

Ithaca College Library

Collection Development Policy

Purpose

The purpose of this policy is to provide a framework for the development and maintenance of online, print, and media content acquired by and/or accessed through the Ithaca College Library. Content management includes the selection of new materials as well as the ongoing review of existing collections and resources. The main objective of collection development and maintenance is to provide access to an active, useful collection that reflects the curricular, research and cultural needs of the students, faculty, and staff of Ithaca College. This policy will continue to be developed and modified in response to the changing information needs of the College and the evolution in information delivery and access models.

Community Profile

Ithaca College is a private, coeducational comprehensive college offering undergraduate and graduate programs in business, communications, health sciences and human performance, education, and music. Undergraduate programs are offered in the humanities and sciences, and interdisciplinary studies.

Mission of the Library

The Mission of the Ithaca College Library is to enhance teaching and learning at Ithaca College through the provision of flexible, diverse, and user-centered information services and resources.

The library fulfills its mission via the following activities:

- Developing access to content that meets the diverse needs of the various programs across the College.
- Developing and delivering high quality, personalized information services that are based on user preferences and a connection to academic programs.
- Engaging in outreach and collaborative activities that enhance teaching and learning at the College and expand possibilities for productive partnerships.
- Developing multiple opportunities for students to acquire information literacy skills and for faculty to enhance their research skills.
- Engaging users in continuous dialogue about library services and resources.
- Monitoring the allocation and organization of personnel and other resources on a continuous basis.
- Maintaining and preserving the history of the College.

Responsibility for Collection Development

The library has established a liaison program whereby individual librarians work collaboratively with faculty and students in academic departments to develop appropriate library collections and services. In this capacity, each liaison librarian strives to maintain an awareness of departmental projects, programs, and initiatives that have implications for the library collection and services. The liaison also keeps the faculty aware of library services and materials of interest to the department. Each liaison librarian communicates on a regular basis with departmental faculty, forwarding new titles for their consideration for purchase and receiving requests for new titles. The library uses the GOBI system to electronically forward information about new and forthcoming scholarly titles. Other resources are used as appropriate to provide reviews of music, health care, multicultural, and multimedia materials. Liaison librarians also provide acquisitions reports to assigned departmental faculty on an ongoing basis. *For more information on the liaison responsibilities, see [Appendix A](#).*

The librarians are responsible for the general balance and quality of the resources acquired. Collection development funds are used to select general and interdisciplinary materials and reference materials.

Librarians consider reviews in library publications, standard bibliographies, interlibrary loan requests, and user requests in selecting circulating and reference materials for purchase. Every effort is made to accommodate faculty requests that are in the scope of the collection development policy. Users are encouraged to make recommendations for material purchases via the online form available at the library's website.

General Guidelines

Materials needed to support the current instructional and general information needs of students and faculty members are given highest priority. Also important are basic reference works not specifically related to any one college discipline but essential titles in an academic library. The library will develop its collection in a way that supports those subject areas that relate essentially to the curricular goals of the individual schools and programs at the College. The library will also collect and preserve materials related to the history and development of Ithaca College. The library also serves the entire college community through the lease of current literary titles in print and audio format.

The library supports off-campus programs (Rochester, London, Los Angeles, Washington, DC) principally through the development of the main library collection, providing electronic access to it, and supplying materials from it to the students enrolled in off-campus programs. Procedures are in place for students to secure materials from the main library collection.

Selection Guidelines

Specific considerations in selecting individual items beyond the general guidelines include:

- Timeliness and continuing value of material
- Relation to present holdings in the same subject area
- Price of material relative to available funds and other available material

Additional Guidelines:

- Normally, textbooks are not purchased. Exceptions are made when experts in the field consider the title a "classic" or it treats an important area not otherwise represented in the collection. Texts currently in use in the curriculum are not normally purchased.
- The library will purchase single copies of requested titles. Requests for the purchase of duplicate copies are only considered under special circumstances, with approval of the College Librarian. Two copies of each faculty publication are purchased, pending available funds, one copy for the circulating collection and one copy for the College Archives.
- When there is an option of paper or hardcopy, paper is favored and a laminated cover is applied.
- Librarians review lost or missing item reports on a monthly basis; replacement copies are ordered when appropriate.
- The library primarily orders current materials. Out-of-print and secondhand materials are ordered when there is demonstrated need, availability, and sufficient funding.
- All materials purchased must be housed in the library and accessible via equipment available in the library.
- Titles are primarily purchased in the English language, except when needed for

foreign language instruction, basic reference purposes, or multicultural courses.

