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Executive summary

The Dartmouth College Library Collection Development and Management Policy describes the Library’s overall goals and strategies for its general collections and how collection development and management activities enable those goals and strategies to be carried out. The emphasis of the policy is to provide liaison librarians with criteria for making the decisions that are integral to the lifecycle of collection development and management, the latter most often in the context of legacy collections. This lifecycle includes decisions to retain materials on campus or to transfer them to the Dartmouth Library Depository, whether to deaccession or maintain low- or no-use materials locally in light of shared print retention agreements, and how decisions are to be communicated to readers. The plan also describes the assessment and analysis tools and capabilities of the Library, its standards of metadata and bibliographic data, and how the Library determines the disposition of materials it deaccessions. These sections are meant to assist liaison librarians as they make collection management decisions.

The Library’s primary goal, in all of its collection building and managing strategies, is to provide the current and future Dartmouth community with the greatest wealth of resources in the most effective and efficient ways. The current document is reflective of the Internet-enabled and collaborative environment in which Dartmouth now does its work. In this environment, the Library no longer depends upon itself exclusively; local collections form a core, but do not define what is available to Dartmouth readers. The “collective collection” held within the Ivy Plus libraries (the libraries of all eight Ivy League institutions, the Massachusetts Institute of Technology, the University of Chicago, the Johns Hopkins University, and Duke University) and shared via the BorrowDirect resource-sharing platform, is now developed by the partnership with an explicit value on building and sharing an unmatched set of resources that benefit readers across the member institutions. At Dartmouth, as in other Ivy Plus libraries, liaison librarians make collection development and management decisions in light of this collective collection. The collective collection is further enhanced by other commitments, as described in Section I of this policy. In this context, this document is remarkably different from any similar set of policies that might have been written thirty to fifty years ago. This echoes the experiences of research libraries nationally: the networked library—in both the technological and relational senses—has replaced the stand-alone resource of traditional expectations.

The Collection Development and Management Policy is a dynamic document. It is to be updated to reflect available tools, the information market, copyright, and best practices as these shift over time.
I. Overview: Collections Goals and Strategies

Collections overview

Collections and collection development and management activities of the Dartmouth College Library support the Library’s mission:

*The Dartmouth College Library fosters intellectual growth and advances the mission of Dartmouth College and affiliated communities by supporting excellence and innovation in education and research, managing and delivering information, and partnering to develop and disseminate new scholarship.*

Housed in nine facilities in Hanover and Lebanon, NH, Dartmouth College Library’s local collections total over 6 million information objects as of June 2014 (including photographs, manuscripts, microforms, books, etc.), with a print and electronic volume count of 3,380,000. Of the over 69,000 current serial titles received by the Library, over 55,000 are electronic. In addition to the Library’s local holdings, the collective collection held by the Ivy Plus partnership, the Library’s commitments to the Center for Research Libraries, and the HathiTrust extend the Dartmouth community’s access to well over 60 million volumes in a variety of formats.

Collection development and management at Dartmouth seek to fulfill the Library mission through organized and purposeful activities based on a strong service ethic. The following strategies are employed to meet our collecting mission:

- Library collections mirror and support Dartmouth research profiles and educational programs. As Dartmouth’s research and educational programs change over time, Library collections respond and reorient accordingly.
- The Library employs collaborative relationships, the availability of networked information, and support for new forms of and platforms for scholarship to ensure that Dartmouth readers are able to connect to the information they need now and in the future.
- Information resources collected by the Library are subject to a lifecycle of collection management decision points including acquisition, format, location, and retention.

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Collection building and management at Dartmouth College Library are considered services to Dartmouth and, as such, focus on the research, educational, professional, and personal goals of its community.
Selection decisions are guided by disciplinary and interdisciplinary emphases, languages of instruction, and research within Dartmouth’s academic departments and centers.

