Memo

To: Fort Wayne Senate

From: Dianne Bezdon, Chair
University Resources Policy Committee

Subject: IPFW Helmke Library Collection Development Policy

Date: October 24, 1997

Disposition: To the Presiding Officer for implementation

WHEREAS, The Senate Library Subcommittee has prepared and adopted the document, IPFW Helmke Library Collection Development Policy, May 1997, and

WHEREAS, the Senate University Resources Policy Committee adopted the same document, October 20, 1997;

BE IT RESOLVED, that the Senate adopt and endorse implementation of the policy.

Approving
Scott Argast
Bobbie Barnes
Bob Barrett
Dianne Bezdon
Doug Lyng
Norm Newell
Mike Nusbaumer
David Oberstar
Kevin Orthman
Hedayeh Samavati
Jeff Sterling

Disapproving

Absent
Walt Branson
Audrey Ushenko
IPFW HELMKE LIBRARY

COLLECTION DEVELOPMENT POLICY

ADOPTED BY
SENATE LIBRARY SUBCOMMITTEE
MAY, 1997

ADOPTED AS AMENDED BY
SENATE UNIVERSITY RESOURCES POLICY
COMMITTEE
OCTOBER 20, 1997
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I. Introduction

This collection development policy is a statement of the principles and guidelines used by Helmke Library in the selection, acquisition, evaluation, and maintenance of library materials. It will be used both in providing consistency among those responsible for developing the collection and in communicating the library's policies to faculty, students, staff, and other interested persons. It is understood that as the programs and other information needs of the University change, so too the collection development policy will change to meet these needs.
II. IPFW Core Mission Statement
To provide quality post-secondary education in northeastern Indiana by placing student learning, intellectual exploration, attainment and service to the region at the center of the university.

(From IPFW Strategic Plan Planning Draft, April 1997)
III. Helmke Library Mission Statement

The Helmke Library’s mission is to anticipate and support the needs of IPFW’s undergraduate and graduate students, faculty, administration, and professional community. The library is primarily committed to providing easy access to information and an atmosphere conducive to study and research; a collection development program that includes print, electronic, and other nonprint materials that directly support the needs of the undergraduate students, graduate students, and faculty of IPFW; access services for the timely retrieval of bibliographic data and materials from other information sources to support the research needs of the undergraduate students, graduate students and faculty; and expert professional information services that facilitate thorough and accurate use of the library’s resources. In addition, the Helmke Library provides informational and other services for the university as a whole, including the operation of a University Archives. The Library also supports the university’s mission by providing access to library materials and services to the community.
IV. University and Community Profile

Indiana University-Purdue University Fort Wayne (IPFW) is a state-assisted university serving Indiana's second-largest city and the surrounding region. The majority of its students are drawn from nine contiguous counties in northeast Indiana; all commute or live nearby in nonuniversity housing. The group includes both traditional and nontraditional students, a minority of which are enrolled full-time. The average student age is 27.

As the only comprehensive university in the region, IPFW serves a diversity of functions for a variety of constituents. It offers an unusually wide range of certificate, associate, and baccalaureate programs, but as yet only a small number of graduate programs, all at the master's level. It also serves students who wish to take a single course or group of courses, and over 13,000 students a year who enroll in noncredit programs. The last decade has seen enrollments increase by nearly 15%, and headcount now exceeds 11,000. Student services have been enhanced, and, with community support, the campus supports an NCAA Division II athletic program.

Academically, the campus is organized into six schools or divisions: Arts and Sciences, Business and Management Sciences, Fine and Performing Arts, and Health Sciences contain departments granting both Indiana University and Purdue University degrees. Engineering, Technology, and Computer Science grants only Purdue degrees; Education, only Indiana. Other entities, such as the Indiana University School of Public and Environmental Affairs and the School of Medicine, offer programs at IPFW with varying degrees of campus affiliation. IPFW is accredited by the Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools. Individual schools and programs are accredited by appropriate agencies.

V. Purposes and Goals of Collection Development

The acquisition and maintenance of the library’s materials collection is a primary function of the library’s mission. Collection development refers to the process of building and maintaining the library’s entire materials collection, in both print and nonprint formats. The collection development process includes the formulation of policy and procedures, budget allocation, needs assessment, selection, collection maintenance and evaluation, and resource sharing.

