

## Collection Development Policy Statement for Real Estate Development

**Subject Specialist responsible:** Cynthia Frank, 301-405-6321, [cfrank@umd.edu](mailto:cfrank@umd.edu)

### I. Purpose

The Real Estate Development Collection supports the students seeking and faculty supporting the Masters of Real Estate Development degree. As stated in the program's introduction, the Real Estate Development Program, "embraces a comprehensive and multi-disciplinary approach to real estate education addressing all facets of the industry from planning to property management, finance to construction. We educate our real estate students to develop for a Quadruple Bottom Line concerned not only for the old-fashioned financial bottom line, but more broadly for Economic Viability, Environmental Respect, Social Responsibility and Beautiful Design" (<http://arch.umd.edu/rdev/real-estate-development>; February 26, 2015).

Graduate students in this program are working professionals and dual degree seeking candidates from the Architecture, Historic Preservation or Urban and Community Planning programs.

**Coordination and Cooperative Information:** Real estate development is a cross-disciplinary field incorporating architecture, business, historic preservation, and urban planning into its courses of study. The subject specialist for real estate development oversees collection development for architecture, historic preservation and urban studies and planning, so there is coordination of collection growth. The subject specialist works with the liaisons for landscape architecture, engineering, other related subject areas and the Library Media Services Librarian to manage requests that arise. All students and faculty in the Real Estate Development Program have access to the U Borrow service (<http://www.lib.umd.edu/access/uborrow>) enabling access to materials from 15 university libraries in the Big Ten Academic Alliance (BTAA) and the Center for Research Libraries (CRL). CIC schools with real estate development programs include the University of Illinois, Indiana University and the University of Michigan. Faculty and graduate students have access and borrowing privileges at Chesapeake Information and Research Library Alliance libraries (CIRLA; <http://www.lib.umd.edu/access/cirila>). CIRLA libraries with collections in Real Estate Development include Georgetown, and Johns Hopkins Carey School of Business.

**Diversity:** Recognizing that Real Estate Development incorporates individuals of all ages who represent a multiplicity of racial and ethnic backgrounds, economic and educational levels and physical and mental abilities, the subject specialist/s build collections that mirror and support this diversity. The Real Estate Development collections include materials and resources that reflect a variety of political, economic, religious, social, minority and sexual issues and support intellectual freedom by providing free access to all expressions of ideas through which any and all sides of a question, cause or movement may be explored. (Text adapted from: <https://www.carnegielibrary.org/about/policies/collection-development-and-management/>)

### II. Summary of Collection Scope at Current Collecting Levels

The Real Estate Development collections are located in the Architecture Library, McKeldin Library, and as part of the ebook holdings of the University.

### III. Developing the Real Estate Development Collection

1. Language(s): The emphasis is on English language materials in the collection. Major works covering the subject outside the U.S. in the vernacular may be selected, although translations will be preferred. Materials in the vernacular are generally the purview of the librarians responsible for that particular language.
2. Geographical areas: The major focus for the Real Estate Development collection is the United States, with inclusion of various urban centers around the world as warranted to support the curriculum.
3. Chronological periods/Imprint dates: Selection will emphasize current publications, with the exception of reprints and classic works when required for replacement purposes.
4. Materials selected
  1. Included materials: Materials selected for the collection are predominantly in monograph and serial format. Monographs such as handbooks, manuals, directories, encyclopedias and dictionaries are selected in both print and electronic format - with electronic format preferred whenever possible. Media formats such as video, DVD, and other digital resources supporting the program are also selected.
  2. Excluded materials: Dissertations from institutions outside the University of Maryland, textbooks, and reprints are generally not selected for the collection.

### IV. Additional Collection Information

The Real Estate Development collection adheres to the University of Maryland Libraries' policies for duplication, gifts, deselection and preservation available at <http://www.lib.umd.edu/collections/collection-development-policy>.

1. Duplication: The collection will not maintain duplicate copies of titles, unless there is demonstrated demand via circulation records. Print copies may be deselected if an e-version exists for the exact same edition.
2. Gifts: Gift items added to the Real Estate Development collection are done so in conjunction with the *University of Maryland Libraries Gifts-In-Kind Policy*, particularly so that they "supplement existing collections in support of the University's teaching and research programs as well as to provide the University Libraries with special materials in which there is a scholarly interest" (<http://www.lib.umd.edu/collections/gifts/for-donors>). The subject specialist for Real Estate Development is ultimately responsible for deciding whether or not a gift is added to the collection.
3. Deselection/Withdrawal: The relevance of materials in the Real Estate Development collection can and will change over time. Periodic weeding of the collection is done to identify items which no longer fit the criteria for inclusion in the collection.
4. Preservation: The subject specialist works with the Preservation unit at the University of Maryland Libraries when individual titles are brought to their attention that need rebinding, repair or replacement.

**Implementation and Revision Schedule:** This policy has been reviewed by the Collection Development Council ([lib-cdc@umd.edu](mailto:lib-cdc@umd.edu)) and is considered effective on the date indicated below. It will be reexamined regularly by the subject specialist and will be revised as needed to reflect new collection needs and identify new areas of study, as well as those areas that may be excluded.

**Date:** March 4, 2015; CGF. Rev. 7/27/16; CGF. Rev. 8/24/18

CDC 9/25/18