

COLLECTION DEVELOPMENT POLICY

LIBRARY SERVICES

EASTERN ILLINOIS UNIVERSITY

CHARLESTON, ILLINOIS

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I. INTRODUCTION

This statement of the Collection Development Policy for Library Services at Eastern Illinois University has been prepared by the library faculty, under the authority of the Dean of Library Services. The Collection Development Policy supports the Eastern Illinois University Mission Statement and the Library Mission and Vision Statements. This document is meant to clarify the general policies of the library with regard to the principles upon which the library collection is built and maintained. It is intended that this policy statement will be reviewed regularly by Collection Management Services, the library faculty and the Library Advisory Board, and that they will make recommendations for changes to the Dean of Library Services. It should, in any case, be carefully reviewed at least every five years.

Eastern Illinois University Mission Statement

Eastern Illinois University is a public comprehensive university that offers superior, accessible undergraduate and graduate education. Students learn the methods and results of free and rigorous inquiry in the arts, humanities, sciences, and professions, guided by a faculty known for its excellence in teaching, research, creative activity, and service. The University community is committed to diversity and inclusion and fosters opportunities for student-faculty scholarship and applied learning experiences within a student-centered campus culture. Throughout their education, students refine their abilities to reason and to communicate clearly so as to become responsible citizens and leaders.

Library Mission Statement

Our mission is to collaboratively empower the intellectual and creative growth of our diverse campus and community. We provide the services, resources, and spaces to build on our collective knowledge and transform lives.

Library Vision Statement

Our vision is to lead active partnerships that advance innovative teaching, learning, and research, fostering student success and inspiring critical thinking and creative endeavors.

Diversity, Equity, and Inclusion

At Booth Library, we celebrate and value the ideals of Diversity, Equity, and Inclusion (DEI). We define Diversity broadly, encompassing the universe of human identity and expression, including but not limited to age, gender/identity, culture, race, religion, sexual orientation, socio-economic background, and ability. In support of our diverse and vibrant learning community, we commit to fairness and social justice, affirming Equity by treating people with differing abilities and needs fairly. We strive for full Inclusion, providing an environment where all feel welcome, seen, and understood. As an active participant in DEI initiatives, our commitment to DEI extends to ensuring diversity in our collections by allocating funds to collect diverse materials, and in the application of DEI considerations in all aspects of collection development.

II. GENERAL STATEMENT OF COLLECTION DEVELOPMENT POLICY

The collections at Booth Library support the mission of the university by providing materials for inquiry and research, and by enriching the campus environment. Collections that meet the needs of our primary clientele are essential to fulfilling the vision of the Library. Therefore, the collection

development policy of Booth Library is to build collections containing those materials that best serve the objectives of our primary clientele, both now and in the future. Library Services provides equal access to its collections, programs, and services. It is dedicated to serving the information needs of its increasingly diverse population and encouraging a global perspective throughout the university community. With due regard to the availability of the resources of nearby libraries and with an eye toward the possibilities of various cooperative programs with other libraries in Illinois, it is the aim of the library to build, in all appropriate fields, the most effective collections possible with available resources. Library collections are also available to community patrons and the wider world through interlibrary loan requests or on-site visits.

The Vision statement of the library places high priority on the academic success of students. To achieve this vision, the major responsibility of the library must lie with the teaching program, and undergraduate research interests will receive first priority in selecting materials. After provision has been made for this first priority, research materials may be purchased in those curricular fields where graduate degrees are awarded. Materials intended for the exclusive support of faculty research can be considered for purchase only after the needs of students have been fully addressed.

