Appalachian State University Library
Collection Development Policy

Compiled by
The Collection Development Team
Appalachian State University Library
Appalachian State University
Boone, NC

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I. EXECUTIVE SUMMARY

Following the tenets of the University, Library, and Collection Development Team mission statements, the Collection Development Team develops and maintains collections of materials which support the broad range of academic endeavors of the University community. The Library recognizes three levels of clientele: Appalachian students, faculty, and staff; the citizens of North Carolina; and scholars beyond the immediate community.

The library bibliographers assume the primary responsibility for collection activities. They develop and maintain the collections by monitoring recent publications and those older titles offered through antiquarian book dealers, and coordinate selection decisions in their respective fields. Among the strategies used are consultation with classroom and library faculty; matching Appalachian's needs with blanket order agreements, approval programs, and publication reviews and awards; evaluating similar products and testing the same product in various formats for the best fit with Appalachian's clientele and budgetary resources; and balancing the ongoing demand for newly published materials with the need for retrospective titles. Bibliographers also develop a core reference collection that provides basic information in most broad subject areas, and select materials in areas of newly emerging academic interest in anticipation of future demand. A wide variety of types and formats of materials are made available, either on-site or via remote electronic connections.

Selection and retention decisions are based on established priorities driven by the University curriculum and, to a lesser extent, by community needs. Material is evaluated using established criteria, including fit with the curriculum; quality; currency and timeliness; bibliographic accessibility; cost; language and country of origin; budgetary resources; and availability off-site, either electronically or via traditional document delivery.

The Library uses the conspectus model of collection analysis. An international standard for collection development activities, the conspectus indicates the historical, current, and appropriate future collecting intensities for more than 7000 subjects.

The Collection Development Team works with the Materials Processing Team and the Access Team to take a pro-active stance on issues of preservation.

Cooperative collection development and resource sharing initiatives are entered into to broaden the number of resources available to Appalachian faculty, staff, and students.
II. INTRODUCTION AND MISSION STATEMENT

In its mission statement, Appalachian State University identifies teaching as its principal goal:

With instruction as its primary mission, the University is committed to excellence in teaching and the fostering of scholarship. As an academic community, it takes pride in its tradition of faculty commitment to students both inside and outside the classroom. Mindful of the relationship between the curricular and extracurricular, Appalachian seeks to promote the intellectual, cultural, and personal development of its students. (1996-97 General Bulletin)

The primary mission of the Appalachian State University Library is to support the curricular and research needs of the students, faculty, and staff of the University. The Library has recognized this in its mission statement, which states that "the University Library selects appropriate collections, provides access to external resources, and organizes these collections and resources in a logical manner."

The Collection Development Team affirms its commitment to these goals through its own mission statement (section VI.A.), which calls for ongoing analysis of the curricular, research, and general information needs of students, faculty, and staff; regular evaluation of current collections for adequacy and relevance; judicious selection of materials in all formats; and continuing education and training of bibliographers.

The purpose of this Collection Development Policy is to establish criteria and priorities for fulfilling the missions of the Library and the Collection Development Team. The Policy is intended to: 1) provide a framework for Library activities relating to the collections; 2) guide those who select, process, preserve, and evaluate the collections, and those responsible for the funding and administration of these activities; and 3) communicate to users the material likely to be available in or through the Library.


III. PRINCIPLES GOVERNING COLLECTION DEVELOPMENT ACTIVITIES OF THE APPALACHIAN STATE UNIVERSITY LIBRARY

III.A. Authority

The Board of Governors of the University of North Carolina is authorized by the General Assembly of North Carolina to "determine the functions, educational activities, and academic programs of the constituent institutions" (116 NC 11-3). The Chancellor charges oversight of the
Library program to the University Librarian, who in turn delegates authority for the development and implementation of library collection policy and procedures to the Collection Development Team. Responsibility for collection decisions rests with the bibliographers, who seek advice and recommendations from faculty, staff, and students.

The Collection Development Team consults with faculty on major collections policy matters and works especially closely with other Library faculty and staff. Periodic revisions of the Collection Development Policy are distributed for review and comment to the Library Services Committee, the Appalachian State University Library faculty, the Western North Carolina Library Network Collection Development Committee, and other interested parties. The text of the Policy is posted on the Appalachian State University home page. Final authority for changes in the Collection Development Policy rests with the University Librarian.

III.B. Clientele

The Library is committed to providing resources to three distinct groups:

III.B.1. Primary Service Group

The Appalachian State University community, including students, faculty, and staff, are the principal clientele served by the Library. Consequently, basic collection policies are determined by the educational mission of the University and reflect instructional, research, and general information needs.

III.B.2. Secondary Service Group

The University is a public institution of the state of North Carolina, and as such its collections are available for use by all citizens. In addition, the University is a member of the Western North Carolina Library Network (WNCLN), and makes its collections available via document delivery to the faculty, students, and staff of the University of North Carolina at Asheville and Western Carolina University.

III.B.3. Tertiary Service Group

The Library recognizes an obligation to provide access to material in its collections to individuals and institutions outside its primary and secondary service responsibilities, subject to such terms or conditions as are in the best interests of the Appalachian State University community. The Library’s Collection Development Policy reflects the needs of this broader clientele.

III.C. General Contents of the Collections

Materials are acquired primarily to provide the information resources necessary to support the instructional, research, and service programs of the University, the administrative activities which accompany these programs, and to a limited extent the general information and recreational reading needs of the University community.
The kinds and formats of materials collected, maintained, or otherwise made accessible by the Library may include, but are not limited to, the following:

1) Monographs
2) Serials (newspapers, journals, reviews, annuals, and other regularly published series), irregular continuations, etc.
3) Pamphlets and ephemera
4) Microforms
5) Electronic products, both locally held and available via remote access (compact disks, diskettes, Internet sites, remote databases, etc.)
6) Government publications
7) Manuscripts and rare materials
8) Oral history tapes and transcripts
9) Audio-visual material (slides, audio and video recordings, etc.)
10) Maps and atlases
11) Theses and dissertations
12) North Carolina state adopted elementary and secondary textbooks
13) Printed music and libretti
13) Drawings, prints, and photographs
14) Kits, games, and teaching aids
15) Tests
16) Computer software

III.D. Collecting Levels

The Library uses the conspectus model of collection analysis. An international standard for collection development activities, the conspectus indicates the historical, current, and appropriate future collecting intensities for more than 7000 subjects.

Six different levels are used to define the scope and strength of collections in specific subject areas. These levels are adopted from the collection descriptions in the RLG Conspectus documents (Section V). The numbers 0 through 5, supplemented as necessary by an appropriate language code, describe existing collection strength, current collecting intensity, and desired collecting intensity. See Section VI.B. for a description of the characteristics of the conspectus.

III.E. Collection Development Criteria

The primary goal of the Collection Development Team of the Appalachian State University Library is to develop and maintain collections of materials which support the broad range of academic endeavors of the University community. The focus of all collecting is on materials which expand the resources available through the Library to support scholarship and learning. Collection development activities are based on established criteria which apply generally to all material being considered for addition to or removal from the collections. Particular criteria may assume greater or lesser importance, depending on the type of material under consideration, the library unit which is considering the item, or the subject matter covered.
Reflecting its responsibility to meet student curricular needs, the Library recognizes as its top collection building priorities the provision of reference materials, important monographs, journals, and bibliographic access tools to support the undergraduate and graduate instruction programs listed in the University Bulletins. A wide variety of resources supporting faculty and student scholarship are made available through either on-site ownership or electronic access. The Library also develops core reference collections which provide basic information on subjects outside the mainstream of continuing curricular emphasis. Finally, the Library acquires additional materials needed to build research collections for fields in which the University sponsors doctoral research. The Library has historically committed to building a distinctive collection in Appalachian regional studies, and exhaustive collecting is observed in this area.

In accordance with professional principles of academic freedom and unrestricted access to information as set forth in the Intellectual Freedom Statement of the American Library Association (section VI.G.), no materials shall be excluded from the Library's collections because of the race, nationality, ethnicity, or the social, political, or religious views of the authors; nor shall materials be proscribed or removed because of partisan or doctrinal disapproval.

In order to make the best use of available financial resources, the bibliographers follow established guidelines for rational selection of materials best suited to achieve University and Library goals. These guidelines include both positive and constraining factors, describing what is NOT to be collected as well as what IS to be collected. The following principles and factors govern the assignment of priorities in collection development and the allocation of resources to implement them.

III.E.1. Relevance to the Actual or Potential Needs of Appalachian’s Educational Programs

Bibliographers maintain close ties with the departments, institutes, and research programs which comprise the primary user group for a particular subject or area. Additionally, they develop files of course syllabi, program changes, course analysis materials, research activities, grant awards, and thesis and dissertation topics. These files, which are supplemented by information from a variety of other sources, allow the Library both to anticipate new areas of demand and to provide for current needs within the user groups.

III.E.2. Scope and Content

Materials which provide broad treatment of a subject are heavily collected in most disciplines. Those which address very specialized aspects of a topic are collected selectively for undergraduate programs and more comprehensively for graduate programs. Textbooks, workbooks, and similar treatments are collected very selectively in most disciplines.

In the case of periodicals, preference is given to titles with subject coverage of sufficient breadth to be useful to an entire department or to an interdisciplinary program that cuts across departmental lines. Periodicals of interest only to very small programs or single individuals are collected very selectively.
III.E.3. Local Availability of the Item

It will rarely be either necessary or fiscally possible for the Library to acquire everything published on a particular subject; existing strengths of the collections are many and there is substantial overlap in collecting responsibilities with other libraries, especially those of the Western North Carolina Library Network (WNCLN). Preference is given to materials which present information from a different perspective than those already in the collection, and for areas in which the proportional use is high (see Section VI.H. for a description of proportional use data).

Availability of a title through external networks or arrangements is a factor in the selection process. The Library cooperates with other institutions to provide access to less frequently used materials through interlibrary lending and borrowing, and many serial titles are made available via remote electronic access. Additionally, the Library attempts to minimize duplication of titles held within the Appalachian State University Library or WNCLN. By applying resources to the purchase of materials not otherwise available in WNCLN, the scholarly information base of the University is broadened.

III.E.4. Quality

The quality of a title can best be determined by weighing several factors collectively, i.e., its sponsorship; the degree of scholarship; the degree of creativity; its lasting value; the reputations of the author, publisher, contributors, editorial board, etc.; the type and degree of illustration; bibliographies; etc. None of these is the single deciding factor, but each is considered as it contributes to or detracts from the overall quality of the item under consideration.

III.E.5. Currency and Timeliness

Research and teaching in many disciplines require the most up-to-date information, and such information changes very rapidly. In those areas, preference is given to items which report new and revised information in a timely fashion.

III.E.6. Bibliographic Accessibility

Coverage in an indexing source increases access to the contents of publications and thereby the potential for use. The reference collections include a large number of primary indexes to provide this access. Therefore, bibliographic accessibility through indexing sources is a selection criterion in most subjects.

III.E.7. Cost

In evaluating the cost of a resource versus its value to the collection, a number of financial components must be considered, including price; the costs of ordering, processing, cataloging, and preservation; and the anticipated use.

III.E.8. Language and Country of Origin
Materials in the original language are collected in sufficient depth to support the language studies programs of the University. A sample of introductory materials in other languages are acquired to support independent learning. Publications in languages other than English are not generally collected in other disciplines.

III.E.9. Format

When a product is available in several formats, bibliographers consult with Library colleagues, students, and classroom faculty to determine the best method of delivery for the Appalachian community within available fiscal resources.

III.E.10. Budget

Budgetary limitations and external economic forces necessarily control the degree to which the Library can implement the Collection Development Policy in any given year. In years of fiscal constraint, allocations will be proportional to other years.

III.E.11. Research Collections

The Library recognizes and assumes the obligation to maintain the level of excellence of the W. L. Eury Appalachian Collection of regional materials, which is a unique international resource. In other instances the existence of distinctive collections in conveniently accessible geographical areas will impact the Library's collecting priorities. The Library will not undertake to duplicate these collections unless the availability of such materials on site becomes essential to the achievement of University goals.

