Collection Development : Philosophy and Practices
Santa Clara University Library

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I. Guiding principles of the Library collections

The Santa Clara University Library ("the Library") provides access to resources to support the instructional mission of the University, including supporting faculty growth as teachers, student research, and the development of lifelong learning habits.

The Library staff use knowledge of the curriculum, best practices of collection management, input from the campus community, and cost and usage data to determine what resources to purchase and withdraw; what materials to own and borrow; and what subscriptions to add and cancel; as well as to inform preservation strategies for resources that merit preservation.

All resources managed by the Library are for the use of the entire campus community. Resources that need to have access restricted to segments of the campus community (e.g. a specific class or college) are acquired and managed at the college or department level rather than by the Library. Resources that would solely support faculty research are similarly acquired and managed at the college or department level.

The Library does not specifically seek to support the curricula or activities (other than archival activities) of the Law School or the Jesuit School of Theology, which are directly supported by their separate libraries.

Governance

Philosophy	Practice
The Library's Collections & Access Committee is the consulting body for collection development and management.	Members of the Collections & Access Committee include: all subject librarians, the AUL for Learning and Engagement, the Head of Electronic Resources & Serials, the Head of Cataloging, and the Head of Access & Delivery Services. The Associate University Librarian for Collections & Scholarly Communication chairs the Committee and is ultimately responsible for the Library acquisitions budget.

Open Access statement

Philosophy	Practice
In keeping with the University's mission of advocating for social justice, the Library is committed to providing financial support for Open Access initiatives that seek to change the current scholarly publishing business model, which is	The Library is committed to providing at least 0.5% of its acquisitions budget each year to Open Access initiatives that best meet its criteria for investment.

exclusive and unsustainable, to a publishing model that is inclusive and sustainable.	In considering options for investment, the highest priority is given to initiatives that focus on the publishing, development, or adoption of Open Access materials that are appropriate for undergraduate research and/or instruction. Examples would include Open Access monograph initiatives and programs or products that aid faculty in creating or adopting Open Education Resources.

Diversity statement

Philosophy	Practice
The Library serves and advocates for the entire SCU community and is committed to developing collections that are inclusive of the needs of the entire community.	Drawing on the ACRL document *Diversity Standards: Cultural Competency for Academic Libraries* (2012),[1] the Library commits to: ● Providing an equitable basis for purchasing materials, ● Ensuring that consideration of the needs of historically oppressed, underrepresented, and underserved groups is integral to collection development and management, ● Regularly assessing the adequacy of existing collections to ensure they are reflective of the diversity of the library's constituent populations, ● Regularly reviewing the current and emergent demographic trends for the library's constituent populations to inform collection development and management, ● Providing increased accessibility through cataloging by allowing natural language words and advocating for changes in the Library of Congress headings, ● Including constituents as major stakeholders in decision-making and advisory entities and the planning, development, and evaluation of collections.

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[1] "Diversity Standards: Cultural Competency for Academic Libraries (2012)", American Library Association, May 4, 2012. http://www.ala.org/acrl/standards/diversity (Accessed May 24, 2017) Document ID: c9831d45-0593-0c14-d1f0-d428464031f7

II. Books

Philosophy	Practice
Books are acquired through a variety of means with the goal of using the most time-effective and cost-effective means of doing so.	The Library acquires books in several ways, listed here in a rough descending order of preference: ● Automatically shipped (autoshipped) to the Library based on criteria articulated in a profile with our book vendor; ● Ordered by a librarian, with or without a patron suggestion, and with or without a suggestion (a "slip") from our book vendor; ● Received as a part of a standing order (see Print Standing Orders below). The Library prefers to acquire as much material as possible from a single book vendor, both to secure preferential pricing and to have materials arrive shelf-ready. Gifts and government documents are considered separately elsewhere in this document.
The choice of format for books (print vs. ebook) is based on the Library's understanding of user needs and expectations.	When both ebook and print formats are available, the library's preference is to acquire an ebook in order to enable patron access from any location and to increase availability. For ebooks, the Library prefers multiple-user format (MUPO), especially when the book will likely be used in classroom instruction. The Library also prefers ebooks from publishers or vendors who exclude "Digital Rights Management" (DRM) protections. If the DRM protections on a book are too restrictive, the Library may opt for the print format instead.
To optimize the breadth of our collections, the Library does not usually own a book in multiple formats.	Duplication of ebook and print formats may happen when an ebook edition is delayed after the publication of the print.

