



# **COLLECTION DEVELOPMENT AND RETENTION POLICY:**

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## **Purpose**

The Emmanuel d'Alzon Library strives to maintain a collection that enables students to fulfill academic assignments and that assists faculty members with research to improve the effectiveness of their teaching. To the extent feasible, the Library also endeavors to support recreational interests of the Assumption College community. The Library also seeks to preserve materials that reflect the history and activities of Assumption College and its French Catholic heritage.

This document is intended to enable the staff of the d'Alzon Library and the faculty of Assumption College to achieve this goal by describing the specific procedures and policies that are needed to develop the library collection.

## **Basic Principles**

- **Intellectual Freedom** – In conformity with the policy of the American Library Association regarding intellectual freedom, the Library attempts to acquire materials that provide a fair representation of differing opinions on controversial issues. Although the Library strives to support the Catholic mission of Assumption College, it does not censor or exclude honest opinion regarding matters of race, gender, sexual preference, religion, or moral philosophy. <sup>i</sup>
- **Copyright** – The Library adheres to the provisions of U.S Copyright Law and guidelines related to the protection of intellectual property and fair use of copyrighted material. <sup>ii</sup>

## **General Guidelines**

### **Intensity of Collection Levels**

#### **Definitions:**

- **Comprehensive** – Inclusion of all significant works for a defined topic
- **Research** – A level that supports independent research and preparation of doctoral dissertations
- **Advanced Instructional Support** – A level that supports course work and research for graduate and undergraduate courses, including a wide range of basic monographs and reference tools pertaining to the subject
- **Basic Instructional Support** – A level that supports course work and research for undergraduate courses, including a wide range of basic monographs and reference tools pertaining to the subject and targeted to undergraduate students.
- **Basic Information** – A level that introduces and defines the subject and that indicates the varieties of information available elsewhere
- **Minimal** – A level that consists mostly of very basic works <sup>iii</sup>

#### **Applications:**

- Materials pertaining to the history or activities of Assumption College, materials by or about members of the Assumption College community, and materials by or about the Augustinians of the Assumption will be acquired at the comprehensive level whenever possible.

- Materials pertaining to the French heritage and/or the Roman Catholic foundations of Assumption College will be acquired at the research level.
- Materials pertaining to the subject areas of academic departments, as listed under the “Selection of Materials for the Collection” section (see page 6), will be acquired at the advanced instructional support level for departments offering graduate programs to the extent allowed under allocations made within the line item book budget. Books for departments not offering graduate programs will be acquired at the basic instructional support level. Materials at other levels may be ordered by faculty if they are necessary to support the development of expertise needed for effective teaching.
- Materials not pertaining to one of the categories listed above will be acquired at the basic information level if they are considered to be helpful for student assignments or of general interest to the Assumption College community to the extent allowed within the line item book budget. Books pertaining to other categories will be acquired at the minimal level.

### **The Library as a Repository**

The d’Alzon Library does not have the physical facilities to maintain a permanent research collection at a level appropriate for a major research university. Nonetheless, the Library does strive to serve as a repository for materials in the following categories:

- Materials pertaining to the history or activities of Assumption College or the Augustinians of the Assumption (also known as Assumptionists).
- Materials by or about members of the Assumption College community or Assumptionists.
- Materials pertaining to the French heritage of Assumption College.
- Materials pertaining to the Roman Catholic foundations of Assumption College.
- Materials on permanent loan in the Mallet Collection.
- Materials donated as part of designated special collections, since such items often include annotations.

