The Mildred Miles Franks Reference Collection at Ekstrom Library is designed to furnish specific information quickly. In most cases these materials are not intended to be read in their entirety. The printed Reference Collection should be as lean and efficient as possible to enable library staff and users to use the collection more effectively. The collection is designed to support the academic, research, and public service programs of the University of Louisville (UofL), with priority given to curricular needs.

The reference department will formally review the Reference Collection Development Policy every 5 years.

**Format of materials:**

Electronic reference sources are the preferred format and will be collected based on the same collection development guidelines as other materials. Electronic resources, in rare instances, may be collected as an “additional” copy of a print resource, but due to budget considerations, will more likely be purchased in place of a comparable print resource.

Print: The purchase of print material will be reserved for items that are considered essential to the Reference Collection but are unavailable in electronic format, not feasible for monetary considerations, more difficult to use in electronic format, or are needed perpetually but not available electronically.

All materials should be evaluated according to the following criteria

- Favorable reviews
- Reputation of the author and/or publishers
- Currency and comprehensiveness of the topic
- Relevancy to support of the University curriculum.

**Acquisition of Materials**

Materials are bought for the collection several ways: 1) automatically through approval plan profiles 2) from faculty request and 3) librarian request. Each librarian is responsible for an assigned subject area or LC class. For larger purchases, librarians should prioritize within their subject area and then the department as a whole will
discuss and determine which items should be funded. Larger purchases should be coordinated through the department head.

The department head will be responsible for monitoring fund balances and serving as a liaison to Collection Development.

Subject Scope

The collection encompasses materials in the humanities, social and natural sciences, but materials in the areas of art, music, health sciences, and law are collected only at a minimal level as they are assumed to be comprehensively collected in the UofL libraries dedicated to those subject areas.

Collection Evaluation

The electronic collection will be evaluated by the department every three years, while the print collection will be reviewed less often.

Deselection

The collection is regularly weeded of unneeded or superseded items when necessary. These materials can be withdrawn whenever they are identified by a librarian or library assistant. There should be an announcement and/or discussion before major titles are weeded from the collection, however.