

## **Ursinus College – Myrin Library Collection Development Policy**

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## Library Objective

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 Myrin Library at Ursinus College. 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 Ursinus College.

## Community Profile

Ursinus College is a private, coeducational liberal arts college located in Montgomery County, Pennsylvania. It consists of roughly 1,500 undergraduate students. Bachelor of Arts and Bachelor of Science degrees are awarded in popular majors such as: Biology, Applied Economics, Psychology, English, and International Relations. Student: faculty ratio is 11:1. The Ursinus College Educational Philosophy “encourages students to think for themselves, so that they may become mature, responsible independent adults in an interdependent world”. The new core curriculum of Ursinus College is based on four questions: What should matter to me? How should we live together? How can we understand the world? What will I do?

## Responsibility for the Collection

Myrin Library’s librarians and other Library staff members take part in collecting activities. Collections overall are guided by the Collection Management Librarian, who is 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 in all formats.

Librarians meet regularly to periodically review monograph acquisitions and subscriptions to periodical and electronic resource collections, and make decisions for future acquisitions. It is the faculty primarily who select the acquisitions, aided by the Library staff. Librarians, in their role as departmental liaisons, work with the faculty to promote the acquisition and eventual use of the collections. Librarians and faculty use a variety of selection tools to build the collection including:

- Publisher’s Catalogs
- Choice Reviews Online
- Interlibrary Loan Requests
- Circulation Data
- Patron Requests

- Online Usage Data

## Accessibility and Inclusivity

The Ursinus College Library is an open and inclusive environment that is committed to providing equal access to library collections, services and facilities for all library users. Library staff will provide reasonable accommodations, special assistance and timely access to materials for users with disabilities, and will make every effort to acquire physical and electronic resources and assistive technology to meet the needs of those who request them. Patrons are encouraged to speak to library staff about their needs either in person or via e-mail to [library@ursinus.edu](mailto:library@ursinus.edu).

## Budget

The Chief Information Officer oversees the Library and Information Technology budget, and consults with Library and Information Technology Staff about its use. The budget includes funding for electronic resources, serials, standing orders, and monographs. The budget also covers general library supplies and interlibrary loan and document delivery expenses. The budget remains flexible to allow for reallocations due to changing formats of resource materials.

## Copyright and Fair Use

Myrin Library acknowledges the authority of United States Copyright Law and the Ursinus College Copyright Policy, which can be viewed at: <https://www.ursinus.edu/library/connections-to-teaching-and-learning/copyright-fair-use/> . Myrin Library promotes copyright compliance among its staff and users.

## Intellectual Freedom

Ursinus College pledges to uphold the tenets of intellectual freedom as denoted in the following documents of the American Library Association:

- Intellectual Freedom Principles for Academic Libraries at [www.ala.org/ala/acrl/acrlpubs/whitepapers/intellectual.cfm](http://www.ala.org/ala/acrl/acrlpubs/whitepapers/intellectual.cfm)
- Library Bill of Rights:  
<http://www.ala.org/advocacy/intfreedom/librarybill>

- Freedom to Read

Statement: <http://www.ala.org/advocacy/intfreedom/statementspols/freedomreadstatement>

- Freedom to View

Statement: <http://www.ala.org/vrt/professionalresources/vrtrresources/freedomtoview>

## Challenges

When challenges about the selection of materials are made, these complaints will be brought to the attention of the Director of Information Literacy and Instructional Technology, who will handle them on a case-by-case basis.

## General Collection Guidelines

The library's collections exist to provide the books, articles, and other such resources needed to support the college's programs of study. Secondary purposes, fulfilled as funds allow, are to supply resources for faculty research, extracurricular study, and general interest and enjoyment.

### Selection Criteria

- Curriculum Needs
- Authority of Creator
- Currency & Enduring Academic Value
- Format of Content
- Strength of Library's Present Holdings in the Subject
- Cost

### General Selection Practices

1. Faculty-based supplemented by librarians', library staff, student and Ursinus Community requests
2. Chiefly English-Language based. Books are purchased in other languages to support curriculum.
3. Replacements – Missing, lost, and damaged books are assessed for replacement based on curriculum and circulation usage.
4. The Collection Management Librarian decides/has final say on the purchase of cost-prohibitive items. Justification is needed about their potential use.

## Collection Format Statements

As traditional materials formats are supplemented or supplanted by new ones (e.g. videocassette to DVD to streaming), the library replaces the older format when appropriate, always preferring only one format, usually the latest, of any individual item. Evaluations of non-print formats are conducted periodically to judge future holdings capacity and accessibility.

## Collection Locations

The library's web page "Navigating Our Building" provides maps of the different levels of the library as well as highlighting features found on each level of the Myrin Library building.

