

**Collection Development Policy  
University of South Florida  
Tampa Library**

This collection development policy is intended to be flexible enough to reflect trends in the University of South Florida's academic programs and research, and take into consideration the continuing changes surrounding collection access and ownership, irrespective of format. In addition, the current ARL initiatives may deviate from this policy if necessary.

**Institutional Organization**

The University of South Florida's Library System consists of four campus libraries and two special libraries, Shimberg Health Sciences Library and the Louis de la Parte Florida Mental Health Institute Library. USF's main research library is centrally located on the Tampa Campus.

Together, the USF Libraries provide access to more than 2 million volumes and an extensive collection of electronic resources including e-journal subscriptions and aggregator databases, e-books, and digital images. Patrons have access to audio/visual materials including videos, CDs, DVDs, and online media. In addition, the libraries offer access to unique primary research materials, which include Florida history and politics, American literature, medieval manuscripts, juvenile literature, rare books, and sheet music.

Local collection management is maintained and monitored by subject and format librarians at each library in the USF Library System.

USF Libraries System

[USF Tampa Library](#)

[Louis de la Parte Florida Mental Health Institute Library](#)

[Shimberg Health Sciences Library](#)

[Jane Bancroft Cook Library](#), USF Sarasota-Manatee

[Nelson Poynter Library](#), USF St. Petersburg

[USF Polytechnic Library](#), Lakeland

**Collection Development Policy for the Tampa Library**

**Introduction**

In support of the university's strategic goals, the University of South Florida, Tampa Library's Mission is to "*Engage the University community through exceptional research collections and services in the global information environment*".

The primary responsibilities of a university library are to support the curriculum and to maintain appropriate resources for faculty research, publication, and development. We strive to provide a well-balanced collection which will serve as a resource for the academic needs of present and future generations; and to make available materials for the general information and recreational needs of the university community as the budget allows. It is also appropriate for the library to effectively incorporate resources that support the diversity of the university's populations.

## **Memberships**

Memberships in academic library organizations such as Association of Southeastern Research Libraries ([ASERL](#)), Center for Research Libraries ([CRL](#)), [LYRASIS](#), (included member libraries from the Mid-Atlantic, Northeast, Southeast, and West regions of the U.S), Florida Center for Library Automation ([FCLA](#)) and Tampa Bay Library Consortium ([TBLC](#)) provide opportunities to develop collections, share costs for resources and access extensive and unique collections.

## **Expenditure of Funds**

According to the [Tampa Library Shared Governance Document](#), 4.3.1. Fiscal Resources, the procedure for expending funds is defined as follows:

Directors exercise control over and accountability for expense and personnel budgets. Directors must develop mechanisms to share timely information about expense budget expenditures and to formally respond to concerns expressed by the faculty.

Directors collaborate with library faculty to expend the materials budget in a manner consistent with institutional guidelines/policies and in such a way as to support the academic programs and enhance research capacity.

The Dean will communicate the state of the library's budget to the library faculty twice annually, in February and July.

## **General Collecting Principles**

Collection development at the USF Tampa Library is guided by the principles of the [American Library Association](#) which includes the [Library Bill of Rights](#), [The Freedom to Read Statement](#), [Freedom to View Statement](#), and the Association of College and Research Libraries (ACRL) [Intellectual Freedom Principles](#).

A review of the [Principles of Membership in the Association of Research Libraries](#), [Procedures for Membership in the Association of Research Libraries](#), and the [2007-2012 USF Libraries Strategic Plan](#) has provided general guidelines for the development of more specific collection policy statements:

Providing broad interdisciplinary collections in all formats in support of research and graduate education in order to contribute to the effective interchange of information among research institutions;

Proactively identifying and supporting new academic programs, research grants/projects;

Developing distinctive research-oriented collections and resources of national significance in a variety of formats in order to successfully contribute to the shared collection of research resources in North America

In support of the University's teaching and research mission, the University of South Florida Tampa Library collects materials in a variety of formats, including multimedia, print, and microform.

Online access to scholarly materials is preferred. The Library uses the most effective and economical methods possible for its collection acquisitions, licensing, and contracting procedures following the [ARL Principle for Licensing Electronic Resources](#).