### **Selection Criteria Guidelines**

Faculty and subject liaisons are expected to consider the following criteria when evaluating a particular resource:

- Relevancy to the curriculum
- Appropriateness of the level of treatment
- The long term value of the material
- The accuracy of the material
- Style and clarity of presentation
- Authoritativeness of the material and/or the author
- Reputation of the publisher
- Availability at other Worcester area libraries
- Usefulness of the material with respect to other materials already in the collection or easily available from other collections, including
  - Representation of all sides of controversial issues
  - Avoidance of materials that essentially duplicate materials already held

- The scarcity of material on the subject
- Timeliness of the publication
- Cost of the material in comparison with other equally useful material
- Conformity of the material with other specific policies in this document.<sup>iv</sup>

### **Selection of Materials for the Collection**

Assumption College authorizes the library to purchase books and other materials through a line item book budget. The Director of Library Services, in consultation with other library staff, allocates the budget to enable the faculty of academic departments to order materials that support the academic requirements of their students. Faculty research will be supported according to the collection intensity level for the specific department or at the discretion of the Director. Whenever feasible, we will rely on the interlibrary loan service for materials that have a short-term need for faculty research but that are not likely to be relevant to the curriculum. Each academic department is assigned a librarian who acts as the liaison between the department and the acquisitions department of the library. (Contact the library or check the library web site for the current list of liaisons.)

Each of the following departments has an assigned subject liaison:

- Art and Music
- Business Studies
- Continuing Education
- Economics and Global Studies (including geography)
- Education
- English
- Foreign Languages
- History
- Interdisciplinary Programs
- Mathematics and Computer Sciences
- Natural Sciences
- Philosophy
- Political Science
- Psychology
- Social and Rehabilitation Services
- Sociology and Anthropology
- Theater and Television Arts
- Theology

The liaison for each department contacts the chair of the department to determine the best method of selecting books that will meet the academic goals of the department and of the college in general. Members of the faculty are encouraged to be actively involved in the selection process. Orders may be submitted via an online form or by rerouting or bringing in order cards or descriptive materials for the desired items. The subject liaison has the duty to check materials with the online catalog to ensure that the same items are not already in the collection or on order from another source. After this check, appropriate orders are given to the acquisitions department.

To ensure that funds are spent to provide adequate support for each subject area, the following guidelines (based on the fiscal year of June 1 – May 31) apply:

- **June 1** – The new budget goes into effect. Each department is authorized to order up to 100% of its yearly allocation.
- **March 1** – The liaison is authorized to order up to 50% of the remaining portion of the yearly allocation for the department.
- **April 1** - The liaison is authorized to order any remaining portion of the yearly allocation for the department.
- **May 1** – The liaison is expected to ensure that the entire yearly allocation has been ordered or committed.

### **Application of Guidelines**

#### **Reference Collection**

A budget line item authorizes the purchase of books for the reference collection. Books are selected by the Head of Reference with input from other members of the Reference staff.

The goal for this collection is to provide materials that assist the ability of library staff to answer questions from patrons across the full range of topics in the curriculum, using the collection levels intensity guidelines delineated above. Within the intensity level guidelines, the collection should also assist in answering questions that are not necessarily curriculum-related. The reference collection consists of information sources that are not intended to be read from beginning to end. Rather, these resources contain relatively short and discreet articles and/or bits of information for users to consult as needed.<sup>v</sup>

#### **Standing Orders**

Some materials are acquired on an ongoing basis. These are items that publishers update or add to on a regular schedule. Library staff handles these materials according to specifically stated procedures that may include systematic weeding or transfer to the circulating collection.

#### **Languages**

Materials for the collection should be in English, with the following exceptions:

- Items listed in “The Library as a Repository” section shall be retained, regardless of language.
- Items supporting the Foreign Language curriculum should be in the language being taught or in English translations, as appropriate.
- Primary source materials that support the curriculum may be purchased in languages other than English.<sup>vi</sup>

### **Books**

#### **Hardbound or Paperback Format**

The paperback format will be ordered unless at least one of the following situations applies:

- The member of the faculty, liaison, or acquisitions coordinator ordering the book specifies a format.
- The work is a repository item (see page 5).

### **Multiple Copies**

Normally, only one copy of a title is purchased by the library. (A different edition is not considered to be a multiple copy under this criterion, provided the update includes significant material that was not present in the prior edition.) Additional copies may be purchased in response to heavy usage of existing titles. A gift copy of a title should be added to replace the existing copy if it is in better condition than that copy.<sup>vii</sup>

### **New Editions**

A new or revised edition of a work will be purchased when appropriate. Superseded editions are subject to review for retention or withdrawal.

