

Collection Development Policy: Academic Monographs

Adopted: July 6, 2017

The purpose of this document is to explain the Library's collection policy for monographs. The term monograph is used for text-based books in print, electronic or audiobook format, plus music scores, video and sound recordings.

Overall Collection Policy

The Library strives to acquire, retain, or otherwise provide access to information resources that:

- Enable students and faculty to engage with the University curriculum and related campus activities, excluding required textbooks.
- Are foundational to our degree programs as a whole.
- Relate to the Lutheran Church and the Reformation.
- Selectively relate to our geographic region.

Scope

The goal is to have a focused, well-used monograph collection that relates to the academic work currently underway on campus. It is not our goal to build a comprehensive or research level collection, other than in our coverage of the Lutheran Church and the Reformation. We expect to have coverage gaps in some disciplines. Collection gaps will be addressed if there are changes in curricula or campus interests.

Academic Level

We strive to maintain a collection at the advanced undergraduate level or graduate level, depending on the academic program. Professional level resources may be purchased as needed to help students grow to that level or to support faculty needs. The emphasis is on scholarly resources, but more general or popular treatments of scholarly topics may be purchased to support introductory courses. See separate policy on [requesting textbooks](#) for the library collection.

Faculty and Student Input

Library faculty are ultimately responsible for curating the monograph collection, but we actively engage departmental faculty in the process and welcome this input. The Library fosters this engagement through a liaison structure with every academic department and program. We rely on our departmental liaisons to communicate with their students and faculty regarding curriculum and related needs, to communicate those needs to us, and to request appropriate monograph additions to the collection. However, any member of the campus community may submit acquisition requests directly to the Library by consulting the appropriate [subject librarian](#), or submitting a request through our [online form](#).

Funds

The Library supports patron-driven selection through the liaison structure by dividing its monograph budget into individual academic program funds. Each program fund is assigned to a particular librarian who works with the departmental liaison to expend the funds appropriately. A small portion of the budget is set aside to address academic needs that fall outside specific curricula, such as general college-level pedagogy or student career planning.

Fund allocation is based on evidence of need as determined by known library assignments, collection use and interlibrary loan activity. There is a separate process for requesting additional funds for new academic programs or courses.

Liaisons and librarians should keep in mind that the program funds are not strictly subject funds. Program funds can and should be expended on any monograph on any subject that supports current needs.

Firm order vs. Standing order

Most monographs are purchased as firm (one-time) orders. Standing orders should be the exception rather than the rule because of the commitment to ongoing funding. The Library may enter a standing order:

- for a multi-volume set when not all volumes are published at the same time, or
- for a monographic series when there is evidence that series will have a high use rate. While sets are finite and will be completed eventually, standing orders for monographic series should be not entered until after a sufficient number of monographs in the series have been purchased via firm order to evaluate use.

Gifts

The Library maintains a separate [policy on the acceptance of gifts](#). Library faculty make the final decision on whether or not to add individual volumes in the gift based on the policies described in this document.

Selection Tools

The Library uses a variety of review sources and subject-oriented lists to help us make appropriate monograph selections, including [Choice Reviews](#), [Resources for College Libraries](#), book reviews in scholarly journals, scholarly subject bibliographies or standard lists of recommended library resources.

Format

Text-based monographs may be purchased in print, as ebooks, or as audio books. The preferred format is up to the selector and should be based on the needs and preferences of the department. The overall guideline is to make the content accessible to all members of the campus community.

- Print: The preferred binding for print monographs is paperback.
- Ebooks:
 - We have ebook license agreements with ProQuest and EBSCO. We may not be able to order ebooks from other vendors without setting up a prior contract.
 - We do not purchase ebooks that must be downloaded to only a single device, or single type of device
 - Ebooks must be accessible through a URL and compatible with our campus network authentication system.
 - The preferred license for ebook purchases is single-user. The single- user option may be expanded to multiple user or concurrent user, if there is evidence of need.
- Audiobooks: We purchase audiobooks or spoken word recordings only on CDs. We do not add spoken word recordings as LPs, audiocassettes. We do not add audiobooks limited to specific electronic devices.
- Video recordings:
 - We purchase video recordings in DVD or Blu-ray format.
 - We do not add VHS recordings.
 - We purchase or add only Region 1 or multi-region recordings.
 - Public performance rights are not needed for classroom showing. We will purchase recordings with public performance rights upon request, if there is sufficient money in the requesting department's program fund.
 - Streaming video is an ongoing cost and is covered under our journal selection policy.
- Sound recordings (other than spoken word):
 - We purchase CDs only. We do not add LPs, audiocassettes or MP3 files for other than spoken word recordings.

Duplication

We strive to not duplicate content that is in the Law Library, or in our full content databases, including the NAXOS Music Library. However, we may duplicate content if there is a pedagogical reason to do so, or there is clear evidence that additional copies or another format is needed.

Out-of-print materials and reproductions

We will make a reasonable attempt to order out-of-print materials, if they can be found in good condition at reasonable cost. We will order print-on-demand publications from reliable vendors, but will not order from vendors that have sent us incomplete or poorly reproduced reprints in the past. This includes some foreign vendors who pirate DVDs or sell inferior reproductions. We will not purchase books that reproduce Wikipedia entries.

Location of Physical Monographs

All physical monographs purchased with library funds will be housed in the Christopher Center because the Christopher Center offers the greatest degree of accessibility. We do not purchase monographs for other campus locations. If a book is needed at a remote location, it should be ordered as an ebook.

Equipment, Computer Software

The Library does not use information resource funds to purchase equipment or computer software.

Deselection

Monographs that have outlived their usefulness may be removed from the collection.

Deselection is based on a combination of factors that may include any of the following:

- use data,
- condition,
- current campus curriculum and student research activities,
- usefulness of the content in its current format,
- the availability of the same content in an alternative format,
- ease of access to the content via interlibrary loan.

When doing deselection, liaisons and librarians should keep in mind that a subject area may include monographs selected by a variety of departments to support curricula that may not be strictly discipline-based.