<https://www.ursinus.edu/offices/library-and-information-technology/navigating-our-building/>

- The main circulating collection is currently located on all four levels of the library.
- The microform collection is located on the lower level of the library.
- The periodical collection is located on the lower level of the library.
- DVDs and audiobooks are located on the first level of the library.
- The juvenile literature collection is located on the first level of the library.
- The popular magazine section, current newspapers, and audio books are located in the lounge on the first level of the library.
- The popular book section is located on the first level of the library.
- The reserve collection is located on the first level of the library.
- The Ambassador Hermann F. Eilts 43 Middle East rare books collection is located in the Founders Room on the second level of the library.
- The College Archives (Ursinusiana Collection) is located on the second level of the library, and is maintained by the College Archivist.
- The College Archives Annexes (Ursinusiana Collection) are located on the second and third levels of the library, and are maintained by the College Archivist.
- The fine arts folio collection (oversized books), is integrated with the folio collection, and located on the second level of the library.
- The folio collection (oversized books), is located on the second level of the library.
- Government documents are integrated into the main circulating collection, as well as the reference and folio sections on the second level of the library.
- The Pennsylvania Folklife collection is located in the archives annex on the second level of the library.
- The reference collection is located on the second level of the library.
- The Special Collections Department is located in the Founders Room on the second level of the library.
- Ursinus College honors papers in print are located on the second level of the library.
- The Ambassador Hermann F. Eilts '43 Middle East circulating collection is located on the third level of the library.
- The Berman Books in Myrin collection is located on the third level of the library.
- The Teaching and Learning Institute (TLI) collection is located in the Teaching and Learning Institute located on the third level of the library.

## Departmental Libraries

- The Chemistry Library, a small departmental library on the second level of Pfahler Hall, is jointly maintained by the library and science faculty.

## Monographic Standing Orders/Continuations

Standing orders consist of monographic series, sets, and continuations such as annuals, and biennial publications. These materials are reviewed regularly for continued relevance to the library collection, because the needs of the collection can change, or a series can change its focus over time. Librarians review standing orders on a periodic basis, and relevant academic departments are consulted during this review to help make cancellation decisions.

## Serials

Serial publications (serials, periodicals, journals, newspapers, etc.) 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. Pending available funding, the library prefers to add electronic serial subscriptions to enhance user access. Print subscriptions are added when this format is preferred (e.g. fine arts journals), the publication is only available in print format, and when the cost of the electronic format is too prohibitive. Scholarly journals that directly support the Ursinus College curriculum will be converted to an electronic format as long as access to journal content is deemed acceptable, stable, and cost effective. Whenever possible, a commitment to archival or “perpetual” access is desirable.

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

Starting a periodical subscription implies a long-term, ongoing commitment to the title. Periodical price increases exceed the rate of inflation and institutional budget increases. Over time, the proportion of the budget consumed by periodicals can grow rapidly and disproportionately. Periodic journal reviews are conducted by the Collection Management Librarian, currently every 4 years, to ensure that each title still meets collection development goals. Requests for new serial subscriptions are reviewed on an annual basis, and journals are added, if funds are available.

## Preservation of Print Materials

**Binding-** Binding only of selected Ursinus College related materials is coordinated with an outside bindery.

**Replacements** – Missing, lost, or damaged books are reviewed as needed for replacement by the collection management librarian and other librarians. The decision to replace is based on multiple considerations including: circulation usage, the nature and cost of the work, and the availability of copies at other libraries. Since book repairs are no longer conducted at the library, careful scrutiny of the item, including judging the local or unique interest of the item is assessed before sending it to an outside vendor for repair.

## Collection Review Policy

**Rationale:** An essential function of the library is to support the academic needs of the Ursinus College community. As such, the library's collection must meet current research needs and be relevant to the curriculum. One important aspect of collection development is identifying those items which no longer support the curriculum and removing them from the collection; non-relevant materials occupy valuable shelf space and obscure items that faculty and students are trying to find. In their place, newer or more useful items can be added to the collection. Review should occur on an ongoing basis across the entire collection, as well as occasional targeted projects which occur as needs arise.

**Criteria:** The following situations could cause an item to be removed from the collection:

- The item is badly damaged or worn beyond reasonable repair
- The item is superseded by a new edition and contains no unique material
- The item is a duplicate copy and there is no demand for many copies
- The item contains information that is no longer accurate or current
- The item is on a subject no longer relevant to the curriculum
- The item is recorded on an obsolete format (VHS tape, e.g.)
- The item is part of an incomplete set which cannot justifiably be completed
- The item has not been used in a reasonable time period (20 years, e.g.)

*Note: This time period will vary by discipline*

### Exceptions to the above:

- An item removed due to poor condition will be replaced with a new copy if it is still useful to the curriculum.
- An item will not be removed strictly on the basis of circulation if it is considered to be a seminal or classic work in a particular field or if it is deemed to have probable research value in the future.

- An item containing duplicate content will not be removed if it also contains unique material deemed to be of scholarly value (bibliographical references, introductory essays, prologue, postscripts, etc.)
- An item in an obsolete format will not be removed if the item is still valuable to the curriculum and the cost to replace it in a new format is prohibitive.
- An item will not be removed if it is a faculty or alumni publication or has special significance to the history of the college or local area.
- An item may be withdrawn from the main circulating collection and placed in a special collection if it is deemed appropriate (published pre-1850, e.g.)

