

New Jersey City University  
Congressman Frank J. Guarini Library

**COLLECTION DEVELOPMENT POLICY**

## **Acknowledgments**

This policy manual is a collaborative work between librarians at the Guarini Library and academic departments at

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## **I. RATIONALE**

A collection development policy is a comprehensive statement prepared by members of the library staff and faculty to explain the methods employed by the library to insure that its holdings are sufficient to support the educational programs of the university. Library collections are essential ingredients of academic quality; a collection that is too small limits the teaching options of the faculty, inhibits the growth of students, and prevents them from acquiring the theoretical understanding and the practical skills necessary to prepare them for employment in business, public service and the professions.

A sound collection development policy should also provide a rational basis for limiting unnecessary growth. No library, however wealthy or spacious, can long afford to collect indiscriminately. A comprehensive teaching university library is by definition not a research library. Aside from promoting a collection adequate to the needs of the institution, one of the primary functions of a collection development policy is to set forth a rationale to establish limits to the collection, or in effect, describe the kinds of materials that the library will not readily acquire. Monographs that lack sound scholarship, that are poorly written, needlessly obscure or that are too highly specialized, do not serve the educational purpose of the collection and will not contribute to its quality. A collection development policy should also specify criteria employed by the library staff and the faculty for withdrawing materials that are seldom, if ever used, or that have simply ceased to be of any educational value.

A collection development policy not only addresses the library print collections, but should include guidelines for acquiring or subscribing/leasing non-print media as well.

## **II. MISSION AND GOALS**

### **University Mission Statement**

The mission of New Jersey City University is to provide a diverse population with access to an excellent college education, and the support services necessary for success.

### **Library Mission Statement**

The general mission of the Congressman Frank J. Guarini Library is to support the University in carrying out its institutional mission of teaching, research and public service in a diverse urban environment.

Within this context, the Congressman Frank J. Guarini Library has established its operational goals and objectives as follows:

- A. To provide electronic and traditional information resources of the University and the world.
- B. To develop and maintain a functional and balanced core collection of library materials that support the instructional and research needs of the University.
- C. To participate actively in regional and national cooperative programs of resource sharing.
- D. To license and purchase electronic library resources.

### **III. SELECTION RESPONSIBILITY**

Faculty and librarians assume primary roles in the development of the collection.

#### **A. Academic Departments**

- 1. Are expected to recommend for purchase items in the field that meet the selection guidelines for their particular discipline.
- 2. Are encouraged to appoint a faculty member to coordinate book orders.

#### **B. Librarians**

- 1. Have a major role in selecting materials for inclusion in the collection.
- 2. Select materials for their respective service areas.

#### **C. Head of Collection Services**

- 1. Works with the Library Director, library staff, and teaching faculty to implement the Collection Development Policy.
- 2. Assists faculty in identifying and reviewing sources in subject disciplines.
- 3. Oversees the development of the collection to ensure currency, balance and quality.

#### **IV. LEVELS OF COL**

## **B. Levels of Collection in the Library**

The Congressman Frank J. Guarini Library selects materials -- monographs, serials, periodicals and government documents on the Study Level (basic and minimal levels included), which conform to the level of courses offered by the instructional programs of the University. The Study Level is further broken down into the following levels: I, II, III. With the exception of materials acquired to meet the needs of the Modern Language Department and Literature courses, the Library rarely purchases publications in languages other than English.

1. **Study Level III:** Collecting conforms roughly to courses at the Doctoral and master's degree level (500 and above). However, since in many cases the first level of graduate courses overlaps with the upper level of undergraduate courses, preliminary material purchased at this level overlaps with materials in Levels I and II.  
At



The College also offers master of fine arts, master of music, and master of arts degrees. A sixth year professional diploma (P.D.) is offered as part of two school psychology programs. Programs include Art (M.F.A.), Studio Art (M.A.), Counseling (M.A.), Counseling (M.A.) and Student Personnel Services Certification, Educational Psychology (M.A.), Educational Psychology (M.A.) & School Psychology (P.D.) & School Psychology Certification, Mathematics Education (M.A.), Music Education (M.A.), Performance (M.M.), School Psychology (P.D.) & School Psychology Certification.

