Los Alamos
NATIONAL LABORATORY

Collection Development Policy and Procedures, November 2006

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Mission

In response to advances in technology and the changing needs of users, the LANL Research Library aspires to develop, maintain and preserve collections and resources that meet the ongoing and emerging programmatic needs of all LANL library users. In support of this mission, we acquire information resources in a variety of formats. Acquiring electronic resources that make information accessible at users' desktops is of high priority. We also acquire access to information, through direct licensing from authorized providers, or by making consortial agreements with publishers, libraries or other national laboratories. While the primary emphasis is placed on scientific and technical information, secondary emphasis is placed on providing administrative or support needs. The Library also attempts to acquire and maintain the relatively expensive reference resources that are of general use or whose cost prevents them from being purchased directly by a program on-site.

Roles and Responsibilities

Subject Area Specialists:

- Communicate with researchers in the subject area(s) find out about new programs, and solicit requests for materials.
- Monitor professional resources for appropriate library acquisitions.
- Monitor subject area expenditures to ensure allocation is managed appropriately.
- Assist in collection evaluation and deselection activities in the subject area(s) of the collection.

Selection Process

Selection Guidelines

The materials selection process involves professional judgment, knowledge of the collection, and an ability to assess current and future needs.

General Criteria

Material should be evaluated for its accuracy, quality, authoritativeness, importance of subject matter to the collection, and cost.

- Relevance to actual or potential needs of research programs at LANL
- Scope, quality and content. Selectors must gauge each acquisition in terms of the breadth, quality and depth of information needed by our primary users. Generally speaking, we do not purchase textbooks or "popular" literature but will make exceptions on a title-by-title basis.
- Reputation of author and publisher, detail of bibliography and index, etc.
- Price. Anything over $300 must be approved by the selectors group. Anything over $5,000 requires group management approval.
- When evaluating "free" materials, the cost of acquisitions processing, cataloging, shelving and preservation must be considered.
- Format. The format of the item should be taken into consideration. For example, CD-ROM format is a last choice.
- Multiple Copies. If there are a high number of requests for an item the selectors should determine whether a second copy is needed. Additional copies are ordered when an item circulates 50 or more times. More than 5 holds indicates the need for an additional copy, as well.
- Director's colloquia and other televised LANL seminars are available via streaming video so hard copies of the DVDs/videos will not be purchased, but the electronic source will be cataloged.

Tools

Sources for determining what should be added to the collection should include the following:

- GOBI/approval plan and e-stream, etc.
- Publishers' announcements
- Professional review media
- Circulation and interlibrary loan activity patterns
- Awareness of LANL research directions
- User input. This is very valuable and the library acquires a high percentage of the suggested items

Standing Orders

Titles on standing orders are series deemed important enough to the collection that receiving them automatically without evaluating individual volumes is desired. However, the use/contribution of standing order and continuation titles is evaluated annually by the selectors who may recommend cancellation due to duplication in online versions or limited usage.   A change in subject focus is another criterion than may necessitate cancellation of a standing order.

Technical Reports

The Research Library obtains technical reports for the library's circulating collection on demand. Technical report requests are checked for free availability on the web before being purchased for the collection. Sources consulted include Science Research Connection, NASA Technical Report Server, STINET, and others.

Standards

IEEE/IEE standards are purchased and loaded locally along with other IEEE publications. Most other standards are obtained via subscription to electronic versions through IHS Specs & Standards, which provides standards from major industry and governmental organizations in a searchable interface. If a particular organization's standards are not available from IHS, we may purchase electronic copies from the organization and load locally. Print copies are a last resort. Standards are chosen based on customer requests, analysis of the usage of collections in the IHS Specs & Standards package, free availability on the web, and input from the LANL Standards Manager.

Online Resources

Internet resources (databases, websites, or other web resources) may be suggested to the appropriate subject specialist who will be responsible for evaluating their selection and making recommendations to the selector team. The following criteria should be considered for their inclusion:

- Coverage and relevancy of the resource's information to Lab mission
- Credibility and reputation of the producer
- Availability of user statistics
- Uniqueness of resource (not duplicated or having excess overlap in existing resources)

Gifts

Gifts of books and other library materials are accepted with the understanding that they will be considered for addition to the collection in accordance with the selection policy. The LANL reserves the right to dispose of gift materials not added to the collection. Selectors will review this material as to its relevancy to the LANL collection. Items not selected for addition to the collection will be made available on the giveaway table for a select period of time. We do not provide any documentation for tax purposes.