**Procedure:** The following procedures are in place to ensure an efficient and sensible collection review process which retains material that is still relevant and highly useful:

- Items meeting criteria for potential removal are identified by librarians and library staff
  - The Library catalog system will be used to identify those items meeting the qualifications for review (multiple copies, low circulation, etc.)
  - Those items eligible for review will be flagged for further consideration by appropriate Librarians and Library staff
  - Library experts will review the flagged material to determine potentially valuable materials that should be excluded from the de-accessioning process; only those items believed to be of level value will move to the next step
- Items eligible for removal are either tagged on the shelf or placed in a holding area
- Relevant faculty are invited to review items within a specific time period before a final decision is made; faculty will be able to easily identify those items that they believe are appropriate to remain in the collection
- Unwanted items are removed from the online catalog by library staff, and are offered to other organizations, such as “Better World Books”, or recycled.

Note: If faculty does not provide requested input for an item within a reasonable and/or agreed upon timeframe, librarians reserve the right to make a final decision.

## Myrin Library’s Gift Donation Policy

The following policy is designed to provide guidance to those who wish to donate gifts to Myrin Library. Individual donors and college departments who have clients wishing to donate collections should consult with the Collection Management Librarian first about the ability to house the collections. A “letter of interest” outlining the contents of the gift may also be required.

The library may accept gift books on the following conditions:

- The gift item is in good physical condition and has not been exposed to mold, mildew or any other harmful materials.



- We are not under any obligation to add the gift to the collection. Once the gift has been donated to the library, it becomes the property of the library. Based on the needs of the college campus, we cannot guarantee that it will be added to the collection.
- If we decide not to add to the general collection, we are not required to ship the books back to the donor. We will find an alternative location for them, which may include, but not limited to: selling at a book sale, transferring them to another institution, or donating to a local agency/organization.
- If we do decide to add the gift to the collection, we are not under any specific timeline to have books catalogued and on the shelves. In addition, as a gift item becomes outdated, worn or is no longer being used, it will be withdrawn in the same way as items the library has purchased. We cannot guarantee the gift will remain a permanent part of the collection.
- If an appraisal is required, the donor is fully responsible for the funding and scheduling. To remain in compliance with the current tax law, the U.S. Internal Revenue Service prohibits libraries from being involved in the appraisal process. This needs to be completed prior to donation.
- If the gift item needs to be shipped, the donor is fully responsible for funding and scheduling of the transportation to Myrin Library.
- We cannot accept the following:
  - Textbooks
  - Magazines
  - Materials that do not contribute to the overall mission of the college
  - LP Records
  - Non-commercially produced videotapes
  - Unauthorized audio recordings
  - Juvenile books

Acknowledgement of the gift will be supplied to the donor via letter from the Collection Management Librarian. A bookplate with the donor's name may be placed in the book/s at the request of the donor. Please note: we cannot, by federal law, estimate value on the gift items for tax purposes. That is the responsibility of the donor.

## Archives and Special Collections

<https://www.ursinus.edu/library/archives-special-collections/>

### Ursinus College Archives (Ursinusiana Collection) Development Policy

This policy serves as a guide to the Ursinus College community for the collection development and maintenance of the College Archives (Ursinusiana Collection).

“The archives has a scholarly commitment to preserve knowledge. The archives serves as the institutional memory of the college or university and plays an integral role in the management of the institution’s information resources in all media and formats. To fulfill the responsibilities of that role, the archives identifies, acquires, maintains, and preserves records of enduring value that chronicle the institution and ensure its continued existence. The archives documents the process of institutional evolution by retaining both the evidence which shapes decisions and the decisions themselves.” *From the “Guidelines for College and University Archives” Society of American Archivists, Revised 2005*

#### Collection Parameters:

The Ursinus College Archives (Ursinusiana Collection) 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. The Ursinus College Archives (Ursinusiana Collection) serves the educational, research, and service missions of the College. It promotes the mission of the College internally and to the extended community. It facilitates the research of the faculty, students, and other scholars through access to information.

#### Mission:

**To “appraise, accession, arrange, describe and preserve records transferred to its custody while providing access to its holdings, in accordance with accepted professional archival principles.”**

Types of records to be collected include the following:

- Accreditation reports (self-studies and accreditation visits)
- Faculty Meeting Minutes
- Presidential Memos
- Personnel records, inactive only (retired, resigned, terminated, or deceased personnel Ursinus employed)
- Records of student organizations and official student publications (The Lantern)
- Official publications of the College and its Offices and Departments, including newsletters, posters, alumni magazines, course catalogs, special bulletins, yearbooks (The RUBY), student newspapers (Ursinus Weekly, The Grizzly), university directories and faculty/staff rosters,

postcards, Commencement and Baccalaureate Programs, Theater and Dance programs, and ephemeral materials

- Maps, plans, etc. of buildings and campus (maps, blueprints, and plot plans of the campus and its buildings)
- Certain museum pieces and artifacts reflecting the history of Ursinus (memorabilia)
- Alumni memorabilia and photographs
- AV materials documenting the institution, including photographs, films, videos
- The original (bound or electronic) copy of any thesis or project accepted by the College in partial fulfillment of requirements for any advanced degree.
- Publications by and about Faculty, Administration, Students, and Alumni

### **Access to Archival Materials:**

Materials from the Ursinusiana Collection do not circulate but may be borrowed by Departments on campus. Various levels of access are in place as copyright and confidentiality restrictions must be observed. All photocopying must be done by the archivist.

