Wheelock College Earl Center for Learning and Innovation

Collection Development Policy

Foundation
Academic Resources collections at Wheelock College are developed with the goals of promoting engagement with information resources to further the community’s curricular, research, and professional pursuits; supporting lifelong learning; and providing collections and services in appreciation of cultural, ideological, and global diversity. The Library and Earl Center for Learning and Innovation collaborate with the College community to foster the development of a collection that:

- Supports undergraduate and graduate coursework and field work
- Focuses on children and families, human development and behavior, education, social issues, social welfare and social justice, and the importance of the diversity of human experience
- Emphasizes collaborative and strengths-based approaches to service and leadership

Collection Description
The Earl Center for Learning and Innovation provides a collection so that students can develop an understanding of the use of materials and apply them in a developmentally appropriate manner. It includes resources for use with children aged birth through approximately age 12 (elementary school) across a variety of categories: kits, games, manipulatives, toys, assistive and adaptive technology, children’s magazines, children’s videos, K-12 textbooks and curricula, activity books, Kindle books, and realia.

Scope and Formats
The Center’s collections include circulating resources that can be used primarily with children in schools, hospitals and other relevant settings to extend undergraduate and graduate coursework into applied settings. As a selective, curriculum-driven collection, such considerations as chronological and geographical focus, formats, and emphasis within subject areas are determined by the programs, course offerings, and populations particular to the College.

In deciding what formats to purchase, the Earl Center takes a number of factors into consideration, including but not limited to: applicability and utility; accessibility; ease of use; cost; required space; availability to remote users and/or simultaneous users; and frequency of updates.
Collecting Levels
Collecting level definitions are derived from guidelines established by the American Library Association.

**Level A:** A highly selective collection, which serves to introduce the material and provide a few exemplars.

**Level B:** A collection that is adequate to support course-work or independent study as required at the undergraduate level. It includes representative but not necessarily complete materials of significant contributors to the field. Major or "core" works are selected for the collection on the basis of adoption in relevant, respected schools, hospitals, and agencies, recommendations from respected reviewing sources and practitioners, and by their inclusion in course and major published bibliographies. Some basic retrospective materials may be purchased.

**Level C:** A broader collection intended to support upper level undergraduate and graduate study. In addition to the Level B sources, materials in these collections will be collected more comprehensively. Specialty items may also be acquired.

Criteria and Tools
Collection decisions are based on the experience, discipline knowledge, and professional judgment of Earl Center staff. Within the general guidelines of this policy and the more specific needs dictated by particular subject areas and their subdivisions, individual materials are selected based on several criteria including: lasting value of the item; relevance to specific courses of instruction; the strength of current holdings in the area; the materials’ prevalence in respected fieldwork settings; and cost. Professional and trade journals, subject bibliographies, publishers' catalogs and promotional materials, reviews from reputable sources, vendor supplied services, lists of recommended materials and course syllabi, and faculty request are primary sources of information about potential selections.

Open Access
In order to facilitate the discovery of, and provide access to, the widest possible range of appropriate materials, free web resources that enhance and support the goals of the physical collections will be selected and made available. In order to be included in the Center’s collection, these resources must meet the same criteria as purchased and leased materials.

Gifts
The Earl Center for Learning and Innovation welcomes donations in the form of new and used classroom materials or other hands-on instructional resources and financial contributions. Financial
contributions (sometimes made in honor of a faculty member or in memory of a classmate) can be earmarked for a category of expenditure (books, subscriptions, furnishings, etc.) and the Earl Center will make material selections in alignment with its collecting guidelines and needs. Donated materials, both new and used, are evaluated for their relevance to the Center’s collecting goals, and items selected for the collection will be processed according to the Center’s standard collection management practices. The Earl Center reserves the right to dispose of unwanted items by sale, donation, or discard as appropriate.

Upon receipt, all gift materials become the property of Wheelock College. Gifts offered with conditions related to their acceptance, access, circulation, or use cannot be accepted. The Center cannot provide itemized lists or appraisals of gift material, but can provide a letter to the donor acknowledging receipt.

Retention
Reviewing collections on a regular and continuing basis is an essential part of collection development and maintenance. To keep collections current, vibrant, and useful, as well as to make the best use of space, improve the physical appearance, appeal and browsability of the collections, and to allow space for growth, the Earl Center staff will regularly and systematically review its collections to determine which items meet current selection criteria and should be retained. Methods to identify materials for retention include but are not limited to: library and materials resource center best practices; the experience, discipline knowledge, and professional judgment of staff; and the guidelines provided by relevant accrediting bodies and professional associations. The Center will also base its retention schedules and criteria on distinct methods and individual needs of the programs and disciplines in its collection communities.

The general format for this policy was adapted for the Earl Center for Learning and Innovation at Wheelock College from other accepted and respected collection development policy statements. Special thanks are extended to Simmons College and Lesley University libraries for permission to draw upon their policies as exemplars.

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