Foley Library Collection Development Policy

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Approved by Dean of Library
Endorsed by University Library Committee

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Philosophy of Academic Libraries

The purpose of academic libraries is distinct from that of public libraries and other types of galleries, libraries, archives, and museums. The work of the academic library is to build a standing collection that supports and reflects the curricular and scholarly work of the university and also to develop a collection that contributes to regional, national, or even global research needs via curated, unique or rare content in targeted areas.

In order to fulfill on these purposes, the academic library utilizes multiple approaches to collection building and management with dual priorities of fulfilling on current needs of the campus and preserving a stable collection for long-term research needs. In addition, the changing formats, legalities, business models, and ideologies of the scholarly communication ecosystem (i.e., publishing in all forms) require academic libraries to vigilantly review the approaches in place as they participate in this ecosystem in varied roles, including consumer, producer, and advisor.

Finally, as members of institutions of higher education, many academic libraries – Foley Library in specific – hold a value in Intellectual Freedom and enact that value through the breadth of collections. This value is rooted in the library's role as a contributor to the educational and scholarly missions of the university.

Priorities of Foley Library

Strategic Plan and Mission Alignment

The collections of Foley Library are guided and prioritized by the Gonzaga University Mission and Strategic Plan. As such, the collections of Foley Library aim to serve the current and future needs of the campus researchers and scholars as well as intentionally contributing to the global common good.

Stewardship

Foley Library is charged with the sustainable stewardship of university resources – financial, human, tangible, and digital – for programs across the campus. In carrying out this charge with regard to collections Foley Library considers and balances a number elements that are currently part of the context of scholarly communication, including but not limited to:

- Access & Ownership

    - The difference between subscribed and owned resources is not often apparent to library users; however, it makes a significant difference to the planning and management of the collections for the library. As a library, some resources are not available to be acquired for ownership, and some resources cannot be accessed at all; this is due to the legal business models of publishers and vendors who opt not to work with libraries. When both options – limited term access and ownership – are available to consider, Foley Library personnel will assess which option is most viable and in balance with other considerations of collection management. To do this, library personnel will often communicate with other faculty of the campus to understand the research and educational needs of the campus.
- Long Collection & Current Needs
    - Whether a resource meets a temporary need or is a necessary contribution to the long-term purposes of the collection contributes to the determination of whether the library is best suited to acquire ownership or provide limited-term access to the information for users. When ownership is determined as necessary then optimally stable formats and rights transfers will be pursued.
- Collecting Levels in specific areas
    - As with most academic libraries, Foley Library must identify subject/discipline areas where the collections are intentionally more comprehensive. The identification of these areas is rooted in the longevity and preeminence of curricular programs and scholarship of the campus as well as unique or rare content already present in any area of the collections.
- Sustainability & Economics of Information
    - Libraries exist in a context of information having value in multiple forms, one of which is financial value. The multiple forms of scholarly communication have not subverted the profitability of publications that are targeted to academic audiences. Instead, there are now more nuances for academic libraries to monitor and negotiate. In all purchase and license negotiations, Foley Library aims for pricing that is sustainable to the budget; contract practices that increase transparency, access, and accountability; and technological approaches that increase the perpetual stability of the content.
- Fiscal responsibility and equitable resource allocation
    - Foley Library collections are funded by a central operating budget and endowed funds – some of which have structured requirements for their use. It is the library's responsibility to use these funds to acquire content equitably, and acquired content is the property of the university, available for the use of the campus community and permitted external community users. Foley Library will not acquire material for the exclusive use of a single individual. It is also the responsibility of the library to ensure that the operating budget is equitably used to support all areas of the campus.
    - In times of financial constraint or institutional emergency, Foley Library will prioritize collection decisions that ensure the broadest and most equitable access to essential academic resources. These decisions will be

guided by the principles of stewardship, equity, and alignment with the university's academic mission.

Inclusive Representation

Foley Library is committed to expanding the representation of many perspectives, experiences, ideas, and research in the collections, including the language of publication.

Intellectual Freedom for Research & Scholarship

Foley Library is committed to supporting the individual research needs of the faculty and students of Gonzaga University via access to content and tools (i.e., software and hardware) for completing research. In the case of new faculty at Gonzaga whose research has not been a collecting focus previously, the library will work to utilize resources such as endowed funds to support seeding new collections, when possible. Faculty members are highly encouraged to use Resource Sharing and Interlibrary Loan options when investigating or needing temporary access to research materials. Foley Library pledges to uphold the intellectual freedom of Gonzaga University students, faculty, and staff as its primary patron group.

Accessibility

Ensuring equitable access to information is a core priority for Foley Library. When evaluating electronic resources for acquisition or development, the library prioritizes formats and platforms that increase readability/usability for users with access barriers in alignment with best practices and in partnership with GU Disability Access.