Appointments are recommended, but drop-ins are welcome. All Phone calls, e-mails, and visitor's queries are answered.

### **Digital Access:**

Many [Ursinusiana Collections](#) can be found in Myrin Library's [Digital Repository](#)

Examples include:

[Ruby Yearbooks](#)

[Lantern Literary Magazines](#)

[Ursinus Weekly Newspapers](#) and [Grizzly Newspapers](#)

[Ursinus College Catalogs](#)

[Ursinus College Bulletins](#)

[Postcards](#), [Photographs](#), and [Event Programs](#)

Calvin D. Yost's book, "[Ursinus College: A History of its First Hundred Years](#)"

### **The Ursinusiana Collection Donation policy:**

- Documents, photos, memorabilia, and publications associated with Ursinus College are the main focus of this collection.
- We receive donations only. We do not purchase them from individuals.
- We do not make appraisals on items donated. The person responsible for bringing the collection to the Ursinusiana Room is responsible for its appraisal.
- The Ursinusiana Collection cannot be used to house items that are unreasonably restricted.
- Unreasonable donations that require special housing or unwarranted requirements imposed by the donor will not be accepted.
- Items that are duplicated or unsuitable for the collection may be removed.

- Original records may be removed if they have been digitally preserved and the original medium has no historical or cultural value.

## Myrin Library Special Collections

### **DESCRIPTION OF COLLECTIONS**

#### **The John Henry Augustus Bomberger Library**

Books and letters comprising the personal library and correspondence of the founder of Ursinus College, Dr. John Henry Augustus Bomberger (1817-1890).

#### **The Founders' Room Rare Books and Manuscripts Collection**

An extensive collection of rare books, fine bindings, bibles, photographs, lithographs, and manuscripts.

#### **The Rev. James I. Good Collection**

A collection of handwritten letters from Rev. James I. Good, a founding member of the faculty at Ursinus College and first Dean of the Theological Department. (As of August, 2015, this collection is on a 5-year loan to the Evangelical and Reformed Historical Society Archives, Lancaster, Pennsylvania.)

#### **The Pennsylvania Folklife Collection**

An eclectic collection of manuscripts, published volumes, indexes, historical records, photographs, newspaper clippings, and other materials from the 19<sup>th</sup> and 20<sup>th</sup> centuries pertaining to Pennsylvania German life and culture.

The majority of these materials were collected by Alfred Shoemaker during the 1940s, 50s, and 60s, and are, for the most part, unique.

The journals, The Dutchman, The Pennsylvania Dutchman, Pennsylvania Folklife and the 2-volume Index to Pennsylvania Folklife are available in print format in the Archives Annex room #225, on the second level of the library, and issues of The Dutchman and Pennsylvania Folklife are also accessible in digital format in the Ursinus College Digital Commons: <http://digitalcommons.ursinus.edu/pafolksociety/>.

### **The Cornelius Weygandt Book Collection**

A collection of signed, first editions of books written by Cornelius Weygandt, noted University of Pennsylvania English professor and scholar, and one of the first academicians to awaken the general public to the field of Pennsylvania Dutchiana. The collection was a gift to the Myrin Library from Dr. William J. Phillips.

### **The Linda Grace Hoyer Updike Literary Papers**

The complete literary papers and published works of Linda Grace Hoyer Updike '23, mother of Pulitzer-prize winning author John Updike.

The collection includes numerous drafts and revisions of Mrs. Hoyer's short stories and novels, personal diaries, notebooks, photographs, newspaper clippings, and regional and national magazine articles.

Also included in the collection is business correspondence between Mrs. Hoyer and her editors and literary advisors at the New Yorker and other literary magazines, personal correspondence between Mrs. Hoyer and her son, John Updike, production materials for her published novels, Enchantment and The Predator, and multiple drafts of her unpublished novel, Dear Juan.

In addition to the materials unique to Mrs. Hoyer's life and literary works, the collection also contains information and documentaries associated with the life and literary works of John Updike, and a Ursinus College Summer Fellows research paper written by Leslie Hoffman, '03, under the supervision of Charles A. Jamison, Librarian and Linda Grace Hoyer Updike archivist, titled, "Linda Grace Hoyer Updike: Woman, Author, and Mother."

### **The Hermann F. Eilts Middle East Collection**

The personal and professional library of Ambassador Hermann Frederick Eilts '43. Ambassador Eilts served for 32 years in the United States Foreign Service (1947-79) under seven different presidents. He held posts in Iran, Iraq, Saudi Arabia, Yemen, England, Libya and Egypt.

Ambassador Eilts was a key advisor throughout the negotiations of the Camp David accords and has been widely credited for being instrumental in crafting the two peace agreements between Egypt and Israel that resulted from the 13-day summit.

