

COLLECTION DEVELOPMENT POLICY

LIBRARY SERVICES

EASTERN ILLINOIS UNIVERSITY

CHARLESTON, ILLINOIS

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I. INTRODUCTION

This statement of the Collection Development Policy for Library Services at Eastern Illinois University has been prepared by the library staff, under the authority of the Dean of Library Services and with the advice of the Library Advisory Board. The Collection Development Policy supports the Eastern Illinois University Mission Statement and the Library Vision Statement. The statement is meant to clarify the general policies of the library with regard to the principles upon which the library collection is built and maintained. It is intended that this policy statement will be reviewed regularly by Collection Management Services, the library faculty and the Library Advisory Board, and that they will make recommendations for changes to the Dean of Library Services. It should, in any case, be carefully reviewed at least every five years.

Eastern Illinois University Mission Statement

Eastern Illinois University offers superior yet accessible undergraduate and graduate education. Students learn the methods and outcomes of free inquiry in the arts, sciences, humanities and professions guided by a faculty known for its commitment to teaching, research/creative activity, and service. The University community strives to create an educational and cultural environment in which students refine their abilities to reason and to communicate clearly so as to become responsible citizens in a diverse world.

Library Vision Statement

Booth Library affirms the mission of Eastern Illinois University by providing materials, services, and facilities that support instruction and research. Just as the University is committed first and foremost to excellence in teaching, the library places its highest priority on the academic success of students. To this end, the library will strive to facilitate each student's educational experience, will build its collections to meet students' academic needs, and will provide an effective setting for learning to take place.

II. GENERAL STATEMENT OF COLLECTION DEVELOPMENT POLICY

The collections at Booth Library support the mission of the university by providing materials for inquiry and research, and by enriching the campus environment. Collections that meet the needs of our primary clientele are essential to fulfilling the vision of the Library. Therefore, the collection development policy of Booth Library is to build a collection containing those materials that best serve the objectives of our primary clientele, both now and in the future. Library Services provides equal access to its collections, programs, and services. It is dedicated to serving the information needs of its increasingly diverse population and encouraging a multicultural understanding throughout the University community. With due regard to the availability of the resources of nearby libraries and with an eye toward the possibilities of various cooperative programs with other libraries in Illinois, it is the aim of the library to build, in all appropriate fields, the most effective collection possible with available resources. Library collections are also available to community patrons and the wider world through interlibrary loan requests or onsite visits.

General collection criteria include: choosing the most appropriate format based on content and use, ease of use, continued archival access, positive reviews of the material, and, in general, selecting materials that will stand the test of time. Publications in the English language will be given priority over non-English language publications, except for the acquisition of materials for the study of foreign languages that are offered in our curriculum or materials of demonstrated need. Materials will be acquired in suitable copy if originals are not available or are too expensive. Through its collections, Library Services is committed to enhancing and strengthening the knowledge and appreciation of its users regarding the history, identity, contributions, and social conditions of diverse cultures. The preservation, collection, and dissemination of cultural materials, particularly as they relate to issues of race, ethnicity, national origin, gender, age, sexual orientation, persons with disabilities, and religious tolerance, have a high priority in the Library. In this same regard, Booth Library supports and adheres to the Library Bill of Rights [Appendix A] and does not exclude materials because of the origin, background, or views of those contributing to their creation or because of partisan or doctrinal disapproval. Likewise, as an integral part of an institution of higher learning, Booth Library does not restrict its materials to those deemed suitable to a specific belief, ideology or age group. The criteria for selection of materials in areas of cultural diversity are similar to those used in other areas, for example, audience level, language effectiveness, currency, possible interdisciplinary application, equitable distribution of available budget, and filling of gaps in the collection. Library Services seeks to build a collection that reflects a diversity of materials, not an equality of numbers.