Selection Calendar

Requests for purchase of materials from the current fiscal year's book and media allocations are accepted from June 1 to March 1. This time period insures the orderly purchase and receipt of materials within the fiscal year. Per the directive from the Budget Office, uncommitted funds remaining after March 1 cannot be carried forward to the next year's budget. Encumbrances for items not received before the close of the budget year are deducted from allocations in the next year's budget. Any order requests received after March 1 are placed in the new fiscal year.

Each liaison librarian is encouraged to encumber her/his allocations on a regular schedule throughout the year.

Librarians observe the following order deadlines:

September 1

Orders are submitted that commit at least 25% of the allocation managed by each liaison librarian

November 1

Orders are submitted that commit at least 50% of the allocation managed by each liaison librarian

February 1

Orders are submitted that commit at least 75% of the allocation managed by each liaison librarian

March 1

Orders are submitted that commit 100% of the allocation managed by each liaison librarian

Gifts

The library welcomes and encourages gifts in support of the College's academic programs. For the specifics of the gift policy, See ***Appendix D***.

Format Statements

Monographs, Scores:

Books and scores are acquired for appropriate disciplines. Paperbound is the preferred format unless otherwise specified by the selector. Individual e-books are purchased when electronic format is more appropriate, according to the guidelines outlined in the Electronic Resources Collection Development Policy, (*see Appendix B*). Books that are available in e-format may also be purchased in print format on request.

Serials:

Serial publications are the primary source of current information in a number of disciplines. Serials provide information not always available in books and serve to keep the collection up-to-date. Since serial subscriptions represent a significant and continuing expense, recommendations for new titles are reviewed with more scrutiny than is the case with requests for books. In most instances, the library prefers to add electronic serial subscriptions to enhance user access. Print subscriptions will be added when this format is preferred (e.g. fine arts journals) or the publication is only available in print format.

Selection criteria for serials include: indexing or abstracting in sources that the library owns, demonstrated need, scholarly reputation, price, and previous Interlibrary Loan requests.

Requests for new serial subscriptions are reviewed on an annual basis. When an academic department determines that a new journal subscription is required, it may be necessary to suggest another subscription in the discipline for cancellation in order to cover this expense. If departmental book or multimedia funds are used to cover serial subscriptions, the funding will be permanently reallocated to the department's serials line.

Sound Recordings and Videorecordings:

Sound recordings and videorecordings are evaluated on the same basis as monographs, with an additional emphasis on the suitability of the format as well as the quality and quantity of equipment available for access/utilization. Audio recordings of monographs are not acquired. Selected audio recordings of current literature are leased on an annual basis. *For details of the Collection Development Policy for Media, see Appendix C.*

Microforms:

Microforms are acquired by the library when necessary to preserve materials and to provide access to current or back volumes of serials that are not available in print or online format.

Electronic Resources:

The identification of electronic resources and the establishment and maintenance of linkages for these resources is addressed in the Electronic Resources Development Policy, *see Appendix B.*

Collection Maintenance

A primary goal of the library is to maintain an active, useful collection which reflects the overall mission of the library. As an integral and ongoing aspect of collection management, the library staff in consultation with the faculty evaluates the collection periodically. The library staff continuously evaluates the general reference and serial collections.

1. General Collection

Criteria to be used to determine the suitability of deselecting general materials:

- The importance of the work: its inclusion in standard subject and comprehensive bibliographies or rare book lists
- The appropriateness of the subject matter to the curriculum
- The quantity and currency of patron use
- Interlibrary loan use
- The physical condition of the publication
- Number of copies in the collection
- Language of the publication
- Outdated, inaccurate information
- Availability in more current format (e.g. as an e-resource)
- Potential future use

Evaluation procedure:

Superseded editions of general collection titles are reviewed for possible withdrawal when editions are ordered. Decisions to withdraw are made on a title-by-title basis.

All damaged general collection titles are reviewed for possible withdrawal. Liaison librarians review the list of lost and missing items on a monthly basis. Material deemed suitable for continuing inclusion in the collection is replaced.

