to fill in the gap and complete holdings.
- 3) An extensive run of a title currently received is needed to support new programs or new courses.
- 4) The retention of weeklies, bi-weeklies, heavily used periodicals and newspapers that have a permanent reference value and/or relevance to course work; these titles usually suffer from heavy use or are frequently mutilated or missing from the collection.
- 5) High subscription rates and lack of shelf space make it necessary to purchase some periodical titles only in microform; this type of microform purchase allows us to supplement the periodicals collection by supplying a greater number of titles for research.

b. With few exceptions, the following are not purchased in microform:

- 1) Items that are held for limited periods of time.
- 2) Periodicals with fold-out maps, fine scientific illustrations, or high quality color illustrations should be carefully evaluated prior to any microform purchase.
- 3) Periodicals that are published infrequently (2 or 3 times/year).

## **2. Other Materials in Microform:**

*American Statistics Index* (microfiche)

*ERIC* (microfiche) (also available online)

*ETS Tests* (microfiche)

*HRAF* (microfiche)

*KRAUS Curriculum Development Library* (microfiche) (also available online)

The Guarini Library is committed to maintaining access to its existing collection of microforms. However, with few exceptions, we no longer acquire materials in this format.

## **G. Reference Collection**

The Reference Collection is encyclopedic in nature; information can be obtained on almost any subject by using the materials housed in the Reference Department.

Most of the resources in the Reference Collection provide one or more of the following:

1. Quick and ready access to specific information in most areas of study (e.g., encyclopedias, dictionaries, almanacs, and atlases), or
2. An overview of most areas of study, with an emphasis on subjects related to the curriculum of New Jersey City University (e.g., specialized encyclopedias and handbooks).

In addition to the *Guide to Reference Books*, standard reference selection resources like *ABA, Booklist, RQ*, magazines, publishers' catalogs, and *Choice*, plus specialized titles, e.g., Daniells' *Business Information Sources* and Chamberlin's *Guide to Art Reference Books*, are consulted in choosing reference materials. Primary criteria for consideration are: accuracy and authenticity; scope and depth of coverage; historical perspective as well as currency of data; and ease of use, such as special locating features.

## **H. Faculty Collection**

The Faculty Collection at the Guarini Library collects NJCU faculty publications. Materials in this collection are available for check-out.

# **VII. MAINTENANCE OF THE COLLECTION**

## **A. Location**

Materials paid for with library funds must be housed in the Guarini Library.

## **B. Bindery**

Binding preserves the physical condition of the print collection. Selected periodicals, hardbound books, paperback books and other print material are commercially bound. Librarians are responsible for evaluating the physical conditions and contents of titles to recommend rebinding, withdrawal or replacement.

### **C. Replacements**

Replacing missing, lost, or damaged materials is not automatic. The merit of the item, demand for the item, value to the collection, and whether it has been superseded are some of the criteria used for evaluation before any recommendation for replacement.

### **D. Weeding**

Weeding, or de-selection of library materials, is essential for the maintenance of a useful collection. The following factors may be considered:

1. Circulation Record. If material has not circulated in ten years it is a candidate for de-selection. Exceptions are core collection items listed in *Resources for College Libraries* and in other standard bibliographies.
2. The same criteria for material selection are used.

## **VIII. DATABASE MAINTENANCE TO REFLECT THE COLLECTION**

The on-line catalog must reflect the holdings in the collection. A weeded title should have its bibliographic record removed from the on-line catalog and holdings symbol deleted. Missing items should be so identified in the on-line catalog. After two years, the missing item should be removed. Librarians responsible for the respective subject areas should be notified so that replacement decisions may be made.

## **IX. BUDGET AND MATERIALS ALLOCATION**

The University Provost determines the library budget. The budget for the library is divided into two areas: library materials and faculty requests; and library operations.

Departments offering new courses, programs, majors or degrees are given special consideration at the beginning of the fiscal year.

The Head of Collection Services at the Guarini Library is responsible for materials budget planning and monitoring.

**X. A LIST OF SELECTORS (At the time of publication of this policy. Subject to change)**

**A. Subject Areas**

African-American Studies	Fred Smith
Anthropology	Laura Kortz
Art	Toby Heyman
Asian Studies	Juan Almodóvar / Xiaoli Fang
Biology	Juan Almodóvar
Business	Fred Smith
Chemistry	Juan Almodóvar
Computer Science	Juan Almodóvar
Criminal Justice	Fred Smith / Min Chou
Economics	Fred Smith
Education	Sheila Kirven
English	Juan Almodóvar
Fire Science	Fred Smith
Geology	Juan Almodóvar
History	Fred Smith
Latin American Studies	Juan Almodóvar
Mathematics	Xiaoli Fang
Music, Dance, & Theatre	Min Chou
Nursing	Fred Smith / Juan Almodóvar
Philosophy	Xiaoli Fang

Physics	Juan Almodóvar
Political Science	Fred Smith / Min Chou
Psychology	Laura Kortz
Sociology	Laura Kortz
Sports & Leisure	Juan Almodóvar
Women's Studies	Juan Almodóvar

**B. Special Formats or Locations**

Electronic Resources	Fred Smith
Media Materials	Patrick Shalhoub
N.J. Documents	Toby Heyman
Periodicals, Microforms, U.S. Gov't Doc.	Patrick Shalhoub
Reference	Fred Smith