

Collection Development Policy

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University of Detroit Mercy Libraries/Instructional Design Studio

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I. INTRODUCTION

A. University and Libraries/Instructional Design Studio Profile

The University of Detroit Mercy (Detroit Mercy) is Michigan's most comprehensive independent Catholic institution of higher education, enrolling approximately 5,100 undergraduate and graduate students, with a combined student population of 59% female and 41% male, of which approximately 16% are minority students. The Libraries/IDS is comprised of three units: the McNichols Campus Library, the School of Dentistry Library on the Corktown Campus, and the Instructional Design Studio (IDS).

The Libraries/IDS strives primarily to meet the educational and informational needs of the University's colleges and schools, including:

- College of Business Administration
- College of Engineering and Science
- College of Health Professions and McAuley School of Nursing
- College of Liberal Arts and Education
- School of Architecture
- School of Dentistry

The Libraries/IDS provides quality service for its diverse clientele, through the development and efficient organization of broad-based collections. Development of the collection is intended to satisfy current curricular needs and to provide balanced coverage in these areas, as well as in areas that cross curricular boundaries, such as diversity, women's and gender studies, community development, sustainable communities, and African American studies. The Libraries/IDS also maintains a strong core collection to meet the basic informational needs of its community and continues to build substantial collections in a variety of formats. (See Appendix I for Libraries/IDS Goals and Objectives).

Because the Libraries/IDS is an academic, not a research, library system, the Libraries/IDS does not attempt to provide comprehensive coverage of all subject areas. The Libraries/IDS recognizes the following levels of collection—minimal, basic, study, and professional—and, in general, strives to collect materials at the Basic or Study levels. However, the Libraries/IDS promotes local and remote access to other Libraries' collections through cooperative agreements: the Libraries/IDS is a participating member in DALNET (Detroit Area Library Network), SEMLOL (Southeastern Michigan League of Libraries), the AJCU (Association of Jesuit Colleges and Universities), the Michigan Electronic Library and its catalog MeLCat, and the online bibliographic database OCLC, which provides cataloging, bibliographic searching, inter-library loan services, and on-site access to many major research libraries for Detroit Mercy faculty through the Reciprocal Faculty Borrowing Program Passport. Through these cooperative agreements, patrons of the Libraries/IDS are able to gain access to the resources of other Libraries throughout the Detroit metropolitan area, the region, the country, and the world.

B. Purpose of this Collection Development Policy

- This Collection Development Policy establishes minimum selection standards and criteria for evaluating additions to the collection, for assessing the existing collection, and for establishing links to websites in support of the curriculum.
- The goal of this policy statement is to inform the University community, including faculty, students, and staff, of these standards, and to provide guidance for librarians serving as collection liaisons.
- This policy is flexible so that it can respond to the long and short range objectives of the University, and to changes that may take place within it. The Libraries/IDS will respond to these changes by reviewing this policy annually prior to the beginning of the fall academic term.

C. Libraries/ IDS Mission Statement

The Libraries/Instructional Design Studio, an integral part of the intellectual and social development of students, is committed to providing access to quality information services, resources, and programs while being a catalyst to enhance teaching and learning. The library system supports the University's commitment to the community at large.

D. Diversity

Diverse library collections are developed and maintained through a commitment to the University's Mission and Core Values. In support of the curriculum and the educational needs of the University community, the Libraries/Instructional Design Studio strive to make available the widest diversity of views and expressions, including those which may be unorthodox or unpopular with the majority. This effort is part of the University's goal to open students to academic and personal enlightenment. To that end, the Libraries/IDS subscribes to the following principles:

- Opposition to "silent censorship" practices during selection and deselection of materials, as supported by the American Library Association statement on [Freedom to Read](#).
- Acquisition of materials that reflect a diversity of perspectives within academic disciplines, with a priority given to those materials which maintain a balance of viewpoints.
- Evaluation of the Libraries/IDS collection to ensure that it represents current developments and provides balanced coverage.
- Provision for easy and fair access to local and remote electronic information sources that support diversity, by combining professional library expertise with emerging electronic information technologies.

E. Intellectual Freedom

Because the Libraries/IDS supports diversity in its collections and encourages the free exploration of ideas in the pursuit of knowledge and truth, the Libraries/IDS will make available study materials in all appropriate formats that represent a wide range of views. It is the right and the obligation of the librarian to select such materials. Items that are selected should represent equally and openly all

opinions on a controversial issue and/or present a point of view that is balanced by other materials in the collection.

Censorship of materials by individuals or organizations seeking to control the dissemination of public information will be challenged by the Libraries/IDS. The Libraries/IDS will not censor controversial information in library materials by placing them under special controls, or by disregarding or restricting access to websites containing information on controversial topics.