Liaison librarians continuously review assigned areas of the collection. As a result of this activity, any titles under consideration for withdrawal are listed and sent to the appropriate faculty members for review.

2. Reference Collection

Criteria used to determine the suitability of deselecting reference materials from the library collection:

- a. Significance/Comprehensiveness of the publication
- b. Age and currency of the publication
- c. Availability of more recent editions
- d. Physical condition of the publication
- e. Duplication of content in more recent works
- f. Projected frequency of future use
- g. Language of publication

Evaluation Procedure:

Superseded editions of a reference work are automatically reviewed for possible withdrawal. All reference titles received on standing order are reviewed at the end of each academic year. All titles in the reference collection are systematically reviewed on an ongoing basis.

3. Serials

Criteria for deselecting periodicals:

- a. Completeness of library holdings of the journal.
- b. The frequency of patron use.
- c. Degree to which the journal is indexed in the library's collection of indexes, abstracts, and databases.
- d. Availability of the journal in full text electronic format or on microfiche/microfilm.

Evaluation Procedure:

Infrequently used journal titles are reviewed on an annual basis. The library staff determines if the existing holdings of the title should be retained, or withdraws the holdings.

4. Electronic Resources

The evaluation of these resources is addressed in the Electronic Resources Collection Development Policy, *see Appendix B*.

5. Multimedia

The evaluation of these resources is addressed in the Collection Development Policy for Multimedia, *see Appendix C*.

6. Archival Materials

The scope and collection priorities for the College Archives are outlined in the Archives Collection

Development Policy, *see Appendix E.*
Interlibrary Loan & Document Delivery

Interlibrary Loan serves as an adjunct to local collection development. Document delivery and interlibrary loan services are available to provide supplementary access to specialized materials that support faculty and student research.

Cooperative Agreements and Consortial Agreements

The School of Health Sciences and Human Performance has arranged for Physical Therapy students in the Rochester-based graduate program have access to the resources of the University of Rochester's Minor Medical Library. Agreements with the members of the South Central Regional Library Council provide preferential interlibrary loan arrangements.

Legal Principles

Intellectual Freedom

The Ithaca College Library subscribes to the tenets expressed in the American Library Association's "Library Bill of Rights" and complies with New York State CPLR 4509 which sets forth state law in regard to the confidentiality of library records.

Copyright

The Ithaca College Library complies fully with all provisions on the U.S. Copyright Law and its amendments. The library strongly supports the Fair Use section of the Copyright Law (17 U.S. C 107), which permits and protects citizens' rights to reproduce and make other uses of copyrighted works for the purposes of teaching, scholarship, and research.

Approval and Review of Policy

This policy and all related policies included in the appendices are reviewed and revised as appropriate on a periodic basis.

Revised 2008

Appendix A: Library and Departmental Liaison Responsibilities

Responsibilities of the Liaison Librarian

The liaison librarian has two major responsibilities: (a) to develop and oversee that part of the collection which supports the curriculum of her assigned departments and (b) to work with faculty in her assigned departments as they develop the collection. The degree to which these responsibilities are accomplished depends upon the support and active involvement of department liaisons and are carried out through activities that may include but are not limited to:

- Serve as key contact person between the academic department and the library.
- Identify the key areas of the collection that are most closely associated with the department, evaluate these areas of the collection, and select materials to meet the needs of the department and of the college community
- Identify obsolete materials to be withdrawn
- Maintain familiarity with courses offered by department by reviewing course descriptions in the course catalog, consulting course syllabi, and through regular contact with the department liaisons.
- Keep informed of projects, programs, and initiatives within the department
- Collaborate with the department on any issue that has implications for library resources and services, e.g. New Course Proposals

Appendix B: Electronic Resources

Ithaca College Library Electronic Resources Collection Development Policy 11/2007

Collection Parameters

For the purposes of this policy, "Electronic Resources" are defined using the AACR2 definition for machine-readable data files: "a body of information coded by methods that require the use of a machine (typically a computer) for processing."

