

Collection Management Policy

Purpose of this Collection Management Policy

This policy aims to present practical, basic guidelines for the development and maintenance of the Woodruff Library's collections in supporting teaching and research at Emory. It is an outline of the library's general collecting principles and processes, and is intended as a starting point for each Subject Liaison in helping them address the collection needs of specific academic disciplines. It is expected that this policy will be reviewed on a regular basis to reflect the evolving needs of the university.

The Emory Libraries

The Emory libraries comprise the Main (Robert W. Woodruff) Library—including the specialist libraries in Business, Chemistry, Music and Media, as well as the Manuscript, Archives, and Rare Books Library (MARBL) — and the Health, Law, Oxford College, and Theology libraries. Together our total holdings now exceed 3 million volumes, with 53,600 current serials in print and electronic formats, over 475 databases, as well as extensive manuscript, rare book, and archive collections. Following are the libraries and their subject strengths:

- Woodruff Library: focuses on the humanities, social sciences, and general science, and is a selective depository for U.S. Government documents and selected foreign countries, international and non-governmental organizations
- Business: focuses on general business, accounting, finance, organization and management, marketing, decision science, and operations management, as well as select materials in information technology, economics, statistics, communications, real estate, health care and other subjects as they relate to business.
- Chemistry: focuses on supporting teaching and research interests in analytical, bioinorganic, bioorganic, biophysical, environmental, experimental chemical physics, materials, medicinal, neurochemistry, organometallic, synthetic organic, theoretical/computational and innovations in chemical education.
- The Emory University Archives, which operates in collaboration with MARBL, is the agency charged by the university with responsibility for collecting, preserving and providing access to records and related materials documenting the history and function of Emory University, its predecessor schools, and related organizations. The University Archives is responsible for archival materials held by the Health Sciences Center Library, the Law Library, the Oxford College Library, and the Woodruff Library. Archival materials for the School of Theology and Department of Religion are the responsibility of the Theology Library
- Health: provides teaching and research support for Emory's School of Medicine, the School of Public Health, the Emory Clinic, and related fields of study such as biomedicine

- Law: supports the teaching and research needs for Emory's School of Law, is a selective depository for U.S. Government documents, and a full depository for publications of the European Union
- Manuscript, Archives, and Rare Book Library (MARBL): special strengths include 20th century British, Irish, and American literature with an emphasis on poetry (including the Raymond Danowski Poetry Library - an extensive collection of more than 75,000 volumes of English language poetry); African American history and culture (including extensive Black print culture collections and archival holdings related to the Civil Rights and post Civil Rights era); and the history of Atlanta, Georgia, and the South.
- Music and Media: The Heilburn Library holds the General Libraries' collections of music materials and audiovisual media. The library's film collection includes works on film, documentaries, foreign-language films, opera and other musical performances, dance, theater, and feature films. The sound recordings collection consists of more than 28,000 on compact discs and LP phonodisc. The print collection consists of 23,000 scores, 30,000 books on music, and 100 current subscriptions.
- Theology: collects materials related to the development of Christian history and thought, with an emphasis on the Methodist Church. The library also acquires materials in contiguous areas that are related to the history of other religious traditions, including materials related to the development of Christian history and thought, including over 100,000 rare or special books and almost 3,000 linear feet of unpublished archival materials. Pitts Special Collections is noted for its holdings from the Reformation.

The Main Library: Our Collections

As noted in the General Libraries' [mission statement](#): “We develop distinctive collections, services, staff and facilities to preserve our intellectual heritage and advance the discovery and transmission of knowledge for students and scholars of today and tomorrow.” With over 2 million volumes, more than 16,000 linear feet of manuscripts, over 18,500 electronic journals, and access to more than 475 research databases, Emory is one of the largest academic libraries in the southeast (ranked 38th in the 2004 [Association of Research Libraries statistics](#)).

The Woodruff library is a [selective depository for U.S. federal documents](#) and the publications of selected foreign countries, international and non –governmental organizations. Over 200,000 rare books and 1,200 manuscript collections, photographs, motion picture film, audio recordings, and other visual and digital media are housed in the [General Libraries' Manuscript, Archives, and Rare Books Library](#).

