**Auraria Library Collection Development Guidelines**  
**Introduction**

Auraria Library supports the academic, research, and professional aspirations of students, faculty and staff of the three academic institutions on the shared Auraria Campus: University of Colorado Denver, Downtown Denver (CU Denver); Metropolitan State University of Denver (MSU Denver); and Community College of Denver (CCD).

The Library serves the largest academic constituency in Colorado. The majority of students are enrolled in undergraduate programs. Students can pursue graduate degrees through CU Denver and MSU Denver as well as doctoral programs at CU Denver.

**Purpose**

The Collection Development Guidelines describe the Library’s collection development processes and collecting priority considerations. The guidelines exist to:

* Guide the work of Library faculty and staff involved in collection development tasks.
* Supply campus students and faculty, the Library’s main constituency, the assurance that learning, and research needs drive resource selection and collection care.
* Apprise supporters of the Library’s primary objectives and needs in support of the pursuits of the campus constituency.

Collection development encompasses tasks and choices related to material selection, deselection, management, and maintenance.

**Intellectual Freedom.**

Auraria Library fully supports the Association of College & Research Libraries (ACRL) Intellectual Freedom Principles for Academic Libraries**,** an interpretation of the ALA’s Library Bill of Rights.

**Collection Priorities**

The Library’s collection development processes and decisions are informed by and support the missions of the University of Colorado Denver**,** Metropolitan State University of Denver, Community College of Denver, and Auraria Library.

The mission of each campus institution supports student success, faculty excellence in terms of their institution’s mission, affordable education, diverse views, and the ability of each institution to thrive. To meet these expectations, the Library supplies access to digital, streaming, and physical format materials based on these priorities:

**Primary Collecting Priorities**

* Support curricular needs by supplying Library resources that satisfy student needs in relation to class assignments, research papers, and scholarly curiosity; support faculty work in class development and teaching; and acquire materials that encompass both contemporary and classic research.
* Support the research and creative endeavors of campus faculty.

**Secondary Collecting Priorities**

* Acquire materials of local interest to the Auraria campus, Colorado, and its communities as appropriate to support campus needs.
* Obtain professional development resources for faculty and staff to support growth and excellence in carrying out position functions.
* Buy general materials to nurture intellectual curiosity and supply current awareness for all users.

**Access**. Auraria Library strives for efficient material access by making needed resources available online, in the Library, or through Prospector or Interlibrary Loan no-cost lending services. [See: Collection Funding and Strategic Purchasing]

# **Special Collecting Considerations and Exclusions**

## **Textbooks**. As a general policy, the Library does not purchase textbooks. A need for sufficient scholarly and authoritative Library books to support learning and research makes textbook purchasing unsustainable. Exceptions are made for titles judged as having lasting value within the Library collection. The Library supports faculty in choosing alternative, open, and affordable classroom materials. The Library’s Open Educational Resources Guide supplies strategies for pursuing such materials.

* **Fiction**. The Library buys prose fiction and poetry. Selection criteria:
  + Writings representing genres or periods, or written by authors currently or historically studied in campus courses.
  + Writings by recipients of major literary awards.
  + Writings with subject matter of curricular interest.
  + Though recreational fiction is generally excluded, a small collection of “Fun Reads” material is maintained and administered by the Literature Collection Development Librarian to facilitate access to popular material and supply users an opportunity for a break from college demands.

**Generally excluded fiction**:

* + Novels clearly identified as romance novels.
  + Other genre novels (such as mystery, science fiction, westerns, horror, fantasy) that are not covered in the curriculum, have not won major awards, been written by an award-winning author, or cover subject matter deemed of curriculum-related or research interest.
  + Advance reading copies or uncorrected manuscript proofs.
* **Duplicate Titles**. Additional copies of owned materials are rarely purchased, except in cases of high demand. This policy is based on space and cost considerations.
* Dissertations and Theses. Auraria Library archives campus-produced theses and dissertations. The Digital Collections Manager oversees digitization and deposit.

