

GENERAL INTRODUCTION

This collection development statement is a written guide to the University Library's effort to support the instructional and research activities being undertaken at the University of Illinois at Urbana-Champaign. The most immediate use of the statement is for the Library faculty to identify as clearly as possible the areas of collecting responsibilities among the numerous library units which provide informational services and library materials to a comprehensive university, offering the Ph.D. degree in over 90 subjects and supporting numerous independent research facilities as well as a full range of undergraduate, Master's, and professional programs. The policy statement is also intended to be a guide to the teaching faculty and university administrators to facilitate their understanding of the collections and the vast network of collection development activities taking place in the third largest academic library in the country, which in 1986 purchased its seven millionth volume. Collection policies for academic libraries are first and foremost directed to the institution which they serve. But this document should also be useful to other libraries which seek to comprehend this library's collection profile and policies in order to develop resource sharing and cooperative collection development agreements.

This is not the Library's first attempt at providing a guide to its collection policies. The Library first adopted an Acquisition Policy Statement in 1959. That statement was revised five times by 1976. Because of the rapid growth of collections, as well as new developments in the field of collection development, the Acquisition Policy Statement was found to be inadequate. A completely new format and guidelines were devised in 1983 in order to produce a more useful document for present needs.

All units under the jurisdiction of the University of Illinois at Urbana-Champaign Library fall within the purview of this policy statement. These units include over 40 departmental libraries, area studies libraries and special bibliographic units, and special collections. There are a number of other libraries and reading rooms on the Urbana-Champaign campus, such as the Geological Survey and Water Survey Libraries, the Computer Science Department Library, the Residence Hall Library, and the Health Science Library. These are not part of the University Library system; nor do they affect the collection policies of the Library, with the exception of the latter library. While administered by the University of Illinois at Chicago Library, the Health Sciences Library is on the Urbana-Champaign campus and its materials are easily accessible. For these reasons, the University of Illinois at Urbana-Champaign Library does not collect materials in clinical medicine, except material needed for Veterinary Medicine.

This document is a compilation of individual collection development statements prepared and revised by more than 50 selectors from 1983 through 1989. These statements for the most part describe the collection development activities connected to a particular subject fund and the title of each statement is the name of such a fund. In addition, there are statements which describe collection development activities related to collections for which no specific funds are required for the acquisition of materials, such as the Documents Library and the University Archives, or

collections which use a variety of funds for collection building because of their general nature, such as the Rare Book and Special Collections Library and the Media Center. Thus, each statement represents the author's understanding of the scope of the collection responsibility related to the specific fund or collection. It will be noted, however, that no selector controls all aspects of a particular subject area. In practically every field, cooperation and coordination of collection building with other selectors are required.

Certain collecting policies encourage this vision of the Library and actually facilitate the practice of cooperation and coordination of selection activities. First of all, there is the administrative aspect of collection development carried out by the Office of the Director of Collection Development and Special Collections, the Collection Development Committee, and Special Collections Administration which provide lines of communications and a structure to these activities. Secondly, there are funding and acquisition arrangements which are centrally administered and are beneficial to individual libraries and to the collection as a whole.

Some of these funds finance approval plans and blanket orders, which are agreements with selected vendors to supply current publications as soon as they are published according to specified guidelines. The three general acquisitions plans of this type are: 1.) the University Press Blanket Order, which includes over 100 U.S., Canadian, and British University presses in all subjects except clinical medicine and excluding lower level text books and reprints; 2.) the Publisher-Based Approval Plan, which includes approximately 80 American and British commercial publishers with the same exclusions described above; and 3.) the European Blanket Order for current publications from Austria, East Germany, West Germany, Switzerland, France, Italy, and Spain based on a broad subject profile of 35 categories in the humanities (excluding music, art, and architecture), and the social sciences. (For fuller description of these programs, see the University of Illinois Library's Policy and Procedures Manual, 425/4.)

Mention must also be made of the area studies programs and how they benefit the collection as a whole. The nature of the area studies is that they are both general in subject coverage and specialized in terms of language and geographical area. These units are established to facilitate the acquisition and processing of materials from areas of the world which require special handling and language expertise. As a general rule, works in the humanities and social sciences published in Eastern Europe, the Soviet Union, East Asia (China, Japan, Korea), South and West Asia (Indian Subcontinent and the Middle East), Sub-Saharan Africa and Latin America and with a subject focus on these areas are within the collecting responsibilities of the area studies. Responsibilities for works about these areas published in English and other languages outside these areas vary, as indicated in individual statements.

