

LIBRARY COLLECTION DEVELOPMENT POLICY



Purpose of Collection Development Policy

This policy is intended to define a collection development and information access program to meet the following objectives:

- To assist librarians in providing current, diverse, balanced collections of materials to support the instructional, institutional, and individual needs of students, faculty, and staff
- To provide access to materials in appropriate formats—both online and physical—consistent with the College's fiscal resources
- To serve distance education students and faculty by providing remote access to materials in the most appropriate and cost-effective manner
- To encourage instructional faculty participation in collection development
- To foster coordinated collection development and resource sharing among other libraries in Maine and beyond

Collection Development Responsibility

Ultimate responsibility for the development and maintenance of the Lunder Library collection rests with the Library Director. Full-time and part-time faculty are encouraged to recommend materials in their academic disciplines. An online Information Resource Purchase Request form is provided to facilitate participation from the entire College community, including students and staff. All suggested titles are reviewed and evaluated by the Library Director.

General Criteria for Selection of Materials

- Availability in online format
- Relevance to the curriculum and appropriateness to the user
- Timeliness of the material
- Reputation of the author, issuing body, and publisher
- Depth of current holdings in the same or similar subject
- Cost of material relative to the budget and other available material
- Ease of access or user-friendliness

Additional General Parameters

- Emphasis will be on a contemporary collection, rather than historical
- Library materials will be collected primarily in the English language, with the exception of foreign film and materials supporting foreign language courses
- Materials generally excluded from the collection are rare books, congresses, symposia, meeting reports, maps, government documents, ephemera, realia, consumable workbooks, textbooks that must be purchased by students for their classes, and any unsupported technical medium (microfilm, floppy disks, et cetera)
- Publications by KVCC faculty, staff, students, and alumni that meet the general selection guidelines may be added to the collection
- Out of print material may be purchased, as long as such material otherwise conforms to collection development guidelines

Multiple Copies will rarely be purchased by the library. Faculty wishing to supply every student in class with her/his own individual copy of the same book or video should consult the appropriate Department Chair or the KVCC Bookstore.

Office Copies

Lunder Library funds are expended only for materials for which it has responsibility. Lunder Library will not collect resources which are exclusively for office, program, or departmental use. Upon written request, Lunder Library may order materials for other College offices and departments only with the clear understanding that said office or department must provide the funds for the purchase.

Donations

Lunder Library uses the same guidelines for inclusion of donated materials that are used for purchased materials.

Donated materials must be in good physical condition. There should be no stains, mildew, or brittle pages, and bindings should be in good repair. Donations which meet collection development guidelines will be integrated into the main collection. Donated print journals are not routinely added to the collection unless they are relevant to the curriculum and kept up-to-date by the donor. The Library Director will not provide any estimation of value for any donated item, but will provide a letter of acknowledgement describing any donation which is accepted if the donor requests such a letter.

Lunder Library reserves the right to accept or reject any material or monetary gifts that restrict how and for what the materials or money is to be used, or to ask the donor that conditions of the gift be altered to better meet the needs of Lunder Library and its patrons. Such decisions will be made by the Director. In those cases in which Lunder Library cannot accept an offered gift, a librarian will attempt to suggest another area library which might find the material useful.

Types and Formats of Materials Collected

Online resources and databases will be actively selected when they provide cost-effective information.

Licensed commercial, fee-based databases will be selected when they provide cost-effective means of providing resources for Lunder Library. These resources may include citation, abstracting, and full-text databases covering journals, magazines, newspapers, reference materials, books and videos; and databases providing information portals for specific subject areas. In addition to general criteria, the following criteria will be used:

- The product has broad appeal to a large number of Lunder Library users
- The product compares favorably with similar online and physical products
- Multiple user access is preferred
- The interface is user-friendly
- Appropriate online help is available
- Good technical support is available
- The availability of usage statistics is highly desirable
- The vendor allows a trial of the actual product
- The license agreement allows normal copyright privileges

Lunder Library will attempt to balance online and print resources without unnecessary duplication.

Electronic books are actively collected to support on-campus and distance education students.

Printed books are collected in cloth and paper editions.

Popular fiction having short-term interest among readers is not purchased. Established literary works and new works receiving critical acclaim in the literary field are considered, especially those works that support literature course offerings.