Most University of Colorado dissertations and theses are searchable through the Dissertations & Theses at University of Colorado System collection, with full-text supplied for most post-1996 titles.

Since dissertations and theses frequently address niche issues, the Library buys only a small percentage. Many dissertations are available at no charge. The Library’s Dissertations & Theses Research Guide supplies finding strategies.

* **Music Scores**.  Music scores, in print and online, are primarily purchased to support curricular needs. A limited number of print music scores are obtained for music performance and research purposes.
* **Language specifications**. The majority of the Library’s collections are in English. However, non-English language resources are supported in these instances:
  + To support the research and learning needs of the students and faculty of the Modern Language departments of the three campus schools.
  + To offer English as a Second Language speakers access to materials in their native language. Spanish is the main non-American language represented on the Auraria campus. Other major languages spoken by the Auraria campus community vary over time and are monitored through service desk experience and school enrollment statistics.
  + To supply students, many preparing for work abroad, with basic resources in a variety of languages.
* **Open Access (OA).** The Library supports Open Access (OA) initiatives that supply online scholarly materials at minimal or no cost. Many OA journal collections are discoverable through the Library’s discovery software, Summon (accessible through the Library’s Start My Research search box). This is achieved through batch loading bibliographic records through the Serials Solutions software. As a result, potentially useful online journal titles are ready to be identified and accessed by Library users.

**Specialized Library Collections**

Auraria Library Digital Collections Policy  
  
Auraria Library Special Collections Collection Development Policy

Auraria Library Government Documents Policy

**Reference Collection.** Reference resources help acquaint researchers with unfamiliar topics by supplying overviews of an idea, field, subject or event; accurate and easy-to-understand definitions; analysis of noteworthy events; or biographical information. Traditional reference materials include encyclopedias, dictionaries, indexes, almanacs, handbooks, statistical compilations, biographical handbooks, and chronologies.

Online formats are preferred for all reference materials. Print titles should be acquired and placed in the Auraria Library Reference stacks only in cases when authoritative and easily accessible online equivalents are not available.

**Reserves.** Faculty may request the placement of physical format materials on Reserve for reliable access by students. Items include books, personal copies of textbooks, videos, and other learning support items. Reserve items are housed behind the Library’s Ask Us Desk. Professors designate a check-out time for each item between two hours and three days. Ask Us Desk personnel retrieve and check out these items to eligible Library users, based on Circulation policy.

Collection development librarians will normally purchase needed items for the Reserves collection, with the general exception of textbooks. Duplicate items are not purchased.

Reserves does not host digital and streaming materials. Professors are encouraged to link or embed Library-owned online materials needed for class support on the LMS. The Library can assist, within legal copyright parameters, with supplying scanned copies of articles and book chapters; links or embed codes to articles, ebooks, or streaming media; and widgets, for more general access to assigned information.

**Special Items at the Ask Us Desk**. These items include skeletons, calculators, video recorders, cables and chargers for portable devices, wi fi hot spots, tablets, and laptops.

**Selection Responsibilities and Processes**

**Selectors**

* Collection Development Librarians (CDLs) are responsible for ensuring that users in the subject disciplines they oversee have appropriate print, media, digital, and streaming materials readily accessible.Most have other job responsibilities in addition to collection development.

CDL methods and processes to assure the selection of relevant resources include:

* + Monitoring curricular offerings and changes.
  + Ongoing assessment of physical and online material use, including demand for unowned materials.
  + Staying abreast of campus research initiatives.
  + Understanding changing discipline resource requirements and needs through faculty interactions, professional reading, and accreditation standards.
  + Encouraging and facilitating suggestions for books, videos, journals, online collections, and other resources through faculty liaison activities and a materials request form.
  + Soliciting input from faculty in particular, and all users, on database trials.
  + Reviewing curriculum-matched book titles representing publishers worldwide generated weekly and forwarded by GOBI Library Solutions from Ebsco.
  + Monitoring the emergence of relevant resources by communicating with publishers, vendors, and other distributors.
* The Digital Collections Manager and Special Collections Librarian assess materials for suitability for inclusion in Auraria Library’s Digital Repository or Special Collections.

