Policy 13.11 Collection Development Policy

13.11.1 Purpose

The primary purpose of collection development at the Library is to provide quality and relevant information resources, both print and digital, to support the instructional programs of the College. The primary groups served are students, faculty and staff of the College, and secondarily, community patrons.

This collection development policy establishes the guidelines for selection, evaluation, maintenance, and removal of Library materials. Selected materials provide support to students to carry out their coursework and enhance understanding of their studies. Materials are also selected to assist faculty and staff of the College in accomplishing their work-related tasks. Access is provided to a wide range of materials on appropriate levels, with a diversity of appeal and presentations of different viewpoints. Materials selected also support the intellectual, cultural, and recreational needs of the entire College community.

This policy reflects the efforts of the Library staff and the faculty of the College.

College Mission Statement
The College provides quality educational opportunities that inspire student success and community vitality.

Library Mission Statement
The Library provides quality instructional support services to enhance learning and ensure access to information for all by:
- Providing support services for teaching and learning
- Providing quality information resources, technology and training to ensure access to resources
- Offering instruction in Information Literacy
- Encouraging lifelong learning

The Library supports the American Library Association's statement on intellectual freedom as a basic tenet of its mission.

13.11.2 Collections
A. Types of Collections
- Academic collection: This collection consists of printed circulating materials selected primarily to support the curriculum of the College. Also included are thousands of multidisciplinary e-books and audio books offered through cooperative buying agreements contracted through the Virginia Community College System (VCCS) and the Virtual Library of Virginia (VIVA).
- Reference Collection: A non-circulating collection of printed materials that provides information on a wide array of topics often in digest or encyclopedic format.

- Reserve collection/Textbook Bank: Books, media, technology and other realia placed on reserve by faculty members to support their classes. May include purchased library materials that are course-assigned in classes.
- Periodical collection: An eclectic print collection of periodicals that ranges from newspapers to recreational titles to scholarly journals.
- Digital collection. Users have online access to thousands of full-text journals through databases purchased by the College or in conjunction with the VCCS or VIVA.
- Popular collection: A select collection of printed fiction and nonfiction titles chosen to meet the recreational reading needs of students, staff, and faculty.
- Curriculum Materials Collection: A special collection of books, instructional tools and educational materials that supports the child care, and primary education programs. This collection is housed in the Chester Campus Library. A second collection supports middle and secondary education programs and is located at the Midlothian Campus. Both collections are open to community educators.
- Media collection: Consists of DVDs, streaming video and audio books purchased by the College or access granted as part of cooperative agreements.

B. Types of Materials
- Books: Quality bound paperbacks are often selected, but hardbacks are purchased if no paperback is available or if the book has great value. Textbooks are not routinely purchased but may be added if deemed the best coverage available.
- Electronic books: These are purchased as collections, not individually, and are targeted to disciplines or to broad subject areas.
- Audio books: Also purchased in collections, audio books may be downloaded in different ways which are determined by terms or the contract/negotiations with the publisher of the collection.
- Reference books: These are print materials that are generally unsuited for circulation because of their encyclopedic or digest coverage of a subject.
- Serials: Print subscriptions are evaluated periodically to determine if the title is available through online collections. Typically, few titles are duplicated in print and online.
- Media: Films, including streaming video products are purchased to support the curriculum.

13.11.3 Selection A.
Criteria
- Relevance to the curriculum
- Appropriate reading level(s)
- Currency and accuracy of information
- Depth of coverage and scope
- Foreign language materials written in languages other than English, when they support the language curricula
- Price relative to use and budget
- Reviews and bibliographies

- Context of existing holdings
- Faculty recommendation
- Demand, to include number of requests for a particular title or subject matter
- Accessibility within consortia

B. Priority
- First priority is given to materials that directly support the curriculum with special attention to faculty requests and materials related to new courses.
- Second priority is materials of general academic value or supplementary materials that enhance existing materials.
- Third priority is given to materials that are of general interest to students, faculty and staff.