Approval plans and journals

The General Libraries participate in a variety of customized approval plans which afford us economically efficient acquisitions and collection management support links with a variety of major trade and academic publishers both within the United States and overseas. Wherever possible, monographic and serial titles are purchased through approval plans to take advantage of volume purchasing discounts and online acquisitions and claiming services. The following approval plans and vendor services currently are used by the General Libraries

Yankee Book Peddler (US)	Kenny's Bookshop (Irish)
Lindsay & Croft (UK)	Latin American Bookstore (Spanish)
EBSCO (Serials)	Leila Books (Middle Eastern)
Aux Amaterus de Livres (French)	J W Pepper (Music Scores)
Book Wholesalers Inc. (Children's Books)	McNaughton (Popular Books)
Casalini Libri (Italian)	Shamansky (Italian, Art History)
Clarkes Bookshop (South African)	Susan Bach (Brazilian)
Harassowitz (German)	Russian Press Service (Russian)
Jerusalem Book (Israeli)	Worldwide Books (Art History)

Databases/Digital Resources

Since 1995 the library has also developed extensive collections of digital resources. This rapidly growing genre now includes thousands of current periodical titles, extensive collections of primary texts, digital images of fine artworks from around the globe, statistical data files, and hundreds of indexes, abstracts, and search tools.

Digital resources are licensed on behalf of all the Emory libraries for use by the entire Emory user community.

[Center for Research Libraries](#)

Emory University is a member of the Center for Research Libraries (CRL). This consortium of North American universities, colleges, and independent research libraries acquires and preserves traditional and digital resources for research and teaching and makes them available to member institutions through interlibrary loan and electronic delivery. CRL holds over four million newspapers, journals, dissertations, archives, government publications, and other traditional and digital resources for research and teaching. Emphasis is on materials produced outside the United States, and the Center has special strength in publications and archives from many developing nations.

Interlibrary Loan

Through interlibrary loan (ILL), Emory faculty, students and staff can usually obtain material needed for their university-related research that is not available in the Emory libraries' collections. ILL users place and track requests and view electronically delivered documents via [ILLiad](#), Emory's interlibrary loan and document delivery system. Most items are supplied from libraries within our various consortia ([ARCHE](#), [CRL](#), [GOLD](#), [ASERL](#), & [RLG](#)), though we request from libraries and/or commercial document suppliers throughout the world, as needed. Requested items are usually obtained within a week to 10 days, with electronically-delivered articles and books from ARCHE-member libraries usually arriving in 3-5 days. ILL also places rush orders with Acquisitions for current imprints requested via interlibrary loan. Subject Liaisons can request reports of ILL activity by their academic department(s) for use in developing the collection.

Subject Liaisons

Over [twenty-five subject liaisons](#) develop the collections of Emory's Woodruff Library by identifying and purchasing print, electronic and other resources. [Requests](#) from the library users for purchases are welcome.

Collection Policy Statements

The Collection Management Division currently is engaged in an assessment project reviewing our collection strengths in selected academic disciplines supporting graduate programs, and comparing them to our peer institutions. [More than 20 subject areas](#) have been evaluated to date.

General Collection Guidelines

A. Selection of Materials

A.1. Selection Levels

The requirements for library materials may vary widely in different subject areas. The General Libraries have identified the following collection management levels:

- 1. Minimal.** A subject area in which few selections are made beyond very basic works and reference sources.
- 2. Basic Information Levels.** A collection of up-to-date general materials which serves to introduce and define a subject and to indicate the varieties of information available elsewhere. A basic information collection is not sufficient to support advanced undergraduate courses or independent study in the areas involved.
- 3. Instructional Support Level.** A collection that supports the undergraduate and some graduate instruction and research. A collection adequate to maintain knowledge of a subject required for a limited or generalized purpose. It includes a wide range of basic monographs, complete collections of the works of more important writers, selections from the works of secondary writers, a selection of representative journals, access to appropriate non-bibliographic databases and the reference tools pertaining to the subject.
- 4. Research Level.** A collection that includes the major published source materials required for dissertations and independent research, including materials containing research reports, new findings, scientific experimental results, and other information useful to researchers. Older material may be retained for historical research.
- 5. Comprehensive Level.** A collection in which a library endeavors, so far as is possible, to include all significant works, recorded knowledge (publications, manuscripts, other forms) in all applicable languages, for a necessarily defined and limited field. The aim, if not the achievement, is exhaustiveness.