III. ALLOCATION OF FUNDS

The university administration is responsible for the amount approved and allocated each year for the library budget. The Dean of Library Services, as fiscal agent for the library, is responsible for the expenditure of all library funds. Once the budget is finalized by the university administration, those portions of the materials budget allocated for academic program support will be determined by the Dean of Library Services, in consultation with the Library Faculty and the Library Advisory Board. In making specific allotments, consideration is given to such criteria as the total funds available, library materials essential for the instructional needs of each department, number of faculty in each department, number of courses taught (graduate and undergraduate), new courses offered, deficiencies in the existing collection, number of students enrolled, and the average prices of books and other materials in the subject areas.

It should be understood that the actual funds allocated for academic program support are not transferred from the library budget to the budgets of the academic departments. They are merely reserved by the library for the purchase of materials requested by academic departments and remain, at all times, a part of the library's budget and under the control of the Dean of Library Services as fiscal agent for the library. All materials purchased with funds allocated to the library become library property, available for the use of the entire campus community.

IV. SELECTION RESPONSIBILITY

Selection of library materials is the joint responsibility of the teaching faculty and the library faculty. While it is the prerogative of every faculty member to participate in the materials selection process in areas of his/her particular expertise, the primary responsibility for collection development lies with the Collection Management Librarian and the Subject Librarians in Booth Library. Each of the Subject Librarians, working closely with Faculty Library Coordinators within the schools and departments, is responsible for acquisitions in specific areas. Subject Librarians monitor standing orders and periodical expenditures, select current and retrospective titles, and offer bibliographic assistance to the faculty. The library faculty also must carry the responsibility for neglected areas in order to achieve a balanced collection and to coordinate the resources development of the library as a whole.

V. LEVELS OF COLLECTION INTENSITY

Eastern is currently rated as a Carnegie Classification Master's Colleges and Universities Level I institution. These institutions typically offer a wide range of baccalaureate programs, and they are committed to graduate education through the master's degree. They generally award 40 or more master's degrees per year across three or more disciplines. (Carnegie Foundation for the Advancement of Teaching) Levels of Collection Intensity have been defined by the RLG (Research Libraries Group) and WLN (Western Library Network) to offer an objective method to describe collection development goals. (Guide for Written Collection Policy Statements. 2nd ed., 1996) In relation to these two measures, Booth Library will strive to collect at Level 3 - Study or Instructional Level for subjects represented in the university curriculum. It is recognized that the requirements for library materials vary in the different disciplines. The library will attempt to follow current and projected degree and research programs in meeting the needs of the various academic departments. The library will observe the following general guidelines related to collection intensity and strive to achieve:

1. A collection of works to meet all instructional needs at the undergraduate level. It includes all basic works, an extensive collection of works by secondary writers, and a wide range of basic journals, reference works and bibliographies. In addition to current materials, the library will attempt to obtain retrospective works, on a selected basis, including serials, reference materials, and bibliographies. This includes acquisition of materials in those languages supported by the University curriculum covering fundamental works of scholarship for use by upper level undergraduate students, graduate students, and faculty members.
2. A selective collection serving to introduce and define a subject and to indicate the varieties of information which are not necessarily represented in the university curricula. It will include basic works of recognized writers, a selection of basic texts in all subject fields, reference and bibliographical works as well as fundamental bibliographies in all subject areas and representative journals. The levels of coverage would include primarily English language materials.

VI. LIBRARY MATERIALS: SPECIAL AREAS

A. FACULTY PUBLICATIONS

Booth Library will strive to obtain a copy of books published by Eastern faculty and alumni. This copy will be paid for out of general library funds and will be placed in the University Archives. The proper Subject Librarian will make the decision regarding the purchase of a second copy. If a second copy is deemed essential, it will be purchased out of the departmental allocation and will be placed in either the stacks or Reference Room (if it is a reference book). Additional copies may be purchased if deemed necessary by the Subject Librarian. The library will not buy or photocopy periodical articles by Eastern faculty. If reprints or photocopies of periodical articles are provided by faculty members, they will be placed in the University Archives.