The Library does not seek to create extensive collections in areas outside of Dartmouth’s institutional priorities and programs. As a result, expenditures for the Library’s general and special collections center on purchasing and licensing resources that are most relevant and useful to Dartmouth programs and readers as well as to the broader scholarly community. Selection of materials to be added to the Library’s collections are made by librarians who have liaison relationships with specific academic departments and programs (or, in the case of Special Collections, by librarians who maintain close teaching and research relationships with faculty and researchers across Dartmouth), reinforcing close links between the collections and the research, teaching, and clinical work of the institution.

Responsiveness to institutional priorities and interests creates shifts in collecting patterns over time. As departmental priorities and faculty interests change, so do the collections. These shifts are enabled by funding that is generally (outside of Special Collections) unrestricted in purpose: very few of the Library’s endowments are so restrictive that they require collecting in areas of marginal interest at Dartmouth.

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One of the Library’s chief strengths, in addition to its strong and enduring service ethic, is its collaborative relationships. In regard to collections, commitments to the Ivy Plus/BorrowDirect partnership, the Center for Research Libraries, and the HathiTrust enable the Library to greatly increase readers’ access to information. These key commitments are essential elements of the Library’s collecting and print archiving strategies.

The Ivy Plus partnership (all eight Ivy League institutions, the Massachusetts Institute of Technology, the University of Chicago, the Johns Hopkins University, and Duke University) has expanded beyond its original and successful BorrowDirect resource sharing program to strengthen collaborative collection building. Dartmouth and other member libraries work on developing general collections collectively, with a goal of delivering a remarkably rich set of resources (currently estimated to exceed 60 million volumes) to the entire partnership. These efforts enable Dartmouth and other members to focus on supporting core local priorities and goals and to depend on the “collective collection” for materials that might be used less frequently or by fewer readers. As collaborative collecting increases across the Ivy Plus partnership, BorrowDirect traffic will increase for all member libraries. The shared vision of the Ivy Plus collective collection and BorrowDirect’s robust resource sharing also provide a strong basis for distributed retention of print collections across the partnership, an emerging role that is necessitated by collaborative collecting and facilitated by historic overlaps among the collections. Currently, Ivy Plus libraries are beginning to explore how to expand and reinforce the collective collection to include commitments to shared retention of legacy print resources.
The Center for Research Libraries (CRL) collects and lends newspapers, governmental publications, dissertations, foreign materials, and journals to support readers of its member libraries. The CRL agreements with Linda Hall Library, the Law Library Microform Consortium, and the U.S. Agricultural Information Network further extend the resources available. Additionally, CRL’s archive of print copies of JSTOR journals and its leadership in print archiving nationally are critical to the Library’s ability to deaccession low-use and unused print copies of digital resources.

The HathiTrust, a partnership of over ninety research libraries based at the Ann Arbor campus of the University of Michigan, works to ensure that the cultural and scholarly record is “preserved and accessible long into the future.” Access to the Trust’s collections provides over 13 million digital books and journals searchable at the word level through the Library’s main search tool, including 4.8 million full-text accessible books and journals in the public domain.

Another key strategy to expand the availability of information to the Dartmouth community is to make resources accessible independent of time and location. E-journals, e-books, and streaming media enable use at the reader’s convenience. Digital information generally provides the added benefit of deeper search and retrieval capabilities, allowing a reader to pinpoint a discrete piece of information quickly within a complex document, such as an e-book. The Library is actively invested in emerging and established archiving services for electronic materials, including the Digital Preservation Network, Portico, and LOCKSS.

The Library has, as of this writing, two decades of experience collecting e-journals. This area of scholarly publishing has matured and readers use these resources with confidence. E-book platforms and access models are less mature and may be less intuitive or more difficult to use. The Library uses its constructive relationships with publishers and its influence in the marketplace to press for improvements in the structure and business models for e-books to improve readers’ experiences.

In addition to licensing and purchasing digital information, the Library selectively reformats print and other durable media-based resources into digital form through its Digital Library Program. Priorities for reformating are based on research and teaching needs and thus reflect the overarching context of collection development.

