

Collection Development Policy: Grand Valley State University

**Casey Hoeve
Rachel Doepker
Beth Noyes**



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¹ *Grand Valley State University Campus*. Image courtesy of <http://www.flickr.com/photos/eridony/3292170458/in/pool-iamgv>, retrieved on 03-11-2009.

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1.0 Introductory and Background Information

1.1 Purpose:

The purpose of this collection development policy is to designate a formal, written guideline, explaining the proper methods of selection, deselection, and budgetary allocations of materials within the Grand Valley State University Library system. This policy is a consensual agreement between Grand Valley State University and the departmental institution of the library. All established procedures under the following policy are in accordance with state and federal law regulations, and are consistent with the missions and goals of Grand Valley State University. All actions, when properly conducted, shall be upheld and defended by Grand Valley, to the fullest extent allowed by the legal system of the United States of America.

This policy is aimed at providing information for the following audience:

- University Administrative personnel
- Library staff, including professional, non-professional, and student employees.
- Non-library faculty members
- Students
- Participating consortia members and organizations.
- State and Federal Government employees
- Independent Scholars
- U.S. Citizens
- U.S. Allied countries and citizenry approved by federal law.

1.20 Overview of the Institution



Allendale Campus²



Grand Rapids Campus³

2 *Grand Valley State University, Allendale Campus.* Image courtesy of <http://www.stateuniversity.com/assets/logo/image/4314/large/GVSU.jpg> , retrieved 03-08-2009.

3 *Grand Valley State University: Grand Rapids Campus.* Image courtesy of <http://clnurseries.com/GVSUUnobstructedMoorishArchesR40.jpg> , retrieved on 03-08-2009.

Grand Valley State University was originally founded in Allendale, Michigan, under its original name of Grand Valley State College, between the major commerce centers of Grand Rapids and Holland. This location was originally chosen through careful calculation, based on the population and demographic research of John X. Jamrich; he determined that West Michigan students, spanning eight counties, could maximally access a college constructed in Allendale⁴

Therefore, Grand Valley College was formed on the following ideology:

- The necessity for an additional state college serving the eight county region of West Michigan.
- The development of a Liberal Studies institution, with degrees based upon community surveys and public interest.
- An area that can supply at least four hundred acres, which can accommodate institution expansion.
- Allendale can provide maximum access to potential West Michigan Students.⁵

Currently, Grand Valley has added several new campus locations to serve the extended West Michigan community, with course offerings available in Allendale, Grand Rapids, Holland, Muskegon, and Traverse City. Students can choose from over 200 available programs, with 69 undergraduate majors, and 26 graduate degrees.⁶

In the 2007-2008 academic year, enrollment at Grand Valley totaled 23,892 students, with 749 faculty members, and 1,064 employees hired in positions classified as support staff. The majority of attending students are pursuing undergraduate degrees, with a proportion of 20,416 undergraduate students to 3476 students enrolled in graduate programs.⁷

Grand Valley prides itself on providing the following services and opportunities for their students:

- “Liberal education focus emphasizing critical thinking and creative problem solving.”
- “Talented faculty who are dedicated to teaching, mentoring students, and actively involved in their academic discipline.”
- “Small classes sizes that are taught by professors, regardless of class level or subject orientation.”
- Facilities that provide students the opportunity for research, athletics, and social interaction.”
- “Low cost resources to students, such as free wireless Internet, and busing between the Allendale and Grand Rapids campuses.”⁸

4 Travis, A., and Lyn Mapes, *History of Grand Valley State University: Why Allendale?*,
<http://www.gvsu.edu/gvhistory/index.cfm?id=3F5C4AAD-A6ED-77B7-874DE750DB5C48EA>

5 Travis, A., and Lyn Mapes, *History of Grand Valley State University: Reality Check #2*,
<http://www.gvsu.edu/gvhistory/index.cfm?id=3F594D9D-E611-0A32-0C9CE933EF13CE73>

6 *Identity Standards Guide: History of Grand Valley State University*,
<http://www.gvsu.edu/identity/index.cfm?id=8369C27C-A3A7-08D0-90569B0F296D05DE>

7 *Quick Facts About Grand Valley*, <http://www.gvsu.edu/index.cfm?fuseaction=home.aboutgvsu>

8 *Admissions: Experience Excellence at Grand Valley State University*, <http://admissions.gvsu.edu/admissions/about/>

1.3 Mission Statement:

At Grand Valley State University, the library is a crucial element for the provision of, and access to, information that will empower students and the university to achieve academic excellence. The processes of "acquisitions, application, dissemination, and preservation" provide the core foundation to establish the following university values,

- 1.) A distinct, liberally educated university culture that reflects the regional populous, yet embraces the ideas and values of international diversity.
- 2.) An environment that "nurtures civility, mutual respect, teamwork, diversity, innovation, flexibility, risk-taking, and professional growth."
- 3.) "A comfortable, engaging, and secure place for study, research, work, reflection, and interaction."
- 4.) Collections that are relevant and accessible for the production of new knowledge and scholarship.⁹

1.4 Priorities of Library Management:

- 1.) Special collections enrichment and promotion
- 2.) New building planning
- 3.) Human resources planning, including seeking diversity and employee development
- 4.) Scholarly communication and institutional repository management
- 5.) Budget management¹⁰

1.5 Library and Collections History:

Grand Valley State University has a total of six libraries: the Zumberge Library, Seidman House, Steelcase Library, Frey Foundation Learning Center, Women's Center, and the Van Andel Research Institution.

⁹ *University Libraries: About the Libraries*,

<http://www.gvsu.edu/library/index.cfm?id=84D7E837-B456-DEF8-750D228E9B853328>

¹⁰ *Ibid.*, <http://www.gvsu.edu/library/index.cfm?id=84D7E837-B456-DEF8-750D228E9B853328>

1.51 Zumberge Library¹¹



The Zumberge Library is the main library at Grand Valley State University, and is housed on the main campus in Allendale. It contains all standard library materials for a liberal arts university, including the sciences, humanities, and popular materials. A special sub-section of the Zumberge Library is devoted to the curriculum materials library (CML); the CML is “devoted to make available for preview, review, analysis, and use, a sampling of current, high-quality instructional materials for preschool through grade twelve.”¹²

The Zumberge Library is also a member of The Federal Depository Library Program, which distributes government documents to universities, in order to “provide public access to Government information online, or to produce or procure printed publications that serve the information needs of the U.S. Congress, Federal agencies, and the American public.”¹³

*Grand Valley State University stores these federal government documents on the fourth floor in printed and microfilm format.

