

# Collection Development Policy

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## Introduction & Mission Statement

Rowan University Libraries support the educational and research mission of Rowan University through the judicious selection, management, promotion, and training in the use of information resources and services, as well as through the provision of an

environment conducive to academic and social engagement and the promotion of intellectual curiosity.

Rowan University Libraries provides resources that enhance research, promote excellence, and support the curriculum of the University. Rowan University Libraries is committed to coordinating the selection of materials both by those who develop and distribute them and by those who use them and to ensure that all members of the University community, irrespective of location, have access to the same content whenever possible.

## Purpose of a Collection Development Policy

1. To guide the development and management of the collections and information resources of the Rowan University Libraries in a manner that supports the vision, mission, and plan of Rowan University.
2. To communicate goals and objectives for the collection and management of information resources to the university community.
3. To provide a balanced collection of materials in formats that support the University's instructional programs and the basic research needs of its faculty.
4. To promote careful stewardship in the allocation of fiscal resources in support of current and proposed curricula.
5. To foster the collection and preservation of regional historical materials and continue building on areas of existing strength, such as the industrial history of southern New Jersey and the history of television and associated media and technologies through University Archives and Special Collections.

## Selection Responsibilities

While all members of the Rowan community may recommend materials for the collection, final responsibility for the development of a balanced collection rests with the libraries. Faculty members, who are subject specialists, share responsibility with librarians for the selection of materials in support of teaching and research. It is the responsibility of the librarians, however, to provide tools for selection and to oversee the final selection of materials. Requests for desired items should be made by contacting your campus library.

Within the philosophical framework of intellectual freedom, Rowan University Libraries subscribes to the **American Library Association's (ALA) Library Bill of Rights** and

its interpretations. Rowan University Libraries also subscribes to the **Freedom to Read Statement** jointly adopted by ALA and the Association of American Publishers. Among other rights, these statements affirm that no materials shall be excluded because of the origin, background, or view on current and historical issues, and that censorship should be challenged.

Rowan University Libraries is committed to providing an inclusive and accessible experience for all library users. In keeping with the Americans with Disabilities Act (ADA), efforts will be made to select materials in formats needed to accommodate identified disabilities among members of the Rowan University community in order to ensure equal access to library resources.

Rowan University Libraries reserve the right to make the final decision on those materials and resources that will be acquired for or deselected from its collections. The Collection Development Committee guides the implementation of the Collection Development Policy.

## Formats

Rowan University Libraries is committed to collecting and maintaining a hybrid collection of materials, where resources are collected in the most appropriate format for their intended use. In most cases this will be an electronic format, but resources not available in electronic format or for which other attributes make an analog format more appropriate will be collected in that format. Print journal archives will not be deaccessioned unless suitable electronic replacements are available. Purchases of multimedia materials typically will be limited to formats supported by the University, as discussed under “Specialized Collections.”

## Selection Criteria

Rowan University Libraries welcomes suggestions for the addition of resources from the University community. Collection decisions will be made based on the following criteria:

1. Support for the teaching and research mission of the University
2. Demonstrated or anticipated demand by multiple users for the resource
3. Appropriate scholarly and intellectual level
4. Currency of the resource
5. Authority of the resource
6. Depth of coverage required for the discipline
7. Reputation of the publisher or provider
8. Format, as discussed above

# Deselection Criteria

Rowan University Libraries review collection holdings periodically, as appropriate to each academic discipline, to determine what materials may be withdrawn in order to maintain a balanced and useful collection. Deselection decisions will be made based on the following criteria:

1. Age of title in relation to subject matter
2. Duplicate copies that are no longer needed (print)
3. Out of date and potentially inaccurate information (print)
4. Authoritativeness of content
5. Outdated or unsupported formats (electronic)
6. Value to current curriculum and/or faculty research
7. Availability in a more accessible, electronic format
8. Physical condition (e.g., damage or mold) (print)
9. Use (except seminal items or those with historical value)
10. Lost or missing items not appropriate for replacement. (print)

# Diversity, Equity and Inclusion

Rowan University Libraries is committed to upholding the efforts of the university's [Division of Diversity, Equity and Inclusion](#), specifically encouraging open dialogue about racism, gender equity, and bias. As such, the library commits to purchasing and subscribing to resources that reflect a diverse student body and faculty along with the changing perspectives of the curriculum both past and present. [Subject liaisons](#) for each college on the Glassboro campus are able to provide more specifics as to how they precisely work towards these efforts, including deselection of materials. The medical school libraries in Camden, Stratford, and Sewell are dedicated to the inclusive, diverse, and equitable practices of teaching and learning in medical education and work closely with school administrators to create learning environments that oppose racism, sexism, and discrimination in both medical education and healthcare. As medical education evolves and aligns with the values of diversity, equity, and inclusion, medical libraries receive purchase requests and bring newly published materials to the attention of academic and clinical educators. Students are encouraged to recommend individual titles or collections that support diverse and equitable alternative ways to pursue self directed learning.

