Marymount University
Library & Learning Services

COLLECTION DEVELOPMENT
& MANAGEMENT POLICIES

Updated May 30, 2017
Collection Management Team

COLLECTION DEVELOPMENT POLICIES AND PROCEDURES

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I. INTRODUCTION

Marymount University Mission

Marymount University is a comprehensive Catholic university, guided by the traditions of the Religious of the Sacred Heart of Mary, that emphasizes intellectual curiosity, service to others, and a global perspective. A Marymount education is grounded in the liberal arts, promotes career preparation, and provides opportunities for personal and professional growth. A student-centered learning community that values diversity and focuses on the education of the whole person, Marymount guides the intellectual, ethical, and spiritual development of each individual.

Library & Learning Services Vision, Mission and Values

Vision

Library & Learning Services is committed to providing excellent services, resources, and programs.

Mission

L&LS supports the mission of the University by
- Building a collection that supports the University Curriculum
- Supporting classroom learning, teaching, and research needs
- Promoting the integration of information literacy skills throughout the curriculum
- Providing physical and virtual places that foster learning and promote a sense of community

Values

- Student focused
- High ethical standards
- Respect for users and colleagues
- Careful and appropriate use of University resources

Collection Management Team Role

The purpose of this Core Service Team is to select and manage information resources that support the University curriculum, communicate with faculty about our resources and services, and respond to the needs of the academic community. Liaison librarians work with the academic programs to:

- Select new materials in all formats related to assigned programs and course offerings
- Develop, assess, and maintain the library's resources
- Create library analysis reports for new and revised courses and programs to reflect the impact of curricular changes on library resources
- Withdraw outdated, damaged, or no longer relevant materials from the library's collection

II. LIBRARY FACILITIES AND COLLECTIONS

Emerson G. Reinsch Library

Collections consist of both electronic and print materials and can be found via the WRLC Catalog (http://catalog.wrlc.org/search/index.php) or discovery layer, MUSummon (http://marymount.summon.serialssolutions.com/#!/). Most of the library's collections are digital and available 24/7 via the library website, at https://www.marymount.edu/Academics/Library-Learning-Services. Physical collections are housed on the main campus in the Emerson G. Reinsch Library building with selected materials at the Ballston Center Library Extension. All students regardless of location can use most library resources electronically 24/7. 99% of our e-journals are digital and accessible 24/7 via the library's web page https://www.marymount.edu/academics/lls, and the remaining 1% in print are quickly and easily requested and delivered to patrons. We periodically consult with faculty to ensure that we are subscribing to journals that they consider to be core for their discipline. With over 90,000 e-journals in our electronic resources, the core journal titles are only a portion of the titles accessible to our students, faculty, and staff.

Print Book Collections

Main Stacks (Circulating) Collection, A-DC: Lower Level
Main Stacks (Circulating) Collection, DE-N: Ground Floor
Main Stacks (Circulating) Collection, P-Z: Second Floor
Homer and Gertrude Hoyt Collection (economics): Ground Floor
Juvenile collection: Lower Level
Maps and atlases: First Floor
Reference (Non-Circulating) Collection: First Floor

Course Reserves: First Floor (Circulation Desk)
Textbook Reserves: First Floor (Circulation Desk)
Curriculum Materials Center: Lower Level
Media collection: Lower Level
Microforms: Lower Level
Periodicals: Lower Level
Special Collections:
Mabelle Wilhelmina Boldt Collection: Boldt Room, Ground Floor
John T. and Agnes J. Gomatos Collection: Gomatos Reading Room, Second Floor

Ballston Center Library Extension, Temporary location at 4040 Fairfax Drive

Access to journal subscriptions supporting programs at Ballston are primarily electronic. Book collections supporting the programs at Ballston are also digital when possible. Print resources on site in the new Ballston Center Library Extension consist of a small reference collection, course and textbook reserves, videos, psychology test kits and related materials at the request of faculty.

For the most part, the library does not purchase multiple copies of titles, and single copies are most often located at the main Reinsch Library building due to longer library hours and staff availability. Occasionally, we will decide that a second copy for Ballston is warranted. Depending upon the needs of both locations, a title, available in the Reinsch Library and required for reserve at a library extension, may be transferred to Ballston and a second copy ordered to replace the Reinsch copy. Wherever feasible, the Library prefers to meet multiple copy needs through electronic access.

Although it may be ideal to duplicate only the latest edition of a work at an extension reference collection, in some cases the next to the latest edition may meet user needs. Each request is, therefore, evaluated with this possibility in mind.

If for any reason a copy of a title is withdrawn from one location, copies in other locations are evaluated for similar action. Under these circumstances there may be instances where a copy remains at Ballston with no copy in Reinsch.

Circulating materials from the main campus can be requested via the WRLC Catalog (http://catalog.wrlc.org/search/index.php) and delivered to the Ballston Center Library Extension for library users.

Resources for Reston Center and Distance Education

Reston Center and Distance Education students have comparable access to resources and services as on-campus students. For additional information see the Services for Distance Learners web pages on the L&LS website at http://www.marymount.edu/lls/access/distanceservindex.html. Two faculty have library materials for classroom use stored in locked offices at Reston. Reston is slated to close in August, 2018.

WRLC Shared Collection Facility (SCF)
Marymount also has significant print collections in the Washington Research Library Consortium high density storage facility in Upper Marlboro, MD. These are either low use titles published before 2005 or medium-rare special collections titles from the Gomatos Collection.

III. COLLECTION DEVELOPMENT AND MANAGEMENT

A. Philosophy, Principles

The primary role of the library collections is to support student learning at Marymount University. The Library strives, as its first priority, to collect materials which support University courses and programs. Second, it purchases materials which contribute to the development of a core liberal arts collection. Third, it supports faculty research insofar as its resources allow while providing consortial reciprocal borrowing for additional faculty needs. Fourth, to the extent its resources allow, it purchases basic materials on subjects not taught at the University in order to provide the library user with entree to any number of fields of knowledge. Finally, in a limited manner, it collects materials which assist the faculty with professional development.

1. Collecting Responsibility

The Collection Development Librarian, in consultation with other librarians and teaching faculty, is responsible for the overall development and management of the collection. All members of the University--faculty, staff, students and administrators--are encouraged to submit requests for library materials. In practice, teaching and research responsibilities often constrain teaching faculty from devoting much time and effort to library selection and withdrawal activities. Consequently, the librarians play the primary role in collection development and maintenance.

To facilitate communication and collaboration between the librarians and teaching faculty, the library assigns a librarian to serve as library liaison to each department or school. The library encourages each school to appoint faculty members to be responsible for coordinating teaching faculty selection within given subject areas and that individual faculty members keep abreast of newly published materials in their fields to ensure that the library acquires materials that meet their teaching and research needs. Librarians regularly review course syllabi to ensure that required and suggested reading materials are available. Within its budgetary constraints, the library attempts to honor all requests that fall within its collection development policy guidelines.

