

Collection Development @Woodruff Library

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Collections Policy Overview

The development, curation, and stewardship of research collections are integral services that the academic library provides to its students, faculty and staff in pursuit of their pedagogical and research needs. Woodruff Library's collection development policy allows for sufficient flexibility to adapt to the ever-changing scholarly communication ecosystem (and the new types of content it produces), while providing guidance in making collection decisions that reflect the teaching and research requirements and trajectories of the Emory community.

Woodruff's collection policies have grown to incorporate new areas of scholarly dissemination and output along with trends in pedagogy, including criteria and parameters for the acquisition and support of such materials. Many of these policies go beyond Woodruff and have included input from other libraries. The policies on text and data mining, datasets, offsite and onsite collections, open access, and material reconsideration are referenced in their respective areas.

Purpose and Foundational Principles

The purpose of this policy is to outline and define the best practices for building and maintaining library collections in all formats at Woodruff Library at Emory University. There are more specific and detailed policies and best practices for the acceptance of gifts, research data, streaming video, open access collection support and onsite/offsite collection decision-making that are referenced in the policy.

The libraries attempt to maximize access to content through purchase, consortial and collaborative acquisitions, and interlibrary loan, as the libraries are unable to purchase and preserve all items that are desired.

Subject librarians have also established individual discipline/department policies that provide more detailed and nuanced accounts of collection practices, including new and emerging areas of scholarship, preferences for print and electronic resources, and research methods and trends in their respective areas. Subject librarians play a pivotal role in making decisions and assessing collections, along with collections leadership, in the management and development of collections in all formats.

Designated Communities

The primary audience/community for Emory's Woodruff Library collection building efforts comprises the students, faculty, and staff of the university who are engaged in teaching, research, and service at the university. The secondary audience/community is defined as those individuals or institutions that possess a defined affiliation with Emory, include ARCHE institutions. Although these individuals may have some borrowing privileges, they are not a primary driver for collection development.

Principles

First and foremost, there are certain principles, approved by subject librarians in early 2016, that inform the work of collection-building and management at Emory's Woodruff Library, and remain essential to the work of the Libraries. These are in no particular order. Collection Management aims to:

- Develop, steward, market and sustain access to diverse collections that support research and learning at Emory
- Collect and curate collections in a variety of formats that reflect the transnational, interdisciplinary, and cross-cultural approaches of the academic departments/programs at Emory University
- Remain flexible to support new and developing areas of research
- Maintain and deepen assessment of print and electronic collections to support deliberate collection decision-making
- Support sustainable scholarship and efficiently steward university funds for research and teaching support
- Support and maintain the balance between electronic and print resources in light of faculty and student preferences
- Collaborate with the Emory community to make informed decisions regarding the purchasing and management of electronic and physical collections
- Appreciate the demands placed on essential and integral support infrastructure in technical services (acquisitions, metadata, and electronic and continuing resources)
- Support financially open access initiatives, both locally and (inter)nationally.
- Facilitate and leverage access to other local Emory collections, as well as to other peer institutions and partnerships with national organizations and collaborative initiatives (e.g., print retention agreements and joint e-purchasing)
- Provide input to other library groups that provide virtual and physical access to our collections (i.e., Access and Core Services)
- Support licensing principles that emphasize openness, transparency, and ease of access for our users, and.
- Foster the acquisition of resources that address otherwise unarchived histories and underrepresented groups, on the grounds that capturing diverse points of view creates more complex and unbiased collections.

Diversity Statement

The Libraries at Emory University, including Woodruff Library, commit to the building, maintenance, and assessment of collections that align with the teaching and research needs of Emory. These collections should represent and respect the diverse and multiple experiences of our ever-changing communities, as expressed in the [ALA Cultural Competency Standards \(Standard 4\)](#). As noted in *Diverse Collections: An Interpretation of the Library Bill of Rights*, “a diverse collection should contain content by and about a wide array of people and cultures to authentically reflect a variety of ideas, information, stories, and experiences.”

