Collection Development Guidelines

The Auraria Library supports the academic, research, and professional aspirations of students, faculty and staff on the Auraria Campus, including: 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 body in Colorado. The majority of these students are enrolled in undergraduate programs, with graduate degrees also available through CU Denver and MSU Denver.

The Purpose of these Guidelines

The Collection Development Guidelines describe the processes and considerations the Library takes in developing its collection. The guidelines exist to:

Guide the work of Library faculty and staff involved in collection development tasks.
Show and assure campus faculty and students that learning and research needs drive resource selection and collection care.
Apprise Library users of primary objectives and needs as it supports the academic body.

Intellectual Freedom at Auraria Library

Auraria Library fully supports the [Association of College & Research Libraries (ACRL) Intellectual Freedom Principles for Academic Libraries](). These principles protect certain rights such as freedom of information and the privacy rights of library users.

Collection Priorities of Auraria Library

Collection development encompasses tasks and choices related to material selection, deselection, management, and maintenance. The Library's collection development processes and decisions are informed by and support the missions of the three Auraria campus institutions. The mission of each campus institution supports student success, faculty excellence, 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 materials based on these priorities:

Primary Collecting Priorities
- Support curricular student needs for class assignments, research papers, and scholarly curiosity.
- Support faculty work in class development and teaching.
- Acquire materials that encompass both contemporary and classic research Support the research and creative endeavors of faculty.

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

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

Special Collecting Considerations

Fiction

The Library buys prose fiction and poetry. The selection criteria for fiction includes:

- Writings representing genres, periods, or authors currently or historically studied in campus courses.
- Writings by recipients of major literary awards.
- Writings having subject matter of curricular interest.

Though recreational fiction is generally excluded, a small collection of "Fun Reads" material is maintained by the Researcher Support Services (RSS) Literature selector to give access to popular material and provide a break from college demands.

Dissertations and Theses

Auraria Library archives some campus-produced theses and dissertations. The Digital Collections Manager oversees digitization and deposit. Most University of Colorado dissertations and theses are searchable through the University of Colorado System collection under with full-text is supplied for most titles archived post-1996.

Since dissertations and theses frequently address niche issues, the Library buys only a small percentage of them. Many dissertations are available at no charge. The Library's [Dissertations & Theses Research Guide](#) identifies dissertation repositories.

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 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

The Library supports Open Access (OA) initiatives that supply online scholarly materials at minimal or no cost to the Library and are free to the user. Though the Library also supplies full-text access to most non-OA journal materials, which comprise the bulk of the Library's journal collection, support of Open Access materials represents a broader support of open education principles, including the expansion of useful research content and efficient publication timelines.

Many OA journal collections are discoverable through the Library's home page search box. As a result, content from both traditional and OA journal titles are ready to be identified and accessed by Library users.

Special Collecting Exclusions

Textbooks

As a general policy, the Library does not purchase textbooks. A need for sufficient scholarly 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.

Generally Excluded Fiction

Novels clearly identified as romance novels are generally excluded from the collection. Other genre novels (such as mystery, science fiction, westerns, horror, fantasy) that are not covered in the curriculum, have not won major awards or been written by an award-winning author, or cover subject matter that is neither curriculum or research oriented are excluded from the collection. Advance reading copies or uncorrected manuscript proofs are also excluded.

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.

Specialized Library Collections

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 or subject, 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 physical materials be placed on Reserve for their students to access. 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. RSS selectors will normally purchase needed items for the Reserves collection, with the general exception of textbooks and duplicate items.

Reserves does not host digital and streaming materials. Professors are encouraged to link or embed Library-owned online materials needed for class support on their institution's learning management system (LMS). Reserves personnel can assist, within legal copyright parameters, with supplying scanned copies of articles and book chapters, links or embed codes to articles or streaming media, and widgets.

Special Items at the Ask Us Desk

Special items at the Ask Us Desk include skeletons, calculators, video recorders, cables and chargers for portable devices, Wi-Fi hotspots, tablets, and laptops.

Selection Responsibilities and Processes

Selectors

Designated librarians and staff in the RSS department are responsible for ensuring that users in the subject disciplines they oversee have appropriate print, media, digital, and streaming materials readily accessible. Most RSS selectors have other job responsibilities in addition to collection development.

RSS selector methods and processes to insure the selection of relevant resources includes:

- Monitoring curricular offerings and changes.
- Ongoing assessment of physical and online material use, including demand for unowned materials.
- Staying informed of campus research initiatives.
- Understanding changing 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 all users, and faculty in particular, on database trials.

- Reviewing new book titles generated weekly by a book vendor (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 the suitability of materials for Auraria Library's Digital Repository or Special Collections.