If controversial materials are destroyed, mutilated, or for any reason removed, they will be considered for replacement according to the same criteria used for any other materials.

This policy is in accordance with the American Library Association's [Freedom to Read Statement](#) , [Freedom to View Statement](#), and the [Library Bill of Rights](#) . Additionally, in support of the right to intellectual freedom by scholars, the Libraries/IDS will abide by all regulations of relevant sections of current copyright laws. The use of copyrighted materials whether print, media, or electronic, is limited by federal statute. The University of Detroit Mercy Libraries and Instructional Design Studio productions, duplications, graphics, media, or downloading of information, including the service provided to faculty and students, must comply with copyright regulations. Links to relevant information are found at: <http://libraries.udmercy.edu/page.php?category=5&topic=22> .

Patrons objecting to any library materials held by the Libraries/IDS must complete an official Request for Reconsideration form (Appendix 2) detailing the nature of the complaint.

II. COLLECTION DEVELOPMENT PROGRAM

A. Liaison Program

1. Purpose

Collection development in the University of Detroit Mercy Libraries/IDS is accomplished through a liaison program enlisting the joint efforts of librarians, faculty (faculty liaisons), and library administrators. The goal of this collection development liaison program is to establish and maintain a pattern of communication between librarians and the teaching faculty:

- to build and evaluate collections (including links to external websites) of study and teaching resources for use by students and faculty;
- to communicate library policies;
- to promote library services;
- to apprise librarians of departmental developments which may warrant additional services or changes in selection priorities.

2. Assignment of Collection Areas

The Dean of Libraries and Instructional Technology assigns librarians collection development responsibilities for a number of academic programs. In turn, college or school Deans designate faculty

liaisons from each program within their college or school to work directly with librarians in the selection of library materials. While faculty is encouraged to submit recommendations for purchase, ultimate responsibility for the selection of materials rests with the librarians.

3. Responsibilities of Faculty Liaison

Faculty liaisons may:

- Recommend books, periodicals, and audiovisual materials for purchase. The faculty liaisons should consult with colleagues to ensure that recommendations are representative of all areas of their discipline, and forward those recommendations to the librarians on a regular basis throughout the budget year.
- When appropriate, assist librarians in assessing the strengths and weaknesses of the book and media collections, make suggestions for the addition or cancellation of periodical titles, and provide advice as needed on the development and purchase of online resources.
- Keep librarians informed of curricular modifications, new, proposed, or discontinued courses or degree programs, and any program accreditation requirements.
- Preview and/or evaluate audiovisual materials that are recommended for purchase. They may judge content in terms of academic level, relevance, and suitability for use in courses offered by the academic program.

4. Responsibilities of Librarians

Librarians should:

- Make final decisions regarding the purchase of library materials and addition of links in their assigned disciplines.
- Keep faculty liaisons regularly informed of purchases and budgets.
- Keep Associate Dean for Public Services informed of faculty liaison contacts and any issues that might arise
- Analyze and document, with the assistance of faculty liaisons when possible, the strengths and weaknesses of the library's collection in their assigned subject areas.
- With the assistance of faculty, maintain current purchasing profile for acquisition.

B. Budget Allocations

The Dean of Libraries and Instructional Technology determines budgets based on the following:

- Number of courses taught in a discipline
- Number of majors in a discipline
- Number of graduate courses and students

Additionally, librarians are consulted in the allocation process to determine final departmental allocations.

Librarians may use each departmental allocation for filling gaps, balancing the collection, or replacing lost or damaged titles, as well as for purchasing new titles. Expenditure deadlines for books are determined annually by the Dean of Libraries and Instructional Technology; when these deadlines expire, any unexpended departmental allocations revert to a general fund for use at the discretion of the Dean of Libraries and Instructional Technology.

In addition to the allotments made to specific academic departments, separate allocations from the budget are assigned to special areas, including:

- Administration
- General Materials (Audio Books, CD's, DVD's, Popular Fiction)
- Interdisciplinary Studies
- Reference materials

Additionally, separate allocations from the total Libraries/IDS budget are assigned to periodicals and electronic resources. Responsibility for these allocations rests with the Dean of Libraries and Instructional Technology due to the high costs of these resources and their effect on the overall library budget.

III. CONSIDERATIONS FOR SELECTION

A. Levels of Collection

The depth of collection in each subject field should reflect the curriculum-related research, informational, and instructional needs of students and faculty. The selection of materials for the Libraries/IDS should be based upon the following levels:

Minimal Level

For subject areas existing outside the parameters of the University curricula, providing only essential materials beyond very basic reference resources.