Emory Libraries’ collections in all formats should address diversity of thought and experience and represent a wide range of perspectives and viewpoints. We acknowledge that intentional and deliberate attention to the values of social justice require frequent and continuous re-evaluation of this collection to ensure the inclusion of historically marginalized perspectives. We further realize that as stewards of the historical record, both scholarly and popular that we aspire to incorporate the input of those creators whose works we hold and the communities they represent. Finally, we recognize the need to provide an inclusive, equitable and accessible experience to our communities.

We recognize that contemporary collection building works within a broader political economy of information providers and consumers and often leads to inequities in information access. We strive to address the systemic inequities and hierarchies that have traditionally been part of academic library collecting. We embrace and support alternative methods, such as [open access](#), that may run counter to this informational ecosystem. We further support expanding acquisition channels to engage with alternative suppliers and vendors, when possible.

We support and honor the mission of the university in embracing critical inquiry and engagement with our past, present, and future, both at Emory University and within the world around us. As librarians and academics, we provide an array of tools and offer guidance and expertise in understanding, disseminating, and contextualizing our collections.

Formats and Publication Types

Print Materials

There is no explicit preference for print over e-books, although there is a preference for the acquisition of reference materials to be purchased in digital format as they tend to lend themselves better to the digital environment. Certain subject areas had become de facto more e-book oriented (e.g., such as the Sciences) pre-COVID, and the collection in these disciplines reflect changes in scholarly communication and dissemination. In some cases, particularly in area studies, print format remains the most viable and reliable format option for acquisition and long-term preservation. The libraries take into consideration evolving research needs, space constraints, and economic considerations when choosing e-only access for monographs. See the **section on e-books** for further guidance and criteria.

Criteria and Considerations for Purchase of Electronic Material

There are a number of general criteria that Woodruff Library uses in assessing digital content for purchase: (1) cost, (2) uniqueness of content/duplication of content elsewhere, (3) authoritativeness, (4) relationship with print holdings, (5) quality of interface and content display, (6) accessibility and discoverability (e.g., availability of MARC records), (7) availability of robust usage statistics, (8) IP-authentication and EZ-Proxy functionality, (9) use of content (limitations on printing, viewing, and downloading should be minimized), and (10) Interlibrary lending.

The Woodruff Library further subscribes to established licensed terms on fair use, privacy, and transparency as elucidated in [ASERL licensing principles](#). Consortial licenses, such as NERL, are highly preferable to achieve better business and legal terms.

New licensed content goes through CMTAG (Collection Management Technical Advisory Group), reviews, assesses, and prioritizes requests for new electronic resources for Woodruff Library in the pursuit of establishing a robust e-resource collection. The group includes representatives from subject teams, metadata, and electronic and continuing resources who help to address and evaluate relevant issues surrounding the funding, discovery, licensing and management of e-resources.

Digital Primary Sources

Woodruff Library focuses heavily on the acquisition of unique digital primary resource to support research and teaching in numerous disciplines. A concerted effort is made to replace old formats (e.g., microforms) with more accessible and searchable digital primary collections. In reviewing such collections, consideration is made for robustness of metadata, search capabilities, alignment with course and research work at the university, overlap with other collections (i.e., uniqueness), additional support tools supporting archival discovery and use of content, and cohesiveness (i.e., do the contents make sense together, or are they a weak aggregation).

Journals

E-journals are preferred over print, provided that the publisher meets the criteria as set up by the Moving Beyond Paper initiative, started in 2007 ranging from whether content online meets or exceeds that in print and archival rights which grant perpetual access to the volumes/years subscribed. In making recommendations library staff also have taken into consideration the usage of the journal or book (both in print and electronic formats) and the usability of the content.

Backfiles for existing print archives may be purchased, when funds allow, to provide better accessibility of journal content, even when this content exists in print form in the library's Library Service Center. Rather than deaccession print journals, preference is to move these to the shared Library Service Center. Per LSC policies, duplication with existing print runs at LSC should be minimized.

