

Collection Development Policy

Kellogg Community College
Emory W. Morris LRC/Library

2016 Version

Preface

This document provides an overall plan and specific guidelines for the development of the collections of the library. It seeks to make the best possible use of the resources currently available to meet the instructional and research needs of KCC students and faculty. The guiding principles are derived from the Library Services Mission Statement.

The policy will also serve as a guide for collection analysis. Levels of collecting may be established for every subject area identified within the DDC system.

The policy statement was developed by the staff of the Emory W. Morris LRC/Library.

Part I. Definition of Library Materials

Library materials are print and non-print instructional and personal enrichment materials organized and housed to support the College's curricula.

Part II. Structure and Allocation of the Acquisitions Budget

A. General Structure

There are four line items established for library collection development. These are: Books, Serials, Media Materials, and Digital Resources. The budget for each item is established through recommendations for funding submitted to the Library Director prior to the beginning of each fiscal year. These recommendations are arrived at on the basis of estimates of funds needed to continue acquiring library materials at the current level, plus estimates of additional funds needed to improve the collections in specific areas and estimates of the anticipated rise in prices. Each of these funds may be administered in different ways depending upon the requirements for the various types of materials.

B. Budget Line Items

Books

Of the book budget, approximately 60% is for the general library collection (e.g., general books, replacements-*usually* selected by the librarians) and 40% is reserved for the academic subject areas (*usually* selected by the faculty). Purchases in this category are for items that will be physically owned by the library. (Includes e-books, books on media, print books, etc.)

Subject area funds are library funds that track purchases in curricular areas. Recommendations are encouraged from faculty, staff, and students. All recommendations are considered in accordance with the level of collection development established for each subject area.

Serials

This fund provides for the acquisition of materials issued in successive parts, consecutively numbered, and intended to be continued indefinitely. Selection is based upon faculty and library staff recommendations. The Library Director provides coordination.

Media Materials

This fund provides for the purchase of various types of materials such as audio, video, and other non-print format materials. Such media are selected with the same care as print materials.

Digital Resources

Digital Resources include online indexes and the full-text of serials, monographs and reference tools where access to these items is usually leased rather than owned. Wherever possible, the library's resources will be directed to digital resources. When purchasing access to these resources, the staff will attempt to negotiate with vendors based on FTE. Consortia and group buys are the preferred way of purchasing these resources.

Part III. Acquisitions Policies

A. General

Underlying the acquisition decision making process for all types of materials are certain basic considerations:

1. Completeness of holdings as determined by standard bibliographies and other sources
2. Relative importance of all formats of materials for each department
3. Faculty participation in selection
4. Need for supplementing materials in subject areas of strong student interest or of a contemporary nature
5. Study of use patterns (circulation statistics, etc.) to determine areas of great demand or areas in which the collection is weak
6. Reviews in scholarly journals and other reputable publications

B. Librarian and Faculty Selection Responsibilities

The responsibility for collection development rests with the library staff. The process of selecting material for the library's collections is a cooperative one involving faculty members and library staff. While there is not a distinct division of labor, it is assumed that individual faculty members will work with the library liaison assigned to their discipline to select appropriate library materials. The librarians depend upon the faculty to provide subject expertise needed to help evaluate the library collection and select additional materials. Faculty members should consider not only the specialized needs of their courses, but also the general needs of the collection within the discipline as a whole, in related disciplines, and interdisciplinary areas where they may have expertise.

The library staff is prepared to assist the faculty in this process. This may be done by checking specific bibliographies for current holdings, establishing the availability of particular titles or sets for purchase or examination on location in a nearby library, or providing a current awareness service of titles recently published or reviewed. Any of these or other support services can be set up to assist in the process of collection development. All librarians are responsible for taking an active role in initiating purchases.

C. Order Requests

Both faculty members and library staff may submit requests for purchase of all types of materials to the Library Director.