## The Educational Resources Committee (ERC) is the oversight committee for collection strategies, budget allocations, and acquisitions. In approving acquisitions and shaping strategies, the Committee considers factors impacting campus constituents, the Library, and consortial partners. Membership includes a cross-section of Library personnel representing collections, public services, and acquisitions.

## The Collection Development Program Lead is responsible for providing strategic vision, leadership, and direction of activities and initiatives in collection development and management. This lead position coordinates communications to stakeholders about Library collections. The Lead acts as CDL for designated areas as well as multi-subject materials.

**Overall Selection Considerations**

The following, as appropriate, should be considered in choosing individual items, whether purchased, leased, or, in the case of free items, made accessible:

* + Relevance of material to campus constituents and collection priorities
  + Anticipated level of use based on use statistics for similar titles
  + Cost
  + Suitability of format for content
  + Accessibility and usability of format
  + Enduring interest in the subject or topic
  + Level of treatment (such as undergraduate, graduate, research or popular)
  + Strength of present holdings in the same or similar subject areas
  + Availability of materials in Prospector libraries or Pascal
  + Authority of author or reputation of publisher

**Database Purchase Considerations and Processes**

The Library welcomes recommendations for acquiring databases from Library constituents. Database trial coordination is generally handled by CDL’s. Online collections are trialed, optimally for at least a month, as part of the purchasing consideration process. CDL’s supply trial information to the Library’s Web Team who place trial information on the Database List on the Library’s home page. The trial, which is promoted by CDL’s to potential faculty users and Library staff, and available to all users, should be used to assess:

* + Need
  + Affordability
  + Functionality
  + Quality

CDL’s track database purchase recommendations on the collection development Planning List linked on the CDL wiki page. Each spring, CDL’s prioritize the list based on such factors as potential students and faculty reached, cost, and relevance, and presented to the ERC for final purchase decisions. [See Collection Funding and Strategic Purchasing.] CDL’s may present databases to ERC for purchase consideration in special circumstances, such as immediate class need; a limited time purchase option, or buying with another library.

Free Web Sites

Few no-cost websites are selected for inclusion in the Library’s online Databases List in an effort to keep retrieval options at a reasonable number for Library users and highlight the best overall research starting points for the discipline areas represented. Other free sites judged as useful by librarians may be included in Research Guides and Course Guides at the creator’s discretion. General categories of free resources to exclude from Database list:

* Training/tutorials
* Online Magazines
* Professional Societies
* Websites of individual companies, organizations, or non-profits
* Generalized search engines
* Online Tools
* Semi-obscure encyclopedias/dictionaries/reference materials
* Governmental office homepages

**Library Resources Licensing Considerations.**

Licenses, generally tied to electronic resources, should allow the Library the flexibility to develop collections that match campus needs without contractually forcing entangling ties to unwanted products, restricting fair use rights, or the values of academic inquiry.

Licenses must allow use by all Auraria campus faculty, staff, and students and often will include access for walk-in patrons. Auraria Library will not license any product that does not allow access to all three institutions (CU Denver, MSU Denver, and CCD). Access should be by IP access, as username/passwords are challenging to manage, provide an inferior access experience for patrons, and can compromise patron privacy. Details of how or whether the content is allowed to be archived should be included in the license.

Licenses should require only "reasonable effort" on the part of the Library to address misuses by Library patrons when discovered by the publisher or vendor and allow adequate time (30 days) to resolve.

ADA Compliance in Auraria Library’s electronic resources is important, and as such licenses should include language that adheres to the current section 508 guidelines. Auraria Library follows best practices for e-resource accessibility license language, utilizing model clauses from leaders in the field such as the “Big Academic Alliance.” Vendors should also provide a Voluntary Product Accessibility Template (VPAT) upon request.