FORMAT AND GUIDE TO STATEMENTS

To provide editorial control and standardized and comparable information, all authors of the statements were required to follow the same outline. Each statement is divided into three sections: I. Description, II. General Collection Guidelines, and III. Collection Responsibility.

Section I, Description, is devoted to a description of a particular collection and consists of seven parts: A. Purpose, which describes the general purpose of the collection and identifies specific teaching and research programs using the collection most intensively; B. History of Collection, which points out significant events in the history of the collection as well as recognizing teaching faculty members and other benefactors who had influential roles in the development of the collection; C. Estimate of Holdings, which in most cases is a statement of holdings in a particular subject area throughout the Library system, or in a few cases, such as the Rare Book and Special Collections Library and the Law Library, the holdings statement represents only the materials in those discrete libraries; D. State, Regional and National Importance, which assesses the relative importance of the collection and enumerates particular strengths and special collections which make the collection especially significant; E. Unit Responsible for Collecting, which identifies the departmental library or bibliographic unit with primary responsibility for selection; F. Location of Materials, which specifies where relevant holdings are housed throughout the library system in various departmental libraries and the Bookstacks (a term used throughout this document to refer to the general bookstacks in the main library building); and G. Citations of Works Describing the Collection, which lists both published and unpublished works describing various aspects of the collection. Because of numerous citations to Robert B. Downs, Editor, Guide to Illinois Library Resources (Chicago: American Library Association, 1974) and Jean A. Major, Compiler, Collections Acquired by the University of Illinois Library at Urbana-Champaign, 1897-1974 (University of Illinois Library and Graduate School of Library Science, 1974), citations for these works have been abbreviated to "Downs" and "Major" respectively.

Section II, General Collection Guidelines, describes current collection policies which guide the selection of materials related to a particular fund or collection. There are seven categories of collection guidelines: A. Languages, B. Chronological Guidelines, C. Geographical Guidelines, D. Treatment of Subject, E. Types of Materials, F. Date of Publication, and G. Place of Publication. The "languages" section refers to the languages in which the works are published. "Chronological" and "geographical guidelines" refer to the subject content of the material rather than to date or place of publication. Certain fields have specific chronological or geographical interests or emphases; others do not.

The "treatment of subject" defines two areas, the level of treatment, i.e., popular or scholarly, and the intellectual parameters of a subject or collection from the point of view of collecting responsibilities. The latter part in many cases will specify how various selectors may overlap in the coverage of a general subject matter by differentiating the kinds of intellectual treatments which make a subject relevant to the collecting interests of a variety of libraries.

"Types of materials" refers to the physical and bibliographic format of the works. "Date of publication" relates to the collecting of current and retrospective materials and "place of publication" to the origin of the work. Collecting policies or the patterns of publication in a given field may emphasize or actually restrict the countries from which publications are purchased.

Standard Statements

Certain guidelines are common to many fields of collecting and are described in the standard statements below. When the guidelines of individual collection development statements are represented by these standard statements, a reference is made to the appropriate standard statement. Necessary exceptions and deviations from these standard statements will be fully explained in the individual collection development statements. There are no standard statements for chronological guidelines, geographical guidelines, and place of publication. The standard statements for the remaining collection guidelines are as follows:

A. Languages: English is the dominant language of the collection. Materials in Western European languages are also collected in varying degrees of intensity. Materials in Slavic and Eastern European languages and materials in Asian and Middle Eastern languages are collected only in cooperation with the Slavic and Eastern European Library and the Asian Library respectively.

D. Treatment of Subject: Emphasis is on scholarly treatment rather than popularization, textbooks, and children's literature. The Undergraduate Library normally collects more popular treatments and the Education and Social Sciences Library collects children's literature for its School Collection.

E. Types of Materials: Appropriate primary and secondary works, and bibliographic, and reference materials are acquired. Ordinarily, dissertations, theses and translations are selectively collected. Hard copy is normally preferred to microforms except when the original formats are unavailable or prohibitively expensive, or for reasons of usage, storage or conservation/preservation, in which case microforms may be preferable. Audio-visual materials are normally collected selectively.