Textbooks are not selected unless recommended by faculty as exceptional resources. Exceptions are those that have earned a reputation as "classics" in their fields, or which are the only or best sources of information on a particular topic, or for a particular user group.

Faculty research in pursuit of advanced degrees is not supported by the collection. Interlibrary loan is regularly provided in a timely manner to meet faculty and administrative research requirements.

Reference materials are collected primarily in online format to insure currency and accuracy.

Serials/periodicals/journals/newspapers are collected primarily in online format to insure currency and accuracy. A small collection of print journals is maintained for browsing within specific subjects.

The serials collection supports the research needs of the KVCC curriculum. No attempt is made to support the research needs of faculty pursuing advanced degrees. Interlibrary loan is regularly provided in a timely manner to meet faculty and administrative research requirements. Factors to be considered in the acquisition of serials are:

- Full-text availability online
- Cost
- Support of academic programs
- Suitability for intended audience
- Uniqueness of subject coverage
- Professional reputation
- Usage statistics

Audio-visual materials, including DVDs, videotapes, audiotapes, and compact disks are collected and housed in Lunder Library. Audiovisual materials are subject to the same collection development criteria as books. Streaming video is preferred over DVD format, which is in turn preferred over VHS format. Streaming audio is preferred over CD format, which is in turn preferred over cassette format.

Reserve Collection

The reserve collection is a collection of Lunder Library-owned and instructor-owned materials which have been separated from the larger collection (in the case of Lunder Library materials) for restricted use. The loan period for materials placed on reserve is determined by the instructor, usually shortened to overnight or library-use only.

Guidelines are as follows:

- Only materials that are required reading/listening for a course currently being taught should be placed on reserve.
- Every effort should be made to restrict the number of items placed on reserve.
- Photocopies of copyrighted materials provided to Lunder Library by faculty members must comply with copyright law. It is the responsibility of the faculty member to request permission of the copyright holder to photocopy copyrighted material. If Lunder Library has purchased an electronic database that has full-text journal availability, faculty will be encouraged to provide links through Blackboard to the article for their students.
- The items placed on reserve will be removed at the end of each semester. Instructors' copies will be returned to them.

College Archives

The Kennebec Valley Community College Archive seeks to preserve the institutional history of the college. In order to achieve its mission the Archive collects and maintains a variety of materials.

Materials to Be Collected

Official Records and Materials – Official records and materials include those that are created by the various offices and bodies of KVCC in the pursuit of their specific functions and responsibilities. Such materials may include: minutes, memoranda, correspondence, subject files, reports, (electronic records), photographs, blueprints, and audio-visual presentations. Materials may be the work of a single office or body or may be a collaborative effort (ex. Course Catalogs, Accreditation Reports, etc.).

Un-Official Records and Materials – Un-official records and materials that are created either by individuals or groups outside of the college or were created outside the official duties of those involved. This type of material will only be collected if it has permanent significance to the history of KVCC. Such materials may include correspondence, news articles, editorials, reports, electronic records, photographs, and other audio-visual materials.

Donated Materials – Materials donated from sources outside the Kennebec Valley Community College body (Faculty, Staff, and Students) will be accepted for review but may not necessarily become part of the Archive. Only those items deemed to be of historical value to KVCC will be processed. If the materials are found to be of interest to another institution or body an attempt will be made to place them with such an institution or body.

Electronic Records – Every effort should be made to capture and retain those records that meet the above conditions that are now being generated and disseminated by electronic means.

Materials Not Collected

All collected materials should be of long-term interest. Any records that are of limited scope will not be retained. These may include specific financial transactions, records that acknowledge or request other records, drafts that are later published in a final form, personal records not directly related to the history of the college, or any memorabilia not directly related to the college. KVCC's Archive is not to be used as a repository of local, state, or federal government bodies nor is it to be used as a historical society of the local area.

Deselection (weeding)

Removing items from the collection is essential for the maintenance of a current, academically useful library collection. Deselection provides quality control of the collection by elimination of outdated, inaccurate, worn-out, and unused materials. Librarians are responsible for conducting an ongoing deselection effort. Faculty members are regularly invited to participate in the deselection process for their program or course.