The primary goal of the Helmke Library’s collection development efforts is to build a collection that supports the needs of the undergraduate and graduate programs at IPFW. This collection development policy reinforces the IPFW and Helmke Library missions. The library also recognizes its responsibility to respond to the research needs of the faculty. It will do this, in part, through its commitment to provide access services, including online database searching and document delivery. With the understanding that no library can supply materials to satisfy all of the needs of its users, the Helmke Library encourages cooperative collection development agreements with other libraries in the area and with libraries in the Indiana University system and Purdue libraries. For its part, the library seeks to identify collections that are or could be outstanding in the region and support them with available funds.
VI. Responsibility for Library Collection Development

This collection development policy was written by the Helmke Library Council in consultation with the IPFW Senate Library Subcommittee and the approval of the IPFW [Faculty] Senate. Ultimate responsibility for the development and maintenance of the library’s collection rests with the Library Director.

A librarian serves as a liaison with each academic department. Each liaison is responsible for developing the library collection in that area. It is expected that faculty will work with the library liaison assigned to their disciplines to select appropriate library materials. The librarians depend upon faculty expertise to provide assistance in selecting titles for acquisition.

All requests for materials are reviewed for their adherence to the selection guidelines and must be approved by the library liaison. Student and staff requests for acquisition of materials are also welcomed and encouraged and will be reviewed under the same standards as are requests from other sources.
VII. Library Materials Funds Allocation

The materials budget line includes three areas: serials, books, and access. Serials covers recurring publications purchased on subscription or standing order, including subscriptions to electronic sources and the costs of binding. All other library materials, including book and nonbook materials, are covered by the book funds. Access funds cover library services such as online searches and document delivery.

The Library Director, under guidance from the Senate Library Subcommittee, is responsible for allocating the budget within the three areas. Access services receive an amount based on projected usage. The serials budget is projected based on pricing information from publishers and vendors. After a projected amount is subtracted to cover serials and access services, the Library Director allocates the remaining funds in accordance with a formula recommended to the Library Director by the Senate Library Subcommittee.

The IPFW Helmke Library Endowment Fund is used to 1) supplement the materials and access services budget when necessary and 2) fund special needs. Gift and memorial funds, not part of the allocated funds, are used to make special purchases.
VIII. Selection Policies

Selection of materials is a continuous process affected by the changing curriculum as well as the availability of new materials. The general policy for selection applies equally to all types of materials being considered for library acquisition.

A. General Policies for Selecting Materials

1. Standards and Ethical and Legal Principles

a. Standards

The Helmke Library supports the statements on collection development contained within the “Standards for College Libraries” adopted by the American Library Association’s Association of College and Research Libraries. Because accrediting agencies—the North Central Association, the National Council for Accreditation of Teacher Education, and the American Assembly of Collegiate Schools of Business, to name a few—generally use these standards to evaluate library collections, it is important that the library maintain these standards.

b. Intellectual Freedom and Censorship

The Helmke Library recognizes that free access to ideas and full freedom of expression are fundamental to the educational process. Accordingly, the library purchases materials that represent a wide variety of viewpoints. To this end, the library subscribes to and complies with the American Library Association Library Bill of Rights and its accompanying statements of interpretation, including, but not limited to, statements on Intellectual Freedom; the Freedom To Read; Freedom To View; Access to Electronic Information, Services and Networks; Challenged Materials; and Statement on Labeling.

The library does not add or withdraw, at the request of any individual or group, material which has been chosen or excluded on the basis of stated selection criteria. An individual or group questioning the appropriateness of material within the collection will be referred to the Helmke Library Director.

c. Confidentiality

The Code of Ethics of the American Library Association (ALA) states that "Librarians must protect each user’s right to privacy with respect to information sought, received, and materials consulted, borrowed, or acquired" (ALA Policy Manual 54.15, Code of Ethics, point 3). In addition the Helmke Library adheres to the American Library Association’s “Policy on Confidentiality of Library Records” and “Confidentiality of Library Users.”

d. Copyright

The Helmke Library complies fully with all of the provisions of the U.S. Copyright Law (17 U.S.C.) and its amendments. The library strongly supports the Fair Use section of the Copyright Law (17 U.S.C. 107) which permits and protects citizens’ rights to reproduce and make other uses of copyrighted works for the purposes of teaching, scholarship, and research.

2. Criteria for Selection of All Materials

(a) Relevance to the curriculum and appropriateness to the user

(b) Timeliness and lasting value of material

(c) Reputation of the author, issuing body, and/or publisher
(d) Presentation (style and clarity)
(e) Aesthetic considerations: 1) literary, artistic, or social value; 2) appeal to the imagination, senses, or intellect
(f) Special features: 1) detailed, logical, accurate index; 2) bibliography; 3) footnotes; 4) pictorial representations
(g) Physical and technical quality: 1) paper, typography, and design; 2) physical size; 3) binding; 4) durability
(h) Suitability of content to form
(i) Strength of present holdings in the same or similar subject
(j) Demand, frequency of interlibrary-loan requests for material on the same or similar subject
(k) Price/relative cost of material in relation to the budget and other available material

B. Policies for Selection of Specific Types of Materials

1. Duplicates
Duplicates are not normally purchased. Duplicate materials will be added to the collection if warranted by heavy usage of copies already held by the library.

