

## **Collection Guidelines for the University of Wyoming Libraries**

### **1) General Guidelines**

- a) The University of Wyoming Libraries collect, lease, or acquire materials supporting the University of Wyoming's teaching, research, and outreach missions aligned with the University's strategic priorities. The collections represent diverse subjects, authors, topics, viewpoints, and perspectives, covering the intellectual and cultural output of many times and places.
- b) The Libraries' goal is to support the educational mission of the University. Collection levels vary by the highest degree offered in a discipline, enrollment, program changes, and resource preference by discipline—for example, journals versus monographs in the sciences and the humanities.
- c) The Libraries' default format for most materials is electronic unless intended use or significant difference dictates otherwise.
  - i) The default format for the Learning Resource Center is print.
  - ii) The default format for special collections is print or other physical formats.
- d) The Libraries maximize budget allocations by avoiding duplication and leveraging collaborative purchasing with academic consortia and the Wyoming State Library.
- e) The Libraries collaborate with partners to access materials not owned by the Libraries, including resource sharing, document delivery, shared print memberships, consortial agreements, controlled digital lending, and emerging modes of sharing between libraries.
- f) The Libraries support statewide access to resources, in partnership with the Wyoming State Library, as part of our Land Grant mission to our State.
- g) The Libraries regularly assess the usage data of our collections to support decision-making.
- h) The Libraries support the ongoing transition to Open Access and emerging sustainable publishing models as practical.
- i) The Libraries collaborate with the Faculty Senate Library Committee, the faculty, and researchers to ensure we collect and maintain the most valued resources for research as we are financially able.

### **2) Special Guidelines**

- a) UW Libraries only collect Wyomingana at the comprehensive level. We rely on sharing agreements for low-use/high-cost items in other areas.
- b) The libraries do not purchase textbooks, guidebooks, or other resources that are regularly updated unless they have long-term research, reference, or archival value.

- c) The Learning Resource Center selectors and managers regularly weed and refresh the collection at the Learning Resource Center to maintain currency. We retain other collections indefinitely and typically only withdraw materials due to format duplication, title duplication, supersession, electronic substitution, or damage. Items withdrawn from the collection may be donated to other libraries or disposed of according to surplus property guidelines. Damaged and superseded items will be destroyed.
- 3) Controversial Materials Policy
- a) The Libraries support research and teaching in many areas, some controversial and painful. The libraries attempt to provide resources representing a wide range of viewpoints and perspectives and most reasonable people will find something objectionable or offensive in our collections. We do not sequester materials based on content.
  - b) The Libraries neither include nor exclude materials based on their controversial nature or content nor does the inclusion of a title in the collection constitute an endorsement. Differing perspectives in current resources provide researchers with needed materials. Historical documents that were once mainstream, and are now universally considered unenlightened, illuminate how ideas, language, beliefs, and perceptions evolved and continue to change and inform research.
  - c) The Learning Resource Center has a dual mission of serving the College of Education and the UW Lab School. Because of this dual role, the collection is broader than typically found in a K-8 school library and contains material for early childhood through high school ages.
  - d) If UW Libraries is missing a viewpoint or perspective critical to research and teaching, please let us know and suggest titles to fill the gap.
- 4) Please direct questions or concerns about UW Libraries' resources to the Assistant Dean, Resource Discovery and Management. Please include the Lab School Library/Media Specialist on communications that concern the Learning Resource Center collection.