Basic Level

To provide materials to support undergraduate study, including major dictionaries and encyclopedias, selected editions of most important works, historical surveys, important bibliographies, and a well-balanced selection of basic journals.

Study Level

To provide materials to support masters programs at the study level, including primary source materials, relatively complete collections of major writers and works, selections from the works of secondary writers, a selection of representative journals, and the reference tools and fundamental bibliographic sources pertaining to the subject.

Professional Level

To provide major source materials to support doctoral, masters and special certification programs requiring dissertations, theses, and independent research, including important reference works, a selection of specialized monographs and journals, and major abstracting and indexing services in the field.

B. General Considerations for Selection of Materials

The following considerations are to be made by librarians in the selection of materials for the collection, regardless of format:

- Appropriateness for undergraduate and graduate students' use in meeting curricular needs;
- Appropriateness for meeting the curriculum-related research needs of the faculty;
- Strengths and weaknesses of present holdings in a study area;
- High standards of quality in content, format, and authorship;
- Long-term value of recently published material;
- Correlation to the existing collection;
- Budgetary considerations;
- Currency and timeliness of the material;
- Due to the unpredictable nature of the used book market, in general, used materials will not be purchased except at the discretion of the librarian;
- Acquisition of non-English language material is restricted to areas where a foreign language is the basis for the program.
- Paperback editions should be purchased unless the title is available only in hardcover.
- Electronic books may be purchased instead of print. Electronic books are preferred over print for reference titles and monographs likely to be consulted rather than read cover-to-cover.
- Textbooks which are currently used in classes and designated to be purchased by students will not normally be purchased for the collection, unless required by an accrediting agency.
- Materials authored by the University's faculty, staff, or administrators are purchased.
- Continued availability of electronic resources that are not maintained on Detroit Mercy servers.

IV. CONSIDERATIONS FOR SELECTION OF SPECIFIC MATERIAL:

A. Serials

Serials are subject to evaluation on a three year basis. The following considerations are to be made, in conjunction with the General Considerations for Selection of Materials, in the selection of any serial title:

- Inclusion in an indexing and abstracting service available at the University
- Refereed journal
- Scope and depth of coverage
- Citation frequency

- Accuracy and relative objectivity
- Reputation of the publisher and/or editor
- Cost and format; online access is preferred for most journals
- Content of local interest
- Availability of back runs

Librarians will consult with the Associate Dean for Public Services to make purchase or renewal decisions.

B. Non-Print Materials

Due to the growth of non-print formats as important and unique sources of information, the Libraries/IDS is committed to providing its community with non-print materials. All materials, including non-print materials, will be collected based upon their quality and usefulness in supporting the academic programs at the University of Detroit Mercy. However the nature of non-print formats requires that special consideration be taken in their selection. Therefore, the following considerations are to be made, in conjunction with the General Considerations for Selection of Materials, in the selection of non-print materials:

1. General Considerations for the Selection of Non-Print Materials

- Effectiveness of format for teaching purposes
- Technical quality
- Durability of the physical item
- Cost effectiveness of one format over another
- Promotion of private or commercial interest held to an acceptable level, not distracting from the central theme or content
- Anticipated usage
- Availability of compatible software/hardware

2. Considerations for the Selection of Audio/Visual Materials

Because of the rapid change in video and audio formats, the following apply to all formats:

- VIDEO FORMATS--Only CD, DVD, and streaming formats will be purchased. VHS tapes will not be purchased. New formats will be evaluated for purchase as needed. Availability of needed software and hardware will always be a key consideration, as will transfer to a new medium.
- SLIDES—Slides are not purchased.
- SOUND RECORDINGS—The Libraries/IDS acquires compact discs for both music and the spoken word. Cassette tapes and phonographic records are not purchased.

3. Considerations for the Selection of Electronic Resources

Electronic resources refer to materials that require a combination of hardware, software and Internet for access. This section refers to materials selected for addition to the collection, not for operational use by the Libraries/IDS. Subject content and intellectual level of each information resource will be

reviewed in the context of the Libraries/IDS established collection development policy.

a. Product Considerations

- How does this product compare to existing print resources?
- What added value does it offer as opposed to the print format?
- Does the product contain additional information over the print format?
- Could an existing print subscription be canceled if this source were acquired?
- Can back runs be removed from the shelves? Is permanent access secure?
- Is the additional flexibility gained through electronic access significant for this particular resource?
- Does usage of the print format merit an additional access point?
- What is the coverage and scope of the information?
- How frequently is the product updated? Is it updated cumulative or supplements?
- Is the product capable of being accessed by simultaneous users?
- Is the format the only one available for the product? Is it the most cost effective/user-friendly/accessible?
- Is the product leased or owned?

