



Tebo Library Collection Management Policy

Introduction

The purpose of this policy is to provide guidelines for selecting and managing Tebo Library collections. Tebo Library develops collections of research materials that support the teaching, research, and learning initiatives of Fort Hays State University, are responsive to users' needs, and support intellectual freedom and the freedom to read. These collections consist of electronic and print materials. Whenever feasible, library resources are purchased in electronic format to ensure equitable access for all Fort Hays State University students, faculty, and staff. Tebo Library supports open educational resources (OER) and low-cost textbook initiatives. However, textbooks are not systematically purchased for inclusion in the general collection. While the Tebo Library collections are developed to be the first place for our students, faculty, and staff to utilize for their study and research, the mass production of information, rising costs, limited budgets, and limited space require a critically considered selection process and reliance on cooperative resource sharing to fulfill all library resource needs.

Collection Goals

The primary goal of the Tebo Library collections is to provide access to library resources that support Fort Hays State University's teaching, learning, and research. The students, faculty, and staff at Fort Hays State University constitute the primary users whose needs are first considered when selecting materials. Tebo Library provides public access to its collections consistent with Fort Hays State University's welcoming attitude toward the wider Western Kansas community. Tebo Library collects materials to support the curriculum and various pedagogical approaches to instruction. Tebo Library also collects supplemental materials that document Western Kansas and contribute to the development of an educated person. Tebo Library will not add any materials that violate copyright law to its collection.

Selection Responsibility

Reporting to the Dean of Library Services, the Library Collection Development Team selects materials to add to the collection. However, anyone may submit suggestions for library resource purchases through the [Library Purchase Request form](#). The Library Collection Development Team comprises the Electronic Resources and Discovery Services Librarian, the Acquisitions and Metadata Librarian, and the Library Specialist for Collections and Resource Development. The Library Collection Development Team is responsible for ensuring the overall quality and balance of the library's collections. They are responsible for anticipating the need for specific items and acquiring them. The Library Collection Development Team is responsible for monitoring the strengths and weaknesses of the collections, setting priorities for these collections, and ensuring the collections support academic programs. All university faculty are encouraged to collaborate with the Library Collection Development Team to recommend suitable materials, participate in collection analysis, and propose new initiatives for collection development. Ultimate responsibility for the library's collection rests with the Dean of Library Services, who monitors the development and maintenance of all library collections in consultation with librarians and faculty.



Selection Criteria

In general, materials are selected based on a wide variety of sources, which may include reviews in subject-area journals, colleague recommendations, and references in subject-area books, papers, bibliographies, and database searches. Additionally, interlibrary loan requests often indicate specific titles that should be purchased for subject areas needing development. The selection of materials is a continuous process that is influenced by changes in the curriculum and the availability of new materials. The primary criteria for selection are the extent to which the material is relevant to the curriculum, enhances the overall library collection, and improves access to information. There is no single standard that can be applied in all cases. The guidelines below should be tempered by the librarian's judgment, with each item being evaluated on its merits.

General Guidelines

1. Authority, Reputation, and Competence

- Author or issuing agency
- Publisher
- Quality of scholarship
- Accuracy of information

2. Currency

- Current resources
- Retrospective works and digital backfiles
- Classics in a field and other works from various periods
- Lasting value and timeliness of content and format

3. Recommended Reviewing Sources

- Professional journals
- Publishers' catalogs
- User reviews
- Book awards

4. Academic Levels

- Undergraduate and graduate
- Appropriateness of level to intended users
- Treatment of subject matter

5. Relevance to the Curriculum

- Supports the information, instruction, and research needs of the students, faculty, and staff by providing material for course preparation, lectures, assignments, and scholarly inquiry
- Contributes to the development of an educated person
- Provides general or recreational titles that appeal to students, faculty, and staff interests

6. Fort Hays State University and Kansas Holdings on Subject

- Strength of holdings on the same or similar subject in other Kansas libraries
- Frequency of interlibrary loan requests for material on the same or similar subject
- Accessibility of materials held by other libraries

7. Ease of Use



- Style
- Clarity
- Intuitiveness
- Organization
- Indexing
- Layout
- Accessibility
- Suitability of format to content

8. Geographic Scope

- Subject discipline determines the geographic region collected
- No geographical area will automatically be excluded
- Natural emphasis on the United States and, where appropriate, the West, Great Plains region, Western Kansas, Ellis County, and Hays

9. Language

- Primary collecting language is English
- Materials in languages other than English that support the curriculum and student needs
- Translations of major works

10. Cost

- Consideration of all purchases is based on the availability of funds
- Decisions regarding expensive purchases are made on a case-by-case basis, considering current and anticipated needs, and require prioritization
- Purchases over \$200 may require departmental cost sharing