2. Collection Development Policy

This policy statement is intended to reflect the University's mission; to consistently interpret the library's practices and goals to the University's students, faculty, library staff and administration. The policy seeks to foster better communication among library employees and to guide them in their general planning and training.

The policy assists in
- the development and maintenance of a balanced collection;
- defining the scope of the present and future collection;
- identifying relevant subjects, formats and objective selection criteria;
- providing for timely, consistent selection, weeding and preservation activities;
- facilitating the assignment of priorities; and
- providing fund allocation guidelines.

Library faculty in consultation with the teaching faculty periodically modify this policy to meet the changing needs of the University, and other organizations with which it is affiliated.

The library subscribes to and fully supports the **Library Bill of Rights** as issued by the American Library Association (ALA) which is committed to intellectual freedom and opposes all forms of censorship *(See Appendix A)*. The library also subscribes to the more recent interpretation of the Library Bill of Rights as it applies to access to electronic information, services, and networks, called "Access to Electronic Information, Services, and Networks: an Interpretation of The Library Bill of Rights" and published in 1996. [American Library Association. "Access to Electronic Information, Services, and Networks: an Interpretation of The Library Bill of Rights." College & Research Libraries News, 57 (1) (Jan. 1996) pp.29-31]

The library's support of intellectual freedom is reflected in its practice of acquiring materials representing the widest possible range of viewpoints, regardless of their controversial nature. The library does not exercise censorship because of frankness of language, image, or the manner in which an author may treat political, social, religious, sexual, economic, scientific, or moral issues.

Any challenge to or criticism of library materials is referred to the Collection Development Librarian or the Dean for Library

and Learning Services who reviews the issue and provides an appropriate response. In this process, the library follows standard practice of establishing the background on the work's acquisition, including justification for the original selection, identification of other holding libraries and examination of relevant reviews.

3. Collection Assessment

Librarians regularly assess how we are meeting the collection needs of our users by conducting surveys and periodically conducting in depth collection analysis to determine richness and depth in areas where Marymount University has programs. In response to survey data and collection analysis, the library targets areas for improvement.

4. Current and Retrospective Collecting

See Selection and Retention Guidelines below for information on how current materials are acquired. Retrospective collecting is done in a targeted manner when new courses or programs are initiated, in response to user surveys or collection analysis that indicate collection weaknesses, and as funding permits.

5. Cooperative Collection Development

The library's memberships in consortia provide opportunities to participate in cooperative collection development, particularly for electronic resources, e-journal or e-book packages, etc.

6. Collection Development Standards

The Library supports teaching programs, and faculty research needs while developing a core liberal arts collection. It is guided in these objectives by the "Standards for College Libraries" established by the Association of College and Research Libraries (ACRL) branch of the ALA and updated in 2000. The standard for resources states that:

> "The library should provide varied, authoritative and up-to-date resources that support its mission and the needs of its users. Resources may be provided onsite or from remote storage locations, on the main campus or at off-campus locations. Moreover, resources may be in a variety of formats, including print or hard copy, online electronic text or

images, and other media. Within budget constraints, the library should provide quality resources in the most efficient manner possible. Collection currency and vitality should be maintained through judicious weeding."

To see the complete document, go to http://www.ala.org/ala/acrl/acrlstandards/standardscollegelibraries.htm.

B. Selection and Retention Guidelines

1. Formats and Publication Types

The library subscribes to, or purchases, the format or type of publication that meets the needs of its users and for which the library has the necessary equipment. Guidelines for gift acquisitions are listed in the next section. In general, only single copies of material are acquired. Multiple copies of heavily used materials may occasionally be purchased.

Archival materials. The library does not collect archival material. Material relating to Marymount University is collected by the Office of the President through the University Archives office.

Art works. The library does not purchase art works. The library does collect MU student and faculty art works.

Atlases. The library maintains a representative collection of general atlases for the reference collection.

Audiovisual Materials. The library acquires audiovisual materials in support of the academic programs of Marymount University. Criteria for selecting audiovisual materials shall be the same as those applied to other materials. The standard is to purchase the latest formats supported by the equipment and technology of the University. Books with accompanying electronic material will be shelved together.

Bibliographies. The library purchases bibliographies selectively. It considers scholarly, annotated, authoritative, definitive works of lasting value.

Books. The library purchases trade paperback editions over cloth copies when available.

Bound Volumes. The library binds periodicals selectively if we are keeping all volumes, and we are the only holding library in the WRLC. With the implementation of last copy policy at the WRLC facility, MU users can obtain scanned copies as needed through CLS. MU will provide issues to make up a complete volume as needed to the WRLC Shared Collection Facility. Most periodicals are kept in Princeton files without binding.

CD-ROMs. *See Audiovisual Materials.*

Collections of periodical articles.   The library rarely purchases such collections.

Computer software. The library does not purchase general purpose application software such as authoring, data management, gateway programs, productivity programs, or management tools for the campus or for L&LS. L&LS will use money from the operating budget to purchase work related software for its staff. Purchase of similar software for the campus will be done by IT Services.

Curriculum packages. The library does not purchase graduate or undergraduate curriculum packages (such as multiple CD-ROMs to be distributed to a class along with an instructor's guide) that are clearly meant for classroom, not library or individual, use. This remains within the purview of the Department/School itself.

Dissertations and theses. The library does not purchase unpublished dissertations or theses. It will digitize and add to the collection donated faculty dissertations. It treats published dissertations like all other published titles and adds those that meet the collecting profiles for each subject as outlined in this document. Undergraduate Honors theses and Master's and Doctoral theses and projects by MU students will be added to the institutional repository.

DVDs. *See Audiovisual Materials.*

Electronic Books (E-Books). E-books are the preferred format for reference materials and supporting programs at Ballston, at Reston, or with online courses.The Library purchases e-books either individually or in packages. These

may be leased subscriptions or digital copies with perpetual access rights. We do not collect e-books for handheld devices.

Electronic Journals (E-Journals). *See also Electronic Resources.* The Library collects e-journals either by individual subscription or in e-journal packages. Those with perpetual access rights are preferred.

