

SUNY Geneseo College Library Collection Development Policy

GENESEO

THE STATE UNIVERSITY OF NEW YORK

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Category: Faculty and Academic Affairs
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Introduction

The SUNY Geneseo College Library builds relevant and robust collections to foster inquiry, learning, and creativity among its students, faculty, and staff. Library collections provide access to scholarly and creative works to support the College's mission of academic excellence and values of learning, creativity, inclusivity, civic responsibility, and sustainability. This policy outlines the guidelines and practices employed by the Library in curating and developing its main circulating collection, as well as the College Archives and Special Collections, and Teacher Education Resource Center collection.

Statement of Censorship and Freedom of Information

Censorship & Intellectual Freedom

We subscribe to the *Library Bill of Rights* (<http://www.ala.org/ala/issuesadvocacy/intfreedom/librarybill/index.cfm>) as adopted by the American Library Association. We are particularly guided by Section 1, which states: "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" and Section 2, which states: "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."

Privacy Statement

We subscribe to the *Code of Ethics* of the American Library Association (<http://www.ala.org/ala/issuesadvocacy/proethics/codeofethics/codeethics.cfm>) and are guided by Principle III, which states: "We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted."

Review and Revision of the College Library Collection Development Policy

This policy will be revised to reflect the current needs of SUNY Geneseo students, faculty, and staff and to reflect changes in collection development practice. The Head of Collection Management with the Library Collections Team will review and update the policy every five years.

An up-to-date electronic copy of the policy will be made available on the Library website.

Questions about the policy should be directed to Alana Nuth, Head of Collection Management, nuth@geneseo.edu, 585-245-6497

The College Library Collection Development Policy is made up of four parts:

Part I: General Collection Development Policy

Part II: College Archives and Special Collections (*See page 10*)

Part III: Teacher Education Resource Center (TERC) Collection (*See page 15*)

Appendix (*See page 20*)

PART 1: General Collection Development Policy

Purpose and Philosophy

The Library's circulating collection supports the teaching and research activities of SUNY Geneseo students, faculty, and staff. Materials are selected for inclusion in the collection based on relevance to current curriculum as well as faculty and student research plans, projects, and assignments. SUNY Geneseo alumni and members of the Geneseo and Livingston County community may borrow physical items from the circulating collection and access the Library's electronic resources while in the Library.

Collection Development Strategies

Primarily, the Library employs the following collection development strategies in building its circulating collection:

- Requests from academic departments as well as individual members of the faculty and staff
- Evidence-based selection and deselection of materials
- Cooperative collection building (see *Shared Collection Building*, page 7)

The Library regularly assesses its print and electronic collections with the aim of allocating its fiscal and spatial resources to materials that are most needed to support Geneseo teaching and research.

Collecting Levels

The Library builds its main circulation collection at the Instructional Support Level according to the definition provided by the Collection Development Office of the Library of Congress (<http://www.loc.gov/acq/devpol/cpc.html>):

A collection that in a university is adequate to support undergraduate and most graduate instruction, or sustained independent study; that is, adequate to maintain knowledge of a subject required for limited or generalized purposes, of less than research intensity. It includes a wide range of basic monographs, complete collections of works of more important writers, selections from the works of secondary writers, a selection of representative journals, and reference tools and fundamental bibliographical apparatus pertaining to the subject. In American law collections, this includes comprehensive trade publications and loose-leaf materials, and for foreign law, periodicals and monographs.

The collection is developed at the Research Level to support graduate professional programs in Accounting, Reading and Literacy, and Adolescence Education at SUNY Geneseo:

A collection that includes the major published source materials required for dissertations and independent research, including materials containing research reporting, new findings, scientific experimental results, and other information useful to researchers. It is intended to include all important reference works and a wide selection of specialized monographs, as well as a very extensive collection of journals and major indexing and abstracting services in the field. Older material is retained for historical research. Government documents are included in American and foreign law collections.

The Library recognizes that many students conduct research at an advanced, early graduate level and will collect resources to support those students' research endeavors. The collection is further supplemented by IDS and other cooperative arrangements for advanced-level research.

Selection Guidelines

Materials are evaluated for inclusion into the circulating collection using the following selection guidelines:

1. *Relevance*

Materials selected for inclusion directly support current SUNY Geneseo teaching and research.

