

**UCI Libraries Reference Collection:
Selection Policy Statement**
Last Revised: November 2004

The Reference Collection reflects the UC Irvine Libraries' overall goal of supporting the information needs of the UCI academic community, and to a lesser extent, the non-academic community both on and off-campus. The Collection contains material in both print and electronic formats.

Criteria for Selection and Retention of Print Materials in Reference

The print Collection consists of such works as indexes, abstracts, dictionaries, handbooks, encyclopedias and directories, shelved in both the Reference Collection and in the general circulating stacks. Frequency of use and need for continued and convenient access determine the choice of materials included in the Reference Collection.

The print Reference Collection should be as lean and efficient as possible. It is a functional, working collection which should remain fairly small and reflect current, authoritative information and unique coverage.

The print Reference Collection must be convenient to use for both Reference service providers and library patrons. By the same token, the Libraries place many traditionally reference-formatted materials in the circulating stacks (if it is anticipated that they will be infrequently used) rather than segregating them in the Reference Collection and preventing their circulation. See: "Criteria for Non-Circulation," Appendix A.

Given the increasing availability of, reliance on, and preference for electronic resources, selection and retention of print titles in Reference is highly selective based on the following:

CRITERIA	POLICY
Duplication/Availability in Electronic Format	Print titles available electronically are not selected or retained in the on-site Reference Collection unless the print edition offers significant additional information, unique content or additional access points
Currency	Print titles with superceded information – either print or online – are not retained in the on-site Reference Collection. The Collection emphasizes materials published in the past 5 years, recognizing variety in disciplinary publishing.
Frequency of use/need	Frequently used items in reference format are retained in the Reference Collection.
Language	The Collection emphasizes English-language materials unless subject/topic demands otherwise.
Assistance Required	Print titles that require librarian assistance are selected and retained in the Reference Collection only if usage is anticipated to be frequent. Need for assistance alone does not warrant selection or housing in the Reference Collection.
"Protective custody" required	Print titles subject to theft or vandalism are selected and retained in the Reference Collection only if usage is anticipated to be frequent. Low-use items requiring special protection are relocated to the Protected Collection at the Loan Desk or to Reserves. Items that fit this definition and are of high cost or value may be considered for Special Collections.
Science/Medical classification	Given the availability of both free and licensed science and medical reference titles online, selection and retention of this material is highly selective in the Reference Collection.
Physical condition beyond repair	Materials which are damaged beyond repair are withdrawn from the Collection.

Collection Policy for Print Materials by Reference Format

Bibliographies and Guides to the Literature	Printed bibliographies are collected for the circulating stacks. Bibliographies are placed in the Reference Collection only if it is anticipated that they will be used frequently, or if they provide access to literature not covered by our online Indexing and Abstracting services. Whenever possible, bibliographies are classified by subject.
Biographical dictionaries	Given availability of both free and licensed sources online, select and retain only biographical dictionaries which are frequently used.
Indexes and Abstracts	Print indexes are selected and retained in the Reference Collection only if they are not available in electronic form (see Duplicate Format for exceptions). Duplicate Format indexes are sent to SRLF (preferred) or retained in Bound Periodicals (if need demands).
Directories	Electronic is the preferred format for directory information. Only the most recently published (within the last 5 years) print directories are retained in Reference, and are selected only when there is no electronic equivalent.
Financial Aid, Grants, etc.	Given prevalence of information online, only the current year and/or heavily used titles are retained in Reference. Older editions are sent to SRLF or to stacks if the information remains useful.
Subject Dictionaries, Encyclopedias and Handbooks	<p>“Reference should not be the storage place of choice for ALL items that bear the words “dictionary,” “encyclopedia,” “handbook,” “directory,” or any other typical reference terminology. Many of these items may be more appropriate for Stacks. Many professional “handbooks,” for example, are simply collections of scholarly articles or other kinds of materials that would require extensive study; they would better serve our clientele as circulating items. Many “dictionaries” and “encyclopedias” are very narrow in scope and will not be heavily used in the Reference collections. Those too are better placed in Stacks.”</p> <p>(http://www.lib.lsu.edu/collserv/colldev/policies/reference.html)</p> <p>Criteria for selection and retention of subject dictionaries, encyclopedias and handbooks in the Reference Collection include authority, currency and anticipated high use.</p>
Language Dictionaries	The Reference Collection includes current print editions of dictionaries representing languages taught at UCI.
Trade and National Bibliography	Unless frequently used and not available electronically, trade and national bibliography print titles are not selected or retained in Reference.
General Encyclopedias	The Reference Collection includes a current version of at least one print title and least one electronic title of major college-level encyclopedias.
Social issues/pro-con	It is important to collect multiple perspectives of social issues/pro-con titles. However, selected titles should be frequently used, authoritative and current. They should also be collected selectively in coordination with titles available electronically.

