Daemen College Library Collection Development Policy

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Written by Vanessa Paniccia, Fall 2010
Last revised by Vanessa Paniccia, Summer 2012
Overview

Mission

Daemen College Mission Statement

The mission of Daemen College is to prepare students for life and leadership in an increasingly complex world. Founded on the principle that education should elevate human dignity and foster civic responsibility and compassion, the College seeks to integrate the intellectual qualities acquired through study of the liberal arts with the education necessary for professional accomplishment. This integration which recognizes equal value in liberal studies and professional programs aims at preparing graduates who are dedicated to the health and well-being of both their local and global communities.

With a Daemen education, students will acquire the skill to solve problems creatively and think critically. They will be comfortable with diversity and will recognize the importance of a global perspective. They will be able to work with others and be invigorated by environments that present challenges and demand innovation. Daemen students are expected to be active participants in their own education and informed citizens who understand that learning is a life-long journey.

At the heart of Daemen’s integrated learning experience is the relationship that can develop between the College’s faculty and its students. Daemen prides itself on maintaining a student-centered atmosphere and a close professional and
collaborative association among all members of the College community. Assisted by a supportive faculty, Daemen students are encouraged to pursue goals beyond their initial expectations, to respond to academic challenges, and to develop habits of mind that enrich their lives and their community.

**Library Mission Statement**

Daemen College Library supports the college curriculum and helps to prepare students for life and leadership in an increasingly complex world by combining traditional library values and materials with the technological advances of global information networks. Librarians help the college community to solve problems creatively and to think critically by assisting individuals to locate, evaluate, obtain, and apply relevant information using a variety of information resources and formats. The Daemen College Library supports an environment where students are expected to be active participants in their own education and helps students to respond to academic challenges by teaching the information-seeking skills required both in college and in life-long learning.

**Daemen College Community**

Daemen College is situated in Amherst, NY in the hamlet of Snyder. As of the 2010 Census, the total population for Amherst, NY is 122,366 persons, of which 47.4% are male and 52.6% are female. The median age for Amherst, NY is 40.2 years with 82.7% of the population listed as 18 years of age or older. White persons comprise 83.8% of the Amherst population, while there are also person of the following races living in Amherst: Black/African American; American Indian/Alaska Native; Asian Indian; Chinese; Filipino; Japanese; Korean;
Vietnamese; Other Asian; Native Hawaiian; Guamanian or Chamorro; Samoan; Other Pacific Islander; Hispanic/Latino/Latina; Mexican; Puerto Rican; Cuban; and Other Hispanic or Latino/Latina. The average household size for Amherst, NY is 2.33 persons, while the average family size is 2.98 persons. Amherst, NY is a suburb in the greater Buffalo, NY area.

Daemen College is one of 15 institutions of higher education located in the greater Buffalo, NY area. As of Fall 2011, 3365 students are enrolled at Daemen College, 2156 of which are undergraduate, while 849 of its students are graduate-level.

The Fall 2011 Undergraduate Profile is as follows:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-Time</td>
<td>1654</td>
</tr>
<tr>
<td>Part-Time</td>
<td>502</td>
</tr>
<tr>
<td>First-Time Freshmen</td>
<td>435</td>
</tr>
<tr>
<td>New Transfers</td>
<td>305</td>
</tr>
<tr>
<td>Women</td>
<td>72%</td>
</tr>
</tbody>
</table>

The Fall 2011 Graduate Profile is as follows:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-Time</td>
<td>634</td>
</tr>
<tr>
<td>Part-Time</td>
<td>215</td>
</tr>
<tr>
<td>Women</td>
<td>85%</td>
</tr>
</tbody>
</table>
Average Class Size and Student to Faculty Ratio:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Undergraduate Class Size</strong></td>
<td>18</td>
</tr>
<tr>
<td><strong>Graduate Class Size</strong></td>
<td>17</td>
</tr>
<tr>
<td><strong>Student to Faculty Ratio</strong></td>
<td>14:1</td>
</tr>
</tbody>
</table>

