

# Palm Beach State College

## Library Learning Resource Center

### Collection Development Policy

#### I. Purpose

The Collection Development Policy states the principles and guidelines that the Palm Beach State College Library Learning Resource Centers follow in the selection, the acquisition, and the retention of library materials. This policy includes the following statements of the American Library Association:

Library Bill of Rights  
Intellectual Freedom Statement  
Freedom to Read Statement  
Statement of Labeling

The policy ensures the development and maintenance of a collection that supports and enhances the curriculum and institutional programs of Palm Beach State College (College) and the needs of students, faculty, and staff of the College.

In this policy, the word “materials” will be used to encompass all information sources in various formats that the Library Learning Resource Centers (LLRCs) acquire to make available to users.

#### II. Mission Statement

The LLRCs provide learning resources, equipment, and services relevant to the scholastic requirements, growth, and cultural development of the College students. To achieve this mission, the LLRCs have these objectives:

- Provide the best print and non-print materials supporting academic, technical, vocational and special programs offered at or supported by the College.
- Efficiently organize all resources, equipment, and services for easy access.
- Instruct students to utilize resources and communication technology effectively.
- Assist faculty members to select materials that meet course requirements.
- Distribute information, sponsor workshops, and acquire pertinent materials that promote professional development of faculty and staff.
- Encourage community involvement by making library resources, equipment,

and services available by special arrangement.

- Create an atmosphere in which students and patrons will study and research without distraction.
- Promote information access using Interlibrary Loan through networking and online databases.
- Provide comprehensive reference services for all library users.
- Periodically review and evaluate the LLRC mission and objectives.

### **III. Objectives**

The primary goal of the Palm Beach State College libraries is to support the College's mission. The LLRC also serves a community of life-long learners with a broad range of interests and prior educational experiences. Therefore, the collection should also include a variety of general information resources in subject areas not covered by classroom instruction. To this end the LLRCs attempt to maintain a current and diversified collection while providing materials necessary for the College's instructional programs.

### **IV. Selection Responsibility**

Ultimate responsibility for the development and maintenance of the LLRC collections rests with the Library Directors, who have delegated this responsibility to the professional library staff. The process of selecting materials for the libraries is a cooperative one involving the librarians, other faculty, staff, and students in coordinating the selection of materials and building a collection that supports the instructional programs of the College, and the needs of the faculty, staff, students, and community. Faculty members are expected to make recommendations, which support the courses, they teach and which supplement the general library collections appropriate to their respective disciplines. Since Library Faculty can best judge the balance of the entire collection and have daily access to current reviewing sources, final decisions concerning acquisitions rests with them.

### **V. Fund Allocation**

It is the Library Directors' responsibility to allocate the materials budget in such a way to fulfill the library's collection goals. Generally, the library does not assign annual allocations to subject areas or academic division, but maintains the necessary flexibility to meet unanticipated demands or to take advantage of economical purchase opportunities.

## VI. Selection Guidelines

Many factors influence the selection of library materials. The following priorities apply in the selection of materials:

- Relevance of subject matter to the College's educational goals and curriculum. (Subject content applicable to undergraduate level).
- Relevance to the instructional needs of the faculty.
- General reference and information works.
- Intellectual content and scholarly worth.
- Reputation of the author(s) / publisher(s).
- Appearance in standard bibliographies, indexes, reading/recommendation lists.
- Timeliness of the publication (in print publications generally given priority over out of print publications).
- Price or format.
- Strength of present holdings in study area.

The following considerations should also be made for all materials selected for the library:

**Textbooks:** Textbooks are not normally purchased; however, instructors or others may place copies on reserve. Workbooks and study guides are not purchased. Exception: textbooks that are considered "classics" in their fields, or are the only or best sources of information on a particular topic.

**Hardbound / Paperbacks:** Hardbound editions are generally the preferred format because of their greater durability. Paperbacks may be purchased for a topic, which change rapidly, or when duplicate copies of the title is needed, or if a hardcover is not available.

**Government Documents:** The LLRC is not a depository for federal or Florida state government documents. Government publications are selected according to the same criteria as other library materials.

**Duplicate Copies:** Duplicate copies are purchased only if heavy and continued use of the title can be shown.

**Recreational Reading:** Recreational reading will be purchased on a limited basis.

**Materials in Other Languages:** Except for foreign language dictionaries and literature used heavily in the teaching or learning of foreign languages, the library primarily acquires English language materials. Consideration may be given to materials that support the language needs of the College's diverse population.