**Art:** The collecting for this area encompasses Levels I, II, III because the courses offered by the department are not only extremely varied (ranging from

**English:** The English Department offers a rich variety of courses from which are shaped five concentrations: Creative Writing, Journalism, Literature, the





**Criminal Justice:** The Department of Criminal Justice offers a Bachelor of Science in Criminal Justice combines studies in the fields of criminal justice, law enforcements, courts, probation, corrections, parole and juvenile justice.

The program is designed for individuals who are currently involved in the fields of criminal and juvenile justice fields and students who seek careers in these fields.

The Master of Science degree program in Criminal Justice is a practitioner oriented and theoretically grounded course of advanced study, which prepares students for further advanced graduate work and/or professional education. The program requires 36 graduate credits distributed among a core of advanced criminal justice courses, and electives. The Department of Criminal Justice/Security is the only academic program in New Jersey that has completed an Approved Program Review by the Academy of Criminal Justice Sciences.

Collecting to meet the needs of undergraduate and graduate programs is conducted on Levels I, II, and III, with strong emphasis on periodical literature and government publications.

**Professional Security Studies:** The Professional Security Studies Department offers a Bachelor of Science in National Security Studies, a Master of Science in National Security Studies, and a Doctorate of Science in Civil Security Leadership, Management and Policy.

Collecting to meet the needs of undergraduate and graduate programs is conducted on Levels I, II, and III, with strong emphasis on periodical literature and government publications.

**Fire Science:** The Department of Fire Science is the only university-based fire science program in the state and one of the few in the nation. Graduates earn a Bachelor of Science degree, an increasingly valuable asset for individuals seeking advancement to officer and chief in the fire service. Collection development is conducted on Study Levels I and II as courses are offered from 100-400 levels.

**Fitness, Exercise, and Sport:** The Department offers Sport Management minor and Fitness Certification. Collection development is conducted on Levels I and II.

**Health Sciences:** This Department offers three undergraduate tracks: Community Health, Health Education, and School Nursing/Health Education. The Community Health track is designed to prepare students to become health educators in community settings. The Health Education track prepares students for health education teacher certification. The School Nursing/Health Education track prepares students for school nurse and health education certification. There is also a post-baccalaureate program for registered nurses with bachelor's degree in school nurse certification.

The Health Sciences graduate program includes tracks in Health Administration, Community Health Education and School Health Education.

Degree candidates must either prepare a Master's thesis, which requires original research, or conduct a project.

With two exceptions, all undergraduate courses are on the 300-400 level. Therefore, collecting is done primarily at Level II for undergraduate courses and Level III for the graduate program.

**Nursing:** The Department offers an upper division Baccalaureate program leading to a Bachelor of Science in Nursing degree (B.S.N.). The program is designed for the Registered Nurse and is accredited by the National League for Nursing Accrediting Commission (N.L.N.A.C.) and the New Jersey Board of Nursing.

The Department also offers an accelerated, second-degree program called the *FastTrack* BSN. This program allows students with a bachelor's degree in another field to complete all required nursing courses in 12 months and take the registered nurse licensure examination.

Advanced teaching levels and high professional standards call for collecting on Levels II and III.

Nursing texts with a practice focus are discarded when they are five years old. Nursing texts that do not have a practice focus are discarded when they are ten years old unless they represent a classic work in the profession.

**Travel and Tourism Management:** The program offers a minor in travel and tourism management. Courses offered are at the 300-400 levels. Collection development is conducted on Study L

**Early Childhood Education:** The ECE Department offers an initial P-3 teacher certification program at the undergraduate level.

The School of Business offers graduate and undergraduate degrees in accounting, economics, finance, marketing and management.