A.2. General Policies for Selecting Materials

The general criteria for selection of materials include:

- a. Relevancy to the curriculum and appropriateness to the Emory community
- b. Faculty teaching and research support
- c. Graduate research support
- d. Timeliness of material; lasting value
- e. Strength of library holdings in the same or related subject areas
- f. Acquisition of distinctive collections of library materials in specific subjects and areas

unique to Emory (e.g., 20th century literary archives and African-American history and culture)

- g. Reputation of the author, issuing body, and/or publisher
- h. Special features (e.g., details, logical, accurate index; bibliography; footnotes; image and sound representations, diagrams, maps, etc.)
- i. Appropriateness of medium; the Library will purchase materials needed to support the curriculum in all formats for which it has equipment and facilities
- j. Presentation and subject considerations. Material should have literacy, artistic and social value and focus on the major trends in scholarship
- k. Price/relative cost of material in relation to the Collection Management Division's budget
- l. Demand; frequency of ILL requests for material on the same or similar subjects will be considered
- m. Ease of access and availability of material and related resources at other academic libraries with which Emory has inter-institutional agreements

B. Guidelines for Selection of Materials

1. Preferred Formats: The library collection includes a wide variety of different formats, in print, electronic, microform, media, and manuscript. In building our collection certain formats are preferred, depending on the subject, availability, and cost. For books, hardbound is preferred over paperback; for serials, [electronic journals are preferred over print journals](#). For audio-visual materials, DVDs are preferred over video-tapes (excluding DVD-r).

2. Duplicates: Duplicates normally are not purchased unless warranted by use. The Subject Liaisons also can add duplicates at their discretion.

3. Serials: The serials collection supports the research needs of Emory undergraduates, graduate students, and faculty. Serials are publications issued in successive parts bearing numeric or chronological designations and intended to continue indefinitely. Serials can be issued in print, non-print, and/or electronic formats.

Since the selection of serials requires a continuing commitment to the base cost of each title, including staff time, maintenance, equipment and for print versions storage space, the General Libraries prefer and encourage the [selection of electronic journals over print and microformats](#) whenever possible. This policy acknowledges that different disciplines have different teaching and research needs.

In addition, the rapidly expanding serials market and inflationary cost increases demand that care be exercised in reviewing all serial titles, in whatever format, before they are purchased for the collection. Evaluations of the Emory libraries' serials subscriptions also are conducted from time to time to assess the use of our serials collections.

Subject Liaisons consider the following priorities in any serials selection process:

- a. Relevance of the publication to the mission of Emory University and its support of the curriculum and related academic programs
- b. Cost, including such data as rate of price increases, cost of storage, and its availability from resource sharing agencies such as local and regional libraries or library consortia
- c. Uniqueness of subject coverage for the General and Emory libraries
- d. Demand for title, including interlibrary loan requests
- d. Professional reputation of serial
- g. Full-text availability through electronic means. The General Libraries prefer and encourage the selection of [electronic journals over print and microformats](#).
- h. Usage or projected usage of serial
- i. Indexing and abstracting of serial in sources accessible to library users

4. Gifts:

a. Acceptance.

The Emory Libraries have historically welcomed gifts in kind from Emory students, faculty and staff and from the community. Gifts are subject to review in terms of their size and their scope—the library typically does not accept large donations that are out of scope for our collections. Nearly half of the material donated to the Woodruff Library is added to our collection.

The acceptance of a gift does not constitute adding an item to the collection; Emory reserves the right to make all collection decisions, in accordance with IRS regulations. Emory also reserves the right to dispose of materials not added to the collection as it see fit.

b. Valuation of Gifts

Emory Libraries staff may not establish the fair market value of a gift nor provide nor appraise gifts or potential gifts to the collection. The *Internal Revenue Code*, Section 2512(c), “Valuation of Gifts” (1986) precludes the recipient of a gift from evaluating it. It is the sole responsibility of the donor to determine the value of a contributed item. The following list represents a selection of Atlanta area book appraisers, standard printed sources for book valuation, and websites that are heavily used in the book trade. This list is intended as an aid for donors and potential donors in determining the fair market value of their collections.

Any donation believed by the donor to have a value over \$500, requires the completion of Emory University’s “[Gift-in-kind Contribution Form](#)”. The Gift in Kind Policy can be found [here](#).

Appraisal Services for Gifts in Kind

The Antiquarian Booksellers Association of America (ABAA) has on their website a search feature that will let one identify ABAA members who perform appraisal services. Going to their website and clicking on "Our Booksellers" will take you to a search screen. From there one can search by specialty "appraisals" and pull up details on appraisers specific specializations.

Website: <http://www.abaa.org>

Atlanta Area Book Appraisers

Cliff Graubart

Old New York Bookshop

660 Spindlewick Dr.

Atlanta, GA 30350

Tel: (770) 393-2997

Email: : cgraubart@mindspring.com

Fax: (404) 841-9230

Email: araimo@mindspring.com

Yesteryear Book Shop

P.O. Box 550065

Atlanta, GA 30355-2565

Tel: (770) 436-7432

Email: yesteryearbooks@bellsouth.net

Antonio Raimo Galleries, Ltd.