General collection criteria include: suitability of format based on content and use, ease of use, continued archival access, positive reviews of the material in subject-specific and standard library reviewing sources, scholarly value, and, in general, selecting materials that will stand the test of time. The criteria for selection of materials in areas of cultural diversity are similar to those used in other areas; for example: audience level, language effectiveness, currency, possible interdisciplinary application, equitable distribution of available budget, and filling of gaps in the collection. Publications in the English language will be given priority over non-English language publications, except for the acquisition of materials for the study of world languages and cultures in our curriculum, or materials of demonstrated need. Materials will be acquired in suitable copy if originals are not available or are too expensive. Through its collections, Library Services is committed to supporting diversity and inclusion, including but not limited to age, gender/identity, culture, race, religion, sexual orientation, socio-economic background, and ability. In this same regard, Booth Library supports and adheres to the Library Bill of Rights [Appendix A] and does not exclude materials because of the origin, background, or views of those contributing to their creation or because of partisan or doctrinal disapproval. Likewise, as an integral part of an institution of higher learning, Booth Library does not restrict its materials to those deemed suitable to a specific belief, ideology, or age group. Library Services seeks to build collections that reflect a diversity of materials, not an equality of numbers.

Materials in electronic formats should be considered when available, affordable and appropriate for the purpose. General criteria in selecting materials should be followed with special consideration given to access, usability, and other issues inherent to the format. In addition, compatibility with existing systems and compliance with state and federal requirements for accessibility for people with disabilities should be considered. Where possible, the library will participate in consortial purchases for desired electronic materials.

III. ALLOCATION OF FUNDS

The university administration is responsible for the amount approved and allocated each year for the library budget. The Dean of Library Services, as fiscal agent for the library, is responsible for the expenditure of all library funds. Once the budget is finalized by the university administration, those portions of the materials budget allocated for academic program support will be determined by the Dean of Library Services, in consultation with the library faculty. Consideration may be given to such criteria as the total funds available, library materials essential for the instructional needs of each

department, number of faculty in each department, number of courses taught (graduate and undergraduate), new courses offered, deficiencies in the existing collection, number of students enrolled, and the average prices of books and other materials in the subject areas.

It should be understood that the actual funds allocated for academic program support are not transferred from the library budget to the budgets of the academic departments. They are merely reserved by the library for the purchase of materials requested by academic departments and remain, at all times, a part of the library's budget and under the control of the Dean of Library Services as fiscal agent for the library. All materials purchased with funds allocated to the library become library property, available for the use of the entire campus community.

IV. SELECTION RESPONSIBILITY

Selection of library materials is the joint responsibility of the teaching faculty and the library faculty. While it is the prerogative of every faculty member to participate in the materials selection process in areas of his/her particular expertise, the primary responsibility for collection development lies with the Head of Collection Management and the subject librarians in Booth Library. Each of the subject librarians, working closely with faculty library coordinators within the schools and departments, is responsible for acquisitions in specific areas. Subject librarians monitor standing orders and periodical expenditures, select current and retrospective titles, and serve as liaisons between the Library and academic areas. The library faculty also must carry the responsibility for neglected areas in order to achieve a balanced collection and to coordinate the resource development of the library as a whole. Booth Library has specific funds in the library materials budget to purchase materials that reflect the diversity of our learning community and our global society. In addition, with respect to the Library's efforts to support intentionality in diversity and inclusion in resource collection, the subject librarians are responsible for selecting materials by and about members of historically underrepresented and underserved communities for their subject areas.

V. LEVELS OF COLLECTION INTENSITY

Eastern is currently rated as a Master's Colleges & Universities: Larger Programs institution according to the Carnegie Classification. These institutions typically offer a wide range of baccalaureate programs, and they are committed to graduate education through the master's degree. They generally award 50 or more master's degrees per year and fewer than 20 doctoral degrees (definition taken from the Carnegie Classification of Institutions of Higher Education). Levels of Collection Intensity have been defined by the RLG (Research Libraries Group) and WLN (Western Library Network) to offer an objective method to describe collection development goals (Guide for Written Collection Policy Statements, 2nd ed., 1996). In relation to these two measures, Booth Library will strive to collect at Level 3 - Study or Instructional Level for subjects represented in the university curriculum. It is recognized that the requirements for library materials vary in the different disciplines. The library will attempt to follow current and projected degree and research programs in meeting the needs of the various academic departments. The library will observe the following general guidelines related to collection intensity and strive to achieve:

1. A collection of works to meet all instructional needs at the undergraduate level. It includes all basic works, an extensive collection of works by secondary writers, and a wide range of basic journals, reference works, and bibliographic databases. In addition to current materials, the library will attempt to obtain retrospective works, on a selected basis, including serials and reference materials. This includes acquisition of materials in those languages supported by the University curriculum covering fundamental works of scholarship for use by upper-level undergraduate students, graduate students, and faculty members.

