

VALDOSTA STATE UNIVERSITY
MASTER OF LIBRARY & INFORMATION SCIENCE
MLIS 7400 Collection Development
Syllabus--Fall Semester 2004
Three Credit Hours

Instructor

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Course Description: Prerequisite or Corequisite: MLIS 7000 or instructor consent. This course provides the principles and processes for building and maintaining library and information center collections. This course emphasizes the identification, evaluation, selection, acquisition, and preservation of materials in all formats. All types of libraries, the needs of diverse patrons, and legal and ethical issues are considered.

Course Objectives

At the conclusion of the course, the student will be able to:

1. Apply principles of collection development in any type of library or information center.
2. Conduct a needs assessment that can effectively inform a collection development process.
3. Contribute to the identification, evaluation, selection, acquisition, and preservation of materials in all formats.
4. Formulate and implement collection development practices that meet the needs of diverse patrons.
5. Create and implement an effective deselection policy.
6. Incorporate knowledge of legal and ethical issues into collection.
7. Identify and use relevant documentation and tools.

Course Assignments

Subscribe to key discussion lists as indicated for each week.

Participate in weekly discussions.

Evaluate a library collection development policy using the collection development needs outlined in chapter 15. (see pp 431-432).

Collection Analysis - Compare two library collections (public or academic) (see pages 438-442). Also see Collection Development Questionnaire.

Required Text

Evans, G. Edward. Developing Library & Information Center Collections. 4th ed.

Englewood, CO: Libraries Unlimited, 2000. Also available through GALILEO on netLibrary at <http://www.netlibrary.com/> There is an excellent supplementary website for this text that may be found at <http://www.lu.com/getpage.cfm?file=textbook2.html&userid=93664438>

Supplemental readings are found on this site. Also, you should join the listserv for each chapter as indicated on the website to gain a professional perspective on each of the topics in the text.

Optional Texts (We will not have any assignments from these texts. The Baker & Wallace text will be particularly useful for public librarians.)

Baker, Sharon and Wallace, Karen. The Responsive Public Library: How to Develop and Market a Winning Collection. 2nd ed. Englewood, CO: Libraries Unlimited, 2002.

Biblarz, Dora, Stephen Bosch, and Chris Sugnet. Guide to Library User Needs Assessment for Integrated Information Resource Management and Collection Development. Lanham, Maryland: Scarecrow Press, 2001.

Johnson, Peggy. Fundamentals of Collection Development & Management. NY: ALA, 2004.

Lee, Stuart. *Electronic Collection Development: A Practical Guide*. NY: Neal-Schuman, 2002.

Attendance

This is a Web-delivered course, with no required face-to-face meetings and no required synchronous online times.

Requirements

Weekly Discussions		15%
Project 1	Collection Development Policy Evaluation (Due Week 6)	10%
Project 2	Policy/Selection Project (Due Week 9)	25%
Project 3	Comparative Collection Assessment (See Week 12)	50%

Grading

All assignments are due by Sunday night of the end of the week that is indicated unless other arrangements have been made with the professor. One percent per day will be assessed for assignments that are late. Everyone will be expected to participate in class discussions each week. One percent per week will be deducted from the final participation grade for failure to participate. For example, if you do not participate in discussions for weeks 3 and 7, two percent will be deducted from your participation grade.

90-100	A
80-90	B
70-80	C
60-70	D
50-60	F

Incompletes are assigned only in rare cases. Requests for an incomplete may be subject to MLIS department review.

Academic Dishonesty

“Valdosta State University expects that graduate students will pursue their academic endeavors and conduct themselves in a professional and ethical manner. All work that a student presents to satisfy course requirements should represent his or her own efforts, including appropriate use and acknowledgement of external sources. Specific regulations related to student conduct and behavior is contained in the Student Handbook, Student Code of Ethics.

Special Needs Statement

Valdosta State University is an equal opportunity educational institution. It is not the intent of our institution to discriminate against any applicant for admission or any student or employee of the institution based on the sex, race, religion, color, national origin or handicap of the individual. It is the intent of the institution to comply with Title VI of the Civil Rights Act of 1964 and subsequent executive orders as well as the Title IX section 504 of the Rehabilitation Act of 1973. Students requiring classroom accommodations or modifications because of a documented disability should discuss this need with the professor at the beginning of the semester. Students must register with the Special Services Program in Nevins Hall, Room 2164, 229-245-2498.

Course Calendar

Introduction to Collection development cycle, Censorship and Intellectual Freedom (Week 1)

Collection development is a cyclical process. It is the basis for fulfilling a library’s purpose and mission. Collection development helps the library to meet community needs and to provide open access to information.

Objectives: You will be able to define each of the steps in the collection development process, and how intellectual freedom plays a part in the process.