700 Miami Circle, N.E., Ste. 350

Atlanta, GA 30324

Tel: (404) 841-9880, (888) 841-9880

Printed Sources of Price and Sales Information

American Book Prices Current.

Washington, Conn.: American Book Prices Current, 1894/95-date.

Emory Libraries holdings: vol. 1- , 1895-date. Z1000 .A51 2002

An annual listing of books, serials, autographs, manuscripts, broadsides, and maps which sold for more than \$50 at auction compiled from the sales records of approximately fifty major book auction houses in the United States, Western Europe, and Australia. Each entry includes full bibliographic information, a detailed physical description of the item including size, binding (when relevant) and condition, and sales information (auction house, date of sale, and actual sale price). Publications covering all disciplines and in all languages are included, though coverage is strongest for English-language material.

Bookman's Price Index: A Guide to the Values of Rare and Other Out-of-Print Books.

Detroit: Gale Research, 1964-date.

Emory Libraries holdings: vol. 1- , 1964-date. REF Z1000.5 .B6

Bookman's Price Index is a semi-annual record of books listed in current retail sales catalogs issued by approximately two hundred general and specialist antiquarian booksellers in the United States, Canada, and Great Britain. Each volume includes bibliographic, condition, and sales (dealer, price) information for approximately thirty to thirty-five thousand books, covering all disciplines.

Websites of Price and Sales Information

Abebooks

Web address: <http://www.abebooks.com/>

“Abebooks, the world’s largest online marketplace for books, lists over 80 million new, used, rare, and out-of-print books from more than 13,500 booksellers.”- Website, “Company Information.”

Bookfinder.com

Web address: <http://www.bookfinder.com>

“BookFinder.com is the open marketplace for books online—a one-stop ecommerce search engine where you can search through over 100 million new, used, rare, and out of print books for sale” – Website.

International League of Antiquarian Booksellers

Web address: <http://www.ilab-lila.com/>

This league “federates 20 National Associations of Antiquarian Booksellers. It speaks for 20 national associations, 30 countries, and 2000 leading booksellers throughout the world.”- Website.

5. Reference: [The Research & Instructional Services Team is responsible for collecting reference works](#) of a general nature, as well as those in the fields of the social sciences, humanities and sciences. The emphases, in order of priority, are on items which 1) help to support the curriculum; 2) meet the special needs of Emory faculty and students outside the classroom; and 3) satisfy the demand for information on topics of timely interest.

6. Business Reference: GBS Subject Liaisons select reference titles for their collection which support the teaching and research needs of the Goizueta Business School faculty students and staff in the areas of general business, accounting, finance, organization and management, marketing, decision science, and operations management, as well as select materials in information technology, economics, statistics, communications, real estate, health care and other subjects as they relate to business.

7. Textbooks and Laboratory Manuals: Textbooks, laboratory manuals, and study workbooks normally are not purchased. Exceptions are when a textbook is the only or best source of information on a particular topic.

8. Preservation of Library Materials

The [Preservation Office](#) consists of four units: Book & Paper Conservation, Audio/Visual Preservation, Reformatting, and Binding. Repair of circulating collections is use-driven. The Circulation Team in the Access Services Division identifies damaged books and forwards them to the Preservation Office where the books are repaired by conservation staff, sent to a commercial binder for rebinding, or transferred to the

Reformatting Unit if the binding is damaged and the paper too brittle to withstand rebinding. The Conservation Unit is also responsible for binding pamphlets, music scores, and books with accompanying materials, such as CDs. The Reformatting unit works with Collection Management liaisons to identify replacement for damaged or brittle books that cannot be repaired. Typically, liaisons choose to replace a brittle item with a preservation facsimile that is printed on alkaline paper and library bound. The Reformatting unit performs some photocopying in house but uses a commercial vendor for more complex works that include foldouts, illustrations, color maps, etc. The Audio/Visual Preservation Unit works closely with Music & Media staff on issues related to preserving and improving access to motion picture films, videos, and DVDs. The Binding Unit prepares materials for the commercial binder by selecting appropriate bindings for damaged materials and collating serial issues for binding. In addition to working with the Collection Management Division, the Preservation Office also works closely with librarians, curators, and archivists throughout the Emory Libraries, addressing preservation needs in all circulating and special collections.

9. Collection Annex

The Clifton Collection Annex houses less used materials from the collections of all libraries with the exception of Oxford. Deliveries are made to Woodruff Library twice on weekdays. An electronic document delivery services provides Emory faculty, staff, and students with the option of receiving electronic copies of journal articles not already available electronically from publishers. The Collection Annex collections cannot be browsed though onsite consultations are available by appointment.

This policy was drafted by:

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