When scholarly materials are published in multiple formats, the Library will usually acquire materials in one format only in order to efficiently manage the University's financial resources.

Active participation and collaboration with faculty is central to our approach to building collections, however the final selection responsibility lies with the subject or format librarian.

## **Building Discipline Specific Library Collections**

Adapting the Conspectus approach used by the Research Libraries Group, most of the subject collection development policies provide the following information:

### Statement of Purpose and Library Needs

#### I. Collection Areas

##### A. Area

##### B. Classes and Levels

For each subject the current collection level and collection goal is ranked from 0 to 5.

##### 0 = Out of Scope

The library has determined it doesn't need to have any materials in this area.

##### 1 = Minimum Level

General materials that serve to introduce and define a subject are provided.

A few basic works are collected.

1a - Minimal level, uneven coverage

1b - Minimal level, even coverage: at least a little effort to cover the important aspects has been made.

##### 2 = Basic Information Level

General materials that introduce and define a subject are provided.

Materials of general interest are collected.

2a - Basic information level; cursory introduction to the subject

2b - Basic information level; advanced introduction to the subject

##### 3 = Study or Instructional Support Level

Materials that provide a broad general knowledge of a subject supporting undergraduate and graduate instruction are provided.

Included are monographs, journals, reference materials and bibliographies.

3a - Basic study or instructional level; supports lower division undergraduate courses

3b - Intermediate study or instructional level; supports upper division undergraduate courses

3c - Advanced study or instructional level; supports master's degree programs

##### 4 = Research Level

Major resource materials including research reports, new findings, and scientific experimental results are provided.

Included are reference works, monographs, journals, and indexing and abstracting services.

Supports the doctoral research level.

##### 5 = Comprehensive

All significant works of recorded knowledge, in all applicable languages, for defined and limited fields are provided. All significant works on the subject are included.

Supports the doctoral research level.

This is a "special collection"; its aim is to be exhaustive and comprehensive.

#### C. Scope of Coverage

1. Chronological Guidelines
2. Geographical Guidelines
3. Language Guidelines
4. Publication Guidelines

#### D. Types of Materials Collected

1. Treatment of Subject
2. Format

#### II. Acquisitions Strategy

Strategies and procedures regarding the appropriate use of selection tools will be recommended by the subject specialist and included here.

#### III. Collection Notes

Additional collection development strategies determined by the subject specialist will be included here.

#### **Subject Collection Policies**

[Africana Studies](#)

[School of Aging Studies](#)

[Anthropology](#)

[Architecture & Community Design](#)

[Art & Art History](#)

[Biology](#)

[Chemical & Biomedical Engineering](#)

[Chemistry](#)

[Civil & Environmental Engineering](#)

[Classics](#)

[Communication](#)

[Communication Sciences & Disorders](#)

[Computer Science & Computer Engineering](#)

[Criminology](#)

[Dance](#)

[Economics](#)

Education (Policy not available)

[Electrical Engineering](#)

[English Language & Literature](#)

[Finance](#)

[Geology](#)

[Geography](#)

[Government & International Affairs](#)

[History](#)

[Humanities and American Studies](#)

[Industrial & Management Systems Engineering](#)

[Information Systems/Decision Sciences](#)

[Institute for the Study of Latin American & the Caribbean](#)

[Management & Organization](#)

[Marine Science](#)

[Marketing](#)

[Mass Communications](#)  
[Mathematics & Statistics](#)  
[Mechanical Engineering](#)  
[Music](#)  
[Philosophy](#)  
[Physics](#)  
[Public Administration](#)  
[Psychology](#)  
[Rehabilitation & Mental Health Counseling](#)  
[Religious Studies](#)  
[School of Accountancy](#)  
[School of Information](#)  
[School of Social Work](#)  
[Sociology](#)  
[Theatre](#)  
[Women's & Gender Studies](#)  
[World Languages](#)

**Additional Collection Development Policies**

[Gifts-in-Kind - Policy TLIB115](#)  
[Government Documents](#)  
[Special Collections](#)