Electronic resources covered by this policy fall into the following categories:

1. **Bibliographic databases:** Electronic indexes and abstracts
2. **Full Text/Image/Numeric databases**
3. **Combination databases:** Index/abstract with some full-text; generally packages indexing one set of titles and providing full-text to another set of titles, bundled by the provider
4. **E-Journals:** Full Text online individual journal titles.
5. **E-Books:** Full Text online equivalents of print books, in collections or individual titles, free, purchased permanently or by subscription.
6. **Hybrid services:** Combinations of any or all of the above, plus other services such as multimedia resources, e-books, directories, news feeds, web link lists, etc.
7. **Websites**

Selection Parameters

The same criteria apply to the selection of electronic resources as those outlined in the general content development policy. Additional criteria for electronic resources include access, functionality/usability, interoperability, stability, archiving, documentation, customer support, format appropriateness for the content. All electronic resources acquired by the Library must be accessible in the Library and, except when technically or contractually prohibited, also be

remotely accessible through the Library's electronic systems (OPAC and/or webpage).

General Selection Criteria:

Enhancements: The item offers value-added enhancement(s) that make it preferable over other print or non-print equivalents. The convenience of online access is itself an enhancement, as is the greater flexibility of searching electronic resources.

Content: In addition to meeting the criteria outlined in the general collection development policy for content, full-text/numeric/image resources are preferable to bibliographic-only resources.

Equivalent information: Electronic versions of resources published in other formats should minimally contain equivalent content, including such things as illustrations, charts, tables, figures, etc. as appropriate.

Currency: Content should be updated often enough to be useful.

Access/Technical Preferences:

- Available via the World Wide Web 24/7
- IP address recognition, no password required
- Platform-agnostic
- Browser-agnostic
- ADA-friendly
- No special additional software required
- User interface is already familiar to the Ithaca College community
- Administrative module available
- Customization of interface possible
- Usage statistics available, downloadable in multiple standard formats
- Accurate and up-to-date holdings information, downloadable in multiple standard formats
- OpenURL capable
- Unlimited simultaneous users preferable to single or limited simultaneous users.

Archival access: Ithaca College Library may purchase available backfiles of an electronic resource if affordable and deemed bibliographically essential for the collection. Adequate arrangements for continuing access to backfiles should be possible, when appropriate.

Interface Preferences:

- Resource name prominently displayed
- Intuitive search interface including prompts, menus and browse functions
- Basic and advanced searching functionality
- Single-search access to the entire electronic resource
- Online tutorials
- Context-sensitive help
- Printing and downloading capabilities

Vendor Support Preferences:

- Reliability and stability established
- Continued product support through updates and/or new versions
- Customer support: Responsive, timely
- Notification of any changes: Timely
- Documentation: Clear and comprehensive
- Trial period available

Cost & Support Guidelines:

- Scope and usefulness of the content to the Ithaca College user community justifies the cost of the resource
- The cost of the resource is sustainable by the electronic resources budget for the foreseeable future.
- Maintenance support (i.e. the technology and staff to deliver and support the resource) is available at Ithaca College Library.

Ithaca College Library participates in a consortial purchase for a desired resource when the agreement provides a significant price advantage over the cost as an individual institution.

Electronic Books

The library acquires electronic books selectively. In general, the Library prefers print format to electronic format for individual monographic purchases. In subject areas where currency of information is paramount, electronic format may be preferred. When appropriate, the library provides duplicate access to material in print and electronic formats. Consideration is given to the degree of importance for permanent access to the information.

Electronic versions of books that accompany the purchase of the print version are generally not be added to the collection, and are not added if they require password access.

Electronic books available freely on the web are judiciously added to the collection with consideration given to how stable they are and how much maintenance they require across time.

In addition to the General Criteria for any electronic resource, the following additional criteria are considered in selecting e-books:

- Consistency with print version (complete text with all tables, graphics, etc.)
- Ability to download and print content (this may be limited in terms of how much can be downloaded/printed at a time).
- Enhanced contents and additional functionality (highlighting, margin notes, bookshelf-capable)
- Clearly understood rights to permanent access to the book (access in perpetuity versus annual subscription; outright purchase of books versus lease of content).

Websites

Websites are reviewed before being added to the library's content. Accuracy, authority, currency, coverage and appropriateness to the collection are the primary review factors, in addition to the reliability and stability of the website.

Downloadable Documents

Ithaca College Library does not purchase downloadable documents, which the College has to deliver via printing and binding in-house, or mounting and delivering access locally. Exceptions to this rule:

- When the document is deemed essential AND
- When no other alternative is available AND
- When the document is short AND
- With the express approval of the College Librarian

Collection Development

Liaison Librarians identify, evaluate, select and deselect electronic resources, as well as participate in the planning of electronic collections.