2. A selective collection serving to introduce and define a subject and to indicate the varieties of information which are not necessarily represented in the university curricula. It will include basic works of recognized writers and a selection of basic texts, reference works, and representative journals in all subject fields. The levels of coverage would include primarily English language materials.

VI. LIBRARY MATERIALS: SPECIAL AREAS

A. FACULTY PUBLICATIONS

Booth Library subject librarians will try to obtain two copies of books, musical recordings, and other works published by Eastern faculty. These copies will be paid for out of general library funds. For physical materials, one copy will be placed in the circulating collection and the other will be placed in Special Collections. If only one copy can be acquired, the subject librarian will decide the appropriate format and where it will be shelved. Requests for the purchase of books containing chapters written by Eastern faculty should be directed to the appropriate subject librarian for consideration and, if acquired, will be shelved in the circulating collection. If reprints or photocopies of periodical articles are provided by faculty members, they may be deposited in the Archives or in The Keep, Eastern's Institutional Repository, an open access archive of the scholarship, creative output and administrative records of Eastern Illinois University. Additionally, links to faculty publications are routinely harvested via the Scopus Index into individual faculty [SelectedWorks](#) pages, and may be included in faculty research collection pages for individual departments in The Keep.

B. REFERENCE MATERIALS

Reference materials are designed to provide quick access to factual information in all subject areas. Materials will be collected in a format appropriate for their use. Preference will be given to e-books unless print is more appropriate for a particular item. Those works chosen for the collection should supply as many reliable facts as possible with a minimum of duplication and overlap. As a general rule, only the latest edition of a reference work will be acquired. Older editions or versions will be provided for use at the discretion of the subject librarian. Older print materials in the Reference Room may be transferred to the general circulating collection or withdrawn as needed. Materials will be selected not only on matters of curricular interest but in all areas in which factual information may be desired.

C. MEDIA COLLECTION

The Media Collection exists to provide a wide variety of non-print media in physical and digital format to support the university's academic mission and to provide a source of materials that provide cultural enrichment. The Media Collection will be selective, rather than comprehensive, including mainly non-print media that supports the current curriculum of the university. The same policies and objectives applied to book selecting are applied to selecting audio-visual materials, with such added criteria as quality of sound, photography, color reproduction, and compatibility with available equipment. Media collections have experienced rapid transitions in format. The Library and subject bibliographers must carefully consider new formats and select materials in those formats that offer the best accessibility and usability.

D. MUSIC COLLECTION

The Music Collection exists to provide research and performance materials and resources in support of the Department of Music and related disciplines, particularly in the context of the university's academic mission. The Music Collection will be selective, to support and encourage student and faculty research, performance, and creativity. The collection also strives to support music making and music and performing arts research in the community. Library resources include music monuments and collected editions, books, journals, scores, score/part sets, and sound and video recordings.

Collection coverage includes primarily Western Art Music. Resources covering non-Western traditions are collected in support of Music Department courses and interdisciplinary study. Popular music and jazz are also collected to support curriculum, provide representation, and to encourage interdisciplinary use of the collection.

Printed performance editions of music are collected for chamber music generally up to eight players. Requests for parts for ensembles of up to twelve players may be considered on a case-by-case basis. Orchestral, band, and other large ensemble performance collections are maintained and acquired by the Department of Music and are not collected, housed or maintained by Booth Library.

E. JUVENILE AND CURRICULUM COLLECTIONS

The Ballenger Teachers Center of Booth Library holds materials collected to meet the needs of a specialized population, and as such has its own collection development policy found in Appendix B.

F. NEWSPAPERS

The library provides access to representative major local, regional, national and international newspapers that meet the teaching and research needs of the university.