1.52 The Seidman House¹⁴



The Seidman House is located across from the Zumberge library on Grand Valley's main campus, and contains the special collections and archived material collected by the university library system. Both print and digital archival collections are maintained by the Seidman library staff, and the library contains main collections in,

11 *Zumberge Library*. Image courtesy of <http://img.photobucket.com/albums/v156/81102/0009.jpg> , retrieved 03-08-2009.

12 *Curriculum Materials Library*, <http://www.gvsu.edu/library/cml/>

13 *Catalog of U.S. Government Publications*, <http://catalog.gpo.gov/fdlpdir/FDLPdir.jsp?mode=-2>

14 *The Seidman House*. Image courtesy of <http://main.gvsu.edu/library/specialcollections/index.cfm?id=101C27DB-BE87-ACB0-FCB8679130958F3F>, retrieved on 03-08-2009.

- 35,000 books and publications on children's materials, mysteries, modern first editions, author collections, fiction, and nonfiction, primarily consisting of Michigan authors.
- Incunabula and 16th Century Printing
- 5,000 books, pamphlets, broadsides, diaries, and maps about President Abraham Lincoln, The Civil War, and Slavery.
- Regional Materials, including the Jim Harrison Papers, and The Veterans History Project interviews and video collection.
- University History archives
- The Digital Library Collection, which includes electronic access to many of the archived materials at Grand Valley State University.¹⁵

1.53 The Steelcase Library¹⁶



The Steelcase Library is located within Grand Valley's Pew Campus, in downtown Grand Rapids, Michigan. The space within the Steelcase library is primarily reserved for reading areas, and an automated retrieval system requires patrons to request titles rather than browsing shelves, as access to the stacks by the public is completely restricted. The Steelcase library focuses its emphasis upon the following materials:

- Business
- Law
- Social work
- Public and Nonprofit Administration
- Engineering
- Criminal Justice
- Special Collections from the Grand Rapids bar Association and the Dorothy A. Johnson Collection for Philanthropy and Nonprofit leadership¹⁷

¹⁵ *Special Collections and University Archives: University Archives*, <http://main.gvsu.edu/library/specialcollections/index.cfm?id=054E8353-016C-1EEE-EF72FFADFE56F1EB>

¹⁶ *The Steelcase Library*. Image courtesy of <http://www.ascribehq.com/assets/photos/large/38efd54fe830f64f2f37b97cbcc002c097790e54.jpg> , retrieved on 03-08-2009.

¹⁷ *University Libraries: Steelcase Library*, <http://www.gvsu.edu/library/index.cfm?id=E0540CFD-F189-B3A0-46CE2207CD1489BD>

1.54 Frey Foundation Learning Center¹⁸



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The Frey Foundation Learning Center is located in the Center for Health Sciences on Grand Valley's Pew Campus (Grand Rapids). The emphasis of materials in the Frey Learning Center is focused upon health sciences, nursing, and medical materials, and “The collections comprise the most recent ten years of both print journals and books.” Special collections include

- The John A. Hartford Foundation Gerontology Collection
- Health Professions Theses
- Nursing and Health Professions videos and DVD's.

*Additional services are also provided by the library, such as course reserves, document deliveries, laptop computers, headphones, and DVD rentals.²⁰

18 *Frey Foundation Learning Center*. Image courtesy of <http://www.wausauwindow.com/images/gallery/Th/Sun-Shades---GVSU.jpg> , retrieved 03-08-2009.

19 *Frey Foundation Learning Center: Commons*. Image courtesy of <http://www.gvsu.edu/library/index.cfm?id=B253EB50-AD3B-0883-E820CFDB663BC450>, retrieved 03-08-2009.

20 *University Libraries: Frey Foundation Learning Center*, <http://www.gvsu.edu/library/index.cfm?id=B253EB50-AD3B-0883-E820CFDB663BC450>

1.55 Grand Valley State University Women's Center²¹



The Women's Center Library was started in 2002, and operates independently from the GVSU library system, yet its contents are listed within the electronic library catalog. The Women's Center Library is located within the Women's Center, which is stationed at the Kirkof Building on GVSU's main campus. The material contained in this collection consists of books, magazines, periodicals, and videos, and focuses upon the following subjects:

- Gender issues and inequalities
- Feminism
- Sexism
- Health
- Leadership
- Women's history
- Eating disorders
- Sexual assault²²

21 *GVSU Women's Center*. Image courtesy of http://main.gvsu.edu/women_cen/index.cfm?action=photogallery.gallery4&galleryId=E061D35F-03CC-EEF6-D0EB2BC1BCFDBE3F, retrieved on 03-08-2009.

22 *GVSU Women's Center: Resource Library*, http://www.gvsu.edu/women_cen/index.cfm?id=D231A2D7-0A14-3481-85D70B435A3AA12B

1.56 The Van Andel Research Institute²³



The Van Andel Research Institute is associated with Grand Valley State University and its Science graduate programs. It houses science related documents, research projects, and services, but the extent of these collections is unknown to the general public, due to its classified nature, and entrance and research conducted at this facility must be approved by the institute prior to visitation of the facility.²⁴

1.6 Organization of the collection management and development program

1.61 Staffing and assigned responsibilities

The Collection Development Librarian oversees all aspects of collection development, and ensures that the collections are growing in an appropriate direction. It is imperative that the Collection Development Librarian maintains an extensive knowledge of the entire collection, so that the librarian can provide integrated and informed suggestions for the development of the collection. His/her role is to manage the collections as a whole, and to understand the complex ways that the collections fit together to serve the user community. The Collection Development Librarian should be involved in all major collection decisions that affect the library, whether they are based on price, service or innovations to the library.

The Library Liaisons serve as experts in their particular subject areas, and are primarily responsible for finding and purchasing suitable resources for their specific collections. They must also make decisions about the deselection of resources in their current collections, based on use, repetition of information, and relevance to the user community. The Library Liaisons must choose an appropriate

²³ *Van Andel Research Institute*. Image courtesy of http://www.e-architect.co.uk/america/jpgs/van_andel_institute_vinoly0107.jpg, retrieved on 03-08-2009.

²⁴ *Van Andel Research Institute*, <http://www.vai.org/>

format for the resources they select, judging whether the user community would prefer monographs, electronic resources, or other formats for specific materials.²⁵

1.62 Liaison With User Groups

Ideally, faculty, students, and other members of the user community should be involved in the process of collection development. Library Liaisons should solicit collection development ideas from the user community, and closely monitor the needs and desires of the user community.