The Electronic Resources Librarian facilitates the evaluation of resources by acting as a liaison to the providers of electronic resources, setting up trials and demos, and helping to gather basic product information, as well as managing the resources in the collection from ordering right on through the electronic resource life cycle (acquisition, provision of access, administration, provision of support, and monitoring and evaluation). The Electronic Resources Librarian also participates in all aspects of planning of electronic collections.

The Web Services Librarian develops and maintains the interface to the electronic collection as well as participating in the technical aspects of planning of electronic resource delivery.

The Electronic and Technical Services Librarian assists with the maintenance of electronic resource organization and delivery via the OPAC and also participates in the planning of electronic collections.

The Electronic Resources Assistant assists in acquisition and maintenance of e-journals.

The Library Technology Specialist manages the configuration of the OPAC and the proxy server for access to electronic resources.

The College Librarian makes final purchase decisions, participates in all aspects of planning and determines the budget for electronic resources, as well as doing some evaluation and selection.

Collection Access

Electronic Resources are delivered through a locally customized research portal, alphabetically and by subject, as well as via the OPAC. The Web Services Librarian is responsible for the general development and maintenance of the portal. The Electronic Resources Librarian is responsible for maintenance of links and descriptive information of the subscription databases. Liaison Librarians are responsible for adding and maintaining entries for free resources and for assigning subject areas to subscription resources. Some resources are cataloged in the OPAC and some are not, according to a combination of applied criteria and discretion of Liaison Librarians. Individual e-journals may also be accessed via the "Find Journals by Title" link.

Collection Maintenance

Identification, evaluation, selection and collection of electronic resources are on going. Decisions are made for the selection and deselection of subscription databases and e-journals on an annual basis.

Deselection

Considerations, which prompt review for deselecting an electronic resource:

- Significant price increases
- Low use
- Availability of alternative resources which better meet selection criteria
- Unfavorable changes in format interface and/or content

Removal

Cancellation of an electronic resource results in suppression/removal of the bibliographic record associated with the resource. Relevant information such as cancellation date, cancellation initiate, and other pertinent information are recorded on the suppressed bibliographic record for future reference. For these purposes, archival/perpetual access resources are defined as an active resource only when access possesses a fixed URL, or is held in a local Ithaca College server, backup, etc.

Top Level Organization: Requests that links to pages or documents appear/disappear from the top-level page (<http://www.ithaca.edu/library/>) should be submitted to the Web Librarian, who consults the Web Team before making changes.

Content Review: Content creators should review all pages for which they are responsible at least once every six months. This review should ensure that the information remains accurate, that all links still work, and they all still point to the appropriate resource.

Appendix C: Library Media

Ithaca College Library Collection Development Policy for Multimedia 11/2007

This policy serves as a guide to the Ithaca College community for the selection and management of videorecordings and sound recordings.

Collection Parameters

For the purposes of this policy, a videorecording is "a recording on which visual images, usually in motion and accompanied by sound, have been registered; designed for playback by means of a television set". A sound recording is "a recording on which sound vibrations have been registered by mechanical or electrical means so that the sound may be reproduced (AACR2, Glossary). The Ithaca College Library currently acquires videorecordings only in videocassette and DVD formats. The current preferred format for sound recordings is the compact disc.

Selection Parameters

The same criteria apply to the selection of videorecordings and sound recordings as those outlined in the general collection development policy: materials are evaluated and selected in support of the college's mission and the curriculum. The media formats require the consideration of additional criteria including usability, stability, customer support and other issues.

All recordings acquired by the Library must be accessible via hardware and software offered in the Library. Items in the collection circulate as liberally as the nature of the material, copyright restrictions, and demand allow. Items may be placed on course reserve or used by faculty in class instruction if all the criteria for fair use have been met. Within the limitations of copyright, the collection is also available for educational purposes to the College community as a whole. Public Performance Rights (PPR) may be secured for videorecordings at the time of purchase. Campus entities are required to pay for PPR fees for items not originally acquired with group viewing rights. The media acquired by the library may not be used for events for which admission fees are charged. The Library does not acquire resources requested by departments, schools, or colleges

for use solely in their facilities, nor for individual faculty, staff or students for their sole use.

Selection Criteria

The Library prefers to purchase materials with perpetual ownership. Materials may be purchased with a Site Licensing Agreement if perpetual ownership is not available and/or there is not an acceptable alternative dealing with the same content.

