

1. PURPOSE

The purpose of this policy is to develop a collection that meets the needs of the community.

2. WHO IS AFFECTED BY THIS POLICY

Library staff, faculty librarians, faculty, students, staff, alumni and emeritus faculty.

3. LEGAL CONTEXT OR REGULATORY BODY

Does not apply

4. POLICY STATEMENT

The American University of Paris Library

Library Collection Development Policy

4.1 – Introduction

The Library has a Collection Development Policy to guide in the selection of materials that meet the teaching and learning needs of the AUP community. Collection development is the systematic process of evaluating, selecting, and removing library resources. Collection development is a process involving faculty, students, staff and library personnel. These guidelines help determine what materials to acquire, which gifts to accept and which to weed.

The highest priority in the selection of materials is given to those disciplines currently taught at the University. The print collection will remain a small, living, expanding, contracting collection, depending upon the courses being currently taught while the electronic collection will expand and help support a broader academic scope, but always in agreement with the current pedagogical needs of AUP. The purchase of highly specialized materials required primarily for the personal research of individual faculty members cannot be accommodated at present. The Library responds to these research needs by participating in consortial purchases, document delivery resources, referrals to libraries with which we have a relationship and through resource sharing agreements.

4.2 – Standards and Ethical Principles:

The Library makes accessible materials representing a wide variety of viewpoints to ensure a diversity of perspectives. No materials will be excluded from consideration for purchase because of the race, nationality, political, moral or religious views of the author(s) or their works nor will the Library withdraw any materials based on such arguments.

The Library is committed to protecting the confidentiality of the requestors. Their names won't be shared with a third party without their permission.

The AUP Library complies with French intellectual property laws.

4.3 – Funding

Annual funding is allocated by the University. The Library allocates funds for materials that meet the selection criteria outlined below, taking into consideration the needs of the various disciplines currently taught and the expense of materials. The materials suggested by the different constituencies are evaluated by the Library, which will make the ultimate decision according to these criteria.

The Library has a general book, e-book and film budget that permits support to all academic departments. Each requestor receives notice when the items have arrived or been made available.

4.4 – Roles and responsibilities for selectors

Collection development has been a collaborative effort at AUP, where library staff, faculty, students and AUP staff build the campus collections.

All faculty members have a responsibility to evaluate the collection in their fields of expertise, and to maintain familiarity with them on a continuing basis. As new courses are added to the curriculum or syllabi updated (Curriculum Committee and General Education Committee), the professor, or in his absence, the Department Chair should ensure that a core collection of books is available or on order with the Library. Recommending the titles which should be acquired is mainly the responsibility of the teaching faculty since they are the most knowledgeable at defining the needs of their students while the University's academic programs continue to be developed and refined. It is vital that library faculty order books in time for them to arrive before classes. The following are the suggested dates for submission of recommendations:

November 15 for spring courses, March 15 for summer courses and June 15 for fall courses. Library faculty and staff continually request materials as they see the need in the collection.

Though Faculty request most of the resources, the Library welcomes requests from all members of the AUP community for all types of resources. Because of the location of the University and its budgetary and space restraints, those engaged in selection must consider not only the existing University collection, but also the collections of the other libraries in Paris which are available to faculty, staff and students of the University. Requests should be made online using the library webpage using the e-forms (books - <https://aup.libwizard.com/f/recformbook>; journals <https://aup.libwizard.com/f/recformjournal>; films <https://aup.libwizard.com/f/recformfilm>) or through e-mail to collectiondevelopment@aup.fr. These requests should include all necessary bibliographic information and contact information in case of questions. After the reception of requests, they are reviewed, and a final decision is made by the librarians as to whether or not the request is fulfilled.

4.5 – General criteria for selection and type of materials:

General guidelines

Collection development includes the acquisition and collection of monographs, serials, and periodicals in print or electronic format, audio recordings, film, and online resources as physical space permits.

Selection criteria

The following criteria are to be used in the selection of resources for the AUP Library, especially in the context of the physical limitations of current library space.

Quality and Authority

The AUP Library emphasizes the quality and authority of the resources to be acquired. Quality and authority are based on the accuracy of the information, the reputation of the author(s)/publishers, and timeliness and value of the content. The Library prefers peer-reviewed, scholarly publications.