Library Liaisons can accomplish this goal by:

- 1) Meeting with patrons, both informally and in focus groups
- 2) Providing suggestion forms in paper and online formats.

* Patrons can suggest materials to be added to the collection by filling out the Purchase Request Form.²⁶ (See appendix 1).

- 3) Documenting observations and engaging in discussion with other Library Liaisons and faculty.

The Collection Development Librarian should conduct user studies to gain insight on how people use the collection, the specific needs of users, and how the collection can be improved to better provide for users. The GVSU Libraries should continually conduct user studies to construct a formal information needs assessment.

1.7 Budget Structure and Allocation Data:

To maintain academic excellence and provide faculty and students with the necessary materials to achieve success, Grand Valley State University Libraries have increased their holdings by nearly nineteen percent within the 2006/2007 Academic Calendar. The university allocates more than four million dollars per year for the expansion of holdings in retrospective and contemporary materials. Recent purchases and expenditures have included,

- A complete online set of Congressional serials, hearings and reports (over 500,000 records).
- Access to over 250,000 electronic books.
- Retrospective collections development (maps, pamphlets, books, personal collections)
- Free interlibrary loan services
- Increased common space for student and faculty use.
- Laptop rental services for students and faculty²⁷

²⁵ *Library Liaisons*: <http://www.gvsu.edu/library/index.cfm?id=27987E99-963F-B86B-0041B12F50CB00D2>
For a general staff directory, please see: <http://www.gvsu.edu/library/index.cfm?id=1BCDA867-C1F9-49E5-C0E6A547D88837E1>

²⁶ *University Libraries: Print Request Form*, http://www.gvsu.edu/library/index.cfm?action=home.request_form

²⁷ *University Libraries: Information of University Libraries*, <http://www.gvsu.edu/library/index.cfm?id=0425DFC4-C310-52E7-983E01BB2D65470F>

1.71 HOLDINGS²⁸

BOOKS, PERIODICALS & DOCUMENTS	June 2003	June 2004	June 2005	June 2006	June 2007	June 2008
Cataloged Materials	400,556	427,272	441,811	451,090	464,610	468,231
E Books (est.)	8,117	8,267	30,000	30,000	150,000	479,734
Bound Periodical Vol.	107,973	112,020	115,784	112,706	114,938	111,426
U.S. Documents	116,799	116,240	115,662	114,692	114,477	114,028
TOTAL VOLUMES	633,445	663,799	703,257	708,488	844,025	1,173,419
% Increase	---	4.8%	5.9%	0.7%	19.1%	39.0%
Current Periodical Subscriptions						
Paper and Micro	3,877	3,963	3,582	2,713	2,626	1,775
Electronic	7,200	8,000	17,682	34,314	71,133	44,000
Electronic Databases (est.)	na	na	200	200	250	350
NONBOOK MATERIAL						
Microforms (film & reel)	838,180	852,646	859,693	866,712	868,860	871,377
Maps	62,187	62,711	62,832	62,350	61,929	61,732
Sound Recordings	14,918	15,014	15,202	14,908	14,691	14,757
Film & Video	3,086	3,472	3,751	4,197	5,113	5,676
Computer Files	4,293	4,491	4,812	4,958	5,114	5,149
Internet Resources	668	864	2,471	2,549	4,344	4,755
Other Library Materials—kits, etc.	5,192	5,241	5,309	5,362	5,736	6,039
TOTAL NONBOOK MATERIALS	928,524	944,439	954,070	961,036	965,787	969,485
Total Holdings	1,573,046	1,620,201	1,678,791	1,706,751	1,883,821	2,189,029
% Increase						
University Archives <small># volumes counted 2003 & 2004 began cubic feet measurement in 2006</small>	46,789	47,307	1020	1055	964	998
Regional Historical Collections	na	na	849	999	1,194	1,229

²⁸ GVSU Holdings. Image courtesy of <http://www.gvsu.edu/library/index.cfm?id=0425DFC4-C310-52E7-983E01BB2D65470F>

	2002/03	2003/04	2004/05	2005/06	2006/07	2007/08
Volumes Circulated	93,108	94,727	86,701	96,850	110,653	113,995
Interlibrary Loan	23,104	21,031	21,639	20,537	25,330	30,442
Instructional Presentations	497	542	581	365	504	412
Presentation Attendees	11,720	13,180	14,691	10,464	13,038	9,974
Reference Transactions	40,893	37,410	41,778	29,402	28,814	27,013
<i>calendar year</i>				2005	2007	2008
Hits to the website				10,191,762	23,394,777	
BUILDING USE	2002/03	2003/04	2004/05	2005/06	2006/07	2007/08
Zumberge	202,287	201,043	213,145	252,832	337,680	386,809
Steelcase (est.)	105,936	105,284	117,386	105,000	108,836	167,193
Curriculum Materials Library - DeVos (as of 2007) <i>(KCRC prior to 2007)</i>	8,539	8,270	8,996	7,500	5,000	---
Frey Foundation Learning Center	na	12,885	21,954	26,466	79,438	95,485
Total Building Use	316,762	327,482	361,481	332,198	530,954	649,487

1.8 Cooperative Collection and Development Agreements

Grand Valley State University Library is an active member and participant in the MeLCat cooperative. This agreement enables faculty and staff to borrow materials from other MeLCat members, which is subject to the borrowing policies established by the MeL and participating institutions. Grand Valley state University does not allow for the release of textbooks, rare books, full journal issues (articles only), Genealogy records, paper copies of electronic books.²⁹

²⁹ Grand Valley State University Libraries: Loan Policies, <http://www.gvsu.edu/library/index.cfm?id=93E165EA-0DDE-18C5-9ADA4859E374250C#MeLCat>

2.0 Policies

2.1 Expensive purchases

The Collection Development Librarian should be involved in all decisions concerning purchases that are of significant expense. Decision to purchase should be based on the following criteria:

1. Relevance to collection- Does this material support the collection goals of the library? Will this resource be a good fit for the collection?
2. Expected amount of use-Is this a resource that will be heavily used? Will this resource be used by many people, or by a smaller select group?
3. New and valuable information-Will this resource provide information that is not provided anywhere else in the collection? How much of the information is duplicated by other sources?
4. Authority-Is this a reputable resource? What are the credentials of the publisher/author?
5. Access-How many users can access this resource at once? Can this material be accessed remotely?
6. Current budget and price of resource-What is the value of this resource? How will the purchase of this resource affect the library's ability to purchase other resources?³⁰

2.2 Access and Ownership

With the advent of electronic resources and the popularity of inter-library loan, the issue of access versus ownership has become a primary concern for the future of collection development. The GVSU Libraries are committed to providing quality resources for the user community in the most effective and efficient way possible, and to sharing resources with other libraries when it is practical to do so. Taking advantage of electronic access to information and the ability to share resources between libraries will enhance the collection and provide users with access to a wider variety of resources.