**Accounting:** The Department offers Bachelors of Science in Accounting. The accounting degree provides the required background for students planning to pursue an M.B.A or other graduate program. Undergraduates may also take the five year combined Bachelor of Science to Master of Science in Accounting Program. The accounting curriculum also prepares students to sit for the Certified Public Accounting (CPA) examination. Collecting is on Levels I,II, and III.

**Finance:** This Department offers both a Bachelor and Master of Science in Finance. Collecting is on Levels I, II, and III.

**Management:** Bachelors of Science in Management, Bachelors of Science in Business Administration with a specialization in International Business, and Organizational Management and Leadership specializations are offered. Collecting is on Levels I, II, and III.

**Marketing:** This Department offers a Bachelor of Science degree in marketing. Collecting is on Levels I and II.

**Economics:** Collecting is on Levels I and II.

## V. GENERAL GUIDELINES

### A. General Criteria for Selection of Library Materials

1. Appropriateness. The collection must support the undergraduate and/or graduate programs at New Jersey City University as stated in the mission and the collecting levels. Materials that go beyond the academic curricula but meet the cultural, career, recreational and information needs of the campus community are also given consideration.
2. Potential Use. There should be possibility for use for one or more courses.
3. Existing Collection. Identified strength and weakness of the existing collection in a particular subject area are considered.
4. Quality. High quality in content, format, and/or literary merit; authoritativeness or reputation of publisher/producer are considered.



5. Permanence of material. Ephemeral materials are excluded in all formats.
6. Currency and timeliness. The material must be current.
7. Expected usage. For occasional needs, interlibrary loan may be used as a viable alternative to ownership.
8. Format. Appropriateness of chosen format (printed, digital, audio, visual) for the subject matter must be a consideration.
9. Cost of the material. Judgment must be made based on cost and the materials budget.
10. Methods of Selection. The following selection tools are used: *Choice, Library Journal, Publishers Weekly, New York Times, Booklist, Review of Books, RQ, Magazines for Libraries, Resources for College Libraries*, publishers' catalogues and brochures.
11. Federal government documents are selected based on the same criteria as used for commercial publications.

**B.**

## **E. Textbooks**

In general, textbooks that are required for courses are not selected by the library. However, one copy will be purchased in the event that it contains the best material available in the field.

## **F. Research Projects**

The University Library does not purchase extensive in-depth materials for short term research projects of faculty and staff members or graduate students. Use of interlibrary loan is encouraged.

## **G. Preview of Expensive Items**

Any library material costing more than \$250 should be ordered "on approval," "for examination" or "for preview," unless the item has received extremely favorable reviews in professional sources.

## **H. Donations**

The Congressman Frank J. Guarini Library will accept donations in accordance with the University Library's donation policy and can be found next to this policy on the Library website.

# **VI. ADDITIONAL GUIDELINES FOR VARIOUS COLLECTIONS**

## **A. Non-Print Materials**

Non-Print Materials include electronic products, videotapes, compact discs, laser disks, audio cassettes, and microform. Requests for non-print materials will be evaluated on the same basis as are book materials in addition to the following guidelines:

### **Guidelines for non-print media:**

1. Ephemeral non-print media will not be purchased.
2. Availability of compatible hardware in the library, or in the academic department that initiates the request must be evident.

3. Content of the curricula of the University. Recreational non-print media are not considered for purchase.
4. Sound documentation/teacher's manual must be available.
5. User friendliness is a necessity.
6. Application software is the responsibility of the academic departments and/or computer labs.