III.F. Responsibility for Collection Development

Library bibliographers have the primary responsibility for collection activities. In accordance with the tenets of the Collection Development Policy they coordinate collection decisions in their respective fields and develop and maintain the collections by monitoring both recent publications and out-of-print titles offered through antiquarian book dealers. They use a number of strategies, including consulting with library colleagues, classroom faculty, and departmental library representatives; matching Appalachian's needs with blanket order agreements, approval programs, and publication reviews and awards; evaluating similar products as well as the same product in various formats for the best fit with Appalachian’s clientele and budgetary resources; and balancing the ongoing demand for newly published materials with the need for retrospective titles. Bibliographers also develop core reference collections that provide basic information in most broad subject areas, and select materials in areas of newly emerging academic interest in anticipation of future demand.

In addition to the formal selection process, effective collection development depends upon continuing identification and evaluation of the University's information needs on the part of library and classroom faculty, students, staff, and other library users. Included in this effort are the
following activities:

* Reviewing existing and newly planned courses of instruction, degree programs, and research projects, in the context of overall University goals and priorities.

* Reviewing grant applications submitted or received through the Office of Research and Grants.

* Participating, to the extent authorized by individual faculties, in the deliberations of committees on instruction and other groups dealing with changes in or additions to existing courses, degree programs, and research projects.

* Routinely examining course syllabi and reading lists

* Receiving from any member of the University community suggestions for the addition of particular items to the collections.

* Using formal and informal means (bibliographer participation in faculty meetings, faculty library committees, the Library Advisory Committee, suggestion boxes, etc.) for channeling comments and suggestions regarding Library collection development and maintenance policies and procedures.

* Participating in WNCLN collection development activities and working with selector counterparts at the other member institutions.

* Participating in the organizations concerned with library collection development at local, state, regional, and national levels.

* Working with other Library teams to maintain user awareness of unique materials, specialized information services, and significant collections available via agreements with other libraries or remote electronic access.

III.G. Access to Material

III.G.1. Bibliographic Control

Library collections are organized for use. They must be logically arranged and their contents made known to users and Library personnel in order to facilitate the identification and retrieval of known items as well as materials in particular subject areas or formats. All materials in the collections of the Library are to be organized, described, and classified according to national and other recognized standards consistent with local needs. Cataloging should be of sufficient detail to reveal and identify the contents of all Library collections.

III.G.2. Location of Materials
Materials paid for with Library funds are generally located within a Library unit. Exceptions are made on a case by case basis in order to insure appropriate bibliographic control and access. In all instances, these materials should be included in the Library catalog and be regularly accessible to all members of the University community. See section IV.B.9. for policies regarding materials purchased with Library funds which are housed outside Library facilities.

III.G.3. Retention of Materials

The custodial responsibility of the Library imposes a trust to ensure that collections will continue to be available to the academic community. This implies the maintenance of stable collections through the permanent retention of appropriate materials. However, as alternate sources of access become available and consortial arrangements are made, the Library periodically reviews the need to retain certain types of materials. Furthermore, the process of maintaining integrated, well-chosen collections requires that individual library units dispose of materials, including gifts, which are duplicates, obsolete, or otherwise do not meet anticipated instructional, research, or informational needs. Decisions regarding the disposal of specific items, like decisions to acquire other items, are made within the context of the total Collection Development Policy, so that the integrity of the entire collection is not impaired, but in fact may be enhanced. In accordance with North Carolina state law, unwanted materials may be offered in the Library's book sales, sold to dealers, donated to other libraries, or in some other way applied to the University's benefit. In some instances, materials may be so physically deteriorated or contain such inaccurate information, that discard is the only viable alternative.

The criteria for making deselection decisions and evaluating donations for possible addition to the collection are listed in part VI.F. of this document.

III.G.4. Preservation and Security

The responsibility to build academic collections carries with it an obligation to assure that these collections are permanently accessible. Preservation activities and security measures inhibit the deterioration or loss of materials, maintain the integrity of the collections, and support the work of bibliographers by preventing the accidental erosion of the collections through loss of individual items. Preservation is the corollary to collection development; it is accomplished through repair or replacement of deteriorated materials, purchase or creation of archival-quality materials, storage and handling that contribute to material longevity, and use of security systems designed to eliminate mutilation and theft.

The Collection Development Team works with the Materials Processing Team and the Access Team to take a pro-active stance in issues of preservation and security. The Library's preservation policy appears in section VI.E. of this document.

In some cases, the concern in preservation is not exclusively for the content of the material, but also for the form: some material of unique aesthetic or historical value should be preserved in its original form. On the other hand, there are many items whose value lies primarily in the information they contain. Such materials may be inexpensively bound or converted to microform or
electronic format to prevent their destruction through frequent use. The variety of preservation techniques provides a range of possibilities for insuring the permanence of the Library's resources. Decisions regarding the type of preservation treatment, if any, to be given to individual items must always be made within the context of cost, historical and aesthetic value, and user convenience.

III.G.5. Levels of Physical Access and Cooperative Collection Development

Technological advances have increased awareness and dissemination of scholarly communication. Research and scholarship require access to many resources beyond the physical walls of Appalachian's libraries. To bring resources worldwide to Appalachian's faculty, staff, and students, the Appalachian State University Library has embraced a network culture based on a vigorous resource sharing program centered on reciprocal and cooperative arrangements with libraries throughout the United States. These programs provide interlibrary loan and in some instances electronic on-site access to materials not held locally. Cooperative collection development initiatives in which Appalachian participates are listed in Section VI.C.

IV. COLLECTION DEVELOPMENT POLICY STATEMENTS

IV.A. Subjects
I. Background and Information

The Library collects Asian language and literature materials to support courses in the Department of Foreign Languages and Literatures, the literature in translation courses in the Department of English, and, to a limited extent, general reading interests of the University community. The proportional use of the Asian language and literature collection is 1.01, where 1.0 is average.

The Department of Foreign Language and Literatures offers Chinese and Japanese language instruction through the intermediate level: four courses on a regular basis for each language plus independent study options at the 2000 and 3000 levels. One faculty member teaches Chinese and one teaches Japanese. In 1996/97, 51 students were enrolled in Chinese classes and 63 in Japanese classes; 151 credit hours were generated in Chinese and 189 in Japanese. The Department of English offers four literature in translation courses at the undergraduate level and one at the graduate level.

II. Description of the Collection

There are 894 books in the Asian language collection. Sound recordings, children’s books, and instructional materials are located in the Instructional Materials Center. Throughout the entire Library there are 21 titles in Japanese and 44 in Chinese.

III. Criteria and Guidelines for Collection Development

The Library is committed to achieving level 1b-F of the conspectus. The Library collects literary works by major Asian writers in English translation, writings about those works in English, and carefully selected Chinese and Japanese films, grammars, dictionaries, sound recordings, and instructional materials in the original language.

Reviews in Choice and World Literature Today are consulted for works in English. Appropriate volumes of Dictionary of Literary Biography and Reader’s Advisor are consulted for retrospective buying. The Library relies primarily on Schoenhof’s Foreign Books, Cambridge, MA (www.schoenhofs.com) for works in Chinese or Japanese.

IV. Comparative Arrangements and Related Collections

The foreign language bibliographer works with the Instructional Materials Librarian to select...
tapes, kits, and other Asian language instructional materials.

V. Special Considerations

None.
IV.A.5. Chemistry

DATE: Fall 1997
BIBLIOGRAPHER: Allen Antone
Belk Library
262-2822; antoneal

I. Background Information

The Library collects chemistry materials to support the programs in the Department of Chemistry and, to a lesser extent, related courses in other science and technology departments. The proportional use of the book collection is .33, where the average is 1.0.

The Department of Chemistry offers the B.A. and B.S. degrees in chemistry. There are 5 certified concentrations approved by the American Chemical Society Committee on Professional Training. Each requires 8 additional courses beyond the chemistry major. The concentrations are pre-professional and paramedics, marketing and business, teacher licensure, criminal justice, and environment. The Department of Chemistry offers 25 courses on a regular basis plus a number of selected topic and independent study courses. There are 10 full-time faculty members. In 1996-97 the Department generated 5,209 credit hours and there were 87 declared majors at the lower level and 40 at the upper level.

II. Description of the Collection

The Library collects materials in chemistry at the general academic level in all areas of chemistry: organic, inorganic, quantitative analysis, physical chemistry, and biochemistry. More advanced works are collected relating to spectral analysis, in particular NMR spectroscopy. The chemistry collection includes 3,562 books and 51 current periodical subscriptions. Important reference sources include online access to Chemical Abstracts at no cost to the student; Sadtler Standard Spectra Collection, which is housed in the Department of Chemistry; Encyclopedia of Reagents for Organic Synthesis, and Kirk-Othmer Encyclopedia of Chemical Technology.

III. Criteria and Guidelines for Collection Development

The Library is committed to achieving level 3a of the conspectus. Tools for selection include, but are not limited to, the approval plan and reviews in Choice, ACS Chemical Reviews, and Specialist Periodicals Papers.

IV. Cooperative Arrangements and Related Collections

None.

V. Special Considerations


None.
IV.A.6. Classical Languages and Literatures

Date: Summer 1997
Bibliographer: Allen Antone
Belk Library
262-2822; antoneal

I. Background Information

The Library collects classical language and literature materials to support courses in the Departments of Foreign Languages and Literatures, Philosophy, History, Theatre and Dance, and, to a limited extent, the reading interests of the University community. The proportional use of the classical language and literature collection is .72 where the average is 1.0.

The Department of Foreign Languages and Literatures offers 8 courses in Latin and 1 in mythology. In 1996/97 there were 73 students enrolled in Latin classes and 219 credit hours were generated. Several other departments offer courses relating to classical history and culture: Department of Theatre and Dance, 3 courses on classical theatre; Department of History, 1 course on ancient Greece and 1 on ancient Rome; Department of Philosophy and Religion, 1 course on ancient philosophy and 1 on the art, music, and ideas of ancient and medieval cultures.

II. Description of the Collection

The Library collects materials in English that relate to all aspects of Greek and Roman culture at the general academic level. There are 2081 books in the classical language and literature collection and 287 in the ancient history collection. The Library subscribes to 11 periodicals relating to classical studies. Throughout the entire collection, the Library has a total of 642 items in Latin, excluding scores and recordings in the Music Library. There are 30 items in Latin in the Instructional Materials Collection.

III. Criteria and Guidelines for Collection Development

The Library is committed to achieving level 2b-F of the conspectus. The Library collects works by major Latin authors in English and Latin, and works by major Greek classical authors in English. In general, new editions of classics--unless accompanied by new critical material--are not collected. The Library also collects interpretations of classical works, Latin grammars and dictionaries, and a limited number of Latin textbooks and instructional materials.

Tools used for selection include, but are not limited to, the approval plan and reviews in Choice.

IV. Cooperative Arrangements and Related Collections

None.
V. Special Considerations

None.
I. Background Information

The Library collects dance materials to support the dance program in the Department of Theatre and Dance and, to a limited extent, the dance interests of the University community. The proportional use of the dance collection is 1.25, where the average is 1.0.

The Department of Theatre and Dance offers a minor in dance and teaches 14 courses that include performance classes in ballet, jazz and modern dance, history of dance, choreography, dance pedagogy, and somatics. Recreational dance is taught in the Department of Health, Leisure, and Exercise Science. There are 2 full-time and 2 part-time faculty members who teach dance. In 1996-97, the Department generated 1314 credit hours and taught 538 students.

II. Description of the Collection

The Library collects materials covering dance history, biography, choreography, and pedagogy, and includes all types of dance--ballet, folk, ethnic, jazz, modern, and recreational. The dance collection consists of approximately 514 books, 54 films, and 3 periodical subscriptions.

III. Criteria and Guidelines for Collection Development

The Library is committed to achieving level 2b of the conspectus for all areas of the dance collection. Tools used for selection include, but are not limited to, the approval plan and reviews in Choice and Dance Magazine.

IV. Cooperative Arrangements and Related Collections

None.

V. Special Considerations

As dance is a performing art, videos and films are an important part of the dance collection. Thus, this collection is expected to have a higher percentage of videos than collections in most other subjects.
I. Background Information

The Library collects ESL materials to support the Teaching English as a Second Language program in the Department of Foreign Languages and Literatures, to provide materials to assist foreign students enrolled at Appalachian State University, and, to a limited extent, to support the needs and interests of the University community.

