

GRAHAM RESOURCE CENTER COLLECTION DEVELOPMENT POLICY

MISSION STATEMENT

The Graham Resource Center supports and enriches instructional and research activities of the College of Architecture (COA) at the Illinois Institute of Technology. GRC librarians are responsible for providing reference assistance and research instruction to students, faculty and independent researchers exploring the collections, as well as acquiring and preserving materials in various media for the COA community. The GRC's integral position within the COA allows it to respond to and anticipate research needs and curriculum developments, as well as support program accreditation.

COLLECTION SCOPE

The GRC provides a wide range of materials for research and instruction in Architecture, Landscape Architecture, and associated disciplines, and coordinates with the Paul V. Galvin Library to offer databases and electronic resources. Holdings include 17,000 monographs, 42 current journals, 16 serials, and COA theses.

GUIDELINES FOR COLLECTING

Format

Formats include books (monographs, bibliographies, catalogues, indices, dictionaries, encyclopedias), databases, E-books, CD-ROMs, exhibition catalogs, journals, reports by public and private agencies, conference proceedings, and film on various media. Materials are acquired based on content and format as dictated by user requirements. Monographs are collected in print and electronic formats when deemed necessary by demand and user preferences.

The Library maintains a Special Collection of rare or unique materials. The collection is almost exclusively developed through gifts and donations to the library. Additionally, copies of COA dissertations and theses are held by the GRC, but are non-circulating. Subscriptions to periodicals and databases are evaluated based on the criteria of relevance, quality, and cost, in coordination with the Galvin Library.

Geographical

Historically, the collection has focused on the United States and Europe, with some coverage of the Americas, East Asia, and South Asia. Current efforts seek to expand this geographical scope, reflecting changes both within the school and the world beyond. A commitment to acquisition of materials documenting the history and development of Chicago and its built environment continues.

Language

The GRC primarily collects texts in English, but acquires publications in other languages, particularly those rich in images, when English isn't available. Works in many languages are available to the COA's international constituency.

Currency

Current publications are the core of library purchasing. However, since publications in art and architecture celebrate a long shelf life, older works are acquired through gift and limited purchase, particularly those used to replace missing or damaged volumes. Backlist items which fulfill a specific instructional or research goal may also be acquired.

Duplication

Any duplication of print materials will be at the discretion of the Head Librarian, but should be highly selective and only for titles that are in high demand."

AREAS OF SPECIALIZATION

Chicago

The GRC maintains a collection of materials relating to all aspects of Chicago's built environment, with a concentration on its architecture, landscape, and planning.

IIT: Campus, Architecture, COA Program

The GRC's 'Mies' Reference Collection comprehensively represents publications on the legacy of the CoA, its faculty and alumni, and the IIT campus.

COOPERATIVE ARRANGEMENTS AND AGREEMENTS

The GRC and IIT Libraries are members of the CARLI consortium, availing patrons library resources from all 75 member institutions, including Chicago area university libraries such as UIC, SAIC, and Columbia College, as well as more distant ones, such as UIUC and SIU. The library also participates in myILL, allowing patrons to obtain electronic copies of articles on demand.

USERS OF THE COLLECTION

Eligible patrons of the GRC are: the IIT community, including faculty, students, and staff; IIT College of Architecture alumni; and authorized visiting scholars. Access requirements for these user groups, and the public beyond is defined in the GRC Circulation Policy.

BOOK SELECTION

The GRC's Head Librarian selects materials, incorporating patron-driven acquisitions; solicits faculty recommendations; keeps cognizant of faculty research areas; and consults with the Faculty Library Committee. Publishers' and dealers' catalogs and websites, book reviews in professional journals, and materials in book shops and conference exhibits are considered. GRC librarians work to ensure that all acquisitions are balanced to meet the priorities of the College and University. Faculty members, staff, and students are encouraged to submit suggestions for acquisition. The library utilizes a patron-driven acquisition model. Digital content, such as databases and e-books, is managed by Galvin Library in consultation with the COA's Head Librarian.

ADDITIONS TO THE COLLECTION Faculty and student participation in acquisitions is actively solicited, through the Library Committee, faculty meetings, and wherever else possible. Recommendations may be made via the GRC website, email, and in person. The GRC annual budget is set by the Dean and COA Director of Finances. Budgeting for all areas of library materials are made by the Head Librarian in consultation with the Faculty Library Committee. Evaluation factors for acquisitions include:

- relevance to current curriculum, research
- cost vs. benefit
- reputation of publisher and/or author
- anticipated use
- budget
- duplication or availability through consortium

WEEDING

Due to the size of the collection, weeding is minimal; however, the decision to remove items deemed obsolete, non-circulated, and/or damaged may be made at any time by the Head Librarian. Obsolete materials such as building cost data guides and building codes are routinely discarded. Weeding generally occurs over the summer, when it is feasible to remove them from the shelves and from the catalog in a timely manner.

BOOK DONATIONS/ GIFTS IN KIND

The Graham Resource Center accepts gifts of materials supporting our educational mission; once received, these materials are owned by the library. The GRC reserves the right to make retention decisions for donated materials and to dispose of duplicates and unwanted materials deemed appropriate. Most gifts of journal back issues are declined, with some exceptions. Please note that Federal Tax Law prohibits

GRC staff from assigning value to donations, and that all appraisals must be performed by independent third parties. For more information about appraisals, please contact the [American Association of Appraisers](#). The GRC retains the right to decline gifts or parts of gifts that are duplicative or repetitive, outside of scope, or in need of preservation or conservation.

LOST, DAMAGED, AND MISSING BOOKS

Lost, damaged, or missing materials should be brought to the attention of GRC staff so they may be tagged in the catalog. In-demand items will be replaced, budget and availability permitting.

REMOVAL AND DISPOSAL

Items that are weeded but are still in good condition will be offered to the COA patron community free of charge. Items that are deemed unsuitable will be discarded discreetly or recycled when appropriate.

COLLECTION EVALUATION

The collection is evaluated continuously, through circulation statistics, review of ILL requests, as well as comparisons against standard bibliographies, core title lists, and collections of peer institutions. A complete inventory will be conducted approximately every ten years.

POLICY EVALUATION AND UPDATES

This Collection Development Policy will be reviewed and may be updated as needed and will be ratified at least every five years by the Head Librarian in counsel of the Faculty Library Committee.