Format Guidelines

- 1. Books:** Books are acquired primarily to support the university's teaching, learning, and research mission and come from both purchased and gift materials. Popular reading materials are derived from gifts or purchased. All books added to the collection should be suitable for the needs of our users and the collections.
 - a. Electronic:** Electronic books (ebooks) should be purchased instead of paper copies when feasible. Acquisition depends on accessibility, availability, cost, and whether the material would be best presented in that format.
 - b. Print:** Print books should be purchased when no ebook option is available, it is more economical to purchase the print than the ebook, or a print copy is preferred over an ebook.
 - c. Duplicates:** Tebo Library does not collect or purchase duplicates. However, a second copy may be purchased and placed on reserve when demand or class size warrants it.
 - d. Replacements:** Worn, damaged, or lost materials may be replaced.
 - e. Web Materials:** Tebo Library does not collect readily available materials on the Web.
 - f. Captioning:** Captioned media are purchased when available.
- 2. Serials:** The serials collection refers to materials continually updated by new issues. It includes but is not limited to newspapers, magazines, and journals. Currently available formats are print, microform, and



digital. Tebo Library adds new titles based on curriculum needs and requests from students, faculty, or staff.

- a. *Electronic:*** Electronic is the preferred format for serial literature, whether by direct subscription, aggregated databases, e-journal databases, open access, or other delivery modes. Not all serials may be suitable in an electronic format, so exceptions can be made.
 - b. *Print:*** Tebo Library maintains current and inactive print subscriptions. New titles will be added when there is an advantage to the print format over the electronic format; however, electronic is generally the preferred format. If a print title is added, electronic access may also be acquired if available and dependent on cost.
 - c. *Microform:*** Microform is primarily an archival format purchased to replace print and save space when it is the best alternative.
- 3. *Indexes and Databases:*** Tebo Library maintains various online databases chosen for their relevance to the programs of study at Fort Hays State University. These are usually licensed products purchased from private companies or through consortia. The licenses for these products specify who is authorized to use them. They can also be open-access, federal government resources, locally produced, or other types. When available, full-text databases are preferable to those that index or abstract only.
- 4. *Government Documents:*** Tebo Library previously collected government publications in a variety of formats, including print, maps, CDs, DVDs, microfiche, and electronic. Electronic is preferred if available. If a hard copy is desirable and an electronic copy is also available, an effort will be made to provide both.
- 5. *Standing Orders:*** Standing orders are maintained for selected titles in many subject areas of the collection. Titles are reviewed and evaluated regularly to ensure ongoing appropriateness for the collection and may be recommended for cancellation due to fiscal or programmatic reasons.
- 6. *Media:*** Tebo Library orders materials in a variety of formats based on the type of material requested and availability. Closed-captioned is purchased when available. Materials acquired should be compatible with current technology. Materials based on older technologies will be purchased only if they are otherwise unavailable and a demonstrable need exists. Online versions should be considered when available and fall within budgetary constraints. Gifts are added in various formats, provided they contain subject matter appropriate to the collection and use supported technologies.
- 7. *Newspapers:*** Tebo Library is committed to providing patrons with current and archival newspaper articles. It maintains subscriptions to local and national newspapers, as well as to newspaper databases.
- 8. *Music Scores:*** Music scores shall be acquired to support curricular needs. Scores not curriculum-related but deemed of interest to our patrons are added from donations when available.
- 9. *Microforms:*** Tebo Library purchases microfiche or microfilm in the following circumstances:
 - When an electronic or print format is not available
 - When the price of another format would be prohibitive
 - When they are the format for periodical backfiles
 - When the print item is produced on poor-quality paper and long-term retention is desired
- 10. *Maps:*** Maps in various formats shall be acquired depending on specific curricular and research needs. Print remains the preferred medium for local maps that are used in the field, although an additional electronic copy may also be made available. "Local" generally includes Kansas, Colorado, Missouri,



Nebraska, and Oklahoma. Another way to describe the “local” area is the Great Plains region. For non-local maps, an electronic copy is generally provided.

- 11. Textbooks:** Tebo Library does not systematically purchase current course textbooks. Specific titles may be acquired if faculty members recommend them as essential resources for the library collection. They may also be acquired and placed on reserve for high-enrollment courses if funding is available. Other textbooks may be added if they serve as an introduction to a topic, provide the best coverage of the subject, have a reputation as classics in their field, or when the work itself is of a seminal, historical, or other significant nature.

Other selection criteria for specific collections are described in the Distinct Collections sections below.

Distinct Collections

General Collection

The General Collection is the primary collection of books and ebooks covering all subjects that support the university's teaching, learning, and research. In addition to seminal and core titles, this collection includes titles recommended by the Resources for College Libraries database, Kansas Notable Books, New York Times Best Sellers, and award-winning books, resulting in a collection of wide-ranging interests.

Pugh Trust Fund Collection

The Pugh Trust Fund Collection was established in memory of Eartha Ellen (Joy) Pugh and Elmer Gerard Pugh to purchase: 1. books that deal with Kansas history, whether fiction or nonfiction, with particular emphasis upon the Hays and Ellis County areas, or 2. books and artwork by authors and artists whose roots are in Kansas. Books purchased with these funds are shelved in the General Collection, contain a note in their cataloging record, and have a bookplate indicating they were purchased in memory of Eartha Ellen (Joy) Pugh and Elmer Gerard Pugh.