The Department of Foreign Languages and Literatures offers a minor in Teaching English as a Second Language and operates a summer institute for teachers of ESL. There are 2 faculty members who teach in the ESL program. There are 9 courses offered; in 1996/97 these courses generated 1314 credit hours with an enrollment of 538 students.

II. Description of the Collection

The Library collects materials covering second language acquisition, English textbooks for foreign speakers, linguistics, and English language teaching. In addition, the Library also collects introductory texts, grammars, and dictionaries for all languages, because students in the ESL program are required to compare the structure of the English language with that of other languages, particularly non-Western languages. The collection consists of 5115 items on the English language in general, 557 on English language study and teaching, 138 on teaching foreign speakers, and 181 textbooks for foreign speakers. There are also 267 books on linguistics and 178 books on the study and teaching of languages.

III. Criteria and Guidelines for Collection Development

The Library is committed to achieving level 3a-F of the conspectus for all areas of ESL, except for linguistics, which is collected at the 2b level, and for texts and dictionaries for non-Western languages, which are collected at the 1a-F level. Important reference sources include Encyclopedia of Language and Linguistics, International Encyclopedia of Linguistics, and the following electronic sources: MLA Bibliography (a major index of journal articles on language and literature) and ERIC (index to journal articles and fugitive documents in education).

Tools used for selection include, but are not limited to, the approval plan and reviews in Choice.

IV. Cooperative Arrangements and Related Collections
None.

V. Special Considerations

None.
I. Background Information

The Library collects English language and literature materials to support the programs of the Department of English, related courses in the departments of Interdisciplinary Studies and Theatre and Dance, and a variety of courses in other humanities departments. To a limited extent, the Library collects contemporary literature in order to acquire important works which may be studied in the future and to support the reading interests of the University community. The proportional use of the English language and literature collection is 1.22 where the average is 1.0.

The Department of English offers the following degrees: B.A. in English, with an optional concentration in creative writing; B.S. in English, secondary education; M.A. in English; and M.A. in English, teacher certification preparation. The Department also offers a minor in English, and an honors program which requires a senior honors thesis. There are 61 courses at the 4000 level and below and 18 courses at the 5000 level. In addition, various selected topics are offered at both levels. There are 40 full-time and 30 part-time faculty. In 1996-97 there were 24,654 credit hours generated that involved 8,290 students; at the lower level, 156 students had declared an English major and at the upper level 211 students, and at the graduate level there were 37 students. In 1995-96, there were 80 undergraduate degrees conferred and 11 graduate degrees.

II. Description of the Collection

The Library collects materials covering all aspects of English language and literature: English literature, American literature, foreign literature in English translation, folklore, literary criticism, technical and creative writing, and film as an art form. Film studies, journalism, and English as a second language covered in separate profiles.

The English literature collection includes approximately 44,623 books: English literature 22,424; American literature 19,157; English language 1,718; and literary collections and anthologies 1,394. The Library maintains 172 current subscriptions to literary periodicals. In addition, the Library has several major literary collections on microform: *Chaucer Society Publications, Early American Imprints, Early English Books (STC) Early English Text Society, Library of English Literature*, and *Three Centuries of Drama*. Important reference sources include electronic access to *MLA International Bibliography, The Oxford English Dictionary* on cd-rom, and most titles in the Gale and Magill literary series.

III. Criteria and Guidelines for Collection Development
The Library is committed to achieving level 4a of the conspectus for literatures in English and 3a for the film and literatures in translation collections. Popular, “best-selling” fiction is judiciously selected. In general, important primary sources are duplicated within WNCLN, whereas secondary sources are not. Duplicate copies of literary works that circulate frequently are acquired to meet user demand.

Tools used for selection include, but are not limited to, the approval plan, reviews in Choice, and primary and secondary works cited in relevant volumes of Dictionary of Literary biography. In addition, the Library acquires fiction and poetry awarded the following prizes: Nobel Prize in Literature, Booker Prize,.....

IV. Cooperative Arrangements and Related Collections

The Library’s Appalachian Collection includes an extensive collection of works by Appalachian authors.

V. Special Considerations

None.

IV.A.15. Film Studies

DATE: Fall 1997
BIBLIOGRAPHER: Allen Antone
Belk Library
262-2822; antoneal

I. Background Information

The Library collects films and books about films, film makers, and film making to support courses offered in the Departments of English, Foreign Languages and Literatures, and Curriculum and Instruction, and, to a lesser extent, to support general interest reading and viewing of the University community.

The Department of Foreign Languages and Literatures offers 4 film courses featuring films in the following languages: French, German, Russian, and Spanish. The Department of English offers two film courses, and there are 6 sections of the 2000 level course. The Department of Curriculum and Instruction offers 1 course. A total of 11 faculty members are currently teaching film courses.

II. Description of the Collection

The Library collects materials at the general academic level in the following areas of film study: history of cinema, film criticism, genre studies, documentary film, film as an art form, and cultural
aspects of film. Feature films of artistic or cultural merit are collected in a variety of languages, but primarily in English and European languages. There are approximately 2355 books about film, 10 current periodical subscriptions, and xxx feature films in the collection. Important film reference sources include International Index to Film Periodicals, Variety Film Reviews, New York Times Film Reviews, and Magill’s Survey of Cinema series.

III. Criteria and Guidelines for Collection Development

The Library is committed to achieving level 2b-F of the conspectus for film studies. Tools used for selection include, but are not limited to, the approval plan, reviews in Choice, and Facets Features, a monthly catalog of feature and documentary videos in all languages.

IV. Cooperative Arrangements and Related Collections

Films held in WNCLN may be duplicated, since films are not loaned through the network to students. A limited number of films are collected in the academic departments, but these are usually available for classroom use only.

V. Special Considerations

None.
IV.A.31. Philosophy and Religion

DATE: Fall 1997
BIBLIOGRAPHER: Allen Antone
Belk Library
272-2822; antoneal

I. Background Information

The Library collects philosophy and religion materials to support courses in the Department of Philosophy and Religion and, to a lesser extent, those in the Departments of English, History, Interdisciplinary Studies, and Foreign Languages and Literatures. To a limited extent the Library collects to support the reading interests of the University community. The proportional use of the philosophy and religion collections is 1.19 where the average is 1.0. The most heavily used areas in this collection are Buddhism (3.15), Islam (3.05), rationalism (2.18), general religion (2.71), mythology (2.69), and ancient philosophy (1.58).

The Department of Philosophy and Religion offers a B.A. degree in Philosophy and Religion, a minor in Philosophy and Religion, a minor in Philosophy, a minor in Religion, and an academic concentration for teacher education majors which consists of 24 hours. There is also an Honors Program in Philosophy and Religion which requires a senior honors thesis. The Department offers 12 philosophy courses, 5 world religion courses, 7 Judeo-Christian courses, 2 general humanities courses, and 1 course on religion and culture. There are 14 full-time faculty members in the Department. In 1996/97 the Department generated 9,135 credit hours, reaching 3,047 students; 30 upper level students had declared philosophy/religion as their major and 6 degrees were awarded in philosophy and religion.

II. Description of the Collection

The Library collects materials covering the broad spectrum of philosophy and religion, including: patterns and methods of philosophy, major ancient and modern philosophers, Judaism, Christianity, and world religions. The Library collection consists of approximately 19,389 books on religion and 6,753 on philosophy, and 92 current periodical subscriptions. Important reference sources include Religion Index and Philosopher’s Index.

III. Criteria and Guidelines for Collection Development

The Library is committed to achieving level 3a of the conspectus. A very limited number of items are collected in foreign languages--primarily works of major philosophers who have written or are writing in the modern European languages studied at Appalachian. Inspirational and practical theology works generally are excluded from the collection. Secondary works at the professional level and those at the graduate level not accessible to undergraduates are judiciously selected.
Tools used for selection include, but are not limited to, the approval plan and reviews in *Choice*.

IV. Cooperative Arrangements and Related Collections

None.

V. Special Considerations

None.
I. Background Information

The Library collects physics and astronomy materials to support the programs of the Department of Physics and Astronomy and, to a lesser extent, related courses in other science and technology departments, as well as the general reading interests of the University community. The proportional use of this collection is 0.65 where the average is 1.0. The astronomy and electrical engineering collections have the highest proportional use at 0.92 and 0.96, respectively.

The Department of Physics and Astronomy offers the following degrees: B.A. in Physics, B.S. in Physics, B.S. in Physics with a teacher’s certificate, and M.S. in Applied Physics designed to prepare individuals for technical careers. At the undergraduate level, the Department offers 27 physics courses and 7 astronomy courses; at the 5000 level the Department offers 7 courses. There are 11 full-time faculty. In 1996-97, the Department generated 5,212 credit hours involving 1,990 students, of which 1,593 were enrolled in 1000 level courses. In fall 1996 there were 27 declared majors at the lower level, 28 at the upper level, and 11 graduate students.

II. Description of the Collection

The Library collects materials in physics and astronomy at the general academic level covering the fundamentals of physics and collects at the advanced academic level in the areas of applied physics, digital systems, laboratory automation, and instrumentation design. The physics and astronomy collections include 1,008 books in astronomy, 3,771 in physics, and 2,381 in electrical engineering. The Library maintains 51 current periodical subscriptions in physics and astronomy. Important reference sources are Physics Abstracts, INSPEC, and SPIN, the last two being available at no charge via DIALOG.

III. Criteria and Guidelines for Collection Development

The Library is committed to achieving level 3a of the conspectus for the fundamentals of physics and astronomy and level 3b for the areas relating to the master’s program. The Library attempts to maintain only a limited selection of popular physics and astronomy books.

Tools used for selection include, but are not limited to, the approval plan and reviews in Choice.

IV. Cooperative Arrangements and Related Collections
None.

V. Special Considerations

None.
IV.A.35. Romance Languages and Literatures

DATE: Fall 1997
BIBLIOGRAPHER: Allen Antone
Belk Library
262-2822, antoneal

I. Background Information

The Library collects French and Spanish language and literature materials to support courses in the Department of Foreign Languages and Literatures, the literature in translation courses in the Department of English, and, to a limited extent, the reading interests of the University community. The proportional use of the relevant collections is as follows: French language 0.78; Spanish language 1.04; French literature 0.51; and Spanish literature 0.42. The average proportional use is 1.0.

The Department of Foreign Languages and Literatures offers majors in French and Spanish leading to the Bachelor of Arts degree and the Bachelor of Science degree with K-12 certification, minors in French and Spanish, and Master of Arts degrees in French and Spanish. In the 1995-97 General Bulletin there are 33 French courses listed (11 at the graduate level) and 34 Spanish courses (13 at the graduate level). The graduate programs are being revised and revisions should be in effect in Fall 1998. There are 4 full-time French faculty members and 4 full-time and 2 part-time Spanish faculty members. In 1996/97 there were 1231 students enrolled in Spanish classes and 440 in French classes. This represents 3809 credit hours generated in Spanish and 1318 in French. In 1996/97 there were 56 Spanish majors and 22 French majors, 4 French graduate students, and 3 Spanish graduate students.

II. Description of the Collection

The Library collects materials in French, Spanish, and English that relate to the language, literature, and culture of French and Spanish speaking countries. There are 5795 books in the French language and literature classifications and 3705 in the Spanish classifications. Within the entire collection there are 4465 items in French and 3109 in Spanish, including 125 videos in French and 14 in Spanish, and 34 current periodical subscriptions related to Romance languages. Sound recordings, children’s books, and instructional materials relating to language teaching are located in the Instructional Materials Center.

III. Criteria and Guidelines for Collection Development

The Library is committed to achieving a level of 3b-F of the conspectus in French and Spanish language and literature. The Library collects materials in French, Spanish, and English translation in the following categories: literary works by major authors writing in French and Spanish, writings about the lives and works of those authors, language grammars and dictionaries, sound recordings, and a limited number of textbooks and children’s books. Feature films are selected in
the original language with English subtitles. The Library carefully selects a limited number of general histories, cultural studies, and reference works in French and Spanish.

