WEST CHESTER UNIVERSITY
LIBRARY SERVICES

COLLECTION DEVELOPMENT POLICY

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Approved by Library Faculty, April 23, 2010
Endorsed by the Library Advisory Committee, September 27, 2010
Approved by the Provost and Academic Vice President, October 14, 2010
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Introduction

The Collection Development Policy supports West Chester University’s mission as a “public, regional comprehensive institution committed to providing access to and offering high-quality undergraduate education, select post-graduate and select post baccalaureate and graduate programs, and a variety of educational and cultural resources for its students, alumni, and citizens of southeastern Pennsylvania.”

In collection development, Library Services working with WCU faculty liaisons from all disciplines strives to support the goal of academic excellence and intellectual diversity. The primary objectives of collection development are to gather materials which will support and enhance the curriculum and to support the WCU Vision to “provide the best educational opportunities possible which will enable the University community to successfully address the concerns of a global society.” To this end, attention is given to materials consonant with the multicultural, interdisciplinary, international, and pluralistic interests of the institution.

Materials are collected in the most appropriate and accessible formats. Careful consideration is given to items using current technologies, but content, not format, will be the deciding factor in acquiring materials.

Library collections are housed in two libraries: the Francis Harvey Green Library and the Presser Music Library. Both libraries collect and maintain materials in varied formats. Key collections in the Green Library include: Reference/Bibliographies, Serials (Periodicals), Instructional Media Center (IMC), Children’s Literature, Government Documents and Maps, Special Collections, and Main collections. The Presser Music Library is located in Room 121 of the School of Music and Performing Arts Center (SOMPAC). Presser materials include music related library items such as scores, recordings and periodicals. Both libraries use the Dewey Decimal classification system and all library items with their locations are available through the library’s online catalog.

Recognizing that more and more scholarly information is made available through Internet access, and that users often prefer electronic access, Library Services continues to increase its electronic resources. Online reference databases and e-books will increasingly augment the print collection as availability and cost dictate. In some cases, the library may choose to maintain titles in both electronic and print formats due to demand (e.g., reference books). In addition to the traditional print selection criteria of relevancy/uniqueness, quality or authority, timeliness, accessibility, and pricing, online resources must also be stable and well-organized. Furthermore, they should provide use statistics, MARC records, and have archival access when appropriate. Library Services provides campus and remote access to our holdings, including e-resources, to all WCU students, faculty and staff within the terms of our licensing agreements and copyright restrictions.

Primary responsibility for selection of all library resources rests with library subject coordinators working in conjunction with appropriate University faculty. Using established and reliable print and online tools, librarians will recommend resources based on curricular needs that reflect excellence of scholarship, comprehensiveness and authority.

Collection Development Policy - Library Services, West Chester University, 2010
Part I  General Collection Principles and Responsibilities

The Collection Development Policy for West Chester University Libraries plays an essential role in guiding the selection and deselection of library materials. It is intended to define priorities in building collections that support relevant institutional curricula and to provide flexible guidelines for collection development.

Principles and responsibilities outlined in the policy are based on the Mission Statement of West Chester University Library Services [Appendix I] and affirm academic freedom as described by the American Library Association in the Library Bill of Rights.

Mission Statement

The primary purpose of West Chester University library collections is to provide and make accessible a permanent collection of resources in all types, languages, formats and media that support the teaching and learning needs of the University community. The Library strives to ensure that all our students have access to our programs and that potential readers are fully and equally included. As a secondary purpose, WCU Libraries provides resources to local and statewide communities and other outside researchers.

Library Services endorses the Association of College & Research Libraries (ACRL) Standards for Libraries in Higher Education [approved by the ACRL Board of Directors, June 2004] http://www.ala.org/ala/mgrps/divs/acrl/standards/standardslibraries.cfin as a guide for achieving a well-balanced collection and makes a concerted effort to develop quality collections. Overall, relevancy to the collection and the needs of the University community are the primary criteria. Relevancies of materials, whether currently owned, accepted through donation, or newly purchased, are decided on a case-by-case basis. The evaluation of all potential acquisitions in whatever form will include a consideration of the potential costs for acquisition, cataloging, storage, preservation, and reference services. It is the responsibility of Library Services to see that materials are protected, organized, circulated, and displayed in a responsible manner.

Academic Freedom and Censorship

Library Services subscribes to the principles and guidelines set forth in the American Library Association (ALA) Library Bill of Rights, 1996. [Appendix II] These principles apply to all materials, electronic tools and media of communications used or collected by libraries. Library Services rejects censorship as an infringement on the freedom to read and respects an individual’s right to think independently. The library recognizes an obligation to provide representation for all sides of a controversial issue, as well as minority opinion and unpopular views. In this context, the primary test for controversial items is their relevancy to the University’s academic programs. Library Services strives to achieve a balanced collection of materials in the major academic areas, as well as a fiction collection calculated to satisfy a variety of tastes. All viewpoints and opinions on controversial subjects are represented whenever possible. Should someone suggest censorship of a library selection, the following steps 1-3 are recommended initially. If further action is needed, the remaining steps should be utilized until the situation is resolved.

1. The librarian receiving the complaint shall remain calm, courteous and respectful of the person’s basic right to question.
2. The librarian shall ask for the complaint in writing.
3. The librarian shall refer the written statement to the Director of Library Services.
4. The Director shall inform the Vice-President of Academic Affairs, and through this office the President and the Board of Trustee are notified.
5. The President or representative shall advise the ALA Office for Intellectual Freedom and follow its advice.

Scope

Library Services will concentrate on three categories of use in developing the library’s total collection.

1. **General**: As in the past, the library will develop and maintain a selective collection to introduce and define a variety of subject areas which support institutional curricula, including a wide range of recognized authors and critics, and selections from secondary writers, yearbooks, bibliographies, dictionaries, encyclopedias and periodicals. Materials will be primarily in the English language.