B. REFERENCE MATERIALS

The Reference Collection is meant as a non-circulating collection of materials designed to provide quick access to factual information in all subject areas. Materials will be collected in a format appropriate for their use. Those works chosen for the collection should supply as many reliable facts as possible with a minimum of duplication and overlap. As a general rule, only the latest edition of a reference work will be shelved in the Reference Room. Older editions or versions will be transferred to the general circulating collection or withdrawn. Materials will be selected not only on matters of curricular interest but in all areas in which factual information may be desired. Selection decisions for electronic resources should be consistent with the library's general collection development policies. If possible, the library will join in statewide consortial purchases of electronic resources.

C. MEDIA COLLECTION

The Media Collection exists to provide a wide variety of non-print media to support the university's academic mission and to provide a source of materials that provide cultural enrichment. The Media Collection will be selective, rather than comprehensive, including mainly non-print media that supports the current curriculum of the university. The same policies and objectives applied to book selecting are applied to selecting audio-visual materials, with such added criteria as quality of sound, photography, color reproduction, and compatibility with available equipment.

D. JUVENILE AND CURRICULUM COLLECTIONS

The Ballenger Teachers' Center of Booth Library holds materials collected to meet the needs of a specialized population, and as such has its own collection development policy found in Appendix B.

E. NEWSPAPERS

The library provides access to representative major local, regional, and foreign newspapers that meet the teaching and research needs of the university.

F. GOVERNMENT DOCUMENTS

The Government Documents Librarian, in consultation with the appropriate Subject Librarians and faculty, is responsible for the selection of all United States and Illinois State government publications, including electronic resources issued by these agencies. These government publications will be selected on the basis of the instructional and research needs of the university and will be acquired either through direct purchase or as free depository items from the federal government and the State of Illinois. Any selection of United Nations, foreign and local government publications is the responsibility of the appropriate Subject Librarian. The library will emphasize the acquisition of annual reports, bibliographies, directories, compilations of "laws, rules, regulations, and opinions," congressional and legislative publications, and statistical compendiums. In addition, the library will receive government publications as mandated by the regulations of the federal and Illinois state depository library programs. In 1968 the library became a partial depository of U.S. government publications distributed by the Superintendent of Documents. Shortly thereafter the library became a depository for Illinois State Documents. Under depository regulations, the library is obligated by law to provide access to these publications to the citizens of the 15th Congressional District.

G. SERIALS

In general the library will acquire serials supporting the curriculum of the university including but not limited to scholarly or peer reviewed journals and trade magazines. Back files of serials may be purchased as needs require and funds permit. Purchase of individual issues and scattered or incomplete files will be avoided. The library may elect to purchase a serial backfile on microfilm or electronic format rather than hard copy. As a general rule, the library will obtain only one copy of any given serial publication. Decisions on duplication will be made on a title by title basis and approved by the Dean of Library Services. Whenever feasible, the library will establish standing orders for the selected serials to receive them on a continuing basis. Serials available on gift or exchange basis will be subject to the same selection policies as serials obtainable by purchase due to the substantial expense in binding and storage.

Periodical and standing order subscriptions will be reviewed on an annual basis by Subject Librarians in consultation with the faculty. A periodical or other serial publication may be cancelled for a number of reasons, for example: fiscal considerations, change in curriculum, recommendations from librarians, faculty members or departments, change in content or format which renders the title inappropriate for the collection, availability of an alternative format.

H. UNIVERSITY ARCHIVES and the ILLINOIS REGIONAL DEPOSITORY

The University Archives Policy was adopted by the President's Council on January 22, 1994 and may be found in Appendix C.

Booth Library provides office and storage space for the Illinois Regional Archives Depository System. Directed and operated by the Illinois State Archives, this collection is locally supervised by the University Archivist. The collection contains historical records from various governmental units in sixteen counties of southeastern Illinois. Lists of the holdings of other IRAD depositories are also available. While the IRAD collection is not the property of the library or the university, it is nevertheless a valuable historical source for the university community and surrounding area.

