

# **Valencia Community College Library Collection Development Procedure**

## **Library Mission Statement**

The mission of the Valencia Community College libraries is to provide a variety of learning centered resources, services, and facilities to support a diverse community; to encourage academic achievement, student success, and lifelong learning; and to enhance teaching excellence.

## **Definition of Collection Development**

The primary purpose of collection development is to meet the informational needs of learners. Collection development refers to the process of building and maintaining the library's entire materials collection, encompassing print, non-print, electronic and remote formats. Print and audio-visual resources purchased with library funds are for the library circulating and non-circulating collection only. The collection development process includes the formulation of guidelines and procedures, coordination of acquisition activities, budget formulation and allocation, needs assessments, collection evaluations, selection, resource sharing and deselection.

## **Purpose of the Collection Development Document**

The purpose of the present document is to establish an acquisitions and collection management procedure that follows the library mission statement and to establish the roles of the various stakeholders in the collection development process.

## **Objectives of the Collection Development Process**

- To provide bibliographic control over print and non-print materials using accepted standards and practices;
- To organize print and non-print materials into collections cataloged according to the Library of Congress Classification System;
- To acquire and organize materials that support a diverse community, encourage academic achievement, student success, lifelong learning, and enhance teaching excellence;
- To evaluate, select, acquire and organize print materials, audiovisual materials, serials, electronic resources, and information technologies as appropriate for classroom and research support;
- To select and deselect materials considering, as appropriate, course assignments, faculty recommendations, standard lists, publishers' catalogs, student requests and review journals;
- To strive for a collection that offers a variety of viewpoints on all topics and offers materials on levels of difficulty appropriate for Valencia's student population both in terms of cultural background and ethnicity as well as supporting various learning styles;
- To offer materials in conjunction with national, state and local issues and events;
- To promote literacy and the enjoyment of reading;
- To maintain adequate and appropriate materials for program accreditation requirements; and finally,
- To support the American Library Association's Library Bill of Rights and interpretations thereof, its Intellectual Freedom Statement, its Freedom to Read Statement, and its Statement on Challenged Materials.

## **Selection Responsibilities**

The responsibility for collection development rests with the librarians. Librarians will base their decisions on their professional expertise, familiarity with the collections and college programs, standard bibliographical lists, course syllabi, reference inquiries, budgetary considerations, and faculty, staff and student requests. The librarians will collaborate with the library directors in establishing priorities within the collection.

## **Fund Allocation**

Funds are allocated among the campuses to provide for maximum development of all collections. Fund allocation for materials is based on the Florida Statewide Program Review and the Florida Community College Library Assessment Report. Any special allocation from the state or other sources for library materials is supplemental to the libraries' regular budget. Fund allocations to the campuses take into consideration the following factors: FTE, standards, collection size, cost of materials and maintenance/replacement costs.

## **General Priorities and Guidelines**

A broad spectrum of materials representing a balanced point of view in a variety of formats is acquired to support student informational needs and the curriculum of the college.

### **Selection Criteria**

In general, the criteria used to select materials for the library collection may include, but are not limited to, any of the following:

- Curricular needs
- Program accreditation requirements
- Scholarly reviews
- Appropriateness for the target user group
- Existing coverage within the collection
- Price
- Available space and physical characteristics of the material
- Other considerations specific to the material type

### **Selection Sources**

Sources used to support decisions for inclusion in the collections include, but are not limited to:

- *Choice*
- *Booklist*
- *Library Journal*
- *Publishers Weekly*
- Internet book review sites

### **Requests**

Priority is given to requests for materials to support specific assignments as identified by faculty members, course syllabi and students' inquiries. Other items requested by faculty, staff and students are also considered for purchase. Materials frequently requested through Interlibrary Loan may be considered for purchase. All requests are still subject to the aforementioned selection criteria.

### **Language**

Materials are purchased primarily in the English language, except foreign language titles that are required to support foreign language courses.

## **Specific Acquisitions Guidelines**

### **Textbooks**

Generally, textbooks are not purchased from funds allocated for the permanent collection but may be considered for purchase when other monographic publications are unavailable for a specific subject. Faculty/departmental donations usually provide the reserve textbook collection.

### **Electronic Resources**

Electronic resources are selected to support the curriculum. The purpose of electronic resources is to provide alternative and supplementary access to information. The campuses will work collaboratively and with the College Center for Library Automation to provide electronic resources that meet the needs of students, faculty and staff.

For library collection development, "electronic resources" are defined as resources that require computer access. Examples include, but are not limited to: electronic journals, electronic books, streaming videos, reference databases, Adobe Acrobat PDF documents (government documents, working papers, conference proceedings and theses), and web sites.

New electronic resources for college wide use will be purchased by consensus of all campuses represented by a team of librarians from all campuses, who meet periodically to review and determine purchase and/or renewal. The following criteria will be considered when purchasing or renewing college wide electronic resources:

- Supports the curriculum
- Subject area/coverage
- Availability of funds
- Search features and functionality
- Price
- Existing coverage within the electronic resources collection
- Statistics (by vendor, classroom usage, other)

Faculty members wishing to recommend electronic resources should communicate any information they have to their campus librarian(s). The request will be sent to the librarians' electronic resources committee for consideration in the next purchasing cycle.