The Library supports emerging models of scholarly publishing that have the potential to promote the global impact of Dartmouth scholarship and research. The Library is a member of the Scholarly Publishing and Academic Resources Coalition and founding member of the Coalition for Open Access Publishing Equity, providing funds to open access publishers for the publication of articles by Dartmouth faculty, staff, and students. The Library itself publishes two open access journals, *Linguistic Discovery* and *Journal of E-Media Studies*, is a founding member of the Library Publishing Coalition, works with the University Press of New England on open access monograph publications, and is the production partner for BioOne’s open access publication *Elementa: Science of the Anthropocene*, which has a Dartmouth editor in chief for its sustainability transitions domain.
Information resources collected by the Library are subject to a lifecycle of collection management decision points including acquisition, format, location, and retention.

The Library and its peers hold, quite literally, centuries’ worth of resources. Technological changes over time have enabled the Library to purchase or subscribe to electronic versions of print resources. These same changes parallel faster document delivery mechanisms. As a result, research libraries often hold and share multiple formats of the same materials, including print, microform, and electronic, that were purchased at different points in time. This is particularly true of the rich collective collection held by the Ivy Plus partnership that are shared via BorrowDirect. All of these resources, in each format, are subject to a set of lifecycle decisions to ensure that readers have effective and efficient access to information now and in the future. These decisions must reflect the impacts on both local access and the collective collection held across the Ivy Plus libraries.

Initial decisions to purchase or subscribe to a particular title are made by liaison librarians based on the needs of readers and in light of format options available at the time. Any special discipline-dependent criteria for purchase should be noted in subject collection development policies. Typically, electronic format-only decisions are made for journal subscriptions, where these are available. Additionally, the Library generally does not buy duplicate copies of individual titles.

The Library has established processes for secondary selection decisions. Secondary decisions are those made to move to another format for a resource, most notably print-to-electronic transitions for journals. Decisions on specific titles are made by liaison librarians. Decisions to purchase large sets of electronic journal back files or to convert all of a publisher’s journals or monographs to electronic-only are usually made by the Associate Librarian for Information Resources in close consultation with liaison librarians and in keeping with criteria that allow resource sharing, especially via BorrowDirect.

All materials purchased or subscribed to by the Library and held in its general collections should be reviewed on a regular basis to sustain a vibrant collection that serves Dartmouth readers effectively and contributes to the collective collection. Liaison librarians should review resources, especially those titles held in multiple formats, to determine ongoing local need and opportunities for shared archiving. Criteria and support for collection development and management decisions are found in the following sections of this policy.

The Library’s primary goal, in all of its collection building and managing strategies, is to provide the current and future Dartmouth community with the greatest wealth of resources in the most effective and efficient ways. The current document is reflective of the Internet-enabled and collaborative environment in which Dartmouth now does its work. In this environment, the Library no longer depends upon itself exclusively; local collections form a core, but do not define what is available to Dartmouth readers. The “collective collection” held within the Ivy Plus libraries is now developed by the partnership with an explicit value on building and sharing an unmatched set of resources that benefit readers across all member institutions. At Dartmouth, as in other Ivy Plus libraries, liaison librarians make collection development and management decisions in light of this collective collection. The collective collection is
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II. Collection Development Criteria

Liaison librarians prepare individual collection development policies to aid communication between librarians and the Dartmouth College community to illuminate collections decisions, assist in determining and documenting budget needs, and to facilitate collective collecting, especially within the Ivy Plus partnership, and resource sharing. These policies provide a statement of purpose for and an overview of the present collection in a particular academic subject or a collecting area as well as a description of the research and study programs the collection supports.

Overarching collection development policy goals

Individual subject-specific collection development policies complement the Dartmouth College Library Collection Development and Management Policy, which together provide liaison librarians with direction in making decisions that are integral to the lifecycle of collection development and management. The Library’s primary goal is to provide Dartmouth’s current and future community with the greatest wealth of resources in the most effective and efficient ways, reflective of the Internet-enabled and collaborative environment in which Dartmouth now does its work. In this current environment the Library is no longer exclusively self-dependent: collective collecting with partner institutions now informs much of the Library’s collection development work. This strategy is reflected in the overall policy statement as well as in individual policies.