2. Fiction
The library will not buy fiction that is anticipated to have only short-term interest among readers, but will attempt to select established literary works and new works of promise in the literary field, especially those works which would support literature course offerings. As part of the selection process librarians will evaluate the work in terms of the author's earlier writings and current reader interest.

3. Foreign-Language Materials
Except for dictionaries, the library collects primarily English-language materials. Literature and language materials needed to support the curriculum are collected as needed.

4. Gifts
Gifts to the library are encouraged. However, gifts will be added to the collection only after the items have been evaluated to determine if they meet collection development requirements. Generally, the library accepts only books and journals as gifts. Gift serial subscriptions are encouraged through the library's Adopt-a-Journal program. Donors should call the Gifts Librarian if they have other material they wish to donate or if they have any questions about the appropriateness of their gifts. The library will acknowledge with a gift letter only those items that have been accepted by the Gifts Librarian. The library will acknowledge the number of items donated, but it cannot legally provide an appraisal or estimate of the value of the donated material. For appraisal sources, donors should consult the Gifts Librarian.

Pick-up of donated items is difficult to arrange and normally is not done unless the Gifts Librarian has evaluated the collection and determined that the value of the collection is worth the cost of making such arrangements.

Gift materials that are not added are sold at library book sales, sold to used-book dealers, or donated to other libraries. Proceeds from book sales are used to purchase new library materials.
5. Nonprint Materials

Nonprint materials (such as electronic products [videotapes, compact discs, laser disks, audio cassettes], engineering drawings, and slides) are considered research and/or instructional materials. Requests for nonprint materials will be evaluated on the same basis as are book materials. The library has developed policies for the following formats:

a. Electronic Products

Electronic resources are defined as those that require computer access. The library subscribes to many electronic products. These products are primarily databases, indexes, statistics, and other reference sources. The primary criteria for the selection of any electronic product are the extent to which it is relevant to the curriculum, improves the overall library collection, and/or enhances the user’s access to information. The decision on whether a CD-ROM product will be made available campus-wide on the library’s local area network (LAN) will be made by librarians based upon “The Library CD-ROM Local Area Network: Guidelines for Acquisitions and Use.”

b. Fine Arts Slides

The library will acquire slides to support the curriculum. Slides will be purchased at the request of fine arts faculty and upon approval of the Fine Arts Librarian.

c. Maps

The map collection contains selected topographic, demographic, navigation, raised-relief, and political maps available from the U.S. government through its depository library program. Collection priority is given to maps of the Midwest and Indiana.

d. Music and Recordings

The library will acquire musical scores and recordings as needed to support the curriculum. Scores are catalogued and integrated with monographs. Recordings are catalogued and housed separately.

6. Out-of-Print Materials

The majority of selections are current publications. The library recognizes the need for some retrospective purchases, and systematically uses standard bibliographies and other evaluation tools to locate and fill gaps in the collection. However, in view of the difficulty and expense in obtaining rare, out-of-print, and reprinted material, it is most important to spend funds for valuable current publications of long-term worth, thus preventing a future need for retrospective buying.

7. Paperbacks

Paperback monographs for the regular collection will be acquired only when hardback editions are not available or when there is a significant price difference between the hardback and paperback editions. When making a choice between paperback and hardback, the long-term value and expected use of the title will be considered.

8. State and Regional Materials

In cases in which materials are available for each state, the library will normally collect only Indiana and Illinois, Ohio, Michigan, and Kentucky. Particular emphasis will be placed on acquiring materials relating to Fort Wayne, Allen County, and northeastern Indiana.
9. Textbooks and Lab Manuals
Textbooks are not normally purchased. Exceptions are those which have earned a reputation as “classics” in their fields, or which are the only or best sources of information on a particular topic. Textbooks and laboratory manuals will be evaluated and added to the collection based on the guidelines stated above.

C. Format Guidelines
Materials will be purchased as needed to support the curriculum in all formats for which the library has equipment and facilities. The library will normally not collect such items as:
1. article reprints, preprints
2. costumes
3. dissertations
4. educational games
5. equipment manuals
6. medical instruments
7. models
8. specimens.

D. Obsolete Formats
Normally the library will not add materials in obsolete formats to the library collection. Any addition of such materials to the collection will be at the discretion of the area subject specialist. The primary criteria for adding these materials will be the availability of equipment for use of the material and the availability of storage space.

Decisions to withdraw nonprint items will be based upon the obsolescence of the format and the physical condition of the necessary equipment. If funds are available and the contents warrant preservation, materials may be transferred to another format instead of being deselected.