Information for the Common Good

Open Information encompasses many elements (Open Access publications, Open Educational Resources, Open Source software and code, Open Data) with a common purpose to increase legal access to information and clear permissions to reuse that information to various degrees. Foley Library supports making valuable information as freely accessible as legally possible and prioritizes it in evaluating which publishers to work with and how the library develops its own digital collections. Utilizing library collections budget to support the publication of valuable research in open formats is in fulfillment of the Gonzaga University Mission.

Collection Management Approaches

Roles

Collection management involves collaboration among Library personnel:

- Faculty Liaison Librarians: communicate with faculty, staff, and students of the campus to be aware of research and curricular needs in combination with expertise in Information Literacy and Scholarly Communication developments

- Collection Strategy personnel: work directly with publishers and vendors to identify optimal options for acquisition of content and work directly with Liaison Librarians and Dean to evaluate potential acquisitions in line with priorities and strategic plans
- Dean of Library: consults on significantly large acquisitions and collection planning

Access via Consortia and Interlibrary Loan

Foley Library provides options to access content via membership in the Orbis Cascade Alliance consortium, partnership with other consortia, and via Interlibrary Loan participation in addition to direct acquisition of content. These approaches to expanding access increase the available content exponentially for the campus community and are part of intentional collection planning approaches. Gonzaga University faculty, staff, and students can use the Orbis Cascade Alliance Summit Resource Sharing system and the Interlibrary Loan services to borrow items from other member libraries in order to support course development and individual research needs.

Print and Electronic Formats

Foley Library recognizes the value of a standing print collection of multiple types of publications. Print media offers a distinct user experience in interacting with the information as well as a distinct version of stability for the data. Print and tangible collections contribute to the delivery of the Ignatian Pedagogical Paradigm and thereby fulfill on our university Mission. Additionally, some tangible resources have not yet and may not be possible to duplicate as a digital item.

Foley Library also recognizes the opportunities for greater access – both in reaching the content and in interacting with the content – and capacity offered by electronic media. Electronic books and streaming films significantly shift the ways in which library collections may feasibly be used as course texts and also allow for expansive collections beyond what the physical space of the library could accommodate. However, electronic media involves a number of elements to be considered due to the distinct copyright laws that govern them as well as the technological adaptations and business models that are constantly developing. In evaluating acquisition of electronic resources, Foley Library personnel consider a number of factors including but not limited to:

- Options for Perpetual Access and the nuances of what is offered
- Stability of the publisher/distributor
- Stability of the hosting platform
- Accessibility features
- Long-term data archiving practices such as via Portico or CLOCKSS
- Degree of restrictiveness in Digital Rights Management
- User data protections for privacy and security
- Usage data availability and COUNTER format compliance
- Ethical use of user data and intellectual property agreements

Deselecting, Cancellation, and Deaccessioning

Foley Library holds the right to deselect individual items that no longer retain relevance to the research or curricular needs of the university nor to the research value of unique or rare collections. Deselection is a standard and necessary process in all collection management in order to allow for growth into needed areas. Deselection is not a process to impinge on Intellectual Freedom, nor is it a simple formula to remove older items. Deselection employs standardized data (usage/circulation, holdings of other libraries, duplication of content in Foley collections) along with subjective evaluation (relevance to the curricula and scholarship of the campus, significance for long-term research needs) by Foley Library personnel.

Similarly, cancellation of plans to acquire future content, via subscription or automatic purchase plans, are addressed in similar processes using standardized data (usage, cost per use, cost increases per year, duplication of content across collection) and the same subjective evaluation as well as the considerations for electronic media and projections of sustainability in the library's collections budget.

Deselecting and cancellation fall under the expertise and stewardship responsibility of library personnel; however, significant removal of content – either in scope, number of items, or irreversible nature will be done in conversation with the University Library Committee and campus leadership.

Deaccessioning involves the significant withdrawal of a cohesive collection of content and is rare in Foley Library. Deaccessioning within the collection would occur based on:

- Condition: Damage beyond repair or unreasonable cost; damages may include but not limited to mold, bug infestation, vandalism, missing pages, etc.
- Redundancy: Duplication between physical and electronic formatting, multiple copies of same item, incomplete series, low-use items or titles that are superseded by newer editions
- Care of physical space: in consideration of limited space within Foley, if materials meet the stated above criteria, for development of new space to fix the growing needs of students, faculty and staff personnel.

Donated Items

Foley Library does not accept unsolicited donations from anyone, through any means, without a pre-evaluation process. An exception to this practice is the regular solicitation for donations of recently used course texts.

Donors will generally be asked for an itemized list of proposed donations with enough time for faculty librarians to review and evaluate the contents for usefulness in the library collection.

Foley Library does not generally accept restricted donations of any kind. Exceptions may be made on a case-by-case basis.