b. Cost Analysis

- One-time cost or initial subscription costs
- Annual subscriptions or maintenance fees
- Cost to obtain back run
- Equipment acquisition and maintenance costs
- Staffing cost to configure new products
- Training costs.

c. Search/System Capabilities

- Is there reasonable response time?
- Does the database provide quality search features such as Boolean operators, truncation, proximity searching, and a thesaurus?
- Is downloading possible?
- Is interlibrary loan supported?
- Can materials be emailed to authenticated users?
- Can materials be used for course packets?

d. Vendor/Contract Considerations

- Is a demonstration trial account available?
- Is there an easily accessible customer support line?
- Has the vendor produced other relevant databases?
- Are penalties assessed by the vendor for early contract cancellation?
- Does the contract require restrictions such as:

- Guarantee of limited access monitored by Detroit Mercy
- Restrictions on downloading
- Liability from patron use of information
- Restrictions to off-campus use
- Restrictions on interlibrary loan

e. Hardware Considerations

- Is the hardware which is required currently available in the Libraries/IDS?
- Are the storage and memory of currently available equipment sufficient?

f. Implementation

- Is additional hardware, wiring, furniture, etc. required?
- Will renovation or reconfiguration of space be required?
- What are the requirements for staff and users? What is the quality of the search software?
- What will be the impact on other reference sources?
- Technical support.

4. Computer Software

Computer software that can be run on personal computers and is designed to support the curriculum may be acquired for the Libraries/IDS 's collection and housed either in the Libraries/IDS or at other University sites. Purchase of such software requires approval of the Dean of Libraries and Instructional Technology or the Associate Dean for Public Services.

C. Reference Collection

The reference collection of the Libraries/IDS is designed to meet the information needs of the University community. Therefore, the reference collection contains materials that support the University's curriculum, as well as general materials not directly related to curricular areas, but which are basic to the community's general informational needs.

Reference materials are selected in accordance with the General Considerations for Selection of Materials, with special emphasis placed on the following criteria:

- Usefulness to quality reference service
- Accuracy
- Authenticity
- Scope and depth of coverage
- Historical perspective
- Currency of data
- Ease of use
- Availability of materials cited in bibliographic sources
- Standing order obligations
- Minimum of overlap with other reference materials

In order to maintain a current and accurate collection, the reference collection will be evaluated periodically. Older editions of reference materials will be transferred to the stacks either for circulation or building use only; or will be withdrawn, at the discretion of the appropriate librarian.

D. Juvenile Collection

The purpose of the Pre-school - Grade 12 textbook collection and curriculum guides is to provide the teacher education program with a selective sampling of supplementary resources. Elementary and secondary textbooks acquired as gifts from publishers will be added to the materials textbook collection, subject to the General Considerations for Selection of Material.

A collection of children's books will be maintained to support the teaching of literature for children and adolescents in accordance with the selection criteria. The annual Newbery, Caldecott, and Coretta Scott King award winners will be purchased.

E. Recreational Materials

Audio books, DVD's, and CD's are selected primarily as supplemental and/or recreational reading material based on the potential appeal to faculty, students, and staff. Initial selections are made by the designated librarian; recommendations for purchase are solicited from the Libraries/IDS staff and the University community.

F. Gifts

The Libraries/IDS will accept gifts of monographs, serials, media, and other materials appropriate to the collection, as well as monetary donations. Gifts must conform to the same General Considerations for Selection of Material and to the following stipulations:

- Before the Libraries/IDS accepts a gift, donors should be informed of the gift policy.
- Prospective donors may be asked in advance to provide a list of materials being offered so the appropriateness to the collection may be assessed.
- Gifts must be of such a nature that items can be integrated into the collection and require no special facilities, control, or staffing, unless authorized by the Dean of Libraries and Instructional Technology.
- The appropriateness of the gift should be weighed against space limitations and the cost of processing the material.
- Gifts that duplicate materials already in the collection will not be added, unless a need exists for an additional or replacement copy.
- The Libraries/IDS reserves the right to retain, refer, offer for sale, or discard gift items that are not added to the collection.
- Gifts of money may be used by the Libraries/IDS for the purchase of library materials, equipment, or services. Donors of monetary gifts may designate the use of those funds for specific purchase through negotiation with the Dean of Libraries and Instructional Technology.
- Acknowledgement of gifts and the retention of records for IRS inquiries is the responsibility

of the Dean of Libraries and Instructional Technology.

