

National Louis University Library Collection Management Plan

Updated October 2019

Introduction

The National Louis University (NLU) Library's Collection Management Plan is a statement of the basic principles that guide the selection, evaluation, format, and maintenance of materials. It is used to create a balanced collection to support NLU students, faculty, staff, and other members of our user community. This plan is adaptable to meet the needs of a dynamic institution and the rapid advances in technology and communications.

Mission, Vision, and Goals

Mission:

The Library provides access to high quality resources and enriches the critical and intellectual inquiry of students, educators, and researchers through engaged teaching and scholarship.

Vision:

The Library integrates quality print and digital resources and services to support teaching, research, and student learning. Library faculty teach critical thinking skills and provides support for academic, scholarly, community, and career development. Our vision supports NLU's mission and values of excellence, respect, access, collaboration, passion, inquiry, and innovation.

The goals of the NLU Library Plan for Resource Management:

1. To collect, organize, preserve, and make library resources accessible to the NLU user community.
2. The collection will reflect the University needs through the examination of usage reports, community feedback, and accreditation requirements.
3. Access to information will be prioritized over ownership for many library materials.
4. The University Library will supply information to our user community through a variety of formats, technologies, and communications.
5. Selection of library resources will be a collaborative process involving students, faculty, and the library.
6. Digital collections will be prioritized over print in order to serve NLU's online and distributed community; print materials that are highly relevant to the curriculum or not available in digital format will be acquired subject to space availability.

Intellectual Freedom and Copyright

The University Library supports the principles of academic freedom as stated in the NLU Faculty Guidebook. The intellectual property policy of the university is intended to incentivize creative individual effort, advance knowledge for the public benefit, and enhance the reputation of the University its faculty. Copyright policy for Faculty: "Creators own the copyright to various works including but not limited to: traditional products of scholarship such as books, articles, art works, music, and plays." [\[NLU | Intellectual Property Policy\]](#)

The University Library supports the Association of College and Research Libraries' (ACRL) Intellectual Freedom Principles for Academic Libraries: the American Library Association's "[Library Bill of Rights](#)," "[Freedom to Read Statement](#)," "[Freedom to View Statement](#)," and other related documents. The University Library aims to build a collection that will provide a range of viewpoints and will provide for the free exchange of ideas. Use of all library materials are subject to U.S. Copyright Law and applicable [Fair Use Guidelines](#).

Responsibility for Selection of Library Materials

The Dean of the University Libraries has overall responsibility for budget and resource allocation, and has delegated the collection development responsibilities to the Collections Committee. The committee will collaborate with faculty, staff, and students in the selection of library resources.

Gifts

The University Library may accept gifts such as books, archival materials, and monetary donations. The Collections Committee is responsible for coordinating the acceptance of library materials and donations. The Library may refuse gifts that do not support our mission, vision and collection management goals. Upon acceptance, gifts become the property of the NLU Library, and disposition will be determined by the Collections Committee and the Dean of the University Library. A letter of acknowledgement will be written to the donor if requested. The University Library will not furnish estimates of monetary value for donated items.

Grants

The University Library abides by the stipulations stated by the awarding agency relating to materials purchased for the collection.

Resource Sharing

The University Library will obtain materials that our community needs by a variety of means including:

1. Membership in library cooperative organizations such as CARLI I-Share and OCLC.
2. Interlibrary loan from a variety of libraries within Illinois and outside the state.

The University Library will abide by any resource-sharing codes that govern the operations of consortia in which it participates.

Selection Guidelines

Selection of all NLU Library materials is based upon awareness of the diverse academic needs of students and faculty, professional evaluation of material and knowledge of the collection's strengths and weaknesses. The selection process is also shaped by budget, space considerations, preservation, and the accessibility of alternative information sources.

Faculty and Staff Publications

The University Library will aim to collect publications by the NLU faculty and staff. The Collections Committee will determine the format of these publications.

Locations of Library Materials

University Library physical collections are housed at the Wheeling, Lisle, and Chicago campuses. Archives and Special Collections are located at the Chicago campus.