The Libraries remain vigilant about (unsustainable) journal publisher vendor models that bundle large amounts of content not always in line with the teaching and research needs of the Emory community. Therefore, the Libraries currently assess these packages carefully.

AV and Streaming Video

Woodruff Library continue to emphasize physical media (e.g., DVDs and Blu-rays) when feasible for long-term ownership, preservation purposes, continuity of user access, superior quality versus streaming, flexibility of use (e.g., ability of users to make screen captures and clips), and cost savings. We collect media in numerous languages and from all regions to support campus teaching and research needs and to promote collection diversity.

We acquire streaming video through multiple models, including licensing individual titles, DSLs (digital site licenses) for local hosting, subscriptions to packages (e.g., AVON), and EBA programs.

We prefer perpetual access and/or life of file streaming rights when possible, and when it is supported by potential use. This is because users expect continuous availability of streaming videos, and because it saves staff time and costs over the long term.

We host videos on the appropriate local streaming platform depending on the rights and usage scenarios of the particular title.

- If a site license is for one year or longer, we add the video to the library catalog/discovery layer and host on our main local streaming platform.
- When only temporary access is permitted we make exceptions for courses and will license a streaming video for a semester for course reserves. When this occurs, we only provide access in Canvas via the AV Course Reserves/Avalon platform.

We negotiate for PPR (public performance rights) on select films, where usage warrants, and stay abreast of PPR associated with particular titles and streaming platforms.

We actively promote streaming video content through the library catalog and/or databases at Emory list (e.g., Swank), as well as through outreach and communications with users on campus.

E-Books

There is no general preference for e-books over print titles. There is, however, a distinct preference for multi-user e-book titles without digital rights management (DRM), with the caveat that not all titles can be purchased without DRM. Subject librarians have latitude on purchasing e over print copies, based on their knowledge of their discipline's or individual faculty member's preference or intended use of the title.

General best practices for e-book purchases are in a [separate document](#).

Although Emory libraries strives to own our e-book content, we subscribe to several different models (that include leased/subscribed and EBA/DDA) to provide access to a wider swath of content at a reasonable price and meet patron demand. With that said, we recognize the advantages and disadvantages of these models, and look to assess them regularly in making collection development decisions, particularly as we balance our print and e-book collections over time. Fiscal realities and physical constraints (physical access to collections) may play an important role as well in such an assessment. Finally, the Libraries are sensitive to patron demand and expectations (including stability in our monographic holdings).

These EBA and DDA plans are guided by a [best practices document](#).

E-Book packages are purchased as subscriptions or as a one-off basis, but preference is not to significantly duplicate content. Preference is also that packages be purchased through the approval vendor, where possible, to manage duplication and cost. In addition, if possible, the library favors the additional ability to purchase one-off titles through the approval vendor.

Other Materials (Government Documents, Data, Specialized Software)

- **Data:** [The research data policy and guidelines](#) are designed to respond to demands for large research portals, datasets, and other data products. The focus on methods training, big data, and quantitative analysis across the university (social sciences, medicine, public health, business, etc.) requires robust data support and collections. The Library works closely with [Data Services in the Emory Center for Digital Scholarship \(ECDS\)](#) in the licensing and purchase and use of these data resources. The Library further supports acquisition needs and licensing of large corpora and associated tools for [text and data mining](#).

Rare Physical Items: Woodruff Library does acquire some rare and unique materials, often in concert with the Rose Library, to complete notable sets and collection strengths, particularly in Classics and Renaissance Art. Digitization of these collections is highly recommended.

Textbooks: Woodruff Library does not acquire, in general, textbooks. However, subject librarians may opt to purchase textbooks in their respective areas for housing in the Stacks or in Course Reserves. Librarians encourage instructors to take advantage of the collection in providing cost-efficient materials to students, [including e-books and open educational resources \(OERs\)](#).

Government Documents: As of Spring 2022, the Woodruff Library has become an e-only Federal Depository, with all remaining print documents housed in the Library Service Center.

