

SPOON RIVER COLLEGE LIBRARY COLLECTION DEVELOPMENT POLICY

Policy Purpose

This collection development policy is a statement of principles and guidelines used by the Spoon River College Library in the selection, acquisition, evaluation, and maintenance of library materials. This policy is a guide, not immutable law, and exceptions should be made to admit valuable materials whenever adequately justified by the interests of the library and the college. Further, it is a policy statement, not a manual of procedures, which are properly left to the internal management of library staff.

General Statement

The primary objective of collection development activities at the Spoon River College Library is to build and maintain a library collection that supports the Spoon River College curriculum. The library directly supports teaching, research and service by developing and organizing relevant collections, providing access to information resources regardless of location or format, and instructing patrons in the effective use of information resources. This Collection Development policy is for the building and preservation of effective, high-quality collections, and for providing appropriate electronic access to information.

Library Mission Statement

The Spoon River College Library, in support of the College's mission will:

- Provide assistance and opportunities to students, faculty, staff and the community to meet their informational and educational needs and to promote continuous learning.
- Provide onsite and remote access to resources, instruction, and services that meets the diverse needs of the college community.
- Contribute to information competency and empower the college community to become critical and effective information users.
- Provide functional facilities and virtual environments to support teaching, learning, and community needs.

Collection Development Goals

The primary goal of the Library is to develop and maintain collections that support and enhance the curriculum and instructional programs of Spoon River Community College and the needs of students, faculty, and staff of the college. The Library also serves a community of lifelong learners within the community college district and will collect when funds permit a variety of general information resources in subject areas not covered by classroom instruction, but generally supportive of a learning environment. For those members of the college community whose scholarly or research needs are beyond the scope of Library collections, the library staff will help to identify, locate, and borrow such materials through interlibrary loan. The Library will attempt to acquire and make available materials and media in various formats, evaluate existing collections, and develop policies and procedures to maintain the quality of collections and information services.

Collection Development Responsibility

Ultimate responsibility for the development and maintenance of library collections rests with the Director of Library Services. The Director utilizes selection tools, such as review publications, bibliographies, and publisher catalogs and online resources to select materials. Full-time and part-time faculty at all campuses are encouraged to recommend materials in their academic disciplines. All proposed titles are reviewed and evaluated by the professional librarian, and whenever possible all faculty recommended titles are purchased. Administrators, staff and students may also make suggestions for purchase. Ultimate responsibility for collection development lies with the Director of Library Services.

General Criteria for Selection of Materials

- Relevance to the curriculum
- General reference and research needs
- Contribution to depth of the collection
- Patron needs, including requirements of special population
- Faculty recommendation
- Depth of coverage and adequacy of scope
- Timeliness of information
- Authoritativeness and accuracy
- Physical space requirements

First priority shall be given to resources which directly support subject area and vocational emphases currently represented by credit courses offered at Spoon River College. In most subject areas, collection development activities will be directed toward an initial study level of collection intensity. As defined in guidelines prepared by the Resources and Technical Services Division, American Library Association, the collection should include:

“...a judicious selection from currently published basic monographs, supported by seminal retrospective monographs, and a broad selection of works of more important writers; a selection of the major review journals; and current editions of the most significant reference tools and bibliographies pertaining to the subject.”

As noted above, the primary goal of the library's collections is to augment and enhance the program of instruction. Textbooks adopted for class use will not be purchased by the Library. Software and other consumables such as workbooks and tests developed for individual subject areas and curricula will not be collected by the Library.

POLICIES BY FORMAT OF MATERIAL

Books/Monographs

Books are collected in clothbound editions unless cost is significantly higher than a paper edition. Books that must be frequently updated (nursing/medical texts, computer manuals, etc.) will be purchased in paper formats. If heavy use is anticipated, the librarian will purchase titles in hardcover. Paperbacks will

be purchases for rapidly changing topics or in the interest of economy. In general single copies of books are purchased.

