Pacifica Graduate Institute

Research Library
Collection Development Policy

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Introduction

The Pacifica Graduate Institute Research Library serves a student, staff and faculty population conducting graduate-level studies in the fields of clinical psychology, depth psychology, mythological studies and the humanities. The library is composed of two collection locations; a main facility housed on the Lambert campus, and a branch library at the Ladera campus. Each library maintains circulating and reference collections of print, electronic, and audio-visual media.
The primary objective of this document is to outline the acquisition and retention policies of the Graduate Research Library, inclusive of gifts and donations, with careful regard for the mission and vision of the library as well as the Institute.

Mission Statement

The Pacifica Library seeks to fulfill its purpose by creating an educational environment which nourishes respect for cultural diversity and individual differences and fosters for its faculty, staff and students a spirit of free and open inquiry consistent with the recognized values of academic freedom.

Vision Statement

The Pacifica Library provides information resources necessary for graduate-level study in the fields of clinical psychology, depth psychology, mythological studies, and the humanities, educating its patron population with the goal of self-sufficiency to promote life-long learning.

Values

Education: Our primary goal is to educate our library patrons in fundamental and emergent modes of conducting research and obtaining information. We seek both to provide and inform so that our students, staff and faculty may enrich their own lives through the professional and personal growth that accompanies the acquisition of new skills.

Diversity: We respect and value students' diverse educational and cultural backgrounds, providing and instructing in ways that meet their individual, unique needs, remaining aware of various learning styles derived from multiple intelligences, using resources which reflect different worldviews.

Technology: We strive to expand our own knowledge of existing and emergent technologies and their traditional as well as innovative implementations in order to support our patrons as academics and professionals. We instruct our students in the latest applicable, technological

advances with respect for the intended use of the technology itself and in following with the legal and moral social codes applied to such resources.

Unity: We seek to establish a community of students and faculty who are capable of communicating in a scholarly, professional manner with regard to information resources and knowledge exchange. We are committed to establishing the library as a community center where students may investigate and express their own academic creativity individually and as a population of scholars.

Collaboration: We respect the voices and opinions of others and work cooperatively toward educating and learning as a group. We work together to strengthen the quality of our institution.

Objectives

1) Acquire and design print and electronic resources that meet our patrons' research needs

2) Provide the necessary hardware and software to support student/faculty/staff productivity

3) Develop creative and effective information literacy curricula

4) Provide the opportunity for students, staff and faculty to explore, investigate and master research methods and strategies for their fields of interest

5) Create and maintain dynamic, user-oriented, content-rich web resources for use by faculty, staff, students and scholars

6) Provide person-centered research assistance

7) Educate patrons in both information and technology literacy

8) Expand our knowledge through progressive staff/professional development

Collection Development

Purpose

Pacifica's library collections are intended to support graduate-level research in the primary and subsequent fields of study related to clinical psychology, depth psychology, mythological studies and the humanities. The library collections are to be used as rare and specialized materials, supplementing patrons' local libraries that house more commonly found or popular items.

Scope

Language. The library collections are mainly limited to English-language materials. A sampling of items in other languages exists in the Faculty Publications section. Subject matter is designed to be all-encompassing of the evolution of theory, practice and study in specified fields including, but not restricted to psychoanalysis, psychotherapy, counseling, clinical and depth psychology, psychopharmacology, psychological assessment, psychoanalytic interpretations of literature, film and modern media, religious and cultural studies, mythology, alchemy, ritual and tradition, research methodology, thesis and dissertation development, and biographical materials on noted experts in these areas.

Chronology of Collections. Since psychoanalytic and mythological texts and primary sources enjoy a rich history, many of the library's materials are rare and out-of-print items. Older, fundamental writings within Pacifica's fields of study are maintained, though the library focuses heavily on acquiring current materials that reflect trends, discoveries, explorations and illuminations in these subject areas.

Funding and Allocations

The library receives fixed, annual allocations from the Business Office and is charged with distributing funds towards resources appropriately. Library acquisitions personnel carefully weigh the impact of electronic media upon the need and demand for print materials, and attempt to invest in information resources equally among the academic programs at Pacifica. As much of the material for mythological studies remains bound to print media (and accounting for the dearth of electronic/database resources for this field of study), the majority of financial investment for this subject and its subcategories exists in monographs and print serials, at present. Where possible, the library diverts its funding to resources that can be shared by multiple users, onsite and online (e.g. databases, online journals, e-books).

Types of Materials

The library maintains circulating and reference collections of print and electronic monographs and serials, academic databases, audios, videos, selected articles, faculty publications, course reserves, and psychological assessment materials, the majority of which are available at both campuses. Acquisitions are assessed for and often designated to a particular campus based upon program relevance. Since depth psychology is the overarching field that governs the nature of Pacifica's studies, multiple copies of materials are frequently purchased for placement at both campus libraries, therefore, some overlap in collections exists in order for texts to be made available to the Institute's physically divided student population. Materials are, however, transferred between libraries upon request, for patron use.

Collection Strengths and Weaknesses

Pacifica's library collections are highly unique, and many of its holdings are rare or unavailable at other institutions. The level of specialization of the collections is both a source of distinction and obstruction; often materials are irreplaceable, rare, exceedingly expensive to restore, or simply difficult to acquire, thus requiring a significant amount of staff attention as well as budget allocations, which can be taxing on an institution of smaller size. However, the exclusive nature of the collections has also been one of the foremost principles contributing the library's high rate of usage among local and student patrons as well as scholars at other academic institutions; theses, dissertations, and specialized materials are frequently requested via interlibrary loan by remote researchers.