	If the Library acquires an ebook and already owns a print edition, typically that print edition would be evaluated for deselection. If the print book is retained, depending on usage data it will typically be moved to the ARS.
To optimize the breadth of our collections, the Library does not usually own multiple copies or editions of a printed book.	Multiple copies of a single edition of a book are not typically purchased for the collection (including Course Reserves). When multiple copies of a single edition of a print book are in our collection, depending on usage data the Library will typically deselect all but one copy if the publication date is over five years ago. When multiple editions of a print book are in our collection, the Library will typically deselect any earlier editions that have publication dates over five years ago.

Buying and borrowing books

Libraries have moved from a model of acquiring all materials that may be wanted to a model of being able to provide access to materials in a reasonable amount of time. This includes considering the rapid delivery of books from other libraries through unmediated patron-initiated borrowing leveraging LINK+, a consortium of academic and public libraries in California and adjacent states. As of 2017, there are over 5.7 million titles in LINK+; of these, more than 60% are owned by only one member library.

Philosophy	Practice
Recognizing that we cannot (and should not) purchase books that are unlikely to see sustained usage, the Library considers availability of books via LINK+ in deciding what books to purchase.	Before ordering a book published over a year ago, subject librarians typically consider how many copies of this book are available through LINK+: ● If five or more copies are available to borrow (not just owned), the Library will typically not purchase and instead borrow this book through LINK+; ● If four or fewer copies are readily available to borrow, the Library may choose to purchase a copy; ● If no copies are available, the Library will strongly consider a purchase, and may make the book available to LINK+ lending after an initial embargo period.

LINK+ holdings and circulation data and ILLiad transactional data are used as collection assessment tools.	LINK+ and ILLiad transactional data inform decision making and impact the direction of subject collections by showing areas of strength and weakness. The Library staff review LINK+ usage data to determine where our users are borrowing materials not owned (or not owned in sufficient breadth) by the Library.

Textbooks

Increasing numbers of students are requesting that course textbooks be purchased by the library and put on reserve. When this need is not met, students use both LINK+ and traditional Interlibrary Loan to attempt to borrow their texts, sometimes settling for an older edition that may be a few generations removed from the current edition.

Philosophy	Practice
The Library selectively adds textbooks to its collections, acknowledging that strategically buying textbooks is a part of the Library's role in supporting and encouraging student success.	Textbook purchase parameters include: ● Student enrollment numbers, ● E format is preferred to optimize access, but print may also be acquired, ● Only the latest edition will be purchased, ● Only one copy of any textbook should be purchased , When possible, the Library will ask the instructor to donate (permanently) a copy of the text to the Library

Popular reading collection

Philosophy	Practice
To encourage the development of lifelong learning (and especially reading) habits, the Library provides a small Popular Reading collection.	The Library maintains a collection of 500-600 titles in a Popular Reading collection, including works of fiction and nonfiction. This collection is not available for interlibrary loan (including LINK+). Books in this collection are evaluated on a periodic basis and books that aren't circulating are typically rehomed to the main collection.

Print reference collection

Philosophy	Practice
Understanding that (1) our students address most of their information needs by consulting online resources and that (2) our librarians use primarily or exclusively online resources in research consultations, the Library expects to redefine its "reference" collection, reducing the footprint of the print reference collection over time to reflect changing user behaviors and to make optimal use of public space in the learning commons.	An increasingly smaller number of books need a special shelving location of Reference. A book intended to be consulted for information on specific matters rather than read from beginning to end (a "reference" book) may be shelved in the main stacks or in the ARS and allowed to circulate if we expect it to be used twice a year or less frequently in research consultations and if rehoming the book(s) would not impede findability or effective use. By 2020, we will review the entire print reference collection to affirm that anything in "reference" shelving meets these criteria.

Theses & dissertations

Philosophy	Practice
The Library maintains print copies of pre-2016 dissertations to preserve this intellectual output of the University. As a part of its social justice mission, theses and dissertations written from 2016 onward, unless embargoed by their authors, are made freely available online through Scholar Commons.	Prior to 2016, the Library required that all doctoral candidates submit two copies of their dissertation, which would be bound and added to the circulating and archives collections respectively. Beginning in 2016, the Library moved to electronic theses and dissertations which are made available through Scholar Commons, with or without an embargo period. In 2017, this was extended to include doctoral candidates at the Jesuit School of Theology. Because securing the rights to convert print dissertations to an electronic format would be daunting, these collections will be maintained in print formats for the foreseeable future.