**Distance Learning:** The LLRCs support Distance Learning programs principally through the development of the main collections, providing electronic access to it, and supplying materials from it to the students enrolled in the Distance Learning programs. Procedures are in place for the students to secure materials from the LLRCs and through the various resource sharing arrangements. Interlibrary loan procedures are also used to obtain the material for the student.

**Resource Sharing Arrangements:** The LLRCs participate in several resource sharing arrangements, and may elect not to purchase some materials if they are accessible through cooperative resource sharing. These arrangements provide access to additional materials through on-site access and interlibrary loan; however, it does not release the library from its responsibility of providing adequate resources to faculty, staff, and students. Participation in the following is intended to supplement and enrich the resources available to the College:

CCLA - College Center for Library Automation  
FLIN - Florida Library Information Network  
OCLC - Online Computer Library Center  
SEFLIN - Southeast Florida Library Information Network  
SOLINET - Southeastern Library Network

In addition to these general guidelines, policy statements for specific formats and areas of the collection are presented below.

**Reference Collection:** The Reference Collections are non-circulating materials designed to meet the basic research needs of the college community in all subject fields. Reference sources provide for quick access to specific information: statistics, dictionaries, encyclopedias, directories, indexes, and bibliographies. Reference materials are selected in accordance with the selection criteria.

**Reserve Materials:** The Reserve Collection consists of a temporary collection of materials placed in the library by faculty or administrators to provide limited loan periods and maximum access. The number of photocopies of articles or other material will not exceed the copy limits as specified by current copyright laws.

The requestor will obtain permission to copy. The materials are generally placed in Reserves only for the term a course is taught.

**Serials / Periodicals:** Because serials represent a continuing commitment, budgeting for and selection of serials require a more specific process. The increasing number of electronic resources will be a factor in serial selection. The following criteria are used in evaluating titles for acquisition or cancellation:

- Support of present instructional programs and curriculum of the College.
- Strength of the existing collection.
- Present use of the periodical or others in the subject area.
- Projected future use.
- Reputation of the journal and inclusion in an index.
- The number of recent interlibrary loan requests for this periodical.
- Recommendation of faculty and students.

**Newspapers:** The LLRC will acquire general newspapers on a current basis to meet the curricular needs of the College. Emphasis is placed on local newspapers, and then major U.S. newspapers representing various regions and/or diverse political and social viewpoints.

**Microforms:** Guidelines for adding microform materials include the following:

- Material is published only in microform.
- Microform costs appreciably less than hard copy.
- Microform saves substantial shelving space.
- Material is only used occasionally for research.
- Original material is deteriorating.

**Maps:** Maps, atlases, globes, and charts are purchased selectively. Support of the curriculum as well as space, timeliness, and usage are major criteria in the selection.

**Gifts:** The LLRC accepts gifts of materials with the understanding that the materials not added to the collection may be disposed of in an appropriate manner (i.e., sale, exchange, or gifts to other libraries). Donors may receive a letter of acknowledgment for the donation if it is requested, but the library does not provide an estimate of value. Adding the gift material to the collection is subject to the same criteria as purchased material. The LLRCs reserve the right to accept or reject gifts with or without restricting conditions and the right to dispose of unwanted gifts.

**Career Information:** The career collection in the library is given limited consideration, since the materials in the College's Career Center is catalogued by the LLRC and included in LINCC.

**Non-Subscription Internet Resources:** The LLRC adheres to the guidelines established by CCLA for the selection of non-subscription Internet resources. Categories to be considered are:

1. Content that supports the curriculum, contains accurate, factual, and substantive information, meets the criteria for local collection development, and reflects the purpose of the content.
2. Authority for the site that is clearly identifiable readily ascertained, complying with current copyright guidelines, and providing means for users to make comments or ask questions.
3. Currency that can be ascertained; information that is timely in relation to content; and links that are up-to-date and active.
4. Design that is easy to navigate with clear instructions and elements that enhance, not hinder, the accessibility and content.
5. Access that does not violate privacy issues and has stable and reliable access. (ADA accessibility requirements and local applications and plug-ins necessary for use should also be considered.)

**Electronic Format:** Electronic materials include but are not limited to the following: Internet resources, machine readable data files, magnetic tapes, floppy and hard disks, compact discs, and laser discs. Electronic products are well suited to indexes and information that becomes dated quickly. Materials may include full text, abstracts, or citations only. All three types of materials will be considered for purchasing. In some cases electronic texts may be substituted for print materials. The LLRCs offer unlimited access to the Internet and its resources via the public access catalog, LINCC, and through Internet terminals located throughout the library. In addition to the criteria used for print materials, the following guidelines should be considered:

- Is the program/database/online resource user-friendly?
- Are source materials available in the library for indexed items?
- Are the periodicals indexed of a quality and quantity appropriate for the College faculty and students?
- Are full text materials available?
- Do entries include abstracts?