Relevance to the current or potential needs of Dartmouth faculty and students

Liaison librarians maintain close ties with their respective academic departments, institutes and research programs which represent the primary stakeholders in a particular subject or interdisciplinary area. They keep informed about research activities, new and departing faculty, grants received and curriculum changes in their areas of responsibility. This information permits liaison librarians to provide for current needs of Dartmouth faculty and students and to anticipate future ones.

Liaisons collect important general monographs related to the research and teaching interests of the Dartmouth community in depth and selectively acquire more specialized materials. Preference is given to serial titles that are of key interest to the disciplines as they are researched and taught at Dartmouth. Those that are of secondary interest are collected more selectively.

Depth of the existing collection in the subject and local availability of the item

When considering the purchase of a new title, liaison librarians must also consider the strengths and weaknesses of the existing collection to which the new title will be added. While the Library generally builds upon strengths, unneeded redundancy is avoided. Availability of very expensive or somewhat
tangential titles from partner libraries is also part of the decision-making. For journals with documented or expected low use, borrowing from partner institutions is considered as an alternative to subscription.

Quality

The quality of a title must be evaluated weighing several subjective factors collectively, including its scholarship; level of originality; potential for lasting value; the reputation of the author, the publisher, the contributors, and the editorial board; the quality and importance of the illustrations; and bibliographies and other supplemental materials. None of these are deciding factors alone, but all are considered as they contribute to or detract from the overall quality of the item under consideration.

Currency and timeliness

Some disciplines, especially the hard sciences, require instant access to the most up-to-date information. In those areas, preference is given to titles that report new and revised information in a timely fashion. The arts and humanities rely on timely access to new publications, but are equally committed to the significance of historical materials to ongoing scholarship.

Cost

The value of a resource to the community cannot be measured only by considering its cost. The price, in addition to other criteria mentioned here, must be considered when evaluating a purchase. When evaluating free materials, the cost of acquisitions processing, cataloging, shelving, and preservation must also be considered.

Language and country of origin

The Dartmouth College Library collects social sciences and humanities materials in a number of languages to support Dartmouth’s foreign language and area studies programs.

Duplication

In general, duplication of materials is avoided.
Preservation and Replacement

The Dartmouth College Library is committed to retaining the intellectual content of materials throughout their lifecycle, managing these materials through their format migration as necessary. The Library’s preservation policy is included in Appendix A of this document (p. 23).
III. Individual Collection Development Policy Guidelines

The following template for writing collection development policies for specific subject areas is to be followed by all liaison librarians.

1. General Scope

This section defines the general priorities governing selection. Include the following:

Audience

A brief history of department(s) or program(s) and any teaching and research programs supported by the collection.

Boundaries

Define broadly which LC classes and interdisciplinary subject areas within the Library’s collections this covers. Include any related materials in the Rauner Special Collections Library’s collection.

Partnerships

Discuss briefly how different partnerships affect collecting decisions, especially Ivy Plus libraries, and any other consortia. What collaborative collecting within the Ivy Plus group is pertinent to this discipline? What opportunities should be developed?

2. Specific Delimitations to collecting in this subject area

Please keep the following sections succinct:

Languages

This identifies the languages in which material is collected.

Geographical Areas (if applicable)

This identifies the geographical areas in or about which materials are collected.

Types of Materials Collected

This identifies types of materials that are excluded or intensively collected, such as serials, technical reports, documents, dissertations, indexes and abstracts, databases, etc.
Format of Materials Collected

This identifies the format of materials that are excluded or intensively collected, e.g. digital information resources, microforms, audio or visual materials.

Collective Collections

How does the Ivy Plus collective collection, the collections of the Center for Research Libraries, and the HathiTrust enhance local collections or discovery of local resources? Local or other noteworthy collections?

3. Revision History

In reverse chronological order, indicate:

- Month and year the policy was revised, followed by
- Name of the liaison librarian who last revised the policy and their action taken (i.e., created, updated, reviewed)
- Name of the current liaison librarian (link to email address)
IV. Collection Analysis and Decision Support Tools

Collection management decisions are supported by the use of collection analysis and decision support tools. These enable liaison librarians to make well-reasoned assessments of the collection, for example, how Library resources add to the BorrowDirect collective collection, how local collections are enhanced by CRL and HathiTrust collections, and the extent to which resources are used locally and by readers in partner libraries.