Requests are processed in order of receipt. Every effort is made to place orders within two to four weeks. However, there may be a delay with some orders since the sequence in which orders are placed depends to some extent on the desirability of batching requests so that a reasonably large order can be placed with a vendor to obtain the best discount. Consideration will be given to expediting orders for urgently needed materials. Requests submitted simultaneously for a

large number of items as part of a special collection building project will be placed in the ordering queue in a way that does not unreasonably delay the routine processing of departmental requests.

Verification with respect to library holdings and accuracy of bibliographic information will be made before an order is placed.

D. Specific Types of Materials

Serials

Daily, weekly, bi-weekly, semi-monthly, monthly, quarterly, tri-quarterly, bi-annual, and in some cases annual, publications are treated as serials.

Serials are selected and preserved to supplement the book collection with current material in various subject fields and to make them available for use on a long-term basis. Serials are not purchased on a trial basis.

Local newspapers are chosen to achieve selective coverage of the area. Selected newspapers are usually retained 3-6 months or as shelving space permits.

Media Materials

Non-print media is an effective alternative to print for some subject areas. The selection of non-print media is based on the same principles as the selection of books. In addition the following criteria are considered:

1. appropriate academic level
2. technical quality of color, sound, continuity, etc. must be good
3. currency and timeliness of the materials
4. cost effectiveness
5. appropriateness of the format in a subject area
6. compliance with copyright law
 - a. For purposes of this policy, a sound recording is defined as any file or device used for the storage of sound. Sound recordings are purchased in the format for which the best playback equipment is available.
 - b. Video formats support the curricula of the College. They will not be added to the collection unless they were produced in compliance with copyright law.

Paperbacks

Generally, hardbound editions are ordered for the library because they are more durable than paperbound editions. However, if there is a significant difference in price, a paperback will be ordered. Other considerations besides price in choosing between hardcover and paper editions include the following:

1. scholarly press title
2. whether the title is of narrow interest and not likely to circulate frequently
3. whether the work is likely to be superseded or become outdated after a relatively short period of time

Gift Policy and Procedures

The library will accept gifts of monographs, media materials, and other appropriate items to the collections. Any member of the staff may receive gifts at the Library.

The library accepts gifts only on the condition that it may appropriately exchange, donate, sell or discard those items that cannot be added to the collections. Before accepting gifts on behalf of the library, staff members must ensure that donors understand and agree to this condition. If there is any question about accepting a gift, the final determination rests with the Library Director. Money received from the sale of materials is placed in a fund for the purchase of library materials.

In accepting a gift, a Gift Material Acceptance Letter providing a full description of the items is sent acknowledging the gift. This also acts as a receipt. Guidelines for evaluation of gifts are the same as those for selecting purchased materials. **The library cannot make appraisals.**

Gifts of money are used by the library to purchase library materials, equipment, or services. Donors of monetary gifts may designate the use of those funds for specific purposes through negotiation with the Library Director.

Out-Of-Print and Retrospective Materials

Where requests or evaluation of the collection reveal a need for retrospective materials, the library attempts to purchase these through secondary market vendors, who are usually given up to one year for their search. Digital format or photocopies may be substituted for the original.

Textbooks

The library does not purchase textbooks, accompanying manuals, workbooks, and other auxiliary materials. They are considered to be secondary sources of information written and arranged specifically for the purpose of instruction and are generally state-of-the-art surveys which tend to become outdated rapidly. Exceptions are made for textbooks that are recognized as standard reference and review sources, represent the best source of information available on a subject, or are required to be housed in the library due to a program's external accrediting agency.

Popular Materials

Popular/Best Sellers are leased (or purchased) from library funds designated for that purpose and are housed in the "New Fiction" browsing area.

Part IV. The Reference Collection

The reference collection is a digital collection of materials selected to meet the basic research, verification, location, and information needs of the College community in many subject fields. The collection supports the curricula, degree programs and faculty subject specialties at the College.

