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Approved by the Libraries Committee, September 24, 2013.
I. Introduction & Goals

One of the goals of Memorial Library is to meet the information needs of our users; a key element of meeting that goal is providing collections that support the Berry College commitment to providing an integrated education that provides students a solid foundation for life and the inspiration to serve others. We collect, organize, and make readily accessible information resources needed by the students and faculty of the college, and essential for teaching, learning, research, and scholarship. Memorial Library views itself as an integral strand of the fabric of residential campus life. We endeavor to develop a collection that not only supports the curriculum, but also includes materials that will arouse intellectual curiosity and support the co-curricular needs of the students. While we recognize the importance of a strong traditional collection, we also understand that resources that will best serve these purposes may come from collections that are global in nature, and may no longer be owned directly by the library.

II. Selection Criteria and Responsibility

Memorial Library collections are built with the understanding that our primary audience is the students, faculty, and staff of Berry College. Memorial Library promotes a shared model for collection development, designating librarian liaisons to each academic department and program across campus. Liaisons serve as the informed advocate for their areas of responsibility and are charged to collaborate with faculty to build and sustain a collection appropriate for the department/program needs. Memorial Library welcomes recommendations for its collections from all members of the Berry community; active faculty participation in collection development is essential for building a strong collection.

In addition to the guidelines below, we use variety of approaches to ensure the development of a collection that is responsive to user needs. In addition to encouraging recommendations from users, examples include patron-initiated selections from e-book vendors, and the use of such resources as interlibrary loan request data, national prize lists, and circulation statistics to assist with identifying areas of need and materials that will contribute to the life of the college.

General Selection Guidelines

- Memorial Library primarily collects English-language materials, but will acquire material in other languages as needed to support the curriculum.
- Memorial Library acquires duplicate copies of print materials only when heavy usage or other specific circumstances necessitate.
- Recognized selection tools, as well as faculty and librarian expertise, are used to inform selection of materials for Memorial Library.
- Items not usually added to the collections include textbooks, dissertations and theses from other institutions, working papers, annual reports, workbooks, lab manuals, and scattered or single issues of journals.
III. Formats of Material Selected

Memorial Library strives to provide access to materials needed by the Berry community regardless of format. Decisions about format are guided by availability, recommendation of the requestor, knowledge about the use patterns, needs of students and faculty, and cost. In general, we follow the protocols below.

A. Monographs

Requestors and selectors are asked to specify the preferred format for monographs acquisitions. In the absence of a recommendation, our preference will remain the most cost effective choice, with the goal of adding as many requested items to the collection as possible.

B. Periodicals

In most cases, when available, periodical subscriptions are electronic only. Although other factors may contribute to such a decision, the principal reasons for continuing print subscriptions to periodicals that are available electronically are the inclusion in the print edition of content not available in the electronic edition or the contribution the print version makes to the library’s goal of maintaining a browsing collection.

C. Audio Recordings

CD is the preferred medium for individual audio recordings. We will continue to explore emerging technologies with which to provide audio resources to the campus.

D. Video Recordings

DVD is the preferred medium for individual video recordings. VHS recordings are added to the collection if no other format is available. The library will continue to explore emerging technologies with which to provide video resources to the campus.

IV. Collection Maintenance

Memorial Library takes a proactive approach to collection maintenance through regular inventory to ensure that the catalog accurately reflects the location and status of each item in the collection. Selective withdrawal, or weeding, in collaboration with the faculty and others with subject expertise, is used as needed to assist in maintaining an accurate, highly usable collection.

V. Cooperative Arrangements

Memorial Library is a participant in the following cooperative agreements:

- GALILEO/ Georgia Private Academic Libraries (GPALS)
- LYRASIS
VI. Specific Collecting Areas

A. Archives
Memorial Library houses the Berry College Archives, which serves as the primary repository for materials pertaining to the Berry Schools, Berry College and founder Martha Berry. The principal purpose of the archives is to appraise, collect, preserve, maintain, and make accessible records of historical value to the institution. The Archives encourages the use of its materials within the curriculum through education and outreach to interested members of the Berry community.

The collection includes publications and records generated by Berry College, its students and faculty, its alumni, and publications pertaining to the Berry Schools, Berry College, and/or Martha Berry and the Berry Family. Formats collected range widely, including but not limited to books, paper documents, microforms, videotapes, and rare books or manuscripts. We recognize the increasing importance of preserving the digital story of the college and have begun to work with related campus entities to develop a plan to collect these artifacts.

B. Curriculum Materials Center (CMC)
Memorial Library operates a satellite collection specializing in resources for teacher education faculty and students in the Cook Building. The collection is categorized into children’s, young adult, curriculum materials, textbooks, and reference materials. The library maintains a standing order plan for award winning books for children and young adults. The list of awards collected is updated periodically in collaboration with the Teacher Education Department (see Appendix C for a list of currently selected awards).

C. General & Popular Reading
Memorial Library acknowledges its role in providing leisure reading materials to the Berry College community, particularly to residential students. To support this role, we contract with a rental book vendor to provide a small rotating collection of current popular titles and acquire all titles nominated for the National Book Award and all Pulitzer Prize-winning titles.

D. Government Documents
The library participates in the Federal Depository Library Program, selecting approximately 25% of United States Government publications for inclusion in the collection. FDLP libraries agree to make these materials available for free use by the general public. Our aim is to develop a collection that meets the needs and format preferences of the general public, with a focus on the needs of the Berry College community, our region, and Congressional District.