Digital Collections: A suite of [Digital Collections and Preservation Policies](#) outlines Emory's approaches to digital collection building, preservation, and dissemination for [Emory Digital Collections](#). The new Emory Digital Collections platform opened in 2021, and new and existing digitized content is being actively added and promoted. Digitization and ingest of new collections undergoes a prioritization process by a cross-collections steering committee.

Support for Open Access

The Emory Libraries, including Woodruff Library, are committed to the advancement and promotion of OA by helping users discover OA materials in our collection and supporting OA publishing efforts of Emory-affiliated authors and the greater research and publishing community. We provide support for new models of open access publishing and dissemination that benefit Emory users and the scholarly community in general, including transformative agreements reducing costs to our users in article processing charges for open access publishing. The Libraries currently have five read and publish agreements in place to benefit researchers across the university, and support various other [open access initiatives](#). These OA materials enhance and complement traditional resources that are purchased/owned, leased, or created by the library. Initiatives are reviewed and assessed on a regular basis, using criteria established in the separate [Open Access Collection Development Policy](#).

Methods of Acquisition

Woodruff Library acquires the vast majority of print materials by way of numerous approval plans, of which GOBI is the primary for English language materials. Subject librarians work closely with the approval vendor to ensure adequate coverage across disciplines.

Foreign language approval plans are managed and profiled by relevant area studies subject librarians, and where appropriate by other librarians. These approval plans are frequently revisited and assessed to ensure that needed research and teaching materials are acquired efficiently and cost effectively. In addition, Woodruff Library supports acquisition of materials through book fairs and other literary marketplaces to add to our foreign language collections. These avenues of acquisition can be invaluable for identifying and acquiring hard to find titles, titles with limited runs and/or distribution.

In addition to library mediated and generated-purchases via firm orders, the library participates in several demand-driven plans and evidence based acquisition plans for e-books, streaming video and scores. For audiovisual materials, we also depend on several media approval plans, individual distributors, as well as streaming video aggregators, such as Kanopy.

A concerted effort is in place to assess and review alternative, non-mainstream methods of acquisition of all formats, through the identification of small presses and independent vendors so as to diversify the collection and privilege and engage with marginalized knowledge producers and expression.

Languages and Geographic Coverage

The collection has significant strengths in a number of foreign languages, including both Roman (French, Italian, German, Spanish, Portuguese) and non-Roman languages (Arabic, Chinese, Japanese, Hindi, Korean, Russian, and Hebrew). These collections are meant, in particular, to support the interdisciplinary needs of Emory's numerous area studies programs as well as the ethnic diversity of the student and faculty body. The Woodruff Library supports collecting scholarship in these areas through the establishment and management of foreign approval plans, book buying trips, and negotiations with foreign language vendors. The Library also actively expands these collections through targeted gifts.

Collaborative Collection Building

The Woodruff Library actively collaborates with other libraries on campus to build significant subject collections. Notable collaborations are with Health Sciences, in developing and managing a robust Life Sciences collection, the Rose Manuscript, Archives and Rare Book Library in expanding archival and rare book collections in relevant areas (in particular, Art History, US History, African American Studies and English Literature) and Pitts Theology Library (Religion). In addition, Woodruff Library also looks for opportunities to build and manage collaborative collections where appropriate with libraries outside of Emory, e.g., with its LSC partner, Georgia Tech. Woodruff Library participates in the Cross-

Libraries Working Group to review, manage, and assess cross-library collection needs and initiatives (both print and digital) and the common good budgets. In addition, Woodruff Library participates in cross-national print preservation initiatives, including, but not limited to the Hathi Trust Shared Print Initiative and the ASERL Scholar's Trust. Emory also contributes to wider digital collections available on a number of third-party platforms such as HathiTrust, Digital Library of Georgia, the South Asian Online Archives, and the Medical Heritage Library. Finally, Emory is a CRL member and contributes regularly to joint purchasing programs.

