Introduction

The purpose of a collection development policy is to clearly state the guidelines along which the process of acquiring materials will proceed. It is essential in providing consistency among those who are currently responsible for developing the collection and to provide continuity from the past to present and future selection. It is also an important tool in relating the library's policies to faculty, students and other library patrons. Escalating publishing costs, exponential information output and greater reliance on electronic formats necessitates care in materials selection based on a clear understanding of the immediate and future goals of the library, the university and the students whom it serves. Past history has clearly shown that Regis University will not remain static, that it is always growing and developing. The collection development policy also must remain fluid and be responsive to these ever changing needs.

Mission of the Library

The Regis University Library, in support of the University mission, is dedicated to serving the Regis community by providing a full range of library services and resources for academic research and personal enrichment. (Regis University Libraries Mission Statement, Goals, and Strategies March 2004)

To accommodate this mission, the library makes best efforts to provide the information services and resources required to meet the needs of all education programs and concerns of the University. Of highest priority will be the purchase of material that directly supports the needs of the undergraduate and graduate students. Although the library recognizes that the faculty has intense research needs, it cannot expect to meet more than the most fundamental of these needs. The library will introduce and encourage these faculty to use interlibrary loan services and online database retrieval. The library also recognizes the need to respond to general information and recreational reading for all users, but will give priority to areas that directly support the curriculum.

Within this mission, the Regis University Library upholds and promotes the American Library Association's documents on intellectual freedom as set forth in: THE LIBRARY BILL OF RIGHTS and THE FREEDOM TO READ STATEMENT.

History of the University and Location of its Collections

Regis University found its roots in 1877 under the name of Las Vegas College in Las Vegas, New Mexico. It moved to its present Denver location in 1887 and changed its name to Regis College in 1921. The name change to Regis University and the change to university status occurred in 1991.
The University has undergone many developments, the most significant being: becoming coeducational in 1968, the introduction of the MBA program and adult education programs in Colorado Springs in 1979, the affiliation with Loretto Heights College and the absorption of the nursing program in 1988, the opening of the Las Vegas NV campus in 1999, and its current expansion into other teaching sites within Colorado, as well as the addition of several other Masters degrees, a Doctorate in Physical Therapy, a Doctorate in Pharmacy, and a Doctorate in Nursing Practice. Regis University is further diversifying its degree offerings with the inclusion of classroom-based and online dual language degree programs in select subject areas via its partnership with AGMUS Ventures, scheduled to launch Fall 2011 or soon thereafter.

Dayton Memorial Library (DML) was built in 1966 and is located on the Lowell campus. It underwent a major renovation in 1997. This renovation significantly expanded seating, shelving capacity, small-group study rooms, as well as added an electronic classroom, an upgraded media classroom and an archive. The entrance to DML was extensively modified in 2008. Access Services provides circulation, interlibrary loan and document delivery at one central service area. Reference Services and clusters of computers and printers better meet the needs of students. The exhibition area was reconfigured to allow for greater space for both exhibits and accompanying receptions. The Lois Beebe Hayna Creative Writing Center was constructed in 2009 in lower level of DML and serves as a quiet respite for student writers. The Tracy Center, built on the second floor in 2010, serves as a high-tech, multipurpose study/meeting space.

Lumen, the online catalog, and a robust web presence are major components in information retrieval. Each provides links to significant resources within and beyond the walls of the library.

**Responsibility for Collection Development**

While the library has ultimate responsibility for collection development, faculty, staff and students are encouraged to contribute to the selection process. Each librarian will be assigned areas of principal responsibility by the Collection Development Committee and will actively work with the respective discipline/subject faculty.

The subject bibliographers will stimulate faculty input through participation in respective meetings, routing of appropriate reviews and keeping abreast of new course offerings, experimental courses and degrees.

In making their own selections, the librarians will consider reviews in library publications, standard bibliographies, user requests, course syllabi, trade journals, association journals, approval plan selections, and approval slip forms of their primary collection development assignments. A full description of bibliographer’s duties and responsibilities is described in the Bibliographer’s handbook.