2. *Scope and Content*

The Library aims to collect materials that provide access to unique content that is not otherwise represented in the collection or available from a free and stable online resource.

The scope of subject areas represented in the collection, as well as the depth of subject coverage, is aligned with the College's curriculum and current research interests of faculty.

Print reference works (with the exception of citation style and writing guides) are out of scope for the collection as the Library no longer maintains a print reference collection.

3. *Currency and Timeliness*

For disciplines that rely on newly published and current information for research, the Library collects materials with recent publication dates or materials that were recently revised to reflect the most up-to-date findings in the field.

4. *Format*

The Library collects resources in formats that best support local pedagogy and research, and align with the technology support provided by Computing Information and Technology.

The Library's preferred format for books is print. The Library does not collect books-on-tape (or CD), playaways, or audiobooks. Upon request, the Library will acquire books in electronic format or will purchase audio versions of a book for users with accessibility needs.

The Library subscribes to journals, magazines, and newspapers in electronic format. The Library also collects several local newspaper titles on microfilm for the purpose of preservation and historical research.

The Library's preferred format for films is streaming access. If a film is not available to stream, or not available to stream on a platform that is interoperable with library systems, the Library will purchase a DVD/Blu-ray copy of the film. The Library does not purchase VHS tapes, as VHS tapes and VCRs are no longer supported by Computing Information and Technology.

5. *Significance of the Work to the Discipline*

The Library will prioritize the acquisition of works that represent seminal research, or scholarly, literary, and/or creative works with great significance to the field of study.

6. *Language*

The Library primarily collects materials in the English language, as well as languages studied at the College: Arabic, Chinese, French, German, Japanese, Latin, Russian, and Spanish.

7. *Geography*

The Library collects materials from all geographic regions, with a focus on the Genesee Valley region and Livingston County as reflected in the Genesee Valley Historical Collection.

8. *Access to Campus Community*

The Library will only consider institutional subscriptions to electronic resources that are accessible to the entire campus using IP address authentication.

9. *Duplication and Replacement Copies*

The Library purchases single copies of physical materials unless the material is intended for course reserve for use by an entire class. In those cases, the Library will purchase three to five copies of the item, depending on the size of the class and anticipated use.

The Library purchases replacement copies of lost or damaged materials if the material is in demand and meets the Selection Guidelines presented in this policy.

10. *Price*

Price, and whether the resource is a one-time purchase or annual subscription, are considerations when the Library acquires new materials. Requests for resources with exorbitant costs based on marketplace trends or with costs that exceed the Library's budget may be postponed to a future fiscal year or denied.

Deselection Guidelines

The Library aims to proactively allocate its fiscal and spatial resources to provide access to materials that best support teaching and research at SUNY Geneseo. As such, the Library routinely removes physical materials from the collection that meet the deselection guidelines listed below:

- Items that are no longer relevant to current SUNY Geneseo curriculum and research activities; based on input from faculty, librarians, and past usage data
- Works that are *not* considered essential to the scholarship of the discipline
- Superseded editions that are not needed for historical research
- Content in low-demand that is accessible in another library resource (regardless of format) and widely held by other libraries in SUNY
- Items with zero circulation history or low and non-recent circulation history with copies available to borrow via IDS
- Materials that are *not* the last copy available for loan in the SUNY Libraries Consortium
- Materials in poor physical condition that do not meet the criteria for replacement or mending as described in the Preservation and Disaster Recovery Plan (page 9)

Materials removed from the collection that are in good condition are sent to Better World Books (<https://www.betterworldbooks.com/>), a national organization that sells used books and donates books to libraries in developing countries. The Library receives a small portion of the payment for each book sold. Materials which have the potential for inclusion in the College Archives or Special Collections are reviewed by the Special Collections Librarian.

The Library regularly assesses the value of its subscriptions and looks to balance cost effectiveness with ease of access for library users. In assessing its subscriptions, the Library considers the following points:

- Input of librarian liaisons and faculty

- Evidence of demand as demonstrated by usage statistics
- Access to the same or comparable content in another library resource or free, stable online resource

Selection Responsibility

Head of Collection Management, College Library

The head of collection management leads and coordinates all collection development activities and oversees the Library collections budget. The person in this position is responsible for coordinating and responding to requests for new subscriptions and significant one-time purchases, communicating with academic departments and faculty regarding acquisitions, changes in access to resources or policy, and significant collection development initiatives. Final collection development decisions remain with the head of collection management.