Woodruff Library Collection Management is a core member of the Collections Steering Committee (CSC). The CSC's main goals have been to 1) identify strategies for Emory Libraries collections, including aligning collections to meet current and anticipated faculty, student and healthcare needs, and 2) develop best practices for the purchase and license of collections in all formats, and 3) set priorities for overall collection assessment, and 4) initiate, explore and document cross-library collection partnerships, including efforts for diversity and inclusion in building collections and new models of scholarly communication, and 5) set collection policies and priorities, as needed, for digitization of collections for inclusion in the Emory repository. The CSC coordinates with appropriate units and committees to ensure that proper attention is given to descriptive metadata, dissemination, and preservation of digital content.

Gifts

The Emory Libraries welcome gifts in kind from Emory students, faculty and staff and from the community. Gifts are subject to review in terms of their size, their relevance and scope - the library typically does not accept donations that are out of scope for our collections. Donors are asked, if possible, to provide as much bibliographic information for their donations, so as to expedite review and processing. Nearly half of the material donated to the Woodruff Library is added to our collection. The acceptance of a gift does not constitute adding an item to the collection; Emory reserves the right to make all collection decisions, in accordance with IRS regulations. Emory also reserves the right to dispose of materials not added to the collection as it see fit (e.g., other vendors, booksellers, nonprofit groups).

Duplication

In general, Woodruff Library does not purchase multiple copies of materials, although, print and electronic format of the same title may be acquired to meet demand and/or patron preference. In addition, there may be instances in which some format duplication is acceptable, or de-duplication not completely feasible. For example, duplicates of titles may be added if part of an important donor gift. We do not purchase translations of popular titles already in the collection, unless these are significant important works from the source language to English.

Consortial Arrangements

The Woodruff Library, along with facilitate and leverage access to other local Emory collections, as well as to other peer institutions with national (and international) organizations and partnerships. The Libraries are active members in multiple local, state, and national consortia which provide access to collections and research and teaching materials beyond Emory. We further take advantage of such partnerships and arrangements to effectively and efficiently steward physical space and material

funds. The Libraries frequently review their memberships and roles in such consortia and partnerships to ensure that they are meeting the information needs and requirements of and benefit Emory patrons.

- [Library Service Center \(LSC\)](#): The LSC is a partnership between Emory Libraries and the Georgia Tech Libraries that establishes shared physical collections between the two libraries and allows patrons to access these print collections.
- [GALILEO](#): Emory's membership in ARCHE provides access to a large suite of academic databases (e.g., Academic Search Complete, Historical Abstracts, etc.), and over 200,000 academic e-books via ProQuest and EBSCO, the former of which are heavily used by Emory patrons. Emory also participates in consortial licenses for several journal packages, including Elsevier, via GALILEO. Emory Libraries' involvement in GALILEO has been reassessed several times with a positive return on investment.
- [Center for Research Libraries and NERL \(Northeast Research Libraries\)](#): Emory librarians suggest and help prioritize new collections for acquisition by CRL for the broader scholarly community. In addition, CRL negotiates a significant number of licenses and discounted pricing for library members, in addition to NERL from which Emory patrons directly benefit (e.g., New York Times, Wall Street Journal, large journal packages, etc.).
- [HathiTrust](#): is a partnership of academic and research institutions, offering a collection of millions of titles digitized from libraries around the world. The HathiTrust Emergency Library, a temporary service of HathiTrust, allowed remote users to have access to digitized content of unavailable materials in the Library's Stacks. HathiTrust also provides an Accessible Text Request Service to users with special needs who are affiliated with member universities or libraries.

Preservation of Materials (Physical and Digital)

Physical Preservation

Frequently circulated materials that are identified as damaged, but not brittle, are typically rebound or boxed. Preservation routes brittle items to Collection Management for review by collection management and/or subject librarians. There are several options for disposition of said items (dependent on the publication of the material, market availability, and prior digitization), including the acquisition of replacement copies, withdrawal, digitization, and/or catalog enhancement via links to online repositories such as HathiTrust.