Ideally, licenses should allow for Interlibrary Loan (ILL) rights, specifically that requests can be fulfilled electronically. Licenses that only allow for ILL sharing via print methods or for limited numbers (i.e. 5 copies) are outdated and make ILL requests too cumbersome to fulfill in practice, essentially rendering interlibrary loan rights moot.

Licenses should specify that the vendor provide usage statistics in order for the library to measure the usefulness of the content. These usage statistics should ideally be compliant with the COUNTER code of practice. Usage statistics facilitate assessing internal needs and services, and COUNTER-complaint statistics enable consistent comparison across resources. Such comparable assessment is important in making fiscally responsible purchasing decisions.

Terms of the license must respect the confidentiality of information about individual users and their use of the information. Types of information that must be protected includes, but is not limited to, log-ins recorded in system logs, IP addresses of patrons accessing the system, saved searches, usernames and passwords.

License terms should be financially sustainable. Pricing models must be transparent. Additional fees (hosting/access fees) must be disclosed up front. Annual price increases should remain predictable.

Below is a brief summary of license terms that are preferred (if not required) for licenses of Auraria’s electronic resources:

* Access for all Auraria patrons (CU Denver, MSU Denver, CCD)
* Access for walk-in users and visiting scholars
* Accessibility and compliance with The Americans with Disabilities Act (ADA)
* ILL rights
* COUNTER-compliant usage statistics
* Fair use clause
* IP-authenticated access
* Law & venue – State of Colorado
* Privacy of patron data
* Ability to use the material in course packs/reserves
* Perpetual access and/or archival provisions
* Unlimited simultaneous users
* Author’s rights
* Transparency of pricing and terms
* Exigency in case of financial hardship
* 30 days (or more) breach cure

Materials that meet the above terms and other selection needs will be given priority over digital material that do not.**Intra-Library Communication**

Successful collection development relies on ongoing communication between the Collection Development Program Lead, CDL’s, and a number of individuals and groups within the Library. These interconnected areas and needs include:

* **Acquisitions Librarian and staff.** The Acquisitions Librarian is a vital partner in collection development by developing and maintaining a learning materials budget with input from Library leadership, ERC members, and the CDLs. The Acquisitions Librarian is a member of ERC and CLERT [See Cooperative Collection Development] and is frequently a lead negotiator in forging reasonable pricing for new and renewing materials. It is up to CDL’s to clearly communicate with staff involved in ordering, renewing, and managing collections. This may involve routinely sharing reasoning behind decisions to help staff create better processes and ask necessary questions informed by an understanding of needs.
* **Resource Management Head and staff.** Those expert in resource discovery and access and CDL’s have many overlapping goals. Awareness of these mutual aims and ongoing shared communication is necessary for best resource access and discovery results for Library users.
* **All Library personnel.** CDL’s will never learn of all needed materials based on day-to-day collection development work. Library staff are often in unique positions to hear of collection gaps, needed titles, and frustrations related to Library materials access. It’s essential that needs related to Library materials are shared with CDL’s, Troubleshooting personnel, or the IT Help Desk, and that CDL’s foster obvious and pleasant communication processes, so that deficiencies can be addressed.

**Collection Funding and Strategic Purchasing**

Library funding, including the Learning Materials budget, is primarily determined by a Memorandum of Agreement from the three campus schools, and is re-formulated each year.

In light of the proliferation of pertinent resources, the task of making the most number of useful titles available for an affordable cost is a challenge. The Library meets that challenge by working to strategically acquire and maintain high quality, high use content.

Fluctuating economic circumstances, coupled with multiple campus needs, means the Library’s purchasing dollars are frequently in decline or static. A lean income is exacerbated, in part, by the annual cost increase for most existing subscriptions.