**Guidelines for online resources:**

With the growing availability of scholarly research materials in digital format and on the World Wide Web, the Guarini Library has also endeavored to acquire scholarly materials in online format. When scholarly materials are published in multiple formats, the Guarini Library will usually acquire material in one format only in order to economically and efficiently steward the Library's financial resources. Online access is preferred when it is determined to best meet the needs of the Library users. There are instances, however, when other formats may be more effective, of higher quality, a better value, or best meet the behavioral characteristics of the New Jersey City University users. The Guarini Library acquires print, digital, and other non-print formats when these are determined to best serve the needs of the New Jersey City University faculty, staff, and students.<sup>2</sup>

The Guarini Library currently subscribes to many electronic databases, indexes, statistics, and other reference sources. The primary criteria for the selection of any online product are the extent to which it is relevant to the curriculum, improves the overall library collection, and/or enhances the user's access to information.

**B.**

1. Current (less than 5 years old) elementary and secondary textbooks in most subject areas. This is a representative collection of textbooks and is not to be considered comprehensive.

2. Current courses of study/curriculum guides for preparing units and lesson plans for most subject areas.

3. Assorted educational materials (i.e. games, multimedia kits, etc.).

4. Educational handbooks and copies of exemplary monographs that are used for reference by all students.

The Curriculum Collection is a collection of circulating curricula, lesson plans, teacher materials, and non-circulating kits and textbooks in support of teacher education. It is located on the fourth floor of the library.

The Juvenile Collection contains works for youth in grades pre K-12 and is located on the third floor of the library. The Juvenile Collection is a circulating collection of books for use by university students taking education, children's literature and young adult literature courses, amongst others.

Books are selected to:

1. Reflect major children's and young adult awards: Caldecott, Newbery, Printz, Coretta Scott King, Pura Belpre, Americas, Africana Awards, National Book Award (Children's and Young adult winners) and select international awards.
2. Books are chosen to reflect the racial, ethnic and linguistic diversity of Hudson County, and the international origins and perspectives of our residents.
3. Books which are challenged or censored and are listed on ALA's challenged booklist are also collected.
4. Graphic novels of interest to youth are also a part of this collection.

Usual reviewing sources include *School Library Journal*, *Booklist*, *Book Links*, *Multicultural Review*, *New York Times Book Review*, etc.

The Juvenile Collection also contains a portion of the M. Jerry Weiss Center for Children's and Young Adult Literature. All Weiss Center books have bookplates identifying them as having been donated by M. Jerry Weiss, or by the publisher to the M. Jerry Weiss Center.

#### **D. Government Documents**

##### **1. Federal Documents:**

The Congressman Frank J. Guarini Library is a United States Senate designated depository for federal government publications. The criteria for selection and withdrawal of depository items are essentially the same as those used for the selection and withdrawal of monographs, periodicals and other materials. Some titles received through the United States Depository program are cataloged for the Reference or the general collection. Federal regulations require the Library to keep most documents for a period of at least five years before withdrawing them from the collection. When documents are weeded, list of documents selected for withdrawal, together with a request for permission to discard, are sent to the regional depository library in Newark, NJ. Documents received on depository may not be sold. They may be offered to libraries.

Over the last several years, the Government Printing Office has published and distributed substantially fewer government documents in print and on microform through the Federal Depository Library Program. Instead, the GPO and FDLP have promoted the publication and dissemination of government information in the online environment of the World Wide Web. To enhance easy access to online government information, the Guarini Library has added bibliographic records for electronic government documents to our online public access catalog (OSCAR). In most instances, the end user can follow an embedded link from a particular bibliographic record to either an html or pdf version of the online publication.

## **2. New Jersey Documents:**

The Library is a secondary depository for publications issued by the State of New Jersey. As a secondary depository, the Library accepts all materials sent. State regulations require that all materials must be retained for five years from the date of receipt. Exceptions to these requirements are: ephemeral material, superseded lists, directories and guides; these may be discarded. Providing access to New Jersey state documents that are available electronically is currently under investigation.

### **E. Periodicals Collection**

A periodical is a publication with a distinctive title, issued at regular intervals of more than once a year (each being numbered consecutively), with no predetermined termination. The Library's Periodicals Collection includes:

1. Professional or scholarly journals
2. Newsletters, proceedings, annuals, transactions of associations and professional societies
3. General interest magazines, especially if they deal with current reporting

The primary goal of the Department is to build and maintain a collection with a good selection of titles, backfiles as well as current issues, which support the educational programs of the university. Periodicals supplement the Library's book collection and often provide more current information not available in monographs. Therefore, the development of the periodicals collection must parallel the building of the book collection.