All requests will be processed through the Technical Services Department of DML where they will be verified, ordered, received, cataloged and sent to the respective collections. A time table for ordering has been established by the Technical Services Librarian to guarantee a steady workflow for
the technical services staff and to ensure consistent, responsible selection throughout the year.

**Cooperative Collective Development Agreements**

Regis University is a member of the Colorado Alliance of Research Libraries (The Alliance) consortium and participates in consortial, state-wide and multi-state purchasing agreements whenever it is beneficial to the Regis Library. The Regis Library contributes its holdings along with other member libraries to a union catalog called Prospector (see below for a full description). Strengths in these other libraries may bear influence on selection especially in the cases of periodicals, government documents, serials and expensive monographic sets. As the Regis Library formally participates more fully in cooperative collection development, library acquisitions will be carried out in reference to the selection and holdings of partner libraries.

**Selection Guidelines**

Although greater detailed discussion will be presented in the following Special Format Statements, general overall guidelines need to be discussed. Because of the proliferation of information and limited funds available, selection of appropriate materials takes great care. Specific considerations in choosing individual items include some or all of the following: lasting value of content, appropriate level of treatment, strength of present holdings in same or similar subject area, and cost.

Textbooks are not normally purchased. Exceptions include areas where there are no other suitable alternatives. Students are expected to purchase required textbooks for each course in which they are enrolled. It is not within the library’s mission or capacity to supply textbooks for each course offered at the university.

Duplication between formats, such as electronic books and print, DVD and VHS, print and electronic journal subscriptions, will be examined on a case-by-case basis.

Trade paper is preferred over mass market paper or cloth, although consideration is given to expected use and lasting value of content. All paperbacks are reinforced with a plastic coating.

Except for foreign language dictionaries and areas that directly support the Modern Languages department, the library will acquire primarily English language materials. This policy may change to reflect the needs of the internationalization and globalization of the Traditional Undergraduate core and the International Studies program.

The majority of selections are current publications. Retrospective purchases will seriously be considered to fill in significant gaps and will be mandatory for the support of new majors and new degrees. Budget support will be requested for retrospective purchases for these areas at the time of the proposal of the new major or degree.

**Special Format Statements**
Serials

Serials are materials in any format that are issued over a period of time, usually on a regular basis, with some sort of numbering used to identify issues and do not have a foreseeable end. For budgeting purposes, serials and periodicals (described below) are distinguished. For the most part, serials are issued annually or are replaced by an annual volume.

Since serials represent a significant ongoing commitment and because a single volume in a serial run may be considerably higher in cost than a monograph, new titles will be carefully scrutinized. The subject bibliographer for a designated area will work closely with the reference staff in evaluating annuals, indexes and abstracts. Most serials that are acquired should be abstracted or indexed in sources presently owned by the library. Retention decisions will be made at that same time.

If at all possible, reviews will be sought to evaluate the serials and a copy will be examined on either a trial basis or a one-time purchase. In certain instances, it may be decided to update editions in alternating years. The reference staff will determine which editions/volumes remain in reference, which will be relocated to the stacks and which will be removed from the collection.

Because many print indexes and abstracts are also available electronically, a decision needs to be made on a title-by-title basis whether to purchase one format over the other or to purchase both. Criteria for the decision includes: cost, ease of use, location of audience, time span of coverage and archiving of older information. This discussion is further elaborated under Electronic Resources.

Periodicals

Periodicals are serials which are published on a daily, weekly, monthly or quarterly basis. Print periodicals are renewed on a year-by-year basis with a common start date of January. Education journals are a notable exception, with the volume corresponding with the school year. The Technical Services Librarian receives an annual renewal notice in June from the subscription agent handling the majority of the library’s subscriptions. The librarian reminds the bibliographers to review these and all journal titles including any changes to microfiche holdings. At that time new titles are added or deleted. Detailed issue level holdings of print periodicals have been added to the Lumen online catalog.

Periodicals are ordered in direct support of the curriculum and to a lesser degree in support of the research needs of the faculty. Consideration of titles selected is based on indexing, reputation of the journal, reviews, and cost.

