

## Collection Development Policy

### Purpose of the Policy

This Collection Development Policy outlines the principles and guidelines used by the librarians at University of North Carolina Wilmington (UNCW) to evaluate, select, and manage library materials and ongoing access to resources.

### Description of the community and library

UNCW is a public, coeducational university and a member institution in the University of North Carolina (UNC) 17 campus system. The University is located in an historic port city between the Cape Fear River and the Atlantic Ocean in the southeast portion of North Carolina. The University has a Carnegie classification of *Doctoral University – High Research Activity*. UNCW places emphasis on its coastal location and applied learning opportunities. UNCW is known for its strengths in health sciences, psychology, biology, marine science, business, and education. Online programs have been growing rapidly.

Randall Library is the sole library for UNCW. The Library serves the undergraduate, graduate, faculty, staff, and community populations. Its aim is to identify, select, purchase, subscribe, and preserve informational resources relevant to current and anticipated curriculum and research needs, as well as the creative and recreational interests of the university.

Randall Library collects or provides access to a broad range of formats of resources including databases, electronic journals, print journals, books, eBooks, DVDs, super 8mm film, VHS, Blu-ray, CDs, streaming audio, streaming video, maps, microfilm, microfiche, newspapers, film scripts, dissertations & theses, zines, graphic novels, children's books, and music scores. Information on specialized collections can be found in Special Collections and Archives and Government Documents policy pages.

About the library

[Mission, Vision & Values](#)

[About UNCW](#)

[About Randall Library](#)

---

Intellectual Freedom and Censorship  
Randall library faculty and staff act in accordance with the [Library Bill of Rights](#) and the [Intellectual Freedom Statement](#) of the American Library Association

Accessibility

Randall Library recognizes that our basic responsibility is to identify and maintain the academic and technical standards that are fundamental to providing quality resources while ensuring the rights of persons with disabilities. See the [Disability Resource Center](#) webpage for information on UNCW's policy and additional information.

[Copyright and Fair Use](#)

### Source of funding

Funding for the University is set by the State of North Carolina legislature and distributed by UNC General Administration. UNCW then allocates funding for Randall Library.

The Randall Library collection is greatly enhanced by [NC Live](#) resources. As a North Carolina state funded consortium, NC Live provides digital content free of charge to the citizens of North Carolina through public, school, and academic libraries statewide.

### Consortial purchasing and cooperative collection development

In order to take advantage of efficiencies and leverage greater purchasing power, Randall Library participates in the [Carolina Consortium](#). We also benefit from discounted pricing through [LYRASIS](#).

Randall Library works cooperatively with libraries in the University of North Carolina (UNC) system through a shared institutional repository, NC DOCKS. The UNCW space in this repository is [Seahawk DOCKS](#).

Randall Library also participates in cooperative collection development projects with different groups within the state. Projects include a consortial eBook project with members of the UNC system organized by the Carolina Consortium, a shared print retention project with members of the UNC system, and participation in the collaborative Home Grown eBook project led by NC Live.

### Selection and purchase methods

In addition to traditional monographic title requests from patrons, selections by library faculty, and book approval plans, Randall Library uses a variety of ways to select, acquire, and manage resources with the goals of increasing access to

---

[Other Library Collections' Policies](#)

[Special Collections and Archives](#)

[Government Documents](#)

Art

---

[Other Policies/Guides related to Collections](#)

[Giving to the library](#)

[Preservation](#)

Resource Sharing/ILL

[Dissertations/Theses](#)

[Streaming Video Guide](#)

research and furthering the efficacy of our funding. Examples include patron - driven acquisitions through Interlibrary Loan, demand driven acquisitions of eBooks and streaming videos, and evidence-based selection of eBooks and streaming videos.

The library maintains a wish list of requests for new serial subscriptions and other resources. When new funding is available the list is reviewed and decisions are made collectively by library faculty input and the Library Collections Committee. Data to support these decisions includes database trial and other feedback, faculty needs and justification, cost, and program size.

Growth or decline in the numbers of faculty and students associated with degrees and departments as well as changes in curriculum and teaching methods, such as movement to online courses, are also factored into collections decision making.