G. Rare Books

The Libraries/IDS does not purchase rare books. Rare books include original items defined as incunabula, American imprints before 1850, first and/or limited editions, fine binding, autographs, and other unique materials.

This does not preclude the acceptance of rare or valuable gifts by the Libraries/IDS. However, acceptance of these gifts is made with the understanding that for inclusion in the collection the item must be subject to the General Considerations for Selection of Materials outlined above.

H. Federal Government Documents

The University of Detroit Mercy is an official depository for United States government publications. The Government Documents Unit follows the Libraries/IDS mission "to serve primarily the educational and informational needs of students, faculty, and staff of the University." As a designated Depository Library, Libraries/IDS must also select materials responsive to the needs of the users in the 14th Congressional District in addition to materials that primarily support the University curriculum (Appendix 3).

As a depository of federal documents, the Libraries/IDS has traditionally selected 26-30% of the item numbers available through the Federal Depository Library Program. However, as more and more documents become available through electronic access, the amount of government information accessible to Libraries/IDS patrons will increase.

I. Archives

The purpose of the University Archives is to collect, preserve, and organize the historic documents and papers of the University of Detroit Mercy, the former University of Detroit and the former Mercy College of Detroit.

All materials placed in the Archives are subject to the rules of the University department placing items there and the University Archival Staff concerned with confidentiality, usage, and space and loan availability. Use of the University Archives will follow the guidelines set by the Archives Collection Development Policy (Appendix 4).

J. Special Collections

Special collections reach outside the University and tap into the history and interests of our city, state, and nation. Information about these collections can be obtained by contacting the Archive and Special Collections Librarian.

K. Dissertations and Theses

Undergraduate Honors theses, and graduate theses in Nursing, Nurse Anesthesiology, and Architecture are collected electronically by the libraries.

Dissertations written for the College of Engineering and Science Doctor of Engineering degree, and for the Doctor of Philosophy degree in the College of Liberal Arts and Education Clinical Psychology program are submitted for electronic publication to ProQuest Electronic Theses and Dissertations for inclusion in Dissertation Abstracts.

L. Materials for the Visually Impaired

The Libraries/IDS will accept gift and grant money for the procurement of talking books and hardware for the visually impaired. Otherwise, materials will be provided through the services of the Detroit Public Library, the Library Network, Library of Michigan, Library for the Blind, or other agencies serving the visually impaired.

V. COLLECTION MAINTENANCE

A. Deselection

Deselection constitutes the removal of outdated, superseded, damaged, or duplicated material from the collection. The purpose of deselection is to reevaluate the collection in conjunction with the selection of new and replacement materials in order to keep the collection viable and useful.

Criteria for deselection may include:

- Material that is available electronically;
- Unnecessary, out-of-date materials;
- Materials in need of replacement, binding, or repair;
- Materials that are infrequently used;
- Materials that contain broken sets or runs;
- Number of other libraries that own the item;
- Whether or not the items that are critical in the literature for the discipline;
- Whether or not the author is important to the discipline.

The primary responsibility for deselection lies with the librarians, although advice from faculty liaisons may be sought where appropriate and available.

B. Multiple Copies

1. General Policy

- In order to provide the broadest possible range of materials to support the University's curriculum, the Libraries/IDS shall not routinely purchase multiple copies of books, serials, audiovisuals, or materials in other formats.
- Duplicate copies of selected materials may be purchased for specific programs offered in two or more locations, e.g. Grand Rapids.

2. Reference Duplication

Highly specialized reference materials that are infrequently used or narrowly focused will be selected

to support instructional programs only on the specific campus where programs are offered.

3. Periodical Duplication

Duplicate subscriptions will not be maintained without the permission of the Dean of Libraries and Instructional Technology or the Associate Dean for Public Services. Highly specialized journals will be selected only for the campus where the program is based.

4. Audiovisual Duplication

Audiovisual materials will be duplicated only where need can be justified by frequency of use or scheduling demands.

C. Replacements

Materials that are missing, lost, mutilated, or damaged will not be replaced automatically: the merit of the item must be considered by the appropriate librarian before a replacement copy is authorized. Demand for the resource, its value to the collection, and whether or not it has been superseded by a new edition or newer material should be considered when requesting replacements.

D. Out of Print Materials

With some exceptions, the Libraries/IDS shall not routinely replace or purchase out of print materials.

E. Preservation

The Library Technician responsible for preservation will work with the librarians to assess the binding and mending needs of damaged Libraries/IDS materials.

Appendix 1

UNIVERSITY OF DETROIT MERCY LIBRARIES/INSTRUCTIONAL DESIGN STUDIO

GOALS AND OBJECTIVES

Purpose: The McNichols Campus Library, the Corktown Campus Dental Library, and the Instructional Design Studio are vital sources of instruction and information for the academic community.