The Library relies on dealers’ catalogs for selection of materials in French and Spanish: Schoenhof’s Foreign Books, Cambridge, MA; Libros Sin Fronteras, Olympia, WA; Hispanic Books Distributors, Tucson, AZ; AIMS International Books, Cincinnati, OH; Facets Multimedia, Chicago, IL. Reviews in Choice and World Literature Today are consulted for current materials in English; appropriate volumes of Dictionary of Literary Biography and Reader’s Advisor are consulted for retrospective buying.

IV. Cooperative Arrangements and Related Collections

The Foreign Language Bibliographer works with the Instructional Materials Center Librarian to select tapes, kits, children’s books, and other French and Spanish instructional materials.

V. Special Considerations

Familiarity with the spoken language and culture are essential to language acquisition; therefore this collection is expected to have a higher percentage of videos than collections in other subject areas.
I. Background Information

The Library collects Russian language and literature materials to support Russian courses in the Department of Foreign Languages and Literatures, the literature in translation courses in the Department of English, and, to a limited extent, general reading interests of the University community. The proportional use of the Russian language and literature collection in .94 where 1.0 is the average.

The Department of Foreign Languages and Literatures offers Russian language instruction through the intermediate level: four courses are taught on a regular basis and four on demand. One faculty member teachers Russian. In 1996/97, 55 students were enrolled in Russian classes and 165 credit hours were generated. The Department of English offers 4 literature in translation courses at the undergraduate level and 1 at the graduate level. Several faculty members teach these courses.

II. Description of the Collection

The Library has been actively collecting Russian language materials since 1991, when Russian language study was first offered on a regular basis. There are 1365 titles in the Russian language and literature section; of these 378 books, 35 video recordings, and 3 periodicals are in Russian. Throughout the entire collection the Library has a total of 514 titles in Russian. Sound recordings and children’s books in Russian are located in the Instructional Materials Center.

III. Criteria and Guidelines for Collection Development

The Library is committed to achieving level 2b-F of the conspectus. The Library collects literary works by major Russian authors in Russian and in English translation, writings about those works in English, video recordings in Russian with English subtitles, feature films in English based on Russian literary works, Russian language grammars and dictionaries, sound recordings, and a limited number of textbooks and children’s books.

In general, the Library does not collect the following in Russian: non-literary works such as political, psychological, or philosophical writings, or literary criticism. Reference sources and periodicals in Russian are carefully selected.

The Library relies on dealers’ catalogs for selection of materials in Russian. Schoenhof’s Foreign Books, Cambridge, MA; and Russia House, New York, NY. Reviews in *Choice* and *World
*Literature Today* are consulted for current materials in English; appropriate volumes of *Dictionary of Literary Biography* and *The Reader’s Adviser* are consulted for retrospective buying.

IV. Cooperative Arrangements and Related Collections

The foreign language bibliographer works with the Instructional Materials Center librarian to select tapes, kits, children’s books, and other Russian language materials.

V. Special Considerations

None.
I. Background Information

The Library collects theatre materials to support courses in the Department of Theatre and Dance and, to a limited extent, the interests of the University community. The proportional use of the theatre and costume collections is .94 and 3.2 respectively, where 1.0 is the average.

The Department of Theatre and Dance offers the following degrees: B.A. in Theatre Arts and B.S. in speech Teaching with a concentration in theatre arts (K-12). A minor in theatre arts is also offered. The Department offers 38 theatre courses and includes 9 full-time and 5 part-time faculty members; in 1996-97 it generated 5,946 credit hours involving 2,171 students. In fall 1996-97, 87 students had declared a major in theatre.

II. Description of the Collection

The Library collects materials covering theatre as a performing art: production, management, scenic design, costume, makeup, lighting, acting, and directing. Drama as literature is discussed under the profile for English Language and Literature.

The theatre collection consists of 8,933 books and 12 current periodical subscriptions. Videos and drama collections in microform are not included in these figures. Children’s plays and instructional materials used in primary and secondary education are located in the Instructional Materials Center. The following electronic databases cover various aspects of the theatre, and are available via the Library’s online catalog: ERIC, MLA Bibliography, Art Index, National Newspaper Index, and Expanded Academic Index.

III. Criteria and Guidelines for Collection Development

The Library is committed to achieving level 3b of the conspectus for theatre performance and production in the United States. Materials on theatre in foreign countries, particularly non-English speaking countries, are more carefully selected.

Tools used for selection include, but are not limited to, the approval plan and reviews in Choice.

IV. Cooperative Arrangements and Related Collections
The Department of Theatre and Dance maintains an independently funded and operated play script collection. This collection, located in 117 Chapel Wilson Hall, contains 1,525 separate volumes, including individual copies of plays, anthologies, monologues, and books of scenes.

V. Special Considerations

In preparing for performance or production, one may need to draw upon a wide range of sources. In the case of set and costume design, historical or visual materials located throughout the collection may be consulted. Films and videos are especially important for teaching theatre as a performing art. Texts of plays and play scripts, which are classified as literature, are selected for the theatre program as well as for the University’s literature programs in the Departments of English and Foreign Languages and Literatures.
II. Background Information

The Library collects visual arts materials to support the programs of the Department of Art, the design courses in the Departments of Family and Consumer Science, Theatre and Dance, and Technology, and to a limited extent the art interests of the University community. The proportional use of the visual arts collection is 1.51, where 1.0 is average, less than 1 is below average, and more than 1 is above average.

The Department of Art offers the following bachelor’s degrees: B.S. in Art Education, B.S. in Art Management, B.A. in Art, B.F.A. in Studio Art, and B.F.A. in Graphic Design. A minor in art history is also offered. The curriculum includes 70 courses with an emphasis on studio art. There are 19 full-time and 8 part-time faculty members in the department. In 1996-1997 the department generated 8,140 credit hours, reaching 2769 students. At the lower level 152 students had declared an art major; at the upper level, there were 100 majors.

The Department of Family and Consumer Science offers two design degrees: B.S. in Clothing and Textiles and B.S. in House and Interior Design. There are 24 design-related courses in that department. In Fall 1996, 91 students had declared a major in “housing and interiors” and 40 in “clothing and textiles.”

The Department of Theatre and Dance offers 8 courses on costume and scenic design.

The Department of Technology offers three B.S. degrees with design concentrations: industrial drafting and design, technical photography, and graphic arts and imaging. The current focus of the photography courses is on the creative, artistic aspects of the subject.

II. Description of the Collection

The Library collects materials covering the broad spectrum of art: painting, drawing, graphic arts, clay, fibers, alloys, sculpture, photography, interiors, fashion, and the decorative arts, as well as art education, management, and history. There is a more limited collection of books on architectural history, drafting, and design.
The art collection consists of approximately 14,000 books and 27 current periodical subscriptions. It is primarily an English language collection. Important reference sources include *Art Abstracts*, and *The Grove Dictionary of Art*.

### III. Criteria and Guidelines for Collection Development

The Library is committed to achieving a level of 3b-F of the conspectus for all areas except architecture, which is collected at the basic information level of 2b. Since images are often important regardless of the language of the text, a selected number of foreign language materials are collected regardless of language; however, preference is given to works in languages taught at Appalachian. Excluded from the collection are popular works on art techniques and coffee table books; however, since contemporary arts and crafts techniques are merging and crafts are an important part of art education, crafts books may be collected at a variety of levels. In general, the quality of printing and reproduction is considered in addition to the subject and the author of the work.

Tools used for selection, but are not limited to, the approval plan and reviews in *Choice*.

### IV. The Department of Art maintains an independently funded and operated Visual Resource Center. This collection contains some 50,000 slides and 150 video tapes, textbooks, and student work.

### V. Special Considerations

None.
IV.B. SPECIAL FORMATS AND COLLECTIONS

IV.B.1. APPALACHIAN COLLECTION

IV.B.2. ELECTRONIC RESOURCES POLICIES AND PROCEDURES (3-98)

These policies and procedures apply to software products which physically reside in the Library. Policies and procedures for Internet resources are under development.

IV.B.2.a. Selection

The evaluation criteria outlined in sections II.E. of the Appalachian State University Library Collection Development Policy are followed in the selection of all formats. Of special note:

A. Software products, like print products, should directly support the curriculum of Appalachian State University.

B. Only content-based products (statistical compendia, bibliographic indexes, full-text resources, etc.) are purchased. Products that facilitate the use of other electronic resources, such as spread sheets or word processing programs, are not purchased.

C. Bibliographers must consult with SAAT team members to verify that the product being considered is compatible with available hardware and software. Reference products must operate in a Windows environment. Circulating software products, which are used with a patron’s personal hardware and software, are not restricted to a Windows environment.

IV.B.2.b. Ordering

A. Bibliographers should provide Materials Processing team members with comprehensive and accurate ordering information.

B. Choice of ordering process (approval plan, firm order, subscription, donation) is determined by standard policies and procedures. One-time orders are handled by Acquisitions, while continuing subscriptions are handled by Serials.

IV.B.2.c. Cataloging

A. Monographs

Software products, including those received as accompanying material, are cataloged using separate item records and bar codes for each piece.

Software items such as diskettes and CD-ROMs that accompany books are removed from the book and placed in protective cases. Diskettes are put in disk
carrying cases; cd-roms are put in jewel cases, which are placed in disk carrying cases. The call number for an electronic item is the call number for the book, followed by the word DISK or other descriptive term, and a parenthetical note of the platform requirement. For example:

computer diskette: QA76.5 .M295 DISK (IBM)
CD-ROM: QA76.5 .M295 CD-ROM

B. Kits and Other Audiovisual Material

Software products accompanying audiovisual material are cataloged following the Library of Congress practice of indicating the number of disks, etc., as part of the collation and providing system requirements in the 538 field. If at all possible, the electronic product is housed in the container with the companion pieces. If this is not possible or practical, the software product is handled as for monographs above.

C. Serials

Software products that arrive as part of a print subscription are handled in the following manner:

1. The check-in box for that issue notes that a supplementary piece has arrived and in what format:

   Example: 1 CD
   3 Disks

   Serials routinely accompanied by a software product are so indicated in the patron notes field on the check-in record in the public catalog.

2. A label that says: INCLUDES CD-ROM: ASK AT PERIODICALS DESK; or, INCLUDES DISK: ASK AT PERIODICALS DESK is affixed to the cover of the printed material and the issue is stamped and sent to Periodicals.

   The software product is sent to Processing with the bibliographic record number and specific issue information (see Processing instructions below), and then to Periodicals.

IV.B.2.d. Processing

NOTE: CD-ROM products networked via the system tower are not tattle-taped.

A. Monographs
Disk carriers and audiovisual boxes are labeled DO NOT DESENSITIZE and are tattle-taped. The software products themselves are also tattle-taped with special small strips.

Appalachian Collection software products are handled as above. Music Library software products are processed by Music personnel.

B. Serials

Processing staff tattle-tapes both the software product that accompanies a periodical and its carrying case; labels it with the periodical title and the issue it accompanies (as directed by Serials); and creates an item record for it.

IV.B.2.e. Housing Electronic Materials

A. Circulating software products are integrated with print resources. When there are companion print and software products, each piece is barcoded.

B. General reference software products are kept at the reference desk.

C. U.S. and N.C. government software products are kept at the reference desk.

D. Software products accompanying periodicals are kept at the periodicals service desk.

E. IMC circulating software products are integrated with print material and shelved according to their classification numbers. IMC reference software products are shelved next to the CD-ROM workstation in IMC.

F. Appalachian Collection software products are shelved behind the service desk.

IV.B.2.f. Circulation

Loan rules and regulations vary according to location, and mirror those for print resources.

IV.B.2.g. User Support

The Library is committed to providing technological and instructional support for most library resources. The following are exceptions:

A. The Library offers technical support for software products received as supplementary material to periodical subscriptions. SAAT will provide in-house access within one working day, Monday-Friday.

B. The Library offers technical support to access personal materials (not owned by the
Library) which are placed on reserve. The faculty member placing the product on reserve is responsible for instructional assistance in the use of the product.

C. Very specialized products received automatically as part of the federal or state government publications depository program as well as software products which come as companion pieces to the primary purchase of printed circulating publications are generally available for check-out, and usability is subject to the patron’s personal hardware and software capabilities.

