

# **COLLECTION DEVELOPMENT POLICY**

Visual Resources Library  
Department of Visual and Media Arts  
Grand Valley State University

## **PURPOSE**

The purpose of this Collection Development Policy is to support, enrich and help meet the needs of the programs of the Department of Visual and Media Arts through the interaction of the curator and the faculty of the department, and to provide guidelines for building the collection of educational resources.

The Visual Resources Library collection is owned and maintained by the Department of Visual and Media Arts of Grand Valley State University. It is funded by the department, and its primary purpose is to serve the teaching and research needs of the department faculty.

## **CLIENTELE**

- The primary clientele are the faculty and students of the Department of Visual and Media Arts of Grand Valley State University.
- Students, faculty, and staff engaged in classes given on campuses other than the Allendale Campus are supported primarily by being given electronic access to the GVSU Visual Resources Library (GLEAN©).

## **CLIENTELE NEEDS ASSESSMENT**

- Members of the Visual Resources Library Advisory Committee advise the library on collection issues.
- The curator meets regularly with the advisory committee and requests the resource needs to support the curriculum.

## **SCOPE**

- The scope of the core collection includes five degree programs (majoring in Art Education, Art History, Studio Art, Film and Video, and Photography) and nine areas with studio practices in Ceramics, Graphic Design, Illustration, Metalsmithing, Painting, Printmaking, Sculpture, Visual Studies, and Foundations within the Department of Visual and Media Arts.
- The print collections are available to the clientele in the Visual Resources Library, and digital collections are accessible through the GVSU Visual Resources Library (GLEAN©) on and off campus.
- The following Library of Congress classifications are significant to the collection: N (Visual arts), NA (Architecture), NB (Sculpture), NC (Drawing. Design. Illustration), ND (Painting), NE (Print media), NK (Decorative arts), and NX (Arts in general).
- The Library continues to revise and expand the scope of the collection and coverage as educational needs change.

## **TYPES OF RESOURCES**

- The Library's collections include printed materials and electronic resources, including monographs, periodicals, 35 mm slides, audiovisual materials and digital image collection.

## **SELECTION RESPONSIBILITY**

The curator and Visual Resources Library Advisory Committee are engaged in the responsibility to select resources to meet the curriculum needs.

## **SELECTION CRITERION**

The resources support and are consistent with the purpose of the library's collection development.

## **COLLECTION EVALUATION AND ASSESSMENT**

- The library commits to constant evaluation of library collections on an annual basis by reviewing and analyzing the collections with the Visual Resources Library Advisory Committee.
- Evaluation is based on the following points:
  1. Appropriate for placement in the library.
  2. Meets the needs of the library's primary clientele.
  3. A demonstrated demand for the item.
  4. Licensing requirements should meet GVSU requirements.
  5. Publisher and vendor reputation.
  6. Cost of the item.
- Statistics, such as circulation reports, digital image collection searches, and volume counts, are used as tools. Faculty and student input are also used in the evaluation process.

## **ACQUISITION**

1. New digital images may be created from existing slides or purchased. Purchases of commercially available digital images can be made at the recommendation of faculty members and the Visual Resources Library Advisory Committee. Purchases are subject to the available budget.
2. When digital images of acceptable quality are available from a commercial source, every effort will be made to purchase the digital images and licenses adhered to the images.

## **WEEDING**

- Materials are weeded if they are worn, out-of-date, incorrect or damaged.
- Weeded materials will be replaced if there is:
  1. Sufficient need.
  2. Historical value.
  3. Updated, newer or revised materials that can better replace them.
- The library recommends that the Visual Resources Library Advisory Committee reviews and weeds the collections annually.

## **POLICY REVIEW AND REVISION**

The Collection Development Policy is renewed and revised on an annual basis by the library and the Visual Resources Library Advisory Committee. The reviews are based upon the above criteria, including those published in the *Guidelines for the Visual Resources Profession* (ed. by Kim Kopatz, CA: ARLIS/NA and VRA, 2000).

Effective Date of Policy: January 29, 2010  
Revised and Approved by VRL Advisory Committee: April 16, 2018