Electronic Indexes, Aggregated Resources. *See Electronic Resources.*

Electronic Resources. This section covers the acquisition of exclusively electronic material with library collection funds. Electronic materials that accompany other products, like books with CDs, are covered in Audiovisual Materials.

a. **Guidelines for acquiring**
   i. The library will acquire materials in electronic formats that meet our current general or subject collection policies and meet guidelines on quality, authority, cost effectiveness, ease of use used for all purchases.
   ii. The library currently collects citation/abstract databases, full text article databases, full text reference books, graphic and multimedia files, e-books, and bibliographic management software in electronic formats. It will consider purchase of additional types of material on a case-by case basis using the guidelines outlined in this policy.
   iii. All items purchased or subscribed to with library funds must be available to all Marymount students, faculty, and staff.
   iv. We favor products available from our consortial partners.
   v. Priority is given to web based products if they are intended to be used by multiple users.
      1. We will consider a network local load if the item can be accessed through a common interface.
      2. Purchase of stand-alone products is done rarely.
   vi. The product must support an authentication system we currently use. IP access is preferred.
   vii. The interface should be relatively easy to use.

viii. It should be produced by a reliable vendor with a good reputation. We value:
1. Good customer service and technical support
2. Availability of training material
3. Prompt and accurate billing

ix. The software/hardware needed to access must be available in the library and consideration given to how widely available it is on campus. There should be no need for special equipment. There should be no unusual or unique data formats.

x. The product should be menu driven rather than command driven.

xi. Prompt and accurate usage statistics must be available. We prefer that they are COUNTER compliant.

xii. The software should allow for some customization, especially branding.

xiii. Licenses for networked products should include:
1. Access by walk-in users.
2. Use available at all MU teaching sites.
3. Full text documents can be used to fill interlibrary loan requests.
4. We will have archival access to information /data in usable format if we cancel.

xiv. Products we add should:
1. Have unique content that adds to the breadth and depth of our collection or improves access for our users.
2. Be updated frequently.
3. Be compatible with our serial link resolver and our personal bibliographic software.
4. Provide equivalent information to any print counterpart we own.

xv. The library will cancel print tools and transfer funds to the electronic resources budget if an electronic title is an exact equivalent of a print product we own and the license for the electronic product provides archiving rights. Exceptions to this policy may be made in the case of print titles with color photos, charts etc. if color printing is not widely available on campus.

xvi. We will not automatically cancel a print title if it is in an aggregated database product but we may decide to cancel and monitor access.

b. Process for acquiring

     i.   In consultation with librarians and advice from faculty, the librarian/selector makes a recommendation to the Collection Development Librarian on products that should be considered.

    ii.   Availability from/with consortial partners and vendors is explored.

   iii.   Estimated prices will be obtained.

   iv.   Evaluate what currently is available in print in collection and any savings or transfer of funds from the print budget.

    v.   We will obtain a trial if the product or platform is new, or if a librarian requests one.

   vi.   Solicit feedback. It is the responsibility of the librarian for that subject area to provide feedback on the products value for the collection and to solicit feedback from the appropriate faculty.

  vii.   The information collected will be reviewed by the librarian/selector and the Collection Development Librarian and a decision will be made.

c. Cancellation

The following criteria will be used in deciding to cancel a subscription to an electronic product:

- Usage is consistently low
- Product is no longer cost-effective
- The product is no longer meets the curricular needs of Marymount University
- Poor vendor performance
- Content overlap
- Another vendor provides a better product or price

Faculty guides / instructor's manuals. The library does not collect faculty guides / instructor's manuals.

Government publications. The library is not a federal or state depository and does not maintain a special collection of government documents. All government publications acquired through purchase or gift are treated like other publications issued by commercial publishers. Records are added to the WRLC Catalog to provide access to publicly available content.

Indexing and abstracting tools. Preferred format for indexes is electronic, but we continue to keep print indexes in areas where we see potential use. We now have the major subject index for all our graduate programs and most of our

undergraduate programs in addition to several multi-subject resources.

Juvenile literature. The juvenile literature collection includes children's and young adult fiction, nonfiction, picture books, folklore and fairy tales, and poetry. Award winning titles (i.e. Caldecott Medal, Newbery Medal, Coretta Scott King, and Pura Belpré Medal) will be added annually. Reviewed and/or recommended titles will be added to provide a well balanced collection of materials to support the needs of the students within the Education program.

Manuscripts. The library does not collect original manuscripts.

Mathematic manipulatives. Located in the Curriculum Materials Center, the library collects math manipulative kits to support the needs of math education students.

Microforms. MU has only one microfiche subscription at this time, but we continue to have backfiles of periodicals in this format. ERIC microfiche formerly held at MU was discarded in favor of a more complete set at the WRLC SCF.

Musical scores. The library does not collect musical scores.

Newspapers. Marymount subscribes to hard copy local and some national news dailies, and some subject dailies/weeklies.

Non-print and electronic media. *See Audiovisual Materials.*

Pamphlets. The library does not collect pamphlets.

Paperbacks. *See Books format*.

Periodicals. Preferred format is electronic. The library carefully considers requests for new periodical titles because of required continuing purchase, binding and space commitments. In addition to general selection criteria used for other formats, the library subscribes only to titles which are indexed or abstracted in a source we have. Our preferred format

for journals is electronic except for those titles in which hard copy color is essential for a specific discipline or necessitated by copyright requirements. *See also Microforms.*

Posters. The library does not collect posters.

Rare books and Special Collections. The library collects rare books and special collections that support the teaching, learning and research at MU. Please see the separate *Gomatos Collection Development Policy* for more details**:**
S:\Library PS\Collections Service Group\Collections\Special Collections\Gomatos\Administration

Realia. The library does not collect realia.

Recorded music. The library does not collect recorded music.

Reference tools. Preferred format is electronic. The library purchases or provides access to a variety of reference tools in a variety of formats which are generally used to locate brief, specific, factual information. These include, among other categories, atlases, general and subject bibliographies (single author bibliographies and narrowly defined subjects are located in the circulating collection), biographical dictionaries, directories, encyclopedias, handbooks, indexes, language dictionaries and manuals. We keep the latest editions of certain titles determined by the subject area selector in the Reference area while superseded editions may be transferred to the stacks to circulate. In most instances, the older editions are withdrawn from the collection.

Streaming Media.   This section covers the acquisition of streaming media, whether purchased or leased as an individual title, package of titles, or database of titles. Streaming video is only available when anticipated use by multiple courses or sections warrants providing the content this way AND 1) we can afford the digital licensing rights, or 2) it is hosted by a provider as streaming and we can easily subscribe. Content may not be available in this format, and due to staffing and equipment limitations at MU, we will not convert DVD or VHS content except for preservation purposes, or to support multiple course/section use. Pricing, leasing options, use rights, etc. vary widely and are in no way standardized, so gathering all the relevant information needed to make a decision is critical.

a. Guidelines for acquiring streaming media
- Determine with requesting faculty, staff, or students how the material is intended to be used. Classroom (or within a protected course site) use is permissible under fair use without public performance rights. If other uses are intended, then the public performance rights need to be included in the purchase.
- The library will acquire streaming videos that meet our general or subject collection policies and meet quality, authority, cost effectiveness, and ease of use guidelines used for all purchases.
- Streaming media titles purchased or leased with library funds must be available to all Marymount students, faculty, and staff.
- The file format of the product must be compatible with desktop and mobile browsers. Products with multiple file sizes that may be automatically detected or manually adjusted to a user's connection speed are preferred.
- The product must support our authentication system and be able to be embedded on a course page.
- The vendor should offer COUNTER compliant usage statistics for the product.
- We favor products available from our consortial partners when possible.
- The interface should be relatively easy to use.
- It should be produced by a reliable vendor with a good reputation. We value:
    - Good customer service and technical support
    - Availability of training material
    - Prompt and accurate billing
- The software/hardware needed to access must be available in the library and consideration given to how widely available it is on campus. There should be no need for special equipment. There should be no unusual or unique data formats.

b. Licensing
- Purchasing as opposed to leasing content will depend upon the subject, availability, cost, and hosting capabilities locally. Preference will be for purchasing (rather than leasing) files hosted on a producer/distributor's site. If a physical DVD is purchased, effort should be made to acquire streaming rights when this is not cost prohibitive.
- Licenses for products should include access for all library users and campus locations, in addition to

permission for off- site, authenticated use.
- The following terms should be clarified in the license:
  - Time period for subscriptions.
  - Public performance rights if applicable.
  - Permissible digitization formats, can it be converted or changed?
  - Can clips be embedded into CMS such as Canvas?