IV.B.3. GENERAL REFERENCE COLLECTION

IV.B.4. GOVERNMENT PUBLICATIONS COLLECTION

IV.B.4.a. Federal Documents (6-98)

IV.B.4.a.i. Statement of Purpose

The Appalachian State University Library was designated as a selective depository of U.S. government publications in 1964. As such, the Library is committed to making depository items available to the public-at-large and to serving the curricular and research needs of the University.

Belk Library administers and develops the collection according to the requirements of Title 44, Chapter 19, of the United State Code and the guidelines in Instructions to Depository Libraries issued by the Library Programs Service, Superintendent of Documents, U.S. Government Printing Office.

The Library staff makes all depository documents available to the public by providing an appropriate local collection, supplemented by interlibrary loan services from the Western North Carolina Library Network (WNCLN) and the regional depository at the University of North Carolina at Chapel Hill. When appropriate, patrons are referred to other documents/federal information repositories, such as the patent depository at North Carolina State University, the North Carolina State Data Center, and the Census Bureau Regional Office in Charlotte. In addition, member institutions of WNCLN cooperate in a systematic collection development program to make needed federal publications available in the region, which serves the 5th and 11th Congressional Districts.

IV.B.4.a.ii. Administration

At Appalachian State University the federal depository collection is housed primarily in Belk Library and is serviced by the Reference and Access Services staff; the major exceptions are maps, which are housed in the Map Library of the Department of Geography and Planning.

The Documents Librarian supervises the administration of the Documents Collection. S/he selects and deselects items for the collection and welcomes suggestions from members of the university
community and the general public. The Librarian works cooperatively with personnel in Materials Processing who are responsible for checking-in, processing, and cataloging the federal; in Access Services who maintain the Documents stacks, provide locational assistance to the collection, and circulate materials; and in Reference who provide reference services for the Documents Collection.

There is a strong commitment to regional cooperation. The WNCLN Documents Committee meets regularly to consider item selections or deletions and their impact on access to material through the network. Libraries in WNCLN seek to build upon their strengths for the benefit of the Network, while striving to meet local needs. Coverage of the Core Collection List for Small Academic Libraries is achieved in the Network. The Union List of Selected Item Numbers is reviewed annually to avoid unnecessary duplication and make efficient use of available depository items. Major changes in local or curricular needs are reviewed at the Network level.

IV.B.4.a.iii. Determining Needs

It is Appalachian State University's goal to select federal depository items which:

* Fill a current or potential information need of the community.

* Support the curricular or research needs of Appalachian State University faculty, staff, and students.

* Are distributed in a format which can be supported at Appalachian, such as paper, microform, audio cassette or CD, video cassette, CD-Rom, and electronic.

* Are of high quality and suitability as measured by scope, intended audience, timeliness, long term value, and reference value.

Appalachian State University does not collect patents. Patrons needing patent information will be referred to the patent depository at North Carolina State University. Appalachian also does not collect military specifications. Patrons needing such manuals will be referred to the Library's interlibrary loan services.

The Documents Librarian attempts to determine the community's and University's needs by:

* Analyzing the demographic profile of the region, as compiled from U.S. Census data, North Carolina State Data Center information, commercial publications and databases, etc.

* Analyzing the actual use of documents, as evidenced by reference questions, circulation statistics, in-house use, and interlibrary loan requests.

* Reviewing the content of Appalachian's course catalog.
* Reviewing requests from Library staff and from members of the University community and the general public.

* Evaluating feedback from outreach activities such as workshops.

* Analyzing results from surveys to publicize the collection and to identify present and potential users. Teachers, business people, and voters are examples of community groups likely to benefit from government publications.

IV.B.4.a.iv. Access

Appalachian State University provides the general public with free access to the federal depository collections it houses. Access to federal documents is facilitated by:

* Posting the depository logo at the Library entrance and providing clear signage directing patrons to document resources.

* Meeting all ADA requirements for building accessibility.

* Presenting on-going literature displays or special exhibits and providing free copies of GPO catalogs.

* Allowing open stacks access to the collection during all hours of operation.

* Providing accurate item level and bibliographic records for federal documents in the Library’s online catalog.

* Providing paper and electronic indexes of federal publications and specialized guides to publications of specific federal agencies.

* Arranging most federal documents by SuDoc number in a special document shelving area. Those documents classified in Library of Congress and placed in other collections are easily located through the Library’s online catalog.

* Shelving in Periodicals those documents periodicals that are covered in commercial indexes or are in heavy demand.

* Shelving decennial and quinquennial census publications in a census area.

* Training all permanent Reference Services staff to provide Documents reference assistance and all Reserves staff to provide locational assistance.

* Making microfiche readers and printers, paper photocopiers, CD-ROM work stations, and computers with access to WWW sites readily available.
* Circulating non-reference documents to any patron with an Appalachian State University or community borrower's card.

* Lending any circulating document to any requesting library, via mail, telefacsimile transmission, or the WNCLN ABC Express van service, as appropriate.

* Borrowing documents from the regional depository for Appalachian students, staff, and faculty. Non-Appalachian patrons are referred, with all necessary bibliographic information, to their public libraries.

* Notifying faculty and graduate students of significant new publications in their disciplines; and publicizing high interest documents as well as Documents services in local broadcast media and in *The Appalachian Scene*, *Appalnotes*, *The Appalachian*, *The Watauga Democrat* and other area newspapers.

IV.B.4.a.v. Maintenance

The collection is maintained in accordance with the guidelines set out in the *Instructions to Depository Libraries*.

An accurate shelf list of all depository publications is maintained to the piece level. All documents are clearly marked with the depository stamp, SuDoc number, and item number.

All documents received after June, 1992 are cataloged and included in the Library’s online catalog. Older materials are being added to the catalog as time allows.

Superseded documents are withdrawn with the exception of certain statistical and biographical sources in high demand. The dates these superseded titles were issued are clearly presented in the Library’s online catalog. Other documents are reviewed periodically for retention. Those titles no longer in demand are offered to other libraries and/or discarded with permission of the regional depository.

Worn documents are evaluated for binding, replacement, or withdrawal. A deposit account is maintained with the Government Printing Office to facilitate purchasing federal publications.

The Library maintains a written binding policy for federal documents. The Binding unit of Materials Processing has records of the established patterns for titles routinely bound and issues are sent to Binding on a regular basis. Periodicals are given first priority; monographs are bound as needed.

Item selections are reviewed annually, both independently and in cooperation with the documents librarians at the other institutions in WNCLN.

The Documents Collection development policy is reviewed annually.
An appendix giving a demographic profile of the 5th Congressional District, areas emphasized in Appalachian State University’s curricula and research, and a list of community needs is being revised.

IV.B.5. INSTRUCTIONAL MATERIALS CENTER (6-98)

IV.B.5.a. Mission

The mission of the IMC is to provide material to support the teacher preparation programs of the College of Education, to enhance alternative instructional strategies of the University community, and to promote the concept of life-long learning throughout the University community.

IV.B.5.b. Objectives of the Collection

A. To collect material which supports the curricular needs of students and faculty in the teacher preparation programs of the College of Education.

B. To collect audiovisual material which enhances instruction throughout the University.

IV.B.5.c. General Guidelines

A. Material Collected

1. Literature, levels pre-school through young adult. Emphasis on current genre and on historical perspective.

2. Current teaching methods and practices. Emphasis on practical teaching aids for use with individuals and groups of varying ages and abilities, from birth to grade 12.

B. Material Excluded

1. Instructional material in any format which an individual faculty member plans to use on a regular basis will all students as an integral part of a course.

2. Multiple copies of consumable items, such as student workbooks or test booklets.

3. General educational theory, philosophy, and methodology. These subjects are collected for the general Library collection.

4. Items having publisher-placed restrictions with which the Library cannot comply.

5. Children’s magazines (justified exceptions may be made).

IV.B.5.d. Acquisition Methods
The education bibliographer, within the broad scope of responsibility for the discipline, selects material for the IMC from the approval plan, review/selection aids, and recommendations from the IMC librarian and academic faculty. The IMC librarian and education bibliographer collaborate on suitability or location of questionable items.

IV.B.5.e. Specific Selection Guidelines

A. Children’s books which win major awards or are runners-up: Newbery, Caldecott, Horn Book, Coretta Scott King, Boston Globe, ALA Notables, Notable Trade Books in Social Sciences, Notable Trade Books in Science.

B. Young adult books which appear on notable lists and which are specifically for young adults (not adult titles deemed suitable for young adults). Exceptions are limited primarily to paperback science fiction and fantasy.

C. New editions of books of proven value.

D. Books of acceptable quality by important children’s and young adult authors and illustrators.

E. Well-reviewed books likely to be of lasting value, to support children’s literature classes and literature-based instruction.

F. Information books for all grade levels and subject areas covered in North Carolina’s curriculum.

G. Books on subjects, educational trends, innovations, etc., of interest to departments in the College of Education, especially for methods courses. (Caution: interest is often a result of trends and the tendency for educators to focus on one big issue each year; interest often wanes shortly as another fad appears on the horizon. Our policy is to select a few items which receive good reviews and appear to have lasting value).

H. Replacement of missing and worn out books and media if still available and information is still timely and useful.

I. Nonfiction and fiction to fill gaps in the collection and/or to provide balanced views of a subject, from standard lists.

J. Scientifically accurate, appealing material in areas which need frequent updating, such as computers, medicine, science.

K. Bibliographies and reference books in the field of children’s literature to help provide keys to the collection.

L. Practical, activity, and enrichment oriented material for teacher use, especially useful to
curriculum development and methods courses.

M. Curriculum guides and courses of study.

N. Media to complement the print collection, to give users an idea of the types of material and formats available, and to support faculty use of alternative instructional strategies.

O. Biographical and critical material about children’s authors and illustrators.

P. Textbooks on children’s and young adult literature and how to use it with children.

Q. Examples of controversial material to help students develop selection/evaluation skills.

R. Examples of standardized tests, primarily as recommended by College of Education faculty. Reference works about tests are acquired for the general library collection.

S. Materials on creative activities such as drama, dance, visual arts, creative writing, and music for children and young adults.

T. Books and media on skills for classroom teachers and librarians such as storytelling, managing a media center, giving book talks, using puppets, etc.

IV.B.5.f. Weeding Criteria

The following factors may be taken into consideration when weeding material from the IMC collection. Several factors will be considered together before an item is discarded, and sometimes an item will be kept simply because it is the only example in the collection of an instructional method or educational trend, and should be preserved for historical value.

A. Dated Material

1. Outdated information or terminology, such as science or geography books with inaccurate interpretations

2. Older material infields that change frequently, such as computer science.

3. Juvenile encyclopedias older than seven years.

B. Appearance/Physical Condition

1. Antiquated appearance which discourages use, such as small type or dense print.

2. Badly printed or poorly bound.

3. Worn out volumes: pages dirty, brittle, or yellow; missing pages.
4. Material with missing or damaged components that cannot be replaced.

C. Unneeded Duplicates/Superfluous Items

1. Items which are duplicates except for date or place of reprint.
2. Worn paperback when a hardcover edition is in the collection.
3. Older editions when a later edition is in the collection.
4. Older editions of state-adopted texts, courses of study, curriculum guides.
5. Almanacs, yearbooks, and manuals that have been superseded.
6. Outdated atlases.
7. “Mistakes”—items which never should have been in the collection. Examples: consumable items purchased with Library funds which departmental instructors meant for students to use in the classroom; inappropriate items because of level, bias, etc.; items which were misrepresented.

D. Changes in Curriculum or College Focus

1. Material now of little interest to the departments, many times outdated, or “fds” in disrepute.
2. Narrow or highly specialized items ordered by individual faculty and never used or not used after that individual left the University.

E. Use Patterns

1. Books unused for five years that do not appear in a standard list.
2. Materials in formats no longer popular, usually because improved formats and equipment superseded them.

IV.B.6. MUSIC LIBRARY (2-95)

IV.B.6.a. Introduction

It is the intent of this document to provide formal guidelines for the selection of material to be acquired for the Music Library. It will be reviewed and brought up-to-date as changes occur in the curricula of the University.
IV.B.6.b. Mission of the Music Library

The Music Library is an educational unit, the purpose of which is to provide music materials and services to support the curricula of the University, to encourage independent study, and to lay the basis for lifelong learning in the area of music.

A. Curricular programs supported by the Music Library

1. Bachelor of Music--Music Education (Instrumental)
2. Bachelor of Music--Music Education (Piano)
3. Bachelor of Music--Music Education (Vocal)
4. Bachelor of Music--Music Performance (Instrumental or Vocal)
5. Bachelor of Music--Music Performance (Composition/Theory)
6. Bachelor of Music--Music Performance (Sacred Music)
7. Bachelor of Science--Music Industry Studies
8. Master of Music--Music Education (Band Directing)
9. Master of Music--Music Education (Choral Directing)
10. Master of Music--Music Education (General Music)
11. Master of Music--Music Education
12. Master of Music--Music Performance
13. Courses in the appreciation and understanding of music offered as general education requirements.
14. Performance ensembles

F. Objectives of the collection

1. To collect material which will support the curricular needs of library patrons.
2. To collect reference material to introduce the study of music beyond the immediate curriculum.
3. To a lesser extent, to collect material which will support research and advanced study.

IV.B.6.c. General Guidelines

A. Languages

Music, both in print and sound, is collected for its intrinsic value, regardless of the language of its text or notes. Works about music are collected--primarily in English, with basic reference tools and major texts on important topics in German, French, Italian, and Spanish.

B. Geographical areas

Music, both in print and sound, is collected with an emphasis on Europe and North America. A
A representative collection of sound recordings and videos representing the major cultural areas of
the world is being developed and maintained.

C. Chronological periods

The emphasis of the collection will be on instrumental music from the Baroque to the present, and
vocal music from the Renaissance to the present.

D. Multiple copies

In general, the library will not purchase multiple copies of materials, unless there is unusual
demand. Donations of additional copies of items with significant long-term demand will be added
as they are received.

E. Price

Because of limited funds, major purchases will be submitted to the Music Library Committee of
the music faculty for approval.

F. Material collected

Printed music of the standard vocal and instrumental repertoire
Sound recordings
Books on music
Periodicals
Video recordings

G. Material excluded

Sets of band, choral, and orchestral parts
Parts for instrumental ensembles of more than 10 players
Octavo choral music
Sheet music for popular songs
78 rpm sound recordings

IV.B.6.d. Definition of Collecting Levels

A. Research level

Materials collected at this level are aimed at giving support and enrichment in scope and depth to
the work of masters level and advanced undergraduate students. There will be some attempt to
develop the collection retrospectively at this level.

B. Study level
Materials collected at this level are aimed at effective support and enhancement of subjects formally taught at the undergraduate level. Only standard works and those of major significance will be added retrospectively.

C. Reference level

Materials collected at this level cover subject areas not formally taught at Appalachian, and serve to meet the general informational needs of the University and the community. Materials would be selected for breadth, depth, and currency of treatment.

D. Level of no collection

Does not fit into program of University or the Library.

IV.B.6.e. Levels of Collecting and Guidelines for Specific Subjects, Formats, and Material Types

<table>
<thead>
<tr>
<th>A. Printed music</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>In general, standard and major pedagogical repertoire</td>
<td>A</td>
</tr>
<tr>
<td>Contemporary music, major works</td>
<td>B</td>
</tr>
<tr>
<td>Collections of music</td>
<td>B</td>
</tr>
<tr>
<td>Facsimiles of musical manuscripts</td>
<td>C</td>
</tr>
<tr>
<td>Solo instrumental music: keyboard, guitar, orchestra and band instruments</td>
<td>A</td>
</tr>
<tr>
<td>(With limited funds, emphasis in the solo literature collection is primarily on the major, permanent works of the repertoire. Individual short pieces will be added if they are available in collections. In exceptional cases a faculty member may recommend that a shorter work be added because of the significance of the work to the repertoire.)</td>
<td></td>
</tr>
</tbody>
</table>

| Other instruments | B or C |
| Chamber music—scores and parts | A |
| (Ensembles of 10 or more instruments will be collected by band or orchestra library) |
| Large instrumental ensemble: Band and orchestra | A |
| (scores only, preferably study scores) |
| Jazz | B |
| (Fake books will be added as they are available, if they comply with copyright law) |
| Solo vocal music | A |
| (Exception: sheet music for individual songs will not be added to the collection) |
| Choral music—scores (based on potential demand) | B |
| vocal scores | A |
(Exception: octavo choral music will not be added to the collection)

Operas--full scores (based on potential demand)  B
vocal scores  A
Musical theater and ballet  B
Vernacular and non-Western musics  B
Popular music collections  C

B. Sound Recordings

1. Recordings of Western art music will be collected at the same levels as their printed equivalents. More than one performance of a particular work will be considered in those areas collected at the research level.

2. Recordings of jazz and other improvisatory musics will provide the primary format for documentation of those genres.

3. Levels for specific areas not noted above:
   Popular music for recreational listening  D

4. Recordings will be purchased in compact disc format, unless available only on cassette or LP.

C. Books on Music

General  B
Bibliography and reference  A
History and literature of music, including bibliography  A/B
History of musical instruments
   Taught at Appalachian  A
   Not taught at Appalachian  C
Vernacular and non-Western musics  B
Sacred music  B
Music theory and composition  B
Analytical guides  A
Instrumental choral conducting  A
Instrumental techniques, for instruments and ensembles  A
Jazz  B
Singing and voice culture  A
Opera  B
Philosophy and criticism of music  B
Music industry  B
Music therapy  B
Music education  A
D. Periodicals

Because of the ongoing financial commitment required by periodical subscriptions, the Music Library will stress the maintenance of a balanced collection with minimum growth, covering to a moderate degree all areas of the curriculum. Interlibrary loan and other forms of document delivery will be expected to compensate for lack of comprehensiveness in the collection.

E. Video Recordings

Video recordings will be purchased as needed in the areas of instrumental, vocal, and conducting pedagogy, genres that combine visual and aural presentation, and documentary materials on the relations of music to culture. Video recordings of instrumental and vocal performances may be added on a selective basis.

IV.B.6.f. Levels of Collecting for Program and Curricular Areas

<table>
<thead>
<tr>
<th>Area</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Music education</td>
<td>A</td>
</tr>
<tr>
<td>Music history/Musicology</td>
<td>B</td>
</tr>
<tr>
<td>Instrumental conducting/teaching</td>
<td>A</td>
</tr>
<tr>
<td>Choral conducting/teaching</td>
<td>A</td>
</tr>
<tr>
<td>Composition and theory</td>
<td>B</td>
</tr>
<tr>
<td>Jazz</td>
<td>B</td>
</tr>
<tr>
<td>Opera</td>
<td>B</td>
</tr>
<tr>
<td>Music industry</td>
<td>B</td>
</tr>
<tr>
<td>Church music</td>
<td>B</td>
</tr>
<tr>
<td>Popular music</td>
<td></td>
</tr>
<tr>
<td>General &amp; miscellaneous</td>
<td>C</td>
</tr>
<tr>
<td>Keyboard performance</td>
<td>A</td>
</tr>
<tr>
<td>String performance</td>
<td>A</td>
</tr>
<tr>
<td>Woodwind performance</td>
<td>A</td>
</tr>
<tr>
<td>Brass performance</td>
<td>A</td>
</tr>
<tr>
<td>Percussion performance</td>
<td>A</td>
</tr>
<tr>
<td>Guitar performance</td>
<td>A</td>
</tr>
<tr>
<td>Voice performance</td>
<td>A</td>
</tr>
</tbody>
</table>

IV.B.6.g. Affirmative Action

The Music Library makes a conscious effort to increase representation for composers and authors from groups which have historically been under-represented in the collections, and to cover topics that represent a diversity of cultures. In accordance with university goals, there is a special effort to provide materials by women and African Americans.

IV.B.6.h. Gifts

Gifts will be added to the collection using the same criteria as if the materials were purchases.
The Music Library reserves the right to dispose of gifts as it considers necessary. Duplicate, worn, and other materials not needed will ordinarily be added to the Music Library book, music and recording sale; this sale raises funds for special library needs, and gives students the opportunity to develop personal libraries.

IV.B.6.i. Reference Collection

A. Dictionaries, bibliographies, thematic catalogues, indexes, guides to repertoire, and other reference tools will be purchased both to support the curriculum and to introduce patrons to materials that exist beyond the confines of the Library. Ordinarily they will be purchased in printed format unless a CD-ROM product provides greater access for a large number of users.

The nine sections of shelving in the Reference area of the Music Library are the limiting factor to the size of the collection. This space limitation will, however, be used as an opportunity to maintain a streamlined reference collection--one that has the major tools readily available and not obscured by large numbers of rarely used minor ones.

If it is anticipated that items will regularly be consulted for reference, they will be shelved in the Reference Collection. Those items with less frequent demand will be shelved in the stacks, but they will non-circulating status so that they will always be available for consultation.

B. Guidelines for specific categories of reference materials:

General and topical musical dictionaries. Major tools, primarily in English, will be purchased.

1. Biographical dictionaries. Biographical dictionaries covering the composers and musicians included in the scope of the curriculum will be purchased. Preference will be given to those tools that include adequate bibliographies.

2. General Bibliographies. Bibliographies covering musical topics and repertoires will be purchased, unless they fall outside of the scope of the curriculum.

3. Thematic catalogues and composer bibliographies. These tools will be purchased for all major composers as they are published. Thematic catalogues and composer bibliographies for secondary and minor composers will be purchased if they are included in the scope of the curriculum.

4. Discographies. Comprehensive discographies covering major portions of repertory covered in the curriculum will be purchased. Specialized discographies of performers, composers, or record companies will not be purchased, unless there is unusual demand.

5. Directories. Subscriptions for an annual comprehensive directory of the musical world and the biennial Directory of Music Faculties will be maintained. Directories of more
specialized areas of music will be purchased as needed, on a one-time or alternating year basis rather than as an annual subscription.

IV.B.6.j. Weeding and Replacement

Because the core material of the music curriculum--musical works in printed and recorded format, with musical literature supporting background research--is historically based, selection policies emphasize permanence of musical value, with replacement of material as necessary. The following are guidelines for weeding appropriate areas.

1. Reference materials may be transferred to the stacks as space and usage require.

2. Ordinarily, only the most recent editions of directories will be kept.

3. Materials selected to meet specific curricular needs may be weeded as those needs change.

4. Recordings of poor playing quality will be discarded and replaced with a new copy or a different edition unless the recording has unusual historical value and cannot be replaced.

5. Older editions of printed music will be replaced as needed with the most authoritative editions currently available.
IV.B.6.k. Implementation

Selecting of materials is the responsibility of the Music Librarian, with the advice of the Music Department Library Committee, individual faculty members, and students.

IV.B.7. POPULAR READING COLLECTION (10-95)

IV.B.7.a. Purpose

The purpose of the popular reading collection is to serve the University community by providing literature for the general reader. The books and audio tapes may serve recreational, enrichment, or current awareness purposes. This collection is one way in which the University Library demonstrates its commitment to lifelong learning.

IV.B.7.b. Description

There are four components: best sellers, McNaughton books, books and audio tapes purchased for the general collection and judged to have a potential general audience, and books and tapes ordered specifically for the popular reading collection. Topics in the collection include current topics of interest and national discussion, genre fiction, multicultural literature, health and self-help, business and investing, art, science, sports, biographies, etc. Some titles cross several categories.

IV.B.7.c. Selection and Desclection

Studying use patterns and scanning popular reading collection titles to be shelved, knowing current topics of interest, as well as aiming to please a broad group of readers, are all important aspects of selecting titles for the popular reading collection. The collection should be one of expected books and surprises, where users will find something of interest in their favorite reading areas, and perhaps try a book that will open new horizons of reading pleasure. Categories presently in demand include multicultural titles, science fiction and fantasy, romance, historical fiction, mystery, business and investment, and popular biography. Most best sellers are in great demand, and sometimes multiple copies must be leased through McNaughton so that hold lists are not unreasonably long.

Best sellers are sent automatically by a vendor, generally arriving several weeks after the title appears on best-seller lists. The popular reading collection selector is notified when they arrive and decides whether to keep them. If judged of ephemeral interest or quality, a McNaughton (lease) copy may be ordered instead. When titles go off the best seller list, they are removed from the popular reading shelves and moved to the main stacks (or other appropriate location).

McNaughton books are leased books of a popular nature. The vendor selects forthcoming fiction and nonfiction books predicted to be of great interest to general readers and offers them in a monthly annotated brochure. The Materials Processing coordinator forwards the list to the popular collections bibliographer and indicates how many items to select, based on the Library’s
subscription plan (generally twenty to thirty titles a month). The bibliographer then chooses which books to lease, striving to select in a broad spectrum of areas and genres, with careful attention to current usage patterns and suggestions from patrons. A similar number of titles are deselected, based on physical condition, genre of book, duplication in main collection, and, most important, circulation figures. Deselected titles are taken to a Materials Processing staff member for processing/mailing, including removal of the record from the online catalog.

Books acquired for the main collection are scanned by the popular reading collection bibliographer as they await cataloging and processing in Materials Processing. The bibliographer places a blue Browsing flag in those items judged to be of general interest. Approximately every six months the bibliographer examines the titles and removes those that are no longer circulating. They are brought to Materials Processing and the location is changed to a permanent Library location.

Books purchased for the popular reading collection are chosen carefully and sparingly. The bibliographer reads current book reviews in Booklist and scans those in the book review sections of The New York Times and the Washington Post, and orders titles thought to be important and/or of general interest but not likely to be offered on the McNaughton plan or to make the best seller lists. The bibliographer has of late concentrated on multicultural fiction and nonfiction, international authors, a bit of poetry, books from the annual ALA Notable list, and requests from patrons and librarians that seem worthy of space in the permanent collection. Deselection follows the same procedure as for books acquired for the main collection, above.

IV.B..8. Rare Materials Collection

IV.B.8.a. Purpose

The purpose of the Rare Materials Collection is to preserve for research and study items that because of age or artifactual, bibliographical, research, or market value may be vulnerable to damage or theft on open shelves.

IV.B.8.b. General Policy

Although there will be no active pursuit of these materials for their own sake, items received and added to the collection by donation or purchase that meet the following criteria will be housed in the vault. Donations that do not meet the general criteria for inclusion in the collection will be sold in the book sale or to a dealer.

IV.B.8.c. Selection Criteria

IV.B.8.c.1. Age

C All items published before 1801.

C All American items published before 1850.
C All Confederate imprints and all materials published in the South before 1866.
C All material published in North Carolina before 1870.

IV.B.8.c.2. Artifactual Value

C Miniature books (10 cm. or less).
C Fine printing and fine and signed bindings.
C Extra-illustrated volumes.
C Books with decorated endpapers.
C Books with significant provenance.
C Printing on vellum or highly unusual paper.
C Volumes or portfolios containing unbound plates.
C Books with valuable maps.
C Broadsides, posters, and printed ephemera.
C Materials requiring security (books in unusual formats, or materials that are difficult to replace).

IV.B.8.c.3. Bibliographical, Research, and Market Value

C Rare or collectible items with a value greater than $200 in the antiquarian book trade.
C Autographed and inscribed books with potential significant research or market value.
C First editions of major literary writers in good condition and with potential significant market value.

IV.B.8.c.4. Condition

C Items that meet the criteria for age will be housed in the area designated for rare materials.
C Items that meet other criteria will also be evaluated for condition. If the research
and market value have been reduced significantly by wear, repair, rebinding, or ownership stamps, they will be shelved in the main stacks.

IV.B.8.d. Procedures

IV.B.10.d.1. Decisions

Additions to the rare materials collection will be made by the rare book selector on the library faculty, in consultation with members of the Collection Development Team and in special instances with assistance or advice from a consultant.

Among the initial selection criteria:

1. If a subject selector knows in advance of ordering that an item may fit the criteria for the rare materials collection, a note will be made on the order form and included in the order record to notify the rare book selector when it arrives, so that a decision can be made before the dust jacket (if any) is removed and library ownership marks are applied.

2. If a member of the Materials Processing Team believes that an item should be considered for inclusion in the rare materials collection, the rare book selector will be asked to make a decision. A note indicating the decision, positive or negative, will accompany the item through processing.

3. The gift coordinator will notify the rare book selector and the bibliographers of the availability for examination of each new donation.

IV.B.8.d.2. Physical Processing of Rare Materials

1. No marks will be made in the materials. Acid-free flags with the call number, author, title, and barcode information will be placed in the items. The flag will be placed so that the typed information and barcode are not in contact with the item itself.

2. No labels will be made for rare materials.

3. Dust jackets will remain with rare books, and will be protected by a plastic cover.

4. Pamphlets will be encased in acid-free tissue paper.

5. Donation plates will be encapsulated in acid-free tissue paper and placed in the donated item.

6. Acid-free tissue paper will be placed in front of all plates.

7. The staff member in charge of physical processing will personally process all rare materials and deliver them to the circulation desk manager.
IV.B.9. NON-LIBRARY LOCATIONS

Materials purchased with Library funds which are housed outside the Library must adhere to the following criteria:

A. All materials acquired with Library funds are listed in the Library’s online catalog.

B. No materials which duplicate those held in the Library may be purchased for external collections with Library funds.

C. The external collection provides the Library with the hours of operation and the name and telephone number of a contact person, and posts the hours of operation on the door of the collection.

V. CONSPECTUS

VI. SUPPLEMENTARY DOCUMENTS

VI.A. Collection Development Team Mission Statement (9-95)

The mission of the Collection Development Team is to identify, evaluate, and select the information resources necessary to support the University's mission of teaching and scholarship.

This mission is accomplished through:

1. Ongoing analysis of curricular, research, and general information needs of students, faculty, and staff.
   a) Consultation with teaching faculty.
   b) Surveys of patrons and their collection usage patterns (focus groups, questionnaires, system reports, etc.)
   c) Participation in University curricular decisions through involvement with appropriate groups.

2. Regular evaluation of current collections for adequacy and relevance.
   a) Analysis of collection content (checking holdings against authoritative bibliographies, examining materials on the shelves, consulting with acknowledged experts, etc.)
   b) Analysis of collection use (examining circulation and document delivery statistics, tracking faculty publication trends, etc.)
   c) Weeding the collection based on careful analysis and following the principles set forth in the Library Collection Development Policy.

a) Regular consideration of publications for possible purchase.
b) Careful monitoring of the approval plan, making profile adjustments as necessary
c) Regular searching of the Internet to identify and evaluate sites for inclusion in the Library online catalog.

a) Participation in workshops and other training programs, both internal and external.
b) Collaboration with the coordinator of collection development to develop strategies for strengthening weaker areas of collection development knowledge.

VI.B. Characteristics of the RLG Conspectus and Collecting Levels

* These values describe collections or collecting absolutely, not relatively. They are based on a national perspective, broad cognizance of bibliography in each field, the holdings of the largest and best collections, and current publication and book trade data.

* When the value describes existing collection strength, it reflects what is really on the shelves or otherwise readily accessible.

* When the value describes current collecting intensity, it represents actual collection practice, not policy (what ought to be).

* The most crucial distinction is that made between a level 3 collection and a level 4 collection. Level 3 collections are adequate for local needs; level 4 collections attract visiting scholars and researchers.

The levels are defined as follows:

0 - **Out of Scope**: The Library does not collect in this area.

1 - **Minimal Level**: A collection that supports minimal inquiries about a subject and includes a very limited selection of monographs and reference works. Periodicals dealing directly with the topic and electronic resources are not collected.

1a - **Minimal Level, Uneven Coverage**: Few selections, unsystematic representation of a subject.

1b - **Minimal Level, Even Coverage**: Few selections, but basic authors, some core works, or a sampling of ideological views are represented.

2 - **Basic Information Level**: A collection of up-to-date general materials that serves to introduce and define a subject, to indicate the varieties of information available elsewhere, and to support the needs of general library users through the first two years of college instruction. It may include a limited collection of monographs and reference works, a limited collection of representative general periodicals, and
menu links to owned or remotely-accessed electronic resources selected by the Library.

2a - Basic Information Level, Introductory: Supports patrons needing general information about a subject or students enrolled in introductory level courses.

2b - Basic Information Level, Advanced: Basic information on a wider range of topics and with more depth. Sufficient to support students in basic courses.

3 - Instructional Support Level: A collection that provides information about a subject in a systematic way, but at a level of less than research intensity. It is adequate to undergraduate and most graduate instruction, as well as sustained independent study. It includes 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; extensive collections of the works of better-known authors and selections from the works of lesser-known authors; and menu links to an extensive collection of owned or remotely-accessed electronic resources, including bibliographic tools, texts, data sets, journals, etc.

3a - Basic Study or Instructional Support Level: Supports lower division undergraduate courses as well as some of the basic independent study needs of the University community.

3b - Intermediate Study or Instructional Support Level: Supports undergraduate courses, including advanced undergraduate courses, as well as most independent study needs of the University community.

3c - Advanced Study or Instructional Support Level: Supports all courses of undergraduate study and master's degree programs as well as the more advanced independent study needs of the University community.

4 - Research Level: A collection that contains the major published source materials required for doctoral study and independent research. It includes a very extensive collection of general and specialized monographs and reference works; a very extensive collection of general and specialized periodicals; extensive collections of the works of well-known authors as well as other important but lesser-known authors; and menu links to a very extensive collection of owned or remotely-accessed electronic resources, including bibliographic tools, tests, data sets, journals, etc. Older material is retained for historical research.

5 - Comprehensive Level: A collection in a specifically defined field of knowledge in which a library endeavors, so far as is reasonably possible, to include all significant works of recorded knowledge in all languages. This level of collecting
intensity characterizes a "special collection." Included are exhaustive collections of published materials; very extensive manuscript collections; and very extensive collections in all other pertinent formats. Older material is retained for historical research.

The following language codes are added to the numbers when the codes usefully qualify the values reported.

E - English language material predominates; little or no foreign language material in the collection.

F - Selected foreign language material, primarily Western European, in addition to the English language material.

W - Wide selection of foreign language material in addition to the English language material.

Y - Material is primarily in one foreign language.

In addition to the use of these collection level codes, the Collection Development Policy may further prescribe the scope of collections in specific subject areas through the use of delimiters relating to geographic areas; political jurisdictions; chronological divisions; and form, type, and content level of materials.

VI.C. Cooperative Collection Development Initiatives

* NC LIVE. Begun in 1997, NC LIVE is a consortium of North Carolina state institutions of higher education and the State Library. With state and local funds NC LIVE brings to its members a wide variety of electronic products.

* Western North Carolina Library Network. WNCLN, established in 1985, is a consortium composed of the libraries of Appalachian State University, the University of North Carolina at Asheville, and Western Carolina University. These institutions, recognizing that neither significant increases in library purchasing power nor reductions in demand for library services were probable in the near future, sought an alternative to the traditional philosophy of institutional self-sufficiency. Network cooperative collection development policies appear below. Most items are shared among the three member institutions. Materials in the collections of UNCA and WCU may be requested directly by Appalachian patrons and delivered within 48 hours.

* Interlibrary loan services. Materials not available via WNCLN's ABC Express are made available to users through interlibrary loan arrangements with libraries throughout the world.
* SASASAAS. Appalachian is a member of the Southeastern Association of Southeast Asian and African Studies, a consortium of universities which cooperatively acquires and maintains videos on Asia and Africa. The collection, which is housed and maintained by Belk Library at Appalachian, contains about 300 titles.

* Document delivery services. Articles in journals which fall outside the scope of Appalachian's Collection Development Policy or financial resources may be made available via several commercial document delivery services.

VI.C.1. WNCLN Cooperative Collection Development for Journals (12-96)

Whereas, the libraries of Appalachian State University, the University of North Carolina at Asheville, and Western Carolina University have forged a successful partnership, the Western North Carolina Library Network, with collections linked by a mutual online library system and with each institution's library resources accessible through a regular delivery service;

Whereas, the cost of journals has continued to rise faster than the general rate of inflation;

Whereas, the expansion and strengthening of academic programs and research activities are creating demands for a diversity and depth of library resources which cannot be met locally with existing budgets;

Whereas, cooperatively developed journal collections will deliver more information from a wider variety of sources and will promote more effective resource allocation as well as reduce duplication of non-core materials;

Therefore, this agreement commits the WNCLN libraries, with the active participation of their teaching faculties, to the practice of building and maintaining complementary and, whenever practicable, non-duplicative scholarly journal collections. Sharing the resources of the autonomous institutions will develop readily accessible joint holdings of greater depth and comprehensiveness for the member institutions.