2. **Undergraduate**: In meeting undergraduate needs, this collection will include a wide range of basic editions supporting institutional curricula and programs, fundamental bibliographies, current and selected retrospective serial holdings. These selections should include core publications in the field. Serial and electronic holdings are to be kept current with needs. Materials will be primarily in the English language.

3. **Graduate**: In meeting the needs of the graduate students and WCU faculty, this collection will include materials in English and other languages, as dictated by curricula, covering fundamentals of scholarship. Original editions of the classics, retrospective periodicals, serials, reference sets, and bibliographies in addition to an extensive assemblage of critical and biographical works will be purchased.
A. Collection Development

West Chester University Library Services is committed to maintaining print and electronic collections that support the research and educational needs of the University community. The activities of keeping the collection current and in good repair are constant. All decisions and processes involved in collection maintenance rely on the expertise and judgment of the West Chester University Libraries faculty.

The library will give primary considerations to:

- titles listed in basic college level bibliographies
- titles mentioned favorably in reputable review sources such as in Choice, The New York Review of Books, The Times Literary Supplement and other professional journals
- university press publications
- works from distinguished publishers or by renowned authors
- books authored by members of the WCU community.

B. Collection Maintenance

1. Donations

West Chester University Libraries welcomes gifts of library materials especially items that fill existing gaps in the collection and that support the curriculum. Librarians examine gift materials for possible addition to the collection using the same standards and policies that apply to purchases. While gifts to WCU libraries are appreciated, upon donation these items become library property and the Libraries reserve the right to retain or dispose of these items as librarians deem appropriate.

2. Purchasing— Monographs and standing orders:

The Acquisitions Department processes all requests for monographs that are selected by subject coordinators for purchase through the book budget including books for the general circulating collection, reference, special collections, and sometimes for the Presser Music Library. Serials, Instructional Materials Center (IMC) and Government Documents may order materials directly from their funds. The Acquisitions Department is the main liaison with WCU Accounts Payable and is responsible for handling vendor invoices for payment. Duplication of materials is minimized by this centralized procedure.

A. Standing orders: Acquisitions liaises with subject coordinators to select titles for standing order. Standing orders are periodically monitored by subject coordinators and acquisitions staff for relevancy and cost.

B. Paper/Hardbacks: Acquisitions will purchase paperback or hardback editions based on cost, anticipated usage and availability except for juvenile books which should all have library or trade bindings. Binding of paperbound issues is done on a selective basis.

C. Out-of-Print titles: Acquisitions will try to locate and purchase out-of-print books deemed essential by subject coordinators.

D. Textbooks: The library does not routinely acquire textbooks currently in use for academic courses. Academic faculty can put a personal copy on reserve or donate a copy for circulation.

E. Deluxe editions: Deluxe editions of monographic works will not be acquired.

F. Duplicate copies: The library will purchase multiple copies of titles only when justified by high demand.
G. **Reprints from journals:** In general the library will not collect anthologies of readings or reprints from journals to which it already subscribes.

H. **Popular materials:** The Library will acquire some popular interest reading materials for the Popular Books Collection. Library Services recognizes the benefit of fostering lifelong learning but its primary responsibility is to provide resources to support curricular needs.

**Process:** Acquisitions is responsible for all aspects of the pre-order and post-order process including: searching vendor databases, searching titles in WorldCat (OCLC worldwide catalog of books, web resources, films and slides, journals and magazines, manuscripts, maps, musical scores, sound recordings, videotapes, and other materials) for appropriate records and transferring them into the library’s on-line system (thus creating catalog records), inputting purchase orders and invoice information in online system, receiving shipments, and paying invoices. Upon delivery, materials are checked in and upon payment of invoice by Acquisitions the catalog is updated. Subject coordinators are notified when books are ready for the shelf.

3. **Transfer**

Removing materials from one library collection to another, for example, from reference to circulating stacks or to bibliography (Biblio) stacks, are considered transfers.

Subject coordinators consult library catalogers when making decision to relocate a title, as well as departmental librarians responsible for destination of item being transferred.

Library materials with historical value are considered for transfer to Special Collections when fragile or too valuable to risk loss.

4. **Binding and repair**

Print and nonprint materials are considered for binding or repair on an individual basis.

All library personnel are alert for damaged materials and direct these items to designated locations in Circulation Workroom, IMC or Presser Music Library. Subject coordinators regularly review materials from these designated locations and from the stacks in their areas of responsibility. They look for and examine each deteriorated item and consider replacement cost in comparison to rebinding / repair costs.

5. **De-selection**

De-selection or weeding, the process of withdrawing items from the collection is an essential ongoing part of collection maintenance and is a primary responsibility of subject coordinators. Coordinators should rotate weeding among all subject areas for which they are responsible and seek input from teaching faculty familiar with the discipline. Ideally, the entire collection is reviewed and examined every six years.

The primary criteria for deselection of materials are:

1. Appropriateness of content for WCU Libraries
2. Physical condition of the material

Some types of materials that might be withdrawn are:

1. Superseded editions, if there is no historical or academic value to the older editions
2. Older items that no longer pertain to WCU curriculum

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3. Duplicate copies of an infrequently circulated title
4. Items in poor condition – moldy or mildewed, brittle, mutilated – beyond repair
5. Short or scattered runs of serial publications

Process: Subject coordinators identify materials in their subject areas for withdrawal in a variety of ways. Decisions about de-selection are carefully deliberated since they are usually irreversible. If there is any doubt about removing a volume, it should remain in the collection. Shortage of space and/or infrequency of circulation are not in themselves justifications for withdrawal but need to be prioritized as the collection size increases and space becomes an issue. The historical significance of an item is considered even if the content is obsolete. Coordinators can consult other librarians and/or faculty liaisons if there is a question about the appropriateness of a title for the collection. New items are constantly being identified and purchased to replace withdrawn materials and to improve the collection and keep it current. Consideration is given to changing formats.