Standardized Test Scores:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Average SAT (Critical Reading/Math Combined)</strong></td>
<td>1017</td>
</tr>
<tr>
<td><strong>Average ACT</strong></td>
<td>23</td>
</tr>
<tr>
<td><strong>Average High School GPA of entering degree-seeking freshmen</strong></td>
<td>90%</td>
</tr>
</tbody>
</table>

Daemen College is a private, 4-year co-educational, primarily residential college. Daemen College’s Carnegie Classification is Basic – Master’s College and Universities (medium). Daemen College is authorized by the Board of Regents of the State of New York to award degrees and certificates for programs registered with the New York State Board of Regents. Daemen College is accredited by the Middle States Commission on Higher Education (MSCHE).¹ Daemen College offers the following Undergraduate Degrees (as of Summer 2012):

**Arts & Sciences**


Written by Vanessa Paniccia, Fall 2010
Last revised by Vanessa Paniccia, Summer 2012
• Art
  o Animation
  o Applied Design/Printmaking
  o Art
  o Arts Administration
  o Drawing
  o Illustration
  o Graphic Design
  o Painting
  o Sculpture
  o Visual Arts Education K-12

• English
  o English
  o English - Adolescence Education 7-12
  o English - Communications/Public Relations

• Modern Language
  o French
  o French - Adolescence Education 7-12
  o Spanish
  o Spanish - Adolescence Education 7-12

• History and Government
  o History
  o History & Government
- History & Government - Adolescence Education 7-12
- History & Government - Environmental Studies
- Paralegal
- Political Science
  - Mathematics
    - Mathematics
    - Mathematics - Adolescence Education 7-12
  - Natural Sciences
    - Biochemistry
    - Biology
      - Biology - Adolescence Education 7-12
      - Biology - Environmental Studies
      - Natural Sciences
        - Natural Sciences - Environmental Studies
        - Natural Sciences - Forensics
        - Natural Sciences - Health Science
        - Natural Sciences - Individualized Studies
  - Political Science
  - Psychology
  - Philosophy & Religious Studies
  - Sustainability
Health & Human Services

- Accounting (BS/MS)
- Athletic Training (BS/MS)
- Business Administration
  - Human Resource Management
  - International Business
  - Management Information Systems
  - Marketing
  - Sports Management
- Education
  - Childhood Education 1-6
  - Childhood Education/Special Education 1-6
  - Early Childhood Education/Special Education B-2
- Health Care Studies
  - Community Health
  - Complementary and Alternative Health Care Practice
  - Health and Fitness Training
- Nursing
- Physical Therapy
  - Bachelor of Science in Natural Science/Doctor of Physical Therapy (BS,NS/DPT)
- Physician Assistant (BS/MS)
- Social Work
Pre-Professional Programs

- Pre-Dentistry (Biochemistry)
- Pre-Law (History and Government)
- Pre-Medicine (Biochemistry)
- Pre-Veterinary (Biochemistry)

Interdisciplinary Studies

- Environmental Studies
- Health Care Studies
- Individualized Studies
- Sustainability

Daemen College offers the following Undergraduate Minors (Summer 2012):

- Accounting
- Administration – Public
- Art
- Art History
- Arts with Partial Specialization
- Atlantic Studies
- Balanced Art (Art. Music, Theater)
- Biology
- Black Studies
• Business – General
• Business – International
• Chemistry
• Civil Society and Sustainable Communities
• Composition/Writing
• Computer Science
• Criminal Justice
• Digital Media
• Entrepreneurship
• Forensic Studies
• French
• Graphic Design
• Hispanic Studies
• History
• Human Resources Management
• Illustration
• International Studies
• Literature
• Marketing
• Mathematics
• Painting
• Philosophy
• Philosophy and Religious Studies
• Political Science
• Pre-Law
• Psychology
• Public Administration
• Public History
• Public Relations
• Religious Studies
• Sculpture
• Spanish
• Special Education
• Sustainability
• Theater Arts
• Women’s Studies

Daemen College offers the following Graduate Degrees (Summer 2012):

• Arts Administration
• Athletic Training (BS/MS)
• Education
  o Adolescent Education
  o Childhood Education
  o Special Education 1-6
• Executive Leadership and Change
• Global Business
• Nursing
  o Nursing/Adult Practitioner
  o Nursing Education
  o Nursing Executive Leadership and Change
  o Doctor of Nursing Practice