Print and audio-visual resource deselection criteria

- Because currency of information is extremely important in some fields such as health sciences, technology, and business, older materials must be regularly deselected so that outdated or inaccurate information is eliminated.
- Superseded editions are routinely deselected from the collection.
- Materials that cannot be repaired or rebound or for which the cost of preservation exceeds the usefulness of the information contained are deselected.
- Materials that do not support the current curriculum may be deselected.
- Material that has not been used based on circulation statistics may be deselected (see Weeding Criteria).
- Deselected items may be disposed of according to the following guidelines:
 - Immediately, where severely damaged or containing material so outdated as to be grossly inaccurate or dangerous
 - After being offered to another library or collecting institution where unsuitable for the KVCC collection but thought to be of possible intrinsic or historic value
 - After being offered at no cost to library patrons where of little or no intrinsic or historical value

Serials deselection criteria

- Incomplete and short runs of a title may be withdrawn, particularly when the title is not received currently
- Titles that do not contain substantial amounts of information supporting the current curriculum
- Items where information currency is the essence such as newsletters and trade magazines have predetermined holding limits
- Due to lack of space, older issues may be discarded
- Deselected serials may be disposed of according to the guidelines listed under print and audiovisual materials

Online resources deselection criteria

Ongoing deselection of online resources is a necessity because of the dynamic nature of such resources. The following guidelines are used:

- An online resource is no longer available or maintained
- The resource is no longer sufficiently current or reliable
- Another online resource offers more or better coverage of the same topic
- A comparable fee-based or free resource provides more affordable access

Preservation of Materials

Library materials are expensive to purchase, process, and house. Lunder Library acknowledges the necessity of preserving all holdings.

- Library employees and library users take proper care when handling library materials
- Temperature and humidity controls are essential for maintenance of library materials
- Book repair is provided for damaged materials

Replacement of Materials

Decisions are made regarding the replacement of lost, damaged, missing, or worn-out items, based on the following criteria:

- Is an electronic version available that would provide remote access for users?
- Is the same item available in another format that would better meet the needs of users, is the content better covered by another title, is a more current update of the content available?
- Does the item being considered meet the general library collection policy?
- Does the frequency of use justify replacement?
- Is the item used for class reserve reading or is it on a faculty recommended reading list?

Standards

The college libraries support the statements on collection development contained within the "Standards for Community, Junior, and Technical College Learning Resource Program" adopted by the American Library Association's Association of College and Research Libraries.

Intellectual Freedom

Kennebec Valley Community College's Lunder Library supports the American Library Association's Bill of Rights, Intellectual Freedom Principles for Academic Libraries, Freedom to Read Statement and Access to Electronic Information, Services, and Networks: an Interpretation of the Library Bill of Rights. Lunder Library acquires materials that represent differing opinions and without censorship in regard to controversial issues. Lunder Library does not add or withdraw, at the request of any individual or group, material which had been chosen or excluded on the basis of stated selection criteria.

An individual or group questioning the appropriateness of material within the library collection will be referred to the Library Director. An individual may register a complaint concerning material that he or she considers objectionable by using the "Request for Reconsideration of Library Resources" form. The Library Director is responsible for reviewing the material in question following current collection development objectives and selection criteria. Book reviews, other commentaries, and outside advice may be consulted. The complainant will receive a reply from the Director indicating the library's position and action planned or taken.

Copyright

Kennebec Valley Community College's Lunder Library complies fully with all of the provisions of the U.S. Copyright Law (17 U.S.C.) and its amendments. Lunder Library supports the Fair Use section of the Copyright Law (17 U.S.C. 107) which permits and protects citizen's rights to reproduce and make other uses of copyrighted works for the purposes of teaching, scholarship, and research.

Interlibrary Loan

Since Lunder Library makes no effort to collect at the research level, and does not provide materials to support faculty and staff pursuing advanced degrees, interlibrary loan and document delivery will be utilized to provide materials outside the scope of Lunder Library's collections.

Cooperative Collection Development

Every possible effort will be made to cooperate in collection development with the six other MCCS libraries, the other libraries in the MINERVA and Maine InfoNet consortia, and other regional and national organizations such as HSLIC and OCLC.

Policy Review

This policy will be reviewed and updated as necessary in order to reflect the changing information environment in the Lunder Library.

Policy last updated March 2011