COLLECTION DEVELOPMENT POLICY – RUPPEL LIBRARY

Version 1.0: Created Feb. 8, 2001 by Don Widmer, Library Director
Version 1.1: Revised Nov. 6, 2003 by Don Widmer and Stephanie Bonjack (Music Librarian)
Version 2.0: Revised Nov. 2, 2010 by Rob DeLand, Library Director and Elena Kolganova (Music Librarian)
Version 2.2: Revised Oct. 5, 2021 by Rob DeLand, Library Director

Ruppel Library at VanderCook College of Music collects information resources in support of the College’s goal: to educate quality music teachers. In determining what to collect, the following factors are considered:

Budgetary Process
Acquisitions spending is determined at the beginning of each fiscal year by the Ruppel librarians and approved by the VCM President. The budgeted amount should increase each year in accordance with expected inflation (cost of materials). The budgeted amount should also fluctuate up or down in accordance with the College’s enrollment. In addition, a particular resource or resources (i.e. area of the collection that needs to be built up) that the library plans to acquire within the coming fiscal year can be added to the budget in addition to the regular acquisitions budget, at the determination of the Library Director and President.

Existing Materials
The library’s information resources include the following areas: music education, general music, general education, educational psychology, general reference, and librarian resources. The Library currently has materials in the following formats:

- **Books.** Music education is emphasized. Other areas (see above) are represented in basic form.
- **Musical Scores.** Study scores of Western classical music and performing scores for applied instruments and voice, with an eye towards DEI (diversity, equity and inclusion) when possible.
- **Periodicals.** Includes current and back-issues. Includes print and electronic editions. Music education and applied instruments are emphasized.
- **Electronic Resources.** Public computer terminals are provided with access to music notation Software, audio and video editing software, word processing, and Internet resources (both free and fee-based) to support the curriculum.
- **Sound Recordings**, including Long Play Records, Compact Discs, and Cassettes. The collection of Band and Wind Ensemble music is especially strong, an area generally underdeveloped in most music libraries.
- **Videos.** Music education is emphasized.

It should be noted that today’s students are rarely interested in obtaining any physical audio or video media, but the collection is retained at present. Future usage will determine future changes to this policy.

Research Needs
Out of the student population, the summer graduate students do the most intense research. They investigate many areas of music education, especially band and choral education, general music, and special education in the music classroom. VanderCook professors may have their own research needs and library resources should also support these when possible.

Mechanisms for Selection
Librarian-initiated:
- Reviews published in education, music education, or library journals
- Music education catalogs such as the National Association for Music Education (NAfME) and GIA Publications

Patron-initiated:
- Faculty requests are almost always fulfilled as soon as possible, providing they fall within the collecting scope of the library.
Student requests are taken into consideration and checked against one of the librarian-initiated resources mentioned above. Students are encouraged to have their professors second their recommendations. The librarians make the final determination for student requests.

Mechanisms for Acquisitions

Books: books are ordered from vendors such as Amazon.com or directly from the publisher.
Scores: scores are ordered from vendors such as Performers Music in Chicago, J.W. Pepper, or directly from the publisher.
Periodicals: when possible, periodicals are ordered from a subscription service, W.T. Cox. If not available through this service, periodicals can be ordered directly from the publisher.
Electronic Resources: Contracts are negotiated directly with vendors and through CARLI consortial purchases.
Sound Recordings, Videos: sound recordings are rarely purchased, as noted above.
Standing Orders: standing orders are no longer held for any physical media.
Out of Print Items: A number of vendors are occasionally used for out-of-print items, including Amazon.com and Abebooks.

Course Syllabi: each semester a complete set of course syllabi is gathered and reviewed for new items to be purchased and placed on course reserves. This avoids the possibility of faculty neglecting to inform the library of such needs.

Inventory/Replacement Procedures

Inventorying is no longer done by checking the library’s holdings against basic lists such as A Basic Music Library 3rd Ed., Education: a Guide to Reference and Information Sources 2nd ed., Guide to Reference Books or Books for College Libraries (pub. by ALA). These resources are no longer as current as they once were, and

Missing items are replaced if their use is considered high, either through patron requests, or as determined by the librarians. A line item is created in the annual budget for replacement costs.

Rare Books

Items are moved into the rare books collection if they are fragile, of value, signed (if that affects value), of historical interest relating to the history of bands and band music, are old but still referenced.

H.E. Nutt Special Collection

Published items are moved into this collection if they are dedicated to H.E. Nutt or a person related to the college history.