Management of print collections

Philosophy	Practice
The Library optimizes access to its physical collections by storing some materials in our	The ARS will house materials that are accessed less frequently, materials that require equipment to view or use, materials that would benefit

Automated Retrieval System (ARS) and some materials in open stacks.	strongly from the storage conditions of the ARS, and other targeted materials:
	● All bound and/or non-current serials, which are accessed increasingly rarely as content is made available online;
	● Books that have not circulated in the past 10 years and have been owned for 10 years or more;
	● Duplicate copies and earlier editions of any books in open stacks;
	● Most material that requires equipment to view or use:
	   ○ Microfilm
	   ○ VHS and DVD
	   ○ Cassette tapes;
	● Loose-leaf materials;
	● Materials that do not fit or cannot stand up on shelves;
	● Most materials that were formerly in reference shelving locations;
	● Most government document materials;
	● Allocated space to Archives & Special Collections, University Records, and California Province historical archives in dedicated bins.
	
	The open stacks will house:
	● Books that have circulated in the past 10 years, or which have been owned for fewer than 10 years;
	● Some multi-volume sets for which there is no index;
	● Reference works that are not available online and which will be consulted frequently;
	● The Popular Reading collection;
	● Newspapers that are not available online;
	● Sheet maps;
	● Microfiche.

The Library will reduce the number of shelving locations and call number systems in use to simplify both retrieval and shelving of library materials.	The Library will: ● Incorporate the curriculum collection into Main Stacks and/or the ARS by the end of 2018; ● Incorporate most government document materials into Main Stacks and/or the ARS by the end of 2020;

	● Incorporate most folios into Main Stacks and/or the ARS by the end of 2020.

Assessment of print collections

Deselection ("weeding") of a library collection is essential to keep the collection relevant to our community and its changing information needs. Resources that go unused for long periods of time are costly for the Library to store and preserve and distract users from more relevant resources, both in catalog search results and on browseable shelves. Weeding criteria for our evaluation of our existing collections varies by format.

Philosophy	Practice
Print books are deselected when it would be more cost-effective to provide access via LINK+ and/or ILLiad.	Studies have shown that print books that do not circulate within 12 years of purchase are statistically unlikely to ever get used; this is true even at research libraries that support doctoral programs. The Library will actively weed print books that don't meet the current needs of our community, as demonstrated by criteria such as: ● The Library has owned the book at least 12-20 years, ● And it has not circulated in at least 20 years, ● And is is not part of a multi-volume set where some volumes have circulated. We may also weed print books with outdated or incorrect information, or where the Library owns a newer edition.
Print serials are deselected when this format is no longer the best option for our users.	We are actively weeding print serials that: ● Have a complete, stable online copy available to the Library, and ● Do not require a print format for use (e.g. art serials with significant visual content). Some print serials also have retention policies in place such that only a certain number of issues are retained (e.g. newspapers).
Micro formats (fiche, film, cards) are deselected whenever it is reasonable to do so.	We are actively weeding these formats when an online or print version is available to the Library.

	We are also actively weeding these formats where the materials show zero usage.
Government documents are deselected when these materials do not meet the needs of the curriculum.	We are actively reviewing government documents (see also Government Documents below). As Federal print materials are removed from dedicated government document bins: ● Materials that are represented in our catalog already (have a barcode) have their records updated and are rehomed into normal ARS bins; ● Materials that are not in the catalog that do not meet our current selection criteria are staged in the gift room on the lower level and eventually weeded; ● Materials that are not in the catalog but which we do want to own are either cataloged as a print item or have the corresponding digital version added to the catalog instead. Most Federal government documents in media and micro formats are actively being weeded to meet current selection criteria. California and local government documents will be reviewed after the Federal documents have been reviewed once.