E. Selection and Evaluation Tools
Librarians will consult subject-specific and standard library reviewing sources when making selection decisions. In addition, librarians will use faculty expertise as a resource for selection and evaluation of the collection.

F. Levels of Collection Development by Subject Classification
Librarians are responsible for assessing collection strengths. Guidelines for determining levels of collection density and collecting intensity designations exist. Such guidelines are used to identify the existing strength of the collection; the actual current level of collection activity; and the desirable level of collecting to meet program needs. Helmke Library uses these standard guidelines to define its intended level of collecting.
IX. Special Collections

A. Archives
The purpose of the University Archives is to collect, organize, and preserve the historic documents of IPFW. IPFW has a rich and interesting heritage. The establishment of official archives insures that the records of the past will be preserved for the future.

The library has maintained a small, select archive since 1964. The library preserves not only the university documents it receives on a voluntary basis, but also the office files donated by various faculty and administrative personnel when they leave the university. In December 1981, the library was designated as the official University Archives for IPFW.

The IPFW University Archives shall include, but not be limited to, the following:

1. official University documents (Chancellor’s and Vice- Chancellors’ memoranda, etc.)
2. Bulletins, newsletters, and Schedules of Classes
3. publications issued by University Relations
4. newspaper clippings related to IPFW
5. faculty Senate documents and minutes
6. faculty, staff, and student publications
7. department/school annual reports
8. photographs, slides, and oral histories of the people who have contributed to the character and development of IPFW
9. selected documents from the parent institutions, including the minutes of the Boards of Trustees
10. student government and student organization records
11. state and local government reports concerning IPFW
12. architectural drawings and blueprints of the physical facilities
13. programs of events sponsored by the university
14. manuscripts, papers, and correspondence of distinguished faculty and alumni
15. memorabilia of historic value.

The University Archives will not include personnel or student records.

Rules of confidentiality will be observed for sensitive documents.

It is the responsibility of the University Archivist to organize the archives and to provide access to the documents.

B. Business Annual Reports
The library maintains a partial file of current printed annual reports of all public companies listed in the Fortune 500, as well as public companies in the Fort Wayne area. The purpose of the collection is to provide representative samples of annual reports and it is not meant to be a comprehensive collection of Securities and Exchange Commission filings.

C. Children’s Literature
All books, fiction and nonfiction, owned by Helmke Library that have an intended audience of preschool through young adult are housed in a separate location and designated as the "Children’s Literature Collection." The purpose of the collection is to provide a sample of
books written for children for use by students in elementary education and other careers working with children. Special emphasis is placed on acquiring award-winning and special-merit books. Caldecott and Newbery award and honor winners are collected. Other special-merit books are selected, as funds permit, from the following:

1. Boston-Globe/Hornbook Award
2. Boston-Globe/Hornbook Honors
3. New York Times Best Illustrated
4. Mildred Batchelder Award
5. Coretta Scott King Award
6. Coretta Scott King Honors
7. Kate Greenway Medal

In addition, significant secondary sources such as criticisms, selection aids, bibliographies, and biographies are also collected.

The Allen County Public Library (ACPL) maintains an extensive fiction and nonfiction children’s collection. IPFW faculty and students may use this collection to supplement the core children’s collection at Helmke Library.

D. Government Documents

1. Local and State
   The library maintains archives of Fort Wayne area documents. Helmke Library has been a depository of publications distributed by the City of Fort Wayne since 1987 (Special Ordinance No. S-100-87). The library also aggressively collects documents and information from other governmental units in the local area, including, but not limited to, Allen County government and the Fort Wayne Community Schools.
   Helmke Library also collects Indiana state publications extensively.

a. Selection Responsibility
   The Local Documents Librarian has primary responsibility for the selection and acquisition of local and state government documents.

b. Collection Description and Collection Arrangement
   (1) Core Collection
   The following publications constitute the core collections:

   For Indiana:
   (a) Indiana Code
   (b) Acts (laws enacted . . . [year])
   (c) Indiana Administrative Code
   (d) Indiana House and Senate Journals
   (e) Checklist of Indiana State Documents
   (f) Here Is Your Indiana Government (Indiana State Chamber of Commerce)
   (g) Indiana General Assembly Legislative Directory (Indiana State Chamber of Commerce)
(h) Roster of State and Local Officials
(i) Indiana State Offices Telephone Directory

For the Fort Wayne Area:

(a) Fort Wayne Code of Ordinances
(b) Allen County Code
(c) *Fort Wayne Community Development and Planning Databook*
(d) *Fort Wayne Economic Development Databook*
(e) Fort Wayne Annual Financial Report

(2) **Categories of Materials Collected**

The library selects all or most of the following types of materials offered by each
government agency:

(a) annual reports
(b) bibliographies and lists of publications
(c) bills, laws, codes, and regulations
(d) budget and financial reports
(e) directories
(f) handbooks
(g) indexes
(h) maps
(i) newsletters
(j) official policy materials
(k) planning documents
(l) special studies or reports
(m) standards
(n) statistical compilations and summaries.

c. **Cooperative Collection Development and Resource Sharing**

(1) **Cooperative Collection Development**

Both the library and the ACPL collect local area documents. These collections
constitute a unique resource for this area. The libraries often exchange duplicate
copies of local documents.

