

**Washington and Lee University Library
Collection Development Policy**

- I. Purpose of the University Library
- II. Relationship with other libraries
- III. Purpose of a collection policy
- IV. Collection development responsibilities
- V. Selection criteria
- VI. Relationship with Interlibrary Loan
- VII. General guidelines for selection
 - A. Foreign language publications
 - B. Approval plan for university press titles
 - C. Retrospective purchases
 - D. Duplicates
 - E. Gifts
 - F. Weeding
- VIII. Types of materials
 - A. Books / E-books
 - B. Serial and Electronic Resources Subscriptions
 - C. Print Newspapers
 - D. Maps and Atlases
 - E. Music
 - F. Manuscripts
 - G. Audio-visual Materials
 - 1. Videorecordings
 - 2. Audiobooks
 - 3. Recorded Music
 - H. Microforms
- IX. Collections
 - A. Reference
 - B. Government Documents

- C. Special Collections
- D. Institutional Repository

X. Revision of collection development policy

XI. Appendixes

- A. List of librarians with their collection development responsibilities
- B. University Library gift policy
- C. Weeding policy
- D. Government Documents collection policy
- E. Special Collections collection policy

I. Purpose of The University Library

As stated in the Mission Statement of the University Library, the library collections and services exist to provide access to information reflective of Washington and Lee University's mission. The Library "aims to be the physical and digital center of academic life [at] Washington and Lee", a liberal arts institution of approximately 1,800 undergraduates and 400 law students. To support this role, the Library "enables innovation and exploration in teaching, research and learning" with its collections, expertise and sophisticated infrastructure. Although Washington and Lee is primarily a teaching institution, the faculty and students engage in significant research, which the Library supports with resources in all formats designed to meet the needs of undergraduates.

II. Relationship with other libraries

The University Library is comprised of the James Graham Leyburn Library and the Robert Lee Telford Science Library, with a small collection of periodicals and print reference resources in the Journalism Department. The Science Library's collections are subject to the same selection and weeding criteria as those housed in Leyburn Library. Science Library materials are primarily intended to support teaching in the departments of Biology, Chemistry, Computer Science, Geology, Mathematics, Physics and Engineering, and Psychology. Titles are also added in the area of general science, to support general browsing and science literacy. In general, all materials with the Library of Congress classifications BF 1-799 and Q - TP are shelved in the Science Library regardless of the department requesting the title.

The Law Library is administered by the School of Law. The online catalog for the law and undergraduate collections is integrated; students and faculty are welcome to use both collections. In addition, Washington and Lee, The Virginia Military Institute, and Southern Virginia University have reciprocal borrowing privileges.

III. Purpose of a collection policy

This document will provide guidelines for the selection of materials, descriptions of individual collections, and general information about the development and maintenance of the University Library collections. This policy is a planning and communication tool for the Library and the user community. It should also guide selectors to make the best use of limited resources.

IV. Collection development responsibilities

The University Library has developed a fine collection through the joint efforts of the faculty and the library staff. The ultimate goal is to continue to build a collection that supports an advanced undergraduate curriculum, including independent study, and faculty research. There is currently no departmental or subject allocation of funds. Each member of the library faculty has responsibility for specific subject areas, and the library faculty has final responsibility for actual

additions to the collection. Staff members review new requests, evaluate them against the present collection and university programs, and consult with the requestor about items that do not meet stated selection criteria. This procedure assumes a knowledge of the present collection, curriculum, and research needs on the part of both the teaching and library faculties and a willingness of all parties to work together to achieve the fairest allocation of funds. Expenditures by academic department are published annually in the University Fact Book. A list of librarians and their departmental responsibilities is appended (Appendix A).

V. Selection criteria

In consideration of the acquisition of library materials the following points are considered:

- The support a selection gives to the curriculum as stated in the catalog and usefulness to the community the Library serves;
- Authority of the author;
- Reputation of the publisher;
- Timeliness or permanence of the resource;
- Quality of the writing or production;
- Accuracy of the information;
- Language of the publication, with English preferred except where the material is to be used in support of one of the languages taught at the University or where an English-language version of an essential resource is unavailable;
- Relation of the material to other resources in the collections
- Price (both purchase price and costs of maintenance and storage);
- Availability of the same or similar material in the Law Library;
- Implications for preservation;
- Format.

We do not normally acquire: Multiple copies of single titles, juvenile and young adult literature with the exception of certain titles for Special Collections, cookbooks except those illuminating the culture of a country or area, popular craft, antique-collecting and how-to books, workbooks and teaching aids, especially those consumed through a single use, and vanity press publications.

The Library also does not generally acquire textbooks, defined as information that is written particularly for use by students to introduce a subject. Textbooks typically incorporate such characteristics as surveying or giving an overview of the subject, containing excerpts from other literary works, listing review questions at chapter endings, etc. Exceptions will be made upon specific, justified, requests.

We purchase for the circulating collection works of authors who are nominees and winners of the major book awards such as the Nobel Prize for Literature, National Book Award, Booker Prize and Booker shortlist, PEN/Faulkner Award, Pulitzer Prize, and Nebula. In addition, the librarians apply mindful selection to current topics of general interest and contemporary fiction

and poetry, as reviewed in such media as Library Journal and similar sources.