Catalogers direct technical services staff to process withdrawals as part of their work routine.
C. Subject Coordinators

Faculty librarians are responsible for the overall development and management (assessment, purchasing, de-selection and maintenance of the collection in all formats (reference, circulating, serial, electronic, etc.) for their subject areas. Coordinators will work with academic faculty library liaisons and other librarians to conduct collection management activities always paying close attention to relevance to the instructional and research needs of current educational programs being offered and fund allocation.

Responsibilities

Collection Management:

1. Receiving Gifts: Donations will be accepted from all interested parties. In general they are welcome and encouraged. Each donation will be evaluated by the subject coordinator, who will consider how the donation fits existing subject areas and supports WCU curriculum. Gifts are subject to the same content-based criteria as are purchased materials. These criteria are more fully elucidated elsewhere in this document. Donation forms are available that acknowledge gifts but do not place a value on the donation in compliance with the Internal Revenue Code. Librarians do not inventory or appraise donations.

2. Assessment: Subject coordinators can recommend materials for preservation or withdrawal from library collections. They can recommend items for transfer to Special Collections based on the following criteria: relevancy, fragility, age, value, and aesthetics. The Special Collections Librarian reviews all transfers of open stack materials to Special Collections, but these materials are generally accepted regardless of whether the subject area(s) represented are ones targeted by Special Collections. Coordinators are continually assessing the main collection in their subject areas – deselecting and purchasing receiving equal attention. They also are continually targeting items for repair and/or binding.

3. Purchasing: Selection and purchasing materials in all formats will be based on relevance to current curriculum and initiated by subject coordinator. However, acquisitions that do not fall into existing collecting areas can be made in anticipation of new courses and degrees and as prescribed by university funding. Faculty input (both inside and outside the library) will help guide purchasing. Coordinators consider faculty requests, book reviews, trade and national bibliographies, advertisements, vendor catalogs and approval plan* forms when making decisions. Databases and other electronic products in assigned subject areas are evaluated and recommended for purchase to the Electronic Resources Committee for approval.

*Maintenance of approval plan profiles, making adjustments as necessary; and complying with vendor rules.

Library Connection to Academic Departments

The subject coordinator maintains contact with faculty liaisons and departmental personnel for assigned subject areas informing them of library issues

The subject coordinator analyzes course offerings in assigned fields to ensure that collections and services support research needs.

The subject coordinator keeps abreast of developments in assigned disciplines to inform collection development.

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The subject coordinator prepares reports used by departments for program review and accreditation.

The subject coordinator organizes and makes electronic and print bibliographic guides and other publications in support of the Library’s collection.
D. Library Liaisons

Purpose

The position of library liaison is intended to provide direct contact between academic disciplines and Library Services primarily to play an integral role in collection development. Each discipline selects a liaison and informs Library Administration of the designated person. Library Administration informs relevant subject coordinator of the choice. The amount of time spent on library matters by the liaison will vary depending on the faculty member, discipline, budget, and related University matters.

Job Description

The library liaison conveys library material order requests from the departmental faculty to Library Services through the designated subject coordinator.

The library liaison works with the subject coordinator to assess current collection for strengths and weaknesses. The liaison can recommend actions to improve collections in the relevant discipline and suggest materials for purchase with any available funds.

The library liaison acts as a conduit between the department and the library regarding library data required for program or accreditation and any review visits.

The library liaison apprises the library of any changes in programmatic, curriculum or research emphases. An effort will be made to partner with the library as early as possible if new degree programs, certificate or research initiatives are contemplated.

The liaison acts as a conduit to their department for information on changes in library policies and procedures, and the impact of changes in the library’s budget.

The liaison orients new departmental faculty members to library matters such as arranging library instruction, placing materials on electronic or print reserve, circulation policies, and recommending materials in all formats for purchase.
Part II Guidelines for Specific Collections

A. Reference

Purpose
The goal of the Reference Collection is to provide accurate, up-to-date information with minimal overlapping or duplication of materials. The reference collection serves the needs of the undergraduate and graduate curricula plus information on the entire range of human knowledge. All types of reference materials are included: encyclopedias, almanacs, dictionaries, directories, histories, bibliographies, yearbooks, and handbooks.

Electronic reference resources are considered above. Print reference materials maintained at F.H. Green Library are non-circulating. They are shelved in two browseable sections:

1. **Bibliography (Biblio):** Titles designated Biblio include older indexes to journal articles, legal sets, general encyclopedias and foreign language ones, in addition to bibliographic sets and individual titles.

2. **Reference (Ref):** Reference items are housed on stacks near and around the Reference Desk. These mostly current titles are more frequently used by reference librarians and readers. Many items from Ref are transferred to Biblio as new editions are made available.

Selection criteria
Materials or sets of materials will be considered for Reference using the same criteria as the rest of the library collection. It is the responsibility of the Reference Coordinator to see that materials are protected, organized, circulated, and displayed in a responsible, scholarly manner; and that a reasonable compromise between use, preservation, and security is struck and adhered to.

Overall, relevancy of materials, whether donated or purchased, will be decided on a case-by-case basis. Subject coordinators are responsible for collection maintenance in assigned subject areas and general reference materials are evaluated for acquisition and withdrawal by the Reference Coordinator. Materials may be added to reference collection in three ways:

1. **Donations:** Gifts for reference will be accepted and treated as other library donations.

2. **Transfers:** Materials can be transferred from other West Chester library collections to Biblio or Ref based on frequency of use, currency and format. Subject coordinators review transfers of open stack materials and transfers.

3. **Purchases:** Purchasing for reference will be based on the selection criteria mentioned earlier and will be evaluated based on relevance to current collections and the curriculum. Faculty input (both inside and outside the library) will help guide purchasing. All potential purchases will take into account cost of acquisition. Titles (electronic and print) priced in excess of $1000.00 will be approved by Public Services staff.
B. Serials

Purpose
The Serials Department maintains a collection of periodicals to support both undergraduate and graduate education at WCU. These materials include periodicals and microforms managed by the Serials Department, and annuals managed in Acquisitions. The department continues to build (with both current and retrospective collecting) the collection and makes accessible periodicals in electronic and print format constantly monitoring opportunities for new formats of information delivery.