The IPFW Local Documents Librarian participates in the Indiana statewide
government documents association. By participating in this organization, the
Local Documents Librarian learns about other state and local depository
collections and processes, and is able to make informed decisions regarding
collection needs within Indiana.

(2) **Resource Sharing**

Most of the local and Indiana government documents collections are catalogued
in Indiana University’s online public catalog as well as in OCLC. Local area
publications are sent to the *Index to Current Urban Documents* for indexing and
microfilming. The library maintains a file of microfiche of these documents as
backup to paper copies.
Helmke Library both lends and borrows materials through its document delivery service. Some materials may be provided only as photocopies.

d. Collection Evaluation
Collection of government documents at the local level is an ongoing process. There are no bibliographies or lists from which to select. Identification of documents, even depository items, is normally made via news articles and other indirect means.

Collection of government documents at the state level is also an ongoing process, aided in part by the quarterly Checklist of Indiana State Documents.

e. Collection Maintenance and Evaluation
Local documents of an archival or historical nature are generally not removed from the collection. A comprehensive collection of state publications is maintained for archival purposes. Superseded state publications are normally withdrawn and offered to other Indiana libraries. Worn, lost, or missing documents are evaluated for replacement, repair, or withdrawal.

f. Access
All substantial local or state documents are catalogued and added to the general or reference collections and listed in the online catalogue for Indiana University Libraries. All other state and local publications are maintained in a limited-access archive.

In addition, substantial documents are sent to the Index to Current Urban Documents for indexing and microfilming.

2. Federal Documents

a. Mission
Helmke Library has been a selective depository of publications distributed by the U.S. Government since 1965. The primary mission of the government documents collection is to support the mission of the library. In accordance with the requirements defined in the Instructions to Depository Libraries, Guidelines for the Depository Library System, and the Federal Depository Library Manual, the Government Documents Department also strives to serve the government information needs of the constituents of the 4th Congressional District.

b. Selection Responsibility
The Government Documents Librarian has primary responsibility for the selection of government document item numbers. The Government Documents Librarian, as well as other librarians, also identifies for purchase commercially published sources to support the collection.

c. Collection Description and Collection Arrangement
(1) Core Collection
The library concentrates on maintaining a functional core collection of depository documents. The library will collect all publications required by the Federal Depository Library Program as specified in the Guidelines for the Depository Library System, as well as most, if not all, item numbers listed in the “Suggested Core Collection” in the Federal Depository Library Manual.

(2) Subject Emphasis
In addition, the library selects most of the items issued by Congress and the Departments of Commerce, Education, Health and Human Services, Labor, and
Justice. The library will normally select all publications issued by the Census Bureau without regard to state or region. The library also maintains a strong collection of Energy, Environmental Protection Agency, and State Department documents.

(3) Categories of Materials Collected
The library selects all or most of the following types of materials offered by each government agency:

(a) annual reports
(b) bibliographies and lists of publications
(c) Congressional hearings
(d) Congressional reports and documents
(e) directories
(f) indexes
(g) maps-U.S. Geological Survey and Defense Mapping Agency maps for Indiana, Ohio, Illinois, Michigan, and Kentucky
(h) official policy materials
(i) publications relating to Indiana or the region
(j) special studies
(k) standards
(l) statistical compilations or summaries.

(4) Formats Collected
Government documents in the Federal Depository Library Program are available in a variety of formats other than paper, including microform and electronic products. It is the Government Documents Librarian's responsibility to determine what format is most appropriate when a choice is available. The following criteria will be considered when making format decisions:

(a) frequency of use
(b) space/storage capacity
(c) frequency of publication
(d) cost of providing access
(e) resource sharing capabilities
(f) library’s prior holdings
(g) ease of use.

d. Cooperative Collection Development and Resource Sharing

(1) Cooperative Collection Development
Selections and deselections are made with some knowledge of the scope of the other depository collections at Indiana University and of the holdings of the other depository libraries in the 4th Congressional District. The library exchanges its item selection list with the ACPL and coordinates its selections and deletions with the ACPL whenever possible.

The Government Documents Librarian participates in the Indiana statewide government documents association. By participating in this group, the
Government Documents Librarian learns about other local depository collections and is able to make informed decisions regarding collection needs within Indiana.