Currency

The currency of information is important for most titles. The lasting value of content is also taken into consideration.

Relevance and usefulness

Selectors look at the uniqueness of material, the existence of a gap in a given topic in the library collection and the likelihood of its use.

Intellectual Accessibility

Selectors consider the appropriateness of the level of the material requested. Content is geared toward undergraduate and master's levels.

Language

Priority is given to works in English. Given the location of the University and the French language requirements, French works are also collected, within areas defined by the curriculum. Items in languages other than those taught at the University are acquired on an exceptional basis but not regularly purchased.

Cost

Costs of all resources must be taken into consideration as the Library has an annual fixed budget. A great proportion of the library budget is committed to existing standing orders, subscriptions of e-resources, periodicals, databases and streaming videos.

The Library will make every effort to subscribe or purchase new resources given the annual budget. If a resource meets all the criteria for subscription or purchase and money is not available during the fiscal year, it may be placed on a wish list for the coming year. The Library may suggest the requestor find outside funding or partial funding, for items that are not affordable within the library budget. The Library recommends grant recipients allocate a portion of the grant to library resources that may be needed for the project.

Format

In general terms the Library prefers the e-book version over the printed version of a given work because the e-book cannot be lost, damaged, overdue and doesn't take up space on the shelf. There is no shipping and/or physical processing needed, and the availability is faster. It gives broader accessibility in that usually more than one person can read it at a time. E-books lend themselves easier to students with accommodation needs.

If the recommender prefers the print version, it will be taken into consideration but rarely granted because of important space limitations.

Special cases

By special request, the Library will consider acquiring out-of-print books, rare books and films that are out of distribution. The Library will try to fulfil the special request using out-of-print markets but cannot guarantee that the item will be found or that it will be affordable.

Multiple copies are normally not acquired due to space and budgetary constraints. The Library will purchase newer editions when needed and will dispose of older editions. Exceptions may be made for extremely popular items.

Resources that duplicate information available widely at the Library won't usually be acquired although they may meet all the criteria.

Materials not acquired by the Library

Textbooks are not purchased by the Library on a regular basis. Copies are added to the collection only when a supply problem occurs in the Bookstore or when no other material is available on the subject. When a required textbook price exceeds 70€, the Library may purchase a copy or an online version if requested by the professor teaching the class.

Print leisure materials are not acquired by the Library due to budgetary and space constraints. Subscriptions to online leisure reading and streaming videos may be possible within the annual operating budget.

Superseded formats, such as microforms, LPs, cassette tapes, floppy discs, etc. are not collected.

4.6 – Guidelines for specific collections & formats

AUP Archives

The AUP Library is the repository of AUP's institutional archives. No formal archival policy or procedure has been set up by the University yet. The archives include master's theses, AUP catalogues, historical photographs, ACP & AUP Yearbooks, student publications, newspaper clippings, program, graduation invitation, newsletters such as *The Planet*, *Scripta Politica* and *Core*, *Peacock*, *Roaches*, *Paris/Atlantic amongst others*. Upon request of the Departments or the Chairs the Library may collect outstanding student work in digital format, such as the winning *Sin-Ming Shaw Award* projects or the films of the AUP Student Film Festival.

Special collections

Items included in Special Collections include signed books; documents pertaining to AUP; rare books. The Library does not actively acquire items for special collections.

Reference

Reference works, such as encyclopedias, dictionaries, handbooks, and other authoritative monographs and serials are collected by the Library for the AUP community matching the AUP curriculum. The Library tries to obtain these in electronic format, when possible, for the widest possible accessibility. Reference items deserve special attention in terms of currency, cost, and authoritativeness. The Library subscribes mostly to online reference collections which are updated automatically with the newest editions and have a variety of subjects. The Library does not acquire new print reference unless print is

determined to be essential, or the online cost is prohibitive or online is unavailable, especially in the context of space limitations.

Periodicals

Periodicals consist of scholarly journals and popular magazines that the Library subscribes to. The Library will focus efforts to collect digital content first. We give priority to scholarly journals useful to the curriculum. Popular magazines are purchased as requested by departments for the curriculum. The selection of the material is based on the following criteria: quality, authority, currency, relevance, usefulness, intellectual accessibility, language, cost and format.

