

COURTRIGHT MEMORIAL LIBRARY COLLECTION DEVELOPMENT POLICY

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Last Review Date: 2/18/2026	Approval Date: 3/24/2026
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PURPOSE STATEMENT

This policy establishes standards and criteria for acquisition, maintenance, and retention of materials, whether by purchase or gift, and provides a basis for consistent collection development from all library staff and the Otterbein community of users engaged in that work. This plan is supported by a supplemental collection development plan used by library staff to manage workflows and processes. It is informed and framed by the [University](#) and [Library](#) mission, vision, diversity, and other statements and principles, and reflects the goals and values of Otterbein University.

SUPPORT FOR INTELLECTUAL FREEDOM

The Courtright Memorial Library adheres to the American Library Association (ALA) [Library Bill of Rights](#), which guides our behavior, frames our belief system, and establishes the basic principles that govern our service work.

FREEDOM OF INFORMATION & ACCESS

The library will not censor access to resources, material, or content, nor protect users from offensive or suggestive materials or information. Just as the Internet is a decentralized, unmoderated global network and the Courtright Memorial Library and Otterbein University have no control over the content found online, so too are the library collections representative of a wide range of perspectives, experiences, and viewpoints. While we do actively work to ensure that content added to our collection meets our collection development criteria, we are not responsible for the content availability and/or accuracy of information found on the Internet or in our collection.

HISTORIC CONTENT

As an academic library, we strive to balance historical research with modern criticism and content, encouraging robust discussion and exploration of topics from a variety of perspectives. The library holdings may include materials which are a representation of the era in which they were created and consequently may contain offensive language, images, negative stereotypes, or recordings. We encourage you to [email the library](#) if you have questions about physical historic content.

RECONSIDERATION REQUESTS

The Courtright Memorial Library welcomes feedback from all Otterbein community members regarding our physical collection. Should an Otterbein community member feel reconsideration of a particular item is warranted, we encourage them to submit this form (anonymously, or they may leave their name and contact information if they so choose): [Request for Reconsideration of Physical Library Material form](#). We encourage them to provide as much detail and information regarding their concerns about the item in question. Incomplete forms may not be reviewed. All forms will be received by the Technical Services Librarian.

The Technical Services Librarian, Library Director, and the appropriate collection liaison will then review the objection and the item in question. The item will be reviewed against the collection development guidelines and principles and its supporting documents, including but not limited to such factors as currency, relevancy, curricular value, and accuracy. Also informing the final decision are the library and university's mission, vision, values, guiding principles, and strategic goals. Review of the reconsideration request will occur within 5-7 business days of receiving the request for reconsideration.

Once a decision has been made, the item will either be returned to the appropriate collection or processed according to collection development plan guidelines related to the ultimate decision. If the objecting user provided their name and contact information, the Technical Services Librarian or other library staff will provide feedback to them regarding the review committee's process, decision, and/or final recommendations within 9-14 business days of receiving the request for reconsideration. The Technical Services Librarian will keep records of all objections, including all relevant information and any decisions made regarding the materials.

BUDGETING

The library budget relies upon operational funds supporting the undergraduate and the graduate program on campus, allocated first to electronic and print periodical/standing orders with the remainder directed towards discretionary purchases. Operating funds are augmented by numerous subject-specific library endowments at the recommendation of the librarian liaisons and the discretion of the Technical Services Librarian.

CONSORTIA

As the Courtright Memorial Library is an active member of both the OPAL and OhioLINK consortia, consortia standards and requirements will take precedence over other considerations. Membership in consortia like OhioLINK and OPAL allows the Courtright

Memorial Library to maximize our allocated budget and expand our reach in terms of access and accessibility, while allowing us to support other Ohio institutions, both public and private, by granting them access to our resources as we receive access to theirs. OhioLINK's principles of content selection follow these guidelines:

- Content meets statewide strategic and sustainable priorities for education and research.
- Decisions about content are made by member organizations.
- There is a high need across most of the membership (basic resources).
- There is a firm commitment of sufficient funds from the membership (basic resources) or the research-intensive members (research resources).
- Price savings are substantially better than individual institutional purchases or subscriptions.
- Management of the content supports efficiencies for staffing at OhioLINK and membership institutions.

The Courtright Memorial Library acknowledges the following standards regarding consortia duplicates:

- If five (5) copies of an item are held in the OhioLINK central catalog, selectors may be asked to provide rationale for adding a local copy and requests may be denied.