Library Collections Team

The Library Collections Team guides and recommends the current and future direction of the Library's physical and electronic collections. Members of the team apply their expertise and experience to participate in policy development, major collections initiatives, and decisions to renew or cancel resource subscriptions or make significant one-time purchases.

Special Collections Librarian

The Special Collections Librarian reviews and makes all final decisions on candidates for transfer from the main circulating collection to the Special Collections and Archives, or transfer from Special Collections and Archives to the main circulating collection.

Librarian Liaisons

Librarian liaisons apply their subject knowledge and awareness of academic department curriculum, teaching, and research to aid in the selection and deselection of materials.

Requests for Access to New Resources

Members of the Geneseo faculty and staff are encouraged to submit requests for new resources to address gaps in subject coverage in the collection or in response to a new or changed curriculum or research agenda. Web forms are available on the Faculty Services page of the Library website for book and film requests as well as journal and database subscription requests.

Requests for new subscriptions and significant one-time purchases are evaluated by the Library Collections Team. While requests are accepted throughout the year, the Library will run trials of requested resources during the fall or spring semesters. The Collections Team evaluates requests for new subscriptions and significant one-time purchases during the second half of the fiscal year (January through June). In this way, the Library ensures all its existing commitments are paid before committing to a new expenditure.

Requests for resources that directly support teaching and research receive the highest priority. Resources which have the potential to support multiple classes or the research activities of multiple faculty members and/or academic departments will receive top priority. Requests for content that is already available in another library resource or a free, stable online resource will receive low priority, as will requests for resources with little evidence of demand as indicated by IDS requests and usage data supplied by the publisher.

Requests for books and films are processed as they are received. In times of particular fiscal constraint, the Library may opt to delay purchasing books or films which are prioritized as "Recommended" by the requestor until the end of the fiscal year or the following fiscal year.

Requests to Digitize Content

The Library does not digitize content which was produced by an external entity or third party. When available, the Library will purchase access to content in a current format. For example, the Library will purchase a DVD copy or streaming access to a film that was previously held on VHS but the Library will not produce a DVD or streaming version of the VHS.

Shared Collection Building

The SUNY Geneseo College Library is part of and maintains memberships to multiple organizations which offer cost-effective, cooperative collection building initiatives:

As a member of the SUNY Libraries Consortium, the Library has access to resources in the SUNYConnect collection as well as access to select ScienceDirect journal content from Elsevier. The Library maintains a membership to the Center for Research Libraries, which grants SUNY Geneseo access to curated collections of digital resources and primary sources, and document delivery services. The Library is also a member of the Westchester Academic Library Directors Organization (WALDO) and as a member receives discounted pricing as well as invoicing and licensing services.

Each year, the Library participates in the New York State Cooperative Collection Development Aid offered by the New York Library and coordinated through the Rochester Regional Library Council. The Library's collection areas are special education, history, and mathematics.

In addition to these agreements, the Library is the headquarters of Information Delivery Services Project (IDS Project), which grants its members, including SUNY Geneseo, access to millions of free reciprocal borrowing materials held by other IDS Project member libraries. The Library will retrieve copies of monographs, films, and journal articles upon request.

Current SUNY Geneseo faculty, staff, and students can register for the Rochester Regional Library Council Access Card. The Access Card allows users to borrow materials directly from participating libraries in the Rochester region, including libraries from the following institutions: University of

Rochester, Rochester Institute of Technology, SUNY Brockport, St. John Fisher College, and Nazareth College. For a full list of members, see <https://rrlc.org/membership-directory/>

Members of the SUNY Geneseo community also have access to electronic resources through NovelNY, the New York Online Virtual Electronic Library. A full list of electronic resources available through NovelNY are listed on this webpage: <http://novelnewyork.org/databases.php>

SUNY Geneseo faculty, staff, and students can also access digital resources from the New York State Library (NYSL) by applying for a borrower's card from the New York State Library. More information on the resources available from the NYSL is available on this webpage: <http://www.nysl.nysed.gov/eleccres.htm>

Access and Discovery of Open Access Resources

The Library facilitates access and discovery of Open Access resources by indexing Open Access content in the library catalog, GLOCAT. The Library selects resources for indexing and discovery which are published Open Access on stable, user-friendly platforms and fit the Selection Guidelines.

