COLLECTION DEVELOPMENT POLICY
Moravian College

Introduction
Reeves Library’s collection and services are central to the educational mission of Moravian College and Moravian Theological Seminary. This collection development policy will address the needs of Moravian College. See the Seminary’s collection development policy for Seminary needs.

Reeves Library’s collection has always reflected the curriculum. Areas of strength have traditionally been American and British literature, American history, psychology, and art. Other areas of the collection have grown and/or and been weeded as the curriculum has changed. As Reeves Library is not a research library, no attempt is made to build a comprehensive collection. Current new areas of interest are nursing, China, and Latin American history.

The materials budget is divided by departments. Within departments individual faculty members are responsible for ordering for their students’ needs. The librarians are responsible for the reference collection and for overall collection balance. Ultimate responsibility lies with the Library Director. The library welcomes purchase suggestions from administrators, students, staff, alumni, and other users.

Freedom of expression and free dissemination of all ideas are guiding principles of Reeves Library collection development. Intellectual freedom and opposition to censorship are essential components. The American Library Association’s “Library Bill of Rights” is appended. In addition, Reeves Library fully supports copyright principles.

Resource sharing has an impact on collection development decisions. Reeves Library has cooperative borrowing agreements with Lehigh Valley Association of Independent Colleges and Southeast Pennsylvania Theological Library Association libraries, and Moravian students can borrow from the Bethlehem Area Public Library. In addition, the interlibrary loan service makes millions of items available at little or no cost. We must keep accreditation factors in mind when deciding what materials to purchase and what we can borrow from other libraries.
**Goals**
The overall goal is a relevant collection of high quality.

A primary goal is to support the class work and research needs of the students. Students include undergraduates, MBA and Education Masters graduate students, and continuing education students. The undergraduates tend to be traditional college-age young adults; the graduate students and continuing education students tend to be older adults. Materials purchased should be at college level and above.

Another important goal is to support faculty needs. These include classroom-related research, class preparation materials, and current awareness. Reeves Library’s collection is not intended to support faculty research. The library offers unlimited interlibrary loan support for faculty research needs.

Low priority goals include providing recreational materials and popular reading. The best-seller collection, popular books on tape or CD, travel guides, healthy living and how-to books are examples.

**Material types**
Traditionally the collection has been paper-based with a relatively small number of microforms, audio-and videocassettes, and computer discs.

**Electronic formats**
More recently, electronic formats have taken an important place in collection development. Remote databases have become the standard for student research. Full text articles and ejournals are often available. In some fields, e.g. computer science, the need for paper-based material is disappearing.

Reeves Library is attempting to keep up with this trend. Because electronic materials tend to cost more, this trend has had a big impact on our materials budget. Paper-based budgets have been static for several years while the electronic resources budget continues to grow.

Electronic resources are purchased with basic collection development principles in mind.

*Videocassettes and DVDs*
Reeves Library manages the media collection and budget. This collection contains videocassettes and DVDs. In the future, we will be concentrating on purchasing material on DVDs instead of videocassettes because the technology is changing. Standard collection development principles apply. The Music Department purchases music CDs.

**Serials**  
Under current budget restraints Reeves Library can add a new periodical only if an old one of comparable value is dropped. Titles must be indexed; otherwise they are of no value to students. Ejournals will continue to increase in number and importance in the collection.

The Serials Librarian will work with the faculty to constantly evaluate the collection for relevance to the curriculum and make changes where needed. Titles should be peer-reviewed and cost must be taken into consideration.

Keeping accreditation factors in mind, decisions on purchasing and retention of periodicals can be made relative to the availability of titles at local colleges.

Single issues or volumes and short, incomplete runs will not be added or retained.

**Other formats**  
Information in any format will be added to the collection provided it meets our collection development standards. These formats include microfilm and microfiche, audiocassettes, maps, scores, CDs, computer files, etc.

In general, Reeves Library does not collect pamphlets, objects, or other ephemera.

**Selection criteria to be considered**
- Pertinence to the curriculum
- Reviewed by peers in the field
- Accurate and authoritative content
- At college reading level
- Represents alternative viewpoints
- Scarcity of material in a subject area
- Cost
Specific areas

- Languages. Reeves Library collects materials primarily in English. In addition, the library collects material in all languages with emphasis on those foreign languages taught here.
- In general, duplicate copies will not be added. The library will not purchase duplicates of classroom material that should be purchased by students.
- In general, textbooks will not be purchased.
- Trade paperbacks are usually preferred over hardbacks unless heavy use is anticipated. Popular paperbacks, including children’s titles, are not purchased because they do not withstand wear. Exceptions are made as needed.
- Out-of-print materials will be added as needed. The Internet has made locating out-of-print titles easy to do.
- Superseded editions will not be retained.
- Material will be purchased to be put on Reserve as needed.
- The library does not collect local, state or federal documents.
- See the gift policy for guidelines on donations.
- A collection of children’s literature is maintained in support of the elementary education curriculum. Emphasis is on Newbery, Caldecott, and other award winners.
- A collection of educational curriculum materials is maintained in support of the education curriculum.
- Online access to remote ebooks is by subscription.
  - This collection should be continued in the interest of complying with ADA access guidelines
  - Remote ebooks give users 24 hour access
  - It is understood that the library gives up the choices of individual titles to be added

Collection maintenance

Reeves Library staff will mend items that are in need of simple repairs. We will rebind books as needed. Items in need of extensive repair will be discarded and replaced. If an item is too important to discard and cannot be replaced, it will be housed in the Rare Books Room.

See the weeding policy for library policy on withdrawing items.
This collection development policy should be revisited and revised on a regular and timely basis.

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