Scope
Materials in the serials collection are primarily in English with the exception of foreign newspapers and periodicals to support campus foreign language programs. It is the responsibility of the Serials and Acquisitions Librarian to see that materials are protected, organized, and displayed in a responsible manner and that a reasonable compromise between use, preservation, and security is struck and adhered to.

Selection criteria
Subject coordinators and library liaisons regularly evaluate the serials collection in terms of meeting the needs of their subject areas. Relevancy to the collection and the needs of the University community are the primary criteria for inclusion. The evaluation of all potential serial acquisitions in whatever form include, a consideration of the potential costs for acquisition, cataloging, storage, preservation, and reference services.

Titles are considered for serials collection using the following criteria:

Periodicals:
- Serials containing the results of professional scholarship
- Complete or adequate holdings of leading serials in major subject fields
- Serials devoted to the informed discussion of public affairs
- Serials containing literary works and literary criticisms and interpretations
- Serials presenting substantial factual information concerning economic, political, and social events and scientific knowledge
- Selected American popular periodicals, particularly those of research value
- Back files of serials in original format depending on research value
- Complete files of serials published by WCU

Monographic serials: Annuals, yearbooks, reference books, and other titles that are issued in volumes or parts are subjected to the same selection criteria as mentioned above and ordered in the Acquisitions Department as part of the book budget.

Newspapers: Numerous foreign, domestic and local newspapers are available full-text through bundled electronic services such as Lexis Nexis, ProQuest and Readex. Many others are accessible through individual databases such as the Philadelphia Inquirer. Current issues of a few key newspapers are also available in print.

Microforms: The Serials Department maintains and makes accessible retrospective holdings of newspapers and journals in microform format. Major microform sets are also held including the Library of American Civilization, Health, Physical Education and Recreation, Exercise and Sport Sciences Theses.

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Indexes: Complete and adequate holdings of indexes are essential to provide access to the serials collection. Electronic indexes are the standard purchases for both current and retrospective access. Suggestions for additional indexes from subject coordinators are evaluated for their usefulness and recommended to Library Administration for potential purchase by the Electronic Resources Committee.
C. Government Documents and Maps

Government Documents

Purpose and Scope

The Government Documents collection is concerned with the acquisition, maintenance, bibliographic control and retrieval of selective federal government publications and those of the Commonwealth of Pennsylvania. A small collection of Chester County government publications is also maintained.

- **Federal:** Federal Selective Depository Library status was granted to the University in 1967. Its Depository Number is 0521C and the collection is administered and developed according to the requirements of Chapter 19 of Title 44 of the United States Code and the "Instructions to Depository Libraries" issued by the Library Programs Service of the Government Printing Office.

- **State:** The Pennsylvania State Library, Harrisburg, Pennsylvania, granted state Depository Library status to the University in 1972.

- **Local:** The library maintains a collection of core publications from various Chester County agencies.

The primary purpose of the government documents collection is to provide materials with significant research value that support both the teaching and learning needs of the University community and local citizens. As a Federal Selective Depository Library, the University Library provides print, CD-ROM, microform and electronic resources to local and statewide communities and other outside researchers.

Selection Criteria

**Federal:** Government documents selects materials that will support the educational mission of West Chester University in all curricular areas and provides access to publications of Congress and a fair representation of publications from all departments of the federal government for citizens of the 16th and 6th Congressional Districts.

The language of the collection is primarily English. The geographical scope of the collection is primarily United States national coverage. Some materials are added to provide regional coverage of Pennsylvania and adjoining states. Chronologically, the collection contains material from 1967 when depository status was granted, though back files of legislative materials, census publications and federal departmental publications from the mid-nineteenth century are included.

The Documents and Maps Librarian in consultation with library and classroom faculty select federal publications through the Depository Library Program as appropriate. When possible, selection of depository items is coordinated with other depository libraries in the region and state.

**State:** Commonwealth of Pennsylvania publications are received on a monthly basis from the State Library in Harrisburg, PA. It is not possible to pre-select the publications which are received. Publications are reviewed following the guidelines used in selecting federal government publications and the library is permitted to discard publications that do not pertain to its mission.

The document collection is constantly reviewed with an eye for additions and de-selections. The department complies with depository rules and timelines regarding withdrawing titles from the collection. Print materials are withdrawn as more items become available electronically. Print additions are deselected and generally not acquired.

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Map collection

The collection consists of maps, atlases, and reference works acquired from the federal government, through the depository program as well as through purchase from state, county and commercial sources. The collection is international in scope with emphasis on the United States and particularly on items pertaining to Pennsylvania and contiguous states. Selection of all materials is made by the Documents and Maps Librarian in consultation with library and classroom faculty as appropriate. Materials are housed in F.H. Green Library in the Sandra F. Pritchard Mather and John Russell Mather Cartographic Resource Center which was dedicated April 22, 2005.

The aim of the map collection is to make accessible items that support curricular areas in addition to providing patrons with maps that provide visual presentation of the world from a geographical, political, social, demographic, environmental and economic focus. GIS (Geographic Information System) programs are available within the F. H. Green Library.
D. Instructional Media Center (IMC)

Purpose and Scope

The IMC is comprised of two separate collections:

Curriculum Collection: Collection supports the College of Education and makes available the highest quality educational materials which are produced for use with children grades Pre K – 12 grades, and provides patrons with selective materials relating to the teaching profession. Materials about educational research, theory, and history are located in the library’s main collection.

General guidelines

Curricular level and subject areas: The IMC collections contain media and resources appropriate for pre-school through secondary level materials. The IMC collects in the specific areas for which the College of Education prepares teachers, with an emphasis on inclusion, diversity and current trends in education.

Languages: The primary language of the collection is English, although resources used for teaching Spanish, German, Italian and French are included.

Chronology: The most current materials available are collected. Out-of-date materials are withdrawn.

Geographical emphasis: Educational methods and approaches used in the United Sates are strongly emphasized. Publications by the Pennsylvania Department of Education, area school districts, and other states and countries, are selectively collected.