Periodicals are retained according to usage statistics, space availability and/or electronic accessibility. If a certain periodical title does not meet the criteria of selection or duplicates the scope of other similar titles, the Library may offer document delivery services or refer the requestor to another local library.

Academic Film Collection (AFC)

The Academic Film Collection supports the general curriculum and the Film program. The Library offers online films whenever affordable and available aiming to include English subtitles for foreign language titles. The Library subscribes to a few streaming platforms.

The Library will make every effort to acquire films with the broadest possible viewing rights according to French intellectual property law. If there are no rights available, the Library may order a film from which short excerpts may be viewed. Blu-Ray is the preferred format with DVD second. Older formats cannot be supported and won't be purchased. The Library has Blu-Ray/DVD/CD players for loan to help use of this collection.

CDs

In the past, music CDs and those accompanying books (complementary material) were collected by the Library to support music courses that are no longer offered. They are no longer purchased but there are a few that remain in the collection and are used by the AUP community. The Library has Blu-Ray/DVD/CD players for loan to help use of this collection.

E-resources

The library annual budget for many e-resources is committed to existing subscriptions, which rise in price regularly. E-resources must meet the following criteria as well as some unique criteria: quality, authority, currency, relevance, usefulness, intellectual accessibility, language, cost and format. When ordering books or periodicals, the AUP Library prefers to purchase the electronic resource, when possible, unless the pricing is prohibitive or the resource is limited to a single viewer at a time.

The AUP Library considers the following additional criteria for all electronic resources:

E-resource criteria

The functionality of e-resources is extremely important, they need to be easy to use, as well as serve the function for which they are being purchased. Ideally citations should be exportable to a bibliographic management system (i.e., Zotero). The choice of record presentation is also considered (HTML, PDF, etc.), as well as the technical requirements such as hardware/software choices, browser requirements, any plug-in requirements, interoperability (i.e. OpenURL, etc.) and IP authentication (with EZproxy). It is important to consider whether the vendor offers quality service and if support is available on convenient days and times. For certain databases, the feedback from the community after a trial is important to consider, as well as the usage statistics, when possible. Ideally, statistics will be COUNTER compliant. All licenses for e-resources must be scrutinized by someone knowledgeable and signed by the Chief Financial Officer and Vice President for Finance and Administration or someone else authorized by the University. E-resources may be refused if they require username and password for access, if they require additional software, the license is not acceptable or if the functionality is restrictive (single user, single machine, on campus only use, etc.).

Consortial agreements are considered at the subscription / purchase / renewal decision. The AUP Library is a member of the AMICAL and Couperin library consortia, which negotiate lower prices, thanks to group purchasing power.

E-books

E-books are acquired in accordance with the general criteria of selection (quality, authority, currency, relevance, usefulness, intellectual accessibility, language, cost and format), the e-resources criteria (usability, functionality, exportable, presentation, technical requirements, interoperability and authentication) and the following specific criteria. In most cases the Library prefers e-books to printed copies, if affordable, due multiple simultaneous users, the lack of physical processing, accessibility, fast acquisition, user statistics, inability for the user to lose, return late or damage the book. E-books may be distributed as individual titles or as collections of titles. They are available as purchases or subscriptions and the Library often has no choice as to ownership or subscription.

E-journals

E-journals are acquired in accordance with the general criteria of selection (quality, authority, currency, relevance, usefulness, intellectual accessibility, language, cost and format), the e-resources criteria (usability, functionality, exportable, presentation, technical requirements, interoperability and authentication), discoverability and the following specific criteria. The long-term access of e-journals must be taken into consideration. Some journals may be available independently only or may be available within a database. An e-journal may be removed from a database without warning. In this case the Library has lost access to the current and earlier issues. E-journals in databases may have an embargo which means that the most recent issues are not available, which may or not be acceptable depending on the need. Consortial agreements are reconsidered for continuing a subscription or for a new purchase.