Data Sources and Data Sets

The Library does not license or purchase datasets, but will license data sources and databases that provide access to sets of data. Requests from SUNY Geneseo faculty, staff, and/or students to mine text and data from content provided in a library resource(s) should be directed to the head of collection management. The Library is bound by signed license agreements with content providers that dictate whether text and data mining is permissible.

Standing Orders

Standing orders are open orders for titles that are published in a series or set. The publisher sends the new volumes to the library automatically, and the library pays for the volume upon receipt.

The Library maintains standing orders to a small number of monograph series which are not published on a regular or frequent interval. The Library will not be starting new standing orders and will instead place individual orders for new titles as they are published or requested.

Textbooks

For the purpose of this policy, textbook is defined as a text assigned for course reading with regularly updated editions, which defines terms and concepts within a subject matter. The Library does not purchase textbooks for the main circulating collection. The Library does place textbooks on course reserve.

Professors may provide a personal copy of a textbook to be placed on course reserve. Former course reserve textbooks are not added to the main collection.

The Library does collect textbooks in the Teacher Education Resource Center collection (TERC).

Gifts Policy

The Library accepts gifts of print books and DVDs in good condition for the main circulating collection. The Library does not accept print journals, magazines, newspapers, CDs, VHS, audiobooks, reference material, or textbooks as the Library is not actively collecting content in these formats.

Donated materials which fit the Selection Guidelines and do not duplicate content already available in the collection will be considered for accession. Donated materials that do not meet the Selection Guidelines and/or duplicate content will not be added to the collection and will instead be sent to Better World Books (<https://www.betterworldbooks.com/>), a national organization that sells used books and donates books to libraries in developing countries. The Library receives a small portion of the payment for each book sold.

Prospective donors are encouraged to contact the Collection Management Unit of the College Library if they intend to donate a large number of items, or if there is any doubt that the material is a good fit for the main circulating collection.

Prospective donors interested in giving materials to the College Archives and/or Special Collections should first contact the Special Collections Librarian. The Library does not assess the value of donated materials, but upon request will send a letter to donors acknowledging the donation and number of donated items. In the case of high-value materials, SUNY Geneseo Office of Advancement may coordinate the donation with the Library.

Preservation and Disaster Recovery Plan

Damaged materials will be evaluated using the following guidelines.

Materials that meet the following criteria will be replaced or mended:

- Items that fit the Selection Guidelines
- Items in high demand based on past circulation
- Items of local or regional value, or of value to the College history
- Rare, unique, or irreplaceable materials will be repaired, if possible

Additionally, if the item is of high value (i.e. high research or historical value, or high cost), Collection Management staff will make every effort to repair the item before purchasing a new copy.

Materials that do not meet the above-listed criteria will be withdrawn, and not replaced or mended.

Program Accreditation and Review

The Library will provide relevant data for any SUNY Geneseo academic program review. Advanced notice of required data is appreciated, as data will likely have to be retrieved from different sources. Supporting documentation for program accreditation and/or review may include quantitative library holdings data, budget allocation and expenditure, and information about library resources, services, and facilities.

PART II: College Archives and Special Collections

Purpose and Philosophy

The Special Collections serve to collect, organize, preserve and make available materials, especially but not strictly, those that are unique or not widely held and which, with the exception of the Rare Book "X" Collection, primarily relate to history of the College and of the Genesee Valley region. The collections support the research, learning, and teaching activities of students, faculty, staff, alumni, and community users, and inspire innovative scholarship (particularly in the digital humanities).

