

HVERFORD COLLEGE LIBRARIES

COLLECTION GOALS, DESCRIPTION, AND POLICIES

CONTENTS

Goals	p. 2-3
Description	p. 4-8
Policies	p. 9-12

28 March 2017

GOALS

In accord with the College's purpose of "providing a liberal arts education in the broadest sense....designed to promote the personal and intellectual growth of students,"¹ the Haverford College Libraries² acquire and make available materials across formats that speak to the achievement of the academic, social, and cultural goals noted below. The Libraries strive to provide materials that meet current needs, while appropriately and necessarily leaving comprehensive collecting (except in the case of the Quaker collection) to research libraries.

1. Supporting teaching, coursework, and study. Among the most important functions of the Libraries is to provide the range of materials needed by faculty and students for work in courses taught at the College. The last several decades have witnessed important changes in the content of courses; the development of new areas of study, accompanied by an expansion of the range of course offerings; the shifting of disciplinary boundaries; and the proliferation of independent study and research programs. These changes have greatly expanded the variety, academic level, and volume of material the Libraries must collect in order to support the work done by students for class assignments and by faculty for course preparation. The College's commitment to increasing its faculty, particularly in interdisciplinary and curricular areas new to Haverford,³ places great importance on the Libraries' ability to supply the expanding range of materials necessary to meet this goal.

2. Supporting student and faculty research. The Libraries collect to the degree budgets allow materials whose variety and depth will support independent, research-oriented study. Since the need to support independent study and research requires, in addition to local collections, both efficient interlibrary loan service and resources that will help people identify and locate relevant materials, the Libraries bear the costs of borrowing from other libraries and of providing databases. The College's renewed focus on faculty-student research collaboration, as discussed in the 2010 Middle States Self Study,⁴ places further emphasis on this collecting goal.

3. Broadening students' experience and promoting personal growth. By encouraging acquaintance with the wide variety of issues and possibilities that constitute human experience, the College seeks to promote students' personal growth outside the classroom as well as in it.

1. "Statement of Purpose." Available: http://www.haverford.edu/catalog/statement_of_purpose.php

2. The Haverford College Libraries consist of the James P. Magill Library, Gilbert F. White Science Library, the music library in Union Building, and the astronomy library in the Strawbridge Observatory.

3. See "Learning - Discover - Renewal: A Blueprint for Haverford's Future." Available: <http://www.haverford.edu/provost/reports/middlestates/docs/FCAEBLueprintforFuture.pdf>

4. Haverford College (2010). "Self-Study Report." Available: <http://www.haverford.edu/provost/reports/middlestates/documents.php>

Although the Libraries' primary purpose is to support course-related work, the emphasis the College places on extra-curricular intellectual, cultural, and social development prompts the Libraries very selectively to provide materials on topics of current or general interest.

4. Fulfilling responsibilities to the Tri-College Consortium. In order to make available to students and faculty a pool of materials larger than it could provide alone, the Libraries have established collecting and resource sharing agreements with Bryn Mawr and Swarthmore Colleges. Current cooperative collecting efforts apply both to the general and special collections, in the latter case to the Quaker Collection in its relationships with Swarthmore's Friends Historical Library.

5. Developing rich and useful special collections. Areas of collecting emphasis are defined by the historic and existing strengths of the collections in support of the teaching and research goals of the College. New collecting areas are added in response to evolving research and teaching needs, new disciplines or models of intellectual inquiry, or as a result of gifts or other opportunities. The Libraries acquire rare and unique materials through gift and purchase. As gifts of materials and funds are essential to maintaining and developing its collections, the Libraries seek the support of donors. Purchases are financed by funds allocated by the Libraries, by income from endowed funds, and by cash donations.

6. Preserving the written record of activities of the Religious Society of Friends. The Libraries collect extensively in the history of Quakerism from its origins in 17th-century Britain to the present day in many parts of the world, with emphasis on Quakerism as lived and practiced in the eastern United States from the colonial period to the present. Among those served by the Libraries' special collections are a broad range of users, including students, faculty, and staff of the College, members of the Tri-College community, as well as an international community of scholars and researchers, family and local historians, and members of the Society of Friends.

7. Preserving and documenting the history of the College. The purpose of the College Archives is to document the history, operations, and culture of the College. College Archives collects, preserves and makes accessible materials of enduring historical value that contain evidence of the College's organization, curriculum, function, decisions, procedures, operations, activities, student life, and culture. College Archives reaches out to all constituent groups in order to fulfill its mission of preserving these records.