The GVSU Libraries strive to gain subscriptions to electronic resources that allow remote access, and access within the library that is not limited by the number of patrons using the resource. Electronic resources with full-text content are preferred.³¹

³⁰ *Idaho State University CD Policy*, <http://www.isu.edu/library/coldev/cdpolicy.htm>

³¹ *Indiana University-Purdue University CD Policy*, <http://www.lib.ipfw.edu/682.0.html>

2.3 Official stance on intellectual freedom, censorship, and copyright issues

The library, in accordance with University policy, abides by the “United States Copyright Law of 1976, as amended...which includes provisions of the TEACH Act.³²” For answers to frequently asked questions, including inquiries about Fair Use and the TEACH Act, please see our copyright policy at <http://www.gvsu.edu/library/index.cfm?id=93F889F0-EE14-8B35-505534AD5274729C>.

GVSU Libraries strive to follow the guidelines on censorship and intellectual freedom set forth by the ALA Library Bill of Rights, which states that, “Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.³³” The GVSU Libraries are committed to promoting intellectual freedom by providing a diverse collection to the user community. The GVSU Libraries wish to create an appropriate atmosphere for faculty, students, and other patrons to study and learn, where all needs are respected, and where information can be easily accessed. Although the GVSU Libraries will accept any request for reconsideration of materials, provided the appropriate form is filled out, the libraries will firmly stand behind their dedication to intellectual freedom, even if such a stance is sometimes regarded as unpopular by the public.

2.4 Donations and gifts

While the GVSU libraries encourage the community to donate materials, such donations must meet certain requirements before they can be included in the collection. Gifted materials will be selected for inclusion into the collection based on their relevance to the current collection, their condition and their format. Materials will be reviewed by the Collection Development Librarian and/or a library liaison to assess relevance and condition.

Donated materials must be free of the following problems:

- * Mold
- * Mildew
- * Pests
- * Significant Embrittlement³⁴

Materials afflicted with these problems may cause preservation issues and are not fit for use.

Once the materials are donated, ownership of such items is transferred to the library. Even if these materials are not chosen for inclusion in the collection, they cannot be returned to the donors.³⁵

³² *GVSU Copyright Policy*, <http://www.gvsu.edu/library/index.cfm?id=93F889F0-EE14-8B35-505534AD5274729C>

³³ American Library Association, *Library Bill of Rights*,
<http://www.ala.org/ala/aboutala/offices/oif/statementspols/statementsif/librarybillrights.cfm>

³⁴ Way, D., and Mark Jackson, *Grand Valley State University Libraries: Collection Development Policy* (Allendale: Department of Research and Instruction, 2008), 1

³⁵ *Ibid.* 1.

The following list of materials will not be accepted:

- * Textbooks
- * Complimentary desk copies
- * Popular paperbacks
- * Sound recordings
- * Outdated science or health materials
- * Incomplete media kits³⁶

Donors must fill out the Donation of Library Materials Form for items to be considered (See Appendix 2).

2.5 Deselection and Removal of materials

As with all libraries, the Grand Valley library collections must periodically undergo a process of "weeding" or "deselection," in order to maintain a collection that is the most current and best addresses the needs of the patrons, while practically considering the use of shelf space.

The criteria used in the deselection process includes the following elements:

- * Title is no longer relevant to programs, curriculum or patrons of the GVSU Libraries.
- * Physical condition of the item is unacceptable. (ex. Deterioration of binding, paper, missing pages).
- * Superseded editions of the title.
- * Lack of use of the title (circulation, in-house).
- * Multiple copies of the title in the collection that can circulate.
- * A copy can be obtained elsewhere at a similar or lower cost than keeping it in the collection.
- * An electronic copy can be obtained as a replacement for a print copy.
- * Obsolete titles. Titles that contain obsolete information because the information is out of date, invalid, inaccurate or incomplete.
- * Redundant items. Individual titles containing information found elsewhere, either in print or electronically, may be deselected.
- * Books that are not classics in the field and which have not circulated in 20 years. Exceptions can be made for titles from certain presses that are important in the discipline (ex. Oxford, Cambridge, Harvard, etc.)³⁷.

Each subject selector will also be the deselection officer, with the exception of items books in the Z classification and bibliographies. These items will be reviewed by the Collection Development

³⁶ Way, D., and Mark Jackson, *Grand Valley State University Libraries: Collection Development Policy*, 1.

³⁷ Jackson, M., *Grand Valley State University Libraries: Collection Development Deselection Policy* (Allendale: Department of Collection Development, 2005), 1-2.

Librarian³⁸

However, some items are exempt from the preceding deselection criteria. The following items will not be deselected for any reason:

- * Books from William Peters Reeves. These have the order number 10-091-22 stamped inside.
- * Books from the Joe Lee Davis purchase. These have order number A28990 stamped inside.
- * Books published before 1900.
- * Books written by GVSU faculty, administrators and staff³⁹.

2.51 Reconsideration of Materials

Currently, there is no criteria or form for which to file a complaint for reconsideration of materials. A basic form should be created, in the event that this situation occurs. Such a form should include:

- 1) Basic information about the offended patron, such as name and affiliation to the university
- 2) Basic information about the work, such as title and author
- 3) A summary of the work in question
- 4) Reason for the request for reconsideration (specific page numbers, quotes and themes)

Indiana University Kokomo library's request for reconsideration form is an excellent form to which Grand Valley could adapt for use in their reconsideration of materials. (See appendix 3).

If a reconsideration of materials complaint is filed, the material will undergo a review process, conducted chiefly by the Collection Development Librarian and appropriate Library Liaisons, including the subject area selector of the challenged material. Once the item has been reviewed, the library will issue a formal decision to the patron and, if necessary, to the library community at large. Furthermore, individual patrons may only submit one request for reconsideration per item. This approach should prevent abuse of the process and assure proper attention paid to challenged materials.

³⁸ Ibid. 2.