**Audiovisuals:** All formats of information should be considered for selection, providing the content falls within the guidelines established in the Collection Development Policy. In addition, the following should be considered:

- Availability of equipment owned by the LLRC to use the item.

- Cost
- Timeliness or permanence of the subject matter
- Technical quality
- Ease of use

## **VI. Challenged Material**

The library subscribes to the principles enunciated in the ALA Library Bill of Rights and its supporting documents; therefore, the LLRC collects materials that represent a variety of opinions and perspectives. Any individual or group questioning the appropriateness of materials in the collection may register a complaint by using a *Request for Reconsideration of Library Materials* form. This form, completed and signed by the complainant is referred to the Library Director who will normally resolve the matter. Where appropriate, advice will be sought from the Librarians and/or faculty. The complainant will receive a reply from the Director indicating the library's position and action planned or taken.

## **VII. Collection Maintenance**

The librarians continuously evaluate the library collection with input from faculty, to remove obsolete and worn out materials, to assure that the collection remains current and relevant to the College's philosophy and educational objectives, and the principles of this policy. The instructors are encouraged to evaluate the collections that support their respective disciplines. Replacements, preservation and conservation, and deselection (weeding) are important aspects of collection maintenance.

### **◆ Replacements**

Materials that are missing, lost, or withdrawn are not automatically replaced. Potential replacements are evaluated using the same criteria set forth in this policy for regularly purchased items. Heavily used materials that are necessary for teaching and research will be replaced as quickly as possible, if they are available.

### **◆ Preservation and Conservation**

The library endeavors to preserve the collection through conservation measures, such as temperature, humidity, and dust control. Where preservation of content is important, items are preserved by binding or by the acquisition of microforms or electronic formats.

### **◆ Deselection (weeding)**

Building a viable collection to serve the College community is a dynamic

process that includes weeding or deselecting of obsolete, worn and damaged materials, or items no longer relevant to the curriculum. The LLRC uses the following criteria to systematically assess the collection:

### **Criteria for withdrawing material**

1. The physical condition of the material is beyond repair.
  - If the material still meets the selection criteria, a replacement copy will be ordered if available.
  - If the material is not available and is deemed valuable and still useful, it will be rebound it or placed in protective covering.
2. The collection has an excess number of duplicate copies.
  - Duplicate copies will be withdrawn when it is deemed that multiple copies are no longer needed to meet the academic program.
  - Exceptions may include popular works and literature for which the demand may fluctuate.
3. The collection has superseded editions. The edition may be a numerical edition, a revised edition, a new edition, or updated edition. (Other terms may be used.) The edition notation may be on the cover, on the spine, on the title page, or the verso. The date may not indicate the latest edition.
  - The “next-to-last” edition may be kept depending on the subject, the length of time between editions, the circulation of the edition, or the extent of the revision.
  - Some reference works should be kept in all revisions.
  - Editions with cumulated material in newer editions should be withdrawn.
4. Material not suitable for the students and faculty of Palm Beach State College. The collection should support the programs of the College. When programs are discontinued at the College’s, consideration should be given whether the material should remain in the collection.
5. The material is outdated. The norm for most items is five to ten years. If the item is over the suggested age, it is a candidate for weeding. The suggested subject area cutoff date is as follows:

Five (5) to		
ten (10) years	Nursing	Economics

	Business Computer	Law Science
Fifteen (15) years	Education Electrical	Psychology Trades
Keep indefinitely	Humanities (languages, history, literature, math, philosophy)	
	Arts (music, paintings, etc.)	

- Anything older than the suggested guidelines for the subject areas should be checked in a standard bibliography and kept if the title is included in the bibliography, or if it is deemed still useful.
6. The item has insufficient use. If it has not circulated in the last five (5) years it is a candidate for weeding.
  7. The book is part of a set and the missing volumes are needed for the set to be useful and are too expensive to purchase or is no longer available.

### **Criteria for not withdrawing an item**

The book should not be discarded if it

- is by a local author, a faculty member, or is of local interest.
- has subject matter that is unique and out-of-print.
- has a fair circulation.
- is a prize winner (Pulitzer, NBA, etc.)
- is listed in a standard index, or a core bibliography for the field.
- is source material and supports the curriculum of the College.
- is part of a series that is still useful.
- includes an extensive bibliography, which is still useful.
- reflects the mores of a period of time.

## **VIII. Review of the Collection Development Policy**

This policy will be reviewed and revised as necessary by the Library Director and Librarians to reflect the changing information environment and the changing needs of Palm Beach State College.