REQUESTORS

This policy recognizes that the library's community of users includes faculty and staff of Otterbein University, all undergraduate, graduate, full and part-time students, and continuing education students. All community users, as recognized above, are welcome to actively suggest titles for addition to the collection. All requests are expected to comply with this policy.

All community users, as recognized above, are directed to the online [Acquisition Request Form](#) as the preferred method for submitting item requests or for learning more about acquisitions at the Courtright Memorial Library. Please note that not all titles suggested may be acquired.

COLLECTION STANDARDS

The library strives to collect materials that support the current and near-future curricular and research needs of our faculty, students, and staff. Materials included in the library's collection should represent a variety of viewpoints, perspectives, voices, and experiences. No material should be excluded from the collection based on race, creed, gender, disability, sexual orientation, political views, or ethnicity. Materials that reflect lived experience are preferred. The library strives to ensure that the voices and experiences of marginalized and/or underserved communities are represented in its collection. Otterbein's core Integrative Studies, First Year Experience, and Senior Year Experience programs provide areas of interest for our collection. Item requests intended to support campus-wide and/or library initiatives, programming, and university centers will also be considered.

ACQUISITION PRIORITY

Acquisition priority is given to those items that directly support the University's current and near-future curriculum and research areas.

LEISURE & RECREATIONAL READING

Leisure materials, co-curricular needs, and recreational reading requests will be evaluated carefully against budgetary concerns and with consideration given to access provided by the satellite Westerville Public Library's Book Nook collection and SearchOhio.

COLLECTION BREADTH & DEPTH

The Courtright Memorial Library collection should encompass all Library of Congress classification codes as reflected in our curriculum. Depth of collection within each Library of Congress classification code is determined by liaison librarians as appropriate to support curricular emphasis, research topics, and overall breadth of each associated academic program. Since curricular and research needs drive our collection development, these decisions are made on a situational basis by each liaison library staff person with support from their respective liaison department faculty.

Given the situational and faculty/course driven nature of our development strategy and to ensure better alignment of funds with current and near-future curricular needs, we intentionally do not apply specific subject field criteria, like the RLG Conspectus Model or the OCLC Western Conspectus Models.

Content levels appropriate for consideration include general, professional, basic academic, or advanced academic depending upon the program being supported.

JUVENILE & YOUNG ADULT

The Juvenile and Young Adult collections exist primarily to support the courses offered through the Education Department. The library collects ALA Youth Award winning titles. All non-fiction juvenile materials, including curriculum resources, are catalogued in Dewey. All materials gathered must first be evaluated in terms of the curriculum and research needs of the students and faculty in the education department. The library considers acquiring educational assessment materials (kits) when licensing permits and within budgetary constraints. More information is included in the supplemental collection development plan. Please email LibTS@otterbein.edu with questions.

LANGUAGE

The preferred language of the collection is English, though inclusion of titles in languages aligning with curricular instruction needs and as spoken by members of the Otterbein community are considered.

CURRENCY

Currency of publication is given considerable weight regarding certain subject areas (examples include nursing and business). In other cases, it falls to the expertise of the requestor, librarian liaison, or Technical Services Librarian to determine appropriateness.

SELECTION CRITERIA

Criteria to consider when evaluating material for addition to the collection include:

- consortia holdings and standards.
- author or content presents lived experiences.
- content presented represents lived experience or is rooted in the culture / perspective being explored.
- viewpoints and perspectives of traditionally marginalized or underserved populations are included.
- content contributes to and supports the curriculum.
- comprehension and content levels are appropriate.
- diversity of perspective.
- reputation of the author and/or publisher is appropriate in context of the content.
- title is favorably reviewed; scholarly books are preferred.
- format is suitable for content.
- currency of information.
- estimation of probable usage.
- relevancy to collection.
- availability to purchase, with preference given to university preferred vendors.
- cost.

