

SOUTHWESTERN COMMUNITY COLLEGE	STUDENT SERVICES LIBRARY COLLECTION DEVELOPMENT PROCESS	Procedure 5.02.09.01
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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 instructional 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 instructional staff may periodically review the library resources supporting their programs and send purchase recommendations to the Library Director at any time during the fiscal year.

Librarians meet to discuss collection priorities during fall and spring semesters. The library staff is responsible for expending the state fund for learning resources ("book fund") before the spring semester ends. After expending the current year's funds, any remaining purchase list items or resources not prioritized for the current year carry over to the purchasing list for the following fiscal year.

Each September, the library staff distributes a survey to gather recommended learning resource needs for the year. The survey allows faculty and staff to voice their priorities for subject area resources in print, media, and digital resource packages. Based on feedback from the faculty/staff survey, a combination of print and digital resources will be prioritized by library staff and purchased from the state fund for learning resources ("book fund").

Programs participating in an in-depth review process will be given priority attention in purchasing library resources in order to maintain currency of materials across the curricula. As part of the in-depth review, program faculty will review library collections and consult with librarians on resource needs. All divisions may recommend purchases every year.

Recognizing the importance of continuing education and professional development in accomplishing the mission of the College, library staff encourage purchase recommendations from other college staff every year to support these programs.

Each year in February, in the event that faculty and staff do not respond to the fall survey and/or to collection recommendation contacts by librarians, then the library staff will prioritize collection needs and proceed with collection purchasing decisions.

Electronic and Print Formats

Rapidly changing technology in the publishing world makes information available in a variety of formats. At this time, printed materials still remain the dominant format for adding to the library collection. With the growing availability of e-book collections, there may be a choice for adding books in electronic form as well as print. Selection of materials in multiple formats is important for student and employee users; hard-copy items are needed by students at a physical campus location, and digital collections are needed for 24/7 access by online students, faculty, and staff.

Factors to consider when adding a title to the e-book collection:

- Relevancy of subject 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

Textbooks and Faculty Reserves

Textbooks in current use are not added to the collection, nor are textbooks provided through Interlibrary Loan. Desk copies or copies of the text available from the campus bookstore may be placed in Faculty Reserves for temporary student use within the 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

Southwestern Community College Library accepts donations from individuals and those donations are subject to the general guidelines for adding materials to the collection, whether in support of curricular subject areas or leisure reading materials. Currency of subject material and condition of items donated also influence the decision to add the materials to the collection. Disposition of donated items not added to the collection is decided by Library Director and designated staff.

If a donor wishes to consider the donation as a tax-deductible gift, it is the responsibility of the donor to place a value on the books as well as prepare a list of donated materials. A non-cash gift letter of acknowledgement will be made by the Southwestern Community College Library.

Collection Maintenance and Weeding

Evaluating the collection is an ongoing task of the librarians and library staff. Library staff keep a list of damaged, lost, and outdated editions to be replaced as the budget permits. When curriculum programs are added or phased out, the Library Director should be informed so that materials in that subject area(s) of the collection may be evaluated.

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.

Adopted: April 24, 2018