• Physical Therapy
  o Bachelor of Science in Natural Science/Doctor of Physical Therapy (BS,NS/DPT)
  o Direct Entry Doctor of Physical Therapy (DPT)
  o Fellowship Program in Orthopaedic Manual Physical Therapy

• Physician Assistant

Primary Service Clientele
The Daemen College Library primarily serves students enrolled in at least one course at Daemen College, Daemen faculty, administration and staff, however it also serves Daemen Alumni, students attending other colleges (through programs such as Interlibrary Loan), local high school students, the Amherst, NY community and the greater Buffalo, NY community.

Parameters of the Collection
The Daemen College Library primarily collects English-language resources; however the Daemen college library also collects materials in languages other than English as necessary to support foreign language courses offered at Daemen College.
Media Formats

The Daemen College Library collects works in the following formats and media:

- Journals/Newspapers/Serials/Magazines through electronically-accessible databases and/or in print media
- Monographs, fiction, non-fiction, biographies and anthologies as cloth and eBooks media (or in paperback if the preferential media is not available)
- Recreational reading books in paperback medium (or in cloth if the preferential medium is not available)
- Film, visual and documentary materials in DVD and video streaming media.
- Other formats and media will be considered if they:
  - meet the mission and goals of the Daemen College Library and if the cost of owning and lending its format is not prohibitive to furthering the collection; or
  - must be purchased as part of a bundle so that the Daemen College Library can secure a competitive price for another collection-necessary material (such as in consortial purchase arrangements)

Overview of materials

The Daemen College Library collects resources that offer intellectual and recreational enhancement in the forms of written and visual media to the students, faculty, administration and staff of Daemen College and the surrounding community. We collect primary and secondary resources so that the people we serve may: a) perform scholarly, post-secondary-level research; b) have
supporting materials to support student teaching; and c) write/create collegiate-level papers, presentations and projects.

**Patron Needs**

The Daemen College Library exists to meet the needs of the Daemen College Community. It must support the student, faculty, administration and staff need for inclusive materials such as:

- Valuable scholarly research
- Guides for citation styles, writing, syntax and linguistic
- Anthologies and biographies
- Juvenile books and student teaching support materials
- Fiction and non-fiction academic-appropriate resources
- Fiction and non-fiction recreational-appropriate resources
- Up-to-date resources and historical resources (as appropriate)

**General Priorities and Limitations**

The Daemen College Library collects works in multiple formats and media. If more than one medium exists, then the following guidelines will be followed:

- Journals/Newspapers/Serials/Magazines will be subscribed to in either electronic or paper medium, at the discretion of the Library Director. A second subscription for journal/newspaper/serial/magazine publications may be acquired if the Library Director deems it necessary and/or cost effective to do so.
• Monographs, fiction, non-fiction, biographies, reference materials and anthologies will be purchased as cloth or as eBooks, whichever is economically feasible. If neither cloth nor eBook media are available, the library may consider purchasing the resource in paperback.

• Juvenile books and student teaching support materials will be purchased in either cloth or paperback, whichever is economically feasible.

• Recreational reading books will be purchased in paperback. If paperback format is not available, the library may consider purchasing the resource in cloth. Popular fiction books and relevant non-fiction books will be acquired for recreational reading.

• Film, visual and documentary materials will be purchased in DVD or video streaming format. If DVD or video streaming formats are not available, the library may consider purchasing the resource in other formats.

• Other purchasing decisions regarding format and copies are considered on a case-by-case basis. Cost, upkeep and usage will be considered.

• Multiple copies may be purchased for frequently circulating items; however, no more than three (3) copies should be retained at one time for the same edition of any title.

• Materials that are frequently requested through Interlibrary Loan should be considered for inclusion into the Daemen College Library collection, as appropriate.

• Factors related to selection should include faculty and student opinion, however all final decisions will be made by the Library Director.
The Daemen College Library replaces books, DVDs and items that can no longer be repaired, when the cost of repair is larger than the cost of replacement, or which are requested and can no longer be located (over six (6) months). All decisions regarding replacing materials are made by the Daemen College Library Director.