### **Replacement Copies**

Replacement copies will be ordered at the suggestion of subject liaisons and/or faculty members.

### **Textbooks**

Normally, textbooks are not added to the collection as either purchases or gifts. Exceptions can be made for items that are considered classics in their fields or when such items are the only or best sources of information for a particular topic.<sup>viii</sup>

### **Interlibrary Loan Requests for New Books**

The Library recognizes that books published during the last two years often are hard to borrow through interlibrary loan. To expedite service to faculty members, a requested item within this category that costs less than \$75 will be submitted directly to the acquisitions department by the interlibrary loan librarian or designate, to the extent that the budget line item for this purpose allows. (The request also will be processed through interlibrary loan.) A book or other item within this category that costs \$75 or more will be submitted to the appropriate subject liaison if the request is not filled by a library that owns the desired material. If approved, that book will be charged to the book budget for the appropriate department.

## **Serials**

The Emmanuel d'Alzon Library strives to maintain a collection that enables students to fulfill academic assignments and that assists faculty members with research to improve the effectiveness of their teaching. Space and budget considerations require the Library to be selective concerning serials to be added to and retained by the collection.

- Since a serial normally represents a long term commitment, the addition of any title requires the approval of the Library Director or designate.<sup>ix</sup>

## **Audiovisual Materials**

Audio materials will be purchased or accepted as donations in the CD format. Exceptions must be approved by the Library Director or designate.

Normally, visual materials will be purchased or accepted as donations in the DVD format, unless VHS is the only format available or acceptable for intended classroom presentations.

## **Electronic Resources**

Electronic formats are purchased to provide maximum ease of use and accessibility. The following conditions apply:

- Electronic resources will be purchased based on their relevancy to the curriculum.
- Whenever possible, the library will purchase permanent access to database content.
- To the extent possible, the library will avoid purchasing or subscribing to electronic resources which overlap or duplicate content within other databases already subscribed to by the library.
- The library will avoid purchasing “bundled” electronic content unless a significant amount of the included content supports the curriculum.
- The database agreement allows access to a sufficient number of simultaneous users.
- Access should be available from both on and off campus.
- License agreements should allow usage for interlibrary loan and electronic reserve.
- Access is available without additional cost to the patron.<sup>x</sup>

## **Selection Criteria for Specific Subject Areas**

### **General Criteria for Subject Areas**

- Except as noted below, materials should be in English.
- Materials intended to convey current information may be purchased if they have been published within the last five years. Such materials up to ten years old may be accepted as donations if they would fill gaps within the collection or replace older works already in the collection. Materials more than 15 years old may be considered if they contain important historical or retrospective information not readily available elsewhere in the collection.
- Materials considered as classics, related to theoretical backgrounds, or containing significant retrospective information may be purchased or accepted as donations without regard to publication date.
- Serials will be acquired according to the criteria specified within the Serials section of this document (page 8).
- The paperback format will be purchased if it is available. Exceptions are noted within the Hardbound or Paperback Format section of this document (page 7).
- Normally, only one copy of each title will be purchased by the library. (An updated edition is not considered to be a multiple copy under this criterion,

- provided the update includes significant material that was not present in the prior edition.) Exceptions are noted within the Multiple Copies section of this document (page 8).
- Normally, textbooks are not added to the collection as either purchases or gifts. Exceptions can be made for items that are considered classics in their fields or when such items are the only or best sources of information for a particular topic.
  - Specific criteria for a particular subject area supercede the general criteria of this section.

### **Exceptions to Criteria for Specific Subject Areas**

- Materials pertaining to the history or activities of Assumption College, materials by or about members of the Assumption College community, and materials by or about the Augustinians of the Assumption will be acquired at the comprehensive level whenever possible.
- Materials pertaining to the French heritage and/or the Roman Catholic foundations of Assumption College will be acquired at the research level.