DESCRIPTION

The Libraries collect primary, secondary, and tertiary materials in formats that conform to disciplinary patterns of scholarly communication and take advantage of technological developments. Materials are acquired primarily through purchase or lease, the latter the predominating model for acquisition of electronic content. In such cases, attention is given to the future availability of electronic resources by the Libraries' participation in Portico, a non-profit digital preservation service. In addition to materials that the Libraries purchase, license, or otherwise acquire through financial outlay or gift, bibliographers include in Tripod, the catalog of the Tri-College Library Consortium, freely-available resources they feel relevant to campus interests. The materials most frequently acquired are noted in the categories below.

Monographs. The Libraries collect currently published monographs in subject areas studied at the College. The Libraries also acquire retrospective titles needed either to fill gaps in the collections or to build a collection in support of new academic programs. The majority of books purchased are paperback, but an increasing number are electronic.

Journals and magazines. The Libraries maintain a collection of over 10,000 journal subscriptions, most of these basic to the disciplines represented by the course offerings of the College. As a matter of policy, the Libraries subscribe to journals in electronic format except in cases where a compelling need for print is demonstrated. The Libraries establish new subscriptions largely at the request of faculty, with whom decisions to cancel are also discussed. In order to provide rich access to the journal collection, the Libraries subscribe to indexing and abstracting services in areas in which the College teaches. These resources are highlighted on research guides, available on the Libraries' web site.

Newspapers. The Libraries provide a small selection of U.S. and international newspapers in print. These publications are augmented by electronic backfiles of major newspapers, and more recent coverage of electronic versions of newspapers published around the world. Older issues of some newspapers are held in microfilm.

Microforms. The Libraries collect very little in this format, relying on research libraries for loans of or on-site access to microform sets of books, journals, manuscripts, and other large collections of research-level materials. The Libraries consider purchase in microform of

materials on the basis of probable use, here defined as direct relationship to course offerings or to the comprehensive collecting done for the Quaker Collection.

Government publications. Haverford became a depository for U.S. government documents in 1897; in 1974 Bryn Mawr became a housing site for portions of the Haverford depository collection. In 2001 Haverford withdrew from its role as a depository. While deaccessioning many of the rarely used items, the Libraries have chosen to retain significant portions of the collection including the Congressional Serial Set and statistical materials issued by the Bureau of Census and the Department of Labor. These items are located in a separate documents location in Magill Library. Selected other items of historical or social significance have also been retained and have been reclassified and located in the general stacks.

Special materials.

--**Rare and unique materials.** The collecting of rare and unique materials is undertaken specifically with an eye to supporting the College's curriculum. The primary material types include rare books and manuscripts, including the papers of alumni and faculty of some distinction. Current collection strengths include American and English literature, history, and politics, as well as reform movements, photography, natural history, and the sciences.

--**Quaker history and practice.** Haverford's Quaker & Special Collections, along with Friends Historical Library at Swarthmore College, are the official repositories of the records of Philadelphia and Baltimore Yearly Meetings and their constituent meetings. The Libraries' collect printed publications by and about Quakers, organizational records, family and personal papers, journals and diaries, serials, photographs, art works, ephemera, oral histories, and electronic resources.

--**College archives & Haverford College history.** The Libraries collect materials in all formats that document the history and operations of Haverford College from its conception in 1831 to present. These materials include, but are not limited to, records produced by offices, committees, or student groups, published monographs about the College, materials documenting student life, student publications, photographs, artifacts, and audio-visual material, among others. Records are added to the College Archives through a process of evaluation and assessment at the conclusion of the records life cycle in accordance with the College's records retention schedule.

--**Haverfordiana.** The Libraries designate as Haverfordiana and house in its circulating collections monographs published by Haverford faculty and those by alumni that fit current collecting interests.

--**Fine arts.** The collecting of fine art takes place in three areas: material in support of the College's curriculum, material that documents the College's history, and material that documents the history of Quakerism. Additional information on the acquisition of art may be found in the College's *Artwork Policies/Procedures* document.⁴

--**Maps.** The Libraries have a small collection of current world, continental, regional, and national maps, usually geo-political wall maps that can be used in classrooms; some historical maps for hanging and classroom use; and some flat maps that come from such sources as the federal government and *National Geographic*. The Libraries also very selectively acquire wall maps that are not geo-political to satisfy the needs of particular courses. Rare maps are included among the Libraries' special collections, especially the Quaker Collection, which contains Pennsylvania and regional maps of historic importance.