Ready Reference Collection: Reference Desk

Materials held behind the Reference Desk should be highly selective, and meet the following additional criteria:

- Likely to be frequently used in a particular day (e.g. APA Style Guide)
- Best source for use in very quick consultation, such as over the telephone
- Frequently used material in a format likely to be damaged or lost in the Reference Stacks (e.g. current UCI Schedule of Classes)
- Likely to be used in consultation at the desk very frequently (e.g. Statistical Abstract of the United States)

Appendix A: Criteria for Non-Circulation

Items sent from the Reference Collection to the Stacks will circulate by default, unless they meet any of the following criteria for non-circulation:

- Non-circulation specified at the time of order
- Multi-volume monographic sets
- Serials

AMENDMENT TO : UCI LIBRARIES REFERENCE COLLECTION: DRAFT SELECTION POLICY STATEMENT, OCTOBER 2004

EXPLANATION OF ISSUE

During the Reference Reshape project, bibliographers have been selecting material with the realization that monographs and non-periodical serial titles would circulate once they were assigned to the stacks.

It has been noted that multi volume sets have been receiving circulation status and can be checked out by campus patrons and through ILL. Since individual volumes can be checked out, there is concern that the removal of one volume of a multi volume set may render the remaining volumes useless. There is also concern that UCI is the only location where some titles may be checked out.

Any exception to the overarching policy of circulating monographs, monographic sets, and annuals in the stacks should be done very selectively and must be approved by the AUL for Collections. Given this policy, it is necessary to amend Appendix A of the *Draft UCI Libraries Reference Collections Draft Selection Policy Statement*, dated October 2004. The 4th paragraph in the policy and Appendix A be amended as follows:

AMENDMENT

"The print Reference Collection must be convenient to use for both Reference service providers and library patrons. By the same token, the Libraries place many traditionally reference-formatted materials in the circulating stacks (if it is anticipated that they will be infrequently used) rather than segregating them in the Reference Collection and preventing their circulation. (NEW) Monographs and non-periodical serials will circulate when they transfer from reference to the stacks. A request to retain the non-circulating status must be done very selectively and approved by the AUL for Collections. (See Appendix A for procedures)

NEW APPENDIX A: PROCEDURES

1. Annotate the "Transfer to stacks" slip with your name and indicate that you want the title to remain non circulating.
2. At the time the material is prepared for de-refing, the title will be removed and the reference weed coordinators notified (Yvonne or Julia).
3. The bibliographer (named on the Transfer to stacks slip) will be asked to send an exported ANTPAC record or bib number and brief justification to Lorelei and cc the respective reference weed coordinator and the person preparing the material for removal.
4. If the exception is approved the e-mail will be printed out by the material processor and placed with the title when it is sent to Cat Maintenance for de-refing.
5. If the exception is denied the bibliographer and the coordinator must decide to either keep the title in reference or send it to the stacks and circulate.

6/16/05