Collection analysis and decision support tools are multiple and inform decision-making at various points. Standards for and decision-making based on data are found in subsequent sections of this policy.

The Integrated Library System (ILS)

Much of what we know about the Library’s physical collections, and the commercial digital collections, is stored in the Library’s ILS (which includes the Library catalog, item-specific information, circulation data, and patron records). These data are searchable through a large number of pre-defined indexes. In a web browser, displays of records in the “library staff” view (the view that library staff members see if they log in to their Library Catalog account) include business processing data that are suppressed from the public view of the Library Catalog. The staff client offers a comprehensive view of the data stored in the ILS. The “Create Lists” program, also called “review files”, is the database report generator that can be used by library staff to search the contents of every record type in the ILS. The search interface allows deep access to virtually every character in every record type, and supports complex search structures including simple regular expressions. The reports generated by this program can be output to desktop software for further analysis.

Another specific strength of the ILS is the ability that Library staff members have to add data to records to identify them for various collection management purposes. Collection Services staff work closely with liaison librarians to customize work processes in support of collection management goals.

Understanding current use and forecasting future use

Library circulation history, COUNTER-compliant and proprietary electronic usage statistics, and BorrowDirect resource sharing reports enable liaison librarians to understand the use of specific titles and classes of titles by Dartmouth and Ivy Plus readers. When liaison librarians find trends toward lower use for classes of titles, their knowledge of faculty research and teaching emphases and statistics on numbers of degrees granted in the Dartmouth Fact Book (which includes time series statistics) may provide supplemental information for decision-making.
Retention decisions

Decisions to retain legacy print and physical media public documents may be informed by reviewing the U.S. Federal Depository Library Program requirements and any relevant requirements from state and international bodies.

Decisions to retain legacy print and media copies of electronic materials should include review of archiving of electronic copies in Portico (for journals, books, and disciplinary collections), physical copy holdings in CRL and its partners (includes Linda Hall Library, Law Library Microform Consortium, and the U.S. Agricultural Information Network), HathiTrust full-text public domain holdings, and Ivy Plus collective collection holdings. PAPR (Print Archives Preservation Registry) records provide a better understanding of what Ivy Plus, regional, and national print retention agreements include specific titles. The Library catalog will note those titles which the Library has agreed to retain.

Meta-analysis

Liaison librarians may gain a better understanding of large-scale collections changes through the analysis of OCLC WorldCat database holdings and longitudinal review of Association of Research Libraries (ARL) annual statistics. While WorldCat provides a snapshot of international holdings in the current moment only, combining these data with librarian knowledge of the relative rarity or popularity of titles and formats over time may suggest broad trends in format changes and in retention decisions. These may be compared to ARL statistics, especially those on collections statistics and collections spending, to determine how individual library and consortial decisions may change the availability of resources to scholars at the international level.

The Library’s collection analysis and assessment efforts are led by the Head of Acquisitions Services and Collection Assessment, who works closely with individual liaison librarians, the Collection Analysis Team, and the Associate Librarian for Information Resources.
Effective collection management activities require accurate analysis of collection data and the ability to compare and contrast collection inventories across multiple institutions. As the Library and our peers engage in broad and bold moves to redefine strategies for local collection holdings, and to share information about collection strengths and commitments, it is necessary to record, store, and display retention decisions and other administrative metadata that result from collection management projects.

The collection analysis goals described in Section Two are dependent on accurate, complete and well-formed metadata on which to base the analysis. To support collection analysis and management, the Library commits to creating and storing the following types of metadata:

- Complete bibliographic description, including, whenever possible, metadata about the work, the expression, the manifestation and the item (see Functional Requirements for Bibliographic Records for definitions).
- Accurate holdings data for any titles that are expressed in more than one physical piece.
- Source of funds and payment amounts.
- Decisions regarding retention, or metadata to support these decisions such as special features of the item, named collections of which the item is a part, known institutional connections, collaborative collection development and retention commitments, and bibliographer decisions.
- Circulation and in-house use data (circulation data are available from July 1993 to present. In-house use data have been gathered for some collections in the recent past).
- Library location data.
- Classification data, when available.