Print and electronic resources are selected and services developed primarily to support the diverse academic and student-related research functions of the University. The Libraries/Instructional Design Studio serve as resources not only for the University's students, faculty, staff, and administrators but also DALNET member libraries, Catholic Consortium Libraries, Jesuit and Mercy higher education libraries, and the general population. The Instructional Design Studio provides electronic course training and development for faculty; audio and video streaming; and for the libraries, web development and maintenance and digitization services.

It is the responsibility of the Libraries' personnel to educate students and faculty in the skills necessary to conduct research and to select and evaluate books, journals and other resources. It is the responsibility of the instructional designers to educate and enhance faculty technology skills necessary for developing and maintaining electronic courses.

Goals

1. Provide library and instructional design services, user education, and technologies which fulfill the needs of the primary users.
2. Select and acquire collections reflecting present and future needs and which serves both the curriculum-related research and general information needs of the primary users.
3. Provide access to collections owned by the libraries and/or to collections owned by other institutions or agencies.
4. Provide physical facilities with an environment conducive to learning and sufficient for expanding collections and advances in technology.
5. Maintain a management system which will ensure effective operating, policy, and planning decisions.
6. Maintain appropriate levels of funding for library and instructional design programs and functions.
7. Maintain physical resources and personnel that are in accordance with the:
 - American Library Association, Association of College and Research Libraries [*Standards for Libraries in Higher Education*](#)
 - American Library Association, [*Access to Electronic Information, Services, and Networks*](#)

- The federal [*Technology, Education and Copyright Harmonization Act*](#) (the TEACH Act), 2002
 - American Library Association, *Code of Ethics*, 2008
 - North Central Accreditation recommendations.
8. Uphold the philosophy stated in the [ALA Library Bill of Rights](#) and Michigan Statutes, which protects users' right to privacy:

[http://www.legislature.mi.gov/\(S\(lgyuvioaf0ea525gcvzkqrbi\)\)/mileg.aspx?page=getobject&objectname=mcl-Act-478-of-2012&query=on&highlight=privacy](http://www.legislature.mi.gov/(S(lgyuvioaf0ea525gcvzkqrbi))/mileg.aspx?page=getobject&objectname=mcl-Act-478-of-2012&query=on&highlight=privacy)

Objectives

1. Acquire and make accessible all formats of student-related and faculty resources necessary to support and strengthen teaching, learning, and research.
2. Address the quantity and quality of print, media, and electronic services, and library equipment and facilities required to properly support instruction.
3. Maintain a proactive research skills instruction program that addresses student's general library skills and subject-specific needs.
4. Acquire and make accessible all resource formats necessary to support and strengthen teaching, learning, and research.
5. Develop and maintain a strong communication consultant program with faculty to assist in the selection of teaching and student-related research materials.
6. Develop and promote access to technologies in support of instruction and as an attraction to potential students.
7. Provide access to print, media, and electronic resources through continuously developing and maintaining a bibliographic catalog according to accepted professional national and consortium standards and practices.
8. Improve access to resources by negotiating reciprocal borrowing agreements and/or through document delivery with multiple types of libraries, both locally and nationally.
9. Enhance access to library resources by contracting for databases of unique materials.
10. Develop and promote delivery of University-created materials and programs in support of instruction.
11. Provide effective collection management and preservation systems which support ease of access to resources for users.
12. Provide proper physical facilities for patrons in accordance with Americans with Disabilities Act standards.

13. Improve operational efficiency by addressing the physical facilities and space needs of the Libraries and Instructional Design Studio.
14. Maintain a reliable management system through the systematic review of policies, procedures, and short-term and long-range plans.
15. Implement an effective publications and public relations program for the libraries and IDS.
16. Provide cost-effective acquisition and cataloging of resources to facilitate access and maintain a sound financial base and fiscal management program for library collections, services, and personnel.
17. Establish an external development program for grants and gifts.
18. Select, hire, motivate, develop, evaluate, and retain personnel of high potential and performance.
19. Train employees to understand and uphold the [ALA Library Bill of Rights](#) and the Michigan Statute on the user's right to privacy.
20. Foster and monitor librarians' compliance to the American Library Association [Code of Ethics](#), 2008.

