



## **Downs-Jones Library Collection Development Plan**

### **Downs-Jones Library Statement of Purpose**

The Downs-Jones Library's (DJL) [mission](#) is to support the curricular offerings of the University by providing materials that supplement the instructional program and meet the needs of the entire University. Therefore, as curricular needs change and develop, the library collection will evolve accordingly.

### **The Huston-Tillotson University Community and the Library Collection**

Huston-Tillotson University (HT) is a coeducational institution of arts and sciences. HT primarily awards Bachelor's degrees in an array of study areas, including business, education, the humanities, natural sciences, social sciences, and science and technology. Additionally, HT awards Associate's degrees, offers a graduate program in Educational Leadership, a Master's in Business Administration (MBA), and an Adult Degree Program for non-traditional students.

Huston-Tillotson University is affiliated with the United Methodist Church, the United Church of Christ, and the United Negro College Fund. Although HT is a historically black college, it welcomes students of all races, cultures, religions, and ages. Its student-faculty ratio of 15:1 fosters a supportive learning environment.

The primary goal of the Downs-Jones Library is to support the university's curricula. Because HT is not a research institution, the library does not aim to collect exhaustively nor comprehensively. Rather, the DJL strives to curate a relevant and useful collection that serves the entire HT community.

As of 2019, the DJL collection contains:

- 24,361 print books
- 317,381 ebooks
- 2,551 audio-visual items (DVDs, VHS, CDs)

As of 2020, the MBA collection contains:

- 238 print books

### **About the Current Collection**

The DJL's Negro Collection contains over 5,600 items that hold particular social and cultural relevance, both historical and contemporary, for the African American community across all subject areas. The rich

history of Huston-Tillotson University as a historically black college can be traced through its older volumes. The Negro Collection is the source of most of DJL's interlibrary loan requests from other institutions due to its unique holdings.

Going forward, the DJL aims to further develop and expand its holdings in the STEM fields, principally in the areas of natural sciences, health/medicine, mathematics, and computer science and technology. Concerted efforts to improve these subject areas are of critical importance to provide appropriate curricular support and to better prepare graduates for careers in these fields.

The preferred format for future acquisitions is electronic. Although the library plans to curate and maintain a current, relevant print collection, a greater quantity of electronic resources offers numerous benefits for the HT community. While shifting the focus to electronic resources is reflective of the need for libraries to embrace current and emerging technologies, it will also help the DJL fulfill principles that have long been fundamental to its mission. Building a more robust collection of electronic resources will result in:

- Increased access: Electronic resources allow for remote, multi-user access, reducing wait times for reserve and physical materials. They will also decrease the need for interlibrary loans.
- Increased efficiency: Electronic resources offer users the ability to search within a text by keywords or download specific sections of particular interest. Users can more quickly locate the most relevant information and discern whether a particular source will be useful for a particular assignment.
- Increased technical and informational literacy skills: Electronic resources present regular opportunities for users to gain experience with various interfaces and technologies; they can also help users hone their ability to locate and judge the quality and/or relevance of specific information.
- Increased responsiveness: Electronic resources provide convenient methods for tracking various types of use: searches within resources, number of times a resource is viewed, and number of downloads. This allows library staff to remove items that are not being used by the community and replace them with more relevant titles. The relative ease of deaccessioning outdated or little-used electronic resources and acquiring updated, more relevant electronic resources means that curriculum changes will be reflected in the collection sooner.

The print collection remains an integral part of the library's mission to support the HT community; however, in order to keep the print collection vital and useful, substantial changes are being made. In subject areas where currency is of paramount importance, such as STEM fields, items containing outdated and/or incorrect information must be deaccessioned. While the size of the print collection will be decreased over time, maintaining a smaller print collection will allow DJL staff to refresh it more regularly, ensuring that the information contained therein is timely and useful to the HT community and appropriately supports the curriculum.

The MBA print collection, located off-campus at the CEI satellite location, is administered by MBA program staff but maintained by Downs-Jones Library staff. The collection is available to all MBA students, in addition to full access to all Downs-Jones Library online resources, including eBooks and databases. Access may be requested by traditional and Adult Degree Program undergraduate students, to be fulfilled by Downs-Jones Library staff. The print collection is considered a supplement to the primarily online program and maintained for student interest and further reading beyond assigned texts. The collection will be updated to reflect developing trends in business and emerging areas of study within the program on an annual basis, using MBA program funds as available.

Development decisions about the MBA print collection are made based on consultations with the Dean of the School of Business and Technology (SBT), who also oversees the MBA program. Faculty members in the undergraduate and graduate Business programs can, and are encouraged to, make recommendations and place requests, which the Downs-Jones Library will prioritize for purchase. Library staff will research the holdings and practices of comparable MBA programs and select books accordingly. Students can provide feedback on collection usage and desired coverage areas by contacting the Downs-Jones Library via email or by responding to annual surveys issued by the library.

## **General Selection Criteria**

### Relevance to curriculum:

- Only items that directly support university curriculum will be purchased. The library welcomes suggestions from faculty and students for acquisitions that would strengthen the collection, but reserves the right to consider requests individually depending on several conditions, such as budget constraints, depth of subject area, and availability of the information elsewhere in the collection.

### Currency and timeliness:

- Some subject areas, such as the sciences and computing, depend on the most up-to-date information in order to have relevance to users. In these areas, preference will be given to items which present the most timely information.
- While timeliness of information is also important for other subject areas, such as the social sciences and education, historical materials are equally significant. Consideration will be given to older materials that demonstrate historical significance.

### Languages collected:

- Except for items acquired/collected in support of foreign-language classes, English is the predominate language in the collection.

### Forms of materials collected:

- DJL collects print volumes, eBooks, serials (print and electronic format), and a limited number of audio-visual resources in a variety of formats, including DVD, CD, and VHS.
- MBA program collects program-focused print volumes.

### Additional selection criteria for electronic resources:

- In addition to the general selection criteria listed above, the following criteria also apply to electronic resources such as eBooks, serials, and databases:
  - Access to the full text of materials is required.
  - Remote access is required.
  - Multi-user access is recommended.
  - Usability is critical; the interface should be intuitive and easy to search.
  - Ability to download and read offline is preferred.
  - Administrative access to usage statistics on demand is preferred.

### Excluded materials:

- DJL will not duplicate items already in the collection unless high circulation necessitates doing so.
- DJL does not generally collect textbooks; however, textbooks already in the collection may be replaced if high circulation or damage occurs. Additionally, faculty members often place their own copies of required textbooks on reserve for student use.
- Abridged texts will not be collected.

### Special collections - University Archives:

- Please refer to the separate collection guidelines for the University Archives [here](#).

## **Resource Sharing Policy**

The DJL is not solely focused on the ownership of resources; rather, the goal is to increase access to information resources for the HT community. The DJL belongs to the TexShare consortium of libraries and is also a member of Amigos Library Services.

## **Deaccessioning Policy**

Periodic deaccessioning, or removing, items from the collection is critical in order to maintain a vital and relevant collection. Library staff reserves the right to exercise professional judgment to determine when to remove items. Deaccessioning may occur if one or more of the following criteria apply:

- Poor condition/damage is noted
- Item has not circulated in several years
- Item is no longer relevant to curriculum
- The cost of maintaining item is prohibitive, either for financial or spatial reasons

## **Procedures for Reviewing the Policy and Its Implementation**

The DJL collection development plan is purposefully dynamic; it will be reviewed and evaluated at regular intervals and/or in response to major changes to academic programs/curricula, budget fluctuations, and/or technological advancement by library staff to ensure that the collection continues to optimally support the curriculum and the HT community.