### **Materials to Support New Programs**

In order to respond to collection development needs of existing and newly developed courses and programs of instruction, a librarian serves as a member of the Curriculum Committee. Establishing the need for library materials to support new programs is part of the curriculum approval process. Materials needed to establish collections for new programs and/or courses should be listed on the course or program application form in order for necessary funds to be allocated. Please refer to the Valencia Curriculum Committee website <http://www.valenciacc.edu/curriculumcommittee/>

### **Professional Materials**

Materials are acquired to support new programs, to assist faculty in preparation for teaching, to support programs undergoing program review, to support faculty development/continuing education, and to assist faculty, administrators, and staff in performance of their duties.

## **Out-of-Print Materials**

Requests for books, which are determined to be out-of-print, may be ordered from out-of-print sources. A librarian will assist in determining the appropriateness for the collection and a price range for the material, and may offer alternatives when necessary.

## **Government Documents**

Government publications are ordered as needed and are integrated into the collections.

## **Serials**

The purpose of the serials collection is to provide up-to-date information and to supplement the book collection. Considering the costs of storage, preservation and maintenance, serials purchases are made based on the following criteria:

- Availability in online databases
- Appropriateness to the curriculum
- Existing subscriptions within the field
- Demonstrated need
- Scholarly reputation
- Price
- Program accreditation requirements
- Faculty development
- Student interest

## **Reserve**

The reserve collection consists of professors' personal copies, departmental copies, library materials (print and non-print) and other materials prepared for reserve. Departments and professors provide the materials that are placed on reserve for their courses. Usage statistics are analyzed periodically and unused materials are returned to instructors or are removed from reserve in the case of library material. A campus may limit the number of reserve items accepted per course due to space and staffing. Faculty is responsible for compliance with copyright laws for materials placed on reserve.

## **Audio-Visual Materials**

The following formats are considered for the collection for classroom instruction and general library use:

- Video materials (all formats)
- Audio materials (all formats)

As new formats are introduced, the librarians in conjunction with the teaching faculty, library directors, and deans will evaluate their inclusion in the collection.

## **Leased Collection**

Popular, current books and audio books are leased by contract. Materials that receive substantial use may be purchased from the vendor at a discount for addition to the reference or circulating collection. Participation in this plan is dependent on the overall funding for materials and priority may be given to materials needed to support the curriculum.

## **Special Collections**

Since collections of rare, valuable and historical materials require special storage and care, they are generally considered to be outside the scope of materials included in the college

collection. Likewise, since separate collections of special interest materials require special storage and procedures and are by nature exclusionary, they are integrated into the existing collection when accepted.

- **Archives:** The archives collection includes student/faculty and college publications, institutional research reports, newspaper clippings, items of historical interest/value, policy and personnel materials, financial reports, photographs and other items of interest to the institution.

## **Gifts**

All gifts are accepted with the understanding that no limiting conditions or restrictions are attached regarding the classification, distribution, retention or use of such gifts. Rare books are not considered to be within the scope of the general collection. A letter will be issued on request for the number and description of the materials donated. No value will be assigned to any item(s) in the gift acknowledgment letter. The decision to add a gift item to the collection will be based on the same criteria as purchased materials. The librarians retain the right to dispose of duplicates or any other materials. Materials not selected for the collection will follow Valencia Community College Property Control Policy 6Hx28: 5-11

## **Collection Preservation and Evaluation**

The following procedures are employed to maintain the physical and intellectual integrity of the various collections:

### **Inventory**

An inventory of the books, serials, audiovisuals and equipment is conducted periodically. Each campus assumes responsibility for the inventory of its campus collection. Electronic resources are evaluated separately.

### **Replacement of Lost Materials**

The user is responsible for lost or missing materials. Criteria for replacement of lost material include the importance of the material to the collection, demand for the material and availability of the material.

### **Binding**

Selected serials are sent out for permanent binding as soon as the volume is complete in order to preserve the integrity of the volume. Every effort is made to replace missing issues before a volume is bound; however, if usage warrants, the volume may be bound incomplete. Books are bound or rebound when usage, currency and relevance indicate a need, as determined by a librarian.

### **Deselection**

The purpose of deselecting materials is to remove unneeded items from the collections and the college catalog. Unneeded materials include, but are not limited to, multiple copies, damaged items, dated, unused and obsolete materials or materials for discontinued programs. A general guideline is to deselect 3-5% of the collection annually.

The responsibility for material deselection rests with the librarians. The decision to deselect an item from the collection (and subsequently the catalog) is based on one or more of the following criteria:

- Circulation records
- Completeness of holdings

- Faculty input
- Availability of replacement or new edition
- Importance of the item to the collection
- Date of publication
- Physical condition of the item

Deselection should not bias the collection in favor of one viewpoint or negatively affect the completeness of coverage in a subject area. Disposition of materials deselected from the library catalog follows the Valencia Community College Property Control Policy 6Hx28: 5-11

### **Collection Damage**

Depending on the extent of the damage, most situations are handled with the assistance of the facilities, property or insurance offices of the college.

### **Collection Accessibility**

Each campus library is equipped with scanning and reading capabilities, both hardware and software.

### **Challenge to Censorship**

Complaints or concerns about an item in the collection should be submitted in writing to the campus library director. A committee convened by the campus library director will review the complaint and the materials in question, and make a determination to retain, relocate or withdraw the item. The patron will receive a written response.

### **Copyright**

The Libraries support the application of the 1976 Copyright Act, the Digital Millennium Copyright Act of 1998, and the TEACH Act of 2002 in the provision of all services.

### **Collection Development Practices Review**

In order to reflect changes in curriculum, information technology and other needs of the collection, the librarians will review the Collection Development Policy annually. Revisions will be subject to approval by the College Learning Council.

**Reviewed & Approved**  
**College Learning Council**  
**January 7, 2010**