G. GOVERNMENT DOCUMENTS

The Government Documents Librarian, in consultation with the appropriate subject librarians and faculty, is responsible for the selection of all United States and Illinois state government publications, including electronic resources issued by these agencies. These government publications will be selected on the basis of the instructional and research needs of the university and will be acquired either through direct purchase or as free depository items from the federal government and the State of Illinois. Any selection of United Nations, international, and local government publications is the responsibility of the appropriate subject librarian. The library will emphasize the acquisition of annual reports, directories, compilations of "laws, rules, regulations, and opinions," Congressional and legislative publications, and statistical compendiums. In addition, the library will receive government publications as mandated by the regulations of the federal and Illinois state depository library programs. In 1962 the library became a partial depository of U.S. government publications distributed by the Superintendent of Documents. Shortly thereafter the library became a depository for Illinois State Documents. Under depository regulations, the library is obligated by law to provide access to these publications to the citizens of the 15th Congressional District.

H. OPEN ACCESS & OPEN EDUCATIONAL RESOURCES (OERs)

Booth Library and Eastern Illinois University are committed to the principles of open access, in keeping with the [State of Illinois Public Act 098-0295 \(Open Access statute\)](#) and the [IFLA Statement on Open Access to Scholarly Literature and Research Documentation](#). Scholarship and OERs produced by EIU faculty and students are routinely collected into individual faculty [SelectedWorks](#) pages and into the EIU institutional repository [The Keep](#).

Resources provided by Booth Library to support faculty and student research and education include open access journals, e-books, databases, and other content. As with all resources collected by Booth Library, open access content is evaluated for quality, currency, authoritativeness, and objectivity. Additionally, due to the digital nature of accessing this content, open access resources are also evaluated for functionality of access (working links, no or limited software requirements, no or limited registration requirements, and preferably offering viewing options).

I. SERIALS

In general, the library will acquire serials supporting the curriculum of the university, including but not limited to scholarly or peer reviewed journals and trade magazines. Backfiles of serials may be purchased as needs require and funds permit. Purchase of individual issues and scattered or incomplete files will be avoided. The library may elect to purchase a serial backfile. As a general rule, the library will obtain only one copy of any given serial publication with a preference for electronic format, depending on availability and cost. Decisions on duplication will be made on a title-by-title basis and approved by the Dean of Library Services. Whenever feasible, the library will establish standing orders for the selected serials to receive them on a continuing basis. Serials available as gifts or on an exchange basis will be subject to the same selection policies as serials obtainable by purchase, due to the substantial expense in binding and storage.

Periodical and standing order subscriptions will be reviewed on an annual basis by subject librarians in consultation with the faculty. A periodical or other serial publication may be cancelled for a number of reasons, for example: fiscal considerations; change in curriculum; recommendations from librarians, faculty members or departments; change in content or format which renders the title inappropriate for the collection; and availability of an alternative format.

J. UNIVERSITY ARCHIVES and the REGIONAL ARCHIVES DEPOSITORY

The [University Archives Policy](#) was adopted by the President's Council on January 22, 1994 and may be found in Appendix C.

Booth Library provides office and storage space for the Illinois Regional Archives Depository System. Directed and operated by the Illinois State Archives, this collection is locally supervised by the University Archivist. The collection contains historical records from various governmental units in sixteen counties of southeastern Illinois. Lists of the holdings of other IRAD depositories are also available. While the IRAD collection is not the property of the library or the university, it is nevertheless a valuable historical and genealogical resource for the university community, the surrounding area and the general public.

K. RARE BOOKS/SPECIAL COLLECTIONS

The financial support given Library Services does not permit the building of extensive rare book collections in any subject area. However, the library does possess an extensive collection of reproductions of rare books on microcards, microfiche, and through electronic access, i.e. Early American Newspapers, Landmarks of Science, and Early English Books Online. Catalogers are to check with the Head of Collection Management Services or the proper Subject Librarian before putting any item in Special Collections. Some books in Special Collections should not be defaced by labels or property stamps. Old and rare books found in our collections belonging to any of the following categories will be housed in Special Collections:

- Early imprints issued prior to the dates indicated below and any extremely fragile materials:

Europe 1701 (except British Isles 1801).

United States and Possessions 1801.

Asia 1701.

All other countries 1801.

