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## Collection Development Policy, Regionals

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More details are covered by [Collection Policies for the UCF Libraries](#)  
University of Central Florida Libraries <http://library.ucf.edu>

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# Resource Management Guidelines

As of January 2015

Department: Regional Campus Libraries

Date drafted: February, 2004 (Mem Stahley & Milton Wolf)

Revised by: Cynthia Kisby and Michael Arthur

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revisions in yellow

## Collection purpose

The primary purpose of collecting materials at partnership libraries is to ensure appropriate access that meets the learning, instructional, and research needs of the Regional Campus students, staff, and faculty of the University of Central Florida (UCF). Regional Campus Libraries attempt to balance creation of physical collections with information delivery methods such as electronic access, interlibrary loan and temporary-relocation of materials from the Orlando library collections.

There are a variety of models for the partnership libraries. Some joint use facilities offer UCF Direct Connect, full degree programs, collection growth space, and UCF staff. Other locations have limited UCF presence, offer a few courses that contribute to a degree, have very little library space, and no UCF staff. A uniform collection policy to fit all these variations is not feasible; however, a secondary purpose in selecting is to support the partnership libraries. The selection for local collections will be continually reviewed given the ever changing development, growth, partnership arrangements and staffing availability.

## Programs offered

Through formal agreements with local colleges, UCF provides library access to support UCF instruction wherever it occurs. Regional Campus Libraries support upper-division and graduate-level courses offered by all academic colleges, as well as the Burnett Honors College.

In general, the most heavily scheduled course offerings at most Regional Campuses are Education, Psychology, and Nursing. Various campuses support specific programs in Photography, Sports Fitness, Business, and Engineering. Statistics on program offerings, number of faculty, and student credit hours are reviewed continuously to ensure access to appropriate resources.

[http://www.iroffice.ucf.edu/information\\_center/index.html](http://www.iroffice.ucf.edu/information_center/index.html)

## Collection description

UCF contributes to college partner library collections in a number of locations. Materials acquired for UCF become part of the collection at the joint-use library. In general, college librarians acquire materials to support the college educational programs and UCF librarians acquire materials to support the educational and research programs of

UCF. However, the programs at the colleges and UCF are often complementary, and the librarians of each partnership collaborate to meet acquisition requirements of both institutions, while avoiding unnecessary duplication.

Materials should be selected in consultation with the teaching faculty at each location. Materials should only be purchased to support current UCF programs that are expected to be ongoing. Occasionally, courses can be supported by having identified titles relocated from Orlando or other regional collections to the Reserve collection at a different location. Physical collections should only be developed where there is UCF library staff to coordinate the collection growth with the UCF faculty and Partnership library staff.

The UCF partnership library collections also support and are complementary to the UCF Orlando Library collection. All library collections are available to any UCF patron through Interlibrary Loan.

### **Collection guidelines**

- **Chronology: Emphasis/restrictions**

There are no limits placed on this field, since the collection supports all UCF programs. Emphasis is given to the most recent five years, especially within the technology and medical programs, however other time periods are represented to support history, philosophy, liberal studies, and sociology.

- **Languages: Emphasis/restrictions**

English is the primary language of collection. Translations are selectively acquired and foreign language publications are generally not acquired.

- **Geography: Emphasis/restrictions**

Materials are normally purchased from North, Central and South America. Materials covering other regions are collected if part of comparative or statistical studies.

- **Subject treatment**

Collection of materials is intended to support the graduate and undergraduate degree programs offered by UCF. Since the college offers lower-level courses and acquires appropriate lower-division library resources, lower-division books are not normally acquired. For each degree program, materials covering historical aspects, current and future trends, research methodologies, comparative analysis or statistics, and other aspects of each program may be acquired as necessary.

The following items are not normally acquired; however, exceptions are made for materials of exceptional quality or unique content necessary to complement the curriculum or collection.

- Student study guides

Test-prep materials, even duplicate holdings such as the Florida Teacher's Certification Exam, can be purchased at the discretion of the regional librarian. The UCF Libraries subscribes to the online database, Testing and Education Center <http://www.petersons.com/>

- Textbooks (primary, current textbooks required for UCF courses should not be purchased)

State-adopted, K-12 textbooks relevant to the education curriculum, even duplicates of CMC titles, can be purchased for a regional library. [http://www.fldoe.org/bii/instruct\\_mat](http://www.fldoe.org/bii/instruct_mat) Supplementary text books may be purchased.

- Test materials

Assessment tools or tests will remain the domain of the CMC because of the many security, licensing, circulation, and retrieval issues involved with maintaining their integrity. The tests can be checked out to faculty directly (not through Interlibrary Loan) according to Curriculum Materials Center policies. The College of Education can purchase, store, and utilize tests through its department offices on regional campuses.