(2) Resource Sharing
Most of the government documents collections of the Indiana University depository libraries are catalogued in Indiana University’s online public catalog as well as in OCLC. Helmke Library both lends and borrows depository materials through its document delivery services. Many depository publications not held by the library may be obtained at the ACPL. In addition, the documents collections at Indiana University and the Indiana State Library, which is the Regional Depository Library for Indiana, provide backup for the IPFW collection.

e. Collection Evaluation
All selections in the current item list will be reviewed biennially.

Gaps in significant series will be filled by acquiring materials through the “Needs and Offers” lists distributed by Indiana Depository Libraries and the Government Printing Office.

A small budget is available for the purchase of nondepository items.

f. Collection Maintenance
The government documents collection will be maintained in accordance with the guidelines set out in the Instructions to Depository Libraries. Items must be retained for five years from their date of receipt before they may be withdrawn. The decision to withdraw items from the collection will be made by the Government Documents Librarian. Those titles which are to be withdrawn will be offered to other Indiana libraries and/or discarded with the permission of the Regional Depository. Items which are withdrawn should become candidates for consideration for cancellation from the active item list. Superseded materials will be withdrawn at the discretion of the documents librarian in accordance with the latest edition of The Superseded List.

Worn and lost/missing documents will be evaluated for replacement, repair, or withdrawal. A deposit account will be maintained with the Government Printing Office to supplement the depository collection and to replace lost or damaged materials.

g. Access
The legal responsibilities of Federal Depository Libraries include providing free public access to government information. The focus of the Federal Depository Library Program (FDLP) is changing dramatically, with the Government Printing Office (GPO) providing more electronic access and less physical distribution of government information. In fact the transition chronology to electronic government information states that the Superintendent of Documents will provide about 50% of FDLP information electronically, 30% in paper and 20% in microfiche by the end of FY 1998. In June 1996 the GPO issued its Federal Depository Library Program: Information Dissemination and Access Strategic Plan, FY 1996-FY 2001" which requires that all depository libraries have the capability to provide no-fee public access to government information products without regard to where that information resides. The Recommended Minimum Specifications for Public Access Work Stations in Depository Libraries," effective October 1, 1996, requires that depository libraries offer users access to workstations with a graphical user interface, CD-ROM
capability, access to the Internet including the World Wide Web, and the ability to access, download, and print extensive products.

The Helmke Library provides free access to all government information received through the items it selects from the FDLP. Most paper and microfiche government publications are listed in Indiana University's Online Public Catalog. The Helmke Library acquires and maintains basic catalogs, guides, and indexes, both retrospective and current, depository and commercial, which are essential for the effective use of the collection. In addition, the Helmke Library currently meets the FDLP System Requirements for Electronic Access.

3. Foreign National and International Government Documents
The Helmke Library is not a depository for foreign national government documents or the documents of other international government organizations, such as the United Nations. However, the library does select core documents when they provide fundamental bibliographic and/or statistical access to, or an introductory overview of, a foreign national government or other international government organization. The Government Documents Department at Indiana University Bloomington maintains an extensive collection of foreign national and international documents for use by IPFW students, faculty, and staff; both onsite and document delivery services are available.

E. Reference
The reference collection supports primarily the research needs of IPFW undergraduates, graduate students, and faculty. It contains, but is not limited to, encyclopedias, dictionaries, atlases, directories, indexes, bibliographies, statistical compilations, and handbooks. Items for the reference collection are selected by the librarians. Though items selected for this collection support primarily the academic programs offered at IPFW, core academic reference works published in other subject areas are also selected when they provide fundamental bibliographic access to, or an introductory overview of, an academic discipline. Items in the reference collection normally do not circulate. The reference collection is reviewed by the librarians on a regular basis to insure currency and accuracy.

F. Reserves
Instructors choose the materials for course reserves and the loan period for student use. Formats can include, but are not limited to, books, photocopies of journal articles and class notes, slides, video and audio tapes, and CDs. Individual reserves are limited to 25 items. Items may be from the library collection or be the instructor’s personal property. Reference books are put on reserve only with the permission of the subject librarian of the relevant area.

"Fair use" is observed in the photocopying of copyrighted material. In general, this means one copy of an article, a book chapter, a short story or poem, or a map or chart. The library will copy materials for reserves free of charge. Each instructor is responsible for obtaining copyright permission for multiple copies and for retaining photocopied copyrighted material on reserve for more than one semester.