# Accessibility

Selectors of online resources strive for compliance with relevant Section 508 standards and the [Web Content Accessibility Guidelines \(WCAG\) 2.0](#). The University Libraries is

working towards the establishment of an online information infrastructure that is accessible and usable for all, regardless of abilities.

## Special Considerations in Materials

### Monographs

1. Ebooks: where appropriate for the subject content, this format is preferred. The library generally purchases single user versions for titles requested due to cost.
2. Print: hardbound editions are preferred over paperback.
3. Duplicates: except for special circumstances, multiple copies of a print title will not be ordered.

### Journals/Serials

1. Electronic format is preferred,
2. Titles are added to the collection on an individual basis considering the following factors (order of importance is not implied)
  - a. Reputation and importance (e.g., impact factor, faculty recommendation) in the relevant discipline(s), or if required for program accreditation.
  - b. Inclusion of back files, embargo periods, availability of permanent access if subscription is discontinued, if a title is open access would be consideration for not including a subscription
  - c. Indexed in databases to which the University Libraries subscribes
  - d. Interlibrary Loan statistics

### Electronic Databases

Access must be through university authentication. Resources in CD-Rom format and any resources which require dedicated machines or devices will not be purchased. Resources that require credentials such as username and password beyond the university Central Authentication System [CAS]) also will not be acquired.

### Gifts

For financial gifts to Rowan University Libraries contact:

**The Rowan University Foundation:**

Shpeen Hall

201 Mullica Hill Road  
Glassboro, NJ 08028  
[856-256-4097](tel:856-256-4097) (Telephone)  
[856-256-4437](tel:856-256-4437) (Fax)  
[contact@rufoundation.org](mailto:contact@rufoundation.org)

For gifts of materials, contact:

**Keith & Shirley Campbell Library:** Director of User Services & Collections

<https://www.lib.rowan.edu/campbell/about/library-staff>

**Cooper Medical School of Rowan University (CMSRU) Library:** Library Director

<https://www.lib.rowan.edu/cmsru/about/staff>

**Performing Arts Collection:**

<https://www.lib.rowan.edu/campbell/spaces-collections/performing-arts-collection>

**Rowan School of Osteopathic Medicine (RowanSOM) Library:** Library Director

<https://www.lib.rowan.edu/som/about/staff>

**University Archives and Special Collections:**

<https://www.lib.rowan.edu/campbell/spaces-collections/university-archives-special-collections>

## Principal Collections

### Keith and Shirley Campbell Library (Campbell)

Keith & Shirley Campbell Library provides resources that enhance research, promote excellence, and support the curriculum of programs based at Rowan University in Glassboro, NJ. The Glassboro campus is comprised of multiple colleges and schools:

[https://www.rowan.edu/academics/colleges\\_and\\_schools/index.html](https://www.rowan.edu/academics/colleges_and_schools/index.html)

Librarians select resources via professional selection tools, reviews, and faculty input. Rowan University Libraries maintains Circulating, Reserve, Media, and Reference collections, as well as several specialized collections. Selection decisions for these collections vary according to the needs of our constituents. Items for these collections are acquired in the most appropriate format - print, online, or media. Electronic sources are preferred in order to ensure that all members of the University community, irrespective of location, have access to the same content, whenever possible.

Resources selected for the general circulating collection focus on both general and specific topics in the subject areas in which research and education are conducted. Introductory texts, core resources and monographs on specialty topics are all included in the collection. However, the Library does not purchase textbooks to support specific course offerings. Keith & Shirley Campbell Library is committed to preserving the collection as a support to instruction, curriculum and research.

Resources selected for the reference collection focus on directory, abstracts, or encyclopedic information in electronic format.

Keith & Shirley Campbell Library collects monographs written by Rowan faculty for the general collection. All materials selected for inclusion in the Campbell Library collection must align with the mission of Rowan University Libraries and meet the criteria as described in policies approved by library administration.

## Cooper Medical School of Rowan University (CMSRU)

The CMSRU Library acquires materials and provides access to information resources in support of education, research and clinical practice needs of faculty, residents, staff and students of Cooper Medical School of Rowan University and Cooper University Hospital. The collection also supports Cooper Nursing and the [Cooper University Hospital Institutes and Centers of Excellence](#).

The Library maintains Circulating, Reserve, Board Review, and special collections. Selection decisions for these collections vary according to the needs of constituents. Items for these collections are acquired in the most appropriate format. Electronic sources are preferred in order to offer greater access to all members of the University community, but a small print collection is maintained.

Resources selected for the general Circulating Collection focus on a variety of medical disciplines and subject areas in the health sciences in which research, education and clinical practice are conducted. Monographs, major textbooks, and core resources are all included in the collection.

The Library's Reserve materials include the most current edition of major textbooks in each discipline. New print editions of major textbooks are acquired through a standing order process. Electronic versions of new editions of major textbooks are acquired through electronic resource packages.

Items selected for the Board Review Collection focus on the needs of students taking the board certification examinations as well as resident physicians and other healthcare providers taking specialty exams. The Library collects multiple print copies of these test-prep and board review materials. These include subject specific titles as well as general question/answer texts and electronic test-prep resources.

