Wheelock College Library

Collection Development Policies

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 Library's collections include resources across a variety of formats: print and electronic books; print and electronic journals and serials; electronic databases and indexes; and physical and electronic audio and visual media. Specialized collections include the Children's Literature Collection and Tests and Assessments Collection of educational and psychological assessment tools. Additional related collections include the Earl Center for Learning and Innovation’s collection of curriculum materials, (kits, games, manipulatives, children’s magazines, children’s videos, K-12 textbooks, and activity books) and the Wheelock College Archives collections of materials documenting the history of Wheelock College, and a variety of rare children's literature and scholarly books on education and the child.

Scope and Formats
The Library collections are primarily focused on providing circulating resources for undergraduate and graduate studies. This includes academic and trade books, but generally does not include college textbooks except under special circumstances. As a selective, curriculum-driven collection, such considerations as chronological and geographical focus, language and date of publication, breadth and depth, formats, and subdivision emphasis within subject areas and for specialized collections are determined by the programs, course offerings, and populations particular to the College.
In deciding which format to purchase, the Library takes a number of factors into consideration, including but not limited to: cost; usage; ease of use; 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. Most subject areas will be collected at an instructional support (Level B) or advanced study (Level C) level.

*Level A:* A highly selective collection, which serves to introduce and define the subject. It includes foundational works of noted writers in the field, basic texts, and key reference materials. An occasional periodical may also be collected. This type of collection is not sufficiently intensive to support courses primarily in subdivision areas, and subdivision areas are not necessarily represented in the College curriculum.

*Level B:* A collection that is adequate to support course-work or independent study as required at the undergraduate level. It includes major reference sources and monographs, substantial representation of works by important contributors to the field, and critical works about them. Core journals and databases should be collected. Selected primary source documents may also be included. Major or "core" works are selected for the collection on the basis of recommendations from respected reviewing sources 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 advanced undergraduate and graduate study. In addition to the Level B sources, this collection contains materials and sources reporting research, some primary source materials, more critical and bibliographical materials, and government documents. Subdivisions are collected more intensively and a wider selection of specialized monographs from such sources as university presses and specialty publishers are acquired. The journal collection is more specialized and extensive than in Level B. Limited special collections may also be appropriate at this level.

**Criteria and Tools**

Collection decisions are based on the experience, discipline knowledge, and professional judgment of Library selectors. 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: the lasting value of content; relation to specific courses of instruction; the appropriate level of treatment; the strength of current holdings in the area; the authority of author; and cost. Professional and trade journals, subject bibliographies, publishers' catalogs and promotional materials, reviews from reputable sources, vendor supplied services, lists of recommended titles 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, including e-journals, e-books and open access websites, will be selected and made available. In order to be included in the Library's collection, these resources must meet the same criteria as purchased and leased materials.

Collecting Contexts
Located as it is in the resource-rich environs of Boston, the Library is an active partner in an extensive and collaborative network of libraries and resource sharing agreements, permitting us to minimize redundant acquisition of materials and to make best use of our financial and space resources. Although duplication is usually avoided in the collection, the acquisition of multiple copies or items in multiple formats may sometimes be indicated in order to make the material accessible to the greatest number of library users when and where they need it. The Library makes decisions about redundant and duplicate acquisition on a title-by-title basis.

Gifts
The Wheelock College Library welcomes donations in the form of new books, used books, 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 Library will make title selections in alignment with its collecting guidelines and needs. Donated books, both new and used, are evaluated for their relevance to the Library’s collecting goals, and single copies selected for the collection will be processed according to the Library's standard collection management practices. The Library reserves the right to sell, donate, or discard as appropriate donated materials that are not selected for the collection.

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 Library 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 a Library's 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 Library staff will regularly and systematically review its collections to determine which titles meet current selection criteria and should be retained. Methods to identify materials for retention include but are not limited to: academic library best practices; the experience, discipline knowledge, and professional judgment of selectors; and the guidelines provided by relevant accrediting bodies and professional associations. The Library will also base its retention schedules and criteria on distinct methods and individual needs of the programs and disciplines in its collection communities.
Wheelock College Archives Collection Policy

Mission/Goals
To appraise, collect, organize, describe, make available, and preserve records of historical, legal, fiscal and/or administrative value to the Wheelock College community.

- To provide adequate facilities for the retention and preservation of such records.
- To provide information services that will assist the operation of Wheelock College.
- To serve as a resource to support and stimulate creative teaching and learning.
- To serve research and scholarship by making available and encouraging legitimate use of collections by members of the institution and the community at large.
- To promote knowledge and understanding of the origins, aims, programs, and goals of the institution, and of the development of these aims, programs and goals.

Scope
The Wheelock College Library Archives collects materials that document the history, development, and administration of Wheelock College. The Archives also supports the College's curriculum by collecting materials pertaining to the history of early childhood education.
Material in the archives dates from the early eighteenth century to the present. All formats are collected.

Archival collecting activities focus on official records generated by the College - its departments, faculty, and employees - in the conduct of their administrative duties. In general, the personal papers of faculty and students have not been collected.

The Archives may also collect materials that document College community life, including student activities, College traditions and events, alumni organizations, biographies, samples of student work, and historical materials relating to important one-time events. These materials are retained in accordance with the Archivist’s professional judgment regarding the enduring historical value of the materials for future research. Oral histories are considered to be a valuable supplement to the Archival collections and are retained when made available. Due to cost, there is no active oral history project in progress at present.

Limits of Collecting Responsibility
The Archives will assume responsibility for collecting and preserving historical records on a select basis. Full responsibility is accepted for collecting major serial publications, as well as course syllabi. All materials received from internal sources are the property of the College. Other items may be accepted as donations. Donations to the Archives are accepted with the understanding that the Library and Archives have complete say in the disposition of all materials. Materials with restrictions, including those under seal or which are otherwise closed to public viewing, are not acquired, accepted, or housed.

Due to limited space, only one copy is retained of most documents. Duplicate copies of the following are collected: Commencement programs, inauguration and anniversary materials, legal documents, and all serials.

The Archives may reformat materials to assist with preservation activities. Holdings that do not reflect the Archives' collecting policy may be deaccessioned.