Methods employed for maximizing the Library’s funding include:

* CDL’s compiling and prioritizing needed resources for annual review by the ERC. Not all resources can be funded. Factors determining purchasing priorities include:
  + Faculty and other constituent feedback
  + Unique content of resource
  + Need for resource based on such factors as curriculum and accreditation
  + Cost
  + Availability of resource through alternate means
  + Resource quality and usability
* Taking advantage of purchase models that incur cost only when an item is used, including PDA (patron driven access); DDA (demand driven access); and Evidence Based Acquisition (EBA).
* Continually honing and applying negotiation to aid in lower renewal and purchase price costs.
* Regularly acquiring materials through consortial groups to leverage pricing. [See Cooperative Collection Development]
* Choosing lower cost versions of titles, such as paperback items instead of hardback.
* Limiting duplication of formats.
* Minimizing content overlap between collections.
* Seeking to reduce costs in resource acquisitions and processing and incidentals.
* Pursuing lowest costs through such methods as pre-payment.
* Strongly considering access over ownership. Efficient access to materials permits seamless expansion of the collection to unowned items to meet user expectations. No library’s budget allows ownership of all needed materials, and the potential for discovering useful materials is vast. The Library promotes no-cost materials borrowing through Prospector, a catalog of Colorado/Wyoming library holdings, and [Interlibrary Loan](https://library.auraria.edu/services/ill-faq) and works to continually improve these access methods.
* Engaging in cooperative collections development, as described below.

**Cooperative Collection Development**

**Consortial Partners.** The Library works closely with consortial groups for collections development. Advantages to consortial partnering include:

* Leveraging group buying to procure lower subscription costs.
* Obtaining longer subscription contracts not possible if buying as a single library.
* Sharing labor, technology, and other elements when co-buying.
* Forging agreements which strengthen shared collection goals, such as the desire to keep “last copies” of all titles in at least one Colorado library.
* Supporting the creation of affordable technology for materials sharing, assessment, and management, such as Prospector and Goldrush.
* Enabling “good neighbor” sharing, with one library’s purchase sometimes extended to other libraries at low or no cost.

Disadvantages to consortial partnering include:

* Increased difficulty in cancelling consortially purchased materials.
* Compromising content needs from “just what you need,” to “satisfactory,” in order to receive any content at all.
* Sometimes cumbersome processes.

Consortium groups include:

* Colorado Libraries Electronic Resources Team (CLERT). A coalition of the libraries of the University of Colorado campuses.
* Colorado Alliance of Research Libraries (The Alliance)
* Greater Western Libraries Alliance (GWLA)
* LYRASIS
* Colorado Library Consortium (CliC)

The Library also actively seeks cooperative purchasing opportunities as they arise, beyond the established consortia.

Campus Purchasing Partnerships. The Library welcomes and encourages supplemental funding from departments, colleges, and groups with special resource needs. When a group wishes to support purchasing particular resources, the Library encourages the allocation of special supplemental funds for that purpose. The added funds are tracked separately and expended with the advice and consent of the specified campus contributor. Library representatives in these partnerships are the CDL for a particular discipline area, or the Collection Development Program lead for materials covering multiple disciplines.

Examples of existing/past partnerships:

* The MSU Denver History Department funded the start-up cost of The Pennsylvania Gazette and Civil War Newspapers as well asfunding to increase holdings in the JSTOR databases.
* CU Denver supplies monies annually for a Research Incentive fund to allow purchases to support research, new faculty needs, and collection deficiencies.
* The Fun Reads collection of popular and best-seller books was launched with support by the student governments of Metropolitan State University of Denver and the Community College of Denver.
* MSU Denver Department of Sociology funds the database Sage Stats.
* CU Denver College of Liberal Arts and Sciences funds ICPSR, an archive of social science data for research and instruction.
* CU Denver Business School funded the database *Research Insight*.

**Format Considerations**

**E-Preferred**. Overall, electronic formats should always be considered when available. Measures of added value may include:

* Improved searchability, including cross-tile searching
* Added content
* Greater accessibility
* Improved resource sharing ability
* Greater manipulability of data
* Ease of archiving
* The enabling of more efficient uses of constituent time in general, and in consideration of Auraria Campus being a largely non-residential
* Space saving, which is a crucial factor given a finite amount of shelf space.
* Ongoing content updating

Online format is preferred for journals and encyclopedias since it well-accommodates the relatively short lengths of periodical and encyclopedia articles.

