

Collection Development Policy Statement for the Davenport University Margaret D. Sneden Digital Library

Policy purpose

This policy is a statement of the operating guidelines for the selection, acquisition, evaluation, and maintenance of digital resources for the Davenport University Margaret D. Sneden Digital Library.

General statement

The Davenport University Margaret D. Sneden Digital Library exists to support the mission and goals of Davenport University. The primary role of the collection is to meet the information needs of the students and faculty. The collection supports all components of the curriculum. The collection also contributes to the general education and intellectual interests of faculty, staff, and administration.

Responsibility for selection

The library liaisons collaborate with the colleges and departments, sharing potential resource purchases through lists or trials and accepting requests for materials from all members of the University community. Final selections are made based on recommendations from faculty, staff, students, and librarians, always within the constraints of the budget.

Criteria and application of criteria according to format

The quality of content and fulfillment of academic curricular needs are the most important criteria. Specific considerations in choosing individual items include some or all the following:

1. Validity and currency of the material
2. Quality and variety of format
3. Timeliness or permanence
4. Cost
5. Authority of the author and publisher
6. Weakness of the collection in a particular subject area
7. Availability of material elsewhere in the system
8. Ease of access and usability of content

Formats

1. **E-Books:** The library will purchase either a single-use copy or multi-user copy depending on price and potential usage.
2. **Serials/Journals:** The library acquires digital access to serials/journals through the selection of databases that contain them or by a direct digital subscription to them to support and strengthen the subject areas according to the general criteria listed above.
3. **Streaming:** The library acquires digital access to films, videos and TV shows through the selection of databases that contain them or by a direct digital subscription to them to

support and strengthen the subject areas according to the general criteria listed above and additional considerations of quality production, licensing limitations, and copyright restriction.

4. **Databases:** The Davenport University Margaret D. Sneden Digital Library subscribes to many databases that support the general, business, health, technology, and urban education curricula.

These databases are evaluated for:

- a. Currency, authoritativeness, and completeness
 - b. Uniqueness of content, capabilities, or features
 - c. Ease of access and usability of content
 - d. Cost
5. **Gifts:** Gifts of physical resources are not accepted as the Digital Library does not have a physical space.
 6. **Websites:** Websites will be considered for inclusion in the catalog if they are reviewed by the librarians and deemed to support the curriculum or be of general interest using the following criteria:
 - a. Authority - The author or affiliation of the governing body should be clearly stated.
 - b. Accuracy – Information on the website should be reliable and free of grammatical, spelling, and other typographical errors.
 - c. Bias – Information should be presented objectively and should represent differing viewpoints.
 - d. Currency – Revision dates should be clearly indicated.

Collection maintenance & evaluation

It is the responsibility of the librarians to review the collection and recommend items for removal. Candidates for removal include:

1. Superseded editions
2. Older titles, in areas where currency of data is important

Open Access

The librarians are excited about the increasing amount of scholarly Open Access (OA) material. This significant growth is driven by several trends: new publication rules for immediate free access to US Government funded research results, publishers shifting the publishing fees from users to content producers, and universities supporting their faculty's publishing efforts independent of major publishers, often with institutional repositories. OA levels the playing field for researchers, institutions, and countries with limited funding and accelerates research by providing speedier access and dissemination of scholarly knowledge. The Library offers curated Open Access material through its databases and sources chosen for its discovery system, accessible via the library search box.

Intellectual Freedom

The Davenport University Margaret D. Sneden Digital Library recognizes that free access to ideas and full freedom of expression are fundamental to the educational process. Accordingly,

the library purchases materials that represent a wide variety of viewpoints. To this end, the library subscribes to and complies with the [Intellectual Freedom Statements and Policies](#) of the American Library Association, including, but not limited to, the American Library Association [Library Bill of Rights](#).