Digital Preservation

Emory is a member of both Portico and CLOCKSS, which provide archival access to a significant corpus of digital content (including e-books, e-journals, and primary source documents) to which we have perpetual ownership granted by the vendor license. Preservation of local digital content (born-digital and digitized) is governed by the Digital Preservation Policy, approved by the Digital Collections Steering Committee and the Emory Library Cabinet.

Assessment

Assessment of Woodruff's print and digital collections is an integral element of Collection Management. Such evaluation provides subject librarians and collection managers essential insight into the nature and use of our materials and ensures that we are effective stewards of collection funds. Assessment takes on a number of related forms:

- **Survey data & Focus Groups**
- **E-Resource usage data from vendors and local data (proxy data).** Usage data from vendors is an essential component of collections assessment and is routinely kept and reviewed to make decisions on. Logs from EZProxy are anonymized and mined to determine use by a myriad of patron characteristics, including school, program, student level, etc. The Library has also availed itself of external services, such as Unsub, on a case by case basis.
- **(Physical) Circulation data**
- **Citation Analysis**
 - Leveraged for journal package renewals and the viability (and marketing) of read and publish agreements.
- **Qualitative Data: Departmental agendas and programs, new faculty hires, graduate research trends, interviews with stakeholders, etc.**
 - Heavily leveraged by subject librarians, informationists, and other professional staff across libraries, along with administrators to influence purchase or discontinuance of new databases, journals, monograph purchasing, and new tools.
 - Recent assessments have led to expansion of purchasing in numerous interdisciplinary areas (indigenous studies, ethics, artificial intelligence across the curriculum to name a few), methods training and support (e.g. TDM Studio), primary source acquisitions, and journal archives.

Material Reconsideration

Acquisition of library materials are guided by this established collection policy. The Libraries build, provide and steward contemporary and historical collections which include a diversity of viewpoints and experiences, and, in doing so, encourage critical and thoughtful discourse and engagement with multiple perspectives. We are cognizant that authors may misstate facts, reach erroneous conclusions, use offensive language, or may make claims that in fact or perception can be hurtful to other parties. However, their works remain part of the publication record. Librarians and library staff are not required to endorse the principles, ideas, opinions, or views of the library materials they provide. However, they do play an essential role in providing tools and guidance for addressing misinformation, dubious scholarship and bias.

It is therefore Woodruff Library's general practice not to withdraw materials upon request. Rather than withdrawing the item, the Libraries may document and reference the objections raised regarding the materials, including adding any corrections, errata, warnings or notices about inaccurate information, to the catalog record or on the item itself. Some library collection materials are held under agreements that govern return, withdrawal, or destruction of those materials and these commitments will be

upheld (e.g., Government Documents). Requests impacting gifts are covered under the [Gifts-in-Kind Policy](#).

Objections to specific items in the collection should be submitted via this [form](#). Review of the materials will follow a designated process and be communicated in a timely manner to the requestor.

Commented [MOU1]: Form link

Accessibility

The Woodruff Library strives to make its collections accessible to all users. Subject Librarians and the Reserves Team work closely with the student and faculty members to ensure that course and research materials meet patron needs.

Print

Most, but not all, ebooks held by the Emory Libraries accessible will have both PDF and HTML options for reading and meet accessibility requirements for screen-reading . Woodruff Library has access to several options for acquiring accessible materials when not available for sale, which can only be shared with the individual student in need of the accessible copy. These options include services as [Bibliovault](#), [Bookshare](#), HathiTrust, or the [Access Text Network](#). The Library will also work with direct with the publisher to acquire copies, if need be. The Library may also scan a copy of the work in question, if circumstances require. Some aggregators do allow for audio options for e-books (see ProQuest and [EBSCO](#)), which may be a preferred option for the student.

AV

We proactively support accessibility needs by:

- Requesting closed captioning for streaming videos at the time of purchase.
- Advocating for closed captioning with streaming video suppliers.
- Extracting captions and/or SDH (subtitles for the deaf and hard of hearing) from DVDs when digitizing video for local hosting.
- Commissioning captions when they are not otherwise available.
- Supporting requests for other AV accessibility services such as video description on a case-by-case basis.