Multiple Copies

NLU Libraries have limited space and resources, and library services support many students at distributed locations. Our community will often be better served by obtaining materials in digital formats rather than by acquiring multiple copies of physical items. Multiple copies of a title will be purchased at the discretion of the Collections Committee.

Foreign Language Materials

The NLU community is diverse and changes over time. The University Library supports our diverse populations and programs by obtaining materials in foreign languages at the discretion of the Collections Committee.

Collection Assessment

An essential element of collection maintenance is the review of the materials in all formats. This process occurs as needed. The evaluation of the library collection is accomplished through an analysis of circulation reports, professional assessment tools, and faculty and student consultation.

Weeding Guidelines

As a best practice in collection management, it is essential to cull materials from our collections at regular intervals in order to best serve the research support needs of the NLU community. Decisions to remove materials from collections will take into account these criteria:

1. Out-of-date formats and / or content
2. Alignment of material to our mission and curricula
3. Condition of materials
4. Circulation record of item
5. Availability of digital formats or online access
6. Space constraints

The disposition of weeded materials are at the discretion of the Collections Committee.

Replacement Copies

Materials that are missing, lost, or withdrawn may, in some cases, be replaced. Decisions to replace an item are based on the following criteria:

1. Relevance of the item to our mission.
2. Continued value of the particular work.
3. Need of material for classroom support.
4. Availability of replacement.
5. Price of the replacement.
6. Availability of digital format or online access.

Storage

Storage of materials outside of library space may be employed for items that are part of the collection, but are not in high demand. Storage space, if utilized, will be easily accessible.

Preservation of Library Materials

The University Library will preserve its collection in formats that enhance its availability for use by our community. The Collections Committee will decide whether an information resource should be repaired or replaced. To extend the life and preserve existing rare materials in our collections, digitization will be utilized as our resources allow. If at all possible, the digital copy should be used instead of the original book.

Books:

The University Library will maintain a book collection tailored to support our students, faculty, staff, and the academic programs.

Periodicals:

National Louis University Library has a collection of print and microform journals, serials, and newspapers to serve our community. The print periodical collection dates mostly from the twentieth century up to the beginning of the 21st century. The library does not add new print periodicals to the collection because most articles are supplied in full-text format through our online databases and electronic periodical subscriptions. Articles from periodicals not owned by NLU are supplied to our community through interlibrary loan.

Electronic Resources:

The University Library has a variety of electronic resources including: e-books, e-journals, electronic reference sources, databases with full-text formats, and links to websites. Electronic resources are selected or deselected on the same basis as other library materials.

Dissertations and Theses:

The NLU University Library collects only dissertations, theses, or comparable final projects written by NLU students in electronic form. Access is available to thousands of dissertations and theses from NLU and other institutions through our Digital Commons website. Historical theses and dissertations may be available in print at the Wheeling campus.

Popular Collection:

The University Library's Popular collection is housed at the Chicago campus library. This collection supports the reading interests of NLU students faculty, and staff, and is developed by referring to awards, recommended reading lists, and community recommendations.

Weinstein Collection:

The [Weinstein Special Collection](#) of the National Louis University Library was dedicated in 1985 in memory of Gertrude and Seymour Weinstein. At that time, it was determined that the Weinstein Collection would be comprised of historically significant examples of children's literature and illustration. Books are added to the Weinstein collection if they demonstrate significance to the development of children's literature.

When print materials are weeded from the current library collection, they are considered for inclusion in the Weinstein Collection.

Children's Literature Collection:

The NLU University Library has collections of children's materials to support our students, faculty, and academic programs. Items for this collection are selected by the Collections Committee with input from the NLU community.

Archives and Special Collections:

The University Library houses an archive that collects, organizes, and preserves materials that document events and individuals with an emphasis on the academic history and development of National Louis University and its library.

(Refer to the Archives and Special Collections Policy in Appendix I.)

Test Collection:

The University Library does not collect or maintain tests in print or electronic format.

Software:

The University Library does not collect software.

