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# Collection Development Policy

UVI Libraries

UNIVERSITY OF THE VIRGIN ISLANDS



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## **I. Introduction**

The University of the Virgin Islands (UVI) Libraries exist primarily to support curricula of the various academic programs within the University. This is done in support of the University's mission "...to educate and empower the U.S. Virgin Islands, the Caribbean and the world through an environment that promotes creativity, innovation and excellence in teaching, student learning, research, and community engagement." The Libraries are comprised of the St. Croix Library on the Albert A. Sheen Campus and the Ralph M. Paiewonsky Library on the Orville E. Kean Campus.

This policy document is dynamic and designed to establish the principles and parameters that will be followed in the selection, acquisition, and maintenance of library materials in order to make available an appropriate and useable collection to The Libraries' service community. The collection development policy will be made freely available to the public, primarily via The Libraries' homepage on the UVI website.

## **II. Intellectual Freedom and Responsibility**

The University of the Virgin Islands' Libraries recognize that the principles of intellectual freedom and freedom of expression are fundamental to a democratic society and essential to the educational mission of the institution. As such, The Libraries are committed to upholding the principles of intellectual freedom and the right to free access to information for all users, regardless of their race, ethnicity, religion, gender identity, sexual orientation, or political beliefs.

The Libraries subscribe to the American Library Association's Library Bill of Rights and its interpretation of the First Amendment of the United States Constitution as it relates to intellectual freedom. The Libraries are committed to providing access to all viewpoints, regardless of their popularity, and to providing a wide range of resources that reflect diverse perspectives and experiences.

The Libraries recognize that the responsibility for determining the appropriateness of materials and information ultimately rests with the individual user, and not with The Libraries. The Libraries do not restrict access to materials on the basis of content and will not remove materials from its collections or services because of controversy or pressure from individuals or groups.

While The Libraries recognize that some materials may be controversial or offensive to some users, we must provide access to a range of materials, including those that may be considered controversial or offensive, with the understanding that users are responsible for making their own judgments about the suitability of materials for their needs.

The Libraries also recognize that censorship and the suppression of ideas are antithetical to the principles of intellectual freedom. The Libraries, therefore, will not engage in censorship or the removal of materials from its collections or services except in accordance with established legal procedures.

The Libraries encourage open dialogue and debate about controversial issues and users to express their opinions and engage in critical thinking about the materials they encounter. The Libraries also provide access to resources and services that support users in their information-seeking activities, including reference services, research assistance, and instruction on information literacy.

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UVI Libraries are committed to the principles of intellectual freedom and will work to ensure that all users have access to a wide range of resources and ideas and are able to exercise their right to free access to information without censorship or restriction.

### **III. Collection Overview**

#### **A. Collections and Arrangement**

UVI Libraries' collections total over 170,000 books and periodicals and 27 online databases, including:

- General circulating collections
- Special (restricted-access) collections
- Reference collections
- Periodicals
- Digital collections
- Online subscription databases

#### **B. Languages**

The main language of the collection is English. Limited items in Danish may be acquired for historical value. Materials in other languages might be collected to support foreign language coursework and Caribbean collections.

#### **C. Resource Sharing**

The Libraries are a member of Online Computer Library Center (OCLC) and participate in Interlibrary Loan (ILL)—borrowing and lending materials through a large network of libraries in the United States and throughout the world. Students, faculty, and staff are eligible to request books and periodical articles not available in the Libraries via ILL.

### **IV. General Selection Guidelines**

The primary objective of developing and maintaining The Libraries' collections is to support academic activity at UVI; such as, but not limited to, educational needs of students and research needs of faculty. In addition, librarians will consider the general information needs of the wider community and prioritize materials of historical and cultural significance to the Virgin Islands and the Caribbean.. General criteria for inclusion in the collection include:

- Support for the curriculum and academic programs
  - Currency
  - Scope of work
  - Existing coverage of subject matter
  - Quality of work
  - Available formats
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Only one copy of a title will be purchased for the general collection. Materials in the Caribbean Collection may be duplicated in the general collection. Exceptions may be made if an item receives consistently high usage or if a gift duplicates an item in the collection.

### **Selection Responsibilities**

All librarians share responsibility for coordinating the development and maintenance of the general collections under the direction of the Director of Libraries.