Readings: Evans, Chapters 1 & 19.

Discussion: Discuss the thread for this week on the Colldv-L listserv. (See <http://www.lu.com/getpage.cfm?file=textbook2.html&userid=93664438>)

Read and discuss one of the following documents on intellectual freedom.

Main government brief: <http://www.usdoj.gov/osg/briefs/2002/3mer/2mer/2002-0361.mer.aa.pdf>

See also:

Joint Appendix, v1 <http://www.usdoj.gov/osg/briefs/2002/3mer/2mer/2002-0361.mer.ja.vol.1.html>

Joint Appendix, v2 <http://www.usdoj.gov/osg/briefs/2002/3mer/2mer/2002-0361.mer.ja.vol.2.html>

Joint Appendix, v3 <http://www.usdoj.gov/osg/briefs/2002/3mer/2mer/2002-0361.mer.ja.vol.3.html>

Amicus briefs online:

Brief written by Ken Bass (who defended the Loudoun County Library in 1998) on behalf of public libraries: <http://www.skgf.com/media/news/news.47.pdf>

Brief written by Bruce Taylor, Jan LaRue and Kristina Bullock on behalf of pro-family groups: <http://www.cwfa.org/images/content/cipa-brief.pdf>

Brief written by the ACLJ on behalf of members of Congress: <http://www.aclj.org/ussc/cipa/brief.pdf>

Brief written by the Liberty Legal Institute, on behalf of mayors and cities: <http://www.libertylegal.org/CIPA%20Brief.pdf>

American Civil Liberties Union (ACLU) Briefs:

http://www.eff.org/Legal/Cases/Multnomah_Library_v_US/20030210_multnomah_brief.php

American Library Association (ALA) CIPA Page:

<http://www.ala.org/cipa/>

From this link, <http://www.ala.org/cipa/cipabriefs.html>, scroll down to the pdf file entitled: "Brief for Amici Curiae the Cleveland Public Library, the Rhode Island Library Association. and Thirteen Deans and Directors of University Schools of Library Science in Support of Respondents."

Needs Assessment (Week 2)

Determining the needs of the service community by conducting a needs assessment is the basis for any solid collection development policy.

Objectives: You will be able to explain how the data collected in a needs assessment can be used in collection development.

Readings: Evans Chapter 2 Public librarians should review the examples of public library needs assessments on the author's (Evan's) website.

Discussion: Discuss the usefulness of the needs assessment in the library where you work or another library with which you are familiar. (Public Librarians) Most academic libraries do not conduct a needs assessment. What tools do academic libraries use in lieu of a needs assessment? (Academic Librarians)

Collection Development Policies (Week 3)

Collection development policies are the basis for maintaining and building a library's collection. The elements tend to be the same in any library.

Objectives: You will demonstrate knowledge of the elements of an effective collection development policy.

Readings: Evans Chap 3

Discussion: No discussion for this week. Critically evaluate a collection development policy. It will be best to use the library where you are doing the collection assessment project. (Project 1 due Week 6)

Selection Process (Week 4)

The selection process uses the collection development policy to base the selection of materials to add to and maintain the collection.

Objectives: You will be able to identify the tools and criteria used in the selection process.

Readings: Evans Chapter 4. Review the ACRL Standards for Academic Libraries.

Discussion: What sources does your library or a library with which you are familiar use for selection? Who participates in the selection process?

Acquisitions (Week 5)

Objectives: You will be able to explain the steps involved in the acquisition process.

Readings: Evans Chapter 11

Discussion: Subscribe to one of the acquisitions listservs from the Dr. Evan's website. Discuss the thread for this week.

Deselection (Week 6)

To complete the collection development cycle, items must be removed from the collection when they no longer fill the needs of the community or fall within the elements of the collection development policy.

Objectives: You will be able to describe the role of deselection and criteria used in the process.

Readings: Evans chapter 14

Discussion: Discuss your library's deselection/weeding policy or the policy of a library with which you are familiar. (Collection Development Policy Evaluation Due)

Producers of information (Week 7)

With the introduction of digital formats, the role of publisher has changed even in the definition of "what is a book?"

Objectives: You will be able to categorize the different types of publishers and materials they produce by recognizing and using standard selection tools.

Readings: Evans chapter 5

Distributors and Vendors (Week 7)

Distributors and vendors can be great allies in helping the acquisitions staff locate the materials selected.

Objectives: You will be able to define the roles of vendors and jobbers in the acquisition process.

Readings: Evans chapter 12

Begin work on collection development policy (Project 2 due Week 12)

Print-based Serials (Week 8)

Objectives: You will be able to explain the different selection models used in the selection of print based serials.

Readings: Evans Chapter 6

Electronic serials (Week 8)

Electronic serials add another dimension to serials collection along with special issues concerned with licensing of electronic media.