The Educational Resources Committee (ERC) is the oversight committee for collection strategies, budget allocations, and acquisitions. The Committee considers factors impacting campus constituents, the Library, and consortium partners when approving acquisitions and shaping strategies. A cross-section of Library personnel representing collections, public services, and acquisitions are members of this committee.

The RSS Head is responsible for providing strategic vision, leadership, and direction of activities and initiatives in collection development and management. The Collection Development Project Coordinator assist the RSS Head with overall collection management organization, tasks, and project oversight.

Overall Selection Considerations

The following should be considered when choosing individual items that are purchased, leased, or, in the case of free items, made accessible:

- Relevance of material to campus body and collection priorities.
- Anticipated level of use based on use statistics for similar titles.
- Cost of the item or associated with the item.
- Suitability of the content format.
- 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 databases that should be acquired. Database trial coordination is generally handled by RSS selectors with technical support from the appropriate Collections Strategies staff member.The trial is promoted by RSS selectors to potential faculty users and Library staff and is also made available to all Library users. The trial should be used to assess need, affordability, functionality, and quality.

RSS selectors track database purchase recommendations on the Collection Development Planning List linked in the Library's shared drive. Each spring, RSS selectors prioritize the list based on factors such as potential students and faculty reached, cost, and relevance. The list is presented to the ERC for final purchase decisions [See Collection Funding and Strategic Purchasing]. RSS selectors may present databases to the ERC for purchase consideration at other times in special circumstances such as immediate class need, a limited time frame to purchase option, or when 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 the Databases list are:

- 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 tied to electronic resources should allow the Library the flexibility to develop collections that match campus needs without contractually forcing acquisition of unwanted products or 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 Auraria campus institutions (CU Denver, MSU Denver, and CCD). Access should be available 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 when addressing misuses by Library patrons that have been discovered by the publisher or vendor and should allow adequate time (30 days) to resolve them.

Americans with Disabilities Act (ADA) Compliance in Auraria Library's electronic resources is important and licenses should include language that adheres to the current section 508

guidelines. Auraria Library follows best practices for e-resource accessibility license language and utilizes 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. This essentially renders ILL rights moot.

Licenses should specify that the vendor should 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. COUNTER was developed to assure consistent, credible, and comparable use statistics. Usage statistics help the Library assess internal services and COUNTER-compliant statistics enable reliable comparison across resources. These comparable assessments are important when 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, and usernames/passwords.

License terms should be financially sustainable and pricing models must be transparent. Additional fees, like hosting and 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 ADA regulations
- ILL rights
- COUNTER-compliant usage statistics
- Fair use clause
- IP-authenticated access
- Law & venue jurisdictions (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 clauses 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 RSS Head, the Collection Development Project Coordinator, RSS selectors, and a number of individuals and groups within the Library. These interconnected areas and needs include the Collections Strategies Librarian and staff, the Discovery and Metadata, Department Head and staff, and all Library personnel.

Collections Strategies Librarian and Staff

The Collections Strategies Librarian is a vital partner in collection development who develops and maintains a learning materials budget with input from Library leadership, ERC members, and RSS. The Collections Strategies Librarian is a member of both the 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 RSS selectors 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.

Discovery and Metadata Head and Staff

These experts in resource discovery and access and RSS selectors have many overlapping goals. Ongoing shared communication and awareness of their mutual aims and is necessary to provide the best resource access and discovery results for Library users.

All Library Personnel

RSS selectors need input from others to learn of all collection needs. 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 RSS selectors, troubleshooting personnel, or the IT Help Desk. It's also essential that RSS selectors 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. With so many pertinent resources available and regularly increasing, the task of making the greatest 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 that 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:

RSS selector'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 factors like 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 Patron Driven Access (PDA), Demand Driven Access (DDA), and Evidence Based Acquisition (EBA).
- Continually honing and applying negotiating to lower renewal and purchase price costs.
- Regularly acquiring materials through consortium 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 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 ILL and works to continually improve these access methods.
- Engaging in cooperative collections development, as described below.

Cooperative Collection Development

Consortium Partners

The Library works closely with consortium groups for collections development. Advantages to consortium partnering include:

- Leveraging group buying to procure lower subscription costs.
- Obtaining longer subscription contracts that are 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 like Prospector and Goldrush.
- Enabling "good neighbor" sharing, with one library's purchase sometimes extended to other libraries at low or no cost.

Disadvantages to consortium partnering include:

- Increased difficulty in cancelling materials purchased through a consortium.
- 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) which is 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 RSS selector for a particular discipline area or the Collection Development Project Coordinator for materials covering multiple disciplines. Examples of existing/past partnerships:

- The MSU Denver History Department funded the startup cost of The Pennsylvania Gazette and Civil War Newspapers as well as funding to increase holdings in the JSTOR databases.