All full-time librarians also serve in a liaison role to at least one school/college for the purpose of facilitating collection development efforts with the academic programs. Faculty members are strongly encouraged to participate in the collection development process by requesting materials, sharing course outlines, and reading lists with their respective liaison librarian. Liaison librarians identify and request specific items for acquisition to enhance those respective holdings and special collections.

## **V. Formats**

### **A. Books [print]**

Titles that support curricula of the various academic programs within the university have been the traditional material for acquisition. Hardback or library binding is the preferred format of print books.

### **B. Books [electronic]**

Because of space limitations and convenience, book titles in electronic format (e-books) that support curricula of academic programs within the university are now given priority for acquisition.

### **C. Periodicals**

A large portion of The Libraries' collection development budget is allocated for subscriptions to electronic periodicals, the preferred format for periodical acquisitions. Access to electronic periodicals is available via online databases and/or directly from publisher's websites. Librarians will also prioritize the purchase of Caribbean periodicals only available in print.

### **D. Electronic Equipment**

The Libraries have a small collection of electronic equipment available to support students. Types of equipment can include:

- Laptops
- Tablets
- Webcams

### **E. Audio-Visual (AV) Materials and Equipment**

AV materials are occasionally collected, with priority given to those that support academic curricula. Criteria for selection include:

- Scope of the work
  - Support of academic programs
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- Format (preference is given to digital material)
- Equipment and technology to support the use of the materials

#### **F. Textbooks**

The Libraries do not collect textbooks. Certain textbooks may be deemed appropriate for the collection if they are considered a definitive work in a subject area.

#### **G. Theses and Dissertations**

The Libraries collect electronic copies of theses written by UVI students. Upon request, The Libraries will acquire theses and dissertations completed at other institutions, especially those by Virgin Islanders or about the Virgin Islands. The theses and dissertations are not available for Interlibrary Loan.

#### **H. Maps**

With special attention paid to the Caribbean geographical region, maps will be collected in the form of atlases, and other monographs.

#### **I. Microform**

The Libraries have collected microform for both the Virgin Islands Daily News and the St. Croix Avis. Otherwise, microform is no longer purchased, and the material covered is not available in an alternative format.

#### **J. Toys and Games**

Toys and games are not collected.

#### **K. Realia and Ephemera**

The Libraries do not collect realia (three dimensional items).

#### **L. Children's Books**

The Libraries do not collect children's books, except by the request of School of Education faculty. Those that are acquired are added to the General Collection.

## **VI. Preservation**

Preservation is a continual process that libraries must adhere to in order to maintain the integrity and usefulness of their collections. As physical materials decline, librarians will consider digitization or repair, giving preference to digitization if copyright permissions allow. Some criteria that will be considered for preservation purposes include (but are not limited to):

- Age
- Replace-ability/cost of replacement
- Cost (monetary, human resources, etc.)
- Expected effectiveness of repair

## **VII. Collections with Unique Considerations**

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While all collections in The Libraries follow the basic guidelines of the collection development policy, there are special collections that abide by different parameters.

## **Special Collections**

The purpose of The Libraries' Special Collections is to support the research needs of the university community, as well as to retain rare and relevant materials about the Caribbean region. These include the Caribbean Collections (OEK and AAS)—comprising Caribbean Pamphlets and Rare Books, the Melchior Collection (OEK), and the DeChabert Collection (AAS). Materials for inclusion in the collection may be recommended by members of the University community or by the wider community, with weight given to the purpose the materials support.

These collections are critically important to the University's teaching and research on Caribbean topics and considered valuable UVI assets. Specifically, items in the Melchior Collection focus on recent U.S. Virgin Islands history. Current areas of emphasis, based on curricular needs, are social issues, political and economic issues, and literature by Caribbean writers. Whenever possible, two copies of titles used to support instruction are included, one in the Caribbean Collection and one in the General Collection.

### **A. Languages**

The primary language of Special Collections is English; however, Danish, French and Spanish, as well as other regional languages may be collected if necessary to support research and instruction.

### **B. Selection Responsibility**

All UVI Librarians are responsible for the coordination, development, and maintenance of the Special Collections. As with the general collection, faculty members are encouraged to participate in the collection development process.

