

THE COLLECTION DEVELOPMENT POLICY

of the

PRATT INSTITUTE LIBRARIES

2009

by

The Pratt Libraries' Collection Development Committee

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Pratt Libraries' Collection Development Committee, 2009

Members Include:

Selector Librarians, as of 10/16/09:

Art & Architecture Librarian, Cheryl Costello
Art & Architecture Librarian, Joanne McIntyre
Coordinator of Information Services, Pratt Manhattan Library, Jean Hines
Electronic Resources/Systems Librarian, Youbo Wang
Librarian and Archivist, Paul Schlotthauer
Research & Instruction Librarian, Holly Wilson

Library Administration, as of 10/16/09:

Copy Cataloging/Processing Administrator [Gifts], Cindy Wolff

Ex Officio Members as of 10/16/09:

Library Director, Patricia J. Cutright
Assistant Director, Multi-Media Services, Christopher Arabadjis
Curator of Visual Resources, Lorraine Smith
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PREFACE

The purpose of the Libraries' collection development policy document is to make clear the scope of the materials collected and priorities for the selection of those materials.

AUTHORITY

The responsibility for establishing and implementing a policy for collection development rests with the Director of Libraries and the Collection Development Committee. The Library acquires material to meet the mission of the Institution by providing quality academic support for the students and faculty while addressing the research needs of the Pratt community.

The Director of Libraries delegates the primary responsibility of materials selection to the selectors, depending on the subject areas and formats for which they are responsible. Selectors are defined as library faculty, the Visual Resources Curator, the Director of Multi-Media Services, and the Coordinator of Information Services at the Pratt Manhattan Library. For a current list of selectors and their subject responsibilities, please refer to the document, "Librarian Liaisons to Departments," which may be accessed online at the following Pratt Libraries' Web page: http://library.pratt.edu/coll_dev.html.

Students, faculty, and staff are encouraged to recommend materials to selectors for acquisition. Objections to materials that are available in the Libraries' collections should be addressed in writing to the Director of Libraries.

INTELLECTUAL FREEDOM

The Libraries subscribe to the American Library Association's policies on intellectual freedom as expressed in the LIBRARY BILL OF RIGHTS, FREEDOM TO READ, and FREEDOM TO VIEW statements. In its collections the Libraries shall attempt to present a broad spectrum of points of view and shall not exclude materials because of the age, race, ethnicity, nationality, or sexual orientation of authors, or because of the social, political or religious views presented. Library materials shall not be proscribed or removed from the Library because of partisan or doctrinal disapproval. Diversity of viewpoints shall be encouraged.

SCOPE OF THE PRATT LIBRARIES' COLLECTIONS

The focus of the Libraries' collections will be subject areas which are studied at the Pratt Institute. Insofar as is reasonably possible, materials will be acquired in-depth for areas currently emphasized in the curriculum. Additionally, the Libraries will maintain a collection of general materials in sufficient quantity to support the needs of its users. The Libraries aim to provide a well-rounded collection to meet the educational, informational, and cultural needs of the Pratt Institute community.

The acquisition of materials will be highly selective. Selectors, depending on their subject specialties, will acquire the following types of materials: monographs, major reference works, indexes, periodicals, electronic databases, and other media.

The principal language of the collection is English and translations are preferred over original foreign-language texts. Language may not be a consideration if the materials are acquired primarily for their design, artistic value or visual content.

COLLECTION EVALUATION

Collection evaluation is a continuous process, guided by the same criteria used in selecting new materials. Selectors are responsible for collection evaluation in their respective subject and format areas. In order to maintain the collection in its most useful condition, the Library selectors may remove materials which are no longer relevant or have been superseded by newer and more valid items. Since historical and aesthetic value is considered, not all older, little-used materials can be discarded. Damaged materials will be evaluated for possible replacement, repair, or withdrawal.

NON-CIRCULATING MATERIALS

Most periodicals and some of the books do not circulate. The circulating status of the material is determined by the selectors, depending on their subject and format specialties. Materials are designated for in-Library use only when they are determined to be fragile, irreplaceable, difficult to replace, in high demand, or are for reference.

MULTIPLE COPIES

Additional copies of materials may be acquired when:

- there is sufficient demand;
- works are assigned to entire classes or multiple classes;

- there is anticipation of high student/faculty interest;
- suitable materials are donated.

