

Loyola Notre Dame Library

Collection Development Policy

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The Loyola Notre Dame Library (“the Library”) supports the educational missions of Loyola University Maryland and Notre Dame of Maryland University (“the Universities”) by providing access to resources and information at point of need for undergraduates, graduates, faculty, and staff. The Library’s collection strategy is to provide content through a combination of purchased acquisitions, digital licensing, and resource sharing among state, regional, and national consortia. The Library participates in cooperative retention programs to expand access for local users while supporting the mission of all libraries to preserve the historical record. (See also the Library’s Archives and Special Collections collection development policy.)

The Collection Development Policy is guided by the following priorities and principles.

Collection Priorities

- The Library collects materials that support the strategic plans of the Universities.
- The Library selects content to support the Universities’ teaching and research needs.
- The Library aims to provide broad, interdisciplinary collections that support the curricula of the two Universities.

Principles

The Library:

- Partners with other institutions to expand access to resources not held locally.
- “Develops collections ... that are inclusive of the needs of all persons in the community the library serves” as described in the Association of College & Research Libraries’ [Diversity Standards: Cultural Competency for Academic Libraries](#) (2012).
- Obtains content, when available, from providers that comply with the Americans with Disabilities Act legislation and that supply assistive software or alternative formats.
- Prioritizes the maintenance of the physical collections and provides electronic content when available.
- Strives to represent a diversity of human knowledge, ideas, and research.

General Overview of Collections

Partnerships

The Library participates in partnerships with other libraries and consortia to expand access to content. Partnerships includes those with University System of Maryland and Affiliated Institutions (USMAI) and the Eastern Academic Scholars’ Trust (EAST).

Physical Collections

The Library develops and maintains a variety of general and specialized physical collections in the building. See Appendix for information about collection locations and circulation policies.

Electronic Collections

The Library purchases and licenses several types of electronic content (e.g., books, journals, databases, and streaming media) for use both on campus and remotely. The Library rarely obtains resources that require alternative access measures (e.g., shared password).

Collection Selection Criteria

The Library upholds the American Library Association Bill of Rights and, as such, respects each user's right to privacy and will not provide information regarding Library transactions unless required by law. The Library recognizes the right of the academic community to pursue intellectual inquiry and supports academic research and the scholarly communication process by providing resources regardless of topic or perspective. The Library strives to be an honest and ethical organization.

The Library's selection criteria for materials include, but are not limited to, the following:

- Supports credit-bearing course curriculum, student research needs, and faculty teaching and research needs
 - Scope and depth of subject coverage
 - Language (prefer/prioritize materials in English, except for items that support foreign language curriculum and faculty research)
 - Ease of use (all formats)
- Currency and lasting value of the material
 - Quality and accuracy of the material presented
 - Reputation and significance of the author
 - Reputation of the publisher
 - Does not duplicate materials in the Library's collection (including other formats)
 - Is not widely available through the Library's consortia
- Price
- Frequency of interlibrary loan requests for materials on same or similar subjects

General Collection Guidelines

Books

The Library purchases paperback, hardback, and electronic books according to the Collection Selection Criteria. Books may be purchased individually or as part of a package. Acquisition of electronic books is limited to select publishers. The following policies normally apply:

Award Books

The Library purchases a limited number of adult and juvenile award books in fiction and non-fiction.

Faculty Publications

The Library will purchase a circulating copy of faculty-authored books upon request with preference given to sole author faculty monographs.

Fiction

Works of fiction are usually acquired in support of the English, Modern Languages, and Writing curriculum at Loyola University Maryland and the Classical & Modern Foreign Language and English curriculum at Notre Dame of Maryland University. In some cases, fiction from well-known or critically acclaimed authors is collected to support their potential future inclusion in the curriculum.

Foreign Language

The Library will purchase foreign language books only to support departments such as Classics and Modern Languages or to provide resources to faculty on University-approved research leaves.

Gifts

See [Support the Library](#) to learn more about the Library's Gifts policy.

Multiple Copies/Duplicate Formats

The Library does not purchase multiple copies of books or the same book in both print and electronic format.

Reference

Reference materials of all types and formats and in all appropriate languages are acquired; however, preference is given to electronic content as funding permits.

Special Formats

Loose-leaf and spiral bound materials will be considered for purchase only if they meet a specific curricular need (e.g., some accounting, pharmacy, and citation guides). The Library does not have a map collection, but will order atlases. The Library will purchase musical scores upon request.

Theses and Dissertations

The Library collects electronic copies of the Universities' theses and dissertations and maintains a legacy collection of the Universities' print theses and dissertations.

Out of Scope

The Library does not acquire:

- Textbooks;
- Materials designed for use in a curriculum center or language lab;
- Consumables;
- Educational or psychological tests in print form;
- Materials that support non-credit generating courses;
- Audiobooks; or
- Books for leisure reading.

Continuing Cost Resources

The Library subscribes to print and electronic content to support academic programs across disciplines. Subscriptions are reviewed annually.

Databases, eBooks, Journals, and Newspapers

The Library licenses databases that include a combination of indexes, abstracts, and full-text articles provided by a vendor. Other licensed content includes ebook packages, print and electronic journals, and newspapers. Items may be removed or replaced at the vendor's discretion and within license terms.

The Library holds a legacy collection of print journals that are committed for retention in EAST.

Media

The Library licenses individual titles and databases of streaming media. Items may be removed or replaced at the vendor's discretion and within license terms.

The Library acquires music CDs only selectively and DVDs only in NTSC—North American format. The Library rarely acquires microform content.

Reserves

Electronic Items

The Library does not host electronic reserves, but will work with faculty to obtain and post content that is compliant with copyright law. See the [Loyola Notre Dame Library Copyright Policies](#) for information.

Physical Items

The Library will purchase print materials for reserves.

Other Material Types

The Library will consider the purchase of other material types as they are developed and at the request of faculty.

Collection Management

Replacements

Items that are lost, damaged, or withdrawn are replaced only if the item is heavily used and considered important to the collections.

Preservation

The Library follows standard conservation measures to protect the physical integrity of collection materials.

Collection Disaster Plan

The Library has on file a disaster recovery plan to address a variety of emergency situations that could impact the integrity of the physical or electronic collections. The plan is reviewed periodically.

Reconsideration

The Library will review and respond within 90 days to a reconsideration request submitted only by current Loyola University of Maryland and Notre Dame of Maryland University students, faculty and staff. All reconsideration requests must be submitted in writing to the Collection Development Librarian and include item details and reason for reconsideration. Materials are judged on content in their entirety, rather than on isolated passages. The criteria for the selection of library materials can be found in this document under the Collection Selection Criteria.

The review of materials is the ultimate responsibility of the Library Director, but can include input from faculty, liaison librarians, university leadership, library leadership, and the Collection Development Librarian.