The Friends of the Library provide a small, leased, collection of popular fiction, including mysteries, for recreational reading. At the end of the lease period, the Head of Technical Services reviews these books and purchases individual titles at a discounted price for the permanent collection.

VI. Relationship with Interlibrary Loan department of Access Services

The University Library's Interlibrary Loan (ILL) department of Access Services supports the instructional, research, and scholarly activities of the Washington & Lee community by borrowing library materials from other institutions in Virginia, the United States, and throughout the world. In turn, this service lends our library materials to other institutions worldwide.

Interlibrary Loan periodically receives book and audiovisual requests from students and faculty for material published/released in the current year. Following recommended best practices from other Oberlin Libraries, the University Library will purchase-on-demand (POD) current imprints when requested through Interlibrary Loan. The goal of the University Library's POD program is to meet the immediate needs of our users while adding potential high-use titles to our collection. The POD program criteria includes: current year imprint, price of item less than \$100 (prior to shipping), and not already expected through the Approval Plan.

VII. General guidelines for selection

A. Foreign Language Publications. The Library acquires materials in the foreign languages taught in the University to support those courses. These materials normally include literary works, selected newspapers and magazines, dictionaries, encyclopedias and indexes. We purchase materials in the English language to support other courses, unless we receive a specific, justified request for an exception to this guideline.

B. Approval plan for university press titles. The Library receives newly published university press titles on approval according to a profile established with one of our primary book vendors. The profile details subject, audience-level and publisher preferences for monographs selected to be sent automatically to the Library. The profile is revised on a regular basis according to the changing needs and financial resources of the Library. Nearly a third of all new monographs are received through automatic approval, and as a result, the amount of selection required by librarians and faculty for this type of material is significantly reduced.

C. Retrospective purchases. The Library will make retrospective purchases as needed. Additional screening of such requests must include such factors as other editions held by the Library or available through the marketplace and the condition of older volumes proposed for purchase.

D. Duplicates. The general library policy is to purchase one copy of a title. Requests for

multiple copies or departmental library duplications are considered by the Subject Librarian, the Head of Technical Services, and requestor on an individual basis. Works by Washington and Lee faculty and alumni and those of local authors are generally purchased for both the circulating collection and Special Collections.

E. **Gifts.** Gifts are subject to the general selection criteria for library materials. The specific University Library Gift Policy is appended (Appendix B).

F. **Weeding.** Librarians will periodically examine items in their subject specialties and identify materials to be withdrawn from the collection. Candidates for disposal will include superseded editions, duplicate copies no longer needed, alternative formats, out-of-date works, and material in poor condition. The University Library Weeding Policy is appended (Appendix C).

VIII. Types of materials

Materials purchased with library funds will be suitably housed in the Library and will be subject to the Library's circulation and use policies for each format.

A. **Books / E-books.** The selection criteria outlined in Section V apply for books in print or electronic format. The acquisitions staff decides to purchase cloth or paper editions on the basis of the price differential, the expected use of the title, availability, and the recommendation of the requestor. Most paper bound volumes are reinforced in-house before they are cataloged. Expensive e-book requests are typically meant to serve as reference resources for the university community and may require approval by the Electronic Resources Committee before purchase.

B. **Serial and Electronic Resource Subscriptions.** The Library holds subscriptions to print and electronic periodicals and continuations (i.e. annuals, monographic series, or sets for which the Library has a standing order) as well as various electronic databases and journal collections. Selection criteria stated in Section V apply to subscriptions, with preference for electronic format, based on cost and availability. Electronic subscriptions must also include acceptable licensing and access conditions and vendor-supplied technical support. The Library maintains an arrangement with Portico, a digital preservation and electronic archiving service, to ensure that electronic backfiles will be permanently and reliably available. Purchasing, renewal and/or cancellation decisions regarding continuing electronic resources are made by the Library's Electronic Resources Committee.

Since subscriptions involve a continuing expenditure made more critical by progressive price increases and maintenance costs, requests for new subscriptions should be accompanied by a written justification for the purchase including relevance to the curriculum (with specific courses named), to research projects, to the Library's collection, or the needs of the University community. A helpful guide to the potential usefulness of a serial title is its indexing. In general, preference will be given to serials in electronic format, but current periodicals acquired in print form are usually retained and bound. Requests for new electronic resources should be submitted after trial access can be arranged. All requests for new subscriptions are received by the Head of

Technical Services, reviewed by the library staff member responsible for the subject area involved, and approved by the Electronic Resources Committee. The complete list of library subscriptions is reviewed periodically department by department.

C. **Print Newspapers.** The Library subscribes to regional print newspapers as well as a few foreign print titles. Local papers, such as the News-Gazette, the Richmond Times-Dispatch, and the Roanoke Times, are kept in microform even though not indexed. Newspaper subscriptions come under the serials budget and control systems. New subscriptions must be justified by the requestor in the same manner as any other library subscription

D. **Maps and atlases.** The University Library does not maintain a print map collection as such. Maps of local historical interest are purchased from time to time and housed in the map case in Special Collections. Atlases, when purchased, are usually shelved as part of the general reference collection.

