

1. PURPOSE

Library collection development is a community process involving faculty, students, staff and library personnel. These guidelines help determine what print (books, periodicals), online resources, and multimedia material to acquire and which gifts to accept.

2. WHO IS AFFECTED BY THIS POLICY

Staff, faculty, students

3. POLICY STATEMENT

a. Introduction

The AUP Library collects resources which help fulfill its mission of supporting the undergraduate and graduate curriculum. The highest priority in the selection of materials is given to those disciplines taught at the University, and in particular to the established and projected degree programs. 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.

b. Standards and ethical principles

The Library acquires materials representing a wide variety of viewpoints. 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 copyright laws.

c. 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 concerned and the relative 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.

Each department has a budget line within the library's annual budget for the purchase of books and films. To keep the departments informed, the chair and their library committee representative receive monthly reports as to the amount spent. The requestor receives a list of the items purchased.

d. General criteria for selection and type of materials

1. 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.
2. Selection criteria – The following criteria are to be used in the selection of resources for the AUP Library.
 - 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 of information is important for most titles. The lasting value of content is also taken into consideration.
 - Relevance and usefulness. Importance of material within a given field studied at the University is reviewed. Selectors may also 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.
- 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 and databases.

The Library will make every possible 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 online version over the printed version of a given work, not only for space constraints but also for broader accessibility. However exceptions will be made for works of fiction until the Library is able to provide appropriate e-reading devices. For non-fiction and reference works the Library prefers the e-book version (unless specific conditions are required such as large-format, graphical content, copyrighted images not available on the e-version, etc.). If the recommender prefers print it will be taken into consideration by the Library.
- 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 fulfill 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.
The AUP Library prefers the hardback copy to paperback and will acquire the soft cover version only when the hardback is not available. Soft cover gifts may be accepted.
- Materials not acquired by the library. Textbooks are not purchased by the Library on a regular basis. Textbooks available on sale in the University Bookstore as required readings for courses are not normally purchased. 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 Euros, the library may purchase a copy if requested by the professor teaching the class.
Leisure materials are not acquired by the Library due to budgetary and space constraints.
Superseded formats, such as microforms, LPs, cassette tapes, floppy discs, etc. are not collected.

3. Guidelines for specific collections & formats

- Special collections. The AUP Library is the repository of AUP's institutional archives. Archives include master's theses, AUP catalogues, historical photographs, ACP & AUP Yearbooks, student publications, such as *The Planet*, *Scripta Politica* and *Core*. 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.
While rare and out-of-print books are not actively purchased, a selection of private press publications representative of American typography, binding and illustration especially of the 1920's and 30's have been acquired through donations. Other unique items included in the Special Collections include signed books and documents from the Civil War and the First World War. Holdings include books from the Sylvia Beach Shakespeare & Co. collection, reflecting the leisure reading tastes of the Lost Generation.
- Reference works, such as encyclopedias, dictionaries, handbooks, and other authoritative monographs and serials are collected by the Library for the AUP community. Reference items deserve special attention in terms of currency and authoritativeness. The Library tries to obtain these in electronic format, when possible, for the widest possible accessibility. Some online reference collections are updated automatically with the newest editions.
- Periodicals and standing orders. Standing orders are resources published in successive parts published over a series of years. They are ordered by the Library to ensure the reception of selected quality materials. They need to meet all of the selection criteria detailed above (quality, authority, currency, relevance, usefulness, intellectual accessibility, language, cost and format).

Periodicals consist of scholarly journals and popular magazines that the Library subscribes to. The Library gives priority to scholarly journals useful to the curriculum. Popular magazines are purchased as requested by departments for the curriculum. In addition to the selection criteria cited above (quality, authority, currency, relevance, usefulness, intellectual accessibility, language, cost and format), periodicals need to be indexed in databases or at least included in a printed index. Periodicals are retained according to 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.

- Films. The University has created the Academic Film Collection - AFC to support the general curriculum and the Film Department. The AFC films are housed and managed by the Library. The Library only acquires films that directly support the curriculum. The Library will make every effort to acquire films with the broadest possible viewing rights according to French intellectual property law. The AFC films should include English or English subtitles. DVDs are preferred over video tapes. Older formats cannot be supported and won't be purchased. The Office of Student Affairs keeps a small collection of leisure films.
- CDs. Music CDs and those accompanying books (complementary material) are collected by the Library to support the curriculum. Depending on the license, CDs accompanying books may or may not become a part of the Library collection. Some licenses restrict use to an individual user for a short period of time and/or require hardware or software that the library does not support. Older formats cannot be supported and won't be purchased (LPs, cassettes, 8-track, etc.).
- E-resources. The Library selects online resources for the community, including e-books, e-journals, databases and websites. The library annual budget for many e-resources is committed to existing subscriptions, which rise in price regularly. E-resources must meet the selection criteria listed above (quality, authority, currency, relevance, usefulness, intellectual accessibility, language, cost and format) as well as some unique criteria. When ordering books or periodicals, the AUP Library prefers to purchase the electronic resource, when possible, unless the requester specifies print or the pricing is prohibitive. If the resource is only needed to fulfill a short term need, the library prefers to subscribe rather than purchase the resource.
- E-resource criteria: The functionality of e-resources is extremely important, they need to be easy to use, as well as serve the function that they are being purchased for. Ideally citations should be exportable to a bibliographic management system (i.e. RefWorks). 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 EZ-proxy). It is important to consider whether the vendor offers quality service and if support is available at 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 someone authorized from 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 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 are acquired in accordance to 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 due to wider accessibility. E-books will be available 24/7 on campus and remotely. E-books may be distributed as individual titles or as collections of titles. They are often available as purchases or subscriptions and the Library often has no choice as to ownership or subscription. The Library prefers to purchase an e-book title rather than subscribe to it if the price is affordable. There is usually an annual maintenance fee for e-books that are purchased, so even a purchase is not necessarily a one-time fee. The amount of the maintenance fee and whether or not the library receives any electronic copy of the book if they stop paying the maintenance fee is considered. It is important to know how an e-book can legally be used as pertains to e-reserves and document delivery.
- E-journals are acquired in accordance to 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. It is important to know how an e-journal can legally be used as pertains to e-reserves and document delivery.