C. Selection responsibility
- The librarians have the final responsibility for selection of materials and for the comprehensive quality of the whole collection. The librarians may delegate responsibility for designated sections of the collection to other staff.

D. Role of the faculty
Full and part-time faculty are encouraged to contribute suggestions for purchase. Faculty may request specific titles or they may submit subject areas that need attention within the collection. The format of faculty suggestions is the decision of the librarians. A structured list may be requested, or the librarian may choose to accept marked catalogs or links. Staff may request faculty input if an area needs development..

Faculty may be asked for assistance in evaluating the collection in their subject area for recommendations for additions and withdrawals.

13.11.4 Maintenance
A. Ongoing evaluation
- The librarians are responsible for conducting a periodic survey of the collection with appropriate withdrawal of outdated and/or damaged materials.
- The librarians may delegate this responsibility for all or parts of the collection to staff, yet librarians continue to have the final decision on withdrawing materials.

B. Weeding, including criteria
- As a part of the ongoing evaluation described above, staff will remove from the collection those materials that are outdated or damaged or duplicates that are no longer needed.
- Some of the criteria used include:
    - Circulation
    - Condition
    - Currency
    - Curriculum

o   Format

C. Replacement of missing or lost & paid materials
- When materials are marked missing or lost and/or paid, staff will determine if a replacement copy is needed. If there is a need and the title is in print and still appropriate, an exact copy may be ordered. If a better title is available, that may be substituted.
- If coverage is deemed adequate without a replacement or similar title being added, no order will be placed.

13.11.5 Challenged Materials

Professionalism and responsibility to the academic community guide materials selection. As stated in the ALA Library Bill of Rights, "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. Materials should not be proscribed or removed because of their partisan or doctrinal disapproval."

If an individual objects to an item in the locally curated College Library collection and wishes to register a formal complaint, they must fill out a [Request for Reconsideration of Materials]. This form is filed with the library; while the complaint is reviewed, the challenged item will remain in circulation. A decision shall be reached within 60 days and the person who filed the complaint will be notified.

13.11.6 Resource Sharing

To enhance and expand the resources available, the Library participates in a number of cooperative agreements. These include RALC (Richmond Academic Library Consortium), VCCS (Virginia Community College System), VIVA (Virtual Library of Virginia) and Lyrasis. Membership in these organizations gives students and faculty access to additional resources via cooperative borrowing and interlibrary loan. As stipulated in some of the agreements, fees paid by participating members are used to acquire and maintain shared resources.

13.11.7 Duplicates and Gifts

Duplicates are defined as an additional copy of a title in an individual campus Library. Unless there is a demonstrable need, duplicates are neither purchased nor added to the collection. The Library does not solicit gifts, but when gifts are received they may be accepted at the discretion of the librarians.. Donors should be informed that the Libraries cannot promise to add all gifts and may dispose of gifts not added to the collection as it sees fit. The [Library Donations] [form] will be given to the donor and a copy sent to the College Foundation office for acknowledgment of the gift. Assignment of monetary value is the responsibility of the donor.

Gift plates may be created for books, if desired.

13.11.8 Revision

This policy will be reviewed regularly by the librarians and changes submitted for final approval to Administrative Council.

13.11.9 Appendix

A. Library Bill of Rights

The American Library Association publishes the Library Bill of Rights on its web site.

B. Freedom to Read

The American Library Association publishes the Freedom to Read statement on its web site.

C. Freedom to View

The American Library Association publishes the Freedom to View statement on its web site.

D. Professional Ethics The American Library Association publishes its statement on professional ethics on its website.

E. Code of Best Practices in Fair Use for Academic and Research Libraries

This code is available on the web site of the Association of Research Libraries.

F. Copyright Statement

The Library adheres to all provisions of the U.S. Copyright Law (17 U.S.C. Section 107). It also promotes compliance by the college community.