**American Society of Questioned Document Examiners’
Resource Center**

**Collection Development Policy**

***Located at***

**Indiana State Police Laboratory Forensic Document Unit
Indianapolis, IN**

Compiled and Edited by Curator, Diane Tolliver, Manager, Courtney Baird, and graduate student (MLIS), Michelle Kanning

Approved by:

ASQDE Board-(future date), 2019

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**RESOURCE CENTER DESCRIPTION**:

The Indiana State Police (ISP) Laboratory’s Forensic Document Unit (FDU) was named the repository for the American Society of Questioned Document Examiners (ASQDE) Resource Center in the spring of 2018. This is a private library for members of the ASQDE, the employees of the Indiana State Police Laboratory, and a list of approved borrowers, which appears later in this document.

Inside this repository is a special collection of materials that are related to the questioned document discipline. These materials include approximately 450 books and 250 journals. These materials also include technical papers, periodicals, historical data, QDAD source documents, ASQDE business records, ASQDE conference papers and other reference materials.

Another important component of the collection is the Questioned Document Article Database (QDAD), which houses thousands of articles that are the product of over 100 years of study and work within the questioned document community. This database contains both published literature and unpublished (grey) literature. Grey literature brings valuable resources to the end user for critical thinking and research. Therefore, the inclusion of both published and unpublished literature help to fill knowledge gaps in the questioned document discipline.

**MISSION STATEMENT**:

The mission of the American Society of Questioned Document Examiners’ Resource Center is to collect, preserve, and share its materials with the members of the ASQDE, the employees of the Indiana State Police Laboratory, and designated members of the questioned document disciple. The ASQDE Resource Center believes these special collections and archives have significant historical, research, and personal value to the community it serves. It exists to encourage scientific research and development in document examination and related matters, to improve knowledge and understanding of the work of the document examiner by the public, the bar, the judiciary, and among the forensic sciences, and to share its wealth of historical information with its members (see ASQDE Bylaws in Appendix).

**CLIENTELE DESCRIPTION:**

This is a professional community of individuals who have an interest in the questioned document discipline and who are collectively invested in the development, preservation, utilization, and maintenance of the ASQDE Resource Center.

**STATEMENT OF COLLECTION POLICY:**

The collection development policy is established on the principles adopted by the American Library Association and the guidelines and processes reflect this. The collection policy aims to meet the following:

* support a free and democratic society
* provide materials which represent a variety of viewpoints
* represents diversity which helps provide an open mind and a better understanding of our world
* place principle before personal bias and opinion when selecting materials
* respect copyright laws during the reproduction or distribution of library materials

**COLLECTION RESPONSIBILITY:**

The collection responsibility resides with Diane Tolliver, Library Curator, Courtney Baird, ISP FDU Supervisor, and the Resource Center Committee. The Curator serves at the pleasure of the ASQDE President and both the Curator and FDU Supervisor work under a Memorandum of Understanding with the ASQDE President.

**ASQDE RESOURCE CENTER FUNDING:**

The Resource Center presently has a Memorandum of Understanding between the library curator, the ASQDE leadership and the Supervisor of the ISP FDU that any expense under $50 does not need prior approval. Receipts for purchases are submitted in a timely manner to the ASQDE Treasurer for reimbursement by check or to a PayPal account that has been established for the Resource Center.

Expenses larger than $50 are researched for the lowest price from three different vendors. The recommended vendor and proposed purchase are presented to the ASQDE leadership for approval.

Currently, products have only been purchased on an as-needed basis. As more users request services from the Resource Center, costs may be incurred for packaging and shipping. To be as self-sustaining as possible, user fees may be established. An auction of duplicate Resource Center holdings has taken place in the past to bring in supplemental monies. Additional fundraisers may be beneficial in the future.

The curator should submit an anticipated budget to the ASQDE leadership annually. A call for donations, in 2018, produced a pool of money that has been used when needed. The judicious weeding of assets from the Resource Center for future auctions will contribute additional funds for the ASQDE and the Resource Center.