- Selectors will decide the number of copies needed.

PERIODICALS

Periodicals are selected for their relevance to the curriculum and interest to the Pratt community. Whether and where they are indexed are important selection criteria. In addition, since the Libraries have cooperative arrangements with a number of libraries, the availability of titles locally is also taken into consideration. Retention schedules are maintained for all periodicals. Subscriptions are reviewed annually to determine if they should be continued and/or retained.

TEXTBOOKS

The Library acquires textbooks and other printed course materials on a limited basis.

ELECTRONIC RESOURCES

Selection of electronic resources is based on their relevance to the curriculum and the needs of library users, within funding constraints.

GIFTS

The Library accepts gifts and funds for materials using the same criteria it applies to purchases. However, the Library reserves the right to make use of donations as materials for exchange or sale in order to best strengthen the collection. The Library determines the cataloging, classification, housing and circulation policies of gift materials.

The Pratt Institute Archives, which is housed in the Library, is also interested in collecting materials relevant to the history of Pratt Institute.

The Library will acknowledge donations in writing, but is legally prohibited from determining the value of a gift for tax or other purposes. A list of titles will be provided if requested by the donor at the time of the gift.

The Library cannot return donated items due to the expense of locating and retrieving them.

SPECIAL COLLECTIONS

ARCHIVES

The Archives contains Pratt Institute publications, reports, memoranda, images, audiovisual tapes, and other items documenting the history of the Institute. Although it is not a formal records repository, the Archives also includes selected administrative files of Institute offices and papers of the Founder, other members of the Pratt family, and some faculty and administrators. Art works, materials on subjects not directly connected to the Institute (such as local Brooklyn history), and materials by or about individual students are usually excluded.

CHILDREN'S BOOKS

This collection largely consists of illustrated books and primarily serves students studying illustration and children's literature in the School of Art and Design and the Graduate School of Information and Library Science respectively. Current acquisitions are generally limited to titles considered to be outstanding by prize-giving organizations or publications.

MULTI -MEDIA COLLECTION

Multi-Media Services (MMS) seeks to facilitate and enhance educational communication by providing materials in subjects and multimedia formats that support and enrich the Institute's curriculum. The department's aim is to assist students, faculty and staff in locating multimedia materials for the purposes of teaching, researching, and exposing the Pratt community to different creative visions and current cultural trends. For the complete Multi-Media Services Collection Development Policy, please contact MMS at 718-399-4356.

Media Collections: The media collections include materials in various multimedia formats. Multi-Media Services must separately consider the demand, format and characteristic of each medium to aid in collection development decisions.

Multi-Media Services purchases documentary, educational, instructional, performances, performance art, animation, television shows, classic and popular feature films.

Equipment Collections: The purpose of the equipment collections is for the creation, documentation and presentation of student projects and faculty presentations. Thus general equipment categories sought include: video recording, audio recording, still photography and projection. The equipment collections change overtime depending on technological trends and equipment availability.

PICTURE COLLECTION

The Library houses, but no longer actively collects art, architecture, design, and general picture files. The current Picture Collection includes art reproductions, general clippings of encyclopedic subject areas, portraits and fashion.

PRATT INSTITUTE GRADUATE THESES

The Library serves as the depository for theses required by several of Pratt's graduate programs. Theses are available for in-house use in the Library through the Reference/ Information Department. Pratt Theses do not circulate via inter-library loan (ILL).

RARE BOOKS

The Rare Book collection consists of bound volumes from the fifteenth through the early twentieth century and reflects a variety of disciplines. They are important for research in such areas as the history of the book, commercial illustration, children's literature, and local history. Many were included because of their bindings, typography, or illustrations. Others, such as children's books and cookbooks, pertain to current or discontinued programs of study at Pratt. This collection usually grows through gifts and transfers.

CLOSED STACKS (THE CAGE)

These collections are comprised of artists' books, pop-up books, and rare or valuable materials.

VISUAL RESOURCES

The Visual Resources Center maintains a circulating collection of 35mm slides, and a rapidly growing digital image collection. Both collections are intended primarily for research and classroom use, and cover a wide range of subject areas in support of the curriculum. Images are selected for inclusion in the collections primarily through faculty and student requests, and are acquired via in-house production, licensing, and gifts.

Please refer to the *Digital Image Request Policy*, and *Guidelines*, both periodically published by the Visual Resources Center.