### **C. Chronological**

No specific era is emphasized. The focus is on current materials, with attempts at collecting older material as they become necessary to support instruction, research, and relevance to community issues.

### **D. Date of Publication**

Emphasis is placed on in-print items with out-of-print items purchased when necessary for replacement or to fulfill a faculty request.

### **E. Place of Publication**

There are no restrictions on publication location, with emphasis placed on content and suitability.

### **F. Geographic**

To the extent possible and appropriate, all materials by Virgin Islands authors, about the Virgin Islands, and published in the Virgin Islands are collected. Additionally, materials from the wider English, French, Hispanic and Dutch speaking Caribbean are collected as they are deemed necessary to support teaching and instruction, and discussion and research on social, economic, political and cultural issues or topical issues.

### **G. Formats**

- Monographs
  - Electronic Materials
  - Serials
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- Government Documents
- Theses and Dissertations
- Audiovisual Materials
- Conference Presentations
- Pamphlets
- Manuscripts
- Maps

## **H. Resource Sharing**

Materials from the Caribbean Collections are shared between both campuses and are for in-library use only.

## **VIII. Electronic Resources**

### **A. Scope and Characteristics of the Collection**

For the purposes of this document, “Electronic resources” refers to fee-based resources that are available in electronic format via the internet. Like other resources, electronic resources are selected to support the academic curriculum, research, and student education. Electronic databases that index and provide full-text access to serials are the predominant electronic resources collected by UV. Electronic format is the preferred access point for serial publications. The e-book collection is given preference over print materials. Electronic resources are subject to the same general selection criteria as other library materials; however, due to their unique nature and format, additional criteria must be applied. The following must be considered:

### **B. Content**

- Availability of full-text, preferably in both HTML and PDF formats
  - Updated on a regular basis
  - Duplication of print resources in electronic resources (and *vice versa*) is to be avoided
  - Authority of contributors

### **C. Technical Considerations**

- Access by IP recognition, including remote access
- No requirements for additional software besides that which is freely available and widely used
- Compatibility across different platforms (Mac, PC, etc.)
- Usage statistics easily accessible
- Vendor provided technical support

### **D. Licensing Agreements**

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- Broad definition of “authorized user,” including students, faculty, and staff
- Access granted via IP recognition or individual logins
- Guaranteed user anonymity and confidentiality
- Consideration of reputation and history of vendor

## **IX. Weeding/Deselection**

All library materials are subject to the process of weeding—periodic review for the purpose of quality control—and may be deselected, or withdrawn from The Libraries’ collections. Reasons that items may be deselected include but are not limited to:

- The resource no longer supports the academic curriculum
- The resource no longer supports the collection development guidelines
- The information is available in another format, including another electronic resource
- Usage statistics demonstrate a low level of use
- The information provided is no longer reliable or current

## **X. Digitization Policy**

The digital policy establishes guidelines for selecting materials and developing digital collections focusing on Caribbean studies, the Virgin Islands, and UVI research and publications.

### **A. Criteria for Digitization**

- **Relevance:** The materials must be relevant to The Libraries’ collection development policy, with a special emphasis on materials related to Caribbean studies and the Virgin Islands.
- **Condition:** Materials should be in good condition, with no signs of mold, mildew, water damage, or other forms of deterioration, but deteriorated materials may be considered if new copies are unavailable. If materials are in danger of deterioration, librarians will make appropriate preservation efforts.
- **Copyright:** The materials must not be in violation of copyright laws or other legal restrictions.
- **Demand:** The materials must have a high demand among library users or have the potential to be used in research or teaching or a significant scholarly work.
- **Format:** The materials must be in a format that can be easily digitized, such as books, manuscripts, maps, photographs, or audiovisual materials.

### **B. Types of Materials for Digitization**

The Libraries will consider digitization of the following types of materials:

- **Rare and unique materials:** This includes materials that are unique to The Libraries’ collection, or that are rare and difficult to find elsewhere including significant VI and Caribbean materials.
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- Manuscripts and archives: This includes unpublished materials such as diaries, letters, and other personal papers that are relevant to The Libraries' collection development policy.
- Maps and photographs: This includes historical maps and photographs related to the Caribbean and the Virgin Islands.
- Audio and video recordings: This includes oral histories, interviews, and recordings related to Caribbean studies and the Virgin Islands.
- UVI programs, research, and history: Items include materials to support and reflect UVI research and program's needs. It also includes materials published by UVI and pertains to the institution's history.
- UVI theses and dissertations: This collection comprises theses and dissertations created by masters and doctoral students as part of their degree requirements.