I. Rare Books/Special Collections

The financial support given Library Services does not permit the building of extensive rare book collections in any subject area. However, the library does possess an extensive collection of reproductions of rare books on microcards, microfiche, and through electronic access, i.e. Early American Newspapers, Landmarks of Science, and Early English Books Online. Catalogers are to check with the Head of Collection Management Services or the proper Subject Librarian before putting any item in Special Collections. Some books in Special Collections should not be defaced by labels or property stamps. Old and rare books found in our collections belonging to any of the following categories will be housed in Special Collections:

- Early imprints issued prior to the dates indicated below and any extremely fragile materials:

Europe 1701 (except British Isles 1801).

United States and Possessions 1801.

Asia 1701.

All other countries 1801.

- Books printed in an edition of 100 copies or less, exceptionally fine books, including those in exceptionally fine bindings, examples of private press publications, loose plates of fine quality, and extremely small or extremely large size items.
- Expensive publications (Ordinarily those priced at \$1,500 or more per volume).
- Books known to be scarce, and, therefore, difficult to replace, including titles prone to theft or vandalism, and books associated with famous persons, with or without autographs.
- Manuscripts, except those within the scope of the University Archives.

J. Theses

Two bound copies of all Eastern Illinois University theses and College of Education Certificate of Advanced Study papers will be retained by the library. One copy will be integrated in the general collection and made available for circulation. One copy will be retained as a non-circulating archival copy in Special Collections. In instances where the library has only one copy of an Eastern thesis or Study Paper, that copy will be considered the archival copy and will be non-circulating.

Theses completed at other universities, which are available through University Microfilms and listed in Dissertation Abstracts International, will be selected as required for the general collection by the same criteria used for book selection. Orders for such theses may be submitted to the appropriate Subject Librarian.

K. College Level Textbooks

In general the library will not acquire college textbooks adopted as required texts for courses at Eastern. Some textbooks, however, are valuable as reference and research works in their own right, and such works may be acquired.

L. Maps and Atlases

Maps and atlases will be acquired by Library Services to meet the identifiable interests of the university community.

M. Research Materials

The Vision statement of the library places its highest priority on the academic success of students. To achieve this vision, the major responsibility of the library must lay with the teaching program, and this function will receive first priority in selecting materials. After provision has been made for this first priority, research materials may be purchased in those curricular fields where graduate degrees are awarded. Materials intended for the exclusive support of faculty research can be considered for purchase only after the needs of students have been fully addressed.

N. Reserve Materials

Requests for multiple copies of titles for Reserve should be based on high use and should originate with the Reserve Staff. Requests for textbooks for Reserve should be routed to the Textbook Library. For faculty use of the Reserve area, see the "Reserve Room Policy" and "Copyright/Reserve Information" sections of the current Faculty Library Handbook.

O. Recreational Reading Books

In the interest of maintaining an environment that stimulates reading and discussion, the library will acquire current popular recreational reading books in both hardback and

paperback editions. All of these materials will be cataloged and will appear in the online catalog. Gift materials are a frequent source for the R&R Collection.

P. Local/Regional Materials

As funds permit, the library will acquire for its collections books, journals, and other library materials about Coles County, the other fifteen counties represented in the IRAD collection that is housed at Eastern, and the east central region of Illinois generally. A particular emphasis will be placed on acquiring historical materials that illuminate the political, social, economic, and cultural life of this region of Illinois.

Q. New Formats

All requests for new formats should be referred to the Dean of Library Services and the Collection Development Committee prior to placing an order.

VII. GIFTS

The library welcomes gifts and donations of useful materials, or the funds to purchase them. However, all gifts of materials to the library are accepted with the understanding that they are added to the collection only after they have met the same selection criteria as materials which are purchased.

The library will not accept gifts with conditions as to their disposition or location except by expressed permission of the Dean of Library Services. Generally, the library will not maintain gift collections as separate entities. The library retains the right to dispose of unneeded gift materials, regardless of how they were acquired, by discarding or sale in the library's annual book sale. The library does not provide any statement estimating the value of donations.