The Library also maintains two special collections. The Anti-Racism Library Collection is in partnership with the CMSRU Chapter of the Gold Humanism Honor Society; this collection focuses on topics related to race, racism, and social justice. In support of the Library's work with the Office of Student Affairs on a subject guide for wellness resources, the library also maintains a special collection of narrative medicine and physician-authored print books intended to contribute to wellness.

Items are chosen for the various collections based on faculty input, review of selection tools in the biomedical sciences and clinical medicine, and requests by users. Preference is generally given to materials that are available in an electronic format, but a small print collection is maintained.

## Rowan University School of Osteopathic Medicine Health Sciences Library (RowanSOM)

The Health Sciences Library in Stratford supports the educational, clinical and research needs of the School of Osteopathic Medicine, the Graduate School of Biomedical Sciences and the Stratford Division of the Kennedy University Hospital. The Library's collections address the variety of scholarly information needs of the students, staff, faculty and physicians in these programs and communities.

The Library maintains several collections: a Circulating Collection, Reserve Collection, Board Review Collection and a special collection on the History of Osteopathic Medicine. Items selected for these collections vary according to the constituents' needs and are chosen based on faculty input, review of selection tools in the biomedical sciences and clinical medicine, and user requests. Materials are acquired in the most appropriate format - print, online, or media.

The Circulating Collection focuses on both general and specific works in the subject areas in which research, education and clinical practice are conducted. Introductory texts, core resources, and monographs on specialty topics are all included in the collection. The Reserve Collection includes materials used for coursework in the School of Osteopathic Medicine and the Graduate School of Biomedical Sciences. The Library obtains multiple copies of each required textbook and at least one copy of the

recommended textbooks for each course, as well as software and other media used in the curriculum. New editions of standard texts are acquired as needed.

The Board Review Collection supports the needs of students taking medical board certification examinations as well as resident physicians' specialty exams. These include both general question-and-answer texts and media, and subject specific titles. The History of Osteopathic Medicine collection includes materials in various formats which reflect both national and New Jersey-specific history pertaining to this subject. Items are obtained as they are identified and reviewed for relevance to the collection.

## Specialized Collections

### Streaming Media

The primary purpose of the streaming media collection is to support the instructional needs of Rowan University faculty, students and staff. The collection also supports and enriches the University's cultural and intellectual resources. The collection consists of program titles in the most current and dependable multi-user software formats.

1. Rowan University Libraries does not purchase performing rights for any film that it acquires. The purchase of performing rights falls to the requestor or department that will be using the film.
2. Rowan University Libraries does not license films from production companies or studios. When this may be needed, it would be the responsibility of the department or the requestor to obtain the necessary license.

### Open Access Resources

Open access resources will be evaluated according to the general guidelines for collection development. Requests for including these items in Rowan University Libraries indexes (e.g., discovery system, A-Z lists) must be submitted to the Collection Development Committee for consideration. It must be noted that limitations inherent to such resources may negatively impact discoverability.

Open Access collections listed in ALMA library management system that are subscribed or purchased content from reliable vendors are included in the Library Discovery Search.

## Performing Arts Collection

The Performing Arts Collection supports the research and curricular needs of the Music, Theater, and Dance Departments, and provides interdisciplinary material for all departments. The Collection also supports the cultural, intellectual, and recreational interests of the entire

University community. The collection consists of:

1. Music scores
2. Sound recordings via streaming databases and compact discs of all forms of music
3. Performance, documentary, and instructional DVDs covering all performing arts
4. Scripts and published plays
5. All books on dance, and books on performance in theater and music
6. Reference works covering performing arts

The Performing Arts Collection at Rowan University follows the gift policies of Rowan University Libraries with the following additions and modifications:

Music scores already in the library collection are accepted if the Music Librarian determines that there is a need for multiple copies.

The following types of material are not accepted:

1. Sets of performing parts that are not complete
2. Sheet music of single, popular songs
3. Pre-college-level instrumental method and instruction books
4. Items intended for one-time use, such as pedagogical materials with workbooks or worksheets
  - i. Moldy, mildewed, or water-damaged items
  - ii. Pre-CD and DVD recording formats

## University Archives and Special Collections

UASC accepts gifts of materials (gifts of materials are also called gifts in kind or in-kind donations and are non-monetary; gifts in kind are donations of goods such as manuscripts, books, or other relevant materials that will be used in scholarly archival research or otherwise support the mission of UASC) under specific conditions in order to enhance existing collections. Gifts of materials will be accepted at the discretion of the Head of Archival Collections and Services. Please contact the UASC to discuss potential donations.

University Archives and Special Collections

856-256-4967

## Questions and Suggestions

Questions or suggestions concerning this policy or the collections of the Rowan University Libraries should be submitted to the Associate Provost of Library Information Services.

## Review and Revision

This Collection Development Policy will be reviewed and revised as necessary, and at a minimum of every five years, to ensure that it continues to address the needs of the Rowan University Community.

## Appendices:

[American Library Association's \(ALA\) Bill of Rights and Interpretations](#)

[ALA and the Association of American Publishers Freedom to Read statement](#)