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Library - Collection Development Policy

BACKGROUND:

The mission of the CCRI Library is to provide materials, resources, and services to support the college curriculum, enhance teaching and learning, and encourage independent and lifelong learning. Enabling access to a broad and diverse range of materials -- supporting the intellectual pursuits of our users -- is crucial to the development of critical thinking and information literacy skills.

POLICY STATEMENT:

The CCRI Library Collection Development Policy is a tool for the selection, acquisition, evaluation, and maintenance of library material. The policy is designed to provide:

- guidance to librarians when selecting and deselecting library resources
- a foundation for the planning and allocation of resources
- communication on the library's collection development criteria
- a mechanism for faculty, staff, and student participation in collection development
- an affirmation of the principles of intellectual freedom and the Library Bill of Rights

Collection Development Responsibility

The Coordinators of Collection Development at each campus, with assistance from the Reference Librarians and subject liaisons, have the primary responsibility for the selection of most material.

The Serials Librarians are responsible for the selection of individual magazine, journal, and newspaper titles for their respective campuses.

The Archivist is responsible for the selection of material designated for the CCRI Library Archives.

CCRI faculty, staff, and students are encouraged to make suggestions and recommendations for purchase.

Faculty recommendations are given priority when they meet the criteria established by this policy. The library urges faculty to consult with the Collection Development Coordinators or subject liaisons concerning course requirements and new programs of study.

General Selection Criteria

The following criteria are considered in the selection process:

- High standards in scholarship, content, format, and literary merit
- Reputation and professional standing of the author and publisher
- Relevance to the curricula
- Price and its relation to the budget
- Appropriateness of the reading level
- Timeliness or permanence
- Demand and potential use by the college community
- Program accreditation requirements
- Availability of material on this subject elsewhere in the Higher Education Library Information Network (HELIN) consortium
- Physical or technical qualities (e.g., quality of paper, sound, or video).

Other Selection Criteria

Additional criteria may be applied to specific types of material, as follows.

Textbooks

No attempt will be made to purchase textbooks used in the college curriculum. Single copies of textbooks are purchased occasionally when that title represents the best source of information in the field.

Government Documents

The library is a partial state depository and receives a limited amount of state material free of charge. Other government documents are selected and evaluated according to the general selection criteria.

Serials

Newspaper, magazine, and journal subscriptions, in print format and online, are reviewed annually. Decisions for retention or cancellation are based primarily on curriculum relevance, usage, and budget considerations.

Popular or general interest periodicals may be added to the collection for the enjoyment and leisure reading of the CCRI community.

Reference Works

The reference collection covers all major fields of knowledge and is used for both general and specific information needs. The reference collection includes many standard reference sources (encyclopedia, almanacs, yearbooks, atlases, dictionaries, etc.) as well as titles specific to the CCRI community (small business, careers, law, investment services).

Reference materials are constantly being evaluated and may be withdrawn when editions are updated. Print material removed from the reference area that still has some informational value may be transferred to the circulating collection.

Electronic and Other Non-Print Resources

Electronic and other non-print resources include, but are not limited to, online databases, electronic journals, e-books, streaming music and video, CDs, and DVDs.

The CCRI Library follows the Guidelines for the Selection of Electronic Resources for the HELIN Consortium.

Electronic materials are reviewed and reassessed before renewal.

Archives

The collection development criteria for material designated for the CCRI Library Archives is outlined in the Library's Archives Policy.

Lost Items and Replacement

Materials that are lost, missing, or withdrawn are not automatically replaced. The following criteria will be considered when determining whether a title should be replaced:

- Strength of the present holding for that subject area
- Historical significance of the item
- User demand for the title or subject
- Availability of the title elsewhere in the HELIN system

Gifts

The library accepts gifts that meet the selection criteria and are appropriate to the collection. Limitations in space, the physical condition of the material, and processing costs are also factors in determining acceptance.

The library may request that donors submit a list of gift material in advance for review.

Gifts accepted will be integrated into the collection and not housed separately in a special collection.

The library has the right to dispose of any gifts that are not added to the collection.

The library does not appraise or assign a monetary value of gifts for tax and other purposes. The library will provide, on request, a letter of acknowledgement verifying the number of items donated.

Copyright

It is the intent of the CCRI Library to adhere to the principles and provisions of the U.S. Copyright Law and its amendments, fair use guidelines, and licenses and contractual agreements in the provision of resources to the CCRI community.

Intellectual Freedom

It is the library's right and responsibility to select material representing a variety of viewpoints as well as all sides of controversial issues. Selection does not imply approval or endorsement of the contents. The library affirms the intellectual freedom principles contained in the American Library Association's Library Bill of Rights.

Challenged Material

The library does not add, withdraw, or label controversial material at the request of an individual or group.

Members of the college community may register their criticism of library material by completing a Patron Objection to Library Materials Form and submitting it to the Dean of Learning Resources.

Collection Maintenance

The re-evaluation of material for the purpose of replacing or discarding titles already in the library collection is a continuous process that must be balanced with the selection of new material. Materials are withdrawn from the library or not renewed in order to maintain an active, current, and meaningful collection that meets the needs of the college curricula. Subject liaisons and/or faculty in the various subject specialties may assist in the review of specific areas of the collection, examining the material for validity, accuracy, and relevancy. The Coordinators of Collection Development have the final determination on withdrawals.

Factors for withdrawal or non-renewal include:

- Overall value to the collection
- Age or obsolescence
- Use as demonstrated by circulation or usage statistics
- Number of copies available/duplication in another format
- Physical condition
- Incompatibility of format to the equipment available
- Information no longer accessible or reliable
- Lack of adequate space for material
- Incomplete serials holdings
- Relevancy to curriculum needs
- Budget constraints

Under no circumstances should material be removed from the library because of partisan or doctrinal disapproval.

Discarded material may be offered to:

- CCRI faculty, staff, and students
- Other academic and local school libraries
- Programs that collect and redistribute used books

DEFINITIONS:

HELIN - Higher Education Library Information Network, a group of 22 academic and special libraries

Serial -- a publication issued on an annual or continuing basis; includes magazines, journals, and newspapers

Subject liaison -- a CCRI librarian assigned to a specific subject area

Textbook -- material adopted and required to be purchased by a student for use in their class

POLICY APPLIES TO:

CCRI librarians, faculty, staff, and students; all library users

EXCEPTIONS:

RESPONSIBLE DEPARTMENT:

The library will implement and maintain this policy.

RELATED POLICIES:

Copyright Law of the United States

<http://www.copyright.gov/title17/>

Guidelines for the Selection of Electronic Resources for the HELIN Consortium

Library - Archives Policy

Library Bill of Rights

<http://www.ala.org/advocacy/intfreedom/librarybill>

PROCEDURES:

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Attachments

No Attachments

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