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Suffolk University Madrid Campus

Collection Development Policy Guidelines

Updated: Summer 2010

Updated: May 2011

Updated: August 2013

Updated: July 2017

Purpose of the *Collection Development Policy Guidelines*

These guidelines serve to assist and clarify for the librarian, students, and faculty, the objectives and goals of Suffolk University's Madrid campus library as it pursues its mission to support student research. The student body at Suffolk University consists of solely undergraduate students. Some students are here for their first two years of college. Others are here for only one year or one semester. This collection exists to support the needs of the students while they are at Suffolk University's Madrid Campus. The guidelines below are organized into three sections: (1) a description of the collection, (2) selection guidelines, and (3) a method of (and schedule for) collection evaluation. Two appendices are attached: (i) the library purchase request form, (ii) and the textbook policy.

Description of the Existing Collection:

The collection consists of seven (7) areas: (1) print journals and newspapers, (2) media, (3) study aids, (4) circulating monographs (5) reserve and reference, (6) maps, and (7) textbooks.

(1) Current print journals and print newspapers

As of July 2017, the library subscribes to the following journals and newspapers:

International Herald Tribune

El País

Economist

Business Week

Time

New Scientist

(2) Media Collection

The media formats supported by the library include multi Region DVD's. There are also CD's that come with the Spanish language textbooks and a handful of cassette tapes and CD's with music. The library supports the use of these media formats with two portable computers and one CD and cassette player. Each classroom has a universal DVD player so that both Region 1 and Region 2 DVDs may be used for courses. Students are allowed to check out the DVDs for 24 hours.

(3) Study Aids

The library provides an area of the collection devoted to dictionaries (including foreign language versions), grammar guides, style manuals, and other study aids. While this is not a circulating collection, it allows students to consult print tools to help with research. In addition, a bibliographic guide is available for

students who are interested in seeing the print and online collection. There is also a more limited collection of materials available for English as a Second Language and English as a Foreign Language, including TOEFL-preparation material.

(4) Circulating Collection

The circulating collection supports the courses offered at the Madrid Campus. Its strengths include Spanish history and culture, Spanish literature (in both English and Spanish), and an undergraduate library collection for introductory courses in philosophy, sociology, anthropology and psychology. It also maintains an eclectic selection of popular fiction and non-fiction.

The majority of the circulating collection is cataloged and in the library, but some items are housed in faculty offices (Spanish exercise books, for example). *Since February of 2010, items in faculty offices are checked out to the head of the department and renewed each semester.*

(5) Reserve and Reference Collection

There is a small reference and even smaller reserve section. The electronic reference databases offer more updated materials than those available in the print collection.

(6) Map Collection

The library houses a small collection of maps that are used for courses. These include maps of Europe, Spain and the Americas.

(7) Textbooks

The library has a large number of textbooks in the collection. **However, it cannot be guaranteed that the latest editions will be available.**

Selection Guidelines

The library's first priority is to purchase materials to support the academic curriculum. It will purchase materials by faculty request to support the courses taught at the university. The library will also purchase, with lesser priority, recreational English-language material, as these materials are difficult to acquire in Spain.

Criteria to be applied to all requests for purchases by faculty, students or staff:

1. Are the items already in the collection, in either print or electronic form? *Preference will be given to items that are not duplicated in any format. Secondary priority will be given to items that are only in electronic format. Much lesser consideration will be given to items that are duplicates. The only current exception to this policy involves texts for Book Club, which might need to be purchased in multiple quantities.*
2. Can the items be used for courses that are given at least once every year? *Materials that are requested for a course that is offered less frequently will be given a lower priority. Another option is using neighboring library collections.*
3. Are the items easily accessible for purchase? *If purchasing an item will be a time-consuming endeavor, other options should be considered first.*
4. Are the items reasonably priced with respect to the discipline? *Some disciplines, such as art history, have quite expensive texts. Requests for didactic materials must be appropriate with regards to need and discipline.*
5. What are the budgetary constraints for the year? *Obviously, some years will require more fiscal restraint than others.*
6. Are the requested items current? *While some disciplines require older materials, if a newer edition of an item exists, it would be preferable to purchase the newest version available.*

Textbooks: Unless specifically requested, textbooks are not purchased and cataloged for the collection.