De-Accessioning

“Weeding” is done primarily under the following circumstances:

- A newer edition has been acquired
- Material has become outdated and more current information is available
- Material no longer supports the library’s collection statement
- Are of historical interest but not of modern use
- Books are checked for signatures or dedications (do not weed)

Housing and Storage

Ruppel Library’s long-term plan should include providing an environment for long-term storage of materials including temperature and humidity controls, ultraviolet filters for lights and windows, etc.

Preservation and Conservation

Ongoing repair of materials includes:

- Sending materials to bindery
• Binding pamphlets in-house
• Repairing book spines and reinforcing covers in-house (Librarians can receive training in book repair through a Chicago Library System workshop; students can be taught by the librarians)
• Valued items beyond repair are moved to the Rare Books collection, a closed-stacks area

Gifts

Accepted gifts will be determined by the librarians and the President based on the materials' currency, value of information, and potential usability; also, if the material can be sufficiently processed under the current staffing, budgetary, and time constraints.

Gifts of long play records will generally not be accepted unless they are not available in a more current medium and their potential use is considered high.

Gifts are generally not accepted with conditions attached.

The librarians at the request of the donor can write a letter of receipt. This letter will be an inventory of the donation and not a value determination (since this is not legal).

Collecting Scope

Based on the above considerations, Ruppel Library collects information resources in the following subject areas:

• Music Education: strive to collect at the graduate research level; this should be our strongest area of concentration.
• General Music: resources in music history, composition, performance, etc. to support the curriculum. This area should be basic and current. Students can be referred to other area libraries such as Harold Washington Library Center for additional resources.
• General Education: a basic and current core collection, in support of the curriculum. In this case, general education refers to materials on teaching pre-K through high school level, including methods, curriculum development, classroom management, etc. Students can be referred to other area libraries such as Harold Washington Library Center for additional resources.
• Educational Psychology: basic collection, consisting mostly of reference materials. Students can be referred to other area libraries such as Harold Washington Library Center or Illinois Institute of Technology's Galvin Library for additional resources.
• Librarian Resources: minimal. Tools needed for the librarian to perform his/her job.

Ruppel Library collects information resources in the following formats:

• Sound Recordings: Compact Discs. This collection should reach at least the double-starred level in A Basic Music Library 3rd Ed. Strive to maintain a strong collection of Band and Wind Ensemble music, as this is a unique area of collecting for music libraries and one of our greatest strengths.
• Videos. Maintain this collection in support of our music education subject area.
• Books. This is our largest group of materials and supports all of the collection areas. Keep these materials current and strong.
• Musical Scores. This collection should reach at least the double-starred level in A Basic Music Library 3rd Ed. In addition, this area should support the applied instrument curriculum, both in method books and literature. This area does not need to include band scores or choral scores (except study scores) as these areas are collected by the Band and Choral Libraries.
• Periodicals. Current subscriptions should include all of the basic music education periodicals, and a selection of general music periodicals (applied instruments, music technology, etc.). Back-issues for which we have a continuous run should be maintained for research purposes.
• Electronic Resources. Faculty generally recommends computer software in support of the music education curriculum. The librarians within budgetary constraints can determine CD-Rom and Internet-based reference
resources. These should include general reference (i.e. encyclopedias) as well as music reference. Periodical indexes and full-text journals should also be available to support graduate level research in music education.

Library Equipment Acquisition and Maintenance:
- The Library acquires equipment as needed to further its mission serving the VCM faculty and staff. Computer terminals, printer, listening equipment, and photocopies are the major items currently provided.
- The Library budget includes funds to maintain library equipment. These amounts are reviewed and adjusted as needed in each annual budget planning cycle.

Virtual Collection Development
Consisting of those materials that the library provides access to without physical ownership

Adherence to Other Collection Development Guidelines
The selection on Internet resources should follow present collecting policies.

Copyright:
The Library will comply with the existing copyright laws. The library will also promote copyright compliance among its users and among its staff.

Licensing
When applicable to Internet resources, the library will negotiate and comply with vendor licensing agreements.

Provision of Access
The Library will maximize access to Internet resources through several means:
- Cataloging of each resource
- Regular updating of records when information, particularly the site’s URL, changes
- Provision, maintenance, preparation, and loading of necessary software and hardware
- Appropriate staff and user support and training for in-building use

VCM Masters Projects
The Library maintains a website containing PDF copies of VCM masters projects from their inception in 1993 to present. The Library staff works actively with the graduate dean to keep this collection complete and up-to-date. Additional support materials (accompanying booklets, CD-ROMs, recital CDs and DVDs, etc.) are maintained in the H.E. Nutt Archives and made available to researchers on request.