VIII. WEEDING, BINDING, MENDING, DISCARDING, REPLACEMENT AND DUPLICATION

Weeding is the withdrawing of damaged or obsolete materials from the library's collections, a process which is an integral part of collection development and maintenance of the collection. Materials of historical importance or classic titles may be retained in order to represent the history of a discipline while other titles may be discarded. The Subject Librarians are responsible for weeding the collection in their areas on a continuing basis. Faculty may be consulted when appropriate. In order to maintain a rich statewide collection, a title should not be withdrawn if it is the last copy of the title in the state. Decisions will be made continuously regarding worn books—whether to mend, bind, or withdraw from the collection. Each decision will be based on the actual condition of the book, the number of duplicate copies in the collection, the current validity of its contents, availability of the title for reorder, and the cost of mending versus the cost of replacement.

**APPENDIX A. AMERICAN LIBRARY ASSOCIATION'S
"LIBRARY BILL OF RIGHTS" STATEMENT**

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

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

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

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

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

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

Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

The above statement was adopted June 18, 1948. Amended February 2, 1961, June 27, 1967, and January 23, 1980, by the ALA Council.

APPENDIX B
COLLECTION DEVELOPMENT POLICY
CURRICULUM AND JUVENILE COLLECTIONS
BALLENGER TEACHERS' CENTER

I. Introduction

A. Objectives

1. The Ballenger Teachers' Center (BTC) of Booth Library supports the education curriculum of Eastern Illinois University, particularly the methods and practicum courses, and those children's and young adult literature courses taught at EIU.
2. The BTC makes readily available for inspection, evaluation and use, current educational materials of the highest quality produced for use with children from early childhood through grade twelve.
3. Priority is given to materials that most directly support course work preparing students to meet requirements of education degrees and credentials.

B. Institutional Context

1. The BTC Collection Development Policy is coordinated with the Collection Development Policy for Library Services at Eastern Illinois University.
2. Curriculum materials come in a variety of formats that may be different from other research and academic library materials, and they may be acquired from different sources.
3. BTC materials may receive specialized processing, shelving, and circulating procedures.

II. Clientele

A. Categories

1. Campus-based patrons:
 - a. Education students, both graduate and undergraduate
 - b. Non-education students, both graduate and undergraduate
 - c. Full and part-time faculty and staff in all academic departments
2. Consortium patrons: patrons who do not fall into the above categories, such as interlibrary loan borrowers, walk-in members of Lincoln Trail Libraries System or CARLI, etc.
3. Other library card patrons:
 - a. Local school teachers who do not fall within the above categories
 - b. Members of the general public with an interest in the collection.
4. Exclusions: Although the BTC contains material suitable for children, it is part of an institution of higher education and, as such, is to be used by adults. Children using the collection should be accompanied by an adult.

III. Scope and Boundary

A. Collection Guidelines

1. Curricular level and subject treatment
 - a. The BTC collection contains media and resources appropriate for early childhood through secondary education.
 - b. College level textbooks are not collected.
 - c. Subject areas in the collection include, but are not limited to, reading, language arts, spelling, handwriting, literature, foreign languages, science, family and consumer science, health, mathematics, social studies, music, art, physical education, business, career education, special education, technology education and multicultural education.
 - d. Languages: the primary language of material in the collection is English, although materials used to teach foreign languages or in multicultural environments are also included.
2. Chronology: emphasis is on teaching materials of current significance, although some older items of historical or research value may be kept (e.g. materials showing examples of stereotypes of ageism, sexism, racism, etc.), as well as textbooks in current use in area school districts.
3. Geographical guidelines: educational methods and approaches used in the United States are emphasized in the BTC collection; especially items with an Illinois focus.
4. Cultural diversity: collection materials should reflect cultural diversity and promote respect and appreciation for specific cultures and the global community.

