

University of Northern Colorado Libraries

Collection Development Guidelines for Book Acquisition

Mission

University Libraries is proud to be an innovative partner in realizing the University of Northern Colorado's academic vision. We foster intellectual discovery and empower a diverse community of learners and researchers through collections, education, outreach, services, and learning spaces.

Intellectual Freedom

University Libraries upholds and supports the American Library Association's [Library Bill of Rights](#) and [Freedom to Read Statement](#).

Diversity

University Libraries supports an inclusive learning environment where diversity and individual differences are understood, respected, appreciated, and recognized as a source of strength. We seek to provide materials representative of many cultures, perspectives, and ideas.

Collection Objectives

The Libraries collections are intended to support the educational and research needs of the campus community, emphasizing students and faculty. The collections provide materials needed for both undergraduate and graduate programs. Materials for leisure and community needs are collected on a limited basis.

Selection of Materials

Approval Plans

Approval plans provide the primary method of acquisition for materials directly supporting the University's curricular needs. The plans help to ensure desired materials are available promptly from major publishers. Approval plans may be set up to provide electronic books in areas deemed appropriate. Liaison librarians are responsible for annual review of their approval parameters to ensure the plans retain currency and appropriateness. The approval plans also cover major book awards, both fiction and non-fiction, in areas of interest for the overall Libraries collection.

Demand-Driven Acquisition (DDA)

A demand-driven plan for electronic books provides additional user options in cross-disciplinary and supplemental areas to support learning and research. This plan is meant to provide a larger offering of academic titles in areas that may be useful for learning, teaching, or research, but are not directly related to the curricula or do not fall within a single area of liaison responsibility.

Firm Orders

Liaison librarians are responsible for filling gaps not covered by the approval and demand-driven plans. They work with faculty to meet requests and to identify specific needs for their areas. Liaisons are responsible for monitoring and appropriately using assigned budget

allocations. Technical Services may also place firm orders to fill requests for cross-disciplinary and needed resources.

Textbooks

University Libraries does not purchase class copies of required texts.

Languages

English-language materials make up the majority of the Libraries collections. Materials in other languages are selectively collected to support the curriculum.

Electronic Versus Print Format

University Libraries collects monograph materials in both electronic and print format. We consider the needs of the faculty and students for which the materials are being purchased when choosing a format. For example, a book purchased in support of an online-only degree will be acquired in an online format.

Duplicate Copies

University Libraries does not routinely purchase duplicate copies of a single work; this includes duplication of a work in print and electronic formats. A request to purchase multiple copies in a single format or a single work in multiple formats should be justified by the requesting liaison librarian. If a purchase request is made for a duplicate copy without justification, the order will be returned to the liaison stating that the book is already owned.

Electronic Book Simultaneous Users

University Libraries purchases electronic books with single user access. We purchase electronic books at an unlimited or multiple users level only if the pricing for this access is the same as purchasing a single user. Requests for multiple users at an additional cost must be justified by the requesting liaison. Use of electronic books is monitored in the aggregate by Technical Services. If high use warrants the purchase of additional users for an electronic book, a Technical Services Manager requests the additional users and provides the justification.

Electronic Book Platforms

Electronic monographs are available on a myriad of platforms. University Libraries does not have a preferred platform. We purchase electronic books on whichever platform is requested by the liaison librarian. Purchases requested on a new platform may require further efforts of Technical Services in terms of licensing and vendor relations. If this content is available on an existing platform, the order may be placed with a different vendor.

Electronic Book Packages

University Libraries occasionally purchases large packages of electronic book content. Package selection is based on availability, pricing model, and past usage of similar content. Decisions about electronic book package purchases are made by the Associate Dean with input as needed.

Electronic Book Subscriptions

University Libraries subscribes to electronic book aggregator packages if the content fulfills a curricular need. Decisions regarding electronic book subscriptions are made by the Associate Dean with input as needed.

Music Library Materials

Many of the resources acquired by the Music Library are unique in nature and not available through approval or demand-driven options. The Music Librarian is responsible for determining the best method of acquisition for the various resources collected to support that program.

Resource Sharing

University Libraries strives to take advantage of consortial opportunities to augment available resources. The Prospector catalog provided by the Colorado Alliance of Research Libraries as well as broader interlibrary loan opportunities offer additional avenues to obtain items not held locally. Liaison librarians may choose to consider overall availability of an item via these options when making collection decisions.

Gifts

University Libraries accepts the donation of materials that meet our [guidelines](#). Donated items are an important part of yearly collection additions. Liaison librarians are responsible for reviewing gift materials in their assigned areas and selecting those appropriate for inclusion in the collection.