- Books printed in an edition of 100 copies or less, exceptionally fine books, including those in exceptionally fine bindings, examples of private press publications, loose plates of fine quality, and extremely small or extremely large size items.
- Expensive or collectible publications.
- Books known to be scarce, and, therefore, difficult to replace, including titles prone to theft or vandalism, and books associated with famous persons, with or without autographs.
- Manuscripts, except those within the scope of the University Archives.
- Special collections may also contain materials relevant to the history of Coles County and the surrounding area.

L. THESES

As of January 2020, all theses are deposited by the thesis author in digital format only into the EIU institutional repository [The Keep](#), at the Master's Theses collection page, per the [submission guidelines](#). Authors may opt for a 1- or 2-year embargo of full-text access to the thesis. Deposited and approved theses are considered to be the final, official, and archival content version of the thesis and may not be revised except for minor and approved formatting revisions.

For theses prior to January 2020, two bound copies and a digital copy of all Eastern Illinois University theses and College of Education Certificate of Advanced Study papers are retained by the library: one bound copy integrated in the general collection and made available for circulation, and the second copy retained as a non-circulating archival copy in Special Collections. In instances where the library has only one copy of an Eastern thesis or Study Paper, that copy is considered the archival copy and will be non-circulating.

Theses completed at other universities, which are available through University Microfilms and listed in Dissertation Abstracts International, will be selected as required for the general collection by the same criteria used for book selection. Orders for such theses may be submitted to the appropriate subject librarian.

M. COLLEGE-LEVEL TEXTBOOKS

In general, the library will not acquire college textbooks adopted as required texts for courses at Eastern. Some textbooks, however, are valuable as reference and research works in their own right, and such works may be acquired.

N. RESERVE MATERIALS

Requests for titles needed for course reserves, including multiple copies of titles required to satisfy high use, should originate with the Reserve staff, who will forward the request to the Head of Collection Management. Requests for the purchase of textbooks to be placed on Reserve should be routed to Eastern's Textbook Rental Service.

O. RECREATIONAL READING BOOKS

In the interest of maintaining an environment that stimulates reading and discussion, the library will acquire current popular recreational reading books in hardback, paperback, and electronic editions. All of these materials will appear in the online catalog. Gift materials are a frequent source for the Read & Relax (R&R) Collection.

P. LOCAL/REGIONAL MATERIALS

As funds permit, the library will acquire for its collections books, journals, and other library materials about Coles County, the other fifteen counties represented in the IRAD collection that is housed at Eastern, and the east central region of Illinois generally. A particular emphasis will be placed on acquiring historical materials that illuminate the political, social, economic, and cultural life of this region of Illinois.

Q. NEW FORMATS

All requests for new formats should be referred to the Dean of Library Services and the Collection Development Committee prior to placing an order.

VII. GIFTS

The library welcomes gifts and donations of useful materials, or the funds to purchase them. However, all gifts of materials to the library are accepted with the understanding that they are added to the collection only after they have met the same selection criteria as materials which are purchased.

The library will not accept gifts with conditions as to their disposition or location except by expressed permission of the Dean of Library Services. Generally, the library will not maintain gift collections as separate entities. The library retains the right to dispose of unneeded gift materials, regardless of how they were acquired, by discarding or sale. The library does not provide any statement estimating the value of donations.

VIII. WEEDING, BINDING, MENDING, DISCARDING, REPLACEMENT AND DUPLICATION

Weeding is the withdrawing of damaged or obsolete materials from the library's collections in all formats (print, digital, online, etc.). This process is an integral part of collection development and maintenance. Materials of historical importance or classic titles may be retained in order to represent the history of a discipline while other titles may be discarded. The Subject Librarians are responsible for weeding the collection in their areas on a continuing basis. Faculty may be consulted when appropriate. In order to maintain a rich statewide collection, a title should not be withdrawn if it is the last copy of the title in the state. CARLI has developed a [system for placement of "last copies."](#) Decisions will be made continuously regarding worn books—whether to mend, replace, bind, or withdraw from the collection. Each decision will be based on the actual condition of the book, the number of duplicate copies in the collection, the current validity of its contents, availability of the title for reorder, and the cost of mending versus the cost of replacement.