Collection Development Strategies

Materials are selected for addition to the Special Collections in the following ways:

- Purchase requests made by faculty, students and staff of the College (primarily for Genesee Valley Historical Collection materials)
- Active collection development efforts by the Special Collections Librarian, including periodic scans of local booksellers, organizations, and historical societies/offices (primarily for Genesee Valley Historical Collection materials); gathering and solicitation of materials produced by persons, offices and departments affiliated with the College (primarily for College Archives materials).
- Donations
- Transfers from Library's circulating collection
- The Wadsworth Family Papers and the Carl Schmidt Collection in Historic Architecture, both of which contain mainly manuscript and other original materials, were acquired in their entirety as major donations and so are considered "static." Published works relating to the Geneseo Wadsworth family, acquired via donation or purchase, are occasionally added as second copies to the small cataloged collection of such materials within the Wadsworth Family Papers (first copies are added to the Genesee Valley Historical Collection).

Selection Guidelines

General: Across all the Special Collections, the following general factors are considered in the evaluation of potential acquisitions:

- Research and educational value, especially as it relates to the scholarly activities of members of the SUNY Geneseo community, and, secondarily, to the needs and interests of the local community; evidential and informational content; scarcity; accessibility; complementary relationship to other holdings, and potential uses (e.g., exhibition, digital projects).
- Physical characteristics, including condition, extent, completeness, and format.
- Custodial costs such as processing, preservation/conservation, storage, and associated staff time.

Materials which fit the following guidelines are considered likely candidates for addition to the Special Collections:

1. *Relevance*

Materials selected for inclusion in the **Genesee Valley Historical Collection** pertain to all aspects of historical importance in the Genesee River valley/watershed counties of Livingston, Monroe, Steuben, Allegany, Genesee, Ontario, Wyoming and Orleans, including (but not limited to) agriculture, industry, commerce, religion, biography, vital and other statistics, genealogy, transportation, law, art, literature, social life and customs, education, and health. The collection supports the research activities of a wide range of users including students, faculty, staff, and community.

Materials selected for inclusion in the **College Archives collection** pertain to the past and ongoing history of SUNY Geneseo. The collection supports the research activities of a wide range of users including students, faculty, staff, alumni, and community.

Materials selected for inclusion in the **"X" Rare Books and Special Collection** are rare (some unique), scarce, valuable and/or extremely fragile. Such materials that are also of local interest or importance are given special consideration. The collection supports the research activities of a wide range of users including students, faculty, staff, and community.

Materials in the **Wadsworth Family Papers** collection are from the land offices of the Geneseo branch of the Wadsworth family and deal with the early and continued settlement of land in the Genesee region and, to a much lesser extent, other regions of the country. The collection supports the research activities of a wide range of users including students, faculty, staff, and community.

Materials in the **Carl Schmidt Collection in Historic Architecture** were created or collected by local architect Carl Schmidt in preparing his many books on historical architecture, which focus primarily on homes in the Genesee Valley area. The collection supports the research activities of a wide range of users including students, faculty, staff, and community.

2. *Scope and Content*

The scope of each of the Special Collections is described below:

The **Genesee Valley Historical Collection** includes published and unpublished primary, secondary and tertiary materials that support local history research. Among these are diaries, ledgers, correspondence, still and moving images, sound recordings, oral histories, maps and atlases, directories, serials (including newspapers and newsletters), reports and proceedings, indexes, posters, county and town histories, novels set in the region (especially those written by local authors), selected ephemera, and some realia. It is currently an entirely physical collection, with some held materials also available digitally, including in New York Heritage (<https://nyheritage.org/contributors/suny-geneseo>) and New York State Historical Newspapers (<https://nyshistoricnewspapers.org/>).

The **College Archives collection** consists of published and unpublished primary, secondary and tertiary materials that were written, produced, or issued by/about any SUNY Geneseo office, department, unit, organization, plus select materials by/about faculty members, students, and alumni. Materials include (but are not limited to) administration and department reports; financial and policy documents; catalogs, bulletins, handbooks, etc.; biographical and historical accounts; directories; campus planning records; memorabilia; commencement and other student records; yearbooks; still and moving images; sound recordings; theses; undergraduate periodical publications; faculty and alumni publications; and some realia. The collection also includes select SUNY materials, although these are not actively sought. The College Archives also contains the majority of materials comprising the Walter Harding Collection. It is currently an entirely physical collection, with some held materials also available digitally, including in College's institutional repository, KnightScholar (<https://knightscholar.geneseo.edu/>).