E. **Music.** Purchases of sheet music or scores are subject to the general selection criteria (Section V) and cataloged into the general collection and shelved in the stacks or in Special Collections if appropriate.

F. **Manuscripts.** Manuscripts are cataloged into Special Collections. Manuscripts important to the Washington and Lee heritage or history of the area are purchased as funds allow. The acquisition of manuscripts, whether by gift or by purchase, is approved by the Library Director in consultation with the Special Collections Librarian, and other faculty and library faculty members with knowledge and expertise in the subject area involved.

G. **Audio-visual Materials.** Audio-visual materials are selected for the Library's collection using the same criteria as for print materials. These items are paid out of a separate budget line. Due to the smaller allocation for these materials, audio-visual materials will undergo the following additional scrutiny:

1. **Videorecordings.** Videorecordings will be purchased or rented in a format suitable for use on the Library's equipment. The acquisitions staff may pursue preview or rental opportunities for expensive videorecordings that faculty need for single use sessions.

2. **Audiobooks.** These materials will be purchased as necessary and as appropriate to the Library's collection policy. Special consideration will be given to the unique use and storage needs of each format. We rely on the Tucker Multimedia Center to purchase and maintain language-learning audio-visual materials including all foreign language audio tapes, and we do not acquire such for the Library collection.

3. **Recorded music.** Since recorded music is primarily designed to enhance and support the academic programs of the University, priority will be given to requests for

material needed for specific courses or academic purposes. The Library's recorded music collection is to be an eclectic and highly selective one. Representative works of artists and groups appearing at Washington and Lee will be included as will works of local performers and composers (those living or working in Rockbridge or neighboring counties) and of Washington and Lee faculty, students and alumni, which will be acquired for Special Collections as well as for the circulating collection. Children's music will be included only if by a local group or artist or if it has a specific Washington and Lee connection. Currently, the circulating collection is in compact disc format and through a subscription service for streaming classical music over the Internet. Access to each title in the subscription service is provided through the bibliographic record in the library catalog. Audiorecordings are acquired for Special Collections archival purposes as necessary. The Department of Music's laboratory collection of audio tapes and compact discs is not included in the Library's collection.

H. **Microforms.** Microform materials will be purchased as needed to obtain otherwise unavailable material. Consideration will be given to the format of the microform, the type of equipment available for effective use in the Library, and the archival suitability of the production process used for the particular item.

IX. Collections

A. Reference

The reference collection of the University Library contains encyclopedias, indexes, directories, handbooks, bibliographies, dictionaries, and other materials in both print and electronic form. These works are generally not meant to be read consecutively but rather to be consulted for definite items of information. The greatest concentration is placed upon those needs which arise from study and research activities directly related to the undergraduate curriculum. However, an attempt is also made on a case-by-case basis to acquire basic or standard reference works. The Library also selects a limited number of sources in such non-scholarly areas as employment and consumer information. Reference materials are chosen collectively by the reference librarians with assistance and suggestions from subject specialists on the library staff, faculty member, students, and others.

Decisions regarding the acquisition of materials for the reference collection are made on the basis of several criteria:

- **Format**

Is the work in print form and/or in electronic form? In general, preference will be given to reference materials in electronic format.

- **Relevance to the Library's needs**

The reference librarians take into consideration both the undergraduate curriculum and past demand for information, usually made evident at the reference desk.

- **Quality of the work**

- **Purpose**

Reference works are intended to be consulted, rather than read through.

- **Authority**

Are the publisher and the author reputable?

- **Scope**

The scope of an item should not be so narrow that a researcher is likely to need to make extensive use of it. For example, a bibliography of criticism of William Faulkner's writings should be in the stacks, while bibliographies of criticism of American literature could be in reference.

- **Intended audience**

Consider level of education, language in which work is written, etc.

- **Current information**

Though some reference materials are timeless, it is important for the item to be current and up-to-date.

- **Organization**

Reviews and other communications can describe the usefulness of the manner in which information is presented.

- **Price**

Is the price of the work in keeping with the quality and quantity of information it provides?

B. Government Publications

Leyburn Library, along with the Law Library and VMI, is a selective depository for Federal publications distributed by the Superintendent of Documents. Most of these publications are maintained in a separate collection, arranged by the Superintendent of Documents (Sudocs) classification system. New series are selected, and the collection is weeded, by the Documents Librarian in accordance with the Instructions for Depository Libraries. Specific documents are ordered as separates, upon request, and are fully integrated into the collection. Publications of other governmental bodies (state, local, and international) are subject to the same selection criteria as non-governmental publications. A comprehensive documents policy is appended (Appendix D).

C. Special Collections

The purpose of the Washington and Lee Special Collections is to serve as the memory of the institution, of the area, and, broadly, of the past, and to make it cheerfully and easily accessible to those who want to know about the institution, its founders and the early history of its area from original sources and appropriate commentaries. The responsibility for determining what materials shall be housed in Special Collections resides primarily with the Special Collections Librarian in consultation with the University Librarian. A collection development policy for Special Collections is appended (Appendix E).