Illinois Law permits libraries to sell withdrawn titles (30 ILCS 605/ State Property Control Act; PA 96-0498). Acquisitions Services will oversee these sales.

**APPENDIX A. AMERICAN LIBRARY ASSOCIATION'S
"LIBRARY BILL OF RIGHTS" STATEMENT**

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019. Inclusion of "age" reaffirmed January 23, 1996.

**APPENDIX B
COLLECTION DEVELOPMENT POLICY
CURRICULUM AND JUVENILE COLLECTIONS
BALLENGER TEACHERS CENTER**

I. Introduction

A. Objectives

1. The Ballenger Teachers Center (BTC) of Booth Library supports the education curriculum of Eastern Illinois University, particularly the methods and practicum courses, and those children's and young adult literature courses taught at EIU.
2. The BTC makes readily available for inspection, evaluation and use, current educational materials of the highest quality produced for use with children from early childhood through grade twelve.
3. Priority is given to materials that most directly support course work preparing students to meet requirements of education degrees and credentials.

B. Institutional Context

1. The BTC Collection Development Policy is coordinated with the Collection Development Policy for Library Services at Eastern Illinois University.
2. Curriculum materials come in a variety of formats that may be different from other research and academic library materials, and they may be acquired from different sources.
3. BTC materials may receive specialized processing, shelving, and circulating procedures.

II. Clientele

A. Categories

1. Campus-based patrons:
 - a. Education students, both graduate and undergraduate.
 - b. Non-education students, both graduate and undergraduate.
 - c. Full and part-time faculty and staff in all academic departments.
2. Consortium patrons.
3. Other library card patrons:
 - a. Local school teachers who do not fall within the above categories.
 - b. Members of the general public with an interest in the collection.
4. Exclusions: Although the BTC contains material suitable for children, it is part of an institution of higher education and, as such, is to be used by adults. Children using the collection should be accompanied by an adult.

III. Scope and Boundary

A. Collection Guidelines

1. Curricular level and subject treatment
 - a. The BTC collection contains media and resources appropriate for early childhood through secondary education.
 - b. College-level textbooks are not collected.

- c. Subject areas in the collection include, but are not limited to, reading, language arts, spelling, handwriting, literature, foreign languages, science, family and consumer science, health, mathematics, social studies, music, art, physical education, business, career education, special education, technology education and multicultural education.
 - d. Languages: the primary language of material in the collection is English, although materials used to teach foreign languages, for English Language Learners, or in multicultural environments are also included.
2. Chronology: emphasis is on teaching materials of current significance. Some older items of historical or research value may be kept (e.g., materials showing examples of stereotypes of ageism, sexism, racism, etc.), but may be moved to the main stacks if space becomes an issue. Textbooks in current use in area school districts will also be considered to add to the collection.
 3. Geographical guidelines: educational methods and approaches used in the United States are emphasized in the BTC collection; especially items with an Illinois focus.
 4. Cultural diversity: collection materials should reflect cultural diversity and promote respect and appreciation for specific cultures and the global community.
 5. Juvenile materials that support curricular areas will be prioritized.

B. Collection Formats

1. Textbooks
 - a. Textbooks in all curricular subjects, grades pre-kindergarten through twelve, may be selected. Priority of purchase will be as follows: Teacher's editions, Pupil editions, Supplementary material.
 - b. Emphasis in the textbook collection is on materials published within the last ten years. Textbooks which are ten years old shall be evaluated for withdrawal unless their content is specialized and of current or historical value.
 - c. Materials will be evaluated using a cycle similar to school district curriculum adoption cycles.

2. Juvenile literature

The BTC coordinator will consider the following collection development tools for building the BTC Juvenile collection, taking into account the need for excellent examples of children's literature as well as literature that supports early childhood through high school curricular areas. Books appropriate for the preschool child through young adult are included in the collection.