This commitment includes assigning staff resources to the creation and management of these metadata. It is essential that Library policies regarding metadata creation and management be adhered to in order to guarantee the accuracy and permanence of these metadata.

The Library is committed to sharing metadata in support of collection management with any communities where these data will be used to support shared print archiving. This means that the library will maintain its membership in the OCLC collaborative, and regularly contribute information to OCLC WorldCat about titles held. We are actively exploring the emerging opportunities presented by developments “in progress” at OCLC to support shared print archiving, such as the assignment of unique Library Identifiers to shared storage facilities, and the potential to store and display administrative metadata and detailed holdings data, as well as print archiving services being developed at the Center for Research Libraries. After the Library has made policy decisions about participating in registries of shared print archives, the Library will provide relevant metadata to these registries. The Library is committed to providing adequate Library staff resources to these efforts.

The Library Catalog (currently stored, accessed and managed via an Innovative Interfaces system) is the sole database of record for Library metadata that describe the physical and commercially procured
digital collections. The Library is committed to the accurate maintenance of that database, and to maintaining reasonable parity with the OCLC WorldCat database.
VI. Guidelines for on-campus retention and transfer of materials

The Library’s information resources are assessed and reviewed on a regular basis to ensure that the on-campuss collection remains actively used and relevant to readers and that low-use materials held in the Dartmouth Library Depository (DLD) are not duplicated or easily available through the Ivy Plus collective collection. Liaison librarians work with the Head of Acquisitions Services and Collection Assessment, staff in Access Services, Cataloging and Metadata Services, and Acquisitions Services to identify materials that meet some or all of the criteria below on a regular basis.

The primary criterion for on-campus retention of materials is consistent, ongoing use by Dartmouth readers.

Materials that receive low use, but have enduring relevance for Dartmouth and Ivy Plus readers and have limited availability in other formats or within the collective collection, are candidates for transfer to the DLD (with circulating or “in Library use” status).

From time to time, primary source materials held on campus or in the DLD may become candidates for transfer to Special Collections. Decisions on transfer to Special Collections are managed by that department. Additionally, the Head of Special Collections may advise liaison librarians on “in Library use” designation for specific titles held in the DLD. “In Library use” designation does not preclude lending via BorrowDirect; such loans should be made under the same conditions as Special Collections interlibrary lending.

Retention reviews and decisions are ongoing collection management activities. Related collection development activities include:

- Regular reviews (every two years) of approval plans, to ensure that the Library continues to receive materials appropriate to reader needs and collective collection building
- Requiring vendor identifications of new editions, so that liaison librarians can evaluate and check older versions in the library as candidates for transfer or deaccessioning during the ordering process

Criteria for retention or transfer

1. Considerations for on-campus retention include:

   - Steady circulation or current use by Dartmouth readers, including curricular support
   - Importance in the discipline as it is defined and practiced at Dartmouth
   - Currency of the edition
   - Physical condition of the volume (i.e., in good condition)
   - Currency of the physical format (i.e., a non-print format readable with current technology)
   - Materials not duplicated in another format
2. Considerations for transfer to the DLD include:

- Specific collective collection building agreements and ongoing use within the Ivy Plus partnership
- Limited availability of the work through the following:
  - The collective collection (Ivy Plus)
  - Center for Research Libraries and its partners
  - HathiTrust
  - Other print retention agreements
- Inclusion in a shared print retention agreement
- Enduring relevance to the discipline as it is defined at Dartmouth
- Criticality of maintaining a local copy (e.g., few copies in the collective collection and no digital edition available)

3. Criteria for “in library use” status for materials transferred to the DLD:

- Replacement difficulty (for items of enduring interest to Dartmouth and not widely held across the collective collection)
- Fragile physical condition
- Cost of the item
- Rarity or concern about theft or vandalism (e.g., important plates or maps that might be removed)
- Original Dartmouth publications
VII. Selection for withdrawal and deaccessioning of printed and other physical materials