Objectives: You will recognize the different categories of electronic serials and what each has to offer.

Readings: Evans chapter 7 Read an article from Dr. Evan's website.

Discussion: Subscribe to ecoll@unllib.unl.edu. (See <http://www.lu.com/getpage.cfm?file=textbook2.html&userid=93664438> website) Discuss either your article or a thread from the discussion list.

Electronic resources (Week 9)

Electronic materials come in other forms than serials. Each has some distinguishing differences from its print counterpart.

Objectives: You will recognize the issues involved in selecting and acquiring electronic resources.

Readings: Evans chapter 8

Discussion: How does your library or a library with which you are familiar evaluate electronic resources? (Collection Development Policy Project Due)

Audio/Visual materials (Week 10)

Formats other than the traditional print or paper play an important role in the level of information provided to the community.

Objectives: You will be able to evaluate audio/visual materials base on selection criteria unique to these materials.

Readings: Evans Chapter 10

Government Documents (Week 10)

Government information is important because it addresses almost every topic/subject area and there is so much of it. The United States Government Printing Office (GPO) is the world's largest publisher.

Objectives: You will be able to select types of government information (or points of access to them) that fit into your collection development policy and recognize issues in adding them to your collection.

Readings: Evans chapter 9

Fiscal Management (Week 11)

In order to obtain the materials selected fiscal management involves controlling expenditures and securing funding.

Objectives: You will be able to recognize the process of fund accounting and approaches used to manage acquisitions.

Readings: Evans chapter 13

Discussion: Talk with a collection development librarian about the way that s/he manages acquisitions. Discuss problems and challenges of managing acquisitions budgets this week.

Collection Evaluation (Week 12)

Collection evaluations are performed for a number of reasons. The evaluation process is used to assess the relevancy of the collection development policy and how well it is being executed.

Objectives: You will be able to define the different types of evaluation methods.

Readings: Evans Chapter 15

Discussion: What sort of collection evaluation does your library use or a library with which you are familiar? (Comparative Collection Assessment Projects Due)

Resource Sharing (Week 13)

With the amount of material being published it is not possible for libraries to collect everything that could benefit their community's needs. Many libraries collaborate in order to extend their resources.

Objectives: You will be able to explain the advantages and disadvantages of a cooperative collection development partnership.

Readings: Evans Chapter 16

Discussion: Discuss the advantages and disadvantages of a cooperative collection development partnership. Are you familiar with any libraries that use a cooperative collection development partnership?

Preservation and Conservation (Week 14)

The process of collection management involves several functions including conservation and preservation. With the rising cost of materials and dwindling budgets, materials must be taken care of to be sure they stay a viable part of the collection.

Objectives: You will be able to identify which conditions can be harmful to materials and locate resources for their preservation.

Readings: Evans chapter 17

Discussion: Does your library have a disaster plan? Discuss this plan.

Copyright (Week 15)

Along with censorship and intellectual freedom, copyright is another pressing legal issue relating to collection development.

Objectives: You will be able to differentiate the difference between copyright myths and fact.

Readings: Evans chapter 18

Discussion: Review the copyright documents and websites on the Evan's website and comment on one of these sites.

Read the following ALA policies on ethics:
American Library Association. "Code of Ethics."
<http://www.ala.org/alaorg/oif/codeofethics.pdf>
Association For Library Collections & Technical Services. Acquisitions Section. "Statement on Principles and Standards of Acquisitions Practice."
<http://www.ala.org/alcts/publications/ethics/aesthetics.html>
"Guidelines for ALCTS Members to Supplement the American Library Association Code of Ethics."
<http://www.ala.org/alcts/publications/ethics/ethics.html>

Selection Project due

Resources:

American Library Association. Association for Library Collections & Technical Services. Resources Section. Collection Management and Development Committee. Subcommittee on Budget Allocation. Guide to budget allocation for information resources. Chicago: American Library Association, 1991.

American Library Association. Association for Library Collections & Technical Services. Collection Management and Development Section. Subcommittee on Guide to Cooperative Collection Development. Guide to cooperative collection development. Chicago: American Library Association, 1994.

American Library Association. Resources and Technical Services Division. Collection Management and Development Committee. Guide for writing a bibliographer's manual. Chicago: The Association, 1987.

American Library Association. Resources and Technical Services Division. Resources Section. Collection Management and Development Committee. Subcommittee on Guidelines for Collection Development. Guide to the evaluation of library collections. Chicago: American Library Association, 1989.

American Library Association. Subcommittee on Guide for Training Collection Development Librarians. Guide for training collection development librarians. Chicago: American Library Association, 1996.

