

SOUTHWESTERN COMMUNITY COLLEGE	STUDENT SERVICES LIBRARY COLLECTION DEVELOPMENT PROCESS	Procedure 5.02.09.01
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I. **COLLECTION DEVELOPMENT PRINCIPLES**

The decision to acquire print, media, and digital materials for the library collection will be guided by the following principles:

1. Relevance to degree-granting curriculum programs of the college
2. Annual faculty/staff survey of collection development options
3. Faculty recommendations for specific materials to support assignments
4. Currency and accuracy of information, including varying points of view
5. Reputation of author, publisher, and/or producer
6. Appropriateness of format in support of curriculum needs
7. Recommendations in professional reviewing sources
8. Materials support general information needs and lifelong learning

Academic Freedom

The library supports the American Library Association's [Library Bill of Rights](#). In making collection development decisions, librarians purchase materials which offer differing views on particular subjects. Materials are not to be censored based on point of view or means of expression.

Responsibility for Selection of Material

Librarians, classroom faculty, and college staff share the responsibility for recommending and collecting learning resource materials. Library staff continually evaluate the collection for currency and appropriate coverage of curriculum subject areas. Classroom faculty and college staff may send purchase recommendations to the Library Director at any time during the fiscal year.

Based on feedback resources will be prioritized by library staff and purchased.

Electronic and Print Formats

With the growing availability of e-book collections, there may be a preference for adding books in electronic format instead of print.

Factors to consider when deciding if an e-book is a better option for the collection:

- Topic is of interest to online courses
- High-use titles may be available to more students simultaneously
- Cost of e-book vs. cost of printed format
- Limited vs. unlimited simultaneous users
- Course and/or programs taught entirely or primarily online

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Textbooks and Faculty Reserves

Textbooks are not added to the collection. Personal copies of textbooks provided by an instructor or from the campus bookstore may be placed in Faculty Reserves for temporary student use within the Holt Library (not for checkout). Users may not photocopy whole books or significant portions of copyright-protected works from Faculty Reserves or from any other Library collection.

Donation Items

Holt Library accepts donations with coordination from the College's Foundation.

Collection Maintenance

The collection is periodically evaluated according to standard collection development tools such as usage statistics. Materials are deleted from the collection which no longer contain current information in the subject area or which are damaged beyond repair.

Cross Reference: 5.02.09 - Library Collection Development

Adopted: April 24, 2018

Revised: March 2022