- **Process for acquiring**
  - For individual titles below $500, the librarian/selector gathers the information necessary to make a decision and provides this to Acquisitions/ ERM Team. Selectors will consult Acquisitions/ERM as needed.
  - For databases or larger purchases, the librarian/selector in consultation with librarians and advice from faculty, makes a recommendation to the collection development librarian on products that should be considered.
  - Availability from/with consortial partners and vendors is investigated by ERM Team members.
  - Purchased individual titles will come from Library Materials (Capital Budget) while databases and leased content will come from Databases (Operating Budget). Funds may be transferred if needed.
  - ERM Team members will obtain a trial if the database or platform is new, or if a librarian requests one. This is not an option for individual titles.
- Solicit feedback. It is the responsibility of the librarian for that subject area to provide feedback on the products value for the collection and to solicit feedback from the appropriate faculty.
- Information collected will be reviewed by the librarian/selector and collection development librarian and a decision will be made.
- If the decision is made to burn a copy, be sure to copy *with close captioning*. Digital license will be kept on file in ERM.

c. Cancellation
The following criteria will be used in deciding to cancel a subscription to an electronic product:
- Usage is consistently low

- Product is no longer cost-effective
- The product is no longer meets the curricular needs of Marymount University
- Poor vendor performance
- Content overlap
- Another vendor provides a better product or price

Television series/seasons. Purchased by faculty request for course assignments.

Test preparation guides. We collect relevant test preparation guides published by testing institutions. Other support for test preparation can be found in the TERC database.

Textbooks (Curriculum Materials Center). The Curriculum Materials Center (CMC) collects representative textbooks currently in use by the area public school systems and approved by the State of Virginia Department of Education. Efforts will be made to ensure that several publishers are represented for each grade level and discipline (i.e. reading, language arts, history, social studies, science, mathematics, and ESL). In addition, activity books for use in the creation of lesson plans will be included. The collection is updated annually to provide current methods and materials to the students of the Education Department and School Counseling Program.

Textbooks. The library does not purchase textbooks required for Marymount University courses. Required textbooks are the responsibility of the enrolled student; however, in some cases textbooks are purchased for the collection as the most appropriate, current information on a topic. If the library owns a textbook, it will be placed on reserve for better access to the material. *Note: the library is piloting a textbook purchasing pilot in which we purchase a single copy of required reading texts. We are working out policies, procedures, and benchmarks over the summer 2017.*

Workbooks. The library acquires workbooks selectively.

2. Selection Tools

In addition to their review of syllabi, communications with faculty, subject knowledge, and use of publishers' announcements, approval plan forms, and standard bibliographies, librarians base selection decisions on perusal of review media. Selection tools are reviewed and updated annually. In addition to the following general examples of journals consulted, librarians consult a variety of subject specific media:

Catholic Library World (print)
Choice http://www.cro3.org/content/by/year
Doody's Core Titles Basic www.doody.com/dct
Library Journal
New York Review of Books (print)
New York Times Book Review (print)
Publishers Weekly
Reference & user services quarterly
Additional reviews in GOBI

3. Selection and Retention Criteria

The library is guided by the following criteria as applicable in its selection and retention decisions of all formats:

Adequacy of existing collection on the topic

Anticipated use

Appropriateness of materials: Relevancy to and supportive of Marymount University courses and programs, general education, core liberal arts collection, or faculty research.

Audience intended: General reader, lower and upper division undergraduates, graduate students, faculty, and specialists.

Author reputation

Availability: In-print and in an appropriate format.

Circulation record: Of copies and editions presently in the collection.

Cost

Currency: Timeliness, especially critical in rapidly developing or newly emerging fields.

Date of publication: Emphasis is placed on acquiring current materials, particularly in the sciences and the Schools of Nursing, Business, and Education and Human Resources. Current and retrospective works are acquired for such programs as art, literature, history, political science, philosophy and religion. Seminal and classical works are purchased as appropriate. Periodical title back-files are purchased selectively in hard copy or microform if unavailable in an electronic format.

Faculty publications: The library purchases a copy of Marymount faculty publications. It also adds donated faculty dissertations to the collection.

Fiction: The library purchases fiction selectively to support academic programs.

Format/medium/physical condition: Cloth, loose-leaf, paper, spiral, microform, workbook, electronic. Librarian must be attentive to the reusability of accompanying materials and appropriateness for a library collection. Repairability.

Historical value: Permanent significance of subject and specific work.

Language: English is the principal language of the collection. Most works appropriate to the collection but originally published in other languages are purchased in English translation. The library acquires some Latin, Greek, French, and German materials to support the religion and philosophy programs. Additionally, it purchases French, Spanish, and

German materials for language and literature programs. Foreign literature classics in English translation are acquired. While no part of the world is excluded, emphasis is given to European and Latin American authors followed more selectively by Chinese, Japanese, Korean, Indian, Egyptian, mid-eastern and African writers.

Local authors: *See fiction criteria.*

Local history: The library purchases published current and historical materials relating to Virginia. It selectively purchases similar materials relating to Maryland and the District of Columbia.

Number of copies: The library follows the basic policy of purchasing only one copy of a selected title for general circulation or reference. Duplicate copies of titles may be purchased when needed at the Ballston Center Library Extension. The one copy policy enables the library to develop its collection in greater depth and any inconvenience to a user is minimized by the ability to secure additional copies, either directly or through interlibrary loan, from other WRLC libraries.

Publisher: Reputation, location, stability.

Research publication: Inclusion of references and bibliographies.