Budget Allocations

When the book budget is allocated the following factors are taken into consideration:

- Past spending
- Current needs of the discipline
- Inflation

- Usage statistics in various disciplines
- Future needs as indicated by Lab initiatives or new projects and Grand Challenges
- Priority of spending by subject area based on Lab needs

Subject Areas

The book budget has been divided into the following subject areas with one selector responsible for the purchases in each area

- Biosciences (12%)
- Chemistry (20%)
- Computer Science/ Mathematics (20%)
- Engineering/Materials Science (20%)
- Earth & Environmental Sciences (14%)
- Physics (25%)
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- Technical Reports (1%)

Maintenance of the Collection

Replacements

Lost and missing items are replaced according depending on historical circulation data and as the budget allows. Selectors will follow the procedures for lost and missing books and determine whether an item will be replaced and, if so, whether it will be the same item or a newer version or comparable title. Replacing lost items is the responsibility of the customer to whom the item is checked out at the time of the loss. Customers can provide a good used or new copy of the item to replace the lost item or give us cost codes to order the replacement ourselves..

Deselection of Journals

The following factors will be taken into account and the following procedures will be followed when deselection the print journal collection:

- Usage statistics will be analyzed in relation to cost ratio
- Subject area and relevance to current research needs will be taken into account
- Customer input will be solicited and taken into account whenever possible

Database Maintenance to Reflect the Collection

The online catalog and web pages need to be updated whenever a book or journal is removed from the collection. A deselected title needs to have its bibliographic and/or item record suppressed from the catalog and database and subject web pages updated accordingly.

Journal Cancellations and Additions

If an electronic-only version of a journal is available, that is the version that we will order. If we cannot order the journal without print, we will not check-in the print issues any longer; these copies will be placed on the current journal shelf for a specified period of time. At the end of that time, the paper copies will be moved downstairs with the bound journals.

Usage Statistics

Statistics are also kept for photocopying of in-house journals which goes on all year. This use is part of the evaluation for deselection.

Electronic journal usage statistics are collected whenever possible from each vendor.

In addition, the annual report from the Document Delivery vendor is analyzed and taken into account.

Cancellations

Usage statistics, user feedback, Laboratory research needs and inflation costs are used to make decisions on whether to cancel current journal subscriptions.

Journal Additions

The Research Library reviews and analyzes requests for journals from researchers, ILL usage statistics, the requests recorded pending budget resource availability, research needs of the Lab, and other sources, , to determine titles to add to the collection.

Deselection of books

Objectives of Deselection for books

- **To utilize acquisition funds in the most effective manner**
  Cancellation of unnecessary series/subscriptions frees acquisitions funds to acquire other titles that are more relevant to current and future research needs of the LANL community.
- **To increase the relevance of the existing collections to current curricular needs**
  Removing dated or irrelevant titles from the shelves facilitates browsing.
- **To maintain the collections in an acceptable physical condition**
- **To make space available for expansion of collection and ongoing facility needs**
- **To keep an up-to-date, relevant collection for our LANL customers.**

Criteria for Deselection

- **Titles outside the collecting scope of the LANL library**
  Titles no longer relevant to current and future research needs and therefore not within the scope of the library's current collection development policies may be removed.

- **Obsolescence**
  Titles that contain obsolete information (e.g. directories, old technology) may be deselected because the information they contain is out-of-date, invalid, inaccurate, or incomplete. Depending on topic, remove items 5-10 years out-of-date (example Computer Science or other technologies that can be quickly out-of-date).

- **Redundancy**
  Copies or editions of titles may be deselected to minimize redundancy of holdings. Individual titles containing information found elsewhere in the collection may also be deselected for this purpose. Rule of thumb – keep 1 copy for every 50 circs.

- **Infrequently used materials**
  Titles that have not circulated in more than ten years may be considered for deselected. See later notes about the exceptions.

- **Physical Condition**
  Materials may be deselected due to poor physical condition. Replacement copies are sought as appropriate and available.

Items Not To Be Deselected
Some items should be kept even if they meet the criteria above. Deselection decisions are carefully considered and subject to the conditions listed below. Guidelines are always balanced with professional judgment

- Translations: English translations, especially where the original item is available in the library
- Conferences. Most conferences are retained especially if we have a full run. If the subject is totally out of scope, then withdraw. If the subject is borderline and there are only one or two years, consider withdrawing.
- Certain historical books. Keep bibliographies, history of a scientist, or history of a subject area if within scope.
- Classics: notes for items that are considered classic texts will appear in the 090‡ field. These should always be retained.
- Works by LA authors or autographed copies of famous researchers. If you find such a work during the review, have that note added to the 090 field ‡.

Procedures

- Deselection will be a yearly procedure. All subject selectors will be required to take part in the yearly event to take place in summer when more students are readily available to assist with withdrawal.
- A report will be run, excluding the 090 marked classics, based on a number of criteria: duplicates, subject areas, age of item, number of circs
- Once the report is distributed, the selectors will review items using the criteria above.
- Items of substantial monetary value will normally be deselected only after consultation and approval of all selectors and key researchers.
- **Disposal**

- Withdrawn items will be stamped and withdrawn from the catalog.
- Withdrawn items will be reviewed and if deemed of interest will be placed on the "giveaway table" for two weeks for LANL employees to take. To avoid legal action and policy against the sale of government-purchased items, no sales will be made of any deselected items.
- Items taken from the giveaway table by LANL employees may be donated (not sold) to other libraries.