**Cooperative Collection Development**

The Daemen College Library works cooperatively through a resources sharing committee led by the Western New York Library Resources Council (WNYLRC). Occasionally, items not held by any other participating Western New York Library may be purchased for inclusion into the Daemen College Library collection to support the WNYLRC resources sharing initiative and Interlibrary Loan. Alternatively, Daemen College Library may chose to forego purchasing a resource specifically when the resource is held by another participating Western New York Library. Daemen College Library may also purchase bundled items to secure competitive prices for resources. In such cases some items in the bundle may not necessarily meet the mission and goals of the Daemen College Library. All purchased items in a bundle will be acquired into the collection unless the item in question is deemed inappropriate by the Library Director.
Detailed Description of Subjects and Formats Collected

**Subject areas**

- Monographs, Non-fiction materials, reference materials, documentaries and biographies to support academic-level research for Daemen College students and faculty involved in courses in art, English, modern language, history and government, mathematics, natural sciences, political science, psychology, philosophy and religious studies, sustainability, accounting, athletic training, business administration, education, health care studies, nursing, physical therapy, physician assistant, social work, environmental studies, executive leadership and change and global business.

- Serials, newspapers, magazines and journals to support academic-level research for Daemen College students and faculty involved in courses in art, English, modern language, history and government, mathematics, natural sciences, political science, psychology, philosophy and religious studies, sustainability, accounting, athletic training, business administration, education, health care studies, nursing, physical therapy, physician assistant, social work, environmental studies, executive leadership and change and global business. These formats will also supplement the Daemen College student and faculty recreational needs, specifically where magazines apply.

- Anthologies of art and literature to support academic-level research for Daemen College students and faculty involved in courses in art and English.
• Fiction works to support academic-level research for Daemen College students and faculty involved in courses in English and to support recreational reading needs of the community.

• Juvenile works and student teaching support materials to support Daemen College students involved in student teaching and teaching shadowing.

**Collecting levels by subject**

The Daemen College Library collects the following subjects at the following levels, as per the Conspectus Model:\(^2\)

<table>
<thead>
<tr>
<th>Subject</th>
<th>Conspectus Model Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art/Design/Printmaking/Drawing/Illustration/Graphic Design/Painting/Sculpture/Visual Arts</td>
<td>3 &amp; 4</td>
</tr>
<tr>
<td>English Literature</td>
<td>3 &amp; 4</td>
</tr>
<tr>
<td>Writing Manuals and Style Guides</td>
<td>3</td>
</tr>
<tr>
<td>Marketing/Communication/Public Relations/Advertising/Business Administration/Human Resources/Business</td>
<td>3 &amp; 4</td>
</tr>
<tr>
<td>Modern Language</td>
<td>3 &amp; 4</td>
</tr>
</tbody>
</table>

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\(^2\) Conspectus Model
Collection depth based upon the following scale:
0 = out of scope
1 = minimal information level
2 = basic information level
3 = study or instructional support level
4 = research level
5 = comprehensive level
<table>
<thead>
<tr>
<th>Subject</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>History and Government/Political Science</td>
<td>3 &amp; 4</td>
</tr>
<tr>
<td>Mathematics/Accounting</td>
<td>3 &amp; 4</td>
</tr>
<tr>
<td>Natural Sciences</td>
<td>3 &amp; 4</td>
</tr>
<tr>
<td>Psychology</td>
<td>3 &amp; 4</td>
</tr>
<tr>
<td>Philosophy/Religious Studies</td>
<td>3 &amp; 4</td>
</tr>
<tr>
<td>Sustainability</td>
<td>3 &amp; 4</td>
</tr>
<tr>
<td>Athletic Training</td>
<td>3 &amp; 4</td>
</tr>
<tr>
<td>Education</td>
<td>3 &amp; 4</td>
</tr>
<tr>
<td>Health Care Studies/Nursing/Physical Therapy/Physician Assistant</td>
<td>3 &amp; 4</td>
</tr>
<tr>
<td>Social Work</td>
<td>3 &amp; 4</td>
</tr>
<tr>
<td>Environmental Studies</td>
<td>3 &amp; 4</td>
</tr>
</tbody>
</table>