Materials to support Courses

Foley Library enthusiastically recognizes its role in supporting courses, individual research, and campus events through its collections. Unfortunately, legal restrictions, publisher/vendor business models, institutional licensing availability, finite budget limitations, and priority for Mission alignment may prevent the library from being able to fulfill every request for materials. Additionally, the current model at Gonzaga University assumes that students will expend additional payment for course learning materials beyond tuition and fees, and Foley Library is not budgeted to subvent the costs of these materials across the entirety of campus curricula.

- Monographs
  - Foley Library can look to acquire access to monographs that will be assigned in courses with the intention of providing at least one copy of access
  - When possible, monographs that will be read widely in courses may be acquired as unlimited simultaneous user e-books for maximum accessibility, in this case a physical copy will not be duplicated.
  - When print is the only format available, a single copy can be acquired. Foley Library does not acquire multiple print copies for the purpose of supplying course texts due to limitations of space.
  - Foley Library does not distinguish between the label of "textbook" and other metadata in considering acquisition of monographs.
  - Foley Library reserves the right to decline or acquire at lower access models – whether print or electronic – for books that are not required but suggested or supplementary in courses.
  - The Donated Textbooks subcollection in Foley Library offers a by donation only option for Gonzaga students to potentially access a recently used edition of a textbook. This subcollection is not developed through purchase by the library, and is only available to Gonzaga students for circulation.
- Streaming Film
  - Foley Library recognizes the increased opportunity that streaming film presents to pedagogical approaches in the curricula and is committed to supporting and fostering that approach via multiple streaming film platforms.
  - When possible, it is preferred practice to acquire file ownership for local hosting of streaming films that will be used repeatedly over time in courses. This approach improves stability of access and pricing for the campus.
  - When file ownership is not available, perpetual access on hosted platforms may be a viable option for films that will be used repeatedly over years. In this case, vendor and platform stability along with ongoing hosting fees will be part of the evaluation.
  - Limited term licenses are also available for films that may only be used occasionally for courses.
  - Library licenses for streaming films fall under multiple business models and not all are equally sustainable for the library's budget nor equally stable in how they allow for stewardship of the

resource. For these reasons, Foley Library may not fulfil requests for streaming films for courses and retains the right to direct faculty and students to freely available and individually licensed options when they exist.
        - Streaming films are acquired with the perspective of student use and need for mandatory course material, therefore any 1 year or 3-year streaming license will not be activated until that start of the course semester. Faculty who wish to review the film beforehand are directed to seek other viewing options.
    - Databases and Journal Subscriptions
        - Due to the ongoing commitment of expenditure required for product subscriptions, any requests for new databases and journals to support courses or research may be evaluated for priorities of stewardship and Mission alignment.
        - Collection Strategy library personnel will engage with requestors for data and evidence gathering in order to evaluate the proposed acquisition.

Utilizing Public Performance Rights for Events

- It is often the case that films – digital or analog – that have been acquired by Foley Library include Public Performance Rights; however, it is important that any group planning a campus event and hoping to use materials from the library collections first consult with the Collection Strategy personnel of the library to confirm license details.
- Groups planning campus events and hoping the library will partner in acquiring content and permissions should contact the Collection Strategy personnel for consultation.
- In evaluating the additional payment for Public Performance Rights on copyrighted material, the nature of the content and the proposed purpose of the reuse will be primary considerations.
- Groups and/or departments seeking public performance license may be required to cover any additional or acquired costs.

University Archives & Special Collections

University Archives

Purpose:

The University Archives exists to collect, organize, preserve, and make available materials with enduring historical, informational, evidential, legal or financial value that document both the daily administration of Gonzaga University, the stories of its/our communities, and special events by the campus. Providing retention, preservation, servicing, and research use of these materials, the University Archives also serves as the research center for the study of Gonzaga's history.

Collecting Scope

University Archives collects materials documenting the Gonzaga University community and its history. Records may come from the offices and activities of Gonzaga administration, academic departments, research centers and institutes, faculty, staff, students, and alumni and may relate to the academic environment, administration and governance, or campus life.

University Archives is committed to increasing the diversity of voices, perspectives, and experiences found in its collections. It welcomes dialogue about new opportunities for collecting and documenting that diversify and enrich its collections, ensure a more representative historical record, and advance the mission of Gonzaga University.

Other factors considered when evaluating materials for University Archives acquisition include the inherent value of materials, conditions of ownership, material stability, requirements for long-term maintenance, and format (electronic and physical) of the materials.

Collecting Areas

The Archives actively collects a range of historic records. The following categories outline specific collection priorities.

Administrative Records of the University

Administrative and governance records that have a long-term administrative, evidential, legal, financial, or historic value. These records originate from the administrative offices (e.g., the Office of the President, the Office of the Provost, colleges, centers, institutes, departments, committees, and other offices of Gonzaga University. These records document the governance, policies, procedures, and programs of the University.