Reviewer's recommendation

Scope

WRLC holdings

C. Methods of Collecting

Materials are selected for the Library's collection from reviews, approval plan, vendor notification, faculty and/or librarian recommendations. The approval plan profiles are reviewed regularly and include standing orders for targeted publishers and subjects

such as the American Psychological Association, Fairchild's interior design titles, and Human Kinetic's physical therapy titles. Librarians routinely select from reviews from such professional tools as *Choice* or *Library Journal* as well as a variety of scholarly journals in their fields of selection. Librarians also scan catalogs from professional associations and major publishers. Other methods include:

Standing orders - Ongoing publications that are issued annually or irregularly are maintained with several jobbers. Standing orders are periodically reviewed by the librarians, and input sought from the teaching faculty if we are considering cancellation of title(s). A list of current standing orders is maintained by the Acquisitions/Serials Team. The library places standing orders for materials issued irregularly or annually and for some updating services. These include monographic series as well as monographic sets to be published over a period of two or more years. Since there is a continuing commitment implied for standing orders, they resemble subscriptions; they are dissimilar in that the library pays the invoice after receipt of the material.

Gifts/Donations/Exchanges - Gift materials are added using the same selection criteria for inclusion as purchased material. The library has no exchange programs.

Students may donate used textbooks to the library by bringing them to the Main Library Circulation Desk or Ballston Library Extension. Gift materials are added to the collection using the same selection criteria as purchased material. Most textbook donations are received when the bookstore will not buy the text back because 1) a new edition is coming out so the text the student has in hand will not be used next year, or 2) the book has gone out of print so the book the student has in hand will not be used next year. For these reasons, few of them are actually added to the library collection and instead are placed on the giveaway shelf for library users to take.

The library retains or disposes of the material according to its needs and policies. Consequently, it may discard duplicates, outdated or superseded materials, items in poor condition, or works not relevant or appropriate to its interests.

For larger gifts, the library accepts gifts for its collections under the following conditions:

- The donor discusses the proposed gift with the Collection Development Librarian or her representative to determine if the gift is likely to fall within the library's selection criteria and be useful to the University. The library does not

encourage unsolicited/anonymous gifts left without prior authorization from the Collection Development Librarian or her representative.
- A delivery date and time are established for the donor to deliver the material. In exceptional circumstances the library may arrange pick up of a significant donation.

The library acknowledges receipt of gifts, but because of IRS regulations, it does not appraise the value of the gift. Donors are expected to make their own arrangements for appraisals. When requested, the library assists prospective donors seeking to establish the value of their collections by referring them to auction records, dealers' catalogs, and professional appraisers. Gifts valued in excess of $5,000 may be accepted only after consultation with the Development Office.

Interlibrary Loan (ILL) Requests – The library regularly runs the WRLC title level consortium loan requests for a given period of time, and this is scanned by librarians for titles we should have in house.

Subscriptions - The library places subscriptions to titles published two or more times per year. These include some loose-leaf services, periodicals, journals, and newspapers issued in hard copy or microfiche. We select subscriptions for the most part based on faculty recommendations or library analyses for new courses or programs and these titles must be indexed in the main indexing tools for the field so our students will have access to them.

Periodical subscriptions are maintained to support the MU curriculum with shared print periodicals at the WRLC Shared Collection Facility as a back-up. The library continues print subscriptions when
    a. There is no electronic perpetual access available, or
    b. Faculty members have identified the title as core and image quality is important to the discipline.
The library binds periodicals that are unique in the WRLC or faculty members have identified the title as core and print image quality is preferred by the discipline.

D. Cooperative Agreements

The continuing advancements in information technology have accelerated meaningful cooperation among all types of libraries. The results have been more efficient library operations and enhanced user services including access to library resources. In order to take

full advantage of these changes, Marymount University's library has become a member of several cooperative groups. In the development of its policies and their implementation, the library takes into account the obligations and opportunities associated with these agreements.

Washington Research Library Consortium

The Washington Research Library Consortium (WRLC), a regional library cooperative, was established in 1987 to support the information and research needs of universities in the Washington, DC metropolitan area. Member institutions are:

- The American University
- The Catholic University of America
- Gallaudet University
- George Mason University
- The George Washington University
- Georgetown University
- Marymount University
- The University of the District of Columbia
- Trinity (Affiliate member)

Students, faculty and staff from the nine universities benefit from four major programs:

WRLC Catalog is a shared online catalog.

MUSummon is the MU instance of a shared discovery layer providing access to books, journals, media, digital collections, etc.

Reciprocal Borrowing: Materials may be obtained through the consortium loan service (CLS), traditional interlibrary loan or by going personally to member libraries.

Cooperative Collection Development: Recent projects have included a shared leased e-book collection, a shared DDA/EBA e-book project with JSTOR, and our upcoming transition to the ALMA integrated library system.

Offsite, High Density, Climate Controlled Storage of Library and University Materials: In 1993, WRLC built a

shared offsite storage facility designed to free valuable space in the campus libraries for newer or more frequently-accessed materials. Since then, two additional modules have been added.

Virginia Independent College and University Library Association (VICULA)
This association is affiliated with VIVA and exists to foster discussion of library issues of common concern by directors and library representatives of independent colleges and universities in Virginia, and to pursue projects of mutual benefit. The organization's interests include but are not limited to:

- cooperative grant proposals
- resource sharing
- group discount negotiation for materials
- union lists and directories publications
- representation of members' interests at state, regional and national organizations

Virtual Library of Virginia (VIVA)
This group was established to meet the library needs of state community, college, and university libraries in the state of Virginia and often provides advantageous pricing on electronic resources we would not be able to afford alone.. More information is available at http://www.vivalib.org/.

Lyrasis
This group facilitates electronic resource subscriptions for member institutions on an opt-in basis and provides some training via webinars for members. More information is available at http://www.lyrasis.org/Pages/Main.aspx.

E. Budget Allocation Policy and Structure
The Dean of Library and Learning Services, on the advice of the Coordinator for the Selection & Faculty Services Team, determines allocations based on the following considerations:

needs reflected in the collection development policy
previous year's record of expenditures

introduction of new courses and programs
publishing trends
requirements imposed by the adoption of new information technologies

The Acquisitions/Serials Team is responsible for selecting non-print and book vendors, and subscription agents; placing and receiving orders; and processing invoices for payment. The acquisitions staff makes decisions on the basis of discounts, rapid and accurate delivery, and special services and discounts. For more information, see the Acquisitions and Serials Manuals.

The library materials budget is structured as follows:

University Funds.

> **Binding.** This fund is used to pay for the binding of periodicals, paperbacks, and books requiring rebinding. It is also used to pay for library boxes which are used to protect fragile materials which cannot be rebound. For convenience these binding costs are charged to the book allocation.

> **Books.**
>> Arts & Sciences supports the school's programs, the purchase of core liberal arts materials and faculty research. This fund is also used to support other subjects normally considered integral parts of the arts & sciences if not assigned to any other school.
>> Business supports the school's programs and faculty research.
>> Education & Human Services supports the school's programs and faculty research.
>> General supports the purchase of subjects not associated with any other school as well as library science materials. It is also used for postage and handling charges.
>> Health Professions supports the school's programs and faculty research.
>> Reference is used for general reference titles which do not support primarily the programs of any one school. Reference titles intended to support programs in a given school are charged to that school and cataloged for Reference.