--**Reference works.** Bibliographers use the same criteria for selecting indexes, bibliographies, dictionaries, encyclopedias, compilations of statistics, directories, and handbooks as they do other materials. While reflecting the College's course offerings, the reference collection in many cases provides materials that are more specialized, or that give access to materials that are more specialized, than the Libraries ordinarily collect in order to support the diverse research projects associated with courses. As funds and availability allow, reference works are purchased in electronic format as a means of enhancing access and providing robust searching of these works.

--**Audio and video recordings.** Documentary and feature films are increasingly purchased in support of class use, and therefore the Libraries are more actively budgeting for and collecting such materials. The Libraries digitize locally-held CDs and LPs for course reserves by using a standalone music system; the URLs created by that system are linked into the College's course management system for student access. The Libraries also digitize and stream videos from our collection for course use as governed by copyright policy.

4. Available: <https://www.haverford.edu/library/special/about/Policies/6ArtPoliciesProcedures4-3-08.pdf>

- Digital images.** The Libraries purchase digital images for use within the classroom and to support course offerings of the College. The Libraries also digitize print images as needed. Digital images and associated metadata are made accessible for teaching purposes through an image repository.
- Data.** Data are purchased in support of courses that feature quantitative analysis. Some aggregates of data sets are licensed in support of curricular need. Occasionally and as funds permit, data are purchased for the individual needs of students, primarily those conducting thesis or high-level empirical research.
- Digital scholarship.** The Libraries work with faculty and students to produce scholarship in digital forms across a variety of media, including websites, databases, and digital audio/video. Where appropriate, these locally-created works are made accessible and preserved by the Libraries for the benefit of the larger scholarly community.
- Senior theses.** Departments and students give copies of theses to the Libraries in print and electronic form. Students, usually in consultation with faculty, determine the level of access for their theses when contributing them to the online archive.⁵ Haverford students majoring at Bryn Mawr or Swarthmore Colleges are asked to contribute to the online archive, as are students from these aforementioned colleges who are majoring at Haverford.
- Alumni publications.** Donations of alumni-authored works are added to the alumni publications display, located in the Morley Alcove of Magill Library. A corresponding list of these donations is available on the Libraries' web site. In cases where the donated item fits within the Libraries' collecting profile, an additional copy will be purchased for the general collections.

5. The online archive of student theses is available at <http://thesis.haverford.edu>.

--**Browsing collection.** Bibliographers stock shelves near the Loan Desk in Magill Library with leisure reading. The featured books include a range of reading opportunities in fiction, poetry, biography, and topics of current interest. Some of the titles duplicate volumes in the general collections, but are also placed here to attract attention. The Science Library has a similar browsing collection of science fiction. These physical collections are augmented by a virtual collection of popular e-books, audiobooks, and videos purchased through a leading digital content supplier.

POLICIES

Duplication. While the Libraries usually do not duplicate items within their collections, they are most likely to do so if an item is needed for reserve. In order to increase the pool of locally available materials, the Libraries keep to a low level the duplication of titles with Bryn Mawr and Swarthmore, duplication occurring most predictably for reference works, titles for which demand will be high, titles in fields where two or three colleges have strong curricula, or titles that qualify as primary works or otherwise basic sources for an academic discipline.

Cooperative agreements.

--**The Tri-College Library Consortium.** Haverford's collections are augmented by those of nearby Bryn Mawr and Swarthmore Colleges. The cooperative relationship, known as the Tri-College Library Consortium, is rooted in collaborative collection building and sharing, and facilitated by Tripod.

--**LIBRA (Penn Libraries Research Annex).** Haverford has contracted with the University of Pennsylvania Libraries for use of LIBRA, Penn's high-density storage facility located in Deptford, New Jersey. Materials stored at LIBRA are available by request via Tripod and delivered within 24 hours.

--**Five College Library Depository.** Haverford is an affiliate member of the Five College Library Depository of Massachusetts, a trusted print archive of commercially-digitized journals. By virtue of this arrangement, Haverford can store and access journals available in the Depository; requests for materials are filled via an expedited interlibrary loan process.

--**PALCI (Pennsylvania Academic Library Consortium Inc.).** Haverford participates in PALCI, a regional federation of academic and research libraries with a combined collection of more than 36 million volumes. The PALCI federation augments the breadth and depth of local collections, and provides delivery of requested books in three business days.