Packet #7: Goals and Objectives
Feb., 1986; Update Sept, 1993; revised June 2009, Rev 6/2013, Rev 11/2017

Appendix 2

University of Detroit Mercy
Libraries/Instructional Design Studio
Request for Reconsideration of Library Materials

Complaint Represents:

Individual
 Group/Organization (Please name)

Author:

Publisher/Producer:

Date of Publication:

Type of Material: Book Periodical Audio DVD
 Other (Specify) _____

Request Initiated By:

Relationship to the University:

Address:

Telephone:

Email:

1. Have you read, viewed, or heard the **ENTIRE** work?
 Yes No
2. Have you been able to discuss this work with the librarian who recommended or ordered it?
 Yes No
3. What do you find objectionable about the material in question? (Please be specific; cite pages, scenes, etc.

4. What do you feel might be the result of using this material?

5. What do you understand to be the general purpose for using this work?
- A. Provide support for the University's curriculum and programs?
 Yes No
 - B. Provide an opportunity to widen the users' thinking or enrich their lives?
 Yes No
 - C. Provide fulfillment of recreational needs?
 Yes No
 - D. Provide support of the teaching methods of faculty
 Yes No
6. What do you think is the general purpose to the author/creator of this material?
7. Did the general purpose of the material, as described by the librarian, seem a suitable one to you?
 Yes No
8. Are you aware of the professional critical judgement of this material?
 Yes No
9. Would you like the librarian to give you copies of written professional reviews about this material?
 Yes No
10. Have you read written negative reviews of this material?
 Yes No
11. Would you be willing to provide copies of the reviews you have collected?
 Yes No
12. What would you like the Libraries/IDS to do about this material? Please explain:

13. If you are of the opinion that it should not be available, what material would you recommend that would convey as valuable a picture and perspective of the subject treated?

The undersigned complainant agrees to attend any meetings related to this complaint. Failure to attend any meeting will constitute a withdrawal of the complaint.

Signature of the Complainant:

Date:

APPENDIX 3
University of Detroit Mercy
Libraries/Instructional Design Studio
Federal Documents Collection Development Policy

Statement of Purpose

The University of Detroit Mercy is an official depository for United States government publications. Status as a selective depository for federal documents was established in 1884. The Government Documents Unit follows the Libraries/Instructional Design Studio's mission "to serve primarily the educational and informational needs of students, faculty, and staff of the University." As a designated Depository Library for United States government publications, it must also "select materials responsive to the needs of the users in the 14th Congressional District." The Libraries/Instructional Design Studio will make available to the University and surrounding community publications of the United States government, through the depository program.

Description of Collections

The government documents physical collection includes titles in paper, over 1,400 microfiche publications, and over 45 CD-ROMS. More recent publications exist in electronic form. The physical government documents collections are housed in the McNichols Campus Library. Regular weeding of paper copies aged five years and older is currently taking place.

Selection Policy

The Libraries/Instructional Design Studio staff attempt to provide public access to government information by selecting classes of government publications that are tailored to local needs.

The government documents librarian, in consultation with other librarians, has the responsibility to select classes of government publications that meet the needs of the general public and the University of Detroit Mercy clientele. Recommendations are considered from the general public, library staff, and University of Detroit Mercy faculty, staff and students.

The government documents librarian selects item numbers that meet at least one of the following criteria:

1. Current or potential information needs of the people in the community.
2. Serve the information needs of the undergraduate, graduate, and professional school curricula.
3. Faculty curriculum related research.
4. Requests from patrons.
5. Actual use of similar publications, as indicated by reference questions, circulation, in-house use, and interlibrary loan requests.
6. Compatibility with the Libraries' total collection.
7. Degree of technicality.
8. Potential frequency of use.

Procedure

Paper, microfiche, and multimedia versions of documents are no longer part of the Libraries/IDS depository selection profile. Decisions for selecting titles in online format are made on a title-by-title basis.

Maintenance

The collection is maintained in accordance with the guidelines established by the [Federal Depository Libraries Program \(FDLP\)](#). All depository publications in paper format that are already part of the collection and not yet old enough for weeding are clearly marked with the depository property date stamp and the SuDoc number. All government documents are recorded in the online catalog.

Weeded publications are offered to the University of Minnesota (the regional depository library for Michigan, South Dakota, and Minnesota).

1. Documents for disposal must have been received in the depository library five or more years prior to the date of the disposal request.
2. Documents awaiting approval for discard are located in the third floor storage area of the Libraries/IDS.

Public Access

All federal depository items are available for use by University of Detroit Mercy students, faculty, staff and administrators as well as the general public. Any citizen may use government documents in the Libraries/IDS without any restrictions.