Achievement of the purpose of this agreement requires adherence to the following:

1. Collection Development Plan:

   A collection development plan will include statistical reports based on LC classification giving data on number of volumes, age of collection, and circulation; shared conspectus documents developed by each institution showing existing collection levels and collecting goals; and established means of communication for subject bibliographers to share information and discuss issues relating to the collections.

   The plan will become operational with the approval of the faculty library committees and the academic offices of each institution.

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2. Purchase of new subscriptions:

The decision to add a new subscription will be made primarily to meet the needs of the ordering institution. An important secondary consideration will be the extent to which this acquisition enhances total Network resources.

The need for local ownership should be carefully considered by the proposing department and library when a new subscription would duplicate a title already held in the Network.

3. Duplicate subscription cancellations:

Duplicate journal subscriptions within the Network will be reviewed for cancellation by affected academic departments if access via ABC Express is perceived by the affected departments and the library to be a satisfactory alternative to local ownership.

4. Sole subscriptions:

In cases where an institution has agreed to be the sole Network source of a particular title but subsequently cancels the Network's only current subscription, that institution's non-duplicative backfiles of the title (in whatever format available) may, if mutually agreeable, be physically moved to another Network institution if the latter begins a current subscription to that title and requests these backfiles.

5. Changes in programs:

The addition, deletion, or change in focus of academic programs at any institution will be examined by the WNCLN Collection Development Committee for its impact on cooperative collecting agreements. These agreements will be modified as necessary.

6. Process for changing cooperative agreements:

Recommended changes in cooperative agreements will be distributed to the Network for comment. After revision from the results of these distributions, the revised agreement will be submitted to the Network Advisory Committee, which will forward its recommendations to the WNCLN Board. Upon Board approval, the agreement will be submitted to the faculty library committees and the academic offices at each institution for final approval.

7. Cooperative collection development procedures:

Each library will be informed of and will review for planning purposes all intended new journal subscriptions and cancellations by the member libraries prior to actual implementation of decisions. Further procedures will be developed as needed with the cooperation of departmental faculty on each campus.
VI.C.2. WNCLN Cooperative Collection Development Agreement for Monographs (12-96)

Whereas, the libraries of Appalachian State University, the University of North Carolina at Asheville, and Western Carolina University have forged a successful partnership, the Western North Carolina Library Network, with collections linked by a mutual online library system and with each institution’s library resources accessible through a regular delivery service;

Whereas, libraries must meet the needs of users in an age characterized by rapid expansion in the volume of information, by changes in its accessibility, and by multidisciplinary thrusts in teaching and research;

Whereas, the expansion and strengthening of academic programs and research activities are creating demands for a diversity and depth of library resources which cannot be met locally with existing budgets;

Whereas, increasing costs of library materials as well as their storage and retrieval, coupled with the incorporation of new information formats into most collections and the use of technology to deliver information quickly, have caused librarians and administrators to rethink the need for ownership of resources;

Whereas, cooperatively developed monograph collections will deliver more information from a wider variety of sources and will provide more effective resource allocation as well as reduce duplication of non-core materials;

Therefore, this agreement commits the WNCLN libraries, with the active participation of their teaching faculties, to the practice of building and maintaining complementary and, whenever practicable, non-duplicative scholarly monograph collections. Sharing the resources of the autonomous institutions will develop readily accessible joint holdings of greater depth and comprehensiveness for the member institutions.

Achievement of the purpose of this agreement requires adherence to the following:

1. **Collection Development Plan:**

   A collection development plan will include statistical reports based on LC classification giving data on number of volumes, age of collection, and circulation; shared conspectus documents developed by each institution showing existing collection levels and collecting goals; and established means of communication for subject bibliographers to share information and discuss issues relating to the collections.

   The plan will become operational with the approval of the faculty library committees and the academic offices of each institution.

2. **Purchase of new titles:**
First priority will be given to collecting core materials which meet the needs of local constituencies and are of immediate interest to users. An important secondary consideration will be the extent to which this acquisition enhances total Network resources.

Emphasis will be on reducing duplication of non-core materials—especially low-use materials—and maintaining rapid delivery of these materials. Duplicate titles within the Network will be ordered when access via ABC Express is perceived by the affected departments and the library to be an unsatisfactory alternative to local ownership.

3. Deselection:

Each library will inform and route information to the others about monographs in good condition and of current or historical value that are being removed from the collection. These will be transferred to another Network library upon request of that library.

4. Changes in programs:

The addition, deletion, or change in focus of academic programs at any institution will be examined by the WNCLN Collection Development Committee for its impact on cooperative collecting agreements. These agreements will be modified as necessary.

5. Process for changing cooperative agreements:

Recommended changes in cooperative agreements will be distributed to the Network for comment. After revision from the results of these distributions, the revised agreement will be submitted to the Network Advisory Committee, which will forward its recommendations to the WNCLN Board. Upon Board approval, the agreement will be submitted to the faculty library committees and the academic offices at each institution for final approval.

5. Cooperative collection development procedures:

Procedures will be developed as needed with the cooperation of departmental faculty on each campus.

VI.C.3. WNCLN Cooperative Guidelines for Adding Web Sites to Shared Catalog (4-98)

In order to maintain the integrity of the shared catalog as an index to material selected for its educational value, to maximize the effort of catalogers, and to provide a more consistent finding tool for users and reference librarians, the WNCLN Collection Development Committee offers the following guidelines for selecting Web sites for which full bibliographic records and clickable links are to added to the catalog.
1. The same criteria as to scope, authority, publication, comprehensiveness, audience, quality, and content for other formats that are described in the collection development policies of each Network library are to be used in selecting Web sites.

2. Ease of use, including load time, logical patterns of presentation, and flexibility in moving from one point to another in the site, is an important consideration.

3. The information provided by the site is appropriate to its intended audience, serves a significant segment of the Network's user community, reflects current academic needs, and enhances local collections.

4. Stability is an important criterion; there must be evidence that the site will be maintained and remain accessible over a period of time.

5. A site must meet all copyright conventions as they currently apply to the Internet.

VI.D. GIFT POLICY [being revised]

VI.D.1. General Guidelines

The Library welcomes donations. Donated materials are evaluated by bibliographers using the selection criteria set forth in section III.E. of this document. The Library reserves the right to dispose of rejected material in a way most beneficial to the Library (see section III.G.3).


Library gift subscriptions are handled through the Library’s accounting system. The Library contracts with a serials vendor who assists with consolidating orders, payments, timely receipt of issues, renewals, etc. Persons interested in “adopting” a serial or contributing funds for a serial subscription should contact the serials librarian. The Library does not accept gift subscriptions without prior consultation. Any unsolicited subscriptions that are received are retained or discarded at the Library’s discretion. Donors who wish to remain anonymous may do so, but they must clear the donation first.

For ethical reasons, the Library may not accept a personal subscription as a substitute for an institutional subscription. Many professional journals subsidize personal subscriptions by charging institutions (with many users) higher subscription rates. Circumventing the system only defeats the purpose of keeping individuals rates low, and could raise prices further. There may be an explicit statement restricting use or a time frame may be set for when donation to the Library is permitted. This information is generally found in the issues received via personal subscription.

Back issues of serials are occasionally accepted to fill gaps or replace damaged volumes. Donations not needed by the Library are offered to neighboring institutions or sent to a cooperative missing issue clearinghouse.
VI.E. PRESERVATION POLICY [under construction]

VI.F. WEEDING POLICY (3-96)

The following criteria should be followed by library bibliographers when examining a volume for deselection. No guideline is an absolute; all must be considered within the context of Appalachian's curricula, faculty research interests, the Library collection as a whole, Appalachian's responsibilities to the wider library community, and the Library Collection Development Policy. In instances of uncertainty, consult teaching faculty and other subject specialists. The coordinator of collection development will evaluate all titles recommended for weeding and may choose to retain some for reasons listed in the weeding criteria.

VI.F.1. Relevance to the current curricula

VI.F.2. Strength of library holdings in the subject

VI.F.3. Quality of scholarship and research value

VI.F.4. Frequency of use

A copy of all titles that have circulated within the last five years should be retained unless a newer edition is available. Titles that have circulated within the last ten years should generally be retained. Titles that have circulated less recently should be evaluated against other criteria listed here.

VI.F.5. Physical condition

Volumes with significant external (worn or loose bindings) or internal (underlining, margin notes, missing pages, etc.) wear will be considered for weeding, depending on the research value of the source and strength of available resources. Also consider repair, binding, replacement.

VI.F.6. Timeliness

Older editions, including earlier editions of textbooks, will be considered for weeding. However, titles with historical value will be retained. Care should be taken not to weed earlier editions which are only supplemented, rather than superseded, by later ones.

Directories, yearbooks, and other titles that provide directory type information will be considered for weeding. However, biographical and statistical volumes are generally retained, regardless of date.

Weeding of those titles in which the current edition is located in reference will be done in consultation with the reference team.

VI.F.7. Reliability
Volumes which contain outdated information will be considered for weeding. However, the historical significance of the information will be taken into account.

VI.F.8. Standard works and classics

At least one copy of titles by important individuals, as well as those cited in standard sources, such as *Books for College Libraries* and other core bibliographies, will be retained.

VI.F.9. Uniqueness of subject matter

Volumes with special characteristics (plates, treatment of an unusual subject, etc.) which are not widely held in OCLC will generally be retained.

VI.F.10. Language

Primary texts in the original language will be retained. Secondary resources in languages not taught at Appalachian will be considered for weeding.

VI.F.11. Availability

Particular caution will be used in weeding any title that falls into any of the following categories:

a. Only copy in the network; not widely held in OCLC
b. Local, state, or regional focus
c. Local or state author
d. Indexed in *Essay and General Literature Index* or *Biography Index*

VI.F.12. Ephemeral nature

VI.F.13. Reading level

Volumes which are written for pre-college level readers are referred to the Instructional Materials Center for further evaluation.

VI.F.14. Duplicate copies

Multiple copies with low circulations will be considered for weeding.

VI.F.15. Short runs of circulating serials no longer on standing order

Caution should be exercised in weeding such titles. Consider availability and indexing in commercial sources, as well as length of run held and frequency of use.

VI.H. Intellectual Freedom Statement
Libraries: An American Value (March 1998 draft)

Libraries in America, whether they are public or special, academic or school, are a cornerstone of the communities they serve, and are essential to the preservation of the U.S. Constitution and Bill of Rights. Libraries provide the ideas, resources, and information imperative for education, work, recreation, and self-government.

Libraries are a legacy to today’s generation, offering them the heritage of the past and the promise of the future: To ensure that libraries flourish and have the freedom to promote the public good in the 21st century, we believe certain principles must be guaranteed.

To that end, we affirm this contract with the people we serve:

- We defend the constitutional rights of individuals to obtain and use the library’s resources;
- We value our nation’s diversity and strive to offer its benefits through developing and providing resources and services to the communities we serve;
- We support the rights of all individuals, including children and young adults, to determine which resources are appropriate and necessary for themselves;
- We respect the responsibility of all parents to guide their own children’s use of the library and its resources and services;
- We connect people and information by assisting each person in identifying and effectively using resources;
- We protect each individual’s privacy and confidentiality in the use of library resources and services;
- We protect the rights of individuals to express their concerns about library resources and services;
- We celebrate and preserve our democratic society by providing opportunities for all individuals to become educated, culturally enriched, and informed.

Change is constant; but we believe these principles transcend and endure in a dynamic technological and political environment.

We further believe that through these principles, libraries in the United States can contribute to a world free of fear and want, a world which values and protects freedom of speech, a world which tolerates cultural differences and respects individual beliefs, and a world where all are truly equal and free.
VI.I. BUDGET ALLOCATION MODEL [being revised]

VII.A. LIBRARIES

VII.A.1. Belk Library

The main library, Belk contains materials supporting all curricula except music. It also houses the Appalachian Collection, the Instructional Materials Center, the government publications collection, and the film collection.

VII.A.2. Music Library

The Music Library is located in the School of Music in the Broyhill Music Building. It contains materials in all formats to support the School of Music program.

VII.B. BIBLIOGRAPHERS

See:

http://www.library.appstate.edu/colldev/team.html

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