CONTENT FORMATS

- Content will be obtained in a variety of formats, including print and electronic.
- DVD, Blu-Ray, and CDs are the only physical formats for audiovisual materials collected.
- DVD is preferable to Blu-Ray in order to be compatible with classroom equipment.
- Paperback and hardcover formats for books will be purchased, the decision being dependent on what is most economical and best for the collection.
- Hardcover is the preferred format for books in the juvenile collection and for novels and works of fiction.
- eBooks are preferred for monograph works in a variety of subjects and fields, i.e. business, communication; the library holds licenses to ProQuest eBrary and EBSCO eBooks.
- The library does not add consumables (coloring books, workbooks, etc.) outside of those items that come included as part of educational kits or board games.
- Materials that come with multiple pieces (such as kits) will be reviewed carefully.
- Education kits may be acquired assuming licensing terms allow academic library usage and budgetary constraints support the purchase.
- Requests for digital content requiring passwords for user access or platforms / software not traditionally considered part of a library collection (for instance, lesson-plan software or

gaming subscriptions) will be carefully reviewed by the appropriate librarian liaisons, the Technical Services Librarian, and the Electronic Access Librarian and may be refused.

DUPLICATES

- Duplicate or multiple copies will not be purchased without prior approval by the Technical Services Librarian and the appropriate library liaison. They may be considered in instances where the item is on course reserve, along with other factors including intended usage, cost, and shelving space.
- Duplicates found in the collection will be prioritized for weeding from the collection, except for books that were previously placed on course reserve and are likely to be used again.
- Duplicate titles of literary works in various editions may be retained for textual or historical studies.
- Duplicates of Common Book selections will be retained.
- If the library has access to content in eBook or streaming media format, any duplicate requests in physical format may be denied, and vice versa.

OTTERBEIN-COMMUNITY-AUTHORED MATERIALS

Faculty, staff, or alumni-authored material, when purchased or donated, should be autographed. These items will be catalogued with at least one copy being sent to the Archives, assuming two or more copies are acquired. Acquisition of second copies are preferred in instances where the faculty, staff, or alumni are the sole or co-author of the entire work. In cases where the faculty, staff or alumni authored only a chapter or section, purchase of a second copy will be determined on a case-by-case basis by the Technical Services Librarian and the appropriate liaison librarian.

TEXTBOOKS

Textbooks are purchased for the library collection upon request from faculty members and students when needed for course reserves and in support of Project Textbook (2017-) institutional goals. The library strives to facilitate access to textbooks at low or no cost to students and encourage utilization of open access or other shared online resources. However, textbooks that are revised frequently should be considered very carefully before adding. Outdated textbooks, or textbooks that do not align with current curricular standards, will be systematically weeded from the collection. See the [Course Reserves page](#) on our website for more details. Workbooks are considered a consumable and not acquired. Special consideration for supporting texts (solutions manuals, for example) can be given based on faculty or course need.

MEDIA

Media is reviewed carefully with considerable attention paid to the cost and the license restrictions associated with many types of media, especially DVDs and streaming content. Many companies require that educational institutions pay a much higher cost for their items, and their

licenses may restrict usage in such a way as not to support our distance or hybrid courses. The Technical Services Librarian will alert requesters of known licensing issues and may deny a request based on licensing terms.

The Library, effective FY 2010, no longer purchases LPs, cassette tapes, or VHSs. DVDs and Blu-Rays may be purchased for as long as the university supports physical media playback in classrooms and on campus. Overlap with streaming video collections, such as Kanopy or OhioLINK collections, will be considered carefully. In cases where digital access to content is sustained and the license is favorable, physical copies will not be purchased.

PERIODICALS

Every two (2) years, the periodicals collection, including electronic journal subscriptions, will be reviewed under the coordination of the Electronic Access Librarian, with the assistance of the Technical Services Librarian and relevant library staff as appropriate. The Technical Services Librarian, Electronic Access Librarian, and appropriate library staff will make the final decision as to whether a subscription will be added, renewed, or cancelled. The Electronic Access Librarian has authority regarding all decisions to switch formats, with input from the Technical Services Librarian.

The periodicals collection must align with all other criteria and standards for the main collection with a few additional considerations. These considerations apply to all periodical questions, including switching formats and obtaining new titles, but as with all other content, final decisions rest with the Library staff. The additional considerations are as follows:

- the cost to obtain electronically.
- online functionality, including access issues and concerns.
- circulation and usage statistics.
- reputation of the journal.
- is the item obtainable through other currently-held online sources or collections.
- specific course/faculty needs with clear justification.

Please note that society or other memberships will only be considered if the membership includes campus-wide access (without password) to a journal subscription. The library strives to maintain as complete a collection for all subscriptions as possible, within the limits set by our subscription periods and publisher availability.

