

UNIVERSITY OF SOUTHERN MAINE LIBRARIES

COLLECTION DEVELOPMENT POLICY

Introduction

USM Libraries are comprised of the three libraries on each of the University of Southern Maine's (USM) campuses; Portland, Gorham and Lewiston-Auburn. While each campus library's holdings reflect the majors and programs supported on those campuses, the three libraries operate conceptually as one library on three campuses with common services at each library.

The USM Libraries' collection includes 450,000 book and serials volumes, 137,000 federal and Maine government documents, access to over 200 electronic databases and reference materials, and 1,300 current journal and serials subscriptions, along with access to full-text holdings of more than 35,000 electronic journals through the use of Serials Solutions. Among the Libraries' special collections are the Osher Map Library, the Sampson Center for Diversity in Maine, and the University Archives, as well as the separately administered Franco-American Collection at Lewiston-Auburn College.

The USM Libraries' mission is to provide resources and services to support USM's students, faculty and the curriculum, and secondly to assist members of the public. The Libraries provide resources through a combination of purchases, subscriptions, shared collections through the University of Maine System Libraries (URSUS), state-wide databases, MaineCat and interlibrary loan. The Libraries support and encourage cooperative collection development as a core value.

Collection Development Guidelines

The collection development policy establishes the principles and guidelines in the selection, acquisition, evaluation, and maintenance of information resources in electronic, print and non-print formats. The collection policy reflects the intersection of the missions of the University of Southern Maine and the University Libraries and is the guiding principle for the collection to faculty, students, staff, and other interested persons. The policy also provides guidance to those responsible for developing the collection.

The main goal of the USM collection development program is to identify, acquire and maintain collections that support the curriculum, teaching programs, students and faculty of the University. These collections must support both undergraduate and graduate level study and teaching. In addition, USM Libraries provides basic collection support for materials of popular interest to the USM community.

Because the library also recognizes its responsibility to respond to the research needs of the faculty and provide access to specialized information sources, the library participates in and encourages cooperative collection development and resource sharing agreements with other libraries. A collection philosophy of Seven Campuses, One Collection minimizes duplicate holdings across the UMaine System and expands access to materials for USM. Through our Interlibrary Loan Program, USM expands access to materials worldwide.

There is an increasing preference for selection of materials in digital formats over print format. This is especially true for journals and reference materials. Monographs are in a transition period and there is no one preferred format. Decisions to purchase a monograph in print or e-format are based on the nature of the work and the preference of the requestor. Areas such as special collections continue to be dominated by print materials.

Materials will also be acquired in all formats, including multimedia, DVD, streaming audio/video, e-book and other evolving technologies. The growing number of online students and the large geographic area served by USM make digital materials appealing options for collection development.

Collection Development Selection Responsibilities

Through the Library Liaison Program, a librarian serves as a liaison for each academic department (and other substantive collection areas), and is responsible for developing the library collection in each assigned area. It is expected that faculty will work with the library liaison assigned to their discipline to recommend appropriate library materials and that academic departments will involve liaisons in collection analysis and development for proposed new programs and for departmental program reviews. When the academic department (including faculty) does not recommend material for purchase, librarians will assume that responsibility.

The library has an approval plan through YBP Library Services that assists in identifying new material that is relevant to the USM curriculum. Library and faculty liaisons receive weekly “electronic slips” for new material monographs published in their discipline and are responsible for monitoring “slips” and recommending approval plan titles for purchase.

Our Collections Council considers databases and larger purchases that are interdisciplinary. The Council also considers the addition and cancellation of journal titles, collection issues and policies and provides feedback to the University Librarian on collection development issues.

The University community can recommend library materials for purchase through an online [Acquisitions Request Form](#) on the Library [webpage](#).

The Technical Services Librarian monitors the development and maintenance of the entire library collection in consultation with the Library Liaisons. Ultimate responsibility for the library's collection rests with the University Librarian.

Selection Guidelines

All Materials

- Selections should be highly curriculum focused.
- Selections should be appropriate to the academic level of the department/curriculum, (i.e.) undergraduate, graduate, or in very few instances doctoral.
- Selections should be made in the context of the shared resources of the UMS URSUS System and MaineCat while building the core collection at USM. The goal is to minimize duplication within University of Maine System, not eliminate it.
- Selections should present a wide range of views.

- Selections should stimulate growth of factual knowledge, have literary, artistic or social value and appeal to the imagination, senses or intellect.
- Selections are primarily in the English language. Foreign language materials are selected to support the curriculum in modern and classical languages and literatures, and for general reference needs.
- Selections may be made in a variety of formats, including licensed electronic resources.
- Selections should include limited popular materials in a variety of formats.