The selection and acquisition of periodicals is a long term capital investment of major proportion. This commitment requires extensive shelving, binding and storage space, high accessibility, continuous maintenance, and meticulous record keeping. It requires more careful consideration than acquiring a monograph.

The continually rising costs of periodicals titles, especially in the sciences and technology fields are also critical factors in the selection of periodicals, and calls for the most discriminating professional judgment. Requests for new subscriptions may be made by librarians and faculty on Book/Periodical Request forms. Titles frequently requested by students are also considered for subscription

Subscription format (fiche, film, CD-ROM, remote access, paper, etc.) depends on availability, cost, equipment compatibility, ease of use and completeness of information in that format.

Electronic full-text journal articles are accessible through the network with printing capability, downloading or e-mailing to the patron's network address. In general, duplication of formats should be avoided.

If a periodical is ordered, it is desirable for the subscription to begin with the first issue of the calendar year. Notices of the librarian's final decision are sent to faculty and staff who have requested periodicals.

In order to assure the quality of the collection and its support of the university curriculum, development of the Periodicals Collection is a continuing process.

Currently, the Guarini Library provides licensed access to the online content (full-text) of thousands of periodical publications by subscribing to a variety of electronic databases. Decisions about which publications to include or exclude are made by the database aggregator not by the Guarini Library. The Guarini Library has implemented the Periodicals List A-Z to provide our users with comprehensive information about our full-text periodical holdings as well as print and microform formats of periodicals.

## **F. Microform**

All microforms, regardless of topic, are grouped together to facilitate access and help in using fiche/film readers. Photo-duplication facilities are provided.

Since subject content has been the prime consideration in obtaining the microforms, little attempt has been made to standardize the collection's format. All types of microforms are represented: 16mm and 35mm reels of microfilm; 3"x5" and 4"x6" microfiche cards; and 3"x5" microprint cards. All microfilm is in positive format and all microfiche is in negative format.

### **1. Periodicals in Microform:**

a. Criteria for the selection of microforms are:

- 1) The existence of extensive backfiles of a title that the library currently subscribes to; the microform would replace and

large amounts of shelf space while maintaining accessibility.

2) A gap in the holdings of a periodical title of one



## **G. Reference Collection**

The Reference Collection is encyclopedic in nature; information can be obtained on almost any subject by using the materials housed in the Reference Department.

Most of the resources in the Reference Collection provide one or more of the following:

1. Quick and ready access to specific information in most areas of study (e.g., encyclopedias, dictionaries, almanacs, and atlases), or
2. An overview of most areas of study, with an emphasis on subjects related to the curriculum of New Jersey City University (e.g., specialized encyclopedias and handbooks).

In addition to the *Guide to Reference Books*, standard reference selection resources like *ABA*, *Booklist*, *RQ*, magazines, publishers' catalogs, and

**C. Replacements**

Replacing missing, lost, or damaged materials is not automatic. The merit

**X. A LIST OF SELECTORS (At the time of publication of this policy. Subject to change)**

**A. Subject Areas**

African-American Studies	Fred Smith
Anthropology	Laura Kortz
Art	Toby Heyman
Asian Studies	Juan Almodóvar / Xiaoli Fang
Biology	Juan Almodóvar
Business	Fred Smith
Chemistry	Juan Almodóvar
Computer Science	Juan Almodóvar
Criminal Justice	Fred Smith / Min Chou
Economics	Fred Smith
Education	Sheila Kirven
English	Juan Almodóvar
Fire Science	<del>Fred Smith</del> Fred Smith
Geology	Geology

Physics

Juan Almodóvar

Political Science

Fred Smith / Min Chou

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