**SELECTION PROCESS:**

This Resource Center collects, organizes, preserves and maintains a diverse and rich collection which exists for the enrichment of its patronage. This collection is available in a number of formats and is focused on its community’s interests. The selection process is based on the following criteria:

* Material is culturally pertinent to its community
* Material fills a gap in the collection
* Material is from an important contributor to the questioned document discipline
* Material is grey literature that helps fill a knowledge gap in research
* Material does not exceed the available storage space of the Resource Center

**RESOURCE SHARING:**

The special collections and archives usage are restricted to the ASQDE Members, employees of the ISP Laboratory, members of the Questioned Document Section of the American Academy of Forensic Sciences, Diplomates of the American Board of Forensic Document Examiners, the Canadian Society of Forensic Sciences, Midwestern Association of Forensic Scientists, Southwestern Association of Forensic Document Examiners, Southeastern Association of Forensic Document Examiners, and others as approved by the Resource Center Curator. The guidelines for requesting a book or journal are the following:

* No more than four items may be borrowed at any one time.
* Borrower has the responsibility for the timely and safe return of books and journals to the Resource Center and will reimburse the Resource Center for the value of any lost or damaged materials.
* Books and journals will be sent via U.S. Mail, book rate (unless other arrangements are made), for a loan period of 30 days. Any item that is not returned within 30 days will accrue a $20 fine if not renewed. A borrower may renew a material, twice, for a total of 90 days. Renewals are made by contacting Diane Tolliver, Curator, at asqdecurator@gmail.com
* Failure to comply with these policies may result in an individual’s or organization’s exclusion of future ASQDE Library services.
* Books and journals will be returned at borrower's expense via a trackable delivery service (e.g. FedEx, UPS, Express Mail) to the ASQDE Resource Center:
	+ ASQDE Resource Center
	+ Attn: Diane Tolliver
	+ 550 West 16th Street, Suite C
	+ Indianapolis, IN 46202-8407

To request materials go to the hyperlink provided [here](http://www.asqde.org/resources/library/book_request_form.html) and fill out a book request form. Alternately, visit the ASQDE website (<http://www.asqde.org/resources/resources.html>).

**DEACCESSIONING:**

The curator, with the help of interns, is currently comparing printed articles with their digital counterparts in QDAD. If the digital copy is found to be inaccurate or incomplete the hard copy is scanned to replace the digital image on the ASQDE website. Hard copies that are found to be complete and accurate in the database are placed in a deaccession pile to be shredded at a future date. This is a slow, ongoing process within a database of approximately 7,500 articles.

Resource Center staff will continue to have an ongoing discussion about the physical collection, as it evolves, to determine further deaccessioning needs. The acceptance of future collections or pieces of collections may make it necessary to deaccession other materials in order not to exceed space constraints. Respecting the limits of the physical space is an important objective to the staff and is a responsible collection development practice.

**PRESERVATON GUIDELINES**:

The goal of the ASQDE Resource Center is to preserve all materials in a manner that will enable long-term durability. In keeping with this goal, the Resource Center provides an environment that has a stable temperature and dry storage accommodations. Every effort is made to keep the materials off the floor in the event of water damage and to keep all materials enclosed in boxes or cabinets. The ISP FDU, where the collection is housed, is a secured environment with limited access. This helps prevent the theft of valuable items. In addition, the materials have minimum light exposure to mitigate further damage of these resources.

In keeping with preservation best practices, the Resource Center has acquired acid-free, lignin-free materials for the packaging and storage of fragile items. Archival materials include protective sleeves, interleaving paper, four-flap folders and storage boxes. Archival supplies continue to be purchased as additional needs arise.

A large part of future preservation goals surrounds the physical copies of the articles digitally contained on the ASQDE website as QDAD. The Resource Center staff are currently looking into a content management system that would enable the current ASQDE database (askSam file) to be compatible with modern technological needs and allow for the continued digitization of articles that are still in storage. The database articles will need data migration software to move the files from the database to this new content management system.