The Library may purchase multiple copies of titles at the discretion of the Multimedia Services Manager and/or the Music Librarian if multiple faculty members request the item for both classroom use and reserve use.

English subtitles are preferred for foreign-language videorecording, but the Library will acquire videos without subtitles for foreign language and literature instruction. The Library generally does not collect dubbed videorecordings. Sound recordings are acquired in the appropriate language.

DVD is the preferred format for videorecordings; the Library will purchase VHS only when the preferred format is not available. Widescreen format is preferred; standard format is acceptable when the preferred format is not available.

Compact disc is the preferred format for sound recordings.

In accordance with current College policy, all DVD titles must be region 0 or 1. For videorecordings, NTSC is the preferred format. The Library will purchase VHS in PAL format only when the preferred format is not available.

From time to time it will be necessary for the Library to migrate this collection from a superseded format to the current one. In deciding to take on this costly process, the Library will be guided by the following: the pedagogical importance of the new format, the degree of penetration of the new format in the entertainment and education marketplaces, staff expertise, wide availability of the appropriate viewing equipment or technology on campus, and the availability of funding.

Currently, as titles become available on DVD and as funding permits, the Library is acquiring DVD versions of VHS, laser disc and 16mm titles that have circulated often, or have recently been placed on course reserve. The same process applies to sound recordings in non-digital format.

CD-ROMS are purchased if they are compatible with existing hardware and software offered in the Library and can be used without downloading files onto a hard drive. Books on CD are leased as a component of the Popular Literature Collection.

Collection Maintenance

Identification, evaluation, selection and collection of visual materials are on going. Review of non-circulating materials for space concerns and obsolete formats is performed annually.

Deselection

Considerations, which should prompt, review for deselecting videorecordings and sound recordings:

- Low use
- Availability of alternative resources which better meet selection criteria
- Unfavorable changes in format interface and/or credible content

- Updated format of the material
- Physical condition

Removal from Collection

Withdrawal of videorecordings and sound recordings result in suppression/removal of the bibliographic record associated with the resource. Relevant information such as cancellation date, cancellation initiate, and other pertinent information are recorded on the suppressed bibliographic record for future reference.

Collection Strategy

Liaison Librarians identify, evaluate, select and deselect videorecordings and sound recordings. The Multimedia Services Manager and the Music Librarian are responsible for format migration decisions.

Collection Organization and Access

All visual and audio materials are shelved in Multimedia Services and the call number is listed in the online library catalog. The call number consists of the format followed by an accession number.

Appendix D: Library Gifts

Ithaca College Library Gifts-in-Kind Policy

Ithaca College welcomes gifts to the College for the Library of books, journals and other materials suitable for the Library's collection. The Library's mission is to enhance teaching and learning at the College. Priorities related to this mission include strengthening the library collection, both print and electronic, and enhancing library space to facilitate research and study including collaborative activities and delivery of user-centered services.

Donations to the collection or to improve the setting or services are to be referred to the College Librarian, who consults with the Library staff on the acceptance and use of the offered gift. Not all gifts of materials or services are suitable for the collection. Gifts are added when they enhance the existing collection and support the teaching and research programs of the College. They must also be relevant to the curriculum, of appropriate academic level and quality, and in good physical condition. If proffered donations require special preservation or conditions of display to which the Library cannot commit, the donor will be strongly encouraged to consider a gift to support the preservation or display.

Gifts are accepted with the proviso that the Library becomes the sole owner of the donated material and therefore determines retention, location, cataloging procedures, preservation format, and conditions for access and/or publication.

When the Library cannot use donated materials it may arrange to donate them to other institutions or sell them and use the income to purchase other materials. Donors should be aware that sale of donated items may affect the value of the gift for tax purposes, and should consult their tax adviser as well as confirming the College's intended use.

Donors will receive an acknowledgment of the gift from both the Library and the Office of Institutional Advancement, which will issue a gift receipt. If the value of the gift is over \$5,000 and tax credit is desired, it is the responsibility of the donor to obtain an external professional

appraisal, which a College development officer co-signs (form 8803). In other instances it is the donor's responsibility to determine fair market value. Appraisal of the monetary value of the gift for tax purposes is the responsibility of the donor. Materials added to the collection may be identified with bookplates when the donor so requests. Revised 11/07

Appendix E: College Archives

Ithaca College Archives Collection Development Policy

This policy serves as a guide to the Ithaca College community for the collection development and maintenance of the College Archives.