> **Databases.** This fund is used to purchase access to electronic resources.

Microforms. This fund is used to purchase back and current files of periodicals which are either not retained or not purchased in hard copy.

Periodicals. This fund is used to prepay for ongoing publications issued two or more times per year. Subscriptions may be placed for one, two or three years at a time.

Standing orders. This fund is used to pay for ongoing publications issued annually or irregularly. The supplier is instructed to automatically supply and invoice selected titles upon publication.

Gift Funds.

Virginia Foundation for Independent Colleges (VFIC). Unless restricted by the terms of gift, these funds are used for the purchase of general library materials.

Honor with Books. This ongoing program allows Marymount University community members to honor a loved one by purchasing a book for the library in someone's name.

Class of 1957 Fund. This fund purchases books in honor of members of the MU class of 1957 who have passed away.

F. Collecting Intensity Codes

The library uses the WLN Collection Depth Indicator Definitions in the Teaching Program Profiles to describe the level of support needed for a specific program.

WLN Collection Depth Indicator Definitions

0 OUT OF SCOPE

The library does not intentionally collect materials in any format for this subject.

1 MINIMAL INFORMATION LEVEL

Collections that support minimal inquiries about this subject and include a very limited collection of general resources, including monographs and reference works. Periodicals directly dealing with this topic and in-depth electronic information resources are not collected.

The collection should be frequently and systematically reviewed for currency of information. Superseded editions and titles containing outdated information should be withdrawn. Classic or standard retrospective materials may be retained.

1a MINIMAL INFORMATION LEVEL, UNEVEN COVERAGE

- Few selections and an unsystematic representation of the subject
- Supports limited, specific service needs
- Consistently maintained even though coverage is limited

1b MINIMAL INFORMATION LEVEL, FOCUSED COVERAGE

- Few selections, but a systematic representation of the subject
- Includes basic authors, some core works and a spectrum of points of view
- Consistently maintained

2 BASIC INFORMATION LEVEL

Collections that introduce and define a subject, indicate the varieties of information available elsewhere, and support the needs of general library users through the first two years of college instruction include:

- A limited collection of general monographs and reference tools
- A limited collection of representative general periodicals
- Defined access to a limited collection of owned or remotely accessed electronic bibliographic tools, texts, data sets, journals, etc.

The collection should be frequently and systematically reviewed for currency of information. Superseded editions and titles containing outdated information should be withdrawn. Classic or standard retrospective materials may be retained.

2a BASIC INFORMATION LEVEL, INTRODUCTORY

Limited collections of introductory monographs and reference tools that include:

- Basic explanatory works
- Histories of the development of the topic
- General works about the field and its important personages
- General encyclopedias, periodical indexes-and statistical sources

This collection is sufficient to support the inquiries of patrons and students through high school attempting to locate general information about a subject.

2b BASIC INFORMATION LEVEL, ADVANCED

Collections of general periodicals and a broader and more in-depth array of introductory monographs and reference tools that include:

- Basic explanatory works
- Histories of the development of the topic
- General works about the field and its important personages
- A broader array of general encyclopedias, periodical indexes, and statistical sources
- A limited collection of representative general periodicals
- Defined access to a limited collection of owned or remotely accessed electronic bibliographic tools, texts, data sets, journals, etc.

This collection is sufficient to support the basic informational and recreational reading needs of an educated general public or

students through the first two years of college.

3 STUDY OR INSTRUCTIONAL SUPPORT LEVEL

Collections that provide information about a subject in a systematic way, but at a level of less than research intensity and support the needs of general library users through college and beginning graduate instruction include:

- An extensive collection of general monographs and reference works and selected specialized monographs and reference works
- An extensive collection of general periodicals and a representative collection of specialized periodicals
- Limited collections of appropriate materials in languages other than the primary language of the collection and the country, for example, materials to aid in learning a language for nonnative speakers or literature in the original language, such as German poetry in German or Spanish history in Spanish
- Extensive collections of the works of well-known authors and selections from the works of lesser-known authors
- Defined access to a broad collection of owned or remotely accessed electronic resources, including bibliographic tools, texts, data sets, journals, etc.

The collection should be systematically reviewed for currency of information and for assurance that essential and important information is retained, including significant numbers of retrospective materials.

3a BASIC STUDY OR INSTRUCTIONAL SUPPORT LEVEL

Resources adequate for imparting and maintaining knowledge about the primary topics of a subject area that include:

- A high percentage of the most important literature or core works in the field
- An extensive collection of general monographs and reference works
- An extensive collection of general periodicals and indexes/abstracts
- Other than those in the primary collection language, materials are limited to learning materials for non-native speakers and representative well-known authors in the original language, primarily for language education

- Defined access to appropriate electronic resources

This collection supports undergraduate courses, as well as the independent study needs of the lifelong learner.

3b INTERMEDIATE STUDY OR INSTRUCTIONAL SUPPORT LEVEL

Resources adequate for imparting and maintaining knowledge about more specialized subject areas which provide more comprehensive coverage of the subject with broader and more in-depth materials that include:

- A high percentage of the most important literature or core works in the field, including retrospective resources
- An extensive collection of general monographs and reference works and selected specialized monographs and reference works
- An extensive collection of general periodicals and a representative collection of specialized periodicals and indexes/abstracts
- A selection of resources in other languages, including well-known authors in the original language
- Defined access to a broad range of specialized electronic resources

This collection supports upper division undergraduate courses.

3c ADVANCED STUDY OR INSTRUCTIONAL SUPPORT LEVEL

Resources adequate for imparting and maintaining knowledge about all aspects of the topic which are more extensive than the intermediate level but less than those needed for doctoral and independent research that include:

- An almost complete collection of core works including significant numbers of retrospective materials and resources
- A broader collection of specialized works by lesser-known, as well as well-known authors
- An extensive collection of general and specialized monographs and reference works
- An extensive collection of general and specialized periodicals and indexes/abstracts
- A selection of resources in other languages, including well-known authors in the original language and a selection of

subject-specific materials in appropriate languages.
- Defined access to a broad range of specialized electronic resources

This collection supports master's degree level programs as well as other specialized inquiries.

4 RESEARCH LEVEL

Collections that contain the major published source materials required for doctoral study and independent research include:

- A very extensive collection of general and specialized monographs and reference works
- A very extensive collection of general and specialized periodicals
- Extensive collections of appropriate materials in languages other than the primary language of the country and collection
- Extensive collections of the works of both well-known and lesser-known authors
- Defined access to a very extensive collection of owned or remotely accessed electronic resources, including bibliographic tools, texts, data sets, journals, etc.

Older material is retained and systematically preserved to serve the needs of historical research.

