ISTC Library Collection Development Policy

Materials Selection

The Library’s collection emphasizes material in the following areas:

- Pollution prevention and its sub-disciplines, including energy efficiency, green products, recycling/reuse, and green business principles and practices.
- Industrial process engineering
- Hazardous waste site characterization and remediation
- Standards (chiefly ISO 9000 and ISO 14000)
- Analytical methods and techniques, particularly in environmental chemistry
- Environmental issues effecting Illinois and the Great Lakes
- Environmental education
- Sustainable development, brownfields redevelopment, and related issues
- Household hazardous waste
- Effects of pollutants on humans and wildlife (toxicology and ecotoxicology)
- Environmental policy, particularly as related to environmental sustainability

The Library also purchases documentation and manuals for software products used at ISTC, as well as more general materials to support the work of Center staff.

Formats include, but are not limited to, books, theses, government publications, videos/DVDs, CD-ROMs, conference proceedings, and journals.

Most library materials are purchased with state GRF funds. The library also uses contract funds for resources that support specific projects. Many purchases originate as requests from ISTC staff. If more requests than funds are available, the Librarian, in consultation with the ISTC Library Committee, ranks purchases based on the following:

- Requestor’s need;
- Coverage of the subject in the ISTC Library collection;
- Campus or online availability of the item; and
- Relative usefulness to ISTC staff

Materials Deselection

ISTC is not major research institution and is on the campus of the University of Illinois, which has one of the world’s premier research libraries. Thus, ISTC’s library collection must be continually evaluated in order to identify materials that have outlived their usefulness or for which no clear purpose is evident so these materials can be withdrawn form the collection. The goal is to maintain an up-to-date, well-balanced, useful, and reliable collection to support the information needs of ISTC staff.

The ISTC Librarian uses several criteria when deciding whether to withdraw materials from the collection, including:

- Value to the collection.
- Physical condition.
- Number of copies in the collection.
- Coverage of the subject by other printed or electronic materials in the collection.
- Age or obsolescence.
• Historical value and use.
• Copies held by UIUC and other libraries within the State of Illinois.

During the weeding process, the Librarian requests input from ISTC staff for assistance with identifying the relevance of specific materials.

Once materials are removed from the Library’s online catalog, they are discarded in accordance with all applicable state laws.

Any changes to this policy will be made at the discretion of the Librarian in consultation with the Library Committee and with the approval of the Information Services Program Manager and the ISTC Director.