D. Institutional Repository

The Washington and Lee University Library has long sought to preserve and make available the historical record of the University, its students, its faculty, and the local area. The printed collection of historical materials has been housed within the library buildings and researchers have been required to make a physical visit to the campus within library working hours. Through the Library's online Institutional Repository, the Library also strives to permanently preserve in digitized form and to make available electronically via the Internet as much of the W&L historical record as reasonably possible. (Institutional repository collection guidelines are currently being developed.)

X. Revision of collection development policy

The policy will be reviewed regularly and revised as needed.

Appendix A - Departmental / Subject Liaison Responsibilities

Mary Abdoney – Science Library – Biology, Chemistry, Environmental Studies, Geology, Mathematics, Physics/Engineering, Psychology

Dick Grefe – Senior Reference Librarian/Government Documents Librarian – Journalism and Mass Communications, Latin American and Caribbean Studies, Politics, Poverty Studies, Sociology and Anthropology, Society and the Professions

Yolanda Merrill – Humanities and Reference Librarian – Art History, Classics, East Asian Languages and Literatures, English, French, German, Italian, Literature in Translation, Medieval and Renaissance Studies, Music, Philosophy, Religion, Russian, Spanish, Theater, Women’s Studies

Vaughan Stanley – Special Collections and Reference Librarian - History

John Tombarge – Head of Public Services and Reference Librarian – Accounting, Business Administration, Economics

Laura Turner – Technical Services Librarian – collection development of Classics, Philosophy, Religion

Appendix B – Gift Policy

UNIVERSITY LIBRARY GIFT POLICY

Fall 2008

In support of its primary goals, Washington and Lee University Library appreciates monetary and materials gifts. The Library's primary goals include: supporting the educational philosophy of the University and the research needs of its students and faculty, and collecting and preserving materials relating to the history of the University and the surrounding area. The Library retains the right to accept or reject gifts, and the guidelines in the Collection Development Policy apply to gifts as well as to purchases. Space considerations, staff processing, and staff time costs provide additional rationale for the Library's gift policies and decisions.

CONTACTS FOR GIFTS TO THE UNIVERSITY LIBRARY:

General Material Donations to the Library:

Laura Turner, Technical Services Librarian
540-458-8659
turnerl@wlu.edu

Donations for Special Collections:

Vaughan Stanley, Special Collections Librarian
540-458-8649
stanleyv@wlu.edu

Monetary Donations to the Library:

Karin O'Callaghan, Administrative Assistant to the University Librarian
540-458-8642
OCallaghanK@wlu.edu

ACCEPTANCE OF GIFTS

Gifts-in-kind (gifts of materials) to the Library are generally received and processed by the Acquisitions Department. The Library shares the donor's concern that gift materials will be put to the best use at the Library. Therefore, donors considering a large gift of materials are encouraged to first contact the Head of Technical Services to determine the appropriateness of

a proposed gift. We recommend that potential donors provide a list of the materials they would like to offer. The Head of Technical Services will check with appropriate selectors and the University Librarian before accepting or declining large gifts.

Factors to be weighed in the decision to accept or reject a gift include the inherent value of the material offered, its relationship to existing collecting areas of the Library, the suitability of the form of the material, the condition of the material, restrictions placed by the donor, and the relationship of the donor to the Library and to the University. Under normal circumstances, the Library will not accept: textbooks, sets of general encyclopedias, photocopied items, damaged or marked up items, and periodicals that are not needed to fill gaps in the collection. In addition, gifts that have donor conditions attached to them, such as retention, housing or use conditions, are generally not accepted by the Library. Unless pre-arranged, packing and transportation of the gift to the Library is the responsibility of the donor. The University Librarian is the final authority on the acceptance and disposition of gifts.

In cases in which a donation accepted by the Library contains titles or volumes that are not suitable for the collection, the Library reserves the right to dispose of them in the manner it considers appropriate. All attempts are made to find another home for any unwanted items through the Library's annual booksale. Any profits from the booksale will be used to support library materials and programs. A gift not needed by the Library will be returned to the donor ONLY in exceptional instances that are outlined before the gift is accepted.

Gifts of money are generally received and processed by the University Librarian's office. Monetary gifts received by the University Librarian are forwarded to the Development Office, which sends the donor a receipt and credits the gift to the Library's account. The University Librarian's office notifies the Head of Technical Services of monetary gifts, including the amount and subject designations (if any) of the donor and the wording of the gift plate. The Library then makes a reasonable effort to purchase materials that correspond to the donor's intent.

The University Library Special Collections typically makes arrangements to directly receive gifts-in-kind that will enhance the University's Rare and Archival Collections. These donations are pre-arranged with the Special Collections Librarian and in general, follow the same guidelines as other donations to the Library. The donations are reviewed by the Special Collections Librarian, with input from the University Librarian, if warranted.

APPRAISAL OF GIFTS

The appraisal of a gift to the Library for tax purposes is the responsibility and expense of the donor, as the donor benefits from the tax deduction. The Library should at all times protect the interests of its donors as best it can and may suggest the desirability of appraisals for large gifts. To protect its donors and itself, the Library, as an interested party, will not

appraise gifts of materials. The acceptance of a gift which has been appraised by a third, and disinterested, party does not imply an endorsement of the appraisal by the Library.

