

# Collection Development Policy

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## Introduction

The purpose of the policy is to serve as a working document for library staff, faculty, and other constituencies to Black Hawk College concerned with collection development of the Black Hawk College Library. Responsibilities and priorities are defined, as well as guidelines for the selection, rejection, and withdrawal of library materials. This policy is reviewed continuously.

## Objectives

- To provide materials that support the current curriculum
- To provide materials in formats accessible to all patrons
- To provide materials that support growth in factual knowledge, literacy appreciation, and aesthetic values
- To provide materials on opposing sides of controversial issues
- To support faculty in curricular and instructional development
- To support the information needs of College staff

## Responsibility

All members of the College community are invited to make suggestions for the purchase of library materials. All suggestions will be evaluated using the criteria listed elsewhere in this policy. Faculty are responsible for recommending purchase of materials that support student assignments for their courses as well as in their subject areas at large. It is the responsibility of the Director of Library Services to insure that the collection as a whole fulfills the College goals according to the guidelines below.

## Selection guidelines

Each item will be considered in terms of its own merit and usefulness to the students, faculty, and staff who use the library. For all materials, the following general criteria will be considered:

- appeal to the interests and needs of the College community
- permanent value as course materials
- relation to specific courses of instruction
- contemporary significance
- accuracy
- currency
- objectivity
- skill, competence, and purpose of the author
- relations to other materials and existing areas of coverage in the collection
- vitality and originality of thought
- artistic excellence
- price
- format and quality of manufacture
- accessibility of materials in other libraries

Additional considerations for students include:

- required or supplementary sources of information for courses
- making career or higher education plans
- development of information and technology literacy skills

Additional considerations for faculty, administrators, and staff include:

- improve professional skills and competence
- materials used in the classroom by an instructor for teaching purposes are not considered library materials

All materials should be appropriate for undergraduate research. Interlibrary loan service is available for scholarly research or infrequently requested materials.

## **Selection guides**

Selection guides used to develop the library collection include but are not limited to the following: *Booklist*, *Choice Magazine*, and *Library Journal*.

## **Criteria for specific types of material**

**Serials:** A continuation or serial is defined as a publication issued in successive parts at regular intervals intended to continue indefinitely. Serials include periodicals, yearbooks, annuals, newspapers, and some reference works. Serials are purchased in a variety of formats including paper and online databases. Priority is given to titles, regardless of format, that support the curriculum, are indexed in locally available sources, and are recommended in standard sources. Because serials represent a major expenditure for library materials, the library staff and faculty evaluate these materials frequently.

**Nonprint materials:** Nonprint materials must meet the same standards for selection as print materials. Examples of nonprint materials include but are not limited to online databases, eBooks, audiobooks, CDs, and DVDs.

**Duplicate copies:** In general, the library does not order duplicate copies of materials.

**Textbooks:** In general, textbooks are not purchased and added to the collection.

**Paperbound editions:** Paperbound editions are preferred for most subject areas.

**Local Author Collection:** In general, books published by local authors will be acquired for the Local Author Collection. Purchases will be made if funds are available and if the item meets the criteria of the library's collection development policy. Materials in the Local Author Collection include works by current or long-term residents of the area or authors who have a significant association with the College district. In general, the author's contribution to the work should be more than a single chapter, editing, ghost writing, or an acknowledgement. Files will be maintained for the local authors to provide biographical information (when available) and to identify their local connections.

## **Gifts**

Black Hawk College accepts donations of library materials at the discretion of the Director of Library Services with the understanding that there are no conditions attached to their use or disposal. Only materials in good condition that meet the criteria established in this policy are added to the collection. Donations of cash and equipment need to be made through the individual campus foundation offices. In general, the appraisal of gifts for tax purposes is the responsibility of the donor.

## **Maintenance of the collection**

**Replacements:** It is not the library's policy to automatically replace all materials because of damage or loss. The following criteria will be considered on a title-by-title basis:

- strength of present holdings in the same or similar subject
- lasting value of material
- historical significance of the title
- availability of materials on the subject through other sources
- demand for the specific title or subject
- number of duplicate copies available

**Withdrawal:** In order to maintain the currency, quality, relevance, and condition of the collection, titles are reviewed periodically and systematically. The Director of Library Services and librarians are responsible for the continuous and systematic evaluation of the collection. As with selection, the faculty is encouraged to periodically review materials in their subject area to make recommendations for additional withdrawals.

The withdrawal process is an integral part of collection maintenance. Materials are withdrawn in order to maintain a current, active, and useful collection. The shortage of space may also necessitate the withdrawal of materials from the collection. When evaluating materials for withdrawal, the criteria used for the selection of materials as well as the following may also be considered:

- title contains inaccurate or outdated information
- superseded title
- duplicate title
- damaged title
- language not supported by curriculum
- nursing titles over 5 years old
- encyclopedias over 5 years old
- Inventions, technology, business and computer titles over 5 years old
- travel titles
- popular fiction titles
- periodical titles for which there is no indexing available locally
- single issue or incomplete run of a periodical title

Final decisions to withdraw are made by the librarians on a title-by-title basis.

## **Challenged materials**

Black Hawk College Library supports the principles of intellectual freedom inherent in the Constitution of the United States and expressed in the Library bill of Rights of the American Library Association. If any material is challenged, the right to access the materials, the integrity of the library personnel, and the comprehensive nature of the selection process must be defended.

In the unlikely event that a title is challenged, the individual who has initiated the challenge will be asked to submit the challenge in writing to the Director of Library Services. The Director will review all challenged material and respond in writing, including a copy of this policy in the response.

If the challenger is not satisfied with the response, s/he will be asked to submit the challenge in writing to the AA/EEO and academic officer responsible for the library.