The collection includes monographs, manuscripts, rare books and primary documents collected by Ambassador Eilts on the Middle East before, during and after his United States Foreign Service, as well as a smaller collection of books on Middle East topics belonging to his wife, Helen Eilts.

The Ambassador Hermann F. Eilts Middle East circulating collection is located on the third level of Myrin Library, and the Ambassador Hermann F. Eilts Middle East rare books collection is located in the Founders Room on the second level of the library.

### **The Francis Mairs Huntington Wilson Papers**

*The Francis Mairs Huntington Wilson Papers*

A collection of papers, correspondence and other documents belonging to Francis Mairs Huntington-Wilson, who was a United States diplomat and author. Wilson served as United States Assistant Secretary of State from 1909 to 1913. After retiring from government service, Wilson settled in Philadelphia and wrote for the "Public Ledger" and the "Evening Bulletin."

Portions of the collection are available in the [Ursinus College Digital Commons](#).

**The Henry W. Pfeiffer Limited Editions Collection**

A collection of rare books and fine bindings published by the Limited Editions Club of New York, donated to the Myrin Library by Henry W. Pfeiffer '48.

The volumes in this collection were carefully and meticulously printed on papers manufactured by the Curtis Paper Company at their paper mills in Newark, Delaware, and are unique in their innovative design and bindings, and rare by virtue of their limited printing runs.

**The Lexicon Iconographicum Mythologiae Classicae**

A complete, lavish, systematic, exhaustive, encyclopedic guide to the art in all media, as well as written sources, from ca. 1700 B.C. to ca. 400 A.D. The aim of the Lexicon is to present, in as up-to-date a manner as possible, a comprehensive statement of current knowledge of classical iconography from the end of the Mycenaean period to the beginning of the Early Christian period. (Stored in the Myrin Library vault.)

**The Encyclopaedia Britannica: A Dictionary of Arts, Sciences, Literature and General Information**

A complete set of the famed Eleventh Edition of the Encyclopaedia Britannica published by Cambridge University Press, Cambridge, England in 1910. (Stored in the Myrin Library vault.)

**The Kenneth W. Grundy Collection**

A collection of scholarly articles, personal letters, rare newsletters, annotated manuscripts, and military records donated to the Myrin Library by Kenneth W. Grundy '58. The items in this collection pertain to South Africa between the period 1965 to 1994. (Stored in the Archives Annex, #225, Myrin Library.)

**The Alton L. Brintzenhoff Photography and Fine Art Book Collection**

A collection of 30 fine art folios, some limited editions and signed copies, donated to the Myrin Library by Stefana Brintzenhoff in memory of her husband, Alton L. Brintzenhoff '64.

**The Artists' Book and Zines Collection**

A collection of 25 signed, limited edition artists' books and zines.

### **The Enid Mark Art Book Collection**

An impressive collection of signed and numbered books and artists proofs created by award winning, Philadelphia based book artist Enid Mark. Published by ELM Press, these finely crafted limited editions feature hand-lithography, letterpress printing and archival quality hand binding.

From the Artist's Statement: "In a world geared to mass production and computerization, I seek to make limited edition books in an individual and personal way."

### **The Myrin Library Student Art Collection**

An extensive collection of artworks created by Ursinus College students representing a wide array of artistic expression.

The Myrin Library Student Art Collection includes works in many types of artistic media: oil paintings, mixed media, digital and analog photographic images, colored pencil drawings, charcoal sketches and drawings, pastels, watercolors, wood and linoleum cut prints, wood carvings, plaster, wire, wood, foam and fabric sculptures.

As of May, 2015, student artworks have been selected and purchased from the Ursinus College Annual Student Art Exhibition by Charles A. Jamison for 17 consecutive years, with the Myrin Library Student Art Collection totaling some 126 unique works created by 65 Ursinus College student artists.

The Myrin Library Student Art Collection has been professionally cataloged and digitally photographed, and is on permanent display in the Myrin Library.

The Myrin Library Student Art Collection is also represented and digitally showcased in the Special Collections section of the Ursinus College Digital Commons:  
[http://digitalcommons.ursinus.edu/Student\\_art/](http://digitalcommons.ursinus.edu/Student_art/).

### **ACCESS TO THE SPECIAL COLLECTIONS**

Items in the Special Collections generally do not circulate but may be borrowed on special loan by Faculty for teaching and research purposes.

Members of the Ursinus community may access items in the Special Collections by appointment, or by visiting during hours when the Special Collections Librarian is in.

Visiting scholars and other members of the community-at-large may also access items in the Special Collections by appointment.

Access and copying policies vary for Special Collections and are under the discretion and supervision of the Special Collections Librarian.

## **PRESERVATION AND CONSERVATION**

Items in the Special Collections are securely housed in the Myrin Library Founders' Room (Room #226), the Pennsylvania Folklife Room (Room #203), the Archives Annex (Room #225) and the Library's vault.

To support the conservation and preservation of items in the Special Collections, archival quality envelopes, boxes and folders are purchased from the following vendors: Brodart, Gaylord, and University Products.

