

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

### **Library Mission Statement**

The mission of the Valencia 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**

Collection development refers to the process of building and maintaining the library's entire materials collection, encompassing print, non-print, and electronic formats. The primary purpose of collection development is to meet the informational needs of learners. 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.

### **Library User Community**

Valencia College is a diverse learning community that consists of currently enrolled Valencia students, faculty, staff and Valencia Emeriti. Valencia is a public, multi-campus college that awards Associate and Bachelor level degrees, as well as Technical and Career Certificates.

### **Collection Overview**

Valencia College has a library on each college campus that provides materials in varying formats to support curricular needs.

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

The purpose of the present document is to establish selection, acquisitions and collection management procedures that are consistent with 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 acquire and organize materials that support the libraries' mission
- 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
- To support the American Library Association's Library Bill of Rights and interpretations thereof, the Intellectual Freedom Statement, the Freedom to Read Statement, and the Statement on Challenged Materials

### **Selection Responsibilities**

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

### **Fund Allocation and Source of Funding**

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, the Florida Community College Assessment Report, and other state reporting mechanisms. 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**

The collection provides a broad spectrum of materials representing a balanced point of view in a variety of formats to support student informational needs and the college curriculum.

### **Selection Criteria**

In general, criteria for materials selection may include, but not limited to the following:

- Curricular needs
- Program accreditation requirements
- Scholarly reviews
- Timeliness and lasting value of the material
- Reputation of the author, issuing body, and/or publisher
- Appropriateness for the target user group
- Existing coverage within the collection
- Price
- Available space and physical characteristics of the material
- Accessibility compliance of electronic resources according to the Section 508 standards of the US Rehabilitation Act

### **Selection Sources**

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

- Choice
- Booklist
- Library Journal
- Publishers Weekly
- Doody's Core Titles
- 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. Other foreign language materials are considered for purchase on a case by case basis.

## **Specific Acquisitions Guidelines**

- **Duplicates**

Duplicates (in print and electronic formats) are not normally purchased. However, duplicate materials will be added to the collection under certain circumstances (to support distance learning courses, heavy usage, special request, archival copies in addition to circulating copies.) Recommendations to purchase duplicates will rest with faculty librarians. Class sets will not be purchased.

- **Textbooks**

Generally, textbooks are not purchased from funds allocated for the permanent collection. Exceptions may be made for those textbooks which have earned a reputation as "classic" in their field, which are the only or best source of general information on a particular topic for the non-specialist. Faculty/departmental donations usually comprise the reserve textbook collection.

- **Equipment**

Electronic equipment is also purchased for use in the library. This type of equipment should reflect industry standards and readily be available from more than one vendor. Examples of equipment include tablet personal computers and electronic readers. Recommendations for equipment purchases for library use will be determined by faculty librarians.

- **Electronic Resources**

For library collection development, "electronic resources" are defined as leased and purchased resources that require Internet access. Formats include, but are not limited to: electronic serials, electronic books, streaming videos, and online databases.

Electronic resources are primarily selected to support the college curriculum. The campuses will work collaboratively and with the statewide library automation organization or other consortia to provide electronic resources that meet the needs of students, faculty and staff. Valencia College Libraries will lease/purchase electronic resources when cooperative leasing/purchasing of specific electronic resources is not available through the statewide library automation organization or other consortia.

A committee of faculty librarians representing each campus periodically reviews and determines appropriate resources and the terms and conditions for acquisition and renewal. The team makes recommendations to the college wide faculty librarians. Final recommendation for acquisition of electronic resources is by consensus of the college wide faculty librarians.

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

The following criteria are considered for acquisition and renewal:

- Supports the college curriculum
- Supports the needs of distance learners
- Technical access
- Subject area/coverage
- Availability of funds
- Search features and functionality
- Cost and licensing stipulations
- User statistics (by vendor, classroom usage, other)
- Compatibility across multiple platforms
- Display
- Duplication and overlap of content in the current print and electronic resources collection
- Accessibility of electronic resources to students with disabilities according to the Section 508 standards of the US Rehabilitation Act

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

In order to respond to collection development needs of existing and newly developed courses and programs of instruction, a faculty 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 [College Curriculum Committee](#) website.

### **Print Serials**

The purpose of the serials collection is to provide up-to-date information in fields supported by the college curriculum, and of general interest. Considering the costs of storage, preservation and maintenance, print serials purchases are made based on the following criteria:

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

### **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, in the case of library materials, are removed from reserve. A campus may limit the number of reserve items accepted per course due to space and staffing. Faculty members are 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 (appropriate formats)
- Audio materials (appropriate formats)

As new formats are introduced, faculty 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 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.

### **Archives**

The archive collection includes student/faculty and college publications, institutional research reports, newspaper clippings, items of historical interest/value, policy materials, financial reports, photographs and other items of interest to the institution. Archive collections may be housed on multiple campuses.

### **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. A gift acknowledgement 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 and the physical condition of the item. Faculty librarians retain the right to dispose of gift materials. Materials not selected for the collection will follow Valencia College Property Control Policy 6Hx28: 5-11.

### **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.

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

When appropriate, materials that are determined to be out-of-print may be ordered and added to the collection. A faculty librarian will assist in determining the appropriateness for the collection and a price range for the material, and may offer alternatives when necessary (including interlibrary loan). Rare books are not considered to be within the scope of the general collection.

### **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 collection is conducted periodically. Each campus assumes responsibility for the inventory of its campus collection.

### **Replacement of Lost Materials**

The borrower 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. All final decisions regarding replacement of lost materials rests with faculty librarians.

### **Binding of Serials**

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 faculty librarian.

### **Deselection**

The purpose of deselecting materials is to remove unneeded items from the collections and the library catalog. Unneeded print and electronic materials include, but are not limited to, dated items, items with newer editions, duplicate copies, damaged items, unused, 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 faculty librarians. The decision to deselect an item from the collection (and subsequently the library) 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 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.

### **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 Procedure Review**

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

**Reviewed & Approved**  
**College Learning Council**  
**April 5, 2012**