Donors are encouraged to consult their tax advisors for assistance with using the gift as a tax donation. The Library staff will limit its assistance to the donor to:

- directing the donor to online and print auction and sales records, such as www.abebooks.com, www.alibris.com, and [American Book Price Current](#).
- suggesting professional appraisal organizations that might be consulted (American Society of Appraisers, Antiquarian Booksellers' Association of America, and Book-Appraisal.com)
- in rare instances, offering services which would assist the appraiser in making an accurate evaluation.

ACKNOWLEDGMENT OF GIFTS

The Acquisitions Department will send an acknowledgment to each individual who has made arrangements to donate gifts-in-kind to the Library, as well as to selected commercial or institutional donors. In general, unsolicited gifts are acknowledged ONLY if accepted. Donors of large gifts-in-kind (ten or more volumes) will also receive a tax receipt that notes the number of volumes received and type of material received, but the receipt does not include a title list of the items or an estimate of the value of the gift. If desired, individuals donating fewer volumes may request a tax receipt. Donors that plan to stagger donations throughout a tax year may request a single tax receipt at the end of the calendar year. The Acquisitions Department maintains the records of this correspondence.

The University Librarian may send a personal acknowledgment to donors at her discretion, most usually for gifts with a known monetary value or other substantive gifts, and/or to donors who have a personal relationship with the University. Copies of these acknowledgments and receipts will be kept in the Librarian's Office. In addition, the University Librarian will send a copy of to the Development Office. The Development Office will decide if a gift is significant enough to include in the individual giving records of that office. The Librarian will also send to the Development Office a copy of the list of donors for that fiscal year.

All gifts involving money or securities will be acknowledged by the Development Office, although an acknowledgment may also be sent by the University Librarian.

BOOKPLATES FOR GIFTS

Most books given to the Library or purchased with gift money will bear a bookplate indicating the source of the gift. Anonymous gifts, serials, documents, corporate gifts and non-book materials do not usually bear gift plates. In general, the wording of the bookplate for the

gift will follow a standard template created by the Library for donations. For gifts of exceptional merit, a special bookplate will be designed.

RECORDING OF GIFTS-IN-KIND

The Acquisitions Department maintains records of donations including:

- Name and address of donor;
- Date of the gift;
- Number of items (volumes, issues, etc.);
- Format (including number of cloth and number paper bound volumes);
- For small gifts, a list of individual titles given;
- Disposition of the gift (how many items added to the collection, etc.).

At the end of each fiscal year the Acquisitions Department compiles a list of donors of gifts-in-kind, which is included in the Acquisitions annual report. A list of monetary donations is compiled by the University Librarian's office and included in the Library's annual report, along with the list of gifts-in-kind donations.

RETENTION OF GIFT RECORDS

Since 1992, as part of the cataloging of gifts-in-kind and material purchased with gift funds, the donor's name is included as a note in the item record in the online catalog. This note is not visible to the public, but Acquisitions staff members can compile a title list by donor.

Laura Turner, Technical Services Librarian
Revised April 2010

Appendix C – Weeding Policy

WEEDING POLICY

(March 2007, rev. April 2010)

Collection development is often considered the process of adding new materials to the Library to benefit the university community. Weeding (or de-selection) of materials in the collection is another component of collection development and serves to maximize the usefulness of the Library collection. Weeding the collection provides space for new materials and increases the value of the collection by removing outdated/unwanted material or items in poor condition.

The collection will be periodically examined for material to be withdrawn, usually under the direction of the librarian in charge of the subject to be weeded. Candidates for disposal will include superseded editions, duplicate copies no longer needed, alternative formats, out-of-date works and material in poor condition. Procedures will include consultation with faculty and selectors and, in some cases, consultation with Special Collections. Certain subject areas will benefit from comparison of holdings with the Law Library. In addition, all materials to be withdrawn will ultimately need to be handled by the Technical Services Department. Therefore, it is best if the selector maintains steady dialogue with the Head of Technical Services when weeding material from the collection.

The University Libraries currently use several methods for weeding materials:

On-going Weeding – these methods provide weeding opportunities as a result of an immediate issue or problem with the material(s) in question

1. As new editions are purchased, selectors are prompted to make decisions about retaining or withdrawing older editions.
2. Withdrawal decisions regarding serials on subscription are usually determined by the selector and the Head of Technical Services when the subscription begins. As a result, some serials are automatically replaced when they are superseded.
3. Items in poor condition or missing pieces that are returned to the Circulation Desk are routed to the Head of Technical Services for a decision about replacement, rebinding, repair or withdrawal, with input by subject specialists.
4. Items that are declared lost (either through Circulation routines or stacks inventory) are routed to the Head of Technical Services for possible replacement, with input by subject specialists.

Systematic Weeding Projects – these methods require preliminary work on the part of the Subject Specialist and typically involve larger amounts of materials from individual areas of the collection. Thus, these methods are project-level and are more likely to involve broader librarian and faculty involvement. Special formats may require additional consideration beyond the methods listed below.