E. Graphic Novel Collection
Memorial Library maintains a collection of graphic novels that supports the instructional and recreational needs of the Berry College community. The collection is intended to represent the history of the comic medium and to provide resources to support academic study of the
medium. In addition to other titles selected by faculty, Memorial Library collects titles winning either a Will Eisner Comic Industry Award or a Harvey Award (for achievement in comic books).

**F. Video Collection**
Memorial Library maintains a video collection to support the teaching and research needs of the Berry College community.

An important goal for the collection is that it provides a broad representation of the history of American television and cinema. To this end, we maintain a collection of all films ranked in the American Film Institute’s *100 Years ... 100 Movies* films list, as well as television series that highlight different eras of American television.

The foreign film collection includes award winning and popular films from around the world, intended not only to support the curriculum, but also to expose students to filmmakers and subjects they might not ordinarily encounter.

**G. Music Library**
Memorial Library collaborates with the Music faculty in the Fine Arts Department to operate a satellite collection in the Ford Building. While the resources of the Music Library are available to all library users, the collection is tailored to support the needs of Music faculty and students. The collection includes most of the library’s holdings of recorded music, all scores and other printed music, and a small collection of print reference materials. Most music-related books, videos, and periodicals are housed at Memorial Library.

**H. Reference**
The Reference Collection supports all curricular areas, faculty and student research, and general reference needs. These resources are increasingly electronic in format, but we will continue to maintain a print collection of essential, unique core resources that compliment rather than duplicate our electronic holdings.

**I. Other Special Collecting Areas**
Special effort is made to add to the general collection copies of books by Berry College faculty, as well as books by invited guests who participate in significant campus programs such as the Conson Wilson and Gloria Shatto lecture series.

Current discussion of the future scope of the Archives collection focuses on Martha Berry’s personal library and interests, and the curricular strengths of the Berry Schools.

**VII. Censorship**
Berry College is a private institution. Censorship efforts on the part of persons or groups not affiliated with Berry College shall not be acknowledged. To establish guidelines for the acquisition of materials of potentially controversial nature, and to respond to challenges by current students, faculty, or staff members, the following shall be the policy of Memorial Library.
A. **Widest Possible Variety of Viewpoints**

In an effort to support the concept that "...education is basically a process of searching for and teaching truth..." and "...that as such cannot thrive in an atmosphere of intolerance, suspicion, or fear,"* Memorial Library shall make available to the Berry College academic community materials offering the widest possible variety of viewpoints, regardless of the popularity of the viewpoints or the popularity or unpopularity of their authors.

B. **Basis of Selection**

Selection of materials for Memorial Library shall be based on the criteria expressed in this document regardless of the frankness of language or controversial manner an author may use in dealing with subjects of religion, politics, sex, social, economic, scientific, or moral issues.

In handling criticisms of materials, the director of the library shall follow the procedures outlined in Appendix B: Reconsideration Policy.

*Berry College Faculty and Staff Handbook, "Academic Freedom."
Appendix A: Gift Policy

Memorial Library welcomes inquiries regarding donations to the collection. Whenever possible, donors and potential donors of material for the general collection should be referred to the Head of Technical Services, who will consult with the appropriate liaison librarian to determine interest in the donation. The library reviews offers of material donations carefully and at its discretion, and may choose to decline gifts that fall outside the scope of the collection.

Book plates identifying the donor may be inserted in gift materials or materials purchased with gift funds if requested by the donor. Gifts will be acknowledged in writing in accordance with the procedures outlined in Memorial Library’s Gift-in-Kind Policy.

Appendix B: Reconsideration Policy

Any current student, faculty or staff of Berry College may formally challenge materials in the collection, just as they have the right to recommend items for the collection. This procedure is to ensure due process and timely resolution.

1. Memorial Library staff receiving a verbal or written complaint concerning material should report the complaint to the Director. Student workers are to notify their immediate supervisor.
2. At their discretion, the Director may informally address these concerns, explaining the library’s collection and policies to the concerned user.
3. If a formal challenge is requested, a reconsideration form is given to the concerned user.
4. Reconsideration requests are not official until the appropriate form is completed, signed, and given to the Director. Hearsay, phone calls, verbal complaints, anonymous objections, or emails do not constitute a request for reconsideration.
5. The Director supplies the concerned user with a copy of Memorial Library’s mission statement and the American Library Association’s Library Bill of Rights.
6. Challenged items will remain available to the Berry College community until the challenge is resolved.
7. The Director, the appropriate library liaison and an academic department representative confer concerning the challenged material.
8. The decision is made in a timely fashion, usually within ten working days.
9. The Director notifies the concerned parties in writing of the outcome. If the concerned user wishes to make an appeal, the Director forwards the matter to the Libraries Committee for review.
Appendix C: Children’s and Young Adult Books Award List

- ALA Children’s Notable
- ALA Best Books for Young Adults
- Horn Book Award
- Caldecott Honor & Medal
- Carnegie Medal
- Carter G. Woodson Award
- Coretta Scott King Award & Honor
- Charlotte Zolotow Award & Honor
- Edgar Allen Poe Award
- Golden Kite Award & Honor
- YALSA Top Ten Great Graphic Novels for Teens
- Giverny Award
- Golden Duck Award
- Jane Addams Book Award & Honor
- Kate Greenaway Medal
- Mildred L. Batchelder Award & Honor
- Michael L. Printz Award & Honor
- National Book Award: Young People’s Literature
- Newbery Honor & Medal
- Orbis Pictus Award & Honor
- Outstanding Science Trade Book for Students K-12
- Pura Belpre Award & Honor
- Robert F. Sibert Medal & Honor
- Scott O’Dell Award