Donna J. Harsh Juvenile Collection

The Donna J. Harsh Juvenile Collection comprises educational and recreational books suitable for preschool through twelfth-grade students. Over half of the current juvenile collection was donated to Tebo Library by Donna J. Harsh, a Fort Hays State University alum and former faculty member who was a world-renowned figure in elementary education and children's literature. This collection encompasses a range of titles, including classics, picture books, wordless picture books, beginning-to-read books, folk literature, fairy tales, mysteries, mythology, modern fantasy, poetry, plays, and other genres of fiction and nonfiction. Emphasis is placed on collecting award-winning books, authors, and illustrators, such as those honored by the John Newbery Medal, Randolph Caldecott Medal, and William Allen White Award.

Reference Collection

The reference collection comprises books, ebooks, and databases that provide reference information. The print reference collection is shelved in the General Collection. The Outstanding Reference Sources of the Year, as determined by the American Library Association Reference and User Services Association, may be added to this collection annually.



Government Documents

The Federal Depository Library Program at Fort Hays State University began in 1926 with the establishment of the Government Documents Collection. This collection consists of publications of the United States, state, and foreign governments, and the United Nations. Tebo Library follows the [requirements and guidance](#) for participation as a selective depository in the Federal Depository Library Program.

Serials and Database Collections

Where feasible, Tebo Library subscribes to electronic journals and databases to ensure equitable access to these research materials. Where it is not possible or feasible to procure electronic access, print journals, indexes, and microfilm backfiles are maintained. Some print journals are only kept for a few years before being discarded as they become accessible through online databases. Only the newest issues of print newspapers are retained, while many newspapers are accessible through online databases.

Media Collections

Tebo Library has a small physical media collection, including CDs and DVDs. This collection has become smaller as many media formats have become obsolete. The primary access to media materials is through streaming video databases or individually licensed streaming videos.

Gifts

Tebo Library accepts gifts of donated materials. The Collection Development Team will determine the suitability of adding donated materials to the library. Materials not added to the collection will be offered to other libraries or sent to Better World Books or a similar vendor. Donations of materials to the library are accepted without any commitment to their final disposition, and with the understanding that they may not be added to the collection. In accordance with federal tax laws, Tebo Library provides no valuation of donated materials. Gifts are subject to the same selection criteria as those applied to purchased materials. Each donor is required to complete a Gift Material Form.

Purchase Requests

Anyone may submit a purchase request through the [Library Resource Purchase Request form](#). The Collection Development Team will analyze purchase requests in accordance with the selection criteria and assess their cost and availability. Purchase requests for one-time-cost library resources, such as books, ebooks, or streaming media, are typically processed within one week. Purchase requests for library resources with ongoing costs, such as new serials or databases, may require a longer review and necessitate the cancellation of existing subscriptions or cost-sharing with the department to procure them.

Reconsideration

Comments or concerns regarding materials in Tebo Library must be submitted in writing for review by the Dean of Library Services. The Dean of Library Services will consult with the Collection Development Team and respond to the written comments or concerns. The Tebo Library collects and provides access to materials and information that present various points of view on current and historical issues. Tebo Library supports the



American Library Association's Library Bill of Rights, Freedom to Read, Freedom to View statements, and the Intellectual Freedom Principles for Academic Libraries articulated by the Association of College and Research Libraries. The [Library Bill of Rights](#) applies without exception to all purchases of library materials. The primary test of a controversial item will be its contribution to the academic program and to the needs of the students, faculty, and staff. The decision of the Dean of Library Services is final.

Preservation

Tebo Library is committed to the preservation of library collections. These collections encompass resources in various formats, covering a wide range of subjects and spanning different time periods. Preservation methods will be undertaken to stabilize deteriorating materials. Placement in the Special Collections may be considered for materials that require a secure location or additional preservation.

Collection Evaluation and Assessment

The collection will be evaluated and assessed on an ongoing basis by the Collection Development Team to ensure the availability of adequate and appropriate resources to support the curriculum. The library collections are evaluated both quantitatively and qualitatively. Usage statistics are collected annually and reviewed for increases or decreases, as well as cost-effectiveness. Circulation reports are also used to evaluate the collection. Larger projects to analyze the collection are done every 5-10 years. Decisions are data-informed, utilizing usage, availability, and other measures determined by the Collection Development Team.

Deselection

Tebo Library periodically and systematically reviews the entire collection. The currency and relevance of the collection are maintained through a judicious deselection program, where resources are regularly reviewed and removed. The Collection Development Team leads the deselection process, which involves library faculty, staff, and university faculty throughout the process.

Guidelines to be considered for materials to be deselected include:

- Age
- Obsolete or inaccurate information
- Superseded editions
- Physical deterioration
- Excess copies
- Relevance to the curriculum, research, and mission of the University
- Usage
- Availability through Interlibrary Loan

University faculty members are invited to suggest materials for deselection in the subject areas they teach, ensuring the collection remains up to date. In addition to these considerations, the deselection of Government Documents will follow the [Weeding a Depository Collection Guidance](#) provided by the Federal Depository Library and is overseen by the Government Documents Coordinator.



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