There is no specific subject scope for items in the **"X" Rare Books and Special Collection**, but materials of local interest/importance are given special consideration for inclusion. All "X" Collection materials should meet one or more of the following criteria:

- Incunabula (1500 A.D. or earlier)
- Americana with early publication dates (see Appendix)
- Books published in Europe or the British Isles prior to 1750
- Notable first editions, or scarce editions by noteworthy authors, or limited editions
- Editions autographed or inscribed by noteworthy authors/persons
- Items with a high market value
- Historically important items of regional significance for which there are no NYS holdings

The Rare Books "X" Collection includes (but is not limited to) fiction and nonfiction works, atlases, travelogues, art and photographic folios, artists' books, oversized art books, serials, pamphlets, posters, and some manuscript materials and juvenile literature. The Rare Books "X" Collection also contains a portion of the materials comprising the Walter Harding Collection.

The **Wadsworth Family Papers** collection, taken from the land offices of the Geneseo branch of the Wadsworth family, concerns the early and continued settlement of land in the Genesee region and, to a much lesser extent, other regions of the country. It consists almost entirely of manuscript/unique (primarily business-related) items (1790s-1950s), plus one range of mainly published materials connected to/about the family. Main sections include letters and letter books, deeds, leases, vouchers, various other record books and ledgers, unique hand-drawn early maps, surveys, and still images (Static collection, except for select published materials.)

The **Carl Schmidt Collection in Historical Architecture** comprises notes, correspondence, book drafts, still images, drawings and plans, oral history, and some realia. It was created and collected by Schmidt in preparing his many books on historical architecture, which focus primarily on homes in the Genesee Valley area. (Static collection.)

3. *Currency and timeliness*

The Genesee Valley Historical and College Archives collections exist to reflect the past and continued history of the region and College, respectively, so currency and timeliness are not factors in selection. Neither are they factors in selecting for the Rare Books "X" Collection.

4. *Format*

Materials in the Special Collections span a wide variety of formats, including books, serials, manuscript materials, folios, maps and atlases, photographs and photographic negatives, slides (including glass), architectural and other drawings, photocopies, albums and scrapbooks, pamphlets, posters, digital and analog audio recordings (CD, cassette tape, phonodisc, reel-to-reel), digital and analog video recordings (DVD, mini-DV, VHS, reel-to-reel), microfilm, and some realia and textiles. Unreadable and/or obsolete formats are not added unless of exceptional research or other value, and reformatting is not cost-inhibitive.

5. *Language*

Materials in the Genesee Valley Historical Collection are written in English, as are those in the College Archives except (rarely) in the case of faculty or alumni publications. Rare Books "X" Collection materials are primarily in English, but language is not a factor if other scope and content criteria are met.

6. *Geography*

All the Special Collections except the Rare Books "X" Collection relate primarily to the region surrounding SUNY Geneseo, i.e., the Genesee Valley and Western New York. Materials in the Rare Books "X" Collection are given special consideration if they relate to the region, but only if other scope & content criteria are met.

7. *Access to campus and wider community*

All materials in the Special Collections are available to the campus and wider community for in-house use, and many Genesee Valley Historical materials circulate for short loan period (currently 30 days). Some College Archives materials have restricted/special permission access. Additionally, some special collections materials may be loaned via Information Delivery Services (IDS), at the discretion of the Special Collections Librarian.

8. *Duplicate and replacement copies*

The Library purchases single copies of materials for the Special Collections with the exception of materials expected to be in high demand, including for course reserve. In the case of Genesee Valley Historical items, the default is to make one copy circulating and one copy non-circulating. Duplicate copies via donations may also be added to the special collections depending on use, scarcity, and/or monetary value. Replacement copies are sought for missing items, but may not be purchased if prohibitively expensive and/or are widely held or freely available in digital format.

9. *Price*

The Library will always seek the best price, among authorized vendors, for items and will consider used copies in good condition for prohibitively expensive new items.

Deselection Guidelines

Materials in the Special Collections are not typically evaluated for deselection, except:

- Duplicate copies of low-use or non-scarce books may be transferred to the main circulating collection or deselected entirely when shelf space in Special Collections becomes an issue.
- Damaged books in the Genesee Valley Historical and College Archives collections that cannot be adequately repaired may be removed and replaced with new copies, if not prohibitively expensive and/or widely held or freely available in digital format.