B. Collection Formats

1. Textbooks
 - a. Textbooks in all curricular subjects, grades pre-kindergarten through twelve, may be selected. Priority of purchase will be as follows: Teacher's editions, Pupil editions, Supplementary material.
 - b. Emphasis in the textbook collection is on materials published within the last ten years. Textbooks which are ten years old shall be withdrawn annually unless their content is specialized and of current or historical value.
2. Juvenile literature
 - a. Books appropriate for the preschool child through young adult are included in the collection.
 - b. Award winners and honor books
 - (1) Newbery, Caldecott, Printz, Geisel, and Sibert winners and honor books. Generally, three copies of the medal winners and one copy of the honor books will be ordered.
 - (2) Notable Children's Books (ALA)
 - (3) Rebecca Caudill Honor books (intermediate), Abraham Lincoln Honor books (high school), and Monarch Award books (primary). These are books selected annually by the Illinois School Library Media

- Association for books by Illinois authors or illustrators or which have other Illinois connections.
 - (4) Coretta Scott King winners and honor books. These books represent the best in multicultural literature for children.
 - (5) Best Books for Young Adults (ALA; published in April *Booklist*)
 - (6) Mildred L. Batchelder award given annually to the best children's book published originally in a foreign language, translated and published in the United States.
 - c. Other examples of literature including children's classics, beginning-to-read books, picture books, big books, wordless picture books, folk literature, mythology, modern fantasy, poetry, realistic and historical fiction.
 - d. Books with an Illinois emphasis.
 - e. Historical (limited retrospective collection of those titles significant to the study of the history of children's books).
 - f. Factual works including but not limited to history, science, and biographies.
 - g. Controversial books. These will be collected purposefully so that student teachers and others will have an opportunity to read and assess them.
 - h. Transitional books for young adults.
 - i. Books that reflect social trends.
 - j. Selections for the Juvenile Collection will be made by the responsible Subject Librarian in consultation with those faculty members regularly teaching courses in children's literature.
- 3. Professional literature
 - a. A core collection that supports other materials in the BTC collection may be acquired, or may be part of the library's general education collection.
 - b. Examples of professional literature include:
 - (1) Idea and activity books
 - (2) Sources about children's and young adult literature
 - (3) Selected teaching methods books
 - (4) Books that teach students to write behavioral objectives and prepare lesson plans.
 - c. Books about educational research, theory, or history are not located in the BTC, but in Booth Library's book stacks.
- 4. Reference collection
 - a. A small collection of reference works will be part of the BTC collection.
 - b. Examples of these works include children's encyclopedias, thesauri, almanacs, and dictionaries; children's atlases; biographical indexes and encyclopedias; review sources; bibliographies of children's books; indexes to electronic software; electronic versions of these resources.
- 5. Non-print materials
 - a. Audiovisual materials may be acquired for demonstration purposes and to provide resources that students use in lesson preparation.
 - b. Examples of non-print materials include but are not limited to charts, posters and pictures; sound recordings; multimedia kits; video recordings;

simulation games; models and realia; toys (educational and adapted for use with special education); puppets; bulletin board sets; card sets; flannel board visuals; flash cards; globes; maps; puzzles; electronic resources and software.

- c. Inclusion of new and emerging instructional technologies that impact upon educational practices may be incorporated into the BTC when appropriate. Formats of items chosen for the collection, where more than one format is available, will be based on expected use of the item.

6. Tests

Tests are not generally collected for the BTC collection except as components of specific textbook series. Examples of standardized tests are held by Eastern's Psychology Department.

C. Collection Intensity

Materials in the BTC collection will be acquired at the intermediate to advanced study level; that is, to primarily meet the needs of undergraduate pre-service teachers and students studying children's literature, and secondarily the needs of graduate students in education and English, faculty members, and others.