The Myrin Library also maintains an institutional membership in the Conservation Center for Art & Historic Artifacts.

## **DIGITAL INITIATIVES**

Selected items from the Special Collections are represented in the Ursinus College Digital Commons:

[http://digitalcommons.ursinus.edu/special\\_collections/](http://digitalcommons.ursinus.edu/special_collections/).

## Digital Repository – Digital Commons @ Ursinus

<http://digitalcommons.ursinus.edu/about.html>

### Overall Scope:

In general, works will be collected in the digital repository if they document the history of the college or local community and/or are examples of exceptional work from Ursinus faculty and students. Special Library collections that benefit from digital preservation and promotion will be a major focus as well.

### Statement on the Removal of Items:

In general, items will not be removed from the repository as this is intended to be a permanent archive. In cases of copyright violation, the full text of an item may be removed after the claim is investigated if the item cannot be revised to remedy the situation. Faculty and student requests to remove work may be honored at the discretion of the Library.

### Student Works:

Works may be collected in the following categories:

Honors Papers

Summer Fellows Projects

Richard T. Schellhase Essay Winners



College Scholars Papers

Edwin M. Fogel & Nietzsche Prize Papers

Paisley & Williams Prize Essays

Other exceptional works may be collected if they are nominated by a faculty member. These could include, but are not limited to: capstone projects, independent research works, poster presentations, special class projects, service learning projects, and study abroad experiences.

#### Faculty Works:

Faculty may deposit previously published works in compliance with the terms of their contracts and publisher policies. Whenever possible, we will post the final published version of an article. If this is not possible, we will attempt to post the author's final version. Pre-prints will not generally be sought, but may be included if other options are not viable. In all cases we will comply with publisher policies for self-archiving. In general, we will attempt to post articles available for full-text download rather than metadata-only entries. However, if faculty desire metadata only and no other viable option is available, we will create a metadata-only record.

Works may be collected in the following categories:

Previously published articles

Conference proceedings, working papers and posters

Open Educational Resources (syllabi, textbooks, course materials, etc.)

Faculty Research Data

Digital Humanities and other digital projects as appropriate

Monographs (primarily metadata only)

#### Administrative Works:

Items produced by administrative offices of the college, especially the President and the Office of Institutional Research, may be collected as they document the growth and changing nature of the institution over time.

Works may be collected in the following categories:

Publications of the College President

Presidential addresses or reports

Reports of the Office of Institutional Research and Effectiveness, as appropriate

Departmental newsletters

Ursinusiana:

Digital Commons supports the mission of the Archives by collecting, preserving and promoting materials by and about Ursinus College.

Items may be digitized and collected in the following categories:

- The Ursinus Weekly / The Grizzly (student newspaper)
- The Ruby (student yearbook)
- The Lantern (student literary publication)
- The Alumni Journal / Magazine
- Ursinus College Bulletin
- Student Handbooks and Course Catalogs
- Commencement, Baccalaureate and other Event Programs
- Memorabilia Collections
- Photos and postcards
- Campus objects / realia
- Archived Presidential Papers, as appropriate

Special Collections:

Digital Commons will support the preservation and promotion of Library Special Collections through digitization of materials as appropriate.

Items from the following categories may be collected:

- Myrin Library Student Art Collection
- Pennsylvania Folklife Society Collection
  - PA Dutchman & PA Folklife Magazines
  - Alfred Shoemaker Card File Index to Pennsylvania Folklife
  - Photos, broadsides, almanacs and other documents
  - Fraktur
- John H. A. Bomberger Library
  - Correspondence

## Becker Sermon Manuscript Collection

Book Arts Books

Ahnenerbe Nazi Germany Papers

Linda Grace Hoyer Updike Literary Papers

Hermann F. Eilts Middle East Collection

Huntington Wilson Papers

Kenneth W. Grundy Collection

German American Imprints

Other rare books

### Conferences/Events/Exhibits:

On campus conferences, poster sessions and exhibits may be archived. Abstracts, posters, power point presentations and other documents will be included as appropriate. Examples include COSA, conferences sponsored by the Center for Science and the Common Good and other events sponsored by Centers or academic departments. Exhibition materials produced by the Berman Museum of Art are also eligible for inclusion.

### Journals:

Journals edited and run by Ursinus faculty and students may be archived and published in Digital Commons. Journals can be open access or subscription-based. While the Library will support the logistics of hosting the journal, the burden of work (editing, soliciting articles, etc.) must fall on the students and faculty involved with the journal.

### Historic Trappe:

In partnership with the Historical Society of Trappe, Collegeville, Perkiomen Valley, Myrin Library supports digital preservation and access to items of significance to the local community via the digital repository.

The following items may be collected:

Providence Independent Newspaper, 1875-1898

The Independent Newspaper, 1898-1952

The Independent and Montgomery Transcript Newspaper, 1952-circa 2000

Other items from the Dewees Tavern archives, especially those relevant to Ursinus College

## Electronic Books (E-Books)

The library is carefully enhancing its digital e-book collections subject to adequate budgetary resources, as e-book acquisitions include new licensing features, enhanced costs, and ongoing financial commitments for their sustainability. Currently, we prefer digital editions for reference works that are: updated regularly, support multiple simultaneous users, and are free of digital rights management requirements. When purchasing e-books, whether from evidence-based acquisition packages or singly, we prefer that they have perpetual access agreements.