**Collection Responsibility**

The Library Director for the Daemen College Library holds the sole discretion to select for this library’s main collection, the serials collection, the PERC collection, the juvenile collection and the special collection. The Head Reference and Instruction Librarian and the Reference and Instruction Librarian are responsible for selecting materials for the recreational reading and reference collections. Any librarian, library technical services staff, faculty-person or administrator may suggest resources for selection. Any suggestions for new materials should be formally requested through the Library Materials Request Form available on the Daemen College Library Web site. The Circulation and Interlibrary Loan Librarian can provide statistics useful for identifying resources.
that frequently circulate and resources that are frequently requested through Interlibrary Loan. The Library Director will override the selections of other librarians as necessary due to budgetary constraints, space constraints or for the overall continuity of the collection. Factors related to selection should include faculty and student opinion. All final decisions will be made by the Library Director.

Other General Selection Statements

The Daemen College Library does not collect any materials that are considered propaganda, unless they have historical value. We do not collect textbooks assigned for courses; however we do collect K-12 textbooks as part of the PERC collection to support Daemen College students who are student teaching or shadowing teaching. We do not collect any materials that were created with the intention of demeaning or degrading any community or culture. The Daemen College Library primarily collects materials written (or expressed) in English; however it does collect materials in foreign languages to support its modern languages programs. When texts are written (or expressed) in non-English languages and the text does not support the modern languages program, the Daemen College library will only collect such a text if the material has been translated into English or is accompanied by subtitles in English or translation in English.

Daemen College Library may also purchase bundled items to secure competitive prices for resources. In such cases some items in the bundle may be written (or expressed) in non-English languages. All purchased items in a bundle will be
acquired into the collection unless the item in question is deemed inappropriate by the Library Director.

On an ad hoc basis, the Daemen College Library will consider collecting resources written by guest speakers/performers that have spoken/ performed for the College Community.
Miscellaneous

Gifts

The Daemen College Library accepts gifts in any format. The Library is not obligated to accept a gift if the cost of maintaining it outweighs the value it would add to our collection, or if the nature of the gift does not suit the needs of our users. When the Library does accept gifts, the Library requires full and sole authorization to make all decisions on housing, shelving, circulating, repairing and discarding any or all parts of the gift. All decisions on accepting gifts will be made by the Library Director of the Daemen College Library or by a designee of the Library Director.

Deselecting and Discarding

The Daemen College Library deselects materials in accordance with the following criteria:

- Resource will be deselected if the intellectual content becomes obsolete
- Audiovisual and other digitized resources will be removed if the technology necessary to view its format is no longer available
- Resources may be removed if the library has acquired a revised edition, however the library may retain prior editions if the intellectual content is still relevant
- Any resource that has been damaged to the point that it risks damaging other portions of the collection, or poses a health risk are removed
• A resource will be removed if it has been damaged to the point that it is not economically feasible or intellectually necessary to repair

• All Deselecting and Discarding decisions will be made at the discretion of the Library Director. The Head of Reference and Instruction and the Reference and Instruction Librarian make deselecting and discarding decisions for the recreational reading collection and the reference collection.

Evaluation

The discretion to evaluate physical condition lies solely with the Library Director of the Daemen College Library. The Library Director makes all final decision regarding repair, reformatting and discarding based upon physical condition. The Library Director may consult committees, professionals or any other resources to evaluate physical condition and intellectual merit of specific materials.

Intellectual Freedom Challenges

Daemen College students, faculty, staff and administration members (henceforth known as Daemen Community Members) have a right to challenge a decision to hold or to not hold any resource. The Library encourages Daemen Community Members to consult with the Library Director for clarification on any collection development decision. If a Daemen Community Member still wishes to challenge any collection decision made by the Library Director, then said Daemen Community Member must fill out the Daemen College Library Intellectual Freedom Challenge Form at the end of this collection development policy. One (1) copy of this form must be submitted to the Library Director for consideration.
The Daemen College Library additionally encourages all library patrons to become familiar with the American Library Association Office of Intellectual Freedom’s “Freedom to Read Statement” and “Freedom to View Statement,” for an explanation of intellectual freedom. These statements are accessible through the American Library Association and its Web site, www.ala.org.