In situations where shelf space becomes critical, materials that have been reformatted (e.g., microform or perpetual digital access) may be removed if the original has no further use, historical, or artifactual value.

Selection Responsibility

Special Collection Librarian

The Special Collections librarian has the primary responsibility for developing the Genesee Valley Historical, College Archives, and Rare Books "X" collections, and for maintaining all of the Special Collections. This librarian communicates with the head of collection management to coordinate new purchases, major donations, and the overall direction of the Special Collections.

Head of Collection Management, College Library

The head of collection management coordinates collection development activities and oversees the collections budget for all of the Library's collections, including the Special Collections.

Library Collections Team

The Collections Team guides and recommends the current and future direction of the Library's collections. Members of the team apply their expertise and experience to participate in policy development and major collections initiatives.

Gifts Policy

Prospective donors interested in giving materials to Special Collections and College Archives should first contact the Special Collections Librarian. All gifts will be evaluated for acceptance according to the selection guidelines as stated above. The Library does not assess the value of donated materials, but upon request will send a letter to donors acknowledging the donation and number of donated items. In the case of high-value materials, SUNY Geneseo Office of Advancement may coordinate the donation with the Library.

PART III: Teacher Education Resource Center (TERC) Collection

Purpose and Scope

The TERC collection supports the learning, creativity, research, and teaching activities of students, faculty, and staff in the Ella Cline Shear School of Education. Materials selected for this collection align with the current curriculum of the School of Education, reflect trends in education, and support New York State Learning Standards.

Collection Development Strategies

Materials are selected for addition to the TERC collection in the following ways:

- Purchase requests submitted by members of the School of Education faculty and students
- Selection recommendations from the librarian liaison to the School of Education
- Routine replacement of damaged materials, and updating of dated texts with the latest editions and resources
- The Library automatically purchases the winners for the following awards: American Indian Youth Services Literature Award, Asian Pacific American Award for Literature, Asian Pacific American Honor for Literature, Boston Globe-Horn Book Awards, Caldecott Award, Caldecott Honor, Carter G. Woodson Award, Coretta Scott King Award, Dolly Gray Award for Children's Literature in Development Disabilities, National Jewish Book Award, Newbery Honor, Newbery Medal, Pura Belpre Award, and the Stonewall Book Award. The Library welcomes recommendations for additional award winners for automated ordering and inclusion in the collection.

Materials are removed from the collection if they are damaged or no longer support current School of Education curriculum and/or New York State Learning Standards.

Selection Guidelines

Materials which fit the following guidelines are considered likely candidates for addition to the collection:

1. *Relevance*

Materials selected for inclusion directly support the research and teaching activities of the School of Education and as appropriate, reflect current New York State Learning Standards.

2. *Scope and Content*

The scope of the TERC collection spans curricular resources that support K-12 curriculum, textbooks, fiction and nonfiction works for children and young adults, learning manipulatives, games, and puppets. The collection is primarily focused on resources that support teacher-candidates in creating lesson plans and activities, and informing and guiding the development of teacher-candidates' pedagogical approaches.

3. *Currency and Timeliness*

It's particularly important for materials in the TERC collection to reflect current education standards and trends as students enrolled in the School of Education are teacher-candidates in New York State, and research in education is dynamic and rapidly evolving.

4. *Format*

Materials in the TERC collection span a variety of formats, including: picture books, chapter books, early-readers, board books, big books, learning manipulatives, puppets, games, textbooks, curricular resources, and books about curriculum. The TERC collection is an entirely physical collection. A growing number of curricular resources and textbooks are available electronically, but these materials are intended for single-users and are not typically available for institutional license and multiple users. The Library does license research databases and journals to support the School of Education curriculum and research activities.

5. *Language*

The TERC collection includes materials written in English, Spanish, French, Arabic, Somali, and Nepali.

6. *Duplication and Replacement Copies*

The Library purchases single copies of materials for the TERC collection with the exception of materials in high demand, such as learning manipulatives.

The Library purchases replacement copies of lost or damaged materials if the material is in demand and meets the Selection Guidelines presented in this policy.

