Mission Statement
The Hannah V. McCauley Library seeks to be an inspiring center of education for the Ohio University Lancaster Campus and the Lancaster community. Our mission is to play a vital role in support of the university’s academic and research missions by providing access tools to quality information resources in multiple formats utilizing current technologies; enriching the information literacy skills of our users; and supplying a supportive environment that enhances the educational experience of our users. We are committed to providing the highest level of customer service in order to fulfill this mission.

Purpose of the Collection Development Policy
The acquisition and maintenance of the library’s materials collection is a primary function of the library’s mission. Collection development refers to the process of building and maintaining the library’s entire materials collection, in both print and non-print formats. The collection development process includes formulation of policy and procedures, budget allocation, needs assessment, selection, collection maintenance and evaluation, and resource sharing.

The development and maintenance of library collections is a joint responsibility of the college faculty and the professional staff of the library. Final authority for the selection of materials rests with the library director. Maintaining a well-developed collection is one way the library enhances the learning experience at Ohio University Lancaster.

Collection Development Budget
The Library has ultimate responsibility for its materials budget. It does not assign allocations to subject areas or to academic divisions. The Library maintains the flexibility necessary to meet both anticipated and unanticipated demands for resources and the ability to take advantage of the most economical purchase strategies.
1. Formats of Materials Selected
   - Books
   - Periodicals and Newspapers
   - Atlases and Maps
   - Electronic Resources
   - Media in current formats
   - Microforms – limited
   - Textbooks - not routinely purchased

2. General Criteria for Selection of All Materials
   - Relevance to instructional needs
   - Faculty recommendation
   - Critical reviews
   - Authoritativeness, accuracy, timeliness
   - Appropriate depth of coverage
   - Patron requests
   - Patterns and demands from information questions
   - Special features
   - Physical space requirements
   - Maintenance costs

3. Responsibility for Materials Selection
   - Librarians are responsible for collection development including the coordination and balance of the collection as a whole.
   - Faculty are encouraged to contribute to the collection development process.

4. Library Collection Categories
   - General Stacks
   - Reference
   - Children’s Literature
   - Curriculum and Manipulative Materials
   - Reserves
   - Faculty Publications Collection – articles and books
   - Leisure Reading, including books, audio books and films
   - Limited Archives and Special Collections

5. Limitations of Collection
   - The Library will not develop in-depth collections which are unrelated to the curriculum
   - Advanced research levels are not supported by the book and periodical collections. Inter-campus, the OhioLINK Consortium and Interlibrary Loan are available to meet these needs
   - Material written in languages other than English are limited to languages taught at Ohio University Lancaster
6. Withdrawing Items from the Collection
An item may be withdrawn from the collection if it satisfies the following conditions:

- Does not (or no longer) support the curriculum
- Is outdated and a newer edition is available
- Usage
- Poor condition
- Multiple copies of the same item
- Better coverage of the subject by other materials in the collection
- Space limitations

Note: If an item is the last copy in OhioLINK it should be retained

7. Lost Books or Other Materials
- These materials are evaluated for replacement based on the same criteria used for the selection of new titles.

8. Cooperative Collection Development
The library’s worth should be defined not only by its collection but by the services and provision of access to information the library provides to its constituents. To this end, the library participates in national cooperative efforts (Interlibrary Loan), in the state-wide consortium OhioLINK, and with the Ohio University Libraries.

Cooperative Collection Development with the Ohio University Libraries
When possible, Ohio University Libraries (Alden Library and the regional campus libraries) work collaboratively in the acquisition of resources such as academic databases and other costly items.

Cooperative Collection Development with OhioLINK
The Hannah V. McCauley Library is a member of the OhioLINK consortium. This state-wide consortium is based on the principal that cooperation among libraries delivers more information from a wider variety of sources than a single library can provide, permits better resource allocation, and leads to more intensive use of collections. The library is an active participant in the consortium both requesting and loaning items through OhioLINK, as required. As an OhioLINK member, the library's budget contributes to the state-wide purchases of electronic resources.

9. Intellectual Freedom, Library Bill of Rights and Copyright

10. Regular Evaluation of Collection
The library seeks to maintain a collection that is useful, relevant, and in good condition.
- The policy will be periodically revised in response to changes in the curriculum, research focus, and scholarly publishing
- Faculty members are strongly encouraged to survey their subject areas and recommend additions and withdrawals

11. Donation and Gift Policy
The library accepts gifts of books and other materials that enhance the strength of its collection, provided there are no restrictions or special stipulations attached. Potential donors can find the Donation form on the Library Policies page (www.ohio.edu/lancaster/library/librarypolicies.cfm).

In cases where the proposed gift of books and other materials do not meet the criteria for acceptance, a list of alternative destinations for gifts is provided on the Library Policies page (www.ohio.edu/lancaster/library/librarypolicies.cfm).