1. Multiple copies or multiple formats that are no longer necessary should be withdrawn. Historical examples include a project to weed duplicates in the American History (LC Class #E) and United States Local History (LC Class #F) sections, as well as individually weeding print book titles that have been replaced by an electronic book format. In addition, as formats for audiovisual materials change, the Library has weeded the older format (e.g. VHS videotapes weeded in favor of DVDs).
2. Subject areas are examined by subject specialists for research value within the subject area. Typically, this type of weeding removes outdated, inaccurate or irrelevant material and is closely aligned with usage, age of publication, and checkout statistics. Historical examples include weeding in Law (LC Class #K), Social Sciences – General, Statistics, Economic Theory (LC Class #H-HB), and Psychology (LC Class #BF). More general subject area weeding occurs in Reference and Government Documents on an annual basis.
3. Periodically, the Library conducts a serials review to make sure that the Library is providing faculty and students with the materials that are critical to Washington and Lee University's academic program. While the purpose of this review is not strictly cancellation, it is important to make sure that resources for serials are devoted to materials that are essential to the university community. In cases of cancellation as part of a serials review, the Library has not traditionally withdrawn retrospective print serial holdings from the collection.

The complex nature of systematic weeding benefits from consistent use of procedures by the library staff, listed in the next section, as well as regular dialogue between the Subject Specialists and the Head of Technical Services.

Procedures for Systematic Weeding of Multiple Copies or in Subject Areas

1. Preliminary work must typically be completed by subject specialists prior to removing titles from the collection. This work includes: informing the Head of Technical Services about the project; informing librarians and the appropriate faculty of the proposed project; gathering library statistics related to age, duplication, and/or circulation of items; and pinpointing titles in poor condition.

2. Millennium can be used to create lists that indicate multiple copies or publication dates, etc. Just about anything in the bibliographic and item records can be used to create a weeding list. The list can then be used in print or electronic format to guide the weeding project with call numbers, titles, etc. Creation and output of the weeding list benefits from some knowledge of MARC codes; the Subject Specialist will benefit by asking Technical Services for assistance with these codes.
3. Selecting a publication date cut-off as a weeding criteria requires the Subject Specialist to communicate with the Head of Technical Services to avoid future issues (e.g. withdrawing older material that has just recently been added). Due to the commitment of the Library to purchasing titles for long-term scholarly pursuit, weeding should not include items published within the past ten years, with few exceptions.
4. The Subject Specialist should determine how s/he will mark or situate each item selected for weeding so that it can be reviewed by faculty. The specialist will also need to indicate to faculty how they may remove a title from the weeding project.
5. The Subject Specialist will have to determine the duration of faculty review for materials to be weeded. Typically, a large weeding project in a subject area should allow faculty at least one term for review.
6. After candidates for weeding are pinpointed, the Subject Specialist should make an attempt to keep faculty informed about the schedule for the weeding project.
7. Once the weeding deadline has been met, the Subject Specialist will notify the Head of Technical Services regarding the approximate number of titles that will be weeded (as a courtesy for workflow considerations). The Head of Technical Services will work with the Subject Specialist to select a date for the material to be re-located to Technical Services for withdrawal and disposition.
8. All items selected for withdrawal through subject weeding will be reviewed by the Head of Technical Services before any are disposed.

Cautions, Restrictions and Safeguards for Systematic Weeding

The Technical Services Department will handle disposition of materials that have been weeded by channeling suitable material to the annual booksale, then remainders to the Library's third-party bookseller. In general, the university discourages giving university property away after it has been deemed "surplus", and so other alternatives must be considered carefully.

In general, items that are withdrawn must be recycled if they are giftplated. It is good to be somewhat selective in the number of gift items that are weeded. Otherwise, potential bad

publicity from withdrawn gifts could damage our credibility regarding future gifts.

Subject Specialists should avoid weeding parts of a numbered set, and should be sensitive to items that might qualify for Special Collections. These items include for example: faculty and alumni publications (if known), Washington and Lee University, Virginia and local area interests, and imprints pre-1850. The Subject Specialist should seek consultation with the Special Collections Librarian for materials that fall within these categories. In addition, items that were selected for Reserve at some point may require additional consideration. Finally, during the de-accessioning process, the Cataloging Unit may determine that we are the only library that holds the item, or that we are one of a very few institutions holding it. In these cases, the item may be returned to the Subject Specialist to verify withdrawal.

Materials that are held in more than one location warrant additional consideration (e.g. items that are held in Science and Leyburn or the stacks and Special Collections, etc.).

Regular communication to the appropriate faculty and/or department regarding the status of a weeding project is great public relations for the Library and is highly encouraged.

Appendix D – University Library Government Documents Collection Policy

U.S. GOVERNMENT DOCUMENTS IN LEYBURN LIBRARY
Collection Development Policy
revised April 2010

The Washington and Lee University Library collects, organizes, maintains, and provides public access to selected publications of the United States Government. Most of these publications are received through the Depository Library System and are maintained in a separate collection, arranged by the Superintendent of Documents (Sudocs) classification system. Other Federal publications may be acquired through other means.

Depository Collection

The University Library has been a selective depository for Federal publications distributed by the Superintendent of Documents since 1910. Our primary collection development mission is to select publications which support the teaching and research needs of both students and faculty, while at the same time attempting to be responsive to the information needs of the constituents of our Congressional District, in accordance with the *Federal Depository Library Handbook* (Introduction; revised May 2009: <http://www.fdlp.gov/administration/handbook>).