Reference Materials

Reference materials support research needs of Spoon River College students, faculty, staff, and members of the community college district. The reference collection contains, but is not limited to, encyclopedias, dictionaries, atlases, directories, indexes, bibliographies, statistical compilations, handbooks and internet resources. Items in this collection primarily support the academic programs offered at Spoon River Community College. Reference materials will be collected in print, electronic, and online formats.

Textbooks

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

Serials/Periodicals/Journals/Newspapers

The Spoon River College Library collects electronic resources to support the educational and instructional needs of students, faculty, and staff. For the purpose of library collection development, "electronic resources" are defined as resources that require computer access. Examples include, but are not limited to: Periodical indexes, reference databases, Adobe Acrobat PDF documents, and multimedia files.

In addition to the General Selection Criteria previously stated, the following criteria will be considered in reviewing a new electronic database:

- Comprehensiveness: scope, subject coverage, time span, frequency of updates
- Functionality: Ease of use, quick load time, if well maintained
- Type of access, e.g. World Wide Web
- Quality of indexing
- Preservation, storage, and archiving of data
- Special attention will be given to authority and currency
- Electronic books are considered when they provide the most current and or cost effective format in order to support distance education courses

Audiovisual Materials

Audiovisual and electronic materials including videocassettes, CD-ROMs, and DVDs, should emphasize support for classroom instruction and the quality, effectiveness, and currency of the material.

The following elements are consider when collecting media items:

- Curricular support
- Technical quality
- Cost effectiveness
- Copyright/licensing

- Format

Government Publications

The Spoon River College Library is not an officially sanctioned depository for federal, state, or local government documents. Materials selected will meet the same criteria as the general collection.

Gifts

The library welcomes gifts of materials that are consistent with the collection development policy and have no restrictions attached to their disposition. Gifts of periodicals are not accepted. Gifts are evaluated by the same criteria as materials purchased because items added to the collection generate processing and storage costs. Materials received as Gifts are accepted with the understanding that materials not added to the collection are disposed of in ways most advantageous to the library. Acknowledgement of gifts will be provided, but no value appraisal will be supplied. Memorials and financial donations are also accepted.

Special Collections and Archives

Special collections relating to local authors and history of west-Central Illinois will be housed in a special area of the library, and when necessary, kept in acid free containers with low humidity. Researchers may use these items in the library only. An appointment should be made with the librarian ahead of any visit. The Archives collection consists of materials collected by faculty, administration, librarians, and others interested in the creation and maintenance of college history.

DESELECTION, INTELLECTUAL FREEDOM, QUESTIONED MATERIALS

Collection Evaluation/Deselection

Deselection of library materials (process of removing items from the collection) is essential for the maintenance of a current, academically sound library collection. Deselection provides quality control of materials by eliminating outdated, inaccurate and worn out titles. The Librarian is responsible for conducting an on-going deselection project. Faculty members may be consulted when specific items are recommended for removal from the collection. Withdrawn materials will be disposed of in ways most advantageous to the library.

Intellectual Freedom

The library supports the American Library Association in the [Library Bill of Rights](#) and its concepts of intellectual freedom.

In an effort to provide materials representing diverse sources of information and the widest possible range of ideas and viewpoints, some materials the libraries acquire may be considered controversial by certain groups or individuals. The acquisition or use of any item does not imply approval or endorsement of the content. In the event that material is challenged, the user can refer to the Questioned Materials section of this document.

The libraries comply with the Copyright Law of the United States. Library services including reserve

materials procedures, interlibrary loan, photocopying, and acquisition procedures, must comply with the U.S. copyright principles.

Questioned Materials

The library does not add or withdraw, at the request of any individual or group, materials which have been chosen or excluded on the basis of stated selection criteria. Any individual or group questioning the appropriateness of materials in the collection should direct its question in writing to the Director of Library Services who will consult with the Spoon River College Administration and prepare a written response.

Policy Review

This collection development policy will be periodically reviewed by library staff and college faculty members. Changes will be made when appropriate.