Specific Types and Formats of Materials

A. Monographs (General Collection and Reference)

- General and Reference collections support the research needs of the University of Southern Maine students, faculty and staff and are primarily curriculum based.
- eBooks are considered when appropriate for the title and discipline.
- Reference materials are selected in electronic format whenever possible.
- Popular reading is purchased through shared electronic eBook collections.

B. Serials

- Serial purchases must be relevant to the University curriculum or of general interest to the university community.
- Subscriptions are either single subscriptions ordered direct, through a vendor, or part of a package subscription through an aggregator.
- Electronic format is preferred, with full-text access provided via IP authentication. Print will only be added in rare cases and with permission of the University Librarian.

C. Government Documents

- Federal Documents
 - USM has a shared housing agreement with the Garbrecht Law Library, a Federal Depository library, and is highly selective of depository documents.
 - Selections support the academic programs of the University, the information needs of greater Portland, and the First U.S. Congressional District of Maine.
 - Online format is preferred for all depository selections.
 - USM Libraries follows the five year federal document retention rule, but is rigorously weeding the government documents print collection.
 - The University of Maine Library serves as the Regional Depository for Maine, New Hampshire and Vermont and is relied upon for access to all government documents.
- State of Maine Documents
 - USM is a full depository of State of Maine documents from State of Maine departments and agencies.

D. Media

- Media materials purchases primarily support teaching and /or the curriculum.
- Videos will be purchased in DVD format or via streaming video.
- Music will be purchased in CD format or via streaming audio.

E. Databases

- Databases are selected independently by USM or cooperatively with UMS and/or statewide.
- Databases support the curriculum, research, and information needs of students and faculty.
- Databases should provide unique content with value to users.
- Databases should provide for both on campus and remote access for authorized users.
- Preference is for full-text databases.

F. Gifts

- Gifts are added to the collection based on the criteria outlined in the libraries [gift policy](#).

Specialized Collections

A. Special Collections

Special Collections consists of rare books and manuscripts, the University Archives, and the Jean Byers Sampson Center for Diversity in Maine, which houses unique materials documenting the African-American; Jewish; and Lesbian, Gay, Bisexual and Transgender (LGBT) communities of Maine. The Special Collections will remain focused in its collection acquisitions. The Head of Special Collections actively solicits gifts and acquisitions for these areas, with assistance from the collection advisory committees. The decision to add materials to Special Collections is the responsibility of the Head of Special Collections in consultation with the University Librarian.

B. Osher Map Library and Smith Center for Cartographic Education

The cartographic collections contain original maps, globes, books, and scientific instruments, dating from 1475 to the present. Emphasis is first on Maine and New England, then the USA, the Americas, and the World. The collection's goal is to be a leading cartographic collection in the Northeast, as well as one of the leading collections in the country. Acquisitions occur by both gifts and through purchases. There is an increasing emphasis on the digitization of the Osher Map Library collections. Collection decisions are discussed collaboratively between the Faculty Scholar, Curator, and/or Dr Osher, and for larger gift collections or acquisitions they are discussed with the University Librarian.

C. Aperture Photography Collection

The Aperture Photography collection consists of fine photography books featuring the entire catalog of the Aperture Publishers and selected works of fine art photography. The collection is supported by an anonymous donor. Selections are made by the donor, a USM Photography professor, as well as Library staff.

D. Katherine O'Brien Poetry Collection

This is an endowed collection of poetry books by women poets, contemporary and from the past. Selections are made by the English Department and by Library staff.

E. Franco-American Collection

The Franco-American Collection is the largest scholarly repository of Franco-American archival material in the State of Maine. Located at USM's Lewiston-Auburn campus, the Collection's holdings cover local history, government, religion, language, education, sports, industry and the arts. The Collection focuses on the Franco-American experience of Maine, with a special focus on the Lewiston-Auburn area.

Collection Maintenance

A. Location of Materials

Resources purchased or received as gifts become part of the library collection and will be housed and made accessible via the online catalog, subject guides, web pages and/or portals, as determined by the Library. Access to electronic resources will be in accordance with license agreements.

B. Assessment

Ongoing assessment and evaluation of library materials is essential. Such evaluation will consist of reviewing usage statistics, currency, relevancy, online availability and for electronic resources – stability and affordability. The library will employ assessment tools, such as LibQual to assist in evaluating library resources. USM is a partner in the Maine Shared Collections strategy. This IMLS funded project will develop a state-wide legacy print collection management strategy, print on-demand and eBook on-demand services, provide data driven models for collaborative collection management, and cost models to support these activities.

C. De-selection

Those guidelines that are used for selection and assessment of materials will also guide library de-selection. Library Liaisons, in consultation with faculty, are responsible for ongoing evaluation and de-selection of their areas of collection responsibility. The goal is to maintain a local collection of relevant, current and useful materials.

This policy was revised in March 2011 and reviewed and accepted by University Libraries' Collection Council. The Council and University Librarian will review the policy at least annually for revisions and updates.