Currently, e-book packages from publishers and aggregators are evaluated by the library, and either purchased or licensed when they offer a useful and cost-effective strategy for providing access to monographic content. The library works with library consortia for discounted e-book pricing.

Single e-book purchases are selected according to faculty needs, and platform accessibility. Print duplicates of e-books are acquired only if there is uncertainty about financial sustainability of the item, or preservation of its content.

## Electronic Resources

Electronic resources refers to materials acquired for Myrin Library's collections which require computer mediation in order to access their contents. Access methods for electronic resources are dynamic and change quickly, making it necessary for the library to maintain hardware and network infrastructures in order to provide access. (See Web Services Policy).

Types of electronic resources collected include: Citation-only bibliographic databases, Full-text databases, journal databases, streaming video databases, electronic books (e-books), and unsubscribed online resources.

Electronic resources are like any other library material, and so the same selection procedures (e.g., scope, authority, price, etc.) are employed. However, there are some additional, unique aspects to electronic resources that are considered during the selection process, such as: hardware and network infrastructure compatibility, license agreements, and the product's longevity and continuing value.

In addition to purchased and leased electronic resources, the library staff may select freely available web sites for addition to library web pages, such as LibGuides, when a web site is recognized to provide searchable, accurate content from an authoritative source at no cost to the user.

When considering the deselection of electronic resources, usage statistics and faculty interest are major factors leading to their cancellation and removal. These factors will be monitored on a yearly basis prior to the resource's renewal period.

## Open Access Collection Development

The library provides access to selected open access materials. Primary responsibility for selection of open access materials rests with the liaison librarians.

Faculty are invited to recommend for inclusion in the collection any open access resources in the fields of their subject expertise.

The same selection methods for e-resources apply to open access materials. Materials may be considered for withdrawal if they become obsolete, are no longer accessible, or no longer meet selection requirements.

## Streaming Video

Over the past several years, a number of options for providing streaming video services to the campus have appeared. The Library has thus far piloted Swank and Kanopy, and has purchased some titles individually through other vendors. Though still not economically feasible to provide access to a streaming service for the whole campus due to a relatively flat budget, the intention is to pursue increased funding to be able to support robust streaming service(s) for the campus. In order of priority the goals are:

- First, to support the curriculum, including the entire Film Studies program, film study courses offered within various disciplines, individual courses in any discipline which seek to use films as texts, and research projects conducted by students that include films or require heavy use of films for analytical purposes.
- Second, to provide access to platforms like JoVE, the Journal of Video Education, and services like Films on Demand, which primarily consist of specialty videos created for the purpose of illustrating science lab techniques, experimental protocols, research results and current/historical topics.
- Third, to provide access to films for general and leisure enjoyment to all members of the campus community.

Given a budgetary increase, the Library is in the position to be able to support all three of these priorities to varying degrees. With the current budget, the Library will continue to purchase titles requested on an individual basis by Faculty members for courses. The library will consider student requests on a case-by-case basis, giving priority to films requested for research or special projects, including Summer Fellows and Honors. The Library will continue to pilot streaming services as appropriate and provide campus-wide access to films when feasible and possible. The Library will continue to request annual funding to provide campus-wide access to a robust collection of streaming video services.

## Web Services Policy

Myrin Library's web services are selected and maintained for the purpose of supporting the needs of Ursinus College students, faculty and staff. Web Services include, but are not limited to, the library

website, LibGuides, OCLC WorldCat Discovery, library databases, the e-resources A-Z list, and the online interlibrary loan interface.

### **Purposes of Web Services**

- Ensure online access to library resources including scholarly databases, e-books and journals;
- Provide information about library services through the website and library guides;
- Utilize web-based services to provide both broad and subject-specific research guidance;
- Streamline library services for increased efficiency;
- Ensure accessibility and usability in an increasingly internet-based environment.

### **Support**

Myrin Library offers support to the Ursinus community for all web systems provided. Librarians and library staff help students, faculty and staff to resolve any issues that arise, offer guidance on how to navigate the various resources, and liaise with the relevant vendors to resolve system-wide problems.

### **Access**

Librarians and library staff work to ensure continuous access for all Ursinus users from both on and off campus, coordinating with IT to troubleshoot any access problems that may arise as quickly as possible.

### **Maintenance**

The systems are maintained on a regular basis through regular tasks and application of vendor-provided updates. Maintenance that causes downtime is reserved for semester breaks whenever possible.

### **User Experience (UX)**

UX is considered one of the most important pillars of a usable web system, and Myrin Library aims to continually optimize all web-based systems for increased usability for users. This includes consideration of different devices and browsers, improving search functions, improving navigation systems, responding to user input and researching additional web systems to ensure the library provides the most up to date and usable services possible given campus needs and resources required.