Digital formats are preferred for government publications due to the desire to make materials available anytime/anyplace, space concerns, perceived demand, and the prevalence of online publishing.

**Print Preferred**. Print may be chosen in one or more these cases:

* Cost savings
* Item demand, leading to ownership of both a print and e-version
* Problematic access, such as password protected journals
* Onerous resource upkeep issues, such as inefficient and time-consuming updating and maintenance processes for an e-format
* E-format resulting in decreased resource sharing ability (For example, the lack of an interlibrary loan option for the e-format)
* Images and graphs are excluded, not cleanly or clearly depicted, or non-reproducible.

Paperback format for print books is preferred as a cost-saving measure. Binding a worn paperback costs less than a hard cover book. Hard cover may be purchased at the discretion of the responsible CDL for items with anticipated high use over time.

**Streaming Preferred.** Videos are in-demand resources for teaching and learning. Streaming is the preferred format, lending itself to easy off-campus use by online classes; for assignments requiring video viewing in off-class times; and for missed class viewings.

The Library purchases and leases hosted streaming videos singly and through database subscriptions. CDL’s will also consider the purchase of affordable licenses to allow the Library to digitize and host single videos.

The Library does not digitize and host in-copyright videos owing to legal considerations, but will digitize and host out-of-copyright videos, or videos for which permission to digitize has been granted.

Every effort is made to purchase videos with closed captioning.  If closed captioning is not available, a transcript is sought.  Non-captioned films, which were purchased before the closed captioning mandate, exist in the collection. Efforts continue to decrease the number of films without closed-captioning or transcript options.

As with closed-captioning, the Library is actively pursuing audio-described videos and apprising video vendors of the need, based on the Americans with Disabilities Act, to make the addition of audio descriptions the norm.

Videos in DVD format may be purchased when a streaming access option is not available.

Streaming Music. The Library purchases streaming music within database collections based on normal collection parameters.

Spoken Word Audio. The Library does not purchase spoken-word audio titles. Local public libraries offer substantial audiobook collections. The Audiobooks, Podcasts, and Streaming Audio Research Guide supplies access details for Library users.

The Library supplies software and technology to assist vision-impaired students in listening to text-based library resources.

**Collection Management**

**Assessment.** The work of the Collections Analyst is essential to collection management, allowing reliable and on-demand provision of necessary statistics for the Library components of campus Accreditation Reports, Program Reviews, and nationally-collected library statistics. This staff member, along with support staff, also compiles cost-per-use and other relevant data for CDL review for each database renewal. Low CPU can signal the need for evaluation of that database as a cancellation candidate.

**Statistical Assessment Tools.**

A sampling of support tools include:

* **MPS Insight**. Supplies use statistics for many Library-subscribed databases and journals.
* **Sierra** [Integrated Library System]. Assessment tools within Sierra include print material use statistics and access to vendor-supplied statistics and database statistical portals.
* **Goldrush.** Facilitates assessment of database holdings overlap and the comparison of Alliance Library holdings.
* **Illiad (interlibrary loan software) and Prospector**. Each supplies reports of borrowed materials.
* **Ebsconet**.Shows pricing of serials and indexing of full-text and citations for journals.
* **UlrichsWeb**.Shows indexing of full-text and citations for journals and identifies refereed, open access, and defunct titles.

**Weeding.** Library materials are regularly evaluated for potential withdrawal and cancellation:

* To insure an active, academically useful collection.
* To be attentive and effective stewards of the learning materials budget.
* To maximally use the Library’s shelf space in a facility designed for a smaller population than currently served.