F. Date of Publication: Current materials are emphasized, but retrospective works are acquired on a selective basis. New and revised editions of important works are purchased when new explanatory or primary material is introduced.

Section III, Collection Responsibility by Subject Subdivision with Qualifications, Levels of Collecting Intensity, and Assignments, consists of three parts. The first part, Subjects, is a column listing the subject subdivisions within the scope of the fund or collection being described. The subject headings are not derived from a single standardized list such as Library of Congress or Dewey classification headings. This is because no single list of headings was found to be adequate for all fields of knowledge. The subject headings in each statement represent what the authors believe are the terms most often used or are most useful for describing the collection. The subjects from each statement are listed alphabetically in the subject index. The middle columns refer to the level of strength and collecting intensity for each subject category. The collecting levels, 1-5, are based on the "collection intensity indicators" used in the Research Libraries Group's conspectus but are modified for local use. In most statements, the level of holdings and collecting intensity for a particular subject reflect the Library system-wide, that is, the combined figures for various departmental libraries and the Bookstacks. In some cases, such as the statements for the Asian

Library, the Law Library, and the Rare Book and Special Collections Library, i.e., units which are more self-contained, the figures are for those units only. The five levels of collecting intensity are defined as follows:

Collecting Levels

1. General: A selective collection serving to introduce and define the subject and to indicate the varieties of information which are available elsewhere. It shall include some textbooks, dictionaries, encyclopedias, selected editions of important works of major authors, historical surveys, biographies, bibliographies and several periodicals for keeping in touch with current scholarship in the field.
2. Undergraduate Instruction: A good working collection designed to meet all instructional needs. It shall include a wide range of basic works, complete collections of the works of more important figures, both authors and critics, selections from the works of secondary writers, yearbooks, handbooks, a wide range of representative journals, and the fundamental bibliographical apparatus pertaining to the subject.
3. Research and Graduate Study: A collection supporting graduate instruction and continuing research or likely future research at the dissertation level. It shall include the major published source materials required for dissertation and independent research, all important reference works, and a wide selection of specialized monographs and other secondary literature as well as an extensive collection of journals. Allows for selective programs of retrospective purchasing.
4. Comprehensive Research: A comprehensive collection to support advanced research. It shall include all important or useful works, original editions of the classics in the field, and an extensive assemblage of critical and biographical works, contemporary pamphlets, published documents, and the fullest possible list of journal sets and bibliographical tools. Allows for extensive programs of retrospective purchasing and searching for lacunae.
5. Exhaustive Research: A collection including as far as possible all publications such as manuscripts, archives, and ephemera. Such collecting will be undertaken only in restricted areas, such as materials by a single literary or historical person. The only areas in which the Library collects exhaustively are: Abraham Lincoln, W. S. Merwin, Marcel Proust, Carl Sandburg, William Shakespeare, and H.G. Wells.

These numbers are used to indicate for each subject subdivision the CS or "current strength" of the collection, the CL or "current level" of collecting intensity, and DL or "desired level" of collecting to support new developments in teaching and research programs, and other anticipated need.

The last part of Section III is the Assignments column which lists the funds that are assigned for purchasing material in a given subject category. The name of the fund with the primary assignment of responsibility is indicated in capital letters, and those with secondary responsibility are noted in small letters. In a few cases, more than one fund may have equal and primary responsibilities. This situation stems from heavy demand for materials and reveals areas of necessary cooperation and duplication.

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The compilation and editing of this policy statement were complex and time-consuming tasks, especially because of the multifaceted nature and size of the University of Illinois Library at Urbana-Champaign. To a large degree, however, it is the process itself of creating this policy statement that is the most important aspect of assembling this document. This process involves the individual librarian's assessment of the collections for which he/she is responsible; the analysis of current and possible future demands placed on these resources; and the articulation of this information to colleagues in verbal and written form. These activities sharpen a selector's awareness of the collection development process as well as his/her ability to select materials wisely.

The major responsibility for working with the individual librarians who composed these statements fell upon the former Assistant to the Director of Library Collections, Mr. Robert Sewell, who has written this general introduction. Additional editing and revision was provided by his successor, in the same position, Ms. Ann Leighton. To them both, and especially to the selectors who contributed to this statement, I wish to express the Library's gratitude for this excellent document which will guide our efforts in collection development for many years to come.

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Director of Collection Development
and Special Collections