ELECTRONIC RESOURCES

Electronic resources are an integral component of information resources for the Courtright Memorial Library. Consortial agreements with OPAL and OhioLink expand the resources available to the Otterbein community and must be considered in developing the local collection. Additional considerations for electronic resources are:

- compliance with most current WCAG standards and review of associated VPAT.
- licensing complies with Otterbein / Courtright Memorial Library standards; inclusion of public performance rights (PPR) preferred when possible.
- streaming video collections that provide appropriate support, ease of access, and content suitable to our community needs.
- databases represent an important source of information for the discipline.
- relevance to the curriculum.
- a requirement or recommendation for subject accreditation.

- cost is reasonable for value and usage.
- ease of use.
- stability of information – consider both stability of URLs and the stability of the publisher/distributor.
- journal collections in full text are preferred over indexing and abstracting only, depending on relative cost.
- access through IP recognition.
- the availability of usage statistics.
- information must come from a reliable and verifiable source.

Final decisions regarding electronic media purchases rest with the Technical Services Librarian, the Electronic Access Librarian, and the appropriate library liaison. The Library Director will be consulted as needed. Feedback from departmental faculty is sought and welcomed.

STANDING ORDERS

The Courtright Memorial Library no longer establishes new standing orders. The Technical Service Librarian will, once every other year, coordinate a review of all existing standing orders with the appropriate library staff. This review will consider such issues as relevance, curriculum support, and duplication, and will determine if any standing orders are discontinued.

SPECIAL COLLECTIONS

There are several special collections within the library – Archives, Games, Juvenile, and Reference, for example – which have their own supplemental collection development plans. Decisions regarding inclusion of items into those collections rest with the library staff and the Technical Services Librarian. Please email LibTS@otterbein.edu with questions about any of the special collections.

REPLACEMENTS

See the library's account policy: [Account Policy \(Library Account and Borrowing Information\)](#)

SELECTION TOOLS

The library encourages the use of peer reviewed or professional/academically respected resources like Choice Reviews, Booklist, Kirkus Reviews, Library Journal, Publishers Weekly, etc. when selecting and reviewing content. Library staff also have access to tools like EBSCO's GOBI which can be useful for generating review lists. Please email your liaison librarian or LibTS@otterbein.edu with questions.

OTHER NOTES

- Should concerns not explicitly detailed in this policy arise, they will be addressed by the Technical Services Librarian on a case-by-case basis consistent with the intentions of this document and in alignment with the associated plan. This includes requests for materials not explicitly outlined in this policy.
- Please note that purchasing preference is given towards the lowest priced, most recent, copy of any item. If there are format preferences, they should be indicated at the time of item request.
- The library does not add consumables (coloring books, workbooks, etc.) outside of those items that come included as part of licensable educational kits or board games.
- More information about Acquisition Practices can be found here: [Acquisition Requests](#).

WEEDING OF BOOKS AND MEDIA

Weeding is an essential element of Collection Development. Ideally, weeding is a continual evaluation process which, when paired with careful selection of new items, results in a library collection that meets the needs of our Otterbein community. Weeding is also a means of maintaining relevancy in the collection by removing outdated materials so they can be replaced by more current materials. Exceptions are made for seminal or influential works or items that are foundationally relevant for University programs and curricular needs.

The library follows a rotating annual collection assessment plan to ensure that our collection is reviewed frequently. This program is coordinated by the Public Services Librarian, who supports the librarians in their review process. Decisions regarding the deaccessioning, retention, and further development of library collections rests with the librarians and appropriate library staff, who collaborate with the liaison departmental faculty, the Technical Services Librarian, and the Library Director.

Items weeded from the collection may be sent to our current resale partner to generate funds for future collection acquisitions. Weeded items may also be given away freely to members of the Otterbein community or may be recycled. The supplemental collection development plan includes more detailed information regarding processes and guidelines; please email LibTS@otterbein.edu with questions.

GIFTS-IN-KIND DONATIONS

The Courtright Memorial Library conforms to University and federal laws regarding the acceptance, tracking, and processing of donations. The Gifts-in-Kind Donations policy can be found here: [Courtright Memorial Library Donation Policy](#). Note that the standards as outlined in this Collection Development Policy and the supplemental collection development plan document apply to the acceptance and management of all gifts-in-kind.

To be revised by Technical Services Librarian every 2 years or as needed.

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Previous Revisions (List all known-- DD Month YYYY): 23 June 2017, 9 July 2018, 26 March 2019, 19 February 2020; 15 March 2021; 05 March 2024; 24 March 2026