### **Criteria for Specific Subject Areas**

These subject areas are organized according to academic departments of Assumption College.

- Art and Music
  - Usual call numbers: M – N (all divisions)
  - Selections will be made within the basic instructional support level.
  - Normally, materials should be in English or in another language that is actively taught at Assumption College. Works in other languages may be purchased or accepted as donations if they contain significant information (e.g. art reproductions) that is not readily available from other resources in the library collection.
- Business Studies
  - Usual call numbers: HF,HG,HJ
  - Selections will be made within the advanced instructional support level.
- Continuing Education
  - Call number varies according to subject area
  - Selections will be made within the basic instructional support level.
  - Specific criteria are governed by the subject area of the material.
- Economics and Global Studies (including geography)
  - Usual call numbers: HB-HE (economics); G-GC (geography)
  - Selections will be made within the basic instructional support level.
- Education
  - Usual call numbers: L (all divisions)
  - Selections will be made within the advanced instructional support level.
- English
  - Usual call numbers: P, especially PR and PS
  - Selections will be made within the basic instructional support level.

- Normally, a work of American or English fiction published more than ten years ago will not be purchased or accepted as a donation unless the author is listed in the cumulative index of the latest volume of the Dictionary of Literary Biography (DLB).
- Works not meeting the above criteria may be accepted as donations to the book swap as specified in that section of this document.
- Foreign Languages
  - Usual call numbers: P, especially PA – PD, PF – PL, PQ and PT
  - Selections will be made within the basic instructional support level.
  - Items supporting the Foreign Language curriculum should be in the language being taught or in English translations, as appropriate.
  - Normally, a work published more than ten years ago will not be purchased or accepted as a donation unless the author is listed in the cumulative index of the latest volume of the Dictionary of Literary Biography (DLB).
- History
  - Usual call numbers: C – F (all divisions)
  - Selections will be made within the basic instructional support level, except as specified in the Library as a Repository section of this document.
- Interdisciplinary Programs
  - Call numbers vary according to subject area
  - Selections will be made within the basic instructional support level.
  - Specific criteria are governed by the subject area of the material.
- Mathematics and Computer Sciences
  - Usual call number: QA
  - Selections will be made within the basic instructional support level.
  - Works pertaining to computer science may be purchased or added as donations if they have been published within the last two years. Older works should not be added unless they contain significant retrospective or historical information.
- Natural Sciences
  - Usual call numbers: Q – R, except QA and selected RC
  - Selections will be made within the basic instructional support level.
  - Works pertaining to medicine may be purchased or added as donations if they have been published within the last two years. Older works should not be added unless they contain significant retrospective or historical information.
- Philosophy
  - Usual call numbers: B – BJ, except BF
  - Selections will be made within the basic instructional support level.
- Political Science
  - Usual call numbers: HX, J (all divisions), K (all divisions)
  - Selections will be made within the basic instructional support level.
- Psychology
  - Usual call numbers: BF and selected RC
  - Selections will be made within the advanced instructional support level.
- Social and Rehabilitation Services

- Call numbers vary according to subject area
- Selections will be made within the advanced instructional support level.
- Specific criteria are governed by the subject area of the material.
- Sociology and Anthropology
  - Usual call numbers: HM – HV (sociology); GN – GT (anthropology)
  - Selections will be made within the basic instructional support level.
- Theater and Television Arts
  - Usual call numbers: selected PN
  - Selections will be made within the basic instructional support level.
  - Works dealing with drama should be selected according to criteria for English or Foreign Languages.
  - Works pertaining to the production of theater and/or television arts should be evaluated according to the criteria for materials intended to convey up to date information.
- Theology
  - Usual call numbers: BL – BX
  - Selections will be made within the basic instructional support level, except as specified in the Library as a Repository section of this document.
- Other Subjects
  - Materials for subjects not specified above will be selected at the basic information level if they are considered to be helpful for student assignments.
  - Other materials will be selected at the minimal level.