Owing to space constraints, the Library adheres to a “Zero Growth” policy, necessitating that roughly the same number of physical format materials coming in each year should also be withdrawn or relocated. Though not handled in strict mathematical terms, the policy drives annual evaluation tasks. Factors considered in removing, relocating, or discontinuing access to materials include:

* + Relevance
  + Cost
  + Overall Use
  + Recent Use
  + Quality
  + Space capacity
  + Format

Weeding assessment factors vary based on topic area and even within topic area. A CDL reviews the results of all statistics-created lists of cancellation candidates. (These lists may be created by the CDL or by Access & Discovery or Acquisitions personnel.) The final deselection choice factors include such qualitative considerations as knowledge of classic titles, high use of similar titles, campus course work or research related to the title, or known cyclical popularity of topic areas.

**Annual withdrawal projects.** The CDL’s annually plan weeding in consultation with Access & Discovery to assure availability of assessment and support staffing. Annual weeding may focus on continuing needs, such as ongoing weeding of rotating areas in the circulating stack areas; or focus on areas CDL’s agree require particular attention, such as an aging cross-section of the collection, (i.e. career-related materials) or items in obsolete formats.

**Cancellation Candidates**

* **Feedback.** CDL’s and other library faculty and staff solicit feedback from numerous constituents when a database or journal is being considered for cancellation. Those queried include faculty and staff members in subject areas or pursuits related to the resource, and Auraria Library faculty and staff members. Respondents are asked to share reasons they support or oppose cancellation through an online survey to allow response tabulation and preservation. This process may be skipped if a resource has received no use or only a handful of uses over time.
* **Follow-Up.** User feedback effects and results in one of these outcomes:
  + Item cancellation
  + Pursuit of a similar but superior resource
  + Retention and increased promotion of a resource, which may then be reevaluated in the future.

**Disposition and Preservation of Withdrawn and Relocated Materials**

* **PASCAL.** Auraria Library, in cooperation with the Libraries at the University of Colorado Boulder and the University of Colorado Anschutz Medical Campus, maintains PASCAL (Preservation and Access Services Center for Colorado Academic Libraries) a remote holding facility for lesser-used books and serials. A title being evaluated may be relocated to PASCAL if a CDL feels the title would be used in the future. Relocating books to PASCAL offers little-used materials protection while keeping these titles accessible, and improves browseability of the existing in-house collection.  Complete information about PASCAL can be found at the PASCAL informational web page.
* **Special Collections.** The Library’s Special Collections Librarians follow Auraria Library Special Collections Deaccession Policy when considering removal of Special Collections materials.

**Materials Repair.** CDL’s have established binding criteria to allow staff to determine if a damaged item should be withdrawn, sent to the bindery for repair, withdrawn, or given to a CDL for review. These criteria evolve and are on the CDL wiki page.

**Collection Promotion and Awareness**

Constituents must be aware of the availability of materials to both make optimum use of needed resources and facilitate the appropriate identification of unused resources that may be discarded or deselected. Methods of promoting collection awareness include:

* Intentional promotion of collections by CDL’s.
* Intentional promotion of best information search strategies and tools by Instruction, Research Support, and Access Services librarians and staff.
* Quality oversight of catalogs and information retrieval technology by the Discovery and Access librarians and staff.
* Ongoing assessment of the effectiveness of library retrieval technology by the Library’s Web Team, and other appropriate contributors.

**Collection Development Documentation and Archives Conventions.**

Collection management materials are available through the Library’s Wiki (intranet) and the Library-Wide Shared Drive. Some materials reside in both locations.

* **Wiki.** The Collection Development wiki page is used as a quick-access location point for frequently used documents and processes related to collection management work. This includes CDL meeting minutes, ongoing/past projects of the CDL group, procedures, communication templates, and links to collection management tools.
* **Shared Drive.** The Collection Development section of the Shared Drive acts as a records management and archive location for completed accreditation and program review reports, weeding projects, and other similar tasks which produce materials of archival interest. The Drive also houses templates for many collection management processes and stored materials by specific CDL librarians.

**Gifts**

Auraria Library Book or Media Donation Guidelines

**Collection Development Guidelines Revision**

The Collection Development Program Lead should review the Guidelines annually for small edits and updates. The Guidelines should be fully reviewed by the CDL group, under the direction of the Program Lead, every four years.

***Approved 6/14/18***