5 COMPREHENSIVE LEVEL

Collections in a specifically defined field of knowledge that strive to be exhaustive as far as reasonably possible (i.e., "special collections"), in all applicable languages include:

- Exhaustive collections of published materials
- Very extensive manuscript collections
- Very extensive collections in all other pertinent formats

Older material is retained and systematically preserved to serve the needs of historical research. A comprehensive level

collection may serve as a national or international resource.

G. Program Profiles

The library uses WLN Collection Depth Indicator Codes in the Program Profiles to describe the level of support needed for a specific program. For definitions of each level, see **F. Collecting Intensity Codes**. Program profiles are maintained in a separate location (Library PS/Collection Services Group/Collection Management Team/Collection Development Policies and Procedures/Program Profiles).

IV. COLLECTION MANAGEMENT

A. Weeding

As a library that focuses on supporting our current curriculum rather than building a comprehensive, research collection, we regularly weed sections of the collection of outdated or no longer relevant information, unneeded multiple copies, and earlier editions, and use off-site storage for low use retention or cultural heritage items published before 2005, or medium-rare Gomatos Collection items.

Relevant WRLC policies (one copy, retention/cultural heritage, etc.) can be found on the WRLC Staff Intranet Policies page: https://www-libraries-wrlc-org.proxymu.wrlc.org/categories/wrlc-policies

B. Preservation, Replacement, Storage, and Withdrawal of Materials

Preservation, replacement, binding, storage, and withdrawal are activities generally done in conjunction with one another. Our preferred format for books is paperback when available. Circulation staff regularly identifies damaged materials and sends them to the Coordinator for Collection Management Team. Depending on continuing relevance of the content, availability and cost, damaged materials are either repaired, rebound, replaced with another edition or title, or withdrawn from the collection. We seek to obtain archival quality materials for the collection as well as for repair, and cover paperbacks that we anticipate will be heavily used.

For Guidelines for Replacing Lost or Missing Items, see the Collection Development & Management LibGuide at

http://marymount.libguides.com/colldev-man/lost-missing.

Additional information on emergency collection procedures is available in Appendix B. There is also a *Disaster Preparedness and Recovery Plan* 2016 update on the S drive.

In 2010, Marymount University joined CLOCKSS (https://www.clockss.org/clockss/Home) through VIVA to promote digital preservation for the greater good. This is a dark archive through which Marymount can obtain access if a publisher takes down access to a journal and it is not available commercially or via open access.

V. HISTORY OF THE COLLECTION

In the process of meeting its obligations, the library has taken advantage of private gifts and purchase opportunities to develop significant collections in support of the Marymount curriculum. Over the course of its history, the collection has received funds or materials from a number of individuals or organizations.   The following list includes the names of individuals or corporations which have contributed funds or collections valued at $5,000 or more.

U.S. Dept. of Education. Higher Education Act. Title II-A
From 1975 to 1984, the U.S. Department of Education awarded a number of Title II-A grants for library materials support which totaled more than $20,000.

Marietta McNeill and Samuel Tate Morgan Foundation
In 1979 the library received $15,000 to purchase library materials that would support graduate students preparing to teach the learning disabled and the pre-school handicapped.

Washington Forrest Foundation
From 1980 to 1988 the Foundation contributed $12,500 for library materials to support the paralegal program and business.

Raskob Foundation for Catholic Activities, Inc.

Between 1981 and 1989 the Foundation contributed more than $25,000 for the development of the business portion of the collection.

Trustees of First & Merchants Foundation
In 1984 and 1985, a contribution of $5,000 was received to assist in the conversion of periodicals to microfiche, and the creation of a graduate work-study room.

Homer Hoyt Advanced Studies Institute
Over a period of ten years from 1984 to 1994, the Institute contributed $100,000 towards the purchase of business, economics and finance materials for the Homer and Gertrude Hoyt Memorial Library.

Loyola Foundation
In 1984 the library received $50,000 from the Loyola Foundation and purchased some 2,700 titles in business, education, human resources and nursing.

Marymount University Community
At the occasion of moving into the Reinsch Library in October, 1989, many members of the university community, including faculty, students, administrators and alumni contributed funds to purchase needed library materials.

Virginia Foundation for Independent Colleges
Beginning in 1990 various groups including the Ruth Camp Campbell Foundation, the Robert B. Claytor Library Fund, the Richard and Caroline T. Gwathmy Memorial Trust, the S.E. Liles, Jr. Library Fund and the C.E. Richardson Benevolent Foundation contributed to the continuing development of the library collections via the Virginia Foundation for Independent Colleges.

International Institute of Interior Design
In 1990 as part of the agreement between Marymount University and the International Institute of Interior Design, the library received the Institute's book collection of some 2,400 volumes dealing with fine arts, interior design, history, literature, political science, religion and philosophy. Some materials were added to the circulating collection and others were placed in the Mabelle Wilhelmina Boldt Reading Room. We also exemplary student work such as paintings of historical rooms, floor plans, drawings, and models.

Georgetown University Library Duplicate Collection
In 1991 the library purchased approximately 25,000 volumes of duplicate titles from Georgetown University Library for $25,000. After eliminating inappropriate material, duplicates of our own collection and titles in poor condition, the library added some 10,000 volumes to its collection.

John T. and Agnes J. Gomatos
In April 1992, Sr. M. Majella Berg, RSHM, accepted a collection of over 4,000 volumes from Dr. Peter J. Gomatos, given in honor of his parents, John T. and Agnes J. Gomatos. This collection valued at over $45,000 consists of materials relating to American and European history; American and European literature; arts; reference works; travel and exploration; classical and early Christian authors; anthropology; science; classical, oriental Egyptian life and history; religion and philosophy; mysticism; and materials relating to minority and women's studies.

James Bruce Ross
In December 1994 the Reinsch Library accepted the James Bruce Ross collection of some 1,000 scholarly volumes on the Renaissance and medieval history valued at over $14,000.

Honor with Books Program
In 2005, the Library began an Honor with Books program as a way for individuals to give to the University in a targeted manner, honoring a designated individual, often a student or alumni of the University.

Class of 1952
In 2007, the Library received funds to purchase 157 new titles for the collection in honor of classmates.

Gomatos Family Gift in Honor of Dr. Peter J. Gomatos
Marymount University was gifted the personal library of Louis D. and Aphrodite Kelley in 1992 by their godson Dr. Peter Gomatos, who named the collection in honor of his parents John and Agnes Gomatos. Following the passing of Peter J. Gomatos in 2012, the library received an additional donation (approximately $70,000) to enhance the existing collection.

VI. APPENDICES

Appendix A

Statement of Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

1) Books and other library resources should be provided for the interest, information and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

2) Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

3) Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

4) Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

5) A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

6) Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use. (Adopted June 18, 1948. Amended February 2, 1961, June 27, 1967, and January 23, 1980, by the ALA Council. American Library Association. ALA Handbook of Organization. Chicago, 1995, p.134.)