³⁹ Jackson, M., *Grand Valley State University Libraries: Collection Development Deselection Policy*, 2.

3.0 Collecting Scope

3.01 Formats Collected- Also see “Holdings,” (section 1.71) and “Analysis of Collections,” (section 3.13) To view the list of materials and formats that are collected by Grand Valley State University Libraries.

3.02 Retrospective vs. Contemporary Collecting

When deciding whether to purchase retroactively or contemporarily published materials, GVSU librarians should consider issues such as cost, usability, budget, and type of item. In general, contemporary items are preferred, because they have the most up to date information. However, each item should be judged based on its type, contents, and format. The newer editions of textbooks should always be purchased over older editions, because newer editions may have important changes or varying problem sets. The contemporary form of encyclopedias is also preferred. For fields where information changes quickly (such as computer science), contemporary works should always be purchased, and retro works rarely or never purchased. For certain types of items, such as fiction from the 1800s, it is more important to consider the publisher and cost, not necessarily whether the work is an older or newer edition.

3.03 Local History, rare books, manuscripts, realia, or archival material

Typically, the Special Collections staff at the Seidman Library handles the acquisition of items pertaining to local history, rare books, manuscripts, realia, and archival materials. Staff members, rather than jobbers, with the help of funding by the library and generous philanthropists from the West Michigan area, collect materials from the following areas:

- Books and publications on children's materials, mysteries, modern first editions, author collections, fiction, and nonfiction, primarily consisting of Michigan authors.
- Incunabula and 16th Century Printing
- Books, pamphlets, broadsides, diaries, and maps about President Abraham Lincoln, The Civil War, and Slavery.
- Regional Materials, including the Jim Harrison Papers, and The Veterans History Project interviews and video collection.
- University History archives⁴⁰

3.04 Children's Materials

Children's materials will be collected to support and aid the School of Education, which is "GVSU's largest graduate school."⁴¹ The GVSU Libraries should attempt to collect all children's books and media that are used as part of the curriculum. In addition, the libraries will collect award-winning books, such as those that have received the Newberry or Caldecott Medal. Electronic resources dealing with children's education should be made available for the interactive features.

⁴⁰ *Special Collections and University Archives: University Archives*, <http://main.gvsu.edu/library/specialcollections/index.cfm?id=054E8353-016C-1EEE-EF72FFADFE56F1EB>

⁴¹ *College of Education: Quick Facts*, <http://www.gvsu.edu/coe/index.cfm?id=F8623DAE-EA61-FBA4-A6FFB0EFA1FC1329>

3.05 Local Author's Publications

The GVSU Libraries have a particular interest in collecting the works of popular local authors, and the libraries attempt to accumulate their published materials. When buying such materials, preference should be given to authors who are most popular, because the demand for those items is likely to be highest. Materials that are published by alumni of GVSU should be collected to promote school pride, and it is likely that faculty and students will have an interest in such works. Archival materials are handled by the staff of the Seidman House, who are currently maintaining and expanding their collection on “Michigan and the Book,” which currently houses materials and media on,

- Popular Michigan authors and famous figures
- The Veterans History Project
- Michigan History
- The History of Grand Valley State University⁴².

3.06 Fiction

Fiction materials will be collected in support of the curriculum, especially as needed in the School of Education, and in accordance with the needs of faculty (see also Children's Materials). In support of the four library goals,⁴³ popular fiction with little scholarly or literary significance (e.g. widely recognized scholarly author or on a scholarly topic) will not be part of a standing order. Individual requests for such items will be evaluated on a case-by-case basis, by the collection development librarian of the subject area most accurately suiting the item.

3.07 Languages and Translations

English translations of non-English works pertinent to courses will be collected in accordance with curricula. In addition, works of historical and literary significance (e.g. works by Homer, Aristotle, the Qur'an) will be collected as needed to augment the current collection. This element of collection development will evolve to accommodate newly translated works, that become significant in society and history and as new courses develop.

Non-English language works will be collected to support Grand Valley's diverse offerings in foreign language programs, particularly the Modern Languages and Literatures programs in Arabic, Chinese, French, German, Italian, Japanese, Russian, Polish, and Spanish.⁴⁴ In addition, other areas of foreign language, such as Greek and Latin Emphasis in the Classics, will be supported.⁴⁵ Works may include items used directly in courses, as well as resources for translation, such as dictionaries and grammar guides. Works will be selected by librarians with a working knowledge of the language in which the work is written, or will collaborate with area faculty to select the most relevant and

⁴² *Speical Collections and University Archives: Regional Historical Collections*, <http://main.gvsu.edu/library/specialcollections/index.cfm?id=A38577F0-922C-ECBA-2282EACBEFCAA5A3>

⁴³ *About the Library: Libraries' Goals*, <http://www.gvsu.edu/library/index.cfm?id=84D7E837-B456-DEF8-750D228E9B853328>

⁴⁴ *Modern Languages and Literatures: GVSU Academic Programs*, <http://www.gvsu.edu/ml>

⁴⁵ *The Department of Classics: GVSU*, <http://www.gvsu.edu/classics/>

appropriate materials.

3.08 Popular Materials

While the purpose of the library is to provide intellectual and scholarly information to patrons, select popular materials will be collected to ensure a broad perspective in all subject areas. Popular materials will be restricted to those with information pertinent to course subjects at the university and news resources. Materials of strictly entertainment value, such as celebrity gossip magazines, will not be included in the selection of popular materials. Acceptable sources of popular materials include (but are not limited to): current U.S. and world news, industry, trade and subject specific periodicals.

3.09 Multiple Copies

Multiple copies of works will only be kept if there is a need for such, especially for classes where purchasing the book is impractical (e.g. students only need to read one chapter) or impossible (e.g. out of print), and the library has the budget to accommodate such a demand. Multiple copies of retroactively published books, however, will be collected if such a book has inherent value. A copy of a work published in 1890, for example, may be acquired for preservation purposes and historical significance, even if the library already contains the work in a later edition. See also: rare books (Sections 3.03).

3.10 Reserve Materials

As an academic library, housing Reserves books and making them available to patrons is one of the primary services offered by the GVSU Libraries. The Reserves section will collect textbooks that are used in current classes and are requested by professors to be put on reserve. The Reserves will collect multiple copies of textbooks depending on the projected amount of use, which can be determined by the number of students in each class. The materials in the Reserves can only be issued to patrons for a limited amount of time, such as 2 hours, 4 hours, 1 day, or 3 days. This length of time will be determined by the professor who requested the materials be put on reserve, although library staff may advise the professor as to the appropriate loan period. Reserves materials will also have restrictions on renewals, so that one patron cannot monopolize these limited resources.