Donations: Because the library's physical space is limited, donated books will only be accepted if they have direct relevance to the coursework offered at the university. Review copies of textbooks sent by publishers will be cataloged or discarded at the discretion of the librarian or given to faculty who teach in those disciplines.

Missing items: As missing items are discovered in the collection, the bibliographic information of these items should be sent to the faculty in the discipline for evaluation. These missing materials may be used to guide future purchases.

A complete inventory of the holdings was conducted (February 2010) and missing items were labeled as such to the catalog. A report of the missing texts/materials was made and the selection of missing items was sent to the appropriate faculty department for review.

Collection Evaluation and Schedule

The library in Madrid depends primarily on faculty for the development of the collection.

The librarian provides input and suggestions for these purchases based on the needs discovered at the reference desk. While requests may be made at any time, a formal letter soliciting faculty requests will be made at the beginning of every semester.

- (1) Back Issues of Journals:** because all of these titles are also available in electronic format, it was determined by the librarian and the faculty in November of 2009 that the back issues of the journals and newspapers would be limited. If a particular article is needed in PDF format, it can be sent via interlibrary loan online. It is recommended that this list be **evaluated once a year**.
- (2) Media Collection:** the library currently purchases media products by faculty request only. There is no need to replace the older, VHS tapes, with DVDs as the equipment supporting the different technologies **will last at least another 2-3 years**. At that time, it might be necessary to reevaluate the policy of retaining materials that require older technologies.
- (3) Study Aids:** this collection needs revision and updates. It is recommended that faculty who require research papers look over the collection and offer suggestions for improving the content and awareness of the resources. This review should be done annually at the end of the spring term.
- (4) Circulating Collection:** statistics of circulation are run every year.
- (5) Reserve and Reference Collection:** when possible, items are placed on the public drive or posted to a *Blackboard* account/platform rather than putting an article or chapter of a book on reserve. Because the library is open a limited number of hours, scanning texts (as long as it is legal) remains a better option.
- (6) Map Collection:** the map collection is currently used by faculty in several courses, but many of the maps are in need of replacement. New maps of Spain and Latin America were purchased in spring of 2010.
- (7) Textbooks:** as stated previously, the library does not seek to catalog textbooks. Older textbooks in the circulating collection will be withdrawn unless faculty specifically request that they remain. The situation should be **evaluated every two years**.
- (8) Electronic Database Collection:** the databases used at the Suffolk Madrid Library are purchased by Boston.
- (9) Binding and Repair of Books:** unless a book is out of print or very expensive, books will be replaced if they are in need of repair.

Appendix I: Library Purchase Request Form

Library Purchase Request Form Fall 2017

<i>Name</i> _____
<i>Email</i> _____
<i>Phone</i> _____
Date ____/____/____

I would like to request the following item(s). Please indicate for which course the item has been requested and indicate whether the text will be required to be used by students in the course.

Title, Author, ISBN number, edition	Format (Book, DVD, etc.)	Course Number	Required ? (Y or N)	Cost (if known)

Other information:

Appendix II: Textbook Policy

Suffolk University Madrid Campus, Textbook Policy
Updated July 2017

The following criteria should be considered when planning syllabi:

1. What textbook is used on the Boston campus for the course? Please contact the head of your department on the Boston Campus to learn what texts are used in Boston and whether it is necessary for you to use the same text here. Information about the department head in Boston can be found in the Undergraduate Academic Catalog or online at <http://www.suffolk.edu> in the Academics tab.
2. If the textbook used in Boston is different than the textbook you wish to use used here, it is essential that you have written permission from the department chair in Boston to use a different textbook.
3. If the textbook you want is in a new edition, the librarian will let you know of the newer edition
4. Instructor's Copies: If needed, please request an instructor's copy of the textbooks by email. For courses that use books for which instructor copies are not available, the library will purchase one copy for your personal use.