Collection Development Policy

POLICIES ON THE LEDGER STRUCTURE: ACADEMIC PROGRAMS

The Representation of Academic Programs in the Library Budget

I. Policy
   A. It is assumed that resource needs for Programs are filled by Department-level ledger lines. That is, the default is not to create new fund lines.
   B. The decision on whether or not to create a ledger line for a Program will be made on a case-by-case basis and will consider the following issues:
      1. The program has these characteristics:
         a. "Program" designation by the University,
         b. certificates or minors issued (majors and graduate degrees are not conferred),
         c. none are "home" (where promotion and tenure are determined) to faculty,
         d. and demand can be measured through countable "Faculty Affiliates."
      2. There is significant evidence that the subject matter is not currently covered by existing approval plans or department-level, endowment or other ledger lines.
      3. The program meets size criteria comparable to other programs such as course enrollments of 100 per year, the issuance of at least 5 minors or certificates in the last 3 years, and faculty affiliates number at least 20.
      4. There is a need for title-by-title selection.
      5. There are special fund management concerns.
      6. There are unusual or special acquisition processes needed to handle the collection.
      7. There is a significant and discrete literature reflecting the scholarly interests of the Program.
      8. Non-roman language expertise is required for collection development and no other ledger line includes acquisitions in the language.
      9. There is one fund line requested for resources for the Program and one liaison proposed to be responsible to the Program.

II. Process
   A. Petitions for funds must (a) address each issue in the Policy that applies, accompanied by (b) a collection analysis/needs assessment.
   B. The petition and collection analysis should be submitted to the CDO by April 1st.
   C. The CDO will communicate the decision by May 15th.

Completion Date:
October 2012