Access to depository publications is ensured by:

1. Posting of the depository library logo at the Libraries/Instructional Design Studio entrances;
2. Providing reference service for government information by all reference department personnel;
3. Retrieval of paper and microfiche documents from the depository collection by library staff during all hours of operation;
4. Open access to multimedia (VHS, CD-ROM, and DVD/DVD-ROM) documents in the depository collection during all hours of operation;
5. Ensuring disability access.
6. Since 1994, tape loading bibliographic records of all received depository publications in the DALNET Library Catalog;
7. Circulating of most government publications (excluding microfiche) to any patron with

library privileges;

8. Making available microfiche reader-printers and paper copiers;
9. Making available computer equipment for CD-ROMs; and
10. Maintaining interlibrary loan policies which are consistent with those of non-depository publications.

Federal Guidelines

The government documents librarians and the administrators of the University Libraries/Media Services coordinate and develop the collection according to the requirements of [Title 44, Chapter 19, of the United States Code](#), an updated version of which was published in spring of 2018.

APPENDIX 4

University of Detroit Mercy Libraries/Instructional Design Studio

University Archives Collection Development Policy

The employees of the University Archives are responsible for the acquisition, preservation, arrangement, description, and retrieval of records of enduring value to the University Community. Materials transferred to the University Archives may be submitted by administrators, faculty, students, employees and alumni. Acceptance of materials is at the discretion of the University Archives employees in consultation with the Dean of Libraries and Instructional Technology.

The following types of material are collected:

1. Reports (President's, Dean's, and other reports of historic importance)
2. Memorabilia, newspaper clippings, leaflets, etc. (on a highly selective basis)
3. University publications (catalogs, bulletins, directories, Commencement and Convocation programs)
4. Student publications (newspapers, magazines, yearbooks, handbooks)
5. Faculty files (files submitted by the departments or academic Vice Presidents)
6. Departmental publications (newsletters, programs of special events)
7. Alumni publications (e.g., newsletters)
8. Brochures (issued by departments and campus offices)
9. Photographs (of significant events, buildings, and persons)
10. Audio-visual materials (oral histories, video, and sound recordings of major university events)
11. Manuscripts
12. Governance and administrative documents
13. Administrative files (files submitted by the departments)

Access to Collections

Archival materials are available for use by the following:

- A. The University President, Provost, and Vice Presidents, as well as the Dean of Libraries and Instructional Technology, Library Associate Deans, Librarians, and University Archives employees have access to all information with some restrictions.
- B. Deans and Directors may access the Employee File Collection (the archival personnel files containing confidential information about individuals with employment history at the University of Detroit, Mercy College, and the University of Detroit Mercy) to inspect the files of persons that were members of their respective college or department.
- C. Faculty, students, alumni, and the general public who wish to view archival personnel files must contact University Archives employees and have the permission of the Dean of Libraries and Instructional Technology or the Associate Dean of Technical Services. The information varies widely with some older files containing confidential information. For this reason, archival personnel files must be reviewed by University Archives employees before use.
- D. Non-confidential materials are available to University of Detroit Mercy administrators, faculty, students, alumni, and the general public. Requests for access should be made in advance

and all visitors to the Archives will be accompanied at all times by Archives employees.

Restrictions in Use of Collections

The University Archives Collection is a non-circulating collection.

Information requested from the Archives will be retrieved as soon as possible.

Some requests can be fulfilled by anyone in the Reference Department. Anyone wanting to consult the University Archives for in-depth research must make an appointment with an Archives employee. Archives employees will set a mutually agreeable time and date, so the researcher can be present during the retrieval process. Contact information for Archives employees should be given to the researcher if additional information is needed.

Under no circumstances is a researcher to be left alone in the University Archives. The Archives contain sensitive information. All coats, backpacks, and purses will be set in a designated area and not accessible during the use of a collection.

No one without the permission of the Dean of Libraries and Instructional Technology is permitted to view documents in the Confidential Files (files separate from the Employee File Collection). Some confidential materials may not be accessible.

Loan Policy

Because the University Archives is a repository for unique documents, photographs and other University records, loans are not allowed. Exceptions may be made on rare occasion and only with the consent of the Dean of Libraries and Instructional Technology or the Associate Dean of Technical Services. Photocopying or digitization of material is allowed with permission of the University Archives employees. There may be a cost for photocopying or digitization depending on the size and scope of the request.

Research

Materials within the University Archives may be used for research with permission and under supervision of University Archives employees. Due to confidentiality, some materials may not be accessible.

Donations / Transferals

University Archives employees encourage donations and transfers from other University Departments and Colleges. Due to space restrictions, the Archives must be selective in what is accepted. Please contact University Archives employees to discuss your donation or transfer.

University Archives employees may request from a researcher that one copy of any publication (print or digital, audio, or video production) containing archival material be donated to the Library upon publication if it is in keeping with archival collection criteria.