Teaching faculty input is sought in reviewing these areas.

More and more periodical titles are included in aggregator databases. Decisions need to be made on a case-by-case basis on retention of print when included in these collections. Factors for retention decisions include archival needs, cost, space, and completeness of the electronic
counterpart. Not all aggregators include all articles nor do they include all charts, graphs, illustrations, and supplements. Consideration should be given to the fluid nature of the full-text titles included in these aggregator databases.

**Electronic Resources**

The Regis Library aggressively collects electronic resources. These resources may replace or complement traditional resources such as books, indexes, periodicals or statistical files. A database committee receives recommendations from bibliographers or takes advantage of consortial offerings or state-wide deals. The committee requests trials, analyzes the resource, recommends the purchase, and makes decisions regarding the print counterpart if applicable.

Because of the importance of providing access to library users, negotiations with E-book providers generally include the provision of full bibliographic records. The library will make best efforts to fully catalog all electronic journal subscriptions as well as maintain a journal A-Z locator.

Prospector is a service provided by the Colorado Alliance of Research Libraries that provides access to a greater wealth of holdings beyond the Regis Library. Prospector is a union catalog of twenty-eight academic, public and special libraries in Colorado and Wyoming. Prospector provides access to over 30 million books, journals, sound recording, films, videotapes and other materials. Regis users can identify and request materials from these libraries and have them delivered to the closest Regis teaching site. Regis borrowers may also request materials from DML and have the materials delivered to any teaching site including pick up at DML. Turnaround time may be as little as two or three days, greatly enhancing access to monographic and audiovisual materials.

It is impossible for any library to own all resources desired to support the needs of students and faculty. The Regis University Library has a robust interlibrary loan and document delivery service that works with its library partners to support these needs. In addition to Prospector, library users may submit requests online through Interlibrary Loan. Journal articles will be delivered to the users’ desktop and books, audiovisuals, and other materials will be delivered to a Regis University teaching site or in some cases delivered to the users’ residence or place of business.

Faculty often recommend that students utilize resources outside of their standard texts. Electronic versions of journal articles and book chapters may be accessed through electronic reserves.

**Media Materials**

The library will purchase audiovisual materials in support of the curriculum in the most appropriate formats. To promote broader accessibility, some materials may be acquired or created in several delivery modes. The library views the recommendations of the faculty and their respected disciplines as a priority. One of the main criteria for selection is that the materials are used academically, either in the classroom or by students doing class-related work outside of the actual class. The library will not purchase media materials solely for recreational use. Selections will also be
considered for purchase by their future potential use, published reviews, previews, film festival screenings, product quality and existing holdings. Purchases of media materials are also bound by guidelines in other sections of this collection development policy. The William D. Becker, S.J. Slide Library is housed in the Media Department of DML. It is a large art history slide collection that is developed and maintained by the Slide Librarian. To further develop the slide collection, the Slide Librarian focuses on areas of the collection that need to be strengthened or enhanced. When an area of the collection is determined to be in need of further development, slides are ordered from professional slide companies and occasionally produced in house by the media department. The Slide Librarian also solicits the suggestions of Regis faculty and students to enhance the collection.

**Government Publications**

I. Federal Government Documents.

The University is a selective Federal Depository and follows the rules and regulations of such. The subject bibliographers, in consultation with appropriate faculty members, will analyze their areas during the annual selection process in June. Selection is made on the basis of support of the curriculum and research needs and with some regard for the needs of special borrowers whom the library serve as one of the depositories of Colorado's 1st Congressional District.

In support of the curriculum and of research, the library actively collects bibliographies, directories, compilations of laws, indexes, journals, abstracts and Congressional Publications. Gaps are filled retrospectively through needs and offers lists. Supplemental material may be purchased through the GPO deposit account.

Government Publications are distributed in three formats: paper, fiche, and electronic formats (CD-ROM, floppy discs or online). When there is a choice of formats, the decision of format will be based on amount of use, ease of use, space constraints, costs and archives.
The library will abide by the Suggested Core Collection (Appendix A of the Federal Depository Library Manual) as it directly relates to the curriculum and to the constituents in the 1st Congressional District. Requests for specialized materials are obtained through interlibrary loan or referred to the Regional Library (University of Colorado, Boulder).