Resource Center staff are currently conducting research in conjunction with the Indiana University School of Informatics and Computing at the Indianapolis Campus to obtain the most appropriate software. This software will not only provide long-term preservation of these articles, it will enable the materials to be cataloged. The cataloging of these materials is a high priority because it will greatly enhance the search capabilities, allowing for efficient and comprehensive access to all the grey literature articles available to members of the questioned document disciple.

**GIFT AND DONATION GUIDELINES:**

Gifts and donations of materials may be accepted if they are appropriate for the Resource Center. The Resource Center staff may decide to accept part of a collection, rather than the entire prospective, depending on the repository’s needs.

Staff may accept gifts of books, journals, articles, artifacts, and other archival materials related to the questioned document discipline. All gifts must meet the same collection development policy standards as other materials in the repository and as explained elsewhere in this policy.

The repository staff has the right to determine location, preservation, archiving, and other considerations for donations on a case-by-case basis.  .

Once the donor turns over the material it becomes the property of the ASQDE Resource Center. A deed of gift form must be signed by the donor and an inventory of said gift must be included. The donor’s name will be added to the Resource Center’s inventory of assets unless the donor wishes to remain anonymous.

**DEED OF GIFT AGREEMENT:**

This is a written legal agreement between the institution and the donor, which transfers the ownership of the materials from the donor to the ASQDE Resource Center (see below for form).

American Society of Questioned Document Examiners Resource Center

Special Collections and Archives

Deed of Gift/Donation Form

Donor information

Name(s) of donor(s):

Address:

Phone: Email:

Transfer:

I hereby give legal and physical ownership of the item(s) listed to the American Society of Questioned Document Examiners Resource Center. I have read and am in agreement with the ASQDE Resource Center’s established practices as described in their Gift and Donation Guidelines. This deed will apply to any additions given at later dates, unless otherwise noted.

Separations: (select one)

Items not retained during the initial processing or future reappraisal should be:

* Recycled
* Returned to me or my heirs. I understand that, if my heirs or I am unable to be located after a reasonable search, the ASQDE Repository may dispose of the items.

Donor's signature: Date:

Accepted into ASQDE Resource Center by: Date:

**References**

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**Appendix A-Library Bill of Rights**

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment**.**

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person’s right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of “age” reaffirmed January 23, 1996.

**Appendix B-ASQDE Bylaws**

IV. 10 Standing Committees, Section e:

The Resource Center Committee shall be responsible for maintaining the Society's library, reference collections, and historical documents, whether hard copy or digital format, in good order. The Committee will devise and maintain a plan for lending or distributing of library materials to Society members or other authorized individuals. The Committee shall be responsible for the acquisition of new holdings and the disposal of unnecessary items. The Committee shall advise the Executive Committee on any funding necessary to perform their duties. The Committee shall ensure that the Society does not violate copyright laws during the reproduction or distribution of library materials.

Also, ASQDE Bylaws Article I General I.1 and I.2:

ARTICLE I GENERAL I.1 This organization shall be known as “The American Society of Questioned Document Examiners, Inc.,” hereinafter referred to as the "Society." I.2.1 The objectives and purposes of the Society and of its Members are: a) to foster education, b) to sponsor scientific research, c) to establish standards, d) to exchange experiences, and e) to provide instruction in the field of questioned document examination, and to promote justice in matters that involve questions about documents.

I.2.2 To accomplish these objectives, the Society and its Members subscribe to the following pursuits: a) to establish and maintain high professional standards in ethics, in education, in training, and in work performance; b) to engage in and to encourage scientific research and development in document examination and related matters, and to disseminate the results by presentations at Annual General Meetings and by publication; c) to record, preserve and correlate significant experience in solving questioned document problems; d) to improve knowledge and understanding of the work of the document examiner by the public, the bar, the judiciary, and among the forensic sciences; and e) to discover prospective document examiners of good character and potential for development, and to assist in their training.