





memberships, Staley Library staff, and assorted technologies to quickly retrieve requested items from other libraries. Because Staley Library and its patrons benefit greatly from consortial borrowing, the majority of items owned by Staley Library will also be made available to patrons at other libraries via interlibrary loan lending.

### Collection Development Responsibility

The responsibility for collection development (collection creation, growth, and management) rests with the library faculty. Building a strong collection depends on library faculty who understand student and faculty needs, who recognize the importance of selecting materials appropriate to Millikin's programs, and who are committed to maintaining a high quality collection. Library faculty members' ability to build a strong collection is derived from:

- Library faculty knowledge and experience with disciplines taught at Millikin, gained via library instruction, collaboration with campus faculty, and assisting students with research, as well as through their own educational backgrounds
- Use of reviewing tools that include, but are not limited to,
  - 
  - 
  - 
  - 
  - University press and other reputable publisher catalogs
  - Academic journal reviews
- Recommendations from academic departmental faculty for library materials that will support classroom instruction, performance learning, and student research
- Evaluation of collection need by assessing subject coverage and age of materials

## General Selection Criteria

- : Resources should be relevant to the curriculum, student research and reading interests, and the information needs of the Millikin community
- : When reviews are available, they should be favorable, and preferably have a designation for "recommended audience" that fits the needs of our patrons
- : Primary emphasis will be given to English language materials; exceptions to this rule will be made to support the regular instructional needs in the non-English study programs
- : Major emphasis will be given to current scholarship and modern editions of works pertaining to the various fields
- :



















- Political/partisan or religious/doctrinal disapproval
- Disapproval of material on the grounds of national, racial, ethnic, social, political, religious, gender, or sexual identity portrayed within
- Perception of materials as pornographic, obscene, or explicit
- Use of profanity
- Item on reserve for a class (course professors, not the library, are responsible for the selection of these materials)

Staley Library patrons that wish to challenge the presence of an item must:

- Read the Staley Library Collection Development policy, including this challenge policy, in full
- Fill out the Staley Library Material Reconsideration Form (available from the Library Director)

No action will be taken on the challenged materials while they are under review.

Staley Library will process challenges using the following evaluation process:

- An ad hoc committee will be formed, consisting of library personnel, and when available, a faculty member in a relevant discipline to review the request
- All members of the committee will read the work in full, as well as professional reviews (where available and applicable)
- The committee will meet and deliberate
- The committee will issue a written determination within 90 days of the challenge being filed
- Following the determination, Staley Library will take appropriate action regarding the material (notwithstanding any applicable law)



donor needs to give us a copy of such an appraisal before we accept the gift, as we cannot promise to store it unprocessed once we have received it

- Illinois College Schewe Library. (n.d.).  
<https://library.ic.edu/aboutthelibrary/policies>
- Illinois Wesleyan University Ames Library. (n.d.).  
<https://www.iwu.edu/library/information/gift-policy.html>
- Otterbein University Courtright Memorial Library. (2020, February).  
[https://www.otterbein.edu/library/wp-content/uploads/sites/2/2021/10/2021\\_CollectionDevelopmentPolicy.pdf](https://www.otterbein.edu/library/wp-content/uploads/sites/2/2021/10/2021_CollectionDevelopmentPolicy.pdf)
- Roanoke College, Fintel Library. (2022, November).  
<https://libguides.roanoke.edu/policy/collection>
- University Libraries, State University of New York University at Albany. (2021, March).  
<https://library.albany.edu/policies/collection-development>
- University of Illinois Library. (2019, February).  
<https://www.library.illinois.edu/geninfo/policies/gifts/>
- University of Minnesota Duluth Kathryn A. Martin Library. (2016, May).  
<https://lib.d.umn.edu/sites/lib.d.umn.edu/files/collection-development.pdf>
- University of North Texas University Libraries. (2020, March).  
<https://library.unt.edu/policies/oa-collection-development/>
- University of San Francisco Gleeson Library. (2021, April).  
<https://library.usfca.edu/friendly.php?s=collections/collection-development-diversity-statement>