When possible, the library will purchase copies of books, videos, or CDs instead of borrowing items from other libraries. Required textbooks are not purchased or borrowed via Document Delivery Services. Subject librarians are consulted about purchasing copies of material that faculty have put on reserve from their private collections. The library is not responsible for loss or damage to personal property placed on reserve. Students can be billed only for lost/damaged library property.
G. Serials

The serials collection supports the research needs of IPFW undergraduates, graduate students, and faculty. Serials are publications issued in successive parts bearing numeric or chronological designations and intended to be continued indefinitely. Serials are issued in print, nonprint, and electronic formats. All formats will be considered in the library’s purchase and/or access decisions.

The selection of serials requires a continuing commitment to the base cost of the title, including maintenance, equipment, and storage space. The rapidly expanding serials market demands that care be exercised in reviewing serial titles before they are purchased for the collection and that an ongoing evaluation of current subscriptions be conducted. It may be appropriate in some cases to purchase electronic access or document delivery services for serials instead of acquisition through subscription (see the library’s statement on Access/Ownership in Section XI). Items in the serials collection normally do not circulate except to faculty. The serials collection is reviewed by the librarians with faculty input during the Serials Review.

1. Selection

The Helmke Library has a limited serials budget; therefore, selection and deselection decisions for serials are made with great care. Curriculum support for students, undergraduate and graduate research, and faculty research are the factors considered in the selection and deselection process. (See mission statement)

Serials are selected and deselected based on how well they support the continuing information needs of the university community. Factors to be considered are:

(a) Support of academic programs
(b) Cost, including such data as rate of price increases, cost of storage, document delivery services, and delivery time
(c) Uniqueness of subject coverage for the Helmke Library
(d) Accessibility within resource sharing agencies and/or through document delivery services
(e) Full-text availability through electronic means
(f) Professional reputation
(g) Usage or projected usage
(h) Indexing and abstracting in sources accessible to library users
(i) Demand for title in document delivery requests
(j) Intended audience.

2. Evaluation

Helmke Library has established, with the approval of the Senate Library Subcommittee, a serials review procedure for cancellations and additions of serials subscriptions and review of appropriate media formats.
X. Collection Maintenance and Evaluation

A. Location of Materials
Information resources purchased with library funds or gifts to the library become part of the library collection. Location of these resources is determined by the librarians. Distribution of electronic information will be in compliance with licensing agreements.

B. Deselection
Deselection of library materials (the process of removing items from the collection) is essential for the maintenance of an active, academically useful library collection. Deselection provides quality control for the collection by elimination of outdated, inaccurate, and worn-out materials. Librarians are responsible for conducting an ongoing deselection effort in their areas of collection responsibility and for maintaining the quality of the collection.

1. General Guidelines
   (a) Superseded editions are routinely deselected from the collection.
   (b) Duplicates are deselected within five years of publication date except in cases of continued high demand or where the library holds rare copies.
   (c) Materials which cannot be repaired or rebound or for which the cost of preservation exceeds the usefulness of the information contained are deselected.
   (d) Because currency of information is extremely important in some fields such as health sciences, technology, and business, older materials must be regularly deselected so that outdated or inaccurate information is eliminated.
   (e) Material that has not been used, based on circulation and browsing statistics, may be deselected after five to ten years of inactivity. However, some library materials, such as items considered classic works in their field, have long-term value and should be kept in the collection despite lack of use.

2. Considerations for Serials
   (a) Incomplete and short runs of a title may be withdrawn, particularly when the title is not received currently.
   (b) Titles which contain information that is not useful long-term, such as newsletters and trade magazines, usually have automatic discard patterns established such as “latest two years only retained.”
   (c) Annuals, biennials, and regularly updated editions of guidebooks, handbooks, almanacs, and directories have a deselection pattern established depending on the value of the information contained in earlier editions. Often one or two older editions are retained in the reference and/or circulating collections.
   (d) Due to lack of space, issues which are replaced by microfilm are routinely discarded.
   (e) Duplicate issues of periodicals and journals are discarded when a volume has been bound.

3. Other Considerations
   (a) The title may be retained if it is included in a standard list or bibliography such as Books for College Libraries.
   (b) The title may be deselected if the library has better materials on the topic.
(c) The title may be retained if the author has a reputation for being an authority on the topic.

C. Conservation, Preservation, and Restoration
Library materials are expensive to purchase, process, and house. Helmke Library acknowledges the necessity of preserving all holdings—traditional and nontraditional—and supports the American Library Association's Preservation Policy."
The library will have at least one preservationist who will consult with the subject librarians, the archivist, and other personnel to determine what action should be taken with damaged materials. The preservationist will help determine an emergency plan and oversee the initiation of action should an emergency arise.

1. General Principles
(a) Library employees and library users will be informed of the proper care and handling of library materials.
(b) Temperature and humidity controls are essential for maintenance of library materials.
(c) Book repair is provided for damaged materials.
(d) Binding is used to preserve periodicals and other materials as needed.

