

## **Library Collection and Acquisitions Development**

### **Purpose**

The purpose of this policy is to document the collection management policies and procedures of the TVCC Library (“library”) and to establish the framework for a continuous collection evaluation and improvement.

### **Objectives**

1. To insure that the library collection fulfills the information and materials related to the needs of all segments of the campus instructional curriculum and other needs of all Library patrons.
2. To strive for a collection that is balanced, comprehensive and of adequate size, quality and diversity to meet the needs of its users.
3. To insure that all parts of the collection are up-to-date, attractive and well-maintained.
4. To maintain involvement and knowledge of the entire library staff in collection development and management.
5. To continually evaluate present formats and to identify new formats that will make the collection more valuable to our patrons.
6. To cooperate with Eastern Oregon Community College Coalition and Sage Libraries to insure that our collections meet our consortium and regional responsibilities.

### **Institutional Context**

1. The library collection meets the institution’s instructional goals and works with the faculty and staff to maintain and expand its provisions.
2. Curricular materials come in a variety of formats that may be different from other research and academic library materials, and may be acquired as such.
3. The library director sits on the Instructional Council, ensuring decisions made there are reflected within the library collection.
4. All new courses offered by the institution will submit their syllabus to the library director through the Instructional Council, in order for the library collection to be enhanced to reflect and compliment the instruction provide and research needs of students taking those courses.

5. Faculty has full access to use of all library services, instruction and input into selections of materials to meet their course offerings and students needs.

### **Supporting Documents**

As part of its philosophy of collection development, the library supports the following documents from the American Library Association:

1. Library Bill of Rights;
2. Intellectual Freedom Principles for Academic Libraries;
3. Code of Ethics of the American Library Association;
4. Freedom to Read Statement;
5. Freedom to View Statement.

In the spirit of these documents, reasonable efforts will be made to locate or to recommend additional sources of information when the library collection does not meet a specific informational need.

### **Materials Selection**

1. **Mission:** The mission of the library is to make available a broad range of library materials, to provide up-to-date and accurate information and to offer services and programs desired by the community it serves by:
  - a. Selecting, acquiring, processing and providing access to the resources need for teaching, scholarship, intellectual and creative activities.
  - b. Providing instruction and assistance needed to efficiently use the resources, as well as actively seeking to make students, staff and faculty aware of library resources and services.
  - c. Providing appropriate facilities to support study and academic pursuits.
  - d. Preserving recorded history and knowledge in areas unique to the institution's role and mission.
  - e. Because library materials and information come in a wide variety of formats, the library fulfills its mission by buying materials in both print and non-print forms such as CD, digital and DVD formats.
  - f. The community which the library serves focuses on the students, faculty and staff members of Treasure Valley Community College. The library also serves the surrounding townships and acts as regional reference and inter-library loan (ILL) drop center for Sage member libraries in the surrounding area.
2. **Selection Process:** Library materials are selected by members of the staff after consulting professional review media. Staff members consult with each other to review the needs of the

community as documented in circulation statistics and requests. Final responsibility for the purchase of materials resides with the library director.

3. **Standards of Selection:** When selecting non-fiction material, library staff first attempt to meet the patrons' demands and/or institutional curriculum goals. Materials are acquired that are pertinent and timely. Books that have current political and social significance are given high priority for selection. The library makes a special effort to obtain material representing all sides of controversial issues. Staff members verify that the author or source is credible and well reviewed, the format is attractive and durable, and the content, concepts and vocabulary should be appropriate for the potential user.

The library maintains a collection of periodicals that fits the needs and requests of regular patrons including updated nursing journals and science publications. The library continuously updates materials in the areas of education, health, government, technology, science and current events to meet the informational needs of our patrons. Local history and genealogical materials relating to the College and the local region are particularly sought for the collection. Histories, creation of scrapbooks containing local newspapers, books by local authors and books about this area are collected frequently.

The library will consider whether or not the material under consideration duplicates materials already in the library's collection.

The library attempts to purchase a wide variety of fiction to satisfy the needs of all of our borrowers. The library staff chooses titles on the basis of reviews that consider, among other things, the appeal of a book for a specific audience, the artistic skill evident in its rendering, and the literary reputation of the author. The library also considers some fiction to meet the demand for popular, easily portable, inexpensive reading material. Second, duplicate copies of popular hard cover titles are purchased to meet heavy demand on occasion. Third, duplicate copies of some titles on school reading lists are purchased to make these titles readily available as they are needed. These books are frequently weeded as popularity wanes to make room for additional materials in the collection.

Media formats are collected to expand the students' research needs with the emphasis on purchasing materials that have significant cultural, social, political, historical or literary value, considerable artistic merit or major award nominations, are well reviewed, or serve instructional purposes. This includes the purchasing of DVDs, audio books and CDs.

Gift books in good condition are welcomed by the library. Once accepted, the donated materials will be checked to see if they are in good condition and if they meet the library's standards of selection. If donated items are not added to the library's collection, the library reserves the right to donate them to other libraries within the consortium that they would benefit or to the TVCC English Department annual book sale.

The library welcomes suggestions for the purchase of materials. Suggestions will be subject to the same standards of selection as other considered materials.

4. **Objections to Library Materials:** Any individual may express his or her objections to particular library materials by completing a "Request for Reconsideration" form. After the form is completed, it will be brought to the attention of the library department chair who will evaluate the original

reasons for the purchase of the material. The library department chair will then respond to the person making the objection. If an appeal is desired, the objection will be submitted to the Library Advisory Board. The Library Advisory Board's decision will be final.

5. **Responsibility for Selection:** The library manager has operational responsibility for collection development. The library allocates the materials budget, and insures that the collection is in conformity with this policy. The library staff is involved with selection, reads reviews and recommends book titles for purchase, records reference questions and demand for materials through ILLs. Additionally, library staff have been assigned responsibility for weeding, replacement and augmentation.
6. **Selection Sources:**
  - a. Faculty and Institution Sources;
  - b. Standard Review Sources - Print;
  - c. Library Journal - prepublication alert, fiction and nonfiction;
  - d. New York Times Book Review - bestseller lists only;
  - e. Publisher's Weekly;
  - f. Kirkus Reviews;
  - g. Standard Review Sources - Online;
  - h. Amazon - top 100, subject bestseller lists;
  - i. Publisher's Weekly;
  - j. Internet Movie Database;
  - k. Patron Title Requests/Staff Recommendations - All patron requests for new titles are considered for purchase, or referