INDIANA UNIVERSITY KOKOMO LIBRARY

COLLECTION DEVELOPMENT POLICY

April 2006

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Indiana University Kokomo Library Collection Development Policy

I. INTRODUCTION

This collection development policy is a statement of the principles and guidelines used by the Indiana University Kokomo Library staff in its selection, acquisition, and evaluation of library materials. It will be used both in providing consistency among those responsible for developing the collection and in communicating the library's policies to faculty, students, and other interested persons. It is understood that as the programs and other information needs of the University change, so too, the collection development policy will change to meet these needs.

II. INDIANA UNIVERSITY KOKOMO MISSION STATEMENT

The mission of Indiana University Kokomo, a regional campus of Indiana University, is to enhance the educational and professional attainment of the residents of North Central Indiana by providing a wide range of bachelor's degrees, and a limited number of master's and associate degrees. IU Kokomo is further dedicated to enhancing research, creative work, and other scholarly activity and to strengthening the economic and cultural vitality of the region through a variety of partnerships and programs.

III. INDIANA UNIVERSITY KOKOMO LIBRARY MISSION STATEMENT

To provide the collections, services, and environments to support and strengthen the teaching, learning, and research mission of Indiana University Kokomo.

IV. INDIANA UNIVERSITY KOKOMO LIBRARY PHILOSOPHY

The library will provide varied, authoritative and up-to-date resources that support its mission and meet the needs of its users. These resources may be maintained in the library, in a remote storage facility, or made available through electronic means. Resources may be in a variety of formats, including print or hard copy, online electronic text or images, and other media. The library will provide these quality resources in the most efficient manner possible to the largest number of library users. With the library's diminishing economic ability to acquire even a small percentage of the world's information, access has become a crucial issue. Access to library resources will be provided via a central catalog that follows national bibliographic standards or a library Web page. Provisions will be made for document delivery, interlibrary loan, and access to various electronic collections to provide access to materials not owned by the library. The library is committed to building a collection that supports the basic educational needs of its undergraduate and graduate students, and providing access services consisting of the timely retrieval of bibliographic information and

materials from other institutions and organizations to support the needs of students and faculty.

V. UNIVERSITY AND COMMUNITY PROFILE

Indiana University Kokomo is a state-assisted university serving Kokomo and the surrounding eleven counties of North Central Indiana: Howard, Carroll, Cass, Clinton, Fulton, Grant, Hamilton, Madison, Miami, Tipton, and Wabash. Indiana University is part of the 5th U.S. Congressional District.

The student body at Indiana University Kokomo for the 2005-2006 academic year numbers approximately 2,895 full-time and part-time students including Purdue University students. All students commute. Sixty percent of the student population is traditional college age students (<24 years old).

The 105 resident faculty members form the core of the teaching staff at Indiana University Kokomo. The Indiana University Kokomo and Purdue University resident faculty is supplemented by adjunct faculty members who have been approved to teach specific courses.   These adjunct faculty members (approximately 55 per semester) are drawn from qualified business and professional persons from the community and other colleges and universities.

The university offers a wide range of certificate, associate, and baccalaureate programs, and also a limited range of master's level graduate programs.

Academically, the campus is organized into schools or divisions. These include: School of Arts & Sciences (Natural, Informational, and Mathematical Sciences; Social and Behavioral Sciences; Humanities); Public and Environmental Affairs; School of Business; Division of Education; Labor Studies; School of Nursing; and Purdue Programs.

VI. PURPOSE AND GOALS OF COLLECTION DEVELOPMENT

The acquisition and maintenance of the collection is a primary function of the library's mission. Collection development refers to the process of building and maintaining the library's entire materials collection regardless of format. The collection development process includes the formulation of policy and procedures, budget allocation, needs assessment, selection, collection maintenance, and evaluation.

The primary goal of the Indiana University Kokomo Library's collection development efforts is to build a collection that supports the needs of the Indiana University Kokomo academic programs. The library staff also recognizes its responsibility to provide access to bibliographic information, and when feasible electronic resources, to support scholarly activity when the materials themselves are not part of the library collection. The library is committed to meeting user

needs through its collections, document delivery, interlibrary loan, or electronic resources.

VII. RESPONSIBILITY FOR LIBRARY COLLECTION DEVELOPMENT

Ultimate responsibility for the development, purchase and maintenance of the library's collection rests with the Library Director. Library staff will participate in collection development using standard selection and reviewing sources as well as seeking assistance by using faculty expertise.

Any Indiana University Kokomo faculty member, administrator, staff member, or student may initiate a materials request. All requests will be reviewed by the Head of Technical Services for their adherence to the collection development policy selection guidelines. All approved items will be purchased if funding is available.

VIII. FUND ALLOCATION

The Library Director, in consultation with the Head of Technical Services, allocates funds by subject area. Allocations will reflect the anticipated needs for collection development in specific subject areas, regardless of format, during each fiscal year. New degree programs or new concentrations MUST have funding allocated to the library in order for that subject area to be included in the fund allocation. (That funding may be new money or a shift in money from a cancelled program or degree.) See Section XX (*New Program Funds*) in this document.

IX. SELECTION POLICIES

The library in today's world is not just a depository for printed materials. Today's information explosion includes important resources in nonprint format. Such formats as audio cassettes, video cassettes, DVD's, slides, microforms, computer software, digitized materials, and compact discs are all available and considered for purchase. Access to electronic resources is considered for purchase as well. The general policy for selection applies equally to all types of materials being considered for library acquisition.

A. STANDARDS

The Indiana University Kokomo Library supports the statements on resources and access contained within the *Standards for Libraries in Higher Education* adopted by the American Library Association's Association of College and Research Libraries in June 2004.

B.   INTELLECTUAL FREEDOM AND CENSORSHIP

The Indiana University Kokomo Library subscribes to and complies with the American Library Association Library Bill of Rights and its accompanying statements of interpretation including, but not limited to, statements on intellectual freedom, freedom to read , diversity, freedom to view, access to electronic information, services and networks, challenged materials, and labeling or rating systems. In accordance with the Library Bill of Rights, the library will attempt to purchase materials which represent a wide variety of viewpoints on religious, political, sexual, social, economic, scientific, and moral issues that meet the other selection criteria.

The library staff does not add or withdraw, at the request of any individual or group, material which has been chosen or excluded on the basis of stated selection criteria. An individual or group questioning the appropriateness of material within the collection, or material not purchased, will be referred to the Indiana University Kokomo Library Director.

X.   SELECTION CRITERIA OF ALL MATERIALS

A.   Relevancy to the curriculum and appropriateness to the clientele

B.   Timeliness of material; lasting value of material

C.   Reputation of the author, issuing body, and/or publisher

D.   Presentation (style of writing and readability)

E.   Aesthetic considerations. Materials should have literary, artistic and social value and appeal to the imagination, senses, and intellect of students.

F.   Special features (e.g., detailed logical accurate index; bibliography or footnotes; pictorial representations-diagrams, maps, drawings, portraits, etc.)

G.   Physical considerations (e.g. paper, typography, design, size, binding quality, durability)

H.   Appropriateness of the medium; suitability of form to content; ability to use medium in library; stability of vendor's electronic platform; ability to obtain usage statistics for electronic formats

I.   Strength of present holdings in same or similar subject

J.   Demand; frequency of borrowed materials (ILL or request delivery) on the same or similar subject

K.   Price/relative cost of material in relation to the budget and other available materials

XI.   POLICIES FOR SELECTION OF SPECIFIC TYPES OF MATERIALS

A.   Duplicates
Duplicates are not normally purchased.

B.   Foreign Language Materials
Materials in a foreign language with the exception of reference tools are not normally purchased. Other materials needed to support the curriculum are collected as needed.

C.   Paperbacks
Hardbound monographs will normally be selected over paperbacks. Paperback monographs for the regular collection will only be acquired when hardback editions are not available or hardback cost is prohibitive.

D.   Textbooks
Textbooks are not normally purchased. Exceptions are those which have earned a reputation as "classics" in their fields, or when a textbook is the only or best source of information on a particular topic.

E.   McNaughton Collection
The purpose of the McNaughton collection is to offer the library users a small collection of fiction and nonfiction books that would not normally be found in an academic library. This collection is a rental collection and follows different selection criteria.

F.   DVDs vs. Videocassettes
Whenever a DVD or videocassette is available for the same title the DVD is the format of choice. Teacher instruction stations in electronic classrooms have DVD capability and the DVD format is not damaged by circulation security systems.

G.   Microfilm vs. Bound vs. Electronic Periodical Back Issues
Format for periodical back issues will be determined after receipt of one year of the title. Electronic full-text format for back issues is the first choice. The electronic back issues must be available in a stable vendor environment. Microfilm is the second choice. Microfilm is chosen if the cost of the film does not cost more than the original paper subscription. Any title not available in electronic or microfilm format (or if the

microfilm cost is prohibitive) will be bound. Binding will also be the first choice if essential color content or graphics is lost in the electronic or microfilm version.

XII. **SELECTION AND EVALUATION TOOLS**
Yankee Book Peddler (YBP) is the primary book vendor for Indiana University Kokomo Library. An IU Kokomo library profile has been created to be used in conjunction with the YBP notification slip plan. The profile is based on a combination of selected subject areas and selected publishers of major interest to IU Kokomo Library. Electronic notification slips are issued weekly and provide bibliographic information for newly published titles. YBP bibliographers carefully examine and describe more than 53,000 newly published titles every year, and match them daily against the IU Kokomo slip profile. Faculty may make a request to participate in the slip approval notification plan.

Librarians will also consult subject-specific and standard library reviewing sources when making selection decisions. In addition librarians will use faculty expertise as a resource for selection and evaluation of the collection.

Below is a highly selective list, representative of the many types of selection aids or tools used by librarians and information specialists. These frequently issued aids are usually evaluative and are used to keep up on forthcoming and currently issued resources.

A. **General**
- Outstanding Academic Books and Nonprint Materials [yr]
  C*hoice*, January issue - ALA notable books
- Best books of [yr]
  Library Journal, January issue
- *Books for College Libraries* (REF Z1039.C65 B67 1988)
- *Best Books for Academic Libraries* (REF Z1035 .B545 2002)

B. **Reference**
- Best Reference Sources of [yr]
  Library Journal, April 15 issue
- Outstanding Reference Sources of [yr]
  American Libraries, May issue
- Outstanding Reference Sources of [yr]
  Booklist, May issue – (This is the same list as published in *American Libraries*, but it has references to the reviews originally published in *Booklist*.)
- Selected Reference Books of [yr]
  College & Research Libraries, March issue

C. **Subject-Specific Lists**
    1. **Business**
- Baker Library (Harvard Business School) recent additions. Only available online in electronic format.
- Best Business Books of [yr]
  Library Journal, March 15 issue

    2. **English**
- *Essay and General Literature Index*. Only available online in electronic format.

    3. **Government Documents**
- Notable Government Documents of [yr]
  Library Journal, May 15 issue
- *Guidelines for Selective Federal Depository Libraries*
- *Suggested Core Collection* in the *Federal Depository Library Manual*

    4. **Nursing**
- Selected List of Nursing Books and Journals (Brandon-Hill List)
  Nursing Outlook, Biennial
- American Journal of Nursing Best Books [yr]
  American Journal of Nursing, January issue

    5. **Science and Technology**
- Best Sci-Tech Books of [yr]
  Library Journal, March 1 issue

D. **Review Sources for Current Literature for the General Collection**
    1. **General**
- *Choice (*cards distributed to faculty monthly*)*
- *Booklist*
- *Library Journal*
- *HornBook*
- *New York Review of Books*
- *New York Times Book Review*

    2. **Reference**:
- *Reference & User Services Quarterly*
- *American Libraries*
- *Booklist*
- *Guide to Reference Books*
- *Library Journal*

E. **Electronic Resources/Web Site Reviews**
- *Scout Report Signpost*
- *Infomine*
- *WWW Virtual Library*
- *Federal Government Resources on the Web*
- *Choice*
- *Library Journal (Web Watch)*

XIII. LEVELS OF COLLECTION DEVELOPMENT BY SUBJECT

Librarians are responsible for assessing collection strengths. The American Library Association has developed levels of collection density and collecting intensity designations. These guidelines are used to identify the existing strength of the collection; the actual current level of collection activity; and the desirable level of collecting to meet program needs. The Indiana University Kokomo Library has adopted these guidelines and uses the following codes:

0=Out of scope: Not collected

1=Minimal Level: Includes only fundamental reference works and selected monographs to provide very basic coverage. This collection level is very basic works only.

2=Basic Information Level: A highly selective collection which serves to introduce and define the subject and to indicate the varieties of information available elsewhere. It includes major dictionaries and encyclopedias, selected editions of important works, historical surveys, important bibliographies and a few major periodicals in the field. This reflects a level of collection of current general materials that introduce and define a subject and basic reference works only.

3=Beginning Research Level: A collection which is adequate to support undergraduate or graduate course work, or sustained independent study; that is, a collection which is adequate to maintain knowledge of a subject required for limited or generalized purposes of less than research intensity. It includes a wide range of basic monographs, complete collections of the works of more important writers, selections from works of secondary writers, a selection of representative journals, and the reference tools and fundamental bibliographic resources pertaining to the subject. This reflects a level of a balanced collection that covers all aspects of a subject field without going into great depth. In an academic library, this would be a collection which provides support for an undergraduate degree program in the field.

4=Research Level: A collection which includes the major source materials required for dissertations and independent research, including materials containing research reporting, new findings, scientific experimental results, and other information useful to researchers. It also includes all important reference works and a wide selection of specialized monographs, as well as a very extensive collection of journals and major indexing and abstracting services in the field. The collection level is a large, well-developed collection that includes specialized books and some journals on an advanced level. In an academic library, this is a collection which provides at least adequate support for a master's program in the field.

5=Comprehensive Level: A collection in which a library endeavors, so far as is reasonably possible, to include all significant works of recorded knowledge (publications, manuscripts, other forms), in all applicable languages, for a necessarily defined and limited field. This level of collection intensity is that which maintains a "special collection," the aim, if not the achievement is exhaustiveness.

All subject areas, as denoted by the LC classification system, have been assigned a collection level for Indiana University Kokomo Library. Collection levels by level status and collection levels by LC classification may be found near the end of this document.

XIV. EVALUATION OF THE COLLECTION

The continuous review of library materials is necessary as a means of maintaining an active library collection of current interest to users. Evaluations will be made to determine whether the collection is meeting its objectives, how well it is serving its users, in which ways it is deficient and what remains to be done to develop the collection. Indiana University Kokomo librarians will evaluate the library collection on a regular basis using a combination of standard qualitative and quantitative methods (the same methods described above for the selection of new materials).

XV. COLLECTION DEVELOPMENT OF SPECIAL COLLECTIONS

A. Archives

The purpose of the Campus Archives is to collect, organize and preserve the historic documents of Indiana University Kokomo. Whenever documents are only available in electronic format (such as e-mail) the electronic document should be provided to the Library. The Library will make the determination as to whether a paper copy should be created and included in the Indiana University Kokomo Archives. Materials in the Indiana University Kokomo Archives shall include, but are not limited to the following:

- Appropriate papers of the Chancellor, Vice-Chancellors, faculty and celebrated alumni
- News releases
- Minutes of the Faculty Senate, committees, councils, schools, divisions, departments, organizations, student and other groups affiliated with IU Kokomo
- Bulletins, newsletters, schedules of classes
- Faculty, staff, administrative, student and alumni publications
- Accreditation reports
- Degree proposals
- State and local reports regarding the Kokomo campus
- Student government and student organizations documents
- Official publications, photographs (or digital copies), pamphlets and brochures
- Tapes and other records pertaining to the Kokomo campus
- Selected documents from the parent institution
- Architectural drawings, blueprints and studies of physical facilities
- Programs of events sponsored by the university
- Memorabilia which has historic value to the Kokomo campus

The Campus Archives will not include personnel or student records.

Rules of confidentiality will be observed for sensitive documents. Further information about the Indiana University Kokomo Archives may be directed to the Archives Librarian or the Head of Public Services.

B.   Children's Literature Collection

All books, fiction and nonfiction, owned by the Indiana University Kokomo Library which have an intended audience of preschool through young adult are housed in a separate location and designated as the "Children's Literature Collection." The purpose of the collection is to provide a sample of books written for children for use by students in elementary education and other careers working with children. Special emphasis is placed on acquiring award winning and special merit books.

Caldecott, Newbery, and Coretta Scott King award winners are collected. Other special merit books are selected from the following:

- Alex Award (young adult literature)
- ALSCA/Robert F. Sibert Informational Book Award
- Americas Award (Latin America)
- Boston-Globe/HornBook Award & Honors
- Caldecott Medal & Honor Books

- Carnegie Medal
- Coretta Scott King Author Award, Illustrator Award, and Honor Books
- Eliot Rosewater High School Book Award
- Kate Greenaway Medal
- Michael L. Printz Award
- Mildred L. Batchelder Award
- National Book Award (for young people's literature)
- New York Times Best Illustrated
- Newbery Medal & Honor Books
- Outstanding Science Trade Books for Students K-12, National Science Teacher Association & Children's Book Council in *Science & Children*
- Pura Belpre Award
- Scott O'Dell Award (Historical Fiction)
- Wilder (Laura Ingalls) Medal
- Young Hoosier Book Award (3 awards, K-3, 4-6, 6-8)

C.   Electronic Products

Electronic products are selected by the librarians. Faculty can recommend additional titles for consideration. The following guidelines will apply to all new electronic products being considered:

- Products must contain information for which there is a high demand in the library, whether this information be in the form of frequently used indexes or other reference sources
- Reference sources selected will support library use across a variety of disciplines
- Ability to participate in consortia agreements for greater cost savings
- Ability of the product to substitute for printed copy
- Ease of use, including interface consistency
- Currency of updates to the product
- Increased access to library collections
- Consideration of the product's effect on document delivery requests
- Time needed by individual users to effectively utilize the product
- Product's effect on the available number of workstations
- The library's ability to comply with the licensing agreement
- Stability of the vendor platform

D. Government Documents

The Indiana University Kokomo Library has been a selective depository of publications distributed by the U.S. Government since 1969. The primary goal of the government documents collection is to support the mission of the Indiana University Kokomo Library. In accordance with the requirements defined in the *Instructions to Depository Libraries, Guidelines for Selective Federal Depository Libraries,* and the *Federal Depository Library Manual*, the Government Documents collection is one of two depositories that serve the government information needs of the constituents of the 5th U.S. Congressional District. The Federal Depository Library Program has been charged with a federal mandate to move to an electronic depository program. As a result of this initiative the Indiana University Kokomo Library is moving away from collecting tangible items and is concentrating on providing access through the online catalog to electronic depository materials.

The Government Documents Librarian has primary responsibility for the selection of government document item numbers. The Documents Librarian, as well as other librarians, also identifies for purchase commercially published sources to support the collection.

The Indiana University Kokomo Library concentrates on maintaining a functional core of tangible depository documents as well as providing access to electronic depository documents through the university online catalog. The library selects publications required by the Federal Depository Library Program as specified in the *Guidelines for Selective Federal Depository Libraries*. Item numbers listed in the "Suggested Core Collection" and in the *Federal Depository Library Manual* will be selected if the item meets the needs of the Indiana University Kokomo Library clientele. In addition the Documents Librarian will select item numbers issued by Congress or governmental departments that provides information relevant to Indiana University Kokomo undergraduate or graduate programs. Such items may come from the Departments of Commerce, Education, Health and Human Services, Homeland Security, Labor, Justice, State and Congress. The development of the federal depository collection is based on the following factors:

- Curriculum of the institution
- Research interests of the faculty
- Subject strengths of the general collection
- Distance to other depositories and other use of interlibrary loan
- Local cooperative acquisition programs
- Economic base of the community
- Physical environment of the community

- Other characteristics of the community
- Number of government agencies in the area
- Proximity to a military base
- Internal factors such as space, budget, staffing
- Accessibility to indexing of materials
- Format

The goal of the library is to select approximately 27% of the item numbers offered to select depositories by the Government Printing Office (GPO). This percentage is the amount suggested as the average percent of items taken for a middle sized academic collection by the GPO. The 27% consists of materials available regardless of format. The preferred format is electronic except for materials determined by the librarians to be of more use in print format. Ephemeral material is generally not collected.

The library selects most of the following types of materials offered by each government agency:

- Annual reports
- Bibliographies and lists of publications
- Congressional hearings
- Directories
- Indexes
- Maps
- Special studies
- Standards
- Statistical compilations or summaries
- Journals of public interest

Indiana University Kokomo Library is also a selective depository for state documents. The library accepts documents sent by the state and places them in the collection by Library of Congress call number.

E.   McNaughton Collection

The purpose of the McNaughton collection is to offer to the library users a small collection of fiction and nonfiction books that would not normally be found in an academic library, such as best sellers. Since the collection is not developed as part of the permanent collection, the McNaughton selection criteria differ from selection criteria for the permanent collection. Books with the potential of being best sellers and in heavy demand are primary targets for the collection. Entertainment, not intellectual value, is the goal of the McNaughton collection. However, when a book is considered for inclusion in the McNaughton collection, the standards for intellectual freedom and censorship found earlier in this

document still apply. The following applies to the McNaughton book collection:

- Head of Technical Services is responsible for ordering
- Suggestions are accepted from all IU Kokomo Library users
- McNaughton rental collection will not be used as a "preview" service of items that would be considered for the permanent collection
- Process for complaints about materials in the McNaughton collection will follow the same process as all other library materials

F.   Reference

The reference collection primarily supports the research needs of Indiana University Kokomo students and faculty. It contains, but is not limited to, encyclopedias, dictionaries, atlases, directories, indexes, bibliographies, statistical compilations, literary criticism, and handbooks. Items for the reference collection are selected by the librarians. Though items selected for this collection in large part support the academic programs offered by Indiana University Kokomo, core academic reference works published in other subject areas are also selected when they provide basic, fundamental bibliographic access to, or an introductory overview of, an academic discipline. The Head of Public Services manages this specific fund.

G.   Serials

The serials collection supports the academic needs of Indiana University Kokomo undergraduates. Serials are publications issued in successive parts bearing numeric or chronological designations and intended to be continued indefinitely. All formats will be considered in the library's purchase decisions.

The selection of serials requires a continuing commitment to the base cost of the title, including maintenance, equipment, storage space and service fees.

Serials will be selected based on how well they support the continuing information needs of the university community. Factors to be considered are:

- Support of academic programs
- Cost, including such data as rate of price increases, cost of storage, delivery time
- Uniqueness of subject coverage for the Indiana University Kokomo Library

- Accessibility within resource sharing agencies and/or through commercial document delivery services
- Full-text availability through electronic means; stability of full-text
- Professional reputation
- Usage or projected usage
- Indexing and abstracting in sources accessible to library users
- Demand for title in document delivery requests
- Intended audience

XVI. DESELECTION

Deselection of library materials is essential for the maintenance of an active, academically useful library collection. Deselection is quality control of the collection in which outdated, inaccurate and worn-out materials are eliminated. Librarians, in consultation with the academic faculty, are responsible for conducting an ongoing deselection effort in order to maintain the quality of the entire collection. The selection criteria for new purchases are the same criteria used in order to make the judgement to deselect. Some general guidelines also used are:

- Superseded editions are routinely deselected from the collection
- Duplicates are deselected within five years of publication date except in cases of continued high demand or where the library holds rare copies
- Materials which can not be repaired or rebound are deselected
- Currency of information is extremely important in some fields such as health sciences, technology and business; older materials must be regularly deselected so that outdated or inaccurate information is eliminated
- Material that has not been circulated/used based on circulation statistics; the long-term usefulness of the work will determine whether lack of use is a valid criteria for deselection
- Incomplete or short runs of serials
- Issues of serials which are replaced by microform or electronic collections

Deselection of government documents is the responsibility of the Government Documents Librarian. In addition to the general deselection criteria the *Instructions to Depository Libraries* will be followed.

XVII. REPLACEMENT

Librarians are responsible for making decisions regarding the replacement of lost, damaged, or missing materials. The librarian will determine whether to replace a specific book according to the following considerations:

- Does the material being replaced still meet general library collection policy
- Does the frequency of use justify replacement

- Is there a comparable book that is more current

XVIII. COLLECTION DEVELOPMENT POLICY EVALUATION

The Collection Development Policy will be continually reviewed and updated by the Head of Technical Services. Any changes will be submitted for approval to the Library Director.

XIX. GIFTS

Gift materials are accepted by the Indiana University Kokomo Library. Retention of gift materials is decided by the Head of Technical Services or the Library Director. Materials retained for the library collection will meet the selection criteria standards. The Library is free to dispose of any gift materials which do not fall within the parameters of the Collection Development Policy. Gift materials not used will not be returned to the donor. Gift letters for tax purposes will be sent to the donor in January for the previous calendar year gifts. The value of the gift, however, rests with the donor and his/her tax accountant.

XX. NEW PROGRAM FUNDS

Any academic school/division/department proposing a new degree should request library funds in the new degree proposal. The proposal should include a one time start up cost (which will vary depending on current library holdings) as well as an amount for continuing costs. The Head of Technical Services or the Library Director should be involved in writing that portion of the proposal. New programs started without library funding will not be part of the library annual fund allocation. See Section VIII (Fund Allocation) in this document.

XI. RECONSIDERATION OF LIBRARY MATERIALS

It is understood that not everyone will agree with the choice of some materials to be included in the library collection, whether it be the academic or the McNaughton collection. The Library has the right to have and to loan materials as supported by the library selection criteria and the American Library Association censorship, intellectual freedom, and access documents.

A.   Objection Procedures

A verbal objection may be taken to the Library Director. If the Library Director is convinced that the Collection Development Policy has not been violated the matter will be closed. If the objector is able to convince the Library Director that the Library Collection Development Policy was not followed the objector will be instructed to complete the Request for Reconsideration of Library Materials form. (To obtain a printable copy of

the Request for Reconsideration of Library Materials form please use the [printer friendly PDF format](#).)

B. Subsequent Procedures

- If the Library Director instructs the objector in subsequent procedures the material will remain available for circulation until the matter is resolved.
- The objector will fill out and return to the Library Director a [Request for Reconsideration of Library Materials](#) form.
- The Library Director will schedule a meeting within a month of receiving the completed form. The meeting will include the Director, the objector, and other persons deemed appropriate by the Director (i.e. departmental chairpersons, subject expert, another librarian, etc.)
- A decision will be made within two weeks to either remove the material from the library collection or to overrule the objection. The objector will be notified in writing by the Library Director.

Date:_____

INDIANA UNIVERSITY KOKOMO
REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

TITLE:_____

AUTHOR:_____

PUBLISHER:_____

FORMAT:_____

COPYRIGHT DATE:_____

REQUEST INITIATED BY:_____

ADDRESS:_____

TELEPHONE:_____

PLEASE CIRCLE ONE: IU KOKOMO FACULTY/STAFF   IU KOKOMO STUDENT   OTHER

WHO DO YOU REPRESENT?_____

PLEASE ANSWER THE FOLLOWING QUESTIONS.

1.   What aspects of the library Collection Development Policy were violated
      by obtaining this material?

2.   Did you read the entire work? Please circle.   **Yes   No**

3.   If the answer to number 2 was no, what parts did you read?

4.   To what in the work do you object? (Be specific and cite appropriate pages.)

5.   What do you believe is the theme of this work?

6.   Are you aware of judgments of this work by literary critics?
        Please circle.   **YES   NO**
        If yes is circled, please cite critics' work you have read.

7.   In its place, what work would you recommend that would convey as valuable
        a picture and perspective of the subject treated?

8.   What do you feel might be the result of the reading of this work by an
        eighteen to fifty year old?

9.   What would you like the library to do with this material?

COLLECTION LEVELS BY LEVEL STATUS

0 = Not collected
1 = Minimal collection
2 = Basic collection
3 = Beginning research level
4 = Research level
5 = Comprehensive level

LEVEL 5

There is no subject area developed at this level for the Indiana University Kokomo Library.

LEVEL 4

HF	Commerce
L	Education (General)
RT	Nursing

LEVEL 3

BF	Psychology
D	World History (General)
DAW	Central Europe History
E & F	History: America (Western Hemisphere)
H	Social Sciences (General)
HB	Economics
HC & HD	Economic history and conditions
HG	Finance
HJ	Public Finance
HM	Sociology
HN	Social history. Social problems. Social reform
HQ	The family. Marriage. Woman
HS	Societies
HT	Communities. Classes. Races
HV	Social pathology. Social and public welfare. Criminology
HX	Socialism. Communism. Anarchism
J	Political Science. General legislative & executive papers
JA	Political Science. General works
JC	Political theory. Theory of state
JK	Political Science. United States
JL	Political Science. British America. Latin America
JN	Political Science. Europe
JS	Political Science. Local government

LA	History of education
LB	Theory and practice of education
PE	Language and Literature. English
PN	Literature
PQ	Romance Literatures
PR	English literature
PS	American literature
Q	Science (General)
QA	Mathematics
QD	Chemistry
QM	Human anatomy
QP	Physiology
QR	Microbiology

LEVEL 2

AE	Encyclopedias (General)
AG	Dictionaries and other general reference books
AI	Indexes (General)
AY	Yearbooks. Almanacs. Directories
B	Philosophy (General)
BC	Logic
BJ	Ethics. Social usages. Etiquette
BL	Religion
CB	History of civilization
CT	Biography
DA	History. Great Britain
DB	History. Austria, Liechtenstein, Hungary, Czechoslovakia
DC	History. France
DD	History. Germany
DE	History. Mediterranean Region
DF	History. Greece
DJK	History. Eastern Europe
DK	History. Soviet Union
DL	History. Northern Europe. Scandinavia
DP	History. Spain
DS	History. Asia
DT	History. Africa
G	Geography (General)
GB	Physical geography
GE	Environmental Sciences
GF	Human ecology
GN	Anthropology
GR	Folklore
GV	Recreation. Leisure
HA	Statistics

HE	Transportation and communications
JF	Constitutional history. General works
JV	Colonies and colonization. Emigration and immigration
JX	International law. International relations (obsolete now KZ and JZ)
JZ	International relations
K	Law (General)
KFI	Law (Indiana)
LC	Social aspects of education
LD	Individual institutions: universities, colleges, schools
M	Music
N	Visual arts (General)
NC	Drawing. Design. Illustration
ND	Painting
P	Philology and linguistics (General)
PT	Germanic Literature
PZ	Juvenile belles lettres
QB	Astronomy
QC	Physics
QE	Geology
QH	Natural history (General) Biology (General)
QK	Botany
QL	Zoology
R	Medicine (General)
RA	Public aspects of medicine
RG	Gynecology and obstetrics
RJ	Pediatrics
RM	Therapeutics. Pharmacology
TJ	Mechanical engineering and machinery
TK	Electrical engineering. Electronics. Nuclear engineering
Z	Library Science
ZA	Information resources (General)

LEVEL 1

AC	General works. Collections. Series. Collected works
AN	Newspapers
AP	Periodicals (General)
AS	Academics of learned societies (General)
BH	Aesthetics
BM	Judaism
BP	Islam. Bahaism. Theosophy
BR	Christianity
BS	Bible
BT	Doctrinal theology
BX	Christian denominations
CE	Technical chronology. Calendar

CR	Heraldry
DG	History. Italy
DH	History. Netherlands (Low Countries)
DJ	History. Netherlands (Holland)
DQ	History. Switzerland
DR	History. Balkan Peninsula
DU	History. Oceania (South Seas)
GC	Oceanography
GT	Manners and customs (General)
JQ	Political institutions and public administration – Asia, Arab countries, Islamic countries, Africa, Atlantic Ocean islands, Australia, New Zealand, Pacific Ocean Islands
KB	Religious law in general. Comparative religious law. Jurisprudence
KD	Law. United Kingdom
KDZ	Law. American. North America
KE	Law. Canada
KF	Law. United States
KG	Law. Latin America
KH	Law. South America
KJ - KK	Law. Europe
KL-KWX	Asia and Eurasia, Africa, Pacific Area, and Antarctica
KZ	Law of nations
ML	Literature of music
MT	Musical instruction and study
NA	Architecture
NX	Arts in general
PA	Classical languages and literature
PB	Modern European languages
PC	Romance languages
PG	Slavic. Baltic, Albanian languages and literature
PM	Hyperborean, Indian, and Artificial languages
RB	Pathology
RC	Internal Medicine. Practice of medicine
RD	Surgery
RL	Dermatology
SB	Plant culture
T	Technology (General)
TD	Environmental technology. Sanitary engineering
TL	Motor vehicles. Aeronautics. Astronautics
TR	Photography
TS	Manufactures
TX	Home economics

LEVEL 0

AM	Museums (General)

AZ	History of scholarship and learning
BQ	Buddhism
BV	Practical theology
C	Auxiliary sciences of history (General)
CC	Archaeology (General)
CD	Diplomatics. Archives. Seals
CJ	Numismatics
CN	Inscriptions. Epigraphy
CS	Geneology
DX	History. Gypsies
GA	Mathematical geography. Cartography
KBM	Jewish law
KBP	Islamic law
KBR	History of canon law
KBU	Law of the Roman Catholic Church. The Holy See
LE	Individual institutions – America (except United States)
LF	Individual institutions – Europe
LG	Individual institutions – Asia, Africa, Indian Ocean Islands, Australia, New Zealand, Pacific Islands
LH	College and school magazines and papers
LJ	Student fraternities and societies. United States
LT	Textbooks
NB	Sculpture
NE	Print media
NK	Decorative arts. Applied arts. Decoration and ornament
PD	Germanic languages
PF	West Germanic Languages
PH	Finno-ugrian, Basque languages and literatures
PJ	Oriental languages and literature
PK	Indo-Iranian languages and literature
PL	Languages and literatures of eastern Asia, Africa, Oceania
RE	Ophthalmology
RF	Otorhinolaryngology
RK	Dentistry
RS	Pharmacy and materia medica
RV	Botanic, Thomsonian, and elective medicine
RX	Homeopathy
RZ	Other systems of medicine
S	Agriculture
SD	Forestry
SF	Animal culture
SH	Aquaculture. Fisheries. Angling
SK	Hunting sports
TA	Engineering (General). Civil Engineering (General)
TC	Hydraulic engineering
TE	Highway engineering. Roads and pavements

TF	Railroad engineering and operation
TG	Bridge and engineering
TH	Building construction
TN	Mining engineering. Metallurgy
TP	Chemical technology
TT	Handicrafts. Arts and crafts
U	Military Science
UA	Armies: Organization, distribution, military situation
UB	Military administration
UC	Maintenance and transportation
UD	Infantry
UE	Cavalry. Armor
UF	Artillery
UG	Military engineering. Air forces
UH	Other services
V	Naval Science
VA	Navies: Organization, distribution, naval situation
VB	Naval administration
VC	Naval maintenance
VD	Naval seaman
VE	Marines
VF	Naval ordnance
VG	Minor services of navies
VK	Navigation. Merchant marine
VM	Naval architecture. Shipbuilding. Marine engineering

COLLECTION LEVELS BY LC CLASSIFICATION

CLASS A - GENERAL WORKS
AC   Collections. Series. Collected works (1)
AE   Encyclopedias (2)
AG   Dictionaries and other general reference works   (2)
AI   Indexes   (2)
AM   Museums. Collectors and collecting   (0)
AN   Newspapers   (1)
AP   Periodicals   (1)
AS   Academies and learned societies   (1)
AY   Yearbooks. Almanacs. Directories   (2)
AZ   History of scholarship and learning. The humanities   (0)

CLASS B - PHILOSOPHY. PSYCHOLOGY. RELIGION
B   Philosophy (General)   (2)
BC   Logic   (2)
BD   Speculative philosophy   (1)
BF   Psychology   (3)
BH   Aesthetics   (1)
BJ   Ethics   (2)
BL   Religions. Mythology. Rationalism   (2)
BM   Judaism   (1)
BP   Islam. Bahaism. Theosophy, etc.   (1)
BQ   Buddhism   (0)
BR   Christianity   (1)
BS   The Bible   (1)
BT   Doctrinal Theology   (1)
BV   Practical Theology   (0)
BX   Christian Denominations   (1)

CLASS C - AUXILIARY SCIENCES OF HISTORY
C   Auxiliary Sciences of History (General)   (0)
CB   History of Civilization   (2)
CC   Archaeology   (0)
CD   Diplomatics. Archives. Seals   (0)
CE   Technical Chronology. Calendar   (1)
CJ   Numismatics   (0)
CN   Inscriptions. Epigraphy   (0)
CR   Heraldry   (1)
CS   Genealogy   (0)
CT   Biography   (2)

CLASS D - HISTORY (GENERAL) AND HISTORY OF EUROPE
D   History (General)   (3)
DA   Great Britain   (2)
DAW Central Europe   (3)
DB   Austria - Liechtenstein - Hungary - Czechoslovakia   (2)
DC   France - Andorra - Monaco   (2)
DD   Germany   (2)
DE   Greco-Roman World   (2)
DF   Greece   (2)
DG   Italy – Malta   (1)
DH   Low Countries - Benelux Countries   (1)
DJ   Netherlands (Holland)   (1)
DJK   Eastern Europe (General)   (2)
DK   Russia. Soviet Union. Former Soviet Republics - Poland   (2)
DL   Northern Europe. Scandinavia   (2)
DP   Spain - Portugal   (2)
DQ   Switzerland   (1)
DR   Balkan Peninsula   (1)
DS   Asia Subclass   (2)
DT   Africa   (2)
DU   Oceania (South Seas)   (1)
DX   Gypsies   (0)

CLASS E-F – HISTORY: AMERICA
E   History: America and United States (3)
F   History: United States Local and America   (3)

CLASS G - GEOGRAPHY. ANTHROPOLOGY. RECREATION
G   Geography (General). Atlases. Maps   (2)
GA   Mathematical geography. Cartography   (0)
GB   Physical geography   (2)
GC   Oceanography   (1)
GE   Environmental Sciences   (2)
GF   Human ecology. Anthropogeography   (2)
GN   Anthropology   (2)
GR   Folklore   (2)
GT   Manners and customs (General)   (1)
GV   Recreation. Leisure   (2)

CLASS H - SOCIAL SCIENCES
H   Social sciences (General)   (3)
HA   Statistics   (2)
HB   Economic theory. Demography   (3)
HC   Economic history and conditions   (3)
HD   Industries. Land use. Labor   (3)
HE   Transportation and communications   (2)

HF   Commerce   (4)
HG   Finance   (3)
HJ   Public finance   (3)
HM   Sociology (General)   (3)
HN   Social history and conditions. Social problems. Social reform   (3)
HQ   The family. Marriage. Women   (3)
HS   Societies: secret, benevolent, etc.   (3)
HT   Communities. Classes. Races   (3)
HV   Social pathology. Social and public welfare. Criminology   (3)
HX   Socialism. Communism. Anarchism   (3)

CLASS J - POLITICAL SCIENCE
J   General legislative and executive papers   (3)
JA   Political science (General)   (3)
JC   Political theory   (3)
JF   Political institutions and public administration - General   (2)
JJ   Political institutions and public administration - North America   (2)
JK   Political institutions and public administration - United States   (3)
JL   Political institutions and public administration – Canada, West Indies, Mexico, Central and South America (3)
JN   Political institutions and public administration – Europe   (3)
JQ   Political institutions and public administration - Asia, Arab countries, Islamic countries, Africa, Atlantic Ocean islands, Australia, New Zealand, Pacific Ocean islands   (1)
JS   Local government. Municipal government   (3)
JV   Colonies and colonization. Emigration and immigration. International migration (2)
JX   International law, see KZ (obsolete)
JZ   International relations   (2)

CLASS K - LAW
K   Law in general. Comparative and uniform law. Jurisprudence   (2)
KB   Religious law in general. Comparative religious law. Jurisprudence (1)
KBM   Jewish law   (0)
KBP   Islamic law   (0)
KBR   History of canon law   (0)
KBU   Law of the Roman Catholic Church. The Holy See   (0)
KD-KDK   United Kingdom and Ireland   (1)
KDZ   America. North America   (1)
KE   Canada   (1)
KF   United States   (1)
KFI   Law. (Indiana) (2)
KG   Latin America - Mexico and Central America -West Indies. Caribbean area   (1)
KH   South America   (1)
KJ-KKZ   Europe   (1)
KL-KWX   Asia and Eurasia, Africa, Pacific Area, and Antarctica   (1)

KZ Law of nations (1)

CLASS L - EDUCATION
L Education (General) (4)
LA History of education (3)
LB Theory and practice of education (3)
LC Special aspects of education (2)
LD Individual institutions - United States (2)
LE Individual institutions - America (except United States) (0)
LF Individual institutions - Europe (0)
LG Individual institutions - Asia, Africa, Indian Ocean islands, Australia, New Zealand, Pacific islands (0)
LH College and school magazines and papers (0)
LJ Student fraternities and societies, United States (0)
LT Textbooks (0)

CLASS M - MUSIC
M Music (2)
ML Literature on music (1)
MT Musical instruction and study (1)

CLASS N - FINE ARTS
N Visual arts (2)
NA Architecture (1)
NB Sculpture (0)
NC Drawing. Design. Illustration (2)
ND Painting (2)
NE Print media (0)
NK Decorative arts (0)
NX Arts in general (1)

CLASS P - LANGUAGE AND LITERATURE
P Philology. Linguistics (2)
PA Greek language and literature. Latin language and literature (1)
PB Modern languages. Celtic languages (1)
PC Romanic languages (1)
PD Germanic languages. Scandinavian languages (0)
PE English language (3)
PF West Germanic languages (0)
PG Slavic languages. Baltic languages. Albanian language (1)
PH Uralic languages. Basque language (0)
PJ Oriental languages and literatures (0)
PK Indo-Iranian languages and literatures (0)
PL Languages and literatures of Eastern Asia, Africa, Oceania (0)
PM Hyperborean, Indian, and artificial languages (1)
PN Literature (General) (3)

PQ   French literature - Italian literature - Spanish literature - Portuguese literature   (3)
PR   English literature   (3)
PS   American literature   (3)
PT   German literature - Dutch literature - Flemish literature since 1830 -Afrikaans
        literature - Scandinavian literature - Old Norse literature: Old Icelandic and Old
        Norwegian - Modern Icelandic literature - Faroese literature - Danish literature -
        Norwegian literature - Swedish literature   (2)
PZ   Fiction and juvenile belles lettres   (2)

CLASS Q - SCIENCE
Q   Science (General)   (3)
QA   Mathematics   (3)
QB   Astronomy   (2)
QC   Physics   (2)
QD   Chemistry   (3)
QE   Geology   (2)
QH   Natural history – Biology   (2)
QK   Botany   (2)
QL   Zoology   (2)
QM   Human anatomy   (3)
QP   Physiology   (3)
QR   Microbiology   (3)

CLASS R - MEDICINE
R   Medicine (General)   (2)
RA   Public aspects of medicine   (2)
RB   Pathology   (1)
RC   Internal medicine   (1)
RD   Surgery   (1)
RE   Ophthalmology   (0)
RF   Otorhinolaryngology   (0)
RG   Gynecology and obstetrics   (2)
RJ   Pediatrics   (2)
RK   Dentistry   (0)
RL   Dermatology   (1)
RM   Therapeutics. Pharmacology   (2)
RS   Pharmacy and materia medica   (0)
RT   Nursing   (4)
RV   Botanic, Thomsonian, and eclectic medicine   (0)
RX   Homeopathy   (0)
RZ   Other systems of medicine   (0)

CLASS S - AGRICULTURE
S   Agriculture (General)   (0)
SB   Plant culture   (1)

SD   Forestry   (0)
SF   Animal culture   (0)
SH   Aquaculture. Fisheries. Angling   (0)
SK   Hunting sports   (0)

CLASS T - TECHNOLOGY
T   Technology (General)   (1)
TA   Engineering (General). Civil engineering   (0)
TC   Hydraulic engineering. Ocean engineering   (0)
TD   Environmental technology. Sanitary engineering   (1)
TE   Highway engineering. Roads and pavements   (0)
TF   Railroad engineering and operation   (0)
TG   Bridge engineering   (0)
TH   Building construction   (0)
TJ   Mechanical engineering and machinery   (2)
TK   Electrical engineering. Electronics. Nuclear engineering   (2)
TL   Motor vehicles. Aeronautics. Astronautics   (1)
TN   Mining engineering. Metallurgy   (0)
TP   Chemical technology   (0)
TR   Photography   (1)
TS   Manufactures   (1)
TT   Handicrafts. Arts and crafts   (0)
TX   Home economics   (1)

CLASS U - MILITARY SCIENCE
For military history, see D-F
U   Military science (General)   (0)
UA   Armies: Organization, distribution, military situation   (0)
UB   Military administration (0)
UC   Maintenance and transportation   (0)
UD   Infantry   (0)
UE   Cavalry. Armor   (0)
UF   Artillery   (0)
UG   Military engineering. Air forces   (0)
UH   Other services   (0)

CLASS V - NAVAL SCIENCE
For naval history, see D-F
V   Naval science (General)   (0)
VA   Navies: Organization, distribution, naval situation   (0)
VB   Naval administration   (0)
VC   Naval maintenance   (0)
VD   Naval seamen   (0)
VE   Marines   (0)
VF   Naval ordnance   (0)
VG   Minor services of navies   (0)

VK   Navigation. Merchant marine   (0)

VM   Naval architecture. Shipbuilding. Marine engineering   (0)

CLASS Z - BIBLIOGRAPHY. LIBRARY SCIENCE. INFORMATION RESOURCES (GENERAL)

Z   Books (General). Writing. Paleography. Book industries and trade. Libraries. Bibliography   (2)

ZA   Information resources (General)   (2)

USEFUL LINKS

AMERICAN LIBRARY ASSOCIATION USEFUL LINKS

Access to Electronic Information, Services, and Networks
<http://www.ala.org/Template.cfm?Section=interpretations&Template=/ContentManagement/ContentDisplay.cfm&ContentID=31872>

Challenged Materials
<http://www.ala.org/Template.cfm?Section=interpretations&Template=/ContentManagement/ContentDisplay.cfm&ContentID=31881>

Diversity in Collection Development
<http://www.ala.org/Template.cfm?Section=interpretations&Template=/ContentManagement/ContentDisplay.cfm&ContentID=8530>

Evaluating Library Collections
<http://www.ala.org/Template.cfm?Section=interpretations&Template=/ContentManagement/ContentDisplay.cfm&ContentID=8537>

Freedom to Read Statement
<http://www.ala.org/ala/oif/statementspols/ftrstatement/freedomreadstatement.htm>

Freedom to View Statement
<http://www.ala.org/ala/oif/statementspols/ftvstatement/freedomviewstatement.htm>

Intellectual Freedom Principles for Academic Libraries
<http://www.ala.org/Template.cfm?Section=interpretations&Template=/ContentManagement/ContentDisplay.cfm&ContentID=8551>

Intellectual Freedom Statements and Policies
<http://www.ala.org/ala/oif/statementspols/statementspolicies.htm>

Labels and Rating Systems
<http://www.ala.org/Template.cfm?Section=interpretations&Template=/ContentManagement/ContentDisplay.cfm&ContentID=8657>

Library Bill of Rights
<http://www.ala.org/ala/oif/statementspols/statementsif/librarybillrights.htm>

Standards for Libraries in Higher Education
<http://www.ala.org/ala/acrl/acrlstandards/standardslibraries.htm>

GOVERNMENT DOCUMENTS USEFUL LINKS

Federal Depository Library Manual
http://www.access.gpo.gov/su_docs/fdlp/pubs/fdlm/index.html

Guidelines for Selective Federal Depositories
http://www.access.gpo.gov/su_docs/fdlp/pubs/fdlm/coldev.html

Instructions to Depository Libraries
http://www.access.gpo.gov/su_docs/fdlp/pubs/instructions/index.html

Suggested Core Collection
http://www.access.gpo.gov/su_docs/fdlp/pubs/fdlm/corelist.html

INDIANA UNIVERSITY KOKOMO USEFUL LINKS

Indiana University Kokomo Academic Majors & Programs
http://www.iuk.edu/majors/

Indiana University Kokomo Library
http://www.iuk.edu/~kolibry/

SELECTION SOURCES USEFUL LINKS

Baker Library—Harvard Business School
http://www.library.hbs.edu/bakerbooks/recent

Essay and General Literature Index
http://www.hwwilson.com

Federal Government Resources on the Web
http://www.lib.umich.edu/govdocs/federal.html

Infomine
http://infomine.ucr.edu

Scout Report Signpost
http://scout.wisc.edu/Archives/

WWW Virtual Library
http://vlib.org/