Guidelines for Specific Areas

Professional Materials include teacher resource materials, idea or how-to handbooks, books with games, activities, and projects, courses of study and curriculum guides. Professional standards are also selectively included.

Textbooks include textbook series for curricular areas for which WCU prepares teachers. The latest editions of textbooks are collected selectively as funds permit or if received as publisher donations. Supplementary materials are generally not purchased but may be added if received as gifts. Certain textbooks more than ten years old are retained in subjects when the study of trends is part of the course of study. College level texts are not added to the collection.

Non-Print Materials are audiovisual (AV) materials appropriate for demonstration purposes and for use in lesson preparation. These include posters, pictures, study prints, music recordings, cassettes, CD-ROMs, multimedia kits, videos, games, transparencies, manipulatives, models, realia, and educational toys. AV materials appropriate for use with preschool through eighth grade students are collected.

Media Collection: The collection consists of DVD and VHS films on a wide variety of subjects and includes foreign language films along with classic and popular titles, CD-ROM programs, and audio CDs. Music recordings are collected and available in the Presser Music Library.

Selection Criteria

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In addition to the selection criteria for all library items of relevancy/uniqueness, quality or authority, timeliness, accessibility, and pricing, technical quality, ease of use, and equipment needs will be considered for IMC items. It is the responsibility of the IMC Librarian to see that materials are protected, organized, circulated, and displayed appropriately.

Materials may be added to IMC in two ways:

1. *Donations*: In general gifts are welcome and encouraged. Each donation will be evaluated by the IMC Librarian, who will consider how the donation fits existing subject areas and supports the WCU curriculum.

2. *Purchases*: Purchasing for IMC will primarily be based on relevance to current curriculum. Faculty input (both inside and outside the library) will guide IMC purchasing.

The evaluation of all potential acquisitions in whatever form will include not only the cost of the acquisition but also include a consideration of the potential costs for cataloging, storage, preservation, and reference services. Deselecting IMC materials is the responsibility of the IMC Librarian working in cooperation with the College of Education faculty and library faculty.
E. Juvenile Literature Collection

Purpose
The primary objective of the Faye Collicott Children’s Room is to build a collection excelling in scope and literary quality to support the various undergraduate and graduate curricula which require the use of children’s print material. The collection also serves as an auxiliary to the curriculum resources collection in the IMC providing juvenile works to be used within lesson plans or study units for student teaching and in-service education courses.

Scope
The collection includes books for preschool through young adult. Genres include but are not limited to: fiction, nonfiction, picture books, folk and fairy tales, graphic novels, biography and poetry. Reference items such as bibliographies, biographical materials, and books on children’s literature are included in the collection.

Selection criteria
It is the responsibility of the Education Subject Coordinator to see that materials or sets of materials are selected, organized, circulated, and displayed in a responsible manner. Highly recommended books are selected primarily from standard print and online review sources. Materials are selected to meet the varied reading abilities and interests of children. Attention is given to acquiring materials that encourage recreational reading designed to develop children’s imaginative faculties and to promote understanding of oneself and others.

Controversial books reflecting social issues i.e., divorce, alternative lifestyles, race, immigration, etc. will be collected purposefully so that student teachers will have an opportunity to read and assess them. Nonfiction titles, particularly those with an emphasis on social studies, health, arts, and sciences, are selected to complement the needs of student teachers. Additionally, folk and fairy tales are collected in depth to provide resources for comparison and research.

A comprehensive collection of award winning books is maintained. Multiple copies of prize-winners such as the Coretta Scott King Award, John Newbery Honors and Medal, Caldecott Honors and Medal titles are available.

Overall, appropriateness of materials, whether donated or purchased, will be decided on an individual basis. Materials are cataloged and may be added to the juvenile collection in two ways:

1. Donations: Gifts for the juvenile collection will be accepted and treated as other library donations. Only items in excellent condition will be added. Paperbacks are acceptable and will be bound if desired. Second copies of previously owned and frequently-circulated items are often added.

2. Purchases: Purchasing for the juvenile collection is ongoing. Multiple copies of recent titles by well-known authors will be considered for acquisition and an approval plan is used for award winning titles.

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**F. Popular Books Collection**

**Purpose**
The library offers a popular reading collection to enrich the reading lives of the WCU community and complement academic study. High demand fiction and nonfiction titles with general appeal are candidates for inclusion. Items in the collection are cataloged and processed like other items but are on display as “Popular Books” for one year after which they are reevaluated. At that time, items remain where they are or moved to the general collection.

**Selection criteria**
Materials or sets of materials will be considered. It is the responsibility of the Collection Development Librarian and the Humanities subject coordinator to see that materials are organized, circulated, and displayed in a responsible manner, and that there is a balance of popular and literary reading. They will deselect inactive items from the collection annually and either withdraw those titles or transfer them to main collection.

Overall, appropriateness of materials, whether donated or purchased, will be decided on a case-by-case basis. Materials will be cataloged and may be added to the popular collection in two ways:

1. **Donations:** Gifts for the popular collection will be accepted and treated as other library donations. Only items in fine condition will be added. Trade paperbacks and second copies of frequently-circulated items are acceptable and will be added to the collection.

2. **Purchases:** Purchasing for the popular collection will be very selective. Recent titles by well-known authors will be considered for acquisition and lists such as the New York Times Bestsellers and book award lists will guide purchasing.
G. Special Collections

Purpose

The primary purpose of the West Chester University Special Collections is to provide and preserve materials with significant historical and/or research value that support both University history and the teaching and learning needs of the University community. As a secondary purpose, Special Collections and Archives will provide resources to local and statewide communities and other outside researchers.

Special Collections builds and maintains a selective research collection of materials related to the history and development of Chester County (especially its residents and its institutions), important rare and historic materials, and houses and maintains the West Chester University Archives. Special Collections continues to build (with both current and retrospective collecting) and make accessible a permanent collection of resources in all types, languages, formats, and media.