3.11 Reference Materials

Reference works will be collected in all subject areas, with greater attention paid to transient or continually evolving information in such areas as advances in medicine, technological advances, current business trends and statistics as well as directories.

3.12 Government Documents

Grand Valley State University Libraries are a member of The Federal Depository Library Program, which distributes government documents to universities, in order to “provide public access to Government information online, or to produce or procure printed publications that serve the information needs of the U.S. Congress, Federal agencies and the American public.”⁴⁶ Grand Valley

⁴⁶ *Catalog of U.S. Government Publications*, <http://catalog.gpo.gov/fdlpdir/FDLPdir.jsp?mode=-2>

State University stores these federal government documents on the fourth floor in printed and microfilm format.

Alternative sources to government information can be accessed electronically through Grand Valley's Government Resources and Maps website, in both remote and on campus locations. Students can access over fifty full-text and indexing databases, which provide information on federal and state documents, as well as census statistics, maps, crime reports, country studies, and international resources.⁴⁷

3.13 Analysis of Collections

3.13A Zumberge Library

The Zumberge Library is the main library at Grand Valley State University, and is housed on the main campus in Allendale. It contains all standard library materials for a liberal arts university, including the sciences, humanities, and popular materials. A special sub-section of the Zumberge Library is devoted to the curriculum materials library (CML); the CML is "devoted to make available for preview, review, analysis, and use, a sampling of current, high-quality instructional materials for preschool through grade twelve."⁴⁸

The Zumberge Library is also a member of The Federal Depository Library Program, which distributes government documents to universities, in order to "provide public access to Government information online, or to produce or procure printed publications that serve the information needs of the U.S. Congress, Federal agencies and the American public."⁴⁹

Grand Valley State University stores these federal government documents on the fourth floor in printed and microfilm format.

3.13B The Seidman House

The Seidman House is located across from the Zumberge library on Grand Valley's main campus, and contains the special collections and archived material collected by the university library system. Both print and digital archival collections are maintained by the Seidman library staff, and the library contains main collections in,

- 35,000 books and publications on children's materials, mysteries, modern first editions, author collections, fiction, and nonfiction, primarily consisting of Michigan authors.
- Incunabula and 16th Century Printing
- 5,000 books, pamphlets, broadsides, diaries, and maps about President Abraham Lincoln, The Civil War, and Slavery.
- Regional Materials, including the Jim Harrison Papers, and The Veterans History Project interviews and video collection.
- University History archives
- Digital Library Collection, which includes electronic access to many of the archived materials at Grand Valley State University.⁵⁰

⁴⁷ *University Libraries: Government Resources and Maps*, <http://www.gvsu.edu/library/govdoc/>

⁴⁸ *Curriculum Materials Library*, <http://www.gvsu.edu/library/cml/>

⁴⁹ *Catalog of U.S. Government Publications*, <http://catalog.gpo.gov/fdlpdir/FDLPdir.jsp?mode=-2>

⁵⁰ *Special Collections and University Archives: University Archives*,

3.13C Steelcase Library

The Steelcase Library is located within Grand Valley's Pew Campus, in downtown Grand Rapids, Michigan. The space within the Steelcase library is primarily reserved for reading areas, and an automated retrieval system requires patrons to request titles rather than browsing shelves, as access to the stacks by the public is completely restricted. The Steelcase library focuses its emphasis upon the following materials:

- Business
- Law
- Social work
- Public and Nonprofit Administration
- Engineering
- Criminal Justice
- Special Collections from the Grand Rapids bar Association and the Dorothy A. Johnson Collection for Philanthropy and Nonprofit leadership⁵¹

3.13D The Frey Foundation Learning Center

The Frey Foundation Learning Center is located in the Center for Health Sciences at Grand Valley's Pew Campus. The emphasis of materials in the Frey Learning Center is focused solely upon health science, nursing, and medical materials, and “The collections comprise the most recent ten years of both print journals and books.” Special collections include

- The John A. Hartford Foundation Gerontology Collection
- Health Professions Theses
- Nursing and Health Professions videos and DVD's.

*Additional services are also provided by the library, such as course reserves, document deliveries, laptop computers, headphones, and DVD rentals.⁵²

3.13E Grand Valley State University Women's Center

The Women's Center Library was started in 2002, and operates independently from the GVSU library system, yet its contents are listed within the electronic library catalog. The Women's Center Library is located within the Women's Center, which is stationed at the Kirkof Building on GVSU's main campus. The material contained in this collection consists of books, magazines, periodicals, and videos, and focuses upon the following subjects:

- Gender issues and inequalities
- Feminism
- Sexism
- Health
- Leadership

<http://main.gvsu.edu/library/specialcollections/index.cfm?id=054E8353-016C-1EEE-EF72FFADFE56F1EB>

51 *University Libraries: Steelcase Library*, <http://www.gvsu.edu/library/index.cfm?id=E0540CFD-F189-B3A0-46CE2207CD1489BD>

52 *University Libraries: Frey Foundation Learning Center*,

<http://www.gvsu.edu/library/index.cfm?id=B253EB50-AD3B-0883-E820CFDB663BC450>

- Women's history
- Eating disorders
- Sexual assault⁵³

3.13F The Van Andel Research Institute

The Van Andel Research Institute is associated with Grand Valley State University and its Science graduate programs. It houses science related documents, research projects, and services, but the extent of these collections is unknown to the general public, due to its classified nature, and entrance and research conducted at this facility must be approved by the institute prior to visitation of the facility.⁵⁴

3.14 Conspectus

As an academic library, Grand Valley State University Library seeks to provide students and faculty with adequate resources to conduct scholarly research and investigation, and to promote the publication of new knowledge and findings in the academic field. Grand Valley does not currently collect materials at RLG conspectus levels 4 (research level) and 5 (comprehensive), but attempts to acquire materials to maintain at least a level 2B (Basic Information Level, Advanced) rating for undergraduate programs, and a level 3C (Advanced Study or Instructional Support Level) conspectus rating for graduate programs, such as,