#### Assessment

Randall Library collections and use are routinely assessed by technical services library faculty and staff. Standard metrics are used to track overall use of the collection: circulation (turnover) rate of the collection by subject, age of the monographic collection, interlibrary loan use for serials and monographs, and use of online journals and databases, eBooks, and streaming video. Online resources that are determined to have low use may be recommended for cancellation. Changes initiated by publishers in journal and database packages are the norm and may also necessitate evaluation.

In years when new funding is not available, new subscriptions must be offset by cancellations. The Coordinator of Serials and Electronic Resources will work with the subject liaison librarian(s), affected departments, and the Collections Committee to make appropriate decisions about journal and database swaps and communicate accordingly.

Assessment is also accomplished with modeling, visualization, and usage analysis tools.

Large journal packages are negotiated through the Carolina Consortium. The consortium monitors efficiencies and provides updates and guidance on cost savings and package options.

### General Guidelines

Physical space is at a premium with Randall Library mirroring nationwide library trends toward increasing collaboration and study space for students which creates pressure on space for library materials. Additionally, the vast increase in resources that are available online has decreased the need for the library to serve as a repository of items. Randall Library works to balance the need for print with the availability of online resources. Different disciplines will have different format needs.

In general one copy of an item (physical or otherwise) will be purchased. In some circumstances additional copies may be added.

Duplication of physical (paper, DVD, CD) and electronic (online journal, eBook, streaming video, streaming music) formats is discouraged due to the Library's mission to be responsible stewards of its funds.

Selection decisions regarding material format are influenced by a variety of factors such as:

- Faculty/student preference
- Use in support of online or face-to-face classes
- Cost
- Number of simultaneous online users
- Accessibility needs

- IP/EZ Proxy authentication
- Interface functionality
- Availability to guest users
- Perpetual v. term limited

Consumable items such as paper workbooks and study guides are not collected.

In general required textbooks that are assigned for courses are not purchased in print. While there can be no expectation that the library will be able to provide access to all textbooks assigned for classes, the library will address requests by attempting to provide access to an electronic copy of a book if it is available for institutional purchase. Preference will be for stable editions (not revised every year), titles that are assigned repeatedly, and allow simultaneous multiuser access.

Library resources should be available to all students, faculty and staff of the university. Highly specialized materials (e.g. datasets, single use/password access books and databases, and software) solely for individual use are not collected.

Materials added to the collection are primarily in English, except as needed for World Languages & Cultures curriculum. Foreign language titles requested for academic use in other disciplinary areas may be acquired.

Out-of-date formats are normally not collected. Randall Library no longer has LP records in the general collection. Certain cassettes and VHS tapes remain in the collection but are no longer purchased or accepted as gifts.

#### Lost and missing Items and Replacements

If a patron finds an item missing from the shelves they can request the item (via the request button in the online catalog) and the library staff will search for it. If it is found the item will be put on hold for the patron.

If a patron finds an item in the catalog that is noted as lost they can request it through interlibrary loan.

A replacement fee will be charged for lost items.

Items that are confirmed to be lost or missing will be replaced if still relevant and useful, and if a replacement is available for purchase. Not all items will be replaced.

### Deselection

In order to continue to offer a relevant and accessible collection, deselection is an essential component of collection management. Basic collection maintenance activities take place regularly as items are damaged or lost with additional larger project deselection occurring by subject or collection depending of the needs of the disciplines(s) served and of the library. Items that are no longer relevant to the curriculum, out-of-date, available online, in poor condition, or have low circulation may be deselected. Department faculty are consulted when weeding projects within a subject are undertaken.

Saving space by not duplicating content unnecessarily is a guiding principal of the library. Print bound journal titles that are available in an online archive or subscribed to in a stable online format will be removed from the collection.

### Selection and Collection Responsibility

The selection of library materials is the shared responsibility of the teaching faculty and library faculty. The Coordinator of Collection Development and the Coordinator of Serials and Electronic Resources are responsible for the overall development and management of the collections. These positions are overseen by the Associate Director of Library Technical and Collection Management Services. The University Librarian has the ultimate responsibility for Randall

Library and its collections. Each academic department has an assigned [Liaison Librarian](#). In addition to other responsibilities, they participate in the selection and deselection of the collection.

### Collection Suggestions

Faculty and students are encouraged to contact their [Liaison Librarian](#) with suggestions and requests. Recommendations from faculty, students, staff, and the community are welcomed.

Alternatively, the [Suggest a purchase](#) form on the website remains available as well.

### Policy Review and Accepted Date

May 1, 2019