

WKU Libraries Collection Development Policy

Approved by Library Leadership Council April 26, 2022

Statement of Purpose

WKU Libraries is committed to student success at Western Kentucky University. Providing a robust collection of relevant library materials is central to that goal. The libraries are dedicated to obtaining and maintaining a collection that supports curriculum-based instruction and promotes information literacy.

Collection development is the process of building a balanced collection based on the information needs of library users. Curriculum based selection criteria, strategic item replacement, and periodic deaccessioning are all factors in the collection development process. These factors are additionally impacted by responsible use of the libraries' finite financial resources.

Selection Guidelines

WKU Libraries use several methods to identify new items for our collection. The libraries acquire both print and electronic collections for the campus community. Our selection process places an emphasis on electronic acquisitions, when possible, to serve the widest variety of patrons. Acquisitions prioritizes newly published materials, but older materials are also considered when a gap in the library's collection is discovered. As a rule, the libraries cannot purchase traditional textbooks. The libraries do support Open Educational Resources and purchases electronic books and streaming media for use in the classroom.

The Special Collections Library continues to acquire new materials, with a particular interest in local history and culture, and which highlight historically underrepresented communities and populations. Ideally, new acquisitions include rare, one of a kind, irreplaceable materials with particular interest in how these collections might be used in support of the curriculum for research and encourage information literacy of primary and secondary source materials. For a more complete listing of collection strengths please visit <https://www.wku.edu/library/information/departments/dlsc/>

Helm-Cravens Library Collection Management

Library personnel periodically examine the entire collection to de-accession materials that no longer meet the University's needs. Physical items are removed for several criteria including, but not limited to: age and condition of the material, use by libraries' patrons, availability of newer editions, relevance to current curriculum and availability from lending partners via Interlibrary Loan. Electronic items are similarly evaluated based on curriculum needs and usage statistics where possible. The Helm-Cravens Library does not routinely accept gifted materials. Donations that fill a specific gap in our collection may be considered, however.

All gifted materials become the property of WKU Libraries, which reserves the right to determine their retention, location, and disposition.

Special Collections Library Management

Originally called the Kentucky Library with a mission to collect all things Kentucky, the WKU Special Collections Library focuses on acquiring and preserving unique artifacts of local, national, and

international importance within our collection areas with a growing emphasis on teaching value, diversity, and the inclusion of voices from underrepresented communities and populations.

In rare cases, materials are evaluated and de-selected based on a predetermined procedure and decisions are made by the deaccessions committee with final approval by library administration. Donors interested in gifting materials to the Special Collections Library are encouraged to see more information on collection management here.

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WKU Archives

WKU Archives primarily consist of transferred records from all WKU colleges, departments, and offices through the Records Management Program. Holdings include WKU-related memorabilia, photographs, postcards, films, student organization records, alumni organization records, and faculty & staff personal papers. We also collect items pertaining to WKU's founding and allied institutions: Bowling Green Business University, Glasgow Normal School, Ogden College, Potter College for Young Ladies, and the Southern Normal School.