Selection of Federal materials through the Depository system is based upon item numbers, each representing one or more series published by the Government Printing Office (GPO). A list of available item numbers is issued annually (normally in the spring), and changes in the library's choice of item numbers may be made at this time. In addition, GPO occasionally issues "surveys" of both reclassified (i.e., a change in issuing agency) and new documents series, offering the opportunity for selection of these items.

Note: Items may be "de-selected," that is, removed from the library's Depository profile at any time. This is now done by electronically, using the form *Amendment of Item Selections* from the FDLP Web site: http://www.gpo.gov/su_docs/fdlp/tools/amendment.html). However, items may be selected, that is, added to the Depository profile, only on the occasions of the annual updates and the periodic surveys.

The subject matter of a Federal Government publication and its relation to the information needs of the library's clientele, as mentioned above, is the primary factor taken into consideration when assessing the suitability of that publication for the collection. However, other factors also are taken into account:

Format Much of the information provided by the Federal Government is now made available in electronic form on the Internet, usually without charge. We continue to collect and provide in paper form those materials which may be in significant demand

by our users and/or which would require extensive sustained use for practical access. However, at the same time, we actively seek out and make available in the W&L Web site and/or in the library catalog any Federal sites, publications, or collections likely to be of value to our user population. Every attempt is made to avoid collecting materials in CD-ROM or microfiche or microfilm formats.

Multiple titles in item GPO's item number system groups publications by both issuing agency and type of publication. An item number may include one specific title or a number of individual, usually related, titles. When an item includes several titles, one must exercise some discretion in weighing the desirability of one or more titles against others within that item that are of marginal use or are particularly troublesome to maintain. In some cases, when the desire for one title necessarily requires the receipt of one or more decidedly "undesirable" titles in the Item grouping, electronic (Web) access to the needed title may well suffice.

Local availability Both the Washington and Lee Law Library and the Virginia Military Institute Preston Library are selective Federal Depository libraries. Each of these institutions has a clientele with particular interests and each of the libraries tends to serve those interests. However, the three local selective Depository libraries (W & L, Law, and VMI) do attempt to coordinate collection development to try to reduce unnecessary duplication and to expand coverage as much as is reasonably possible.

Weeding the Depository Collection

From time to time, the library may find it necessary or advisable to remove from the Depository collection materials which are of little use to the clientele. Such weeding is affected by several external factors.

A significant constraint on the library's ability to deselect or discard from the collection is the requirement, stated in 42 U.S.C. sec.1911, that Depository materials must be retained by the library for a period of five years from the date of receipt.

Materials to be removed from the collection must first be offered to the Regional Depository at the University of Virginia, in accordance with *Virginia Federal Depository Library Offers Procedures* (available on the UVa Web site: <http://guides.lib.virginia.edu/VaOffers>).

Weeding also should be coordinated with the other local Depository libraries (Law and VMI) , since their selection profiles are, in part, based upon the availability of titles in Leyburn Library.

Non-Depository Acquisitions

Federal publications which either are (1) not Depository items or which are (2)

Depository items, but not part of our profile, may be added to the library's collection. Requests for the acquisition of Federal publications may originate with the documents librarian, with members of the library staff, or with any patron of the library. The documents librarian is responsible for monitoring review sources and other sources for information about new Federal publications. Requests from patrons may come directly to the documents librarian or may be referred from the acquisitions librarian.

An increasingly-important method of maintaining awareness of new U.S. Government publications includes the announcements in the GOVDOC-L listserv and other electronic mailing lists.

Subjects of Particular Interest

Due to the nature of the W & L curriculum and the demands of our patrons, the publications of the following agencies appear to be of greatest interest:

Bureau of the Census, Congress, Federal Communications Commission, Department of Defense, Geological Survey, Executive Office of the President, Department of State, Smithsonian Institution, Congress, Environmental Protection Agency

This list is only the roughest generalization. Materials which are of wide-ranging value, as reference tools or sources of political, social, and economic statistics, are consistently of interest. As needs change and as relevant titles are published by various agencies, it is incumbent upon the documents librarian to maintain an awareness of both demand and potential supply. The easy accessibility of information in agency Web sites has made it much easier to check on the "possibilities," while simultaneously raising expectations.

Appendix E – University Library Special Collections Collection Policy

Washington and Lee University Library Special Collections Collection Policy

This policy revises and expands the previous policy dated April 1989.

