

Lasell University
Jessie S. Brennan Library
Policies rev. 5/28/25

Animals

Only service animals are permitted in Brennan Library.

Unattended minors

Children under the age of 15 must be accompanied by a guardian. Any guest under the age of 18 is not allowed access to the Brennan Library computers.

Public computer access

Adult guests in the library can use library computers by asking for a guest login at the front desk. Photo ID is required. Priority for computer use is first given to the Lasell community, and there is a two-hour time limit per day for guest computer logins. Guests cannot print at Brennan Library, but they can use the copy machine.

Noise in the library

The first floor of the library is for collaborative study. Patrons can talk and work together, and short cell phone calls (generally under five minutes) are permitted on this floor.

The second floor of the library is for quieter study. Patrons should work independently and keep any talking to a lower volume. Cell phone calls of any length are not permitted on this floor. The group study rooms on the second floor are for collaborative study, but patrons should be respectful of those studying outside of the rooms (which are not soundproof) and refrain from playing loud music or videos.

Collection Development Policy

Introduction

rev. 8/13/2024

This collection development policy guides librarians as they make their selection decisions and provides transparency to Brennan Library patrons and other stakeholders. The policy is expected to evolve over time to ensure our collection remains responsive to the growth and changing needs of the University. Library staff are responsible for the selection and de-accessioning of specific sections of the collection. Whenever possible librarians are assigned collection areas in which they have subject expertise. The Library Director oversees all collection development and maintenance and will assist in decision-making as needed.

When building the collection, the Library considers the needs and interests of Lasell University students, faculty, and staff, as well as residents of Lasell Village, and the staff and children at the Barn and Rockwell daycare centers. Although Brennan Library is a member of the Minuteman Library Network, the Library does not consider the larger network of patrons when decision-making.

Collection description

The Library's diverse collection includes resources across a variety of formats: print and electronic journals and serials; print and electronic books; electronic databases, and physical and electronic media. Within the physical library space there are a number of specialized collections, including the Kyo Yamawaki Education Collection, the Popular Fiction Collection, and the Library of Things. Winslow Archives is home to an even more diverse array of materials, including university records, films, photographs, audio recordings, ephemera, and publications, including newsletters and yearbooks. The Archives is governed by its own set of policies.

Acquisitions

The Library purchases books, serials, equipment, and items for the Library of Things. The preferred format for individual book purchases is print. Individual eBooks will only be purchased if they are requested by faculty and if a multiple-user license is available. For media and serials/periodicals the format preference is digital. The Library does not buy audiobooks and will only buy DVDs if specifically requested by faculty and when there is no digital option available. Purchases regarding technology, equipment, and other non-traditional items will be evaluated on a case-by-case basis, factoring in the current needs and interests of the campus body as well as circulation trends.

Duplication is generally avoided; however, the Library may acquire duplicate copies or items in multiple formats if there is a demonstrated need, such as a duplicate copy to be used as a course reserve.

Ownership and access

We are committed to making quality materials of all provenances available to our community. As such, acquisitions may consist of books, periodicals, and other materials that we own as well as those that we do not own but to which we ethically and legally provide access. Examples of these kinds of materials include eBooks contained within subscription packages and free web resources such as open access journals. The Library subscribes to several eBook packages and pays a digital content fee to the Minuteman Library Network, which gives Lasell patrons access to additional digital content through Libby. Materials in subscription packages are chosen by the vendor and consortium respectively, not Lasell's librarians, and selection and availability are subject to change at any time.

Criteria for selection

The Library consults with faculty and considers the curriculum when selecting materials for acquisition. Materials added to the collection should support course assignments and/or faculty and student research needs. Purchase requests are also welcome from faculty, students, staff, and residents of Lasell Village.

The Library also purchases popular fiction and non-fiction titles each year, and their selection is determined by student requests and recent circulation trends. The Library purposefully seeks out marginalized voices during the selection process, ensuring that multiple voices and opinions are available on each topic.

Faculty-published materials

The Library purchases all faculty-published materials but relies on faculty to notify librarians once their published book is made available for purchase. Whenever possible, the Library gratefully accepts donations from faculty of any materials they have published.

Textbooks

The Library does not purchase textbooks as traditionally defined. If an instructor requests that the Library purchase a course text that otherwise meets the criteria for selection (e.g. a novel or popular history), the Library will purchase it and place it on Course Reserve for the semester, before moving it to the circulating collection.

Donations

The Library accepts donations of gently used materials that are preferably fewer than five, but no more than ten years old and that otherwise fit the collection development criteria as described above. Materials that are outdated, damaged, or do not fall within the collection's scope will not be accepted.

De-accessioning

The collection is continuously evaluated for de-accession on a three-year cycle, with one third of the collection under review each year. Librarians mainly perform collection maintenance over summer and winter breaks, so as to not interfere with patrons' use of the collection. When choosing titles to de-accession, librarians consider how recently the material has circulated, if it is still in good condition, and if the content is still relevant and current.

Books that are no longer deemed appropriate for the collection are sent to one of our network of partner organizations for resale, donation, or recycling. Any proceeds from the sale of discards will go back into the Library's operating budget.