IV. Criteria for Selection

A. Reviewing Sources

1. When it is not possible to evaluate materials personally, the Subject Librarian responsible for the BTC collection will select materials using a wide variety of evaluation sources that provide reputable, unbiased, and professionally prepared evaluations.
2. Examples of sources to be consulted when locating reviews include:
 - a. Professional Library Literature
 - (1) Periodicals: *Booklist*, *School Library Journal*, *Horn Book*, *Bulletin for the Center for Children's Books*, *VOYA*, *Curriculum Review*
 - (2) Books: *Children's Catalog*, *Senior High School Library Catalog*, *A to Zoo*
 - b. Professional Education Literature
 - (1) General Periodicals: *Instructor*, *Learning*, *Teaching Pre-K-9*.
 - (2) Subject Area Periodicals: *Mathematics Teacher*, *Language Arts*, *Science Teacher*.
 - c. Specialized Lists: These are lists published monthly or annually by professional organizations that list titles considered outstanding examples for their subject area.
 - (1) Library Organizations: *Best Books for Children*, *Notable Books for Young Adults*, *Notable Films and Videos for Children*.
 - (2) Educational Organizations: *Teacher's Choices*, *Outstanding Science Trade Books for Children*, *Notable Social Studies Books for Children*.

B. Requests

Every effort will be made to purchase materials requested by Education and English faculty. Requests from students and staff will be evaluated either personally or by using reviewing sources.

V. Collection Maintenance and Evaluation

A. Weeding

1. Weeding is the removal of materials from the BTC collection for discard of materials that have become obsolete, are in poor condition, or are no longer relevant to the BTC and its services. Because the BTC collection contains primarily materials of current use in early childhood through secondary education, weeding of those materials must occur on a regular basis.
2. Criteria which may be followed in weeding the collection include:
 - a. Poor physical condition
 - (1) heavily damaged
 - (2) badly worn
 - (3) torn, scratched or broken
 - (4) deteriorating
 - b. Poor content
 - (1) Badly written, illustrated, or performed
 - (2) Outdated information
 - (3) Superseded knowledge
 - (4) Inaccurate information
 - c. Outdated medium
 - d. Duplicate copies of little used and older titles
3. The Subject Librarian will seek the involvement of selected Education or English faculty members when weeding for discard.

B. Replacement

1. Criteria for determination of replacement versus withdrawal of an item are:
 - a. Level of circulation or usage in the BTC
 - b. Age
 - c. Pending release of a newer or revised edition
 - d. Relevance to the current curriculum of the university.

C. Gifts

1. Booth Library's gift policy is in effect for the BTC with the following additions:
 - a. Materials with multiple components will be accepted only if substantially complete.
 - b. Older materials will be accepted only if they support the education program in such areas as research into the development and evolution of curriculum materials, or if they provide missing components of a currently held textbook series.

**APPENDIX C
UNIVERSITY ARCHIVES
ILLINOIS REGIONAL DEPOSITORY**

UNIVERSITY ARCHIVES

This statement of University Archives policy was adopted by the President's Council on January 12, 1994 and is taken from the University's Internal Governing Policy:

The University Archives, housed in Booth Library, is the official depository for all university publications and records of historical and research importance.

The Archives shall include records of administrative offices, faculty and student organizations, University publications, student newspapers and yearbooks, faculty and staff publications and papers, photographs, oral history tapes and memorabilia relating to the University. These records shall include correspondence, documents, files, manuscripts, photographs and other materials of historical and research value pertaining to the activities and functions of the University.

The University Archives may also include personal and professional papers and manuscripts of administrative and academic staff members.

To the extent possible and with the approval of the University Archivist and Dean of Library Services, the Archives may also include manuscript collections, records and other materials of regional historical importance even though these materials may not be directly related to the University or its history.

University Records

All records of permanent value but no longer in active use shall be sent to the Archives through the Records Retention Office.

The secretary of all councils, boards, committees and similar bodies shall send copies of their minutes to the Archives on a regular basis.

Office, departmental, college, and organizational newsletters shall be sent to the Archives as part of their normal distribution.

Officers having custody of these records shall determine their continuing administrative or legal need for them on the basis of the Records Retention Schedule approved for their unit. With the assistance of the Records Retention Office, the University Archivist shall determine their historical value and arrange for the systematic transfer of those records deemed worthy of preservation to the University Archives.

Processing

All records are processed, classified and arranged under the supervision of the personnel in the University Archives.

Access

Records in the University Archives are available to the University community for research or reference unless the originating office has placed restrictions on the public use of its records. In this case, prior permission must be obtained from the originating office.

Approved:
President's Council
January 12, 1994