Databases

Databases are acquired in accordance with the general criteria of selection (quality, authority, currency, relevance, usefulness, intellectual accessibility, language, cost and format), the e-resources criteria (usability, functionality, exportable, presentation, technical requirements, interoperability and authentication) and the following specific criteria. Databases acquired by the AUP Library support the curriculum. They can be either comprehensive or subject specific. Price is often a determining factor. Consortial agreements are reconsidered for continuing a subscription or for a new purchase.

An important consideration is whether the database is a full-text or a purely citation database. Full-text databases often have embargoes which means that the most recent issues of certain journals won't be available. Journal titles may be duplicated in various databases therefore the selector needs to analyze the number of journals that are duplicated and if the cost is worthwhile. A database may be available from different vendors using unique interfaces and different prices. A trial of the same database published by the different vendors, or similar databases, is important. Many of the general criteria can be tested and the AUP community can give their feedback on the usefulness of the product.

Open access materials

The Library adds many open access e-books and e-journals to their catalog so that AUP students, faculty and staff have as broad access as possible to available materials whether we pay for them or not. Some titles are added individually as requested or found online. Some groups of titles are added as collections that have been put together by Open Access groups and libraries. The Library has a section on Open Educational Resources on the homepage that specifically includes open access textbooks, newspapers, digital libraries, archives and more. The Library supports JSTOR's Path to Open but there are many other Open Access sponsorships that are possible. The Library will continue to consider different ones.

4.7 – Gifts

The Library accepts donations under very special circumstances, due to space restraints and our criteria. The items need to be relevant to the currently taught courses at AUP.

Items to be donated need to meet the criteria in this document (quality, authority, currency, relevance, usefulness, intellectual accessibility, language, and format) and be in good condition. Rare items may be considered for Special Collections. The Library reserves the right to decide which materials are kept or discarded, and how they are discarded. The Library cannot provide value appraisals but can help locate a dealer or appraiser if needed.

4.8 – Criteria for weeding and replacement

Part of the mission of the Library is to keep and maintain an up-to-date and relevant print collection in accordance with the courses currently taught. It is necessary to weed/discard books that don't fit in that profile. Space constraints make it necessary to weed the print collection as well. The electronic collection is a broader collection and will grow to support the different disciplines at AUP including past courses that may be taught again. While the print collection will remain small, the electronic collection will continue to grow. It is important to consider how many times an item has been checked out, and how recently, before deciding if it should be discarded.

Reference material may be replaced by the newest edition (usually electronic copies) and the older copies will be discarded. Rare or valuable items are preserved according to professional standards, rather than being discarded.

The Library is constantly considering items to be removed or updated. Departments and faculty are often consulted about the relevance of larger collections or large weeding projects. When possible, items will be replaced with the electronic version. Weeded items are donated to local eco-aware booksellers selling second-hand books at affordable prices and sharing a small part of their profit with literacy programs with a very small percentage coming back to AUP.

4.9 – Evaluation of the Collection Development Policy

This policy is to be re-evaluated periodically to reflect changes in AUP's Strategic Plan, in the curriculum and in the changing world of information and information technology. At times of re-evaluation, librarians review professional literature and professional selection tools (i.e. Choice online, WorldCat) to help update the policy.

5. RESPONSIBILITIES

Collection development staff and faculty librarians. Especially the University Librarian in charge of the Library budget.

6. DEFINITIONS

Selection, purchases & subscriptions, management and replacement & discard of library resources. Book and film purchases, periodical subscriptions, database subscriptions, e-book collections subscriptions and purchases, consortial agreements, deselection of materials.

7. APPROVALS & HISTORY

Last updated policy issued on 22-10-2013, a new policy, started from scratch. It is to be re-evaluated as needed to reflect changes in the world of information, information technology and new research. This policy was last approved by the Dean of the University and the Library Committee, in consultation with the Council of Chairs and the various Directors of the Graduate Programs. A previous policy was from 2010, which was a revision of the 1997 version.

This policy was last reviewed in Fall 2025. Next review will take place in Fall 2028.

8. ISSUING OFFICE AND CONTACT

University Library. Jorge Sosa, University Librarian.

library@aup.edu

+33 1 40 62 05 51

The American University of Paris

6, rue du Colonel Combes

75007 Paris