- | | |
|-----------------------------------|---|
| > Accounting | > Master of Business Administration |
| > Bioinformatics (PSM) | > Master of Science in Biology |
| > Biostatistics | > Nursing |
| > Biotechnology | > Nursing - BSN/MSN |
| > Communication | > Occupational Therapy |
| > Criminal Justice | > Physical Therapy |
| > Early Childhood Education | > Physician Assistant Studies |
| > Educational Leadership | > Public Administration |
| > Educational Technology | > Reading Education |
| > Elementary Education | > Secondary, Adult and Higher Education |
| > Gifted and Talented Education | > Social Work |
| > Information Systems | > The Ronald E. McNair Scholars Program |
| > Special Education ⁵⁵ | |

⁵³ *GVSU Women's Center: Resource Library*, http://www.gvsu.edu/women_cen/index.cfm?id=D231A2D7-0A14-3481-85D70B435A3AA12B

⁵⁴ *Van Andel Research Institute*, <http://www.vai.org/>

⁵⁵ *Graduate Schools: Grand Valley State University*, http://www.gradschools.com/School/MI_United-States/Grand-Valley-State-University/62093.html

4.0 Environment

4.1 Census Information:

Situated within the major West Michigan counties of Ottawa and Kent, which are home to the main campuses in Allendale, Holland, and Grand Rapids, Grand Valley State University services a student body that is representative of the following community demographic statistics:

County	Ottawa County⁵⁶	Kent County⁵⁷
Total Population	259,206	604,330
White/non-Hispanic	87.1%	77.8%
African American/Black	1.4%	9.4%
Hispanic	8.0%	9.2%
Asian	2.4%	2.1%
Median Household Income	\$55,088	\$49,703
Female Persons	50.7%	50.5%
High School Graduate age +25	86.6%	84.6%
Bachelor's degree or higher, age +25	26.0%	25.8%
Manufacture Shipments (\$1,000)	8,653,850	13,712,152
Retail Sales (\$1,000)	2,142,358	8,203,468
Women Owned Firms	23.6%	28.7%

Given the census data, Grand Valley State University primarily serves a population that is racially Caucasian and of middle class background, while striving hard to continually accommodate and serve the changing demographics of an increasingly diverse population, of African American, Asian, and Hispanic minority students. Many of the students that attend Grand Valley are first generation university students, who come from households that have at least one parent who has graduated from high school, and typically work in the agricultural, manufacturing, and retail sectors of the economy. Female representation at Grand Valley State University is reflective of the population statistics, and provides adequate resources for women to successfully maintain, and increase the economic activity and representation in the workforce.

56 U.S. Census Bureau, State and County *Quick Facts: Ottawa County, Michigan*, <http://quickfacts.census.gov/qfd/states/26/26139.html>

57 U.S. Census Bureau, State and County *Quick Facts: Kent County, Michigan*, <http://quickfacts.census.gov/qfd/states/26/26081.html>

4.2 History of Grand Valley State University⁵⁸



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Grand Valley State University was originally founded in Allendale, Michigan, under its original name of Grand Valley State College, between the major commerce centers of Grand Rapids and Holland. This location was originally chosen through careful calculation, based on the population and demographic research of John X. Jamrich; he determined that West Michigan students, spanning eight counties, could achieve maximal access with a college constructed in Allendale.⁶⁰

Currently, Grand Valley has added several new campus locations to serve the extended West Michigan community, with course offerings available in Allendale, Grand Rapids, Holland, Muskegon, and Traverse City. Students can choose from over 200 available programs, with 69 undergraduate majors, and 26 graduate degrees.⁶¹

At Grand Valley State University, the campus community is focused upon the importance of educating students how to successfully incorporate the tenants of a liberal education into the professional workforce. This objective is completed by active student participation, to maintain a healthy relationship between the mind and body, through the promotion of diverse and culturally rich activities.

Because Grand Valley is relatively smaller than most universities, many of the students are also members of the collegiate sports teams and clubs, including,

- | | | |
|---------------------------------|------------|---------------------------|
| -baseball | - golf | -swimming |
| -basketball | - football | - volleyball |
| -cross country/ track and field | - tennis | - wrestling ⁶² |

58 *Lake Huron Hall*. Image courtesy of <http://www.gvsu.edu/gvhistory/index.cfm?id=F6A1E25E-DBCA-ADBD-99AFD2C9D899BCDB>, retrieved on 03-08-2009.

59 *Grand Valley State University*. Image courtesy of <http://img.groundspeak.com/waymarking/display/2b239646-512d-4d15-9741-c40f6697f9ae.jpg>, retrieved on 03-08-2009.

60 Travis, A., and Lyn Mapes, *History of Grand Valley State University: Why Allendale?*, <http://www.gvsu.edu/gvhistory/index.cfm?id=3F5C4AAD-A6ED-77B7-874DE750DB5C48EA>

61 *Identity Standards Guide: History of Grand Valley State University*, <http://www.gvsu.edu/identity/index.cfm?id=8369C27C-A3A7-08D0-90569B0F296D05DE>

62 *Grand Valley State Laker Athletics*, <http://gvsulakers.cstv.com/>

Admission to most athletic events are free with a student id, so the student population plays an important role, as a significant cultural element in the atmosphere of Grand Valley Athletics.



Additionally, Grand Valley has erected field house and recreational centers for student use, which are available on the Northwest portion of the Allendale campus. Within these facilities, the following amenities are offered to the student, faculty, and alumni body:

- Climbing Center: 26.5foot high, 2,500-square-foot El Dorado wall system that can be changed to challenge experienced wall climbers.
- Pool: 25 yards x 25 meters long and contains 6 lanes to host collegiate competitions.
- Recreation Center:
 - Wooden courts to accommodate basketball or volleyball practice and intramural team play.
 - Racketball courts
 - Cardiovascular workout stations
 - An elevated, 3-lane running track
 - Free-weight stations

The recreational centers at Grand Valley are critically acclaimed, and have won and been associated with several prestigious awards.