2. Binding
a. Periodicals and Journals
In general, all periodicals and journals are bound on a regular basis. Titles will not be bound if replaced by microfilm or if only the current two to three years are retained. The number of issues bound together is determined on a title-by-title basis depending on the size and number of issues per volume or year. As a general rule, incomplete volumes or years are not bound.

b. Annuals, Biennials, Etc.
Paperbound publications which are heavily used are bound. Generally these are reference books such as college guidebooks or sources such as Statistical Abstracts.

c. New Books
Newly acquired paperbound books are not rebound. Exceptions may be made when heavy use is anticipated.

D. Replacement of Library Materials
1. Monographs
Subject librarians are responsible for making decisions regarding the replacement of lost, damaged, missing, or worn-out monographs. The subject librarian will determine whether to replace a specific book or purchase a comparable book, guided by the following considerations:
(a) Does the material being replaced meet the general library collection policy?
(b) Does the frequency of use justify replacement?
(c) Is the item used for class reserve reading or is it on a faculty recommended reading list?
(d) Is the item listed in Books for College Libraries or other recommended book list?
2. Serials
Serials staff will identify lost, damaged, missing, or worn-out serials and will take steps to replace these materials. Decisions to replace annual, biennial, and irregular serials will be handled according to the policy for monographs described above, with the subject librarian having responsibility to order replacements.

The following serial items will not be replaced:
(a) newspapers and newsletters
(b) titles that are not held permanently
(c) titles that are not indexed
(d) titles routinely replaced by microfilm
(e) volumes that are moldy
(f) government documents that will not be retained.

Since back issues may be expensive, the decision to replace will be guided by the following considerations:
(a) Does the material being replaced meet the general library collection policy?
(b) Does the frequency of use justify replacement?
(c) Should microfilm be purchased rather than replacing paper issues?
(d) Is the periodical readily available elsewhere, including full-text sources available to IPFW library users?
(e) Does the information in the particular title have lasting value?

E. Evaluation of the Collection
The continual review of library materials is necessary as a means of maintaining an active library collection of current interest to users. Evaluations will be made to determine whether the collection is meeting its objectives, how well it is serving its users, in which ways it is deficient, and what remains to be done to develop the collection. This process requires the same attention to quality and authority as the original selection of materials.

Helmke librarians will evaluate portions of the collection on a regular basis, using a combination of standard qualitative and quantitative methods.
XI. Access/Ownership Statement

With the library's diminishing ability to own even a small percentage of the world's information, the economics of access has become a crucial issue. Integrating access as a part of the collection development policy is a modern necessity and provides some decided advantages to the library as an information provider. First, the developments in electronic information systems have made it possible for libraries to provide knowledge of the vast amount of information available for use. While the library cannot keep all of the material relevant to its users in its collection, it can provide access to the vast amount of information available for use in other collections. This type of access requires that the library engage in cooperative collection development, resource sharing, and document delivery systems. The trend is toward availability of information in electronic format only. When it is determined that access on demand is more economically feasible in terms of storage, projected use, and cost, this option can enhance the library's ability to expand the information base available to its primary users.

The Helmke Library's goal is to move toward a logical combination of traditional collections and access to materials that cannot be owned.

The library will incorporate cost-efficient models to guide decisions concerning access to information in all formats used for book purchases as well. Because the commitment to serials is over a long period and expensive, the library has in place a separate review process for the addition or deletion of titles.
XII. Resource Sharing, Document Delivery Services, and Cooperative Collection Development

The library will supplement its collection through resource sharing, document delivery services, and cooperative collection development.

Resource sharing encourages free exchange of materials among the participating libraries for the mutual benefit of all parties. Helmke Library is part of several local, state, and regional resource-sharing networks. They include the Local Area Academic Libraries Reciprocal Borrowing Program, the Northeast Indiana Health Science Libraries Consortium, the Northwest Indiana Health Science Library Consortium, the Indiana University Libraries System, the Indiana Academic Resource Libraries network, the Committee on Institutional Cooperation (CIC) Reciprocal Borrowing Program, and the OCLC Reciprocal Faculty Borrowing Program.

In addition, each year the library appropriates money from the materials budget to pay for document delivery of items not available through established resource-sharing networks. The library also dedicates the resources necessary to provide high-quality, timely document delivery.

The library takes into consideration its resource-sharing networks in making collection development decisions. Likewise, the library works with its resource-sharing partners to establish cooperative collection development programs that will benefit all libraries involved. Cooperative collection development programs take advantage of strengths of the participants to enhance resource sharing and to improve access to research materials.
XIII. Collection Development Policy Evaluation

The Collection Development Policy will be reviewed periodically by the Helmke Library Collection Development Coordinator. Any changes in policy will be submitted to the Library Council and the IPFW Senate Library Subcommittee for approval.