Media:

The University Library acquires media for classroom instructional purposes and support. The media includes such materials as videos, DVDs, and sound recordings. The University Library does not provide access to playback equipment. The University Library will provide access to media in digital format, whenever possible, and purchase the physical media when no digital access is available.

Reference Collection:

The reference collection is presently in print and electronic format. The Wheeling and Chicago campus libraries have basic print reference collections that are available for library use only. Selection of reference sources will be made primarily by the Collections Committee.

Reserves:

The University Library places material on reserve in both print and electronic versions to support classroom instruction at select campuses. Reserve materials may be supplied by the department or program or current library resources may be identified to be utilized; the University Library does not purchase print reserve materials. Library materials are placed on reserve on a term-by-term basis. Print reserves are available only at Chicago and Wheeling libraries. The University Library strictly follows all applicable copyright and intellectual property laws when placing material on reserve, whether in print or electronic format.

Appendix I:**Archives and Special Collections Policy****Mission Statement**

The mission of the Archives and Special Collections is to serve as an intellectual resource for the University and the broader scholarly community through the preservation, organization, accessibility and dissemination of materials that document early 20th century educational philosophies, the history of the kindergarten movement and the development of National Louis University.

The goals of the Archives and Special Collections are:

- To collect, organize, describe and make available collections of historic significance to early childhood education and the University's involvement in the kindergarten movement in Chicago
- To maintain and preserve the documentation of the evolving social and curricular nature of National Louis University
- To function as a historical and an administrative resource for the students, faculty, and staff of the University
- To offer exhibitions and other forms of outreach programs to garner interest and encourage use of the Archives and Special Collections

Collecting Policy

- To develop collections to support the research needs of the NLU community. Collection Development decisions are made by the Archivist. Decisions regarding acquisitions that do not conform to the Collecting Policy or may otherwise be in question will be decided jointly by the Archivist and the Dean of Libraries.
- To preserve the official records of administrators and administrative offices; academic programs and courses of instruction; and academic departments and committees, insofar as they have permanent historical value. National Louis University will provide preservation, storage, and accessibility in keeping with professionally accepted archival standards.

The Archives and Special Collections staff will:

- Follow accepted archival practice with regard to the appraisal, accessioning, description and deaccessioning of materials.
- Consider all moral, legal, and ethical implications of potential acquisitions and maintain appropriate documentation regarding origin and ownership of archival acquisitions.
- Not offer appraisals of any monetary value of library and archival materials or objects to donors, or reveal the insurance value for the purpose of establishing a fair market value of gifts offered to the University. Donors seeking to take an income tax gift deduction must obtain an independent appraisal from an authorized appraiser.
- Document gifts through a Transfer form or a Deed of Gift form. The University will not accept historical materials upon initial deposit; all gift materials will be evaluated on the basis of condition and relevance to the collection.

Scope of Collection:

The Archives and Special Collections will support the mission and goals of National Louis University by collecting, preserving, and making accessible records related to the history of the University and early educational philosophies promoted by National Louis University. The University will encourage donors of unique materials to transfer copyright to the institution, insofar as they are able to do so. Collections include:

- Personal papers of Elizabeth Harrison, Edna Dean Baker, and other former University Presidents
- Late 19th and early 20th century books on education
- Photographs of students, faculty, staff, facilities, and events over the course of the University's history
- Historic university records, including course catalogs and schedules
- Faculty senate minutes and agendas
- University publications, including student newspapers and alumni magazines
- Historic Kindergarten Work scrapbooks
- Artifacts
- Early institutional documentation and materials
- Yearbooks
- Historical Culinary

The Archives will not include:

- More than three copies of any item
- Records that fall outside of the established collecting scope

Deaccessioning:

The Archives and Special Collections staff have the authority to deaccession archival material with the consultation and consent of the Dean of Libraries. Criteria for deaccessioning archival collections include:

- Material that is outside the scope of collecting of the University
- Material has failed to retain its physical integrity and authenticity
- Material that is a duplicate and without intrinsic value
- Material that the University is ill-equipped to preserve