- a. Award winners and honor books
 - (1) Newbery, Caldecott, Printz, Geisel, and Sibert winners and honor books. Generally, three copies of the medal winners and one copy of the honor books will be ordered.
 - (2) Notable Children's Books (ALA)
 - (3) Illinois Children's Choice Award nominees: these include the Monarch(K-3), Bluestem (3-5), Rebecca Caudill (4-8) and Abraham Lincoln (9-12) Awards. These are books selected annually by the Illinois School Library Media Association or the Illinois Reading Council.
 - (4) Coretta Scott King, Pura Belpre, Schneider Family, and Stonewall winners and honor books. These books represent the best in multicultural and diversity literature for children.
 - (5) Best Books for Young Adults (ALA; published in April *Booklist*)
 - (6) Mildred L. Batchelder award given annually to the best children's book published originally in a foreign language, translated and published in the United States.

- b. Other examples of literature including children's classics, beginning-to-read books, picture books, big books, wordless picture books, folk literature, mythology, modern fantasy, poetry, realistic and historical fiction.
 - c. Books with an Illinois emphasis.
 - d. Historical (limited retrospective collection of those titles significant to the study of the history of children's books).
 - e. Factual works including but not limited to history, science, and biographies.
 - f. Controversial books. These will be collected purposefully so that student teachers and others will have an opportunity to read and assess them.
 - g. Books that reflect social trends.
 - h. Selections for the Juvenile Collection will be made by the responsible Subject Librarian in consultation with those faculty members regularly teaching courses in children's literature.
 - i. Books that represent a diversity of experiences including racial, ethnic, cultural diversity, disability, religion, gender and sexual diversity, etc.
3. Professional literature
- a. A core collection that supports other materials in the BTC collection may be acquired, or may be part of the library's general education collection.
 - b. Examples of professional literature include:
 - (1) Idea and activity books.
 - (2) Leveled or guided readers.
 - (3) Sources about children's and young adult literature.
 - (4) Selected teaching methods books.
 - (5) Books that teach students to write behavioral objectives and prepare lesson plans.
 - c. Books about educational research, theory, or history are not located in the BTC, but are in Booth's general education collection.
4. Reference collection
- a. A small collection of reference works will be part of the BTC collection.
 - b. Examples of these works include children's encyclopedias, thesauri, almanacs, and dictionaries; children's atlases; biographical indexes and encyclopedias; review sources; bibliographies of children's books; indexes to electronic software; electronic versions of these resources.
5. Non-print materials
- a. Audiovisual materials may be acquired for demonstration purposes and to provide resources that students use in lesson preparation.
 - b. Examples of non-print materials include but are not limited to charts, posters and pictures; sound recordings and audiobooks; multimedia kits; video recordings; simulation games; models and realia; toys (educational and adapted for use with special education); puppets; bulletin board sets; card sets; flannel board visuals; flash cards; globes; maps; puzzles; electronic resources and software including e-books.
 - c. Inclusion of new and emerging instructional technologies that impact upon educational practices may be incorporated into the BTC when appropriate. Formats of items chosen for the collection, where more than one format is available, will be based on expected use of the item.
6. Tests
- Tests are not generally collected for the BTC collection except as components of specific textbook series. Examples of standardized tests are held by Eastern's Psychology Department.
7. Databases

As budget allows, the BTC may provide access to educational databases used in early childhood through high school settings.

C. Collection Intensity

Materials in the BTC collection will be acquired at the intermediate to advanced study level; that is, to primarily meet the needs of undergraduate pre-service teachers and students studying children's literature, and secondarily the needs of graduate students in education and English, faculty members, and others.

IV. Criteria for Selection

A. Reviewing Sources

1. When it is not possible to evaluate materials personally, the Subject Librarian responsible for the BTC collection will select materials using a wide variety of evaluation sources that provide reputable, unbiased, and professionally prepared evaluations.
2. Examples of sources to be consulted when locating reviews include:
 - a. Professional Library Literature
 - (1) Periodicals: *Booklist*, *School Library Journal*, *Horn Book*, *Bulletin for the Center for Children's Books*, *VOYA*, *Curriculum Review*.
 - (2) Books: *Children's Catalog*, *Senior High School Library Catalog*, *A to Zoo*.
 - b. Professional Education Literature
 - (1) General Periodicals: *Instructor*, *Learning*, *Teaching Pre-K-9*.
 - (2) Subject Area Periodicals: *Mathematics Teacher*, *Language Arts*, *Science Teacher*.
 - c. Specialized Lists: These are lists published monthly or annually by professional organizations that list titles considered outstanding examples for their subject area.
 - (1) Library Organizations: *Best Books for Children*, *Notable Books for Young Adults*, *Notable Films and Videos for Children*.
 - (2) Educational Organizations: *Teacher's Choices*, *Outstanding Science Trade Books for Children*, *Notable Social Studies Books for Children*.