The collection management lifecycle includes decisions on permanently removing or deaccessioning titles from the collection. The following criteria should be considered for deaccessioning:

- Removal of print or durable media titles duplicated by electronic format
- Removal of media titles duplicated by newer formats
- Removal of duplicates
- Removal of low-use titles commonly held by the collective collection
- Removal of older editions that are no longer relevant to research and teaching at Dartmouth
- Removal of items in poor physical condition that can be replaced with digital access

Outcomes of this process may include improved access to the physical collection for our readers, including space for newer materials, or reassignment of floor space to support reader priorities. Deaccessioning should always be done with the goal of strengthening the collection to meet the needs of Dartmouth and Ivy Plus readers.

Ongoing or phased projects are generally preferred to one-time efforts. Communication of time frames and benchmarks, workflow support from and coordination with the collections services areas and relevant liaison librarian are critical to ensure success. The entire process crosses many departments and includes identification of deaccessioning targets, selection of titles, review and decision-making, record updating, removal, and disposition. Without clear priorities and communication, collection management capacity is diminished.

Liaison librarians should work with the Head of Acquisitions Services and Collection Assessment and relevant staff to identify likely candidates for deaccessioning (See Section IV for collections analysis tools.). Data collection and analysis might be based on format, publication date, availability in the collective collection, or collective collection development agreements. In a library system as diverse as Dartmouth’s there will be no one-size-fits-all criterion. Deaccessioning will be based on the liaison librarian’s knowledge of the subject area as defined at Dartmouth, curriculum and research activities, faculty consultation as appropriate, and whether local retention of a physical copy is critical to Dartmouth or the collective collection. Collection development policies should provide guidance.

Bibliographic records are permanently retained for deaccessioned items to document prior print ownership should access to HathiTrust in-copyright digital copies be required. Documentation of long-term retention commitments for shared print archiving will be noted in the catalog record. Titles which Dartmouth has committed to retain are not candidates for deaccessioning.

As noted above, the Library’s deaccessioning criteria takes into account the holdings within the library system and of other libraries, especially Ivy Plus libraries. Decisions to discard or retain are dependent on collective collection development policies, Ivy Plus or other shared print agreements, or holdings in
OCLC WorldCat, the Center for Research Libraries and its partners, Portico, or HathiTrust’s public domain collection.

Unique holdings, commonly called “last copies”, are not candidates for deaccessioning.

Deaccessioning decisions are, by their nature, evaluative and subjective. Safeguards to avoid loss of critical titles are necessary to protect staff, readers, and materials. Collection services staff will post lists of items to be deaccessioned for review, with firm deadlines for response. The Associate Librarian for Information Resources or a designate may review and sign off on lists or project plans. The Library collection is one of Dartmouth’s most valuable assets and contains individual items of high value. A double signature should protect liaison librarians from any suggestion of impropriety.

Replacement of a Library holding with a gift copy should not be routine, as processing of both copies requires considerable staff time. The conservators in Preservation Services can repair damaged library volumes to make them useable or recommend options for replacement, including local or out-sourced digitization. Preservation relies on a user-based referral and will see items needing repair when they circulate through local use or BorrowDirect/interlibrary loan.

Disposition of unwanted titles is done in a variety of ways and detailed in Section VIII. The library discourages the placement of serials in academic departments, as such space is generally at a premium; liaison librarians should contact the Associate Librarian for Information Resources if they receive such a faculty request. Access Services staff will check returned books for the “withdrawn” stamp so that deaccessioned materials do not get re-added to the collection.

Deaccessioning decisions are made to maintain a vibrant, useful collection and our actions through title selection, communication, processing, and disposition should reflect that.
VIII. Guidelines for disposition of deaccessioned materials

The disposition of deaccessioned materials should take into account the possibility of sharing our deaccessioned resources with others who can put them to use. Identification of and transfer to candidate libraries or organizations should not be so staff-intensive that more resources are devoted to disposing of the materials than in selection and processing.