## **LIBRARY GIFT ACCEPTANCE POLICY**

### **POLICY**

The d'Alzon Library does not accept donations. If you wish to donate books, the following libraries and organizations accept used books:

- Reading Tree (<http://readingtree.org/>): Books for Charity
- Reader to Reader (<http://www.readertoreader.org/>): Changing the world, one book at a time.
- Books for Africa (<http://www.booksforafrica.org/>)
- Prison Book Program (<http://www.prisonbookprogram.org/donatebooks.php>)
- Bridge to Asia (<http://www.bridge.org/>)
- Worcester Public Library: 508-799-1654 or [dvelnich@worcpublib.org](mailto:dvelnich@worcpublib.org)

### **GUIDELINES**

#### ***Gifts of money***

Donations of funds to supplement the Library's general acquisitions or for the purchase of materials in a particular subject field are welcomed. Information on creating an

endowed book fund (amounts of \$5,000 or more) or on making contributions to the unrestricted book endowment account is available from the Director of Library Services or the Office of Institutional Advancement.

### **Book Swap**

The Library houses a selection of recreational reading consisting of books that are donated for that purpose. Patrons are free to take books from this collection without the need to check them out through normal channels. No due dates or overdue notices apply to these items, and failure to return any of them has no effect on the borrowing privileges of patrons of the Library.

### **Evaluation of the Existing Collection**

#### **General Principle for Evaluating Materials:**

As appropriate, materials will be evaluated according to the DUSTIE Guideline, defined as follows:

- **D** – Dated – Usually an item that contained accurate information at the time of publication but that has become misleading due to the passage of time
- **U** – Ugly – An item in obviously poor condition
- **S** – Superseded – All or most of the relevant information for this item is included in a newer edition
- **T** – Trivial – An item that would be unlikely to be of interest for research or recreation by any audience
- **I** – Irrelevant – An item that may contain value but that is not useful for the clientele of the d’Alzon Library
- **E** – Elsewhere – An item containing information that is available in more suitable material, e.g. online databases.<sup>xi</sup>

#### **Review Process for Evaluating Books in the Collection**

Members of the faculty are encouraged to review books in their respective subject areas and to bring books that should be removed from the collection to the attention of the appropriate subject liaison. After a liaison has determined that items are not exempted by the repository standards enumerated above, the liaison is expected to bring items to cataloging staff or other designated librarians to be removed from the collection.

Nonetheless, it is recognized that many members of the faculty do not have time to locate and examine materials that are shelved in their normal locations. For that reason, the appropriate subject liaison or designate is expected to evaluate the collection on an ongoing basis. The chair of the appropriate department should be notified that items have been selected for possible removal from the library collection. Members of the faculty should have a minimum of two weeks to look at such items to determine if they warrant removal or if they should be returned to the collection. If a librarian other than the subject liaison has designated materials for review, the liaison will be notified to review the selections to make a similar determination. As appropriate, library workers will be notified to return designated materials to their normal locations in the library collection.

After the stated time has passed, items that remain under review will be removed from the collection.

### **Criteria for Evaluating Books**

- Incomplete sets should be considered for removal unless:
  - Remaining volume(s) in the collection make(s) sense on a stand alone basis, or
  - Replacement of missing volume(s) is feasible
- An item in obviously poor condition should be removed unless:
  - Removing the work would create a significant gap in the collection, and
  - Replacing the work would cost more than \$50. If the work can be replaced for under \$50, staff time would be better spent focusing on the repair of more expensive items.
  - A work that meets both criteria above should be transferred to the repair shelves, unless the work would be removed under other criteria without regard to condition of the item.
- Duplicate copies of works over ten years old should be removed unless:
  - Each copy has circulated at least once during the past three years, or
  - The work is of a general nature, such as an introductory retrospective work.
- Multiple editions of works should be reviewed for removal if later editions are acquired.
- Materials should be considered for removal if they are in a language not actively taught at Assumption College unless they contain significant information (e.g. art reproductions).
- Works pertaining to current technologies or health sciences that are more than five years old should be considered for removal unless they contain significant retrospective or historical information.