Examples of records in this category include bylaws, accreditation records, annual reports, university committee minutes and agendas, records of the Boards of Trustees and Regents, and material documenting historic and special events (photographs and other audiovisual material).

Gonzaga University Publications

University Archives regularly collects publications produced by various campus institutions whether in print or electronic form.

Examples include university catalogs, campus directories, handbooks, the *Gonzaga Bulletin*, student literary and research journals, and newsletters.

Papers of Faculty, Staff, and Administrators

Professional and personal papers of faculty, staff, or administrators who have demonstrated noteworthy contributions to their respective fields beyond their work at Gonzaga, excellence in teaching at the University, or exemplary service to the University.

These papers can include teaching notes, syllabi, research files, unpublished manuscripts, official University correspondence, and other office files.

Student and Campus Life

Materials in the section document the experiences, activities, studies, and everyday life of students at the University. University Archives especially seeks records of student organizations that are currently active or were active for a considerable time in the past.

Alumni Relations

Materials that reflect historical experiences of Gonzaga alumni as well as ongoing relationships between alumni and the University.

Examples include photographs, scrapbooks, correspondence, and special event materials.

Realia

University Archives collects three-dimensional objects, such as basketballs signed by team members, lettered athlete jackets, and other historic items on a case-by-case basis. University Archives does not regularly collect trophies, plaques, or other awards. Exceptions may be made in the case of unique or demonstrably notable awards with supporting documentation.

Special Collections

Purpose:

Collecting unique original/primary source materials across a breadth of events, culture, and communities for the purpose of supporting future research and documenting the historical record as part of a network of archives both regionally and globally. Collecting areas would include Gonzaga-related collections, local history, regional history, and Jesuit/Catholic-related materials.

Collecting Areas

Gonzaga University Alumni

These collections are the personal papers of or collections about prominent or notable alumni, for example the Bing Crosby collections. This area also includes other alumni-related material not generated through official alumni-relations activities by the University.

Literary Collections and Rare Books

In addition to Gonzaga's ample collection of rare and unique books, such as the St. John Bible, this collecting area includes the extensive collections of materials relating to Jesuit poet, Gerard Manley Hopkins. Gonzaga University continues to collect books from visiting authors to Gonzaga and other appropriate rare and unique items as appropriate.

Spokane and Inland Northwest history

This broad topic contains several collecting priorities. One area of interest is the history of the Logan neighborhood and other neighborhoods of northeast Spokane. The University also continues to collect materials related to Jesuitica and impacts of

Jesuits/Catholics in the Eastern Washington and North Idaho region. Collections may also include materials related to the environmental history of the place Gonzaga calls home, e.g., Coulee Dam history, the Spokane River, and Spokane's industrial past.

Politics and Political Movements in the Inland Northwest

University Archives & Special Collections is actively collecting in areas related to Hate Studies, including both materials related to hate groups of the Pacific Northwest and anti-hate groups of the Pacific Northwest.

Additionally, the department collects papers of civic leaders in the region, such as the George Nethercutt Congressional Papers and documentation of political movements and organizations in the Spokane area, especially when connected to other collecting areas or involving Gonzaga community participation.

Note regarding Jesuits West Archives (JOPA)

In 2020 the Jesuits West Archive was relocated and integrated in the holdings of the Jesuit Archives and Research Center, located in St. Louis, MO. Researchers are encouraged to contact the Center for requesting access to materials. For more information, visit their website: https://jesuitarchives.org/.

Guiding Principles for Archives and Special Collections

Offensive/Harmful Content and the Historical Record

Gonzaga University's Archives and Special Collections are made accessible as part of the historical record. Some materials contain offensive images, language, or other objectionable content. Gonzaga will not erase or rewrite history by removing, editing or redacting them. The materials will remain, as they are today, publicly available. These historical primary sources are a reminder that the need to educate for cultural sensitivity, and the challenge to deepen and expand equity and inclusion, is an ever-present one. These materials do not convey a contemporary understanding of Gonzaga's core values, which are to honor and respect the human dignity of all persons. Nor do they reflect our commitment to greater diversity, or increased equity and inclusion. Our University Mission Statement clearly articulates our values in this regard: "… The Gonzaga experience fosters a mature commitment to dignity of the human person, social justice, diversity, intercultural competence, global engagement, solidarity with the poor and vulnerable, and care for the planet."

Partnership with Regional Tribes

Foley Library is committed to equitable collaboration with and deference to the cultural needs and priorities of the tribes in the geographic region where Gonzaga University is located. Foley Library partners with the Gonzaga University Office of Tribal Relations and others stakeholders to continually reassess the library's role in honoring and stewarding documents that represent or convey cultural knowledge and the tribes' history.