I. Rare Books

A. We actively seek to acquire the following categories of books:

1. Books from the libraries of earlier incarnations of Washington and Lee University.
2. Books that include Washington and Lee University in their subject content.
3. Books about Robert E. Lee, George Washington and other prominent individuals associated with the history of Washington and Lee University, including fictional works.
4. Books about Washington and Lee University alumni.
5. Books about Stonewall Jackson, Sam Houston and other prominent individuals associated with the history of Rockbridge County including the cities of Lexington and Buena Vista, including fictional works.
6. Books from the libraries of the Franklin Society (kept in a separate collection), Graham Philanthropic Society, Washington Literary Society or similar literary societies with a W&L or other local connection.
7. Confederate imprints (1861-1865).
8. Books by local authors. Local authors ordinarily includes Rockbridge County but may also include immediately neighboring counties (these include Augusta, Nelson, Amherst, Bedford, Botetourt, Alleghany and Bath Counties).
9. Books on the genealogy of families with a connection to Rockbridge County. Where appropriate this includes families from immediately neighboring counties.
10. Books on the history of western Virginia and its localities and counties including our local area. Western Virginia includes those areas of Virginia west of the Blue Ridge mountains and extending from the Tennessee line in the south to Harpers Ferry in the north. This designation also includes nearby counties of West Virginia that border Virginia or that have significant connection to the Appalachian history and culture of the area. Appalachian history and culture as it applies to the geographic area of our collection is a focus.
11. Books on the history of other parts of Virginia especially the most basic volumes of county and town histories. These are not collected to the same depth as books on western Virginia.
12. Imprints of regional presses. Regional presses for our collection purposes are defined as those within Virginia west of the Blue Ridge mountains.
13. Autographed books of exceptional interest.

14. Books already within the library's main stacks collection that are especially subject to loss or damage.
15. Books with a direct connection to manuscripts in our holdings.
16. Reference material supporting research pertinent to our collections.
17. The Basse, Cole and Rockwell gift funds are to be used for significant items that are valued at \$100 or more in the collection categories listed above. These gift funds may also be used for manuscripts purchases or preservation services.
18. Nineteenth century newspapers of western Virginia with a particular focus on Rockbridge County and neighboring counties.

B. In addition to the active collection categories specified above, we will seek with less priority or accept as gifts the following additional categories:

1. Where appropriate and significant, books from the personal libraries of prominent individuals associated with the history of Washington and Lee University. These can include administrators, faculty, students, donors, alumni or others with a significant W&L connection. Books containing significant annotations by the owner are particularly noteworthy.
2. American imprints at least 150 years old (or more recent depending on content, rarity, etc. at the discretion of the Special Collections Librarian).
3. European imprints (including British) prior to 1800.
4. Books not in any other category with a significant monetary value.
5. Limited editions.
6. Imprints of fine presses.
7. First editions of well known authors especially Southern and Virginia authors.
8. Books of unusual aesthetic value due to binding, illustrations, typography, etc.
9. Books of unusual consideration because of size, format, condition, or subject (books that have become historically or socially dated such as social etiquette guides from earlier eras) .

II. Archives

We collect:

1. Washington and Lee University publications of all kinds (two copies).
2. Student publications including newspapers, yearbooks, literary and political publications, etc (two copies).
3. Student honors theses (as determined by those listed in the commencement program).

4. Student papers on the architectural history of buildings in Rockbridge County from the classes of Dr. Pamela Simpson.
5. Faculty publications both during and before a faculty member's tenure at W&L.
6. Alumni publications.
7. Photographs reflecting the history of Washington and Lee and Rockbridge County.
8. Records (Record Groups) which show the operational history of Washington and Lee. These include Trustees records, records of the President and Dean of the College, records of the various academic departments, records of various W&L offices and records of student organizations.
9. Architectural blueprints and other designs of campus buildings.
10. Maps and prints of the Washington and Lee campus.

III. Manuscripts

We actively collect in the following categories of manuscripts:

1. Resources on the history of Washington and Lee University since its beginnings in 1749.
2. Resources illustrating student life at Washington and Lee throughout its history.
3. Resources on the lives and careers of prominent Washington and Lee alumni.
4. Resources on the Lee family with particular emphasis on the two family members who served as President, Robert E. Lee and George Washington Custis Lee.
5. Resources on the history of Rockbridge County and of western Virginia.
6. Resources on the Civil War with a focus on the war in western Virginia.
7. Maps of Rockbridge County with a focus on historical maps.

Because of limited space available we are unable to collect individual faculty research unless it pertains to any of the categories listed above.

IV. Photographs

We collect photographs on:

1. The history of Washington and Lee University showing W&L people, buildings and events.
2. The history of Rockbridge County, Virginia and including the cities of Buena Vista and Lexington.
3. Robert E. Lee and other members of his family.
4. Jessie Ball DuPont, Alfred I. DuPont and other subjects of significant manuscripts collections

in our holdings that already include photographs.

V. Additional Collection Goals

To augment our collections we are especially seeking books and manuscripts in the following categories not already listed above:

1. The history of canal and river travel, a significant facet of the first century of Rockbridge County, Virginia.
2. The development of the railroad in western Virginia.
3. The iron industry of western Virginia with particular focus on Rockbridge County.
4. Literary figures who have figured prominently in Shenandoah, the literary periodical published at Washington and Lee.

VI. Additional statements

We collect audiovisual material pertaining to Washington and Lee University and Rockbridge County, Virginia including Buena Vista and Lexington. This material is generally filed by subject rather than type (it is interfiled with our print material) .

We house on permanent loan the manuscript, photograph and ledger collections of the Rockbridge Historical Society. Additions to these collections are made through the RHS. The Rockbridge Historical Society has its own collection policy.

We do not collect artifacts (material objects). Responsibility in this area lies with the University-wide Special Collections committee through our museum collections.

Primary responsibility for collection development in Special Collections lies with the Special Collections Librarian.

Vaughan Stanley
February 1996