Selection Criteria

Materials or sets of materials will be considered for Special Collections using the following criteria: value, rarity, fragility, size, subject emphasis, sensitivity, form or provenance. It is the responsibility of the Special Collections Department to see that materials are protected, organized, circulated, and displayed in a responsible manner; and that a reasonable compromise between use, preservation, and security is struck and adhered to.

Overall, relevancy of materials, whether donated or purchased, will be decided by the Special Collections Librarian on a case-by-case basis. Relevancy to the collection and the needs of the University community will be the primary criteria. The evaluation of all potential acquisitions in whatever form will also include a consideration of the potential costs for acquisition, cataloging, storage, preservation, and reference services.

Materials may be added to Special Collections in three ways:

1. **Donations:** Gifts/donations will be accepted from the West Chester University community, the local Chester County community, and other interested parties. In general gifts/donations are welcome and encouraged, especially those pertinent to University history. Each gift will be evaluated by the Special Collections Librarian, who will consider how the donation fits existing subject areas and supports the WCU curriculum, and the relationship of the donor to the University. Donation forms are available.

2. **Transfers:** Materials are often transferred from other West Chester library collections to Special Collections based on the following criteria: fragility, age, value, and aesthetics. The Special Collections Librarian reviews all transfers of open stack materials.

3. **Purchases:** Purchasing for Special Collections will be based on the selection criteria for individual collections, and will be evaluated based on relevance to current collections and the curriculum. Faculty input (both inside and outside the library) will also guide Special Collections purchasing. However, acquisitions that do not fall into existing collecting areas can be made in anticipation of new emphases or as prescribed by donors of funding. Current priorities include publications of West Chester University (yearbooks, alumni directories, etc.), books by faculty, staff, and students/alumni, and Chester County history publications.

Scope

Collection Development Policy - Library Services, West Chester University, 2010
Special Collections contains the West Chester University Libraries collection of rare books, including the complete set of Shakespeare folios and a collection of 18th and 19th century horticultural and botanical works from the libraries of William Darlington and the Chester County Cabinet of Natural Science. It also contains materials of interest because of their value or relation to Chester County. The Special Collections Department also includes the University Archives, and as such maintains documents pertaining to University history. Documents include, but are not limited to, materials covering administration, student life and publications, and academics. Publications authored by West Chester University faculty and students/alumni are also included.

The West Chester University Special Collections Department will collect materials based on guidelines for individual collections. See specific descriptions and guidelines below.

**Collections**

*Barbara Loftus Perrone Night Before Christmas Collection (Perrone Collection)*

Description: This collection contains materials relating to the famous “Night Before Christmas” story, including various editions and formats of the book, artifacts, and other related items.

Items from this collection were mainly donated by Ms. Perrone. In addition, she regularly donates items. Funding is available for the purchase of additional materials. Special consideration will be given to rare, old, and valuable editions of the book.

*Chester County Art Association Archives*

Description: This collection contains materials donated by the Chester County Art Association (CCAA). These are mainly historical records of the organization, including meeting minutes, exhibition pamphlets, and artist information.

Items for this collection will be accepted through donation from the CCAA.

*Chester County Cabinet Collection*

Description: This collection includes items from the Chester County Cabinet Museum (bows, spears, shells, etc.) William Darlington was heavily involved in the Chester County Cabinet of Natural Science.

Items in this collection were accepted from the Chester County Cabinet of Natural Science. Donations are not expected. Items will not be purchased for this collection unless it is proven that they were originally a part of the Cabinet and were separated from the donated collection.

*Chester County Historical Collection (CC)*

Description: This collection contains materials related to Chester County. Items relating to the history, arts, social customs, economics, or politics of the county will be given preference. Items about West Chester University but not written by faculty, alumni and others are also included. Items may include books by, edited by, or about local authors, artists, or publishers. Materials not written about the county but containing some relevant information related to the county are also included. Finally, materials that do not contain information about the county but which were once part of collections held within the county are included with discretion.

Collection Development Policy - Library Services, West Chester University, 2010
Items for this collection may be purchased or donated. Collection of items will be in conjunction with the Chester County Historical Society so as not to duplicate efforts.

**Combs Collections**

Description: Combs Limited Editions Collection

This collection of materials contains limited or first edition copies of many well-known works. These books have monetary, aesthetic, artistic, and historical value.

Description: Combs Pop-Up Book Collection

This collection contains a variety of pop-up and other interactive books.

The bulk of these materials were donated by Uel W. Combs, but additional materials are added through donation, transfer from the regular collection, and purchase as appropriate.

**Ehinger Collection (E)**

Description: This collection contains books pertaining to aspects of physical education and sports published before 1946.

Materials in this collection were mainly received through a donation. Materials may be purchased for this collection, as long as they have been published before 1946. Books may also be purchased, with extreme selectivity that have been recently published but comment upon sports or physical education before 1946.

**LUVIM (Leadership, Unity, and Volunteerism, and Image Maker) Collection (LUVIM)**

Description: This collection contains autographed books and videos of authors who spoke at West Chester University as part of the LUVIM series.

Donations of materials in this collection ended in 2009 with the conclusion of LUVIM.

**Marshall Becker Collection**

Description: This collection contains materials collected and produced by Dr. Marshall Becker, Emeritus Professor of Anthropology. The main portion of the collection is research materials that have resulted in Dr. Becker’s multiple publications.

Materials in this collection were donated by Marshall Becker.

**Normal Book Collection (N)**

Description: This collection contains materials written by West Chester University faculty, staff, and students/alumni. Materials edited by, researched by, or written in cooperation with other authors may also be included.

Materials will be purchased or accepted as donations. Materials where the West Chester University author is not solely responsible for content are more likely to be added to the collection through donation.

**Oral History Collection**

Collection Development Policy - Library Services, West Chester University, 2010
Description: This collection includes tapes and transcripts of oral histories of historical interest.

Materials in this collection will be accepted from donations. Also appropriate purchasing and preservation activities (such as upgrading from magnetic tape to CD or digital files) may be necessary.