### **C. Process for Digitization**

The Libraries will select, prioritize, and digitize materials in the collection as appropriate:

- Selection: Materials will be selected for digitization based on the criteria outlined in this policy and The Libraries' collection development policy.
- Prioritization: Materials will be prioritized for digitization based on demand, condition, and relevance to research and teaching.
- Digitization: Materials will be digitized using appropriate equipment and software and following best practices for preservation and access.
- Metadata: Digitized materials will be described using appropriate metadata standards to ensure effective discovery and access.
- Access: Digitized materials will be made available to library users through The Libraries' website or other online platforms. Materials may be limited to on-campus or off-campus use due to copyright restrictions.

### **D. Copyright and Permissions**

The Libraries will comply with copyright laws and seek permissions as needed to digitize materials. Materials to be considered for digitization must have attached documents giving permission from the rights holder(s), be part of the public domain, fall under fair use, or are owned by the institution. The Libraries will also provide information on copyright and permissions to library users accessing digitized materials.

The Libraries provide access to digital materials for educational and research purposes. The Libraries do not authorize the use or reproduction of these digital items for commercial purposes.

### **E. Preservation**

The Libraries will ensure the long-term preservation of digitized materials through appropriate storage, backup, and migration strategies. The Libraries will also monitor the condition of digitized materials and act as needed to ensure their ongoing accessibility and usability.

## **XI. Gifts and Donations**

### **A. Criteria for Accepting Donations**

The UVI Libraries welcome gifts and donations that enhance its collections and support its mission to support teaching, learning, and research at the university. The Libraries will consider donations of books, manuscripts, and other materials that meet the following criteria:

- **Relevance:** The donated materials should be relevant to the university's academic programs and research interests, with a special emphasis on materials related to the Caribbean region.
- **Condition:** The donated materials should be in good condition, with no signs of mold, mildew, water damage, or other forms of deterioration.
- **Duplication:** Unless otherwise indicated, The Libraries will consider duplicates of materials already in its collection if they are in better condition or if there is high demand for them.
- **Copyright:** Materials that are in violation of copyright laws or other legal restrictions will not be considered.
- **Maintenance:** Materials should not be too costly to maintain, store, or preserve.
- **Ownership:** The donor must have clear legal ownership of the materials being donated and must provide a signed statement attesting to this fact.

#### **B. The Libraries will not accept the following types of materials**

- The Libraries do not collect textbooks. Certain textbooks may be deemed appropriate for the collection if they are considered a definitive work in a subject area or is currently being used in a course.
- The Libraries do not accept back runs of periodicals except for Caribbean titles.
- The Libraries do not accept donations of used computers, printers, equipment, or software because it is in its best interest to standardize its computer equipment and adhere to software licensing agreements. Anyone interested in donating equipment to The Libraries should contact [library@uvi.edu](mailto:library@uvi.edu).

#### **C. Process for Accepting Donations**

Donors should contact a librarian at [library@uvi.edu](mailto:library@uvi.edu) to arrange for the donation of materials. Librarians will review the proposed donation and determine whether it meets the criteria outlined in this policy. If The Libraries accept the donation, the donor will receive a receipt that acknowledges the donation. Note: The Libraries do not assign a value to donated materials.

#### **D. Acknowledgment of Donors**

The Libraries will acknowledge donors in accordance with the university's gift acceptance and acknowledgment policies. Donors may request that their donations be acknowledged in a specific way or that they remain anonymous. Unless anonymity is requested, donor names are considered public information.

#### **E. Disposition of Donated Materials**

The Libraries reserve the right to determine how donated materials will be used or disposed of. Donated materials may be added to The Libraries' collection, donated to another library or institution, or discarded.

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## **F. Policy Review**

This policy will be reviewed periodically to ensure that it remains current and relevant. The Libraries reserve the right to make changes to this policy as needed.

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