## **Government Documents**

Myrin Library was designated a selective depository of U.S. government information in 1963. The depository has also been collecting print documents from the Commonwealth of Pennsylvania since this time. Online government documents are found on library web pages and OCLC WorldCat Discovery. Except for print items deemed valuable to remain on the library's shelves, most print titles are retained for 5 years only, according to regular Federal Depository guidelines. Since 2008, the depository has been gradually shifting to a mostly virtual depository. The library and its staff abide by the law governing depositories (U.S. Code, Title 44, Chapter 19), and follow the regulations and instruction

issued by the Superintendent of Documents, as well as instruction from the outreach representative of the Bureau of State Library in Harrisburg, Pennsylvania.

## Reference Collection

The Reference Collection consists of: handbooks, encyclopedias, dictionaries, directories, biographical dictionaries, subject-oriented indexes, statistical compilations, and atlases. In general, reference materials are those that support quick information, background, and research referral needs.

The Reference Collection is gradually shifting to an electronic one. Faculty and liaison librarians are consulted periodically when relocation and withdrawal decisions occur.

Online reference materials are selected by faculty and librarians, (eg. Credo Reference, Encyclopedia B., Oxford Ency.) subject to adequate budgetary resources and justification for long-term use.

## Reserve materials

Reserve materials are held for a semester. They are requested from faculty just before the semester begins. Only personal items or materials from Myrin Library are placed on reserve.

## Other Collected Materials

Audiobooks – Audiobooks are collected on request.

Children's books – There is a limited collection of children's books for curricular use.

DVD's - DVDs are collected for class use and recreation, as Ursinus College is a residential college. DVDs are not to be used for performance. (Other college departments handle performance rights licensing.) Myrin Library collects audiovisual materials which accommodate: NTSC, Region 1, and PAL formats. Materials are to be used in the library, and circulated. They are not lent to other libraries. Replacements occur as needed.

Faculty Publications – Faculty monograph publications in print are received, either through donation or purchase, and cataloged into the circulating collection. Please see also "Digital Repository".

Microforms - Microforms are no longer actively collected by the library. The library retains titles for microfilm that are less popularly owned by other academic libraries, and equipment is maintained currently for access.

Popular Books – Popular books are collected for the enjoyment of students living on this residential campus. Popular books are yearly integrated with the main circulating collection.

## Inventory, Shifts and Relocations

Inventory of the circulating Collection is ongoing. Shelving location shifts and relocations of the collections are conducted periodically to prevent overcrowding as well as to prepare for building renovation projects. This process normally occurs during semester and academic year breaks, when classes are not in session.

## What is Not Acquired

- Compact Discs (CDs)
- Duplicates of print books
- Print textbooks
- Print workbooks
- Print maps
- Videocassettes

## Interlibrary Loan and Document Delivery

Borrowing materials from other libraries serves as an important, additional access strategy for specialized research. Similarly, the library facilitates access to collections at other institutions for students and faculty when needed.

Resource Sharing – Most materials are lent, except for archives, audio-visual materials, popular books, reference materials, reserve materials, and special collections.

## Cooperative Collection Development

Myrin Library supplements and enhances its collections through cooperative collection development, resource sharing, licensing, and cataloging of electronic resources. The library is an active participant in the consortia: OCLC (Online Computer Library Center), PALCI (Pennsylvania Academic Library Consortium), LVIS (Libraries Very Interested in Sharing), Lyasis, and TCLC (Tri-State College Library Cooperative).

Students, faculty and staff from any library participating in the TCLC consortium may borrow books from any other of the 40 TCLC libraries through the Reciprocal Borrowing Program.

## Policy Creation

Created January, 2016 by: Kerry Gibson – Collection Management Librarian. Last revised: 6/6/19

Creator of Accessibility and Inclusivity Policy: Diane Skorina – Director of Information Literacy and Instructional Technology. Created: 4/24/19

Creator of Myrin Library's Gift Donation Policy: Charles Jamison – Special Collections Librarian  
Last revised: 3/13/19

Creator of Streaming Video Policy: Diane Skorina – Director of Information Literacy and Instructional Technology. Created: 4/24/19

Creator of Ursinus College Archives Ursinusiana Collection: Carolyn Weigel – College Archivist.  
Last revised: 4/17/19

Creator of Myrin Library Special Collections: Charles Jamison – Special Collections Librarian  
Last revised: 6/5/19



Creator of Collections Review Policy: Andy Prock – Scholarly Communications & Metadata Librarian,  
and Gene Spencer – Chief Information Officer  
Last revised: 3/13/19

Creator of Web Services Policy: Elena Althaus – Web & Systems Management Librarian  
Created:  
Revised by Stephen Buss: Web & Systems Management Librarian  
Last revised: 4/25/19

Creator of Digital Commons @ Ursinus: Andy Prock – Scholarly Communications & Metadata Librarian.  
Last revised: 3/13/19

## Revision/Review History

The collection development policy will be reviewed periodically by library staff and changes will be made as needed.

This collection development policy was approved on **6/6/19** by Information Literacy and Instructional Technology Team members of Ursinus College's Library and Information Technology Department.

**Revised 6/6/19**