- Databases are acquired in accordance to 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.

An important consideration is whether the database is a full-text or a purely citation database, in which case the Library would have to assist the users in finding the full-text elsewhere. Full-text databases often have embargos which means that the most recent issues of certain journals won't be available. This may or may not be acceptable depending upon the needs of the users. 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 of the usefulness of the product. It is important to know how a database can legally be used as pertains to e-reserves and document delivery.

- Free websites are compiled in accordance with most of the general criteria of selection (quality, authority, currency, relevance, usefulness, intellectual accessibility and language), the e-resources criteria (usability, functionality, presentation and technical requirements) and the following specific criteria. The library collects websites of potential interest to the AUP community, organizes them and makes them available to users through the Library's web presence. The Library has a preference for stable sites of likely long-term use. Suggestions from faculty, staff and students are highly valued. Recommenders should analyze potential websites carefully as they do not go through the same rigorous editorial standards as scholarly publications.

e. Roles and responsibilities for selectors

Collection development has been a collaborative effort at AUP, where faculty, students and staff build the campus collections. The librarian in charge of collection development works closely with faculty, especially concerning expensive items and interdisciplinary materials, such as multiple volume sets, periodicals and online resources. The Library receives donations from the community and outside, when questions arise concerning acceptance of an item, faculty may collaborate in the selection. Any member of the community can suggest additions to the collections. In times of lack of budgets – like end of fiscal year – priority will be given to the faculty teaching the discipline.

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 Departmental Chairman, with the Library, will ensure that a core collection of books is available or on order. Recommending the titles which should be acquired is mainly the responsibility of the teaching faculty since they are the most apt 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:

October 1 for spring courses, February 1 for summer courses and May 1 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 restraints, those engaged in selection must consider not only the existing American 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 (Books - <http://library.aup.fr/recformbook.htm>; Journals <http://library.aup.fr/recformjournal.htm>) forms 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 librarian in charge of collection development as to whether or not the request is fulfilled. The Library will try to fulfill as many requests as possible.

f. Gifts

The Library encourages donations from individuals and institutions on the following conditions:

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 it is done. The Library cannot provide value appraisals, but can help locate a dealer or appraiser if needed.

g. Criteria for weeding and replacement

Part of the mission of the Library is to keep and maintain an up-to-date and relevant collection. Space constraints also make it necessary to weed the collection. As time progresses, some items need to be discarded because they are no longer relevant to the curriculum or need to be replaced by newer works because the information is out of date. The Library tries to repair books in poor condition, when this is not possible a new copy or similar work will be acquired. It is important to consider how many times an item has been checked out before being discarded, this helps the Library decide whether or not to replace the item.

Classic works are normally kept and replaced by a new copy only when damaged. Superseded non circulating handbooks and reference material may be replaced by the newest edition and the older copies may go to the circulating collection or be discarded. Rare or valuable items are preserved according to professional standards, rather than being discarded.

The faculty and library personnel collaborate with the collection development librarian in the weeding process. The Library is constantly considering items to be removed or updated. Departments are often consulted about the relevance of larger groups of books. When possible, items can be replaced with the electronic version, especially reference titles.

As part of the management of the collection, the Library may evaluate the need for a group of works of limited use to be sent to remote storage. This off-site storage facility and its services deliver the different items twice a week to the Library, when requested by the library users.

h. Evaluation of e-resources (subscribed or purchased)

As with monographs and periodicals, online resources need to be periodically evaluated and re-evaluated for subscription renewal or purchase of an updated edition or similar title. As well as the criteria above, the frequency and number of uses are very important to consider. The Library highly values feedback from the AUP community in considering whether or not to continue with the online resource.

As prices of online resources tend to increase, sometimes dramatically, the Library must take into account the yearly price increases against the yearly budget allocated to the Library. Consortial agreements are reconsidered for continuing a subscription or for a new purchase.

i. Evaluation of free websites

Websites listed in the Library web presence are reviewed from time to time. Links may no longer work but the websites may still be available under a new URL, in which case they would be updated. Otherwise the links will be deleted. Searches are made to discover new or more interesting sites and these are incorporated into our page.

Websites are re-evaluated as possible by the library webmaster according to the above standards.

j. Evaluation of the collection development policy

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

4. RESPONSIBILITIES

The University Librarian oversees the Library budget. Collection development staff and faculty librarians ensure that the AUP community adheres to this policy.

5. APPROVALS & HISTORY

On October 22, 2013, the Dean of the University, Library Committee, Council of Chairs, and directors of the graduate programs issued this policy, which was based on previous versions from 2010 and 1997. This policy will be reviewed again in November 2019.

6. ISSUING OFFICE AND CONTACT

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