B. Requests

Every effort will be made to purchase materials requested by Education and English faculty. Requests from students and staff will be evaluated either personally or by using reviewing sources.

V. Collection Maintenance and Evaluation

A. Weeding

1. Weeding is the removal of materials from the BTC collection for discard of materials that have become obsolete, are in poor condition, or are no longer relevant to the BTC and its services. Because the BTC collection contains primarily materials of current use in early childhood through secondary education, weeding of those materials must occur on a regular basis.
2. Criteria which may be followed in weeding the collection include:
 - a. Poor physical condition.
 - (1) heavily damaged.
 - (2) badly worn.
 - (3) torn, scratched or broken.
 - (4) deteriorating.

- b. Poor content.
 - (1) Badly written, illustrated, or performed.
 - (2) Outdated information.
 - (3) Superseded knowledge.
 - (4) Inaccurate information.
 - c. Outdated medium.
 - d. Duplicate copies of little used and older titles.
 - e. Circulation statistics.
3. The Subject Librarian may seek the involvement of selected Education or English faculty members when weeding for discard.

B. Replacement

- 1. Criteria for determination of replacement versus withdrawal of an item are:
 - a. Level of circulation or usage in the BTC.
 - b. Age.
 - c. Pending release of a newer or revised edition.
 - d. Relevance to the current curriculum of the university.

C. Gifts

- 1. Booth Library's gift policy is in effect for the BTC with the following additions:
 - a. Materials with multiple components will be accepted only if substantially complete.
 - b. Older materials will be accepted only if they support the education program in such areas as research into the development and evolution of curriculum materials, or if they provide missing components of a currently held textbook series.

D. Grants

- a. The BTC coordinator may pursue both internal and external grant opportunities to enhance the collection as opportunities become available.
- b. Priority for grants will be areas of weakness in the collection. Areas of weakness could include:
 - i. Areas with outdated materials.
 - ii. Areas with little to no representation in the collection.
 - iii. Areas of faculty interest.

APPENDIX C UNIVERSITY ARCHIVES

This statement of University Archives policy was adopted by the President's Council on January 12, 1994 and is taken from the University's Internal Governing Policy:

The University Archives, housed in Booth Library, is the official depository for all university publications and records of historical and research importance.

The Archives shall include records of administrative offices, faculty and student organizations, University publications, student newspapers and yearbooks, faculty and staff publications and papers, photographs, oral history tapes and memorabilia relating to the University. These records shall include correspondence, documents, files, manuscripts, photographs and other materials of historical and research value pertaining to the activities and functions of the University.

The University Archives may also include personal and professional papers and manuscripts of administrative and academic staff members.

To the extent possible and with the approval of the University Archivist and Dean of Library Services, the Archives may also include manuscript collections, records and other materials of regional historical importance even though these materials may not be directly related to the University or its history.

University Records

All records of permanent value but no longer in active use shall be sent to the Archives through the Records Retention Office.

The secretary of all councils, boards, committees and similar bodies shall send copies of their minutes to the Archives on a regular basis.

Office, departmental, college, and organizational newsletters shall be sent to the Archives as part of their normal distribution.

Officers having custody of these records shall determine their continuing administrative or legal need for them on the basis of the Records Retention Schedule approved for their unit. With the assistance of the Records Retention Office, the University Archivist shall determine their historical value and arrange for the systematic transfer of those records deemed worthy of preservation to the University Archives.

Processing

All records are processed, classified and arranged under the supervision of the personnel in the University Archives.

Access

Records in the University Archives are available to the University community for research or reference unless the originating office has placed restrictions on the public use of its records. In this case, prior permission must be obtained from the originating office.

Approved:
President's Council
January 12, 1994