Brief shipping list records provided by MARCIVE are loaded weekly. Full bibliographic records, also provided by MARCIVE, overlay the temporary shipping list records monthly. Included in these monthly loads are a significant number of full bibliographic records linked to electronic-only materials.

Appropriate computer equipment, microfiche/reader printers, CD-ROM cabinets and microfiche cabinets have been provided for use and maintenance of the collection.

United States Government publications are discarded in accordance with Federal depository regulations. These regulations allow libraries to discard without permission items on the official superseded list. However, libraries may choose to retain some of these items for historical purposes. Tangible items (print, fiche, CD-ROM) that are available electronically and that are on the superseded list may be discarded without permission. Items not on the superseded list may be discarded after five years and only with permission from the Regional Library. The Regional Library first reviews the discard list, has an opportunity to select items from that list and then route the list to all other depository libraries in the state which then have an opportunity to review and select from it. Only then may the items on the list be discarded.

II. State and Local.

The library is not a depository for state and local documents but adds those received or purchased as needs dictate.

III. Foreign & International

The library is not a depository of foreign or international agency publications. Publications of the United Nations, International Monetary Fund, and OECD are acquired on a standing order basis or purchased individually as applies.

Microforms

Microforms are acquired to replace runs of current materials rather than binding, to acquire back volumes of serials not available in hard copy and to replace newspapers which present a storage problem. The microform collection includes the Business Collection (1982-1988), a significant collection of microfilm and the predecessor to the General Business File. An adequate number of microfilm reader/printers capable of handling all formats is available at DML.
Archives/Special Collections

Dayton Memorial Library houses the records and papers of the Archives, and the memorabilia, documents, and publications of its Special Collections. The Regis Library abides by the following policy in accepting gifts-in-kind:

1. Gifts will be formally conveyed to the University through a Gift Agreement.
2. Formal acceptance of gifts housed in the Regis University Archives and Special Collections will be determined by the Dean of Library, or the Archivist, and will sign the gift agreement.
3. DML will provide a secure climate-controlled, stable environment for the materials and will house, organize, describe, and maintain them in accordance with accepted archival principles and procedures to ensure both preservation and accessibility to researchers, faculty, students and alumni.
4. The Library will dispose of any materials which are determined to have no permanent value or historical interest or to be surplus to the needs of Regis University. The donor will state in the Gift Agreement form any conditions on disposal of unwanted materials. If no provision is made, the Library will use its discretion in disposing of such materials.

The Archives is comprised of the following:

The Regis University Records.
Records, publications, memorabilia, for the entire history of the institution are actively collected. The archives were begun in 1985. There is a guide to the collection.

The Loretto Heights College Records
The Loretto Archives were begun some thirty years ago and provide a rich history from the earliest days of the College to the final years of the school when it was folded into Regis University. There is a guide to the collection.

The Faculty Collections
Faculty publications are actively solicited from faculty authors or purchased for this collection and are cataloged.

Special Collections is comprised of the following:

The Notarianni Political Collection
The collection consists of over 4,500 items of Presidential campaign memorabilia. These items were donated to Regis University in December 2003, and a selection of early material is on permanent display on the 4th floor of DML. There is an online catalog of the entire collection and a brochure of items on display.

The Recorder Music Center Archival Collection contain the papers of individuals as well as
the institutional records of significant contributors to the recorder music movement. There are guides to these collections.

The Jesuitica Collection
Historical and contemporary manuscripts and publications related to the Catholic presence in the American Southwest. Publications are cataloged. There is a guide to the collection.

The Calligraphy Collection
A special collection of original work, newsletters and publications collected by the Colorado Calligraphers’ Guild reside in the Archives of the Regis University Library. These items are cataloged and maintained as set forth in an agreement between the Guild and the Regis Library, dated Feb. 20, 1998. The publications are cataloged with a special donor note.