- CU Denver supplies money 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 MSU Denver and CCD.
- 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 for Resource Selection

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 time, in consideration of Auraria Campus being a largely non-residential campus
- Space saving, which is a crucial factor given a finite amount of shelf space
- Ongoing content updating

Online formats are preferred for journals and encyclopedias since it accommodates the relatively short lengths of periodical and encyclopedia articles well. Digital formats are preferred for government publications due to the desire to make materials available at any time/anyplace, space concerns, perceived demand, and the prevalence of online publishing.

Print Preferred

Print may be chosen in one or more of these cases:

- Cost savings
- Item demand, leading to ownership of both a print and e-version
- Problematic access, such as password protected journals
- Resource upkeep issues like inefficient and time-consuming updating and maintenance processes for an e-format

- E-format resulting in decreased resource sharing ability, like the lack of an ILL option for the e-format.
- Images and graphs are excluded, not cleanly or clearly depicted, or are non-reproducible.

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

Streaming Preferred for Videos and Music

Videos are in-demand resources for teaching and learning. Streaming is the preferred format since it lends itself easily to off-campus use by online classes, for assignments requiring video viewing in off-class times, and for missed class viewings. Videos in DVD format may be purchased when a streaming access option is not available.

The Library purchases and leases hosted streaming videos singly and through database subscriptions. RSS selectors 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, but will digitize and host out-of-copyright videos or videos for which permission to digitize has been granted. The Auraria Library's Digitization Policy can be found on the library website.

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 based off the recommendations of the Americans with Disabilities Act, to make the addition of audio descriptions the norm.

The Library purchases streaming music within database collections based on normal collection parameters. The Library does not purchase spoken-word audio titles as local public libraries offer substantial audiobook collections. The Audiobooks, Podcasts, and Streaming Audio Research Guide supplies access details for Library users.

Collection Management

Collection Assessment

The work of the Collections Analyst is essential to collection management since it allows reliable

and on-demand statistics for the Library for 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 RSS selector 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 includes:

MPS Insight
- o   Supplies use statistics for many Library-subscribed databases and journals.

Sierra (Integrated Library System)
- o   Assessment tools within Sierra include print material use statistics and access to vendor-supplied statistics and database statistical portals.

Goldrush
- o   Facilitates assessment of database holdings overlap and the comparison of Alliance Library holdings.

Illiad (ILL software) and Prospector
- o   Each supplies reports of borrowed materials.

Ebsconet
- o   Shows pricing of serials and indexing of full-text and citations for journals.

UlrichsWeb
- o   Shows indexing of full-text and citations for journals and identifies refereed, open access, and defunct titles.

Weeding of the Collection

Library materials are regularly evaluated for potential withdrawal and cancellation
- To ensure 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 served

Because of space constraints, the Library adheres to a "Zero Growth" policy which necessitates 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 weeding 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 RSS selector reviews the results of all statistically created lists of cancellation candidates. These lists may be created by the RSS selectors or by Discovery and Metadata or Collections Strategies personnel. The final deselection/retention choice factors include qualitative considerations such as known need 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 RSS selectors annually plan weeding in consultation with Discovery and Metadata 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 RSS selectors 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

RSS selectors and other library faculty and staff solicit feedback from numerous stakeholders 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. 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

Auraria Library, in cooperation with the Libraries at the University of Colorado Boulder and the University of Colorado Anschutz Medical Campus, maintains the Preservation and Access Services Center for Colorado Academic Libraries (PASCAL) which is a remote holding facility for lesser-used books and serials. A title being evaluated may be relocated to PASCAL if a RSS selector feels the title would be used in the future. Reallocating 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](#).

The Library's Special Collections Librarian follows Auraria Library Special Collections Deaccession Policy when considering removal of Special Collections materials. Contact the Special Collections librarian for this policy.

RSS selectors 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 RSS selector for review. These criteria evolve and are available for internal review on the Library's shared drive.

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 RSS selectors.
- Intentional promotion of best information search strategies and tools by Education and Outreach Services and Collection Strategies librarians and staff.
- Quality oversight of catalogs and information retrieval technology by the Discovery and Metadata 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's Shared Drive. Some materials reside in both locations.

Gifts

[Auraria Library Book or Media Donation Guidelines](#)

Collection Development Guidelines Revision

The Collection Development Project Coordinator should review the Guidelines annually for small edits and updates. The Guidelines should be fully reviewed by the RSS selector group,

under the direction of the RSS Head, every four years.

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