Appendix B

Collection Disaster Procedures

Follow the procedures outlined below if library materials are damaged by:
- Water
- Fire/smoke
- Earthquake, tornado or collapsed shelving
- Mold
- Pests
- People

Please also consult the library's *Disaster Preparedness and Recovery Plan* 2016 update, which is available as a print copy at the Circulation Desk and next to the disaster supply kit in G36. The plan is also saved here:
S:\Library PS\Collections Service Group\Collections\L&LS Collection Disaster Plan

Institutional Contacts	Philip Glidewell (Access Services Associate)	Other important numbers	Other contacts	Response checklist for emergency in a state archives or records facility	Assessment, salvage, recovery (continued)
Gwen Vredevoogd (Collection Development Librarian) ● (w) 703-526-6835 ● (c) 540-272-3190 Sarah Jenkins (Archivist) ● (w) 703-284-4990 ● (c) 703-927-0976 Linda Greenland (Acquisitions Associate) ● (w) 703-526-6865 ● (c) 301-775-5666 Emma Day-Stirrat	● (w) 703-526-6833 ● (c) 540-409-6307 Emily Giroux (Access Services Associate) ● (w) 703-526-6839 ● (c) 703-298-1289 **Location of Disaster Response Kits and "Disaster Preparedness and Recover Plan"** _____ 2nd floor group study room adjacent to elevator Archives room next to door Room G35A Ground floor office G36 on gray work bench ➢ Additional plastic sheeting is stored above the back shelves behind the Circulation Desk ➢ Disaster Response Kits are labeled with bright red paper.	Please note to dial 9 when calling numbers outside of Marymount ● Campus Safety 703-284-1600 ● Ballston Campus Safety 703-284-5900 ● Housekeeping 703-526-9069 ● Arlington Police Department 911 or 703-558-2222 ● Arlington Fire Department 911 or 703-228-3361 ● Ambulance 911 or 703-228-3361	● Institute for Museum & Library Services 202-653-IMLS ● Library of Congress ● National Association of Government Archives & Records Administrators 202-508-3800 ● FEMA Regional Office 215-931-5500 ● Polygon US 800-422-6379 ● Belfor 800-450-3900	Follow these steps as you respond to an emergency in library. **Coordinate your response** ❍ Recognize and define the emergency ❍ Notify public authorities and first responders ❍ Ensure that all staff and visitors are safe and accounted for ❍ Activate the Disaster Plan ❍ Activate the Disaster Team ❍ Establish communication with staff, public ❍ Assess and document damage to holdings, building, information systems ➢ What type of an	❍ Are critical information systems functional / safe? ❍ Maintain security ❍ Stabilize the environment at your facility ❍ Identify and gather emergency supplies ❍ Ensure that all hazards are cleared before entry If needed: ➢ Contact aid partners

(Special Collections Librarian) ● (w) 703-284-3331 ● (c) 202-594-4052 Matthew Yunque (Library Access Services Coordinator) ● (w) 703-526-6842 ● (c) 609-915-4811				emergency was it (fire, smoke, chemical, clean water, dirty water, heat, humidity)? ➢ What areas have been affected? ➢ What is the nature of the event? ➢ How much of the collection has been affected? ➢ What types of materials have been damaged?	➢ Contact outside emergency service providers ➢ Begin salvage ➢ Contact news media ➢ Report status to constituents

WATER EMERGENCIES

_____

Take necessary human safety* precautions

- Stop the flow of water

- If water is dripping, cover collections with plastic sheeting and place buckets under the leak

- If water is on the floor, contain further spread

- If possible, move nearby, but still dry collections to an unaffected space

- Keep the affected space cool (below 65 degrees F if possible)

- Reduce the humidity (below 40% if possible) by circulating air, turning on air conditioning, removing water from the floors, etc.

Air-drying (continued):

Note: Air drying can be accomplished with everyday supplies and therefore does not necessarily require an outlay of money (it requires labor and time), but even when done correctly does not provide the best results compared with other drying options (*Disaster Recovery: Salvaging Books*, Conservation Center for Art and Historic Artifacts [PDF: 267 KB / 6 pp.]).

Supplies needed:

- Unprinted paper towels

- Clean towels

- Fans

Set up work space: Keep temperature cool and humidity low. Lay out clean towels on clean, stable, flat work surfaces OR set up clean, rigid, plastic screens (if possible, elevate screens on blocks for increased air circulation). Use fans to increase air circulation, but do

Flat Paper:

Lay items flat on clean absorbent towels/unprinted paper; change absorbent towels regularly until item is just damp

Do not attempt to separate soaking or very wet sheets; leave in 1/4" thick stacks and separate when just damp

If media is not water soluble, blot excess water off the surface

When items are just damp, sandwich between new paper towels and lightly weight overall to flatten

Do not air-dry glossy (coated) paper, parchment; immediately freeze

Books:

For normal sized, hardcover books in good condition without bleeding media: Follow appropriate drying procedures according to how wet the book is ("Procedures for air drying wet books and records," Cornell University Library)

Using paper towels or other interleaving that is larger than the

Books: (continued)

Do not air-dry books with glossy (coated) paper, leather, parchment, rare books; immediately freeze

Photographs and Negatives:

Prioritize drying prints before films

Do not allow prints or films to partially dry before setting up to air-dry; if necessary, keep waiting items in clean, cold water

Separate prints from frames, storage enclosures, or each other and lay out emulsion* side up; avoid touching emulsion

Remove films from storage enclosures and clip (along edges) to drying lines

If items are stuck to glass or to each other, freeze

If items are soiled with wet mud, gently rinse in clean, cold water, before setting up to air-dry or freeze

Items will curl upon drying; leave

If Mold is Present:

Make necessary human safety precautions

Active/growing mold looks fuzzy or slimy; do not disturb active mold; first stop mold growth by controlling the environment

Dormant mold is dry and powdery; follow appropriate human safety precautions when dealing with dormant mold

Smoke and Soot:

Wear latex or nitrile gloves before handling items covered in smoke or soot; hand oils will drive smoke and soot particles into items and cause more damage

Blot (do not rub) smoke/soot off with a vulcanized rubber sponge

How to air-dry collections

Overview:
Air drying is practical if there is convenient access to sufficient work space with a controlled environment (below room temperature and 30-50% RH) and the number of wet materials is small enough so that setting up items to dry can be completed within 24-48 hours.

not aim fans directly at the drying collections.

Precautions: Wet paper is heavy and very weak and therefore will tear easily. Handle gingerly and support the full surface area at all times whenever possible.

book and therefore protrudes will accelerate drying

Check drying books frequently to ensure no mold is growing, especially between the leaves and in the gutter of the book

Large, heavy, fragile/damaged, or soft covered books: Follow instructions above, but keep flat

flattening to a conservator

*On negatives and color slides, the emulsion side is usually less glossy.

Note: Some photographic materials (e.g., wet collodion, ambrotypes, tintypes) are very sensitive to water damage and may not be recoverable.