- Professors advance copies
- Pre-prints and reprints
- Individual journal articles
- Individual journal issues, or small incomplete runs (Complete periodical runs of 5 or more years will be considered to be added to the collection)
- Pamphlet type (less than 50 pages should be reviewed)
- Photocopied materials
- Classroom disposables (individual study guides, tests, etc.)
- Popular materials

- **Material formats: Emphasis/restrictions**

The library collections at UCF partnership locations consist primarily of print and electronic journals and books, electronic databases, and some video (VHS and DVD) recordings. There are no specific restrictions for format types, and other formats may be added in accordance with overall collection development guidelines.

- Monographs: Print remains the preferred format for monographs. Online book collections are considered based on content, cost per title, and availability of cataloging records. Currently, some monographs are being purchased as online editions in selected disciplines – nursing, health sciences (R2 platform). A print edition of an online monograph will not be ordered unless a print copy is specifically requested.

- PDF: The UCF Libraries will attempt to purchase titles that are published only as PDFs only if the item can be printed and treated as a monograph.
- Periodicals: Online access is the preferred format for periodicals. Whenever possible, archival access (perpetual access rights) is licensed and print is not required. When perpetual access is not available, print plus online access at 10%-15% over cost of print will be considered. Online access must be by IP authentication with a remote access.
- Reference Materials: Preferred format is online. Archival (perpetual access rights) are not always important. Decision is based on each title.
- Media:
  - Visual recordings - preferred format for visual recordings is Blue Ray when not available as a “film on demand” from FMG, Films for the Humanities and Science, Alexander Street Press or other vendors. Requests for new formats will be considered by the Head of Collection Management based on availability of appropriate technology.
  - Sound recordings - preferred format for sound recordings is CD.

Media requested for use at a regional campus will usually be housed in the Orlando library when paid for with Orlando funding. When needed, media can be quickly relocated to a temporary location (the regional Reserve collection) at any partnership library for faculty or class use. When demand is sufficient additional copies of the material can be purchased for permanent location at a campus (using regional funding). For individual use by “distant” patron, media can be obtained according to current Interlibrary Loan procedures.

- **Publication dates**

Emphasis is on current materials. Retrospective purchasing is very selective.

- **Collecting levels**

The UCF Regional Campus Libraries seek to cooperate with partners to emphasize the importance of selecting materials at an IFLA Conspectus Level 3, Study or Instructional Support Level, collection for upper division and graduate students and faculty. As student populations and course offerings grow at any given campus, more partner-library shelf space will be required for appropriate materials. Research Level 4 materials will be available through Interlibrary Loan.

### **Collection management issues:**

- **Selection Process**

The UCF Regional Campus Libraries obtain books primarily through firm orders based on librarian and teaching faculty input. Approval plans are not currently in use for Regional Campus Libraries. Standing orders may be implemented as funding allows.

- **Replacement**

Any lost or stolen item will be considered for replacement. The decision to replace is dependent on such factors as publication date, previous circulation, information relevancy, perceived need, etc. Outdated or superseded editions will not normally be reordered.

- **Transfers**

All materials transferred to another location are relocated with the approval of Collection Management at the Orlando library and must be sent to the Orlando library for re-processing.

- **Retention/De-selection**

The decision to dispose of certain items is made collaboratively by the UCF regional campus and partner college librarians. De-selection takes into account such factors as past circulation, date of publication, nature of the material, space available, and the judgment of interested faculty members as to the continued usefulness of the material to their subject areas. Deteriorated materials may be repaired, replaced, or discarded. Outdated and unused materials may be removed from the collection or returned to the John C. Hitt Library for reprocessing. Materials purchased by UCF Libraries may not be sold in book sales. See procedures for details on processing withdrawn and lost items.

- **Gifts**

Donors wishing to contribute to UCF holdings should be notified that final disposition of the materials cannot be guaranteed. All gifts to UCF Regional campuses are processed through the John C. Hitt Library after consultation with partner librarians. If Regional Campus and partner librarians agree that donated materials are appropriate for selection and processing at that location, the items selected for local retention should be identified with a location name and forwarded to Orlando for processing. Materials are then routed from Orlando to the partner library for LINCC cataloging and local processing. Materials that are not going to be retained at the local partner library are discussed with the Head of Collection Management for possible delivery to Orlando or other locations.

Donors wishing to contribute to the college holdings will follow that library's policies.

- **Preservation**

The librarians will consult with the Collection Management Department on all matters relating to the care, repair, and safekeeping of all circulating library materials regardless of format type. Preservation issues of importance to the library include:

- Collection maintenance of existing materials - rehousing, rebinding, repair, conservation, media transfer
- Deacidification projects - selected titles, whole collections, or partial collections
- Reformatting materials to microfilm or digital images
- Questions related to gifts-in-kind that may require preservation attention before materials are added to the collection
  
- **Funding**

Budget allocations for regional campus libraries are generally based on student credit hours, programs and degrees offered. Other considerations may include expanding services, new facilities, and teaching faculty requests. All regional campus librarians together determine the annual allocation for all campuses.