Phillips Library
and
Scott Library
of Aurora University – Collection Development Policy

I. Introduction
The Phillips Library and Scott Library of Aurora University (AU libraries) are committed to the transformative power of learning. Grounded in the University’s core values of integrity, citizenship, continuous learning, and excellence, the AU libraries seek to develop students that are responsible citizens who discover and reflect, communicate effectively, and think critically. Our collections support the learning and instructional needs of the students, faculty and staff at Aurora University. The collections of the AU libraries reflect the university’s curriculum.

This collection development policy establishes a set of guidelines to govern growth and maintenance of the libraries’ collections. The document provides the framework for librarians to build a balanced and relevant collection. The policy defines the scope of the collection, describes types of materials, selection guidelines, and maintenance policies. The policy is evaluated on a regular basis to reflect the changing needs of the University and its curriculum.

II. Scope
The AU libraries collect books, periodicals, films, and music in physical and electronic formats. Both formats are necessary for a balanced and relevant collection. Materials requiring specific technologies or equipment for use will not be purchased unless the AU libraries have the necessary support available for users. The AU libraries do not purchase materials for which we lack the proper facilities for use or storage.

III. Access vs Ownership
Libraries have experienced a shift from print content to digital content. With that shift came a fundamental change in ownership of information. Most digital content is not owned in perpetuity the way print resources are. The annual increases in subscription costs for this digital content is ongoing and substantial.

IV. Selection
The primary objective of materials selection is to support the instructional programs of the University. The collection can include items of general educational and cultural enrichment which encourage the intellectual growth of students.

A. Responsibility for selection
The selection of library materials is the responsibility of the librarians. While faculty recommendations are welcome and necessary, the library staff is responsible for maintaining a balanced collection. Faculty members are encouraged to recommend materials for areas in which they teach, although faculty may
request additions to the collection for any area. Student requests are welcome and will be filled if the material meets the general selection criteria for the collection

B. Criteria for selection
The following general criteria are used in the selection of materials in all formats:

1. Relevance of the subject matter to the current curriculum being offered.
2. AU Libraries collect materials that originate from recognized authorities who have a command of a particular subject. These authorities may be qualified through their education, experience, occupation, or affiliation.
3. Availability of other material on the subject within our collection.
4. Strengths and/or weaknesses of the collection in a particular subject area.
5. Availability of funds and the cost of the item, including continuing and indirect costs.
7. Format of material.
8. Timeliness and currency of the subject.

In addition to the general criteria listed above for all formats, the following criteria are used in the selection of materials in electronic format:

1. Contractual obligations with the vendor.
2. Authentication by IP address (rather than passwords or logins).
3. Compatibility with library proxy server and software.
4. Basic and guided/advanced searching.
5. Ability to print, save, and email results and/or articles.
6. Vendor provides responsive customer service and technical support.
7. Product is compatible with standard web browsers.
8. Usage statistics are readily available in a user-friendly format.
9. Data speed and university IT bandwidth needs for the support of streaming collections.

C. Policies for selection
The following policies expand and clarify selection criteria.

1. Databases:
Databases are evaluated annually based on subject coverage and currency offered in the database. Curriculum needs, cost, and usage factor into decisions of database selection. Publishers often place “embargos” on electronic access to the most recent journal years forcing libraries to purchase the current year in addition to the database subscription. Phillips Library provides access to academic journal content exclusively in electronic format.

2. Monographs:
Phillips Library purchases books in both paper form and electronic format. The decision on whether to purchase a book in paper or electronic form is made by the subject librarian based on the subject and the scope of the related program at Aurora University and the cost of the item.
Electronic books (eBooks) are also rented by Phillips Library. Like journal databases, these databases of electronic books are evaluated based on cost each year. Phillips Library also has no control over when and if an electronic book from a rented database is removed by either the publisher or vendor.

3. Media:
AU Libraries purchase and rent material in various media formats; including DVD, CD, and streaming access. The library balances the needs of our patrons, the costs of purchase or rental, and technical requirements necessary for the collection. AU Libraries does not maintain a collection of any media in obsolete formats (such as VHS or cassette) or in formats that cannot be supported by the technical infrastructure of the libraries and university.

4. Textbooks:
The AU Libraries do not automatically collect all required texts for courses. “Desk copies” can be added by faculty to the reserve collection each semester. It is the responsibility of the student to either purchase or rent textbooks needed for their classes.