Philips Autograph Collection

Description: This collection primarily contains autographed materials acquired by George Morris Philips between 1880 and 1920. Materials are housed in the Autograph Library in the Philips Memorial Building.

Materials are periodically added to this collection. Materials, especially items autographed by visiting scholars, may be purchased. Other additions will be acquired through donation.

Rare Books Collection (SC)

Description: This collection consists of old, fragile, and/or valuable materials that require preservation and/or a controlled environment.

Materials are usually transferred from the main collection or received as donations (if not creating a specific new collection for the donor). Materials may also be purchased to support the curriculum (such as examples of the book arts, rare historical or art texts) or as a part of our responsibility to preserve printed materials.

Special Collections Juvenile Collection (SCJ)

Description: This collection contains rare and/or valuable juvenile resources. The collection was created to preserve examples of early children’s books for research.

Materials in this collection are acquired solely through the transfer of materials from the juvenile collections of the West Chester University Libraries for reasons of value, age, and preservation. Donations will also be accepted. No materials will be purchased.

Tom Bostelle Archives

Description: This collection contains items created and collected by Tom Bostelle, a Chester County artist.

Items for this collection will mainly be acquired through donation. Materials relating to Bostelle and his works will generally be added to the Chester County Collection, but there may be exceptions made on a case by case basis.

Weintraub Collections

Description: Weintraub Research Collection (WEIN)

This collection contains the books, articles, and other items used by Stanley Weintraub in his research.

Description: Weintraub Collection

This collection contains manuscripts and related materials pertaining to the writing and scholarship of his books, articles, and other writings.
Materials in these two collections are received mainly through donations from the Weintraub family, though a few relevant items have been and will continue to be received from other donors. Books and other publications written by or related to Stanley Weintraub may be purchased if necessary. No materials will be purchased for the Research Collection (WEIN). All items will be housed in the Weintraub Room.

*West Chester University Archives Collection*

Description: This collection includes materials produced by or having to do with the University, its students, faculty, staff, and community relations. It includes items such as student publications (like the “Quad” newspapers), course catalogs, photographs, faculty files, and yearbooks, etc. The Archives is NOT a University repository.

Materials in this collection will be donated/transferred from University affiliates, departments, and other related donors. Materials can also be purchased if necessary, especially if they relate directly to University history or important faculty, alumni, students, or staff.

*West Chester University Museum Collection*

Description: This collection contains materials previously held in the University’s museum. It includes mainly artifactual materials, such as pottery, implements, natural materials, etc.

Materials in this collection were transferred from the Museum. New materials will not be added to this collection unless discovered.
H. Presser Music Library

Purpose and Scope

The Presser Music Library supports the curricula and programs of the School of Music by offering a collection representing the important developments in music among all people at all times, with an emphasis on European-American traditions of art music. These objectives ideally contemplate materials in all formats, but the extent of the collection is limited by available space.

The Music Library’s collection includes the following materials and formats:

1. Printed music in both scholarly and performing editions, including sets of parts for chamber music.
2. Sound recordings and video recordings.
3. Circulating books on music and a few titles tangential to music or the interest of music students.
5. Current and bound periodicals covering the subject of music. Bound periodical volumes may be located off-site due to limited space in Presser.
6. Materials in microform that correspond to the above categories.
7. Electronic digital, virtual resources and subscriptions corresponding to or supplementing the above materials.

The Music Library’s collection excludes:

1. Textbooks, curricular materials, or tutorials for grades K-12 (housed in the IMC).
2 College-level textbooks.
3. Parts or multiple copies of scores for large ensembles (housed in and owned by the School of Music).

Selection Criteria

Materials are selected bearing in mind an anticipated cost/benefit relationship. Available funds must benefit all departments of the School of Music in proportion to their enrollments and to the relative importance of library research to their curricula. Reviews, scholarly citations, and other expert testimony are relevant to decisions regarding the quality and importance of a composition or an edition or performance thereof.

With regard to weeding or removal to remote storage, circulation history as tallied by the library’s cataloging and circulation computer system is a significant statistic insofar as borrowing has been permitted.

With respect to an additional edition or performance of a given work already represented in the collection, substantiation of the particular advantages of the edition or performance requested may be in order.

A further consideration is the half-life, both physically and intellectually, of an item proposed for purchase or retention, especially a recording or other audiovisual medium. It might well be observed here that in the judgment of the Library of Congress, vinyl LP discs are a valid archival medium, while compact discs are not. The life expectancy of a video cassette is only six to eight years. The useful life of

Collection Development Policy - Library Services, West Chester University, 2010
computer software, especially if designed for youth or the general population, is even less, so rapidly are
techniques and tastes in this area changing. Acquisition of such materials, especially when expensive,
compared to those that can be expected to last a matter of decades, must be justified by a correspondingly
higher estimate that they will be quickly and heavily used dollar for dollar.

A printed or recorded anthology is considerably more valuable and useful if it has been analyzed in a
thematic catalog or other reference source (including the online catalog) that collectively indexes material
of similar nature. Examples of such resources are Sears Song Index, Coover and Colvig’s Medieval and
Such indexes and thematic catalogs themselves are, of course, prime candidates for inclusion among the
Music Library’s reference books.

Acquisitions in the Music Library are subject to policies articulated for the University Libraries as a
whole regarding the limited circumstances that justify purchase of multiple copies. As an exception, two
copies of printed music may be purchased routinely if two (but not more than two) are required for
rehearsal or performance, e.g., piano duets and songs with piano accompaniment.

Materials may be added to Presser Music Library in three ways:

1. **Donations**: Gifts will be accepted from all interested parties. In general donations are welcome
   and encouraged, especially those pertinent to University programs. Each gift will be evaluated by
   the Music Librarian, who will consider how the donation fits existing subject areas and supports
   the WCU curriculum. Donation forms are available.

2. **Transfers**: Materials are sometimes transferred from F. H. Green Library. The Music Librarian
   reviews all transfers.