### **Evaluating the Reference Collection**

Under the direction of the Head of Reference, Reference Librarians evaluate the collection on an ongoing basis. In addition to using the DUSTIE Guideline (described on page 14), books are evaluated to see if they could be more useful to our patrons if they were transferred to the circulating collection. Frequent weeding or transferring is needed to avoid overcrowding of the space allotted for the collection.

Subject liaisons are notified when works are designated for review and they are expected to evaluate the usefulness of such items for the circulating collection, using the criteria for the subject areas involved. After decisions have been made, the cataloging staff processes the items for transfer to the circulating collection or for removal from the collection, as appropriate.

### **Serials**

A serial title may be considered for removal or partial removal if one or more of the following conditions applies:

- Incomplete runs should be considered if they contain too low a percentage of holdings to be useful to researchers.
- Coverage is available in a stable database, such as JSTOR or another database that is likely to maintain permanent coverage for the affected materials.
- Volumes in subject areas requiring up to date material that are more than 20 years old may be considered for removal or off site storage if the interlibrary loan department confirms that at least ten other libraries hold the volumes under consideration for removal.

Other consortium libraries will be consulted before a title is removed or partially removed from the collection.<sup>xii</sup>

### **Off Site Storage**

Materials selected for removal from the circulating, serials, or reference collections may be considered for off site storage.

### **Challenges to Materials in the Collection**

If a patron questions or challenges the suitability of certain materials, the challenge is brought to the attention of the Library Director. The Director shall answer the challenge by referring to relevant guidelines of this policy and consulting with other college administrators as necessary. During this time, the challenged item(s) will remain in normal status within the collection.<sup>xiii</sup>

### **Library Book Sales**

To raise funds for new materials, the Library holds an annual book sale. Sale items include donated books that were not added to the collection as well as books that have been weeded under criteria detailed in this document.

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<sup>i</sup> Based on the Collection Development Policy of the College of St. Rose as updated through April 11, 2000 and downloaded February 22, 2005. Changes have been made to reflect the policies and mission of Assumption College.

<sup>ii</sup> Adapted from the Collection Development Policy of the College of St. Rose.

<sup>iii</sup> Definitions are based on GUIDELINES FOR COLLECTION DEVELOPMENT by David L. Perkins (editor), American Library Association, 1979, as cited by the Collection Development Policy of Regis College – University of Toronto. Similar guidelines are listed without citation in the Collection Development Policy of the College of St. Rose. Definitions within this document have been condensed and reworded.

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<sup>iv</sup> Taken from the 2002 edition of the Collection Development Policy of Canisius College – PDF file downloaded from the Web on or about February 28, 2005.

<sup>v</sup> The last two sentences are adapted from the Collection Development Policy of Babson College, as updated through August 18, 2004 and downloaded February 28, 2005.

<sup>vi</sup> A statement concerning languages appears in a number of the collection development policies. The specific section has been created to make it relevant to Assumption College.

<sup>vii</sup> Statements on multiple or duplicate copies from several collection development policies were consulted.

<sup>viii</sup> Adapted from the Collection Development Policy of Lake Forest College, as updated through December 9, 2004 and downloaded February 28, 2005.

<sup>ix</sup> Standards for purchasing and/or retaining serials from several collection development policies were consulted.

<sup>x</sup> This section is based on the Dartmouth College Library’s “Guidelines for Writing Collection Development Policies” as updated on June 6, 2000 and downloaded on February 14, 2005. The sentences on access throughout campus and from off campus have been added.

<sup>xi</sup> Adapted from the MUSTIE Guideline described at a weeding workshop that was held at Webster (MA) Public Library on March 24, 2004. The M (for misleading) has been changed to D for this document.

<sup>xii</sup> Standards for purchasing and/or retaining serials from several collection development policies were consulted.

<sup>xiii</sup> Adapted from the Collection Development Policy of the College of St. Rose.