5. Gifts:
AU Libraries accept gifts for the collection on a selective basis if the material being donated falls within collection development guidelines. The acceptance of gifts is at the discretion of the library director in consultation with the subject liaisons. All gifts become the property of Aurora University and the AU Libraries have discretion over the addition of the material into the collection, the weeding of material that is out of scope, and the disposal of unwanted material to sites (e.g. Better World) for monetary reimbursement back to the AU Libraries.

The AU Libraries cannot accept material that is moldy, bug infested, or in such a condition that it would endanger the condition of other library materials. The AU Libraries do not accept any material in old or outdated formats, such as cassette tapes or VHS tapes.

6. Faculty and staff publications:
Faculty and staff are encouraged to donate a copy of their monographic publications to the library. Phillips Library will accept these donations. If a donated copy is not available, the purchase of faculty and staff publications may be made if funds are available and the subject aligns with the scope of the library collection policy.

7. Test preparation books:
AU Libraries recognize that many of our students will seek additional higher degrees beyond their initial AU degrees. The AU Libraries seek to support our current students in their pursuit of life-long learning. To this end, the AU Libraries acquire test preparation materials for exams for professional certification and graduate level programs. The selection of these materials is at the discretion of librarians and will be based upon the availability of funds after materials are purchased for the fulfilment of current curricular needs.

V. Collection assessment
Librarians continually evaluate and assess the collections using a number of measurements including inventory, subject analysis including relevance to current curriculum, circulation statistics, publication dates.
A. Deselection

1. Physical materials
   Items in paper copy that no longer fit the profile of our collections given the selection criteria listed in this document may be removed. These criteria can include the following:

   1. Titles no longer relevant to the current curricular or research needs of our students or faculty.
   2. Redundancy of titles.
   3. Multiple copies or older editions of titles.
   4. Outdated information.
   5. Poor physical condition.
   6. Lost items. When items are categorized as lost, the subject librarians will decide to replace them as warranted.
   7. Older titles that have the same information found in more recent publications.

2. Electronic materials
   The deselection of electronic material may occur for the following reasons:

   1. Databases or journals no longer relevant to the current curricular or research needs of our students or faculty.
   2. Redundancy of titles.
   3. Outdated information.
   5. Technological support for the item format is no longer available.

VI. Maintenance and management of the collections

A. Replacement or repair
   Materials that have been lost, damaged, or overly worn from use, will be evaluated for continued need in the collection. If the item is deemed important for the collection, a replacement copy may be purchased or the item may undergo elementary preservation work. Evaluation to replace or repair the item will follow the general selection guidelines outlined in this document.

   If the item is the only copy in Illinois, AU Libraries follow the CARLI best-practices last copy program: [https://www.carli.illinois.edu/products-services/collections-management/last-copy-project](https://www.carli.illinois.edu/products-services/collections-management/last-copy-project)

VII. Resource Sharing

AU Libraries participate in several networks and consortia, which allow our students access to library resources around the world. Consortial membership also allows the AU Libraries to license or purchase electronic resources more affordably. These resource-sharing consortia and networks include:

- Consortium of Academic and Research Libraries in Illinois (CARLI)
- I-Share (Online shared catalog through CARLI)
- LIBRAS (A consortium of 18 private college and university libraries located in the Chicago metropolitan area)
- OCLC (Online Computer Library Center)
- ILLINET (Illinois Library and Information Network)
- ILDS (Illinois Library Delivery Service)
- Illinois State Library (Consortial sharing of OCLC)

VIII. Intellectual Freedom
AU Libraries support the following statements and ideals from the American Library Association.

The Library Bill of Rights:
http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/intellectual

The Statement of Professional Ethics:
http://www.ala.org/advocacy/proethics/history/index6

The Statement on Challenged Materials:
http://www.ala.org/Template.cfm?Section=interpretations&Template=/ContentManagement/ContentDisplay.cfm&ContentID=31881

The Intellectual Freedom Statement:
http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/intellectual

IX. Additional collections at Aurora University
While not the collection responsibility of the AU Libraries, there are several unique archival and book collections at Aurora University. These collections include the following:

1. Jenks Memorial Collection of Adventual Materials
2. Doris K. Colby Memorial Archives (The archival collection of Aurora University)
3. Archives of the George Williams Campus
4. Education Department Juvenile and Curriculum Collection
5. Schingoethe Library