Non-print materials such as e-books, online journals and databases are increasing in popularity across academia. Therefore, the library is re-evaluating the overall use of print journal subscriptions in comparison to online and database resources. As journal subscriptions and database costs rise independently, the library must consider its level of investment in each and allocate funds as appropriate to its overall budget and with regard to the characteristics of its patron constituency. As these types of resources are emerging from their infancy and as information professionals are more successfully understanding how to negotiate their demand, use and licensure restrictions, the presence and utilization of such information portals will continue to evolve at Pacifica.

Selection Tools and Procedures

Potential acquisitions are evaluated by a team of librarians with extensive experience as professionals and as community members of the Institute; this purchasing committee is served and overseen by the Library Director, the Head Reference Librarian and the Special Collections Librarian. The committee utilizes the following to identify desirable texts, materials, and resources:

- Book reviews by fellow scholars
- Databases (e.g. PsycCritiques)

- Publisher catalogs
- Vendor demonstrations and literature
- Sample serial issues and monographs
- Interlibrary loan data
- Faculty recommendations
- Student requests
- Independent collection development investigation and analysis

Individual items as well as larger resource aggregations (such as journal backfiles and databases) are evaluated based on the following:

- The needs of the patron population
- Relevance of subject matter
- Academic appropriateness
- Notoriety and scholastic reliability of publishing agency
- Copyright compliance
- Ease of accessibility and intuitiveness of use
- Uniqueness and unavailability of subject matter elsewhere
- Modernity of format
- Existence of copies at one of the library's facilities, weighed against demand
- Cost effectiveness (traditionally, items priced under $150 receive cursory evaluation; items priced over $150 will be more heavily scrutinized in terms of necessity and extent of subject coverage)
- Remaining budgetary allocations (items of significant cost may be marked for future purchase for the next fiscal year, should existing funds be insufficient or likely to prohibit more necessary purchasing)

Certain types of materials, due to restrictions of use, lack of remote accessibility, cost of maintenance or swift obsolescence are generally not acquired; these include:

- Certain LAN-based or onsite only software – these often have user restrictions and site licenses that prohibit productive use and return on investment is sufficiently minimal to warrant exclusion
- Textbooks, which are expensive, undergo frequent revision, and are seldom utilized[*]
- Audio cassettes, where more current formats are available
- VHS tapes, where more current formats are available
- Bibliographies (print) – these resources have migrated to online formats
- Dictionaries (print) – this type of resource is easily found online and via database subscription (e.g. OED online)
- Directories (print) – these have evolved into open, online formats

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[*] A textbook may be considered for purchase if it is strongly recommended by faculty or highly demanded by multiple students – these requests would be weighed against cost and discussed by the purchasing committee

- Non-academic compositions such as popular fiction or films, self-help, how-to guides, children's books, pop psychology, etc.
- Dissertations or theses from other institutions (print) – these are frequently available via ProQuest's Digital Theses and Dissertations, as well as online repositories[†]
- Microfilm/microfiche – the library does not currently own the equipment necessary to render these formats

Furthermore, items of lower academic nature/value and items generally marginal to or out of collection scope are less likely to be acquired.

Retention Criteria and Procedures

Due to space limitations, the library routinely engages in the practice known as "weeding" the collection. Items are assessed for withdrawal by members of the purchasing committee based on the following criteria:
- Date of last check-out
- Frequency of check-out
- Current relevance of the work
- Nature of the resource (e.g. outdated textbook once cleared for acquisition)
- Existence of additional copies, weighed against use
- Existence/forthcoming publication of new edition
- Academic responses to an item's publication over time
- Availability in electronic format

Additionally, items that are lost, destroyed, or not returned are evaluated for replacement by these selection tools and procedures, and either purchased or withdrawn.

Donations and Gifts

The Pacifica Graduate Institute Research Library greatly appreciates and encourages individual and class donations and gifts. However, donated materials are subject to the same criteria as purchased acquisitions and undergo similar procedures. Donors are advised that contributions are evaluated by library staff members: some donations may not be integrated into collections and may face discard or exchange. Additionally, the condition of donated items is scrutinized -- except in cases of extreme rarity, the library does not accept donations that:

- Are ripped, torn, or in poor condition
- Are stained or illegible
- Contain significant alterations such as highlighting, underlining, or marginalia

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[†] Faculty theses and dissertations are exceptions to this rule, are acquired (when possible) and displayed in the Faculty Publications section of the library

- Are accompanied by conditions of use or exchange

The library maintains the right to accept or refuse any donation based upon aforementioned criteria; all donations are final and are not subject to reclamation. When possible, the library affixes bookplates to the interior of monographs, acknowledging donors.

The library does not accept monetary donations directly. All inquiries regarding financial gifts are directed through the Office of the President.

Faculty Requests

The library automatically acquires (with the above exceptions), all required course readings as outlined by both core and adjunct faculty. Additionally, course and program suggested readings are examined closely in consideration for inclusion. Faculty may make purchase requests/suggestions at any time: library staff evaluate each faculty request based on the above criteria, with special attention given to the academic nature of the item(s). As an overwhelming number of faculty requests vie for the same budget allocations, not all requests can be accommodated; requests that are highly academic, are rare, or have significant relevance to collection development *and our patron population* will be weighted more heavily. In cases where librarians reject a request, faculty are encouraged to use their individual or departmental research budgets to purchase the item(s), or utilize the library's interlibrary loan service.

Review of Collection Development Policy

The intention of this Collection Development Policy is to ensure patron access to academic materials correspondent to Pacifica's core and adjunct subject areas, and in doing so present a unified, coherent collection of resources. Furthermore, this guide is designed to aid library staff by supporting and facilitating decisions regarding acquisitions, being still reflective of mission, vision, values and objectives. This policy is reviewed on an annual basis and altered or amended as necessary. All inquiries regarding this policy may be submitted to the Library Director.