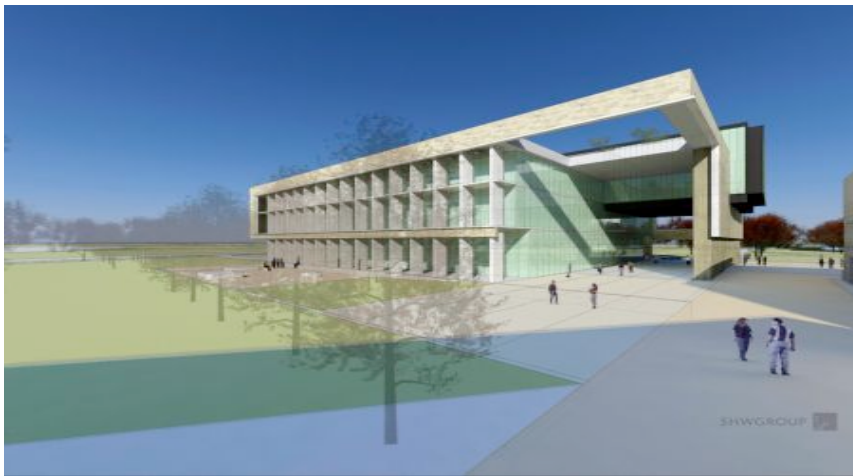
- “Facility of Merit” award from Athletic Business magazine (1984)
- “Gold Citation–Interior Awards” winner by the by American School and Universities Magazine (1997).
- The recreational facility is home to the 2002, 2003,2005 and 2006 National Championship GVSU Laker Football team, as well as the 2005 Women's Volleyball National Championship team, the 2006 Women's Basketball National Championship team, and the 8 consecutive conference champion Men's and Women's track team.⁶⁴

63 *Laker Stadium*. Image courtesy of <http://spinninglens.com/gvsu/gvsuindiana/gvsuind4sml.jpg> , retrieved on 03-08-2009.

64 *GVSU Fieldhouse: Overview of the Fieldhouse Complex*,<http://www.gvsu.edu/fieldhouse/index.cfm?id=DD7A85FE-0E1F-C281-CB47C82493EBA38D>



On Grand Valley's campus, athletic events and recreational buildings are integral to student life, yet they provide a competing source for students' time and institutional funding. The continual expansion of Grand Valley's campus in a Northward direction, along with the popularity of medical sciences, due to Grand Rapids' economic expansion into the field of medical services, has created a population center that is continually shifting away from the library, which is located on the south end of campus. Therefore, Grand Valley State University library is proposing a future endeavor to update its facility, and move to a location that is more campus-centric, which will effectively serve the student population, and allow the library to become a more recognizable campus facility, and an indicative landmark to visiting students and faculty.



65 *GVSU Turf Fieldhouse*. Image courtesy of http://blog.mlive.com/grpress/news_impact/2008/08/large_GVSU-FIELDHOUSE.jpg , retrieved on 03-08-2009.

66 *GVSU Fieldhouse: Night*. Image courtesy of <http://main.gvsu.edu/fieldhouse/index.cfm?action=photogallery.gallery4&galleryId=73A09BA9-DF0A-AFFA-5B721FB95A7F401D>, retrieved on 03-08-2009.

67 *Mary Idema Pew Library*. Image courtesy of http://blog.mlive.com/grpress/2008/06/large_GVSU-PROPOSED-LIBRARY.jpg , retrieved on 03-08-2009.

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University Libraries: Print Request Form, http://www.gvsu.edu/library/index.cfm?action=home.request_form

University Libraries: Steelcase Library, <http://www.gvsu.edu/library/index.cfm?id=E0540CFD-F189-B3A0-46CE2207CD1489BD>

U.S. Census Bureau, State and County *Quick Facts: Kent County, Michigan*, <http://quickfacts.census.gov/qfd/states/26/26081.html>

U.S. Census Bureau, State and County *Quick Facts: Ottawa County, Michigan*, <http://quickfacts.census.gov/qfd/states/26/26139.html>

Van Andel Research Institute, <http://www.vai.org/>

Van Andel Research Institute. Image courtesy of http://www.e-architect.co.uk/america/jpgs/van_andel_institute_vinoly0107.jpg, retrieved on 03-08-2009.

Way, D., *Grand Valley State University Libraries: Gift Policy*. Allendale: Department of Collection Development, 2008

Way, D., and Mark Jackson, *Grand Valley State University Libraries: Collection Development Policy*. Allendale: Department of Research and Instruction, 2008.

Zumberge Library. Image courtesy of <http://img.photobucket.com/albums/v156/81102/0009.jpg> , retrieved 03-08-2009

Appendix

A1 Purchase Request Form⁶⁸

Purchase Request Form

This request form is your online method to suggest purchases for the GVSU Libraries. It would be helpful to check the [online catalog](#) before requesting an item to see if the library already owns the item or if it is on order.

* indicates a required field

Name: *

E-mail Address: *

Department:

Phone:

Status: * Faculty Student Staff Other

Your affiliation
(if *Other*):

Format:

Author/Editor:

Title: *

Publisher:

Year:

Edition:

Comments and suggestions:

⁶⁸ GVSU Purchase Request Form, http://www.gvsu.edu/library/index.cfm?action=home.request_form



TITLE:	Gift Policy	REVISION:	A
WRITTEN BY:	Doug Way	DATE:	1/08
APPROVED BY:	Library Council	DATE:	1/08
DEPARTMENT:	Collection Development	PAGE 1 OF 2	

PURPOSE: To define a policy for accepting gifts into the libraries.

GIFT POLICY

The University Libraries welcome the donation of materials to be considered for inclusion in the Libraries’ collections from faculty, faculty emeriti, students, alumni, staff, and community members.

All materials donated become the property of the University Libraries. Donated materials are reviewed by the collection development librarian or the appropriate subject liaison librarian(s). Items determined to be of substantial value, interest, or rarity may be designated for Special Collections. The University Libraries will make the final decision about the disposition of all donated materials. Materials that do not meet the scope or focus of the University Libraries’ collection development policies or that are in poor condition will not be added to the collection. These materials may be sold, donated or recycled at the Libraries’ discretion. Donated materials not added to the collections will not be returned to donors.

The University Libraries will provide a letter of acknowledgement for donors who fill out a *Donation of Library Materials Form*. For donations valued at more that \$5000, donors will provide the University Libraries with a valuation from a qualified appraiser. Because IRS regulations do not allow an institution receiving a gift in kind to assign a monetary value for tax purposes, donors are responsible for any estimates used for tax deductions. Appraisals of materials need to be completed prior to the delivery of materials to the University Libraries.

The Libraries generally cannot accept donations of journals and magazines. Donations of select scholarly journals may be accepted to fill in gaps in the collection.

The Libraries are unable to accept materials in poor condition, including materials with defaced text. Items that show evidence of mold, mildew, pests, significant embrittlement, or disrepair are routinely declined. The Libraries are also unable to accept the following kinds of materials:

- Textbooks
- Complimentary desk copies
- Popular paperbacks
- Sound recordings
- Outdated science or health materials
- Incomplete media kits

⁶⁹ Way, D., *Grand Valley State University Libraries: Gift Policy*. Allendale: Department of Collection Development, 2008.