A. Free Online Resources

Due to the diversity of the web, there is tremendous disparity between sites in terms of quality, reliability and appropriateness for academic research. With this in mind, the web resources made available on the Library's web site will be selected for their suitability to support the research that takes place in the various curricular areas offered by the College. Particular emphasis will be given to web sites that have received favorable reviews in professional publications, or selected by Library staff. Links will be reviewed on an ongoing basis to ensure they remain active and correct.

Part V. Maintenance of the Collections

A. Location

Library materials paid for with library funds must be housed in the Learning Resource Center/Library. The decision about exceptions to this rests with the Library Director.

B. Multiple Copies

Normally, one copy of a title is purchased. Exceptions may be made to provide circulating copies of selected books when there is high demand or need for copies at more than one location or for reserve purposes. **Reserve** copies will be ordered in accordance with the objectives and criteria of the collection development policy. The academic departments will provide current textbooks and may choose to purchase additional copies or other resources.

C. Lost Items and Replacements

Resources that are missing, lost, or withdrawn because of wear are not automatically replaced. Materials that are known to be lost are replaced based on the following criteria:

1. importance of the item to the collection
2. demand for the material
3. availability

A search for missing material is conducted for up to six months. Materials not found during that time period are declared lost and replacement is based on the above criteria. If there is a high demand for a missing item, a second copy will be ordered immediately while the search is continued.

D. Weeding

It is the responsibility of the library staff, in cooperation with the faculty, to withdraw materials that are inappropriate or damaged. The decision to withdraw materials is based on the following criteria:

1. to make room for materials which are more appropriate than current holdings
2. to eliminate the “dead” items which make the collection unattractive and difficult to use
3. to update the collection by identifying new editions to replace old ones
4. to expand the collection by identifying and filling in gaps

E. Conservation, Preservation, and Restoration

The library staff strives to maintain the physical integrity of materials in the collection through conservation measures such as temperature, humidity, and dust control. Where preservation of content is more important than the integrity of the physical format, materials are preserved by new binding or adding covers.

F. Intellectual Freedom

The staff of the library supports the concept of intellectual freedom. We endorse the Association of College & Research Libraries’ statement, “Intellectual Freedom Principles for Academic Libraries”. (Approved by ACRL, June 29, 1999; Adopted by the ALA Council, July 12, 2000.) As long as they fit into the general collection parameters of the library, all points of view and subjects will be considered without prejudice or censorship when determining the balance of the collection.

Part VI. Cooperative Networks

With the proliferation of web resources and the participation in library cooperative agreements and networks, it becomes apparent that no library can provide all the materials needed by its users. It becomes extremely advantageous to share resources. Online catalogs and web-based resources that extend beyond the individual library make cooperative collection development more of an alternative for the Library. The Library has been a member of Michigan's MeLCat resource-sharing program since 2007.

Part VII. Policy Evaluation

The collection development policy will be evaluated and changed periodically as necessary by a committee appointed for that purpose by the Library Director.

Spring, 2016 (revised)

Appendix and Policy Link:

Appendix A – Request for Reconsideration of Library Materials

ACRL Intellectual Freedom Policy: <http://www.ala.org/acrl/publications/whitepapers/intellectual>

Appendix A: Request for Reconsideration of Library Materials

The Board of Trustees of Kellogg Community College has delegated the responsibility for selection and evaluation of library resources to the Director of Library Services and has established reconsideration procedures to address concerns about those resources. Completion of this form is the first step in those procedures. If you wish to request reconsideration of library resources, please return the completed form to the Director of Library Services, Kellogg Community College, 450 North Ave., Battle Creek, MI 49017.

Name

Date

Address

City

State

Zip

Phone

Do you represent self? Organization?

1. Resource on which you are commenting:

Book Textbook Video Display Magazine Library Program

Audio Recording Newspaper Digital resource (please specify) _____

Title _____

Author/Producer _____

2. What brought this resource to your attention?

3. Have you examined the entire resource?

4. What concerns you about the resource? (Use other side or additional pages if necessary.)

5. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?