3. **Purchases**: Purchasing for the Music Library will be based on the same selection criteria for
   other library collections, and will be evaluated based on relevance to current collections and the
   curriculum. Faculty input (both inside and outside the library) will guide Music Library
   purchasing.

**Collections**

*The Frank Reynolds collection of Gilbert and Sullivan materials*

Description: This collection has been developed in collaboration with, and largely funded by,
several organizations and individuals in the area particularly interested in this repertoire.
Members of these organizations enjoy circulation privileges for these materials beyond those of
the general clientele.

*The Musgrave collection of LP sound recordings*

This collection is comprised of 5,500 records.

*Unbound scores, parts, and sheet music*

This collection, begun ca. 1987, attempts to retain material that otherwise would be discarded
entirely because binding it and placing it on open shelves is unjustifiable. Criteria for inclusion
here rather than on open stacks include a small number of pages and relative obscurity of
composition, edition or format, constituting marginal utility except for performance.

Collection Development Policy - Library Services, West Chester University, 2010
Scores and recordings of musical comedies and other materials whose value or content makes them particularly susceptible to theft are shelved in vertical files.

[This document was prepared with the assistance of Collection Development Committee librarians, Jane Hutton and Christina McCawley. March, 2010]
Part III  Approvals & Revision Schedule

The Collection Development Policy should be reviewed every five years. It is the responsibility of the Collection Development Librarian to initiate and coordinate the re-evaluation.

Approvals by the library faculty and administration are warranted with each revision.

Patricia Lenkowski, Chair of the Department of Library Services

Paul Wolfson, Chair of the Library Advisory Committee

Richard H. (Dick) Swain, Director of Library Services

Linda Lamwers, West Chester University Provost
Appendix I

Vision, Mission, & Values, WCU Library Services

1. VISION STATEMENT
West Chester University Libraries are the hub of the University’s intellectual and cultural life. They are places where study, research, and the free exchange of ideas occur in an atmosphere of civility and respect. They provide the best possible resources, services and facilities for library users, creating an exciting environment for inquiry and activity. Library resources embody the breadth of human experience and expression, representing a good balance of traditional and new materials. Those who work in the University Libraries are dedicated to this vision, and have the skills, experience and flexibility to carry it out.

2. MISSION STATEMENT
West Chester University Library Services provides the best possible support for West Chester University’s mission of educational excellence by offering the highest quality collections, services, and facilities for learning, teaching, and research.

3. VALUES STATEMENT
Knowledge
• We support student learning success.
• We support teaching and teacher education.
• We support research and inquiry.
• We support intellectual and academic freedom.
• We support life-long learning.
• We encourage reading as a lifelong activity for curiosity and pleasure.

Service
• We offer library services characterized by flexibility, creativity, and a positive, friendly attitude.
• We make library resources easily accessible to our scholarly community.
• We maintain an attractive and secure place for study and the exchange of ideas.
• We evolve to meet the changing information needs of our patrons.
• We provide access to materials, services and facilities in accord with library policy to library users.
• We provide a "barrier free" environment for all patrons.
• We think and act both globally and locally in our service.

Civility
• We believe in the inherent worth of each individual library patron.
• We provide an inclusive and diverse learning environment.
• We value differences of opinion and perspective.
• We have compassion and respect for those who work in the library and those who use it.
• We encourage a positive attitude and a sense of humor in the libraries.

Communication
• We engage in open and honest communication.

Collection Development Policy - Library Services, West Chester University, 2010
• We recognize the importance of participation by all library stakeholders.
• We engage in collaboration both within and beyond the university.

Quality
• We attract and retain talented people to accomplish our mission.
• We acquire high-quality, appropriate resources of all types.
• We support individual and organizational growth.
• We take responsibility for our actions and follow through on our commitments.

Stewardship
• We engage in environmentally sustainable practices.
• We engage in the preservation of the intellectual record.
• We manage fiscal resources responsibly and efficiently.
• We support the principle of intellectual property protection.

Approved by Library Advisory Committee, 14 April 2009
Appendix II

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person’s right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948.
Appendix III

Procedures for the acceptance of gifts and donations

If items are in poor condition or have dated information, they will be recycled. If items are in acceptable condition but not retained by the Libraries, they will be sent to vendors who specialize in used materials such as Better World Books (BWB), Amerifolio and others. These companies accept materials provided the items are not dirty, moldy, damaged or otherwise unsuitable for use or resale including textbooks published during the last ten years.

Information for donors

Donations cannot be dropped at the library without previous arrangements. Library Services does not have staff available to pick up donations. Donors should follow the steps below to set up a delivery time:

1. Estimate the number of items to be donated.
2. Contact the Library to make arrangements:
   a. Serials Department (phone 610-436-2624); if no answer,
   b. Library Administration (phone 610-436-2747),

3. Deliver materials: Library Services does not have staff available to pick up or move books.
   - If you are on campus and have a large number of boxes, contact Campus Moving Services at x2512 and make arrangements for them to bring materials to the library.
   - If you are off campus, please call the Collection Development Librarian at 610-738-0467 to discuss donation arrangements.

Ownership: Gifts become the property of the Friends of the West Chester University Libraries.

Gift Receipt Policy:

- Tax regulations prohibit the recipient of a gift from determining the value of the gift.
- Written gift receipts will be provided upon donor request but Library Services cannot provide an appraisal of value.
  - The donor copy (yellow) will acknowledge but will not evaluate the gift for tax or other purposes.
  - The office copy (white) will remain on file in the Library Administration Office.

Inquiries about financial donations for book purchases or other gifts to Library Services should be directed to Library Administration (phone 610-436-2747).

Information for staff

Accepting donated items:

1. Recipient places gift materials on desk or adjoining table in Receiving (Room 138 near loading dock).
2. Recipient fills out a form noting nature of donation (donation forms available in Receiving).
   a. The yellow copy of the receipt is given to the donor,
b. The white copy should be placed in Collection Development Librarian's mailbox who will then forward the copy to Library Administration for permanent filing.

3. Staff member emails the Collection Development Librarian the information about the donation, including donor's name and date of receipt.