Deselection Guidelines

The Library routinely removes materials from the TERC collection that fit the following guidelines:

- Damaged materials. The Library purchases replacement copies of materials that fit the current Selection Guidelines.
- Items that no longer support current research and teaching activities of the Ella Cline Shear School of Education
- Items that are no longer in support of or aligned with current New York State Learning Standards

Materials removed from the collection that are in good condition are donated to Wadsworth Public Library or sent to Better World Books (<https://www.betterworldbooks.com/>), a national organization that sells used books and donates books to libraries in developing countries. The Library receives a small portion of the payment for each book sold.

Selection Responsibility

Head of Collection Management, College Library

The head of collection management coordinates collection development activities for the TERC collection, which includes the regular review of resources and assessment of the collection. The head of collection management oversees the Library collections budget and annual NYS Coordinated Collection Development Aid grant that can be used to purchase new materials for the TERC collection.

Library Collections Team

The Collections Team guides and recommends the current and future direction of the Library's collections. Members of the team apply their expertise and experience to participate in policy development and major collections initiatives.

Librarian Liaison to the Ella Cline Shear School of Education

The liaison to the School of Education plays an important role in developing the TERC collection. The liaison is most aware of the current and changing curriculum, assignments, and research projects in the School of Education. This awareness is critical to maintaining the relevancy and currency of the TERC collection. The liaison communicates with the head of collection management to coordinate new purchases, updating of texts, and the overall direction of the TERC collection.

Ella Cline Shear School of Education Faculty

Faculty in the School of Education assist in collection development by submitting requests for the purchase of materials, and communicating with the librarian liaison to the School of Education about changing needs for the TERC collection.

Collection Assessment

The materials in the TERC collection which require the most frequent updating - curricular resources and textbooks - are evaluated for currency on an annual basis. The head of collection management and the librarian liaison to the School of Education review materials for continued relevance and currency. New editions and more appropriate replacements are selected and purchased as funds allow. Materials that are no longer current and relevant are removed from the collection as replacements are added.

Materials in the TERC collection which require less frequent updating - fiction and nonfiction works for children and young adults and learning manipulatives - are evaluated for continuing relevance on a three-year basis.

APPENDIX:

*Schedule for Inclusion of Americana in Rare Book Stacks
(published in the following localities on or before dates listed)*

STATE/REGION	YEAR
<i>Atlantic Seaboard and New England states, NYC, Philadelphia and Washington, DC</i>	1820
<i>Alabama</i>	1840
<i>Arizona</i>	1890
<i>Arkansas</i>	1870
<i>California</i>	1875
<i>Colorado</i>	1876
<i>Florida</i>	1860
<i>Idaho</i>	1890
<i>Illinois (except Chicago, 1871)</i>	1850
<i>Indiana</i>	1850
<i>Iowa</i>	1860
<i>Kansas</i>	1875
<i>Kentucky</i>	1830
<i>Louisiana (except New Orleans, 1820)</i>	1840
<i>Michigan</i>	1850
<i>Minnesota</i>	1865
<i>Mississippi</i>	1840
<i>Missouri</i>	1850
<i>Montana</i>	1890
<i>Nebraska</i>	1875
<i>Nevada</i>	1890
<i>New Mexico</i>	1875
<i>New York (State) (except NYC and Hudson River towns, 1820)</i>	1850
<i>North Dakota</i>	1890
<i>Ohio</i>	1840
<i>Oklahoma</i>	1870
<i>Oregon</i>	1875
<i>Pennsylvania (except Philadelphia, 1820)</i>	1830
<i>South Dakota</i>	1890
<i>Tennessee</i>	1840

<i>STATE/REGION</i>	<i>YEAR</i>
<i>Texas</i>	<i>1860</i>
<i>Utah</i>	<i>1890</i>
<i>Washington (State)</i>	<i>1875</i>
<i>West Virginia</i>	<i>1830</i>
<i>Wisconsin</i>	<i>1850</i>
<i>Wyoming</i>	<i>1890</i>
<i>Hawaii</i>	<i>1860</i>
<i>Latin America</i>	<i>1700</i>
<i>Canada (except Alta., B.C., Man., NWT, Sask. And Yukon, 1880)</i>	<i>1820</i>