American Library Association. Subcommittee to Revise the Guide for Written Collection Policy Statements. Guide for written collection policy statements. 2nd ed. Chicago, Ill.: American Library Association, 1996.

Evans, G. Edward. Developing library and information center collections. 4th ed. Englewood, CO: Libraries Unlimited, 2000.

Futas, Elizabeth, ed. Collection Development Policies and Procedures, 3rd ed. Phoenix: Oryx Press, 1995.

Gabriel, Michael R. Collection Development and Collection Evaluation: A Sourcebook. Metuchen, N.J.: Scarecrow Press, 1995.

Gorman, G.E. and Miller, Ruth H., eds. Collection Management for the 21st Century: A Handbook for Librarians. Westport, Conn.: Greenwood Press, 1997.

Guide to collection development and management administration, organization, and staffing. Ed. Mary H. Munroe, John M. Haar, Peggy Johnson. Lanham, MD.: Scarecrow Press, 2001.

Guide to library user needs assessment for integrated information resource management and collection development. Ed. Dora Biblarz, Stephen Bosch, Chris Sugnet. Lanham, MD.: Scarecrow Press, 2001.

Guide to the management of the information resources budget. Ed. Lisa German [et. al.]. Lanham, MD. : Scarecrow Press, 2001.

Lambert, Dennis K., et al. Guide to review of library collections: preservation, storage, and withdrawal. 2nd ed. Chicago: Association for Library Collections & Technical Services ; Lanham, MD.: Published in cooperation with Scarecrow Press, 2002.

McClung, Patricia A., ed. Selection of Library Materials in the Humanities, Social Sciences, and Sciences. Chicago: ALA, 1985.

Magrill, Rose Mary and Corbin, John. Acquisitions Management and Collection Development in Libraries. 2d. ed. Chicago: American Library Association, 1989.

Schmidt, Karen A., ed. Understanding the Business of Library Acquisitions. Chicago: ALA, 1990.

Shapiro, Beth J. and Whaley, John. Selection of Library Materials in Applied and Interdisciplinary Fields. Chicago: ALA, 1987.

Wortman, William A. Collection Management: Background and Principles. Chicago: ALA, 1989.

Journal Articles

Frazier, Kenneth. What's Wrong With Fair-Use Guidelines for the Academic Community?" *Journal of the American Society for Information Science* 50, no. 14 (1999):1320-1323.

Hazen, Dan C. "Collection Development Policies in the Information Age." *College and Research Libraries* 56, no. 1 (1995): 29-31.

Hur-Li Lee "What is a Collection?" *Journal of the American Society for Information Science*, 51, no. 12 (2000) 1106-1113.

McGinnis, Susan D. "Selling Our Souls: How License Agreements are controlling Collection Management." *Journal of Library Administration* 31, no. 2 (2000) 63-76.

Nicholas A. Basbanes. *Patience and Fortitude: A Roving Chronicle of Book People, Book Places, and Book Culture* (New York: HarperCollins, 2001), Ch. 9 "Once and Future Library" (pp. 386-424).

Shreeves, Edward. "Is There a Future for Cooperative Collection Development in the Digital Age?" *Library Trends* 45, no. 3, (Winter, 1997): 373-390.

Willett, Charles. "Consider The Source: A Case Against Outsourcing Materials Selection in Academic Libraries." *Collection Building* 17, no. 2 (1998): 91-5.

White, Gary W. and Gregory A. Crawford. "Developing an Electronic Information Resources Collection Development Policy." *Collection Building* 16, no. 2, (1997): 53-57

Selected Specialized Journals: (Most of these titles are available through the GALILEO link on the Odum Library site.

Collection Building, Collection Management; Acquisitions Librarian, Library Acquisitions: Practice & Theory (LAPT), Library Resources & Technical Services (LRTS)

Collection Development Websites:

<http://acqweb.library.vanderbilt.edu/>

<http://www.lib.uiowa.edu/collections/policies.html>

<http://www.publishers.org/press/releases.cfm?PressReleaseArticleID=120>

<http://www.bowker.com/bowkerweb/>

<http://www.epcc.edu/vvlib/collection.htm>

<http://www.lscf.cc.fl.us/library/coldev.htm#PUR>

<http://library.nyu.edu/collections/policies/educatio.html>

<http://www.library.dal.ca/killam/collections/policy.htm>

<http://oldweb.uwp.edu/information.services/library/about/colldev2.htm>

<http://www.oclc.org/research/projects/mi/default.htm>

<http://library.vassar.edu/cmr/departments/index.html>

<http://www.lib.ipfw.edu/682.o.html>

<http://lweb.loc.gov/catdir/cpsolcco/lcco.html>

<http://lweb.loc.gov/acq/devpol/cpsstate.html>

<http://oldweb.uwp.edu/information.services/library/best/>