**Electronic Resources**

The Daemen College Library regularly subscribes to eBooks and scholarly journals in Internet-accessible and password-protected form. This is to provide Daemen College students, faculty, administration and staff with electronic access regardless of physical location. Daemen Community Members with password access to any electronic resources are responsible for maintaining the privacy of their passwords to ensure the lasting availability of the electronically accessible collection. The Library collects DVDs and video streaming materials as the preferred formats for visual material. Other formats may be considered on a case-by-case basis at the sole discretion of the Library Director.

**Approval and Revision**

The Library Director for the Daemen College Library has the responsibility and the right to approve the Collection Development Policy for the Daemen College Library.

**Approval Procedure**

1) The Daemen College Library Director selects one Daemen College librarian to write the Proposed Collection Development Policy. The librarian that is
selected by the Library Director to write the Proposed Policy may consult with 
other Daemen College Librarians, professionals, students and staff at his or 
her discretion while writing any or all parts of the proposed policy.

2) After the Proposed Collection Development Policy has been written to the 
satisfaction of the selected librarian, the policy is formally proposed to the 
Daemen College Library Director for his or her approval.

3) The Daemen College Library Director either approves the document as it is, 
or suggests revisions as necessary. The Daemen College Library Director 
may chose to distribute the Proposed Policy the Library Staff for input.

4) In the case of suggested revisions, the selected librarian reviews revisions and 
adds them as appropriate.

5) The Collection Development Policy is given to the Library Director again for 
approval.

6) The Library Director either approves the updated document or changes 
language as necessary before the Collection Development Policy is approved 
and made official.

7) The Collection Development Policy is considered official and approved once 
the Library Director approves it, unless language in the policy states 
otherwise.

**Revision Procedure**

1) The revision procedure for the Collection Development Policy follows the 
same process as the approval procedure.
2) The person appointed to revise the Collection Development policy must read the current policy in its entirety before making any revisions.

3) The Collection Development Policy shall be reviewed for revision every three (3) years or more often as the Library Director sees fit.

4) Author(s) responsible for and date of last revisions to the Collection Development Policy should be indicated in the footer of the document.

5) Before the Library Director approves any revisions to the collection development policy, the changes should be presented using the “track – changes” feature in MS Word so that new language can be properly considered, while still making old language available.

6) Once all revisions have been approved or rejected by the Library Director then all “tracked-changes” should either be accepted or rejected according to the final decision of the Library Director.
Daemen College Library Intellectual Freedom Challenge Form

Instructions: This form must be filled out in order to enter an Intellectual Freedom Challenge with the Daemen College Library. In order to submit this form, at the very least, it must be dated, you must provide your name, mailing address and the title of the work. Though you are not obligated to fill in the rest of the form, filling it out entirely will help us to understand the nature of the challenge and render a decision in a timely manner. One (1) copy of this form must be submitted to the Daemen Library Director. All Challenge Decisions are made by the Daemen Library Director. You will be notified of the decision within one (1) month of submitting the Challenge to the Library Director. All Challenge Decisions are final and cannot be appealed.

Date: ______________________________________

Your Name: _________________________________

Phone Number: ______________________________

Mailing Address: ........................................

........................................

........................................

Email address: _________________________________

I prefer to be notified of decision to this challenge by (check one):

☐ Phone
☐ Email
☐ Postal mail

I am a(n) (check all that apply):

☐ Daemen College Student
☐ Daemen Faculty-person
☐ Daemen Administrator
☐ Daemen Staff-person

Please check as appropriate:

☐ I believe that a work in the collection should be removed
☐ I believe that a work not held in the collection should be added

Name of the work (provide authors name and title of work):

____________________________________________________
Type of Item (check all that apply):

- ☐ Book
- ☐ Film
- ☐ Documentary
- ☐ Journal/Magazine

Reason for Challenge:
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Course or Area of Study work relates to:
______________________________________________________________________________
______________________________________________________________________________

Have you (check as appropriate):

- ☐ Read or viewed entire work
- ☐ Read or viewed part of work

Are there any reviews of the item being challenged? If so, provide citation:
______________________________________________________________________________

Signature:
______________________________________________________________________________