III. Continuing resources

Electronic resources

This section covers all electronic resources intentionally acquired by the Library, including:
- Individual media subscriptions & purchases (ejournal, ebook, streaming video, etc.)
- Database subscriptions (full-text and abstract & indexing), including aggregator databases as well as large publisher packages
- Purchased collections & backfiles

Philosophy	Practice
All e-resources should be available to the entire SCU community.	All e-resources should be available to the entire SCU community via both IP authentication and remote proxied access. The Library strongly discourages acquiring resources that are only available via other means (e.g. a shared password). The following factors are considered when acquiring access to electronic resources: ● Accessibility: Consider whether the vendor has completed a Voluntary Product Accessibility Template (VPAT), which explains how their resource meets Section 508 standards. Compatibility with screen readers (text) and captions & transcripts (video) is strongly preferred; ● Overlap with other library electronic resources, leveraging overlap reports for database comparisons and availability of current journal issues within full-text aggregator databases; ● Perpetual access rights; ● Usability, including the user interface, DRM restrictions, mobile device compatibility, software/plugin requirements; ● Usage statistics offered, using current COUNTER Code of Practice standards; ● Interlibrary loan allowances; ● Simultaneous user restrictions; ● MARC record availability & quality; ● Vendor support; and

	● Discovery options, including availability as a discovery (Encore Duet / EBSCO Discovery System) partner and availability in knowledgebase (Serials Solutions).

Print serials

Philosophy	Practice
Selecting serial formats	The Library prefers to subscribe to electronic serials (rather than print) with the following exceptions: ● IP authenticated, proxied remote access is not available through the provider; or ● Images within the electronic serial are of poor quality; or ● Content in the print version is missing from the electronic version.
Back issues of print serials	Back issues of print serials are not purchased unless sufficiently justified by the requesting subject librarian and approved by the Associate University Librarian for Collections & Scholarly Communication. If approved, these will typically be purchased against the librarian's fund code.
Storage of print serials	Current issues of print serials published more frequently than once a year are kept on open shelving. Back issues of print serials are housed in the ARS. Back issues are no longer bound (after 2014) except when individual issues are insubstantial enough to be damaged by ARS storage.
Archiving of print serials	The Library is a member of the California Digital Library's Western Regional Storage Trust (WEST), which is a collaborative and sustainable serials archiving program. Back issues of print serials may be contributed to WEST to fill in gaps of missing content.

Print standing orders

Standing orders are ongoing commitments that the Library makes to purchase every volume within a series or set of books. Unlike journal subscriptions, which are billed annually, standing orders are billed as each volume is shipped.

Philosophy	Practice
The Library typically does not add new print standing orders because data for most standing orders have not shown that all volumes are typically circulating. A standing order should be implemented only when other options cannot meet the needs of our community.	Alternatives to a standing order include leveraging autoship and approval options, which require less time from Library staff and can improve the relevance of items purchased. The following factors are considered before adding a new standing order: ● Will every volume of this standing order be relevant to the courses taught? If not, the Library will order only the most relevant titles or adjust the approval profile to include more titles on that topic. ● Is there an electronic option available for the standing order title? Ebooks are the Library's preferred format as noted above.

Assessment of subscriptions

Philosophy	Practice
Ongoing assessment of the usage and cost data of our continuing resources is vital to ensure that our acquisitions budget is spent on the resources most relevant to our students and faculty.	The Library collects usage data for all electronic resources annually and intentionally assesses all subscriptions once per three-year cycle. During its assessment period, cost, usage, and cost per use are considered before a renewal or cancellation recommendation is made. When possible, usage is based on COUNTER-compliant reports. If these reports are not offered by the content provider then other metrics (e.g. non-COUNTER usage; number of clicks within the online database or journal lists) are considered. Measuring the use of print journals, magazines, and newspapers relies on re-shelving data that are difficult to collect, so additional methods of evaluating print serials are used together with re-shelving data. The appropriate subject librarian uses the data to make a recommendation on whether a print serial is canceled or retained.

	As a part of developing a recommendation, subject librarians may contact the faculty who requested a print serial in order to confirm whether the serial is still providing sufficient value.

Digital preservation

Philosophy	Practice
The Library seeks to protect archival rights to electronic resources for which we maintain perpetual access.	When available and cost-effective, the Library seeks to subscribe to e-resources that allow post-cancellation rights to the content. When possible, perpetual access and digital archiving policies of content providers are secured when negotiating license agreements. The Library also endeavors to protect archival rights of perpetual access content by maintaining memberships to digital archiving organizations, including LOCKSS, CLOCKSS, and Portico. These organizations help ensure that the Library will not lose access to scholarly material that is no longer available from the publisher.

IV. Video content and public performance rights

Philosophy	Practice
To maximize ease of access to video content, the Library prefers streaming video formats followed by Region 1 DVDs. The Library will adhere to best practices for Fair Use when acquiring video content to be shown in settings other than for a specific course.	Streaming videos and Region 1 DVDs are the preferred video formats of the Library. Blu-ray and VHS formats will only be considered for purchase if the video is unavailable in the preferred format. Streaming videos must be acquired through an institutional streaming license agreement with the content provider in order to be shown in the classroom. All DVDs and streaming video licensed by the Library are available to be viewed in the classroom by students and faculty. If non-SCU affiliates are invited to a viewing of video content, or a viewing is happening on campus that is not specifically for a class, the Library will not rely on Fair Use and thus Public Performance Rights (PPR) must first be obtained. The Library will pay for PPR if the cost is reasonable and if the PPR will be available for a minimum of one year. If PPR is for one-time use or the cost is prohibitively high for the Library, the requesting department will need to pay for it.

V. Government documents

Philosophy	Practice
The Library participates in the Federal Depository Library Program selectively, weighing the cumbersome requirements of the FDLP against the value of the content made available. For those government documents that are acquired, the Library will add new materials to the main collection, the reference collection, or to retention boxes as appropriate. As already stated, the Library will reduce the number of shelving locations and call number systems in use to simplify both retrieval and shelving of library materials.	The Library focuses its participation in the Federal Depository Library Program to include only materials that would plausibly be used to support instruction on campus, and only those government publications that are not freely available online (e.g. from the federal government or the Hathi Trust) or already available through an active subscription. Because the Library's participation in FDLP predates the internet and we have a substantial collection of publications in tangible formats, we will seek to deselect tangible materials that do not meet the above criteria and we will do so as aggressively as the FDLP rules will allow. Legacy materials that are retained will all be represented in the library catalog and any materials not in the ARS or in retention boxes will be rehomed to the general collection with an LC call number. Newly acquired materials will be processed as follows: ● Books will get an LC call number and be shelved in the main stacks or ARS; ● Ephemera will be stored in retention boxes to optimize deselection after five years; ● Serials will be added to existing records until a project can be undertaken to reclassify them or deselect them. In 2016, the Library elected not to receive any more government documents in media (CD, CD-ROM, DVD, DVD-ROM) or micro formats.

VI. Archives & Special Collections

The Archives & Special Collections ("A&SC") unit administers the original and unique research materials held by the Library, including the historical records and scholarly output of the University as well as the rare books and other research collections acquired to support the University's mission. Our collections are focused on areas relevant to the University's role as a Jesuit, Catholic university in the heart of Silicon Valley and as the oldest operating institution of higher learning in California, with a history integrally connected to Mission Santa Clara, one of California's original missions.

We selectively acquire materials that build subject areas important to the University's identity and mission and establish collecting strengths that distinguish us from our peers. Our selections enhance the University's teaching and learning programs, with a primary emphasis on undergraduates and a secondary emphasis on research scholarship. We actively use our collections for teaching and learning in collaboration with faculty through class visits, we extend our reach by engaging the larger community through exhibitions and outreach programs, and we expand access to the world through our digital collections.

Transfer of materials from main stacks to A&SC

Philosophy	Practice
The Library will transfer to A&SC materials that are or have become so rare or valuable that if lost, replacement would be impossible or prohibitively expensive. Other criteria may also be used to select materials for transfer to A&SC.	A&SC considers a variety of criteria for potential transfers of materials. A&SC typically stores in the vault: ● Materials printed before 1800; ● Materials that are a strong and useful fit for the unit's research collections; ● Materials that will be regularly useful for A&SC instruction and have low circulation history; ● Materials requiring special handling; ● Early editions of significant authors; ● Reprints, facsimiles, or limited editions of important texts. A&SC typically stores in the ARS Rare Book bins (Medium Rare) materials that do not meet the above vault criteria but: ● Have fewer than 20 copies in WorldCat; ● Are marked with an early stamp (Santa Clara College, University of Santa Clara, Father's Library, subject library);

	● Have a high likelihood of theft (high market value or very attractive plates); ● Are of secondary-level support for the unit's research collections. Serial runs may be split between these locations when there is a desire for a representative sample for instruction but it's not necessary to have every volume in the vault.

Reappraisal and deselection of A&SC

Philosophy	Practice
A&SC may reappraise and/or reevaluate portions of its collections as academic programs and research interests of the University evolve and as we identify materials at-risk for which conservation is not possible or not practicable. The Library is committed to the systematic, legal, and ethical review of these materials and will endeavor to rehome deselected materials to more appropriate institutions.	Criteria for retention and deselection of A&SC materials includes[2]: ● University Archives are managed and disposed of according to the University's records retention guidelines and reflect general guidelines for material with permanent/enduring value. ● A&SC may deselect other material based on the following criteria: ○ Material that no longer supports instruction; ○ A specialized subject area is no longer necessary or cannot be supported; ○ Mold or active pests are detected and remediation is not possible; ○ Material has deteriorated beyond the point of conservation or preservation.

Digital collections

Philosophy	Practice
In keeping with the University's mission of advocating for social justice, the Library is committed to providing free and open online access to the University's intellectual output and	Scholar Commons, our institutional repository, is a digital platform provided by the University Library to document, preserve, and make available the intellectual works produced by the offices,

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[2] Jackson, Laura Uglean and D. Claudia Thompson. "But you promised: a case study of deaccessioning at the American Heritage Center, University of Wyoming." *The American Archivist*. Sep 2010, vol. 73, No. 2 (Fall/Winter) pp. 669-685)

unique materials through its institutional repository, Scholar Commons, and through its primary research repository, SCU's Digital Collections.	departments, faculty, staff, and students of the University. Intellectual works - including publications, reports, journals, magazines, student projects, theses, dissertations, pre-print and post-print articles, and instructional resources - are all candidates for inclusion in Scholar Commons. Whenever possible Scholar Commons provides online access or points to open access versions of digital content. SCU's Digital Collections database is a primary research database created and maintained by A&SC to highlight and increase access to our archival and special collections. Public domain materials and materials without copyright issues are candidates for inclusion in our Digital Collections. Priorities for digitization of materials are determined weighing several factors: ● A representative sample of materials for digitization may be selected as collections are processed. ● More comprehensive digitization of a collection is warranted when a representative sample of extant digitized material will be complemented by additional material. ● The Library determines that online access to materials will support instruction. ● The condition of the material warrants the creation of digital surrogates to reduce handling. ● Digitization of a collection will extend access to significant collections beyond the A&SC business hours.

VII. Colocated non-SCU collections

The Library currently houses selected collections from other organizations under formal partnership contracts.

Philosophy	Practice
The Library provides "off-site" storage for the Graduate Theological Union.	The Graduate Theological Union library is storing about 30,000 volumes of low-use materials in the ARS. These materials are requestable by the GTU for their patrons and may also be circulated to SCU patrons. SCU is authorized to lend GTU books via ILL only as requested by GTU; GTU books do not circulate via LINK+. If the GTU seeks to store more materials in our ARS, we would seek to have the same conditions apply.
The Library provides storage and workspace for the archives and special collections of the California Province of the Society of Jesus.	The California Province of the Society of Jesus stores manuscripts, correspondence, records, photographs, audiovisual materials, books, and other items which are considered the Province's historical archives in the A&SC vault and the ARS. These are administered and made available to researchers by the Province Archivist who has workspace in the A&SC staff area.

VIII. Gifts and materials generally outside of scope

Philosophy	Practice
The Library only adds gifts that support the teaching and research programs of the University.	For both the circulating collection and Archives & Special Collections, an accepted gift must meet all criteria that would be used for purchasing the item. Textbooks donated by SCU faculty for Course Reserves are accepted. For donated materials that we do not add to the collection, we have an arrangement with a bookseller who will take these materials from us and find a library or an individual that does need them. A complete explanation of the Library's Gift Policy is available on the Library website.
The Library does not acquire materials in non-preferred formats except for the most immediate	Non-preferred formats include but are not limited to:

support of instruction and/or when they are wanted for Archives & Special Collections.	- Microfilm, microfiche, and similar formats, - Audio recordings in all tangible formats, - Video recordings in all tangible formats except DVDs, - Electronic journals that do not support Internet Protocol (IP) authenticated access and/or remote proxied access, - Print journals where a stable online version is available and cost-effective, - Cartographic material, - Realia - Kits - Loose-leaf documents, - Spiral bound documents, - Portable Document Format (PDF) files which cannot be made available freely on the web. The Library typically acquires resources only in English with some exceptions: - Literature and related works (e.g. films) in languages taught at the University, - Significant works in Greek and Latin for the Classics department, - Materials on Church Latin and Biblical Hebrew, - Materials for Art & Art History with superior illustrations or reproductions, - Music scores, - Writings of major philosophers for the Philosophy department, - Materials on Jesuit history and tradition. Existing materials in these formats may be reviewed for relevancy and withdrawn as appropriate.

Finished 26 September 2017 by Jessica Harris, Tina Chrzastowski, Nadia Nasr, Anthony Raymond, and Rice Majors.