



DEERFIELD ACADEMY

Boyden Library Collection Policy

draft 1/23/14

Introduction

The purposes of this policy are (a) to guide the development and maintenance of an appropriately-balanced, coherent, dynamic, and flexible collection of Library resources for the Deerfield Academy community and (b) to inform the community about how decisions are made. As Deerfield's information needs evolve, we expect this document and the nature of our collections to evolve in turn. Therefore, this policy is reviewed on an annual basis or as needed, informed by faculty input.

The Boyden Library's collection reflects the mission of the institution. The collection's primary purpose is to support and enrich the curriculum. Secondary purposes include fostering general academic interests, where we may have no specific curricular offerings, and maintaining some recreational materials for the wider Deerfield Academy community. In general, interlibrary loan and document delivery support faculty research and other specialized needs.

Any member of the Deerfield Academy community is welcomed and encouraged to make collection suggestions.

The Library Director, working in close partnership with faculty and Library staff, provides overall direction for the collection and collection development policy, ensuring needs are equitably met within available resources. The Director may delegate to Library staff members the authority to apply the policy in day-to-day activities.

Criteria for inclusion and retention in the collection

The following criteria are used in making decisions about which materials are included and retained in the collection:

1. Expressed or anticipated need;
2. Strength of existing holdings and the title's ability to enhance coverage and provide a diversity of viewpoints;
3. Organization, indexing, currency, and accuracy of content;
4. Cost and availability of funds;
5. Level of treatment is appropriate to Deerfield needs;
6. Appropriateness of format to content and users' needs;
7. Quality of reviews;
8. Authority and professional standing of the author and/or producer;
9. Technical excellence, quality of production, and durability of the format;
10. Accessibility;

11. Ease of use;
12. Usage, particularly in the last 5 years;
13. Compatibility with existing information technology;
14. Licensing terms and conditions;
15. Physical condition.

Controversial material challenges

The Library and the Academy subscribe to the [*Library Bill of Rights*](#), the [*Freedom to Read Statement*](#), and the [*Challenged Materials: An Interpretation of the Library Bill of Rights*](#), all of which are endorsed by the American Library Association. Any challenges to material selected for inclusion in the collection will be considered; however the criteria outlined in these documents are the final authority. All concerns about specific Library materials should be directed to the Library Director, who will coordinate with the Academic Dean and others in addressing the concern.

Duplication of materials

Duplicate copies of titles are added in limited circumstances and are carefully considered to ensure the best use of available resources. In general, we no longer have the luxury of purchasing, licensing, or storing duplicated content.

Special considerations

1. Online resources

To maximize accessibility and currency of information, the online format is generally preferred, when it's available, for periodicals and reference materials.

2. Audiovisual Materials

- a. DVDs, BluRays, and VHS. DVDs and BluRay titles are integrated into the general collection if they are dramatic representations of fiction and nonfiction literature. Newly released and classic feature films are purchased for the Entertainment collection. Titles in the VHS format are no longer purchased or accepted as gifts. Existing VHS titles in the collection are evaluated for their long-term value using the criteria for inclusion and retention above. Those with long-term value are retained for their content until a DVD becomes available.
- b. Audiobooks. Audiobooks are purchased as needed. Unabridged audiobooks in CD (compact disc) format are preferred, but abridged titles may be acquired if the unabridged versions are too expensive.
- c. Audiocassettes. Titles in this format are no longer purchased or accepted as gifts.
- d. Music recordings. Because the Library licenses a rich selection of streaming music resources, music CD's (compact discs) are no longer actively purchased. Donated CD's are accepted in limited circumstances using the criteria for inclusion and retention above.

2. Special Collections.

- a. Deerfield Authors' Collection (materials by Deerfield alumni and employees and materials about the Academy and personages). We rely primarily on gifts to build the

- collection.
- b. Children's Collection. The Library actively purchases for this collection.
 - c. Other special collections. The Library primarily relies on gifts for additions to other existing special collections.
3. Textbooks and test preparation materials. Textbooks are generally not purchased for the collection. Exceptions are made when textbooks are the best or only source of information on the topic. Relevant test preparation materials are collected to support curricular and student needs.
4. Hardcover and paperback. For printed books, when there's a choice, hardcover is preferred for materials of continuing interest or anticipated to be of high use. Paperbacks are purchased when hardcover is not available and when the difference in cost between hardcover and paperback is significant.

Gifts

Gifts are accepted with the understanding that:

- (a) they are evaluated for inclusion using the same criteria above;
- (b) the Library reserves the right at its discretion to dispose of unneeded materials. Gift materials are not guaranteed to be retained indefinitely;
- (c) the costs to transport the gifts to the Boyden Library are covered by the donor;
- (d) gifts become the property of Deerfield Academy;
- (e) if an estimated value of the donation is needed by the donor, the donor is responsible for obtaining this information at his/her expense;
- (f) written acknowledgement of gifts is sent to donors but the Library does not normally compile lists of donated materials for donors.

Preservation, replacement, de-selection

To keep the Library's collections vibrant, academically useful, up-to-date, and to allow for the housing of new acquisitions, existing Library materials are continually assessed for preservation, replacement, and judicious de-selection using the criteria for inclusion and retention above. Draft candidates in major de-selection projects are vetted with faculty.