

## **13.11 Collection Development Policy**

### **1.0 Scope**

This policy establishes the criteria for selection, evaluation, maintenance, and removal of Library materials.

### **2.0 Responsibilities**

The Library is responsible for updating, implementing, and enforcing this policy. This policy applies to the Library, students, employees, and the community.

### **3.0 Policy**

The purpose of collection development at the Library is to provide quality and relevant information resources, both print and digital, to support the instructional programs and promote lifelong learning of the College community. This policy reflects the efforts of the Library staff and the faculty of the college.

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, and are in support of the mission of the college and the Library.

The Library supports the American Library Association's statement on intellectual freedom as a basic tenet of its mission. ALA's intellectual freedom statement can be found on their website, and includes the Library Bill of Rights, the Freedom to Read, and the Freedom to View.

### **3.1 Mission**

The college and library mission statements are:

A. College Mission Statement

Brightpoint Community College provides quality educational opportunities that inspire student success and community vitality.

B. 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

### 3.2 Types of Collections

The Library is responsible for different types of collections:

- A. 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).
- B. 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. The library does not purchase textbooks for this collection.
- C. Digital collection: Users have online access to thousands of full-text periodicals, scholarly journals, eBooks and streaming media through databases purchased by the College or in conjunction with the VCCS or VIVA.
- D. Popular collection: A select collection of printed fiction and nonfiction titles chosen to meet the recreational reading needs of students, staff, and faculty.
- E. Educational Curriculum Materials Center: 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.
- F. Media collection: Consists of DVDs, streaming video and electronic audio books purchased by the College or access granted as part of cooperative agreements.
- G. Special Collections: An eclectic print collection that supports College programs, or College research interests. These items may or may not circulate.
- H. Research Guides: Materials for instructional use curated by librarians. May include library resources and open educational resources.

### 3.3 Types of Materials

The Library offers different types of learning resource materials.

- A. Books: Quality bound hardback books are often selected, but quality paperbacks are purchased if no hardback is available or if the book has great value. Course-required textbooks are not purchased. Electronic books: These may be purchased as collections or individually, and are targeted to disciplines or to broad subject areas. Electronic books may include electronic audiobook titles.
- B. Databases: Online research databases are selected to support the curriculum. Databases are evaluated periodically for relevance to the curriculum and college use.
- C. Media: Films, including streaming video products, are purchased to support the curriculum.

### **3.4 Selection Criteria**

Library materials are selected based on the following criteria:

- A. Relevance to the curriculum
- B. Appropriate reading level(s)
- C. Currency and accuracy of information
- D. Depth of coverage and scope
- E. Materials written in languages other than English, when they support the language curricula
- F. Price relative to use and budget
- G. Reviews, bibliographies and other library selection resources
- H. Context of existing holdings
- I. Faculty recommendation
- J. Demand, to include number of requests for a particular title or subject matter
- K. Accessibility within consortia

### **3.5 Priority**

The Library determines priority in selection of collection materials.

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

### **3.6 Selection responsibility**

The Library determines selection responsibility as --

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

### **3.7 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. Librarians 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.

### **3.8 Maintenance**

Maintenance of the collections is determined as:

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- A. Ongoing evaluation
  - 1. The librarians are responsible for conducting a periodic survey of the collection with appropriate withdrawal of outdated and/or damaged materials. This evaluation includes print and digital materials.
  - 2. The librarians may delegate this responsibility for all or parts of the collection to staff, however, librarians continue to have the final decision on withdrawing materials.
  
- B. Deaccession, including criteria
  - 1. As a part of the ongoing evaluation described above, librarians will remove from the collection those materials that are outdated or damaged or duplicates that are no longer needed.
  - 2. Some of the criteria used include the following:
    - a. Circulation
    - b. Condition
    - c. Currency
    - d. Curriculum
    - e. Format
  
- C. Replacement of missing or lost & paid materials
  - 1. When materials are marked missing or lost and/or paid, librarians 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.
  - 2. If coverage is deemed adequate without a replacement or similar title being added, no order will be placed.

### **3.9 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 form, found on the library website. This form is filed with the library; while the complaint is reviewed, the challenged item will remain on the shelf and in circulation. Any attempt to remove, alter or destroy the item in question will be reported to the appropriate authorities. A decision on the

item will be reached within 60 days and the person who filed the complaint will be notified in writing.

### **3.10 Resource Sharing**

To enhance and expand the resources available, the Library participates in a number of cooperative agreements. These include, 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.

### **3.11 Donations and Duplicates**

The Library accepts donations of books that are current, in excellent condition, and within the scope for the academic programs or lifelong learning needs of the students and faculty. The Library does not solicit donations.

Donated materials may be added to the collection or disposed of at the discretion of the librarians. Materials received will be evaluated based on the library's collection development policy. The Library will determine the classification, housing, and circulation policy for all materials.

The Library does not solicit donations, but when gifts are received they may be accepted at the discretion of the librarians. Donors are 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, found on the library web site, will be given to the donor for completion and return. Assignment of monetary value is the responsibility of the donor. 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.

Book plates may be created for materials on request.

### **3.12 Revision**

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

## **Appendix**

### **Library Bill of Rights**

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

### **Freedom to Read**

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

### **Freedom to View**

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

## Brightpoint Community College Policies and Procedures

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

**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.

**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.