"The collection must contain those basic, permanent records of the institution which will demonstrate an organic unity and reflect the structure and activities of the whole institution."
From the "Guidelines for College and University Archives" Society of American Archivists, 1985, 1997.

Collection Parameters

The Ithaca College Archives is the repository for all records of enduring value officially made or received by the College and for other materials of historical value related to the functions of the College. Criteria for retention include enduring historical, legal, fiscal or administrative value.

Types of records to be collected include the following:

- Board of Trustees - Minutes, correspondence, memos, reports, etc.
- Administrative records -- correspondence, subject files and reports (including electronic formats) of: Presidents, Vice Presidents, Deans, Provost, some directors
- Accreditation reports
- Annual budget and audit reports
- School and departmental records: minutes, reports, select syllabi
- Personnel records, inactive only (older than 80 years)
- Registrar records -- non-current
- Alumni records
- Reports and appropriate documentation from appropriate academic and administrative support offices
- Records of student organizations and student publications
- All publications of the institution, including newsletters, promotional material, magazines, programs.
- Faculty papers, organizational records, etc.
- Security copies of microfilms of campus records
- Maps, plans, etc. of buildings and campus
- Committee records and reports
- Artifacts of the institution (memorabilia)
- A V materials documenting the institution, including photographs, films, videos
- All records of the Ithaca Conservatory of Music and the ICAS
- The original or prime copy of any thesis or project accepted by the College in partial fulfillment of requirements for any advanced degree
- Published materials about the College from any source

- Records mandated as permanent by governmental authority

Collection Priorities

As much of the administrative staff of the institution has turned over frequently during the past years, emphasis will be placed on acquiring the records created by those few individuals who have created continuous series over a period of years.

Critical to the life of the institution are decision-making processes and the decisions made. These are documented in formal minutes, correspondence, memoranda, email and in other forms of records. These records are a high priority for accessioning into archives.

16mm microfilm is not considered to be an adequate substitute for the original format, which is preferred for archiving.

Access to Archival Materials

Materials from the archives do not circulate outside the department. Various levels of access are in place as copyright and confidentiality restrictions must be observed. All photocopying of archival materials must be performed by the Archives staff. Fees may apply.

Policy is based on "Guidelines for College and University Archives" Society of American Archivists, 1985, 1997.

Revised 2004

Appendix F: Library Website

Web Site Policy and Procedures Ithaca College Library – September 2004

Purpose: The Library web site is the primary vehicle used to distribute Library information and collections electronically to Ithaca College students, faculty and staff. In support of the library's mission, the website is intended to enhance teaching and learning through the promotion of scholarly resources. All of content on the Library's homepage must be directly related to the Library's services and resources.

Administration: The Web Team is charged with making decisions about the design, content, organization, maintenance, updates and assessment of the site, and as such, administers the Library web site. Day-to-day updates and maintenance of the web site are the responsibility of the Web Services Librarian.

Procedures

Design and Coding: Web site design and coding are the province of the Web Team and the Web Services Librarian. To ensure site consistency and code integrity, the Web Services Librarian codes all web pages unless otherwise agreed.

Content: the appropriate librarian or library staff member will generate Content. Content should

be sent to the Web Services Librarian as digital text (MS Word, email text, .txt) with minimal formatting (subheadings, bold, italics, etc.).

Before submitting text to be posted on the web, the content creator should:

1. Spell-check and copy-edit the text
2. Ensure text is written in a style suitable for web publication (i.e., conforming to IC Library Writing for the Web guidelines)
3. Verify that all links are live and pointing to the intended resource

The Web Services Librarian will then, in a timely fashion:

1. Add XHTML markup
2. Layout the text in a style consistent with the look and feel of the IC Library site
3. Validate markup at W3C validator (<http://validator.w3.org/>)
4. Edit copy as necessary
5. Put new page on live server
6. Alert content creator that page is up

If there are substantial problems with the document (i.e., not “written for the web”, not in a layout suitable for web presentation), the content creator will be contacted.

Coding Standards: The site is coded according to current best practices, using XHTML for markup and CSS for layout. Pages should strive to be ADA-compliant.

Revised 2008