--**OCLC SHARES.** Haverford's participation in OCLC's SHARES network further enhances access to materials not available in the Tri-Colleges or in the circulating collections of PALCI libraries. This cooperative provides both delivery of and on-site access to some of the world's most important library collections.

--Friends Historical Library. Haverford's Special Collections unit maintains cooperative agreements with several area institutions. Haverford's Special Collections and Swarthmore's Friends Historical Library jointly serve as the repository of Philadelphia and Baltimore Yearly Meetings and their constituent quarterly and monthly meetings. Special Collections and Friends Historical Library also engage in cooperative cataloging and digitization programs.

--PACSCL. Haverford College is a member of the Philadelphia Area Consortium of Special Collections Libraries (PACSCL) and works through this organization on collaborative collections projects.

Digital Collections. Digital collections, comprised of both digitized and born-digital assets, are developed to support the ongoing educational and scholarly mission of the College.

--Digitization Criteria. Digitization supports the Libraries' aim to make its analog materials accessible and to ensure their long-term preservation. Materials to be digitized are evaluated against criteria established and maintained by the Libraries' Digital Initiatives group (DigIt). These criteria are promulgated through the Libraries' web site.⁶

--Digital Preservation. The Libraries have a strong commitment to preservation of its collections in all formats. To attend to the unique challenges inherent to preservation of digital collections, such as authenticity, reliability, and integrity assurance, the Libraries are in the process of building infrastructure to manage and preserve these assets. In addition the Libraries adhere to the Tri-College Library Consortium's *Digital Preservation Policy* and employ the standards and best practices codified in the Tri-College Library Consortium's *Digitization Guidelines*. Preservation of digital collections of enduring value is considered an ongoing core function of the Libraries, and a central component of the larger preservation and conservation program.

6. See "Digitization Services" at <http://library.haverford.edu/technology>.

For purposes of this policy, enduring value may be derived from one or more of the following values as defined by the Society of American Archivists:

- Administrative Value: The usefulness or significance of records to support ancillary operations and the routine management of an organization.
- Legal Value: The usefulness or significance of records to document and protect the rights and interests of an individual or organization, to provide for defense in litigation, to demonstrate compliance with laws and regulations, or to meet other legal needs.
- Fiscal Value: The usefulness or significance of records containing financial information that is necessary to conduct current or future business or that serves as evidence of financial transactions.
- Evidential Value: The quality of records that provides information about the origins, functions, and activities of their creator.
- Historical Value: The usefulness or significance of records for understanding the past.
- Informational Value: The usefulness or significance of materials based on their content, independent of any intrinsic or evidential value.

In addition to the asset types noted above, the Libraries will digitize, for the purposes of preservation, analog materials that are unique or rare and at risk of deteriorating. In a similar vein, the Libraries will digitize, as copyright law permits, analog materials that are frequently used in order to prevent or delay deterioration of the original.

Gifts.

--Gifts intended for the general collections. The Libraries gladly accept gifts of materials that meet the criteria of their collecting goals with the understanding that donated items not serving a need may be offered to faculty and students, or discarded. Given considerations of stack space and the availability of staff to process materials into the collections, the physical condition of the gift, as well as its appropriateness, are important considerations in the decision to accept it. When possible, and especially in the case of substantial gifts, the appropriate bibliographer will inspect the gift before it comes physically to the Libraries in order to segregate those items

that might be wanted and thereby avoid having to dispose of large numbers of unwanted books. Donors receive an acknowledgement of their gift, but the Libraries do not offer appraisals of value.

--Gifts intended for Special Collections. Special Collections accepts materials in cases where legal transfer of title, deed of gift or deposit, or other official acknowledgment is granted. Although some collections or portions thereof may be designated restricted for a reasonable and finite period of time with the advanced agreement between Special Collections and the donor, gifts may not be restricted from public access in perpetuity. Materials that do not fall within the scope of Special Collections collecting areas or that duplicate existing holdings may be deaccessioned in accordance with Special Collections policy on deaccessions, subject to the terms of acquisition, College regulations, and state and federal laws.

Weeding. In consultation with faculty, bibliographers weed (withdraw materials from) the collection in order to keep it aligned with the curricular and research needs of the College while at the same time creating room for new acquisitions. Bibliographers weed individual titles in the collections as new works, new editions of works, or lost, missing, or worn volumes come to their attention. Regular weeding has the benefit of allowing bibliographers to identify subject areas that need more attention, for example, those that need updating; this aspect of weeding is especially important for those parts of the collections which do not support the College's course offerings and hence do not figure in the consultation process between librarians and faculty.