Processing should include updating the bibliographic record to note the decision to remove, suppressing the record from public view, and stamping the item as deaccessioned. Bibliographic records for deaccessioned items must be kept permanently in order to demonstrate former ownership to HathiTrust, should access to the Trust’s in-copyright digital copy be required at some future date.

From time to time, review of older or unusual (e.g., gray literature, Dartmouth-related) materials may be made by the Associate Librarian for Information Resources or the Head of Special Collections before permanent disposition.

Disposition outlets for materials by format:

1. Print journals

Print titles should be offered first to:
   1. Ivy Plus or other partners in shared print retention agreements
   2. Center for Research Libraries, for JStor titles not needed by shared print partners
   3. California Digital Library, for JStor titles not needed by shared print partners
   4. Collaborative collection development partners
   5. Linda Hall Library (for science and engineering titles)

Library staff will search these databases to identify lacks that our discarded volumes will fill (in regard to list items 1,2,3,and 5).

If emerging collaborative collection development partners express interest in our discarded journal volumes, we will offer those volumes according to the terms of the partnership.

If local libraries express interest in receiving discarded volumes, fulfillment of these requests will be evaluated by the Associate Librarian for Information Resources and a workflow will be developed to support the agreement.

2. Monographs

Monographs may be offered to:
   1. Ivy Plus or other partners in shared print retention agreements
   2. Better World Books or another resale or donation outlet (a list of these is maintained by Acquisitions Services)
Libraries may offer withdrawn monographs to the Dartmouth community for personal use and not for resale. Those materials should be clearly marked so that they do not come back to the collection.
IX. Communication and outreach

Liaison librarians gather input from readers, especially faculty, as part of the collection management process and ensure that their disciplinary communities are well informed about changes to the collections in their areas. The Library Leadership Group is responsible for the development of policies that guide key activities across the Library; the Dean of Libraries and the Associate Librarian for Information Resources take leadership in articulating collection development and management policy at the institutional level and assist and support liaison librarians as they work with departments, individuals, or partners outside of Dartmouth.

In addition to regular communication with readers on collection development and management activities, major changes or events must be communicated in a timely and appropriate manner. Major events include, but are not limited to:

- The purchase or receipt of a significant collection or object
- Expansion of high priority Library partnerships, such as Ivy Plus/BorrowDirect
- New commitments to support collections, such as membership in HathiTrust and the Center for Research Libraries
- Development of shared print retention agreements
- Library-wide print deaccessioning projects

The Dean of Libraries will communicate with Dartmouth senior administration in regard to major events. The Dean or the Associate Librarian for Information Resources may prepare e-mail announcements on these events, work with Dartmouth Public Affairs, or speak with campus media outlets, including *The Dartmouth*. The Associate Librarian will provide liaison librarians and other Library staff with talking points to support them in their conversations with readers.

Liaison librarians should not hesitate to ask the Dean or Associate Librarian for support and attendance at departmental or other meetings, if they deem this to be helpful.

All communications on collection management and development activities should stress the Library’s primary goal of ensuring that readers have access to the full breadth of information that they need, now and in the future. All collections decisions, whether small or very large scale, are made to assist the Library in thoughtfully managing its assets and resources to that end.
Appendix A. Dartmouth College Library Preservation Policy

The Dartmouth College Library fosters intellectual growth and advances the mission of Dartmouth College and affiliated communities by supporting excellence and innovation in education and research, managing and delivering information, and partnering to develop and disseminate new scholarship.

Dartmouth College Library is committed to retaining the intellectual content of materials throughout their lifecycle, ensuring the preservation and long-term access of its collections and information resources in all formats. Proper storage environment and housing, staff and user education in careful handling, binding, and treatment of individual items are methods used to protect and improve conditions to extend the useful life of materials in original form. Digitization of materials at risk can prevent further damage from use and ensure that content in obsolete formats is not lost. See the Dartmouth College Library Digital Preservation Policy for digital preservation scope and principles.

Preservation Services works in close consultation with subject selectors, and other Library staff members to identify, assess and prioritize materials needing preservation attention. Preservation decisions are always made within the context of the Library’s collection development policies, balancing costs and limitations of resources, historical and scholarly value of the materials, and the needs of the users.

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