The Rare Book Collection
Non-circulating printed and manuscript books significant to the history and teaching mission of Regis University form the Rare Book Collection which is entirely cataloged. Signed copies of works of notable speakers who have appeared on campus are also included.

The Special Collection on Volunteerism
The collection contains manuscripts of Ivan Scheier, a pioneer in the field of volunteerism. These documents can also be read online or in a print version in the library.

Other collections include:

African Art Collection
Armand William Forstall, S.J. Papers
Colorado Native Plant Society Records
Elinor Miller Greenberg Papers
Irish Collection
Larry Varnell Papers
Richard H. Truly U.S. Space Program Collection

The list is partial because new collections are added continually.

The following are special collections within the library though not housed or administered by Archives and Special Collections:

The William E. Becker, S.J. Slide Library
The William E. Becker, S.J. Slide Library was acquired by the Dayton Memorial Library in 1988. As of 2004, it consists of over 85,000 art history slides. The slide library supports the Art and Art History curriculum, as well as, many of the other Regis College programs including English, History and Music. In keeping with the mission of Regis University, the slide library is also open to the public and shares its collections with Denver area scholars, schools, and churches. The Becker Slide Library has the facilities to scan the slides to use in power point presentations and to transfer
slides on to CD-ROMs for a variety of uses, including reference images for students to review.

The Recorder Music Center, housed in the Dayton Memorial Library and maintained jointly by the Department of Fine and Performing Arts and the Dayton Memorial Library, is an international repository for recorder music and a full-service research center for those interested in all aspects of the recorder and its world. Included in the Recorder Music Center are significant sets of music for other early instruments and voice, books, recordings, and musical instruments. The Center includes circulating musical scores, and non-circulating reference materials about recorder music.

The Regis University Santo Collection
The collection consists of over 800 Roman Catholic devotional icons—primarily New Mexican in origin—but also includes works from Colorado, Mexico, the Philippines, Central and South America. There is a permanent display of objects from this collection on the third floor of Dayton Memorial Library. A print catalog, The Regis University Collection of New Mexico and Colorado Santos, lists the individual objects by their accession numbers.

Digital Collections

Before considering the selection of materials one must evaluate whether the materials should be digitized, whether they may be digitized and they can be digitized. Criteria include whether the item or collection has sufficient value to justify digitization, whether digitization is appropriate for materials of this type, whether digitization can achieve the desired goals, whether the institution has the infrastructure to carry out the specific project, whether it has the intellectual property rights to create and disseminate digital versions and whether the cost is appropriate.

The Regis University Digital Repository (RUDR) is a web-based repository, administered by the library, which collects, preserves, and provides access to the scholarly works of the Regis University academic community. RUDR also permanently stores and makes available digitized materials of historical and institutional value.

Gifts

The criteria for the acceptance of gifts are the same as those governing the selection of purchased materials. The library reserves the right to dispose of duplicate and unwanted materials as it sees fit either through an ongoing book sale or donation to another library. The library is not responsible for appraising the value of a gift, but will acknowledge receipt of a gift through a gift letter with a volume count.

Deselection

Decisions on retaining out-of-date or worn or damaged materials follow the same selection
criteria as those governing the selection of purchased materials. The item may be replaced by an identical title, a more current edition of the same title, or a similar more up-to-date title. Retention of out-dated materials may actually be detrimental to the user in certain subject areas. Decisions to dispose of outdated material may be made at the point of ordering a newer edition or through routine examination of subject areas.

Bibliographers are responsible for reviewing and weeding monographs in their areas. They may bring in other librarians to help assess as needed. They may choose to use tools such as standard bibliographies in the field, *RCL Web: Resources for College Libraries* (Online), or consult the circulation record on an item, if available. The subject matter will influence how regularly deselection should occur. Clearly, some fields, particularly in the humanities, have a longer shelf life than titles in emerging fields such as computer science or medical practice.

As the library transitions from print to online journals, bibliographers must make decisions whether to subscribe to multiple formats and also whether to retain or withdraw the print counterpart. Factors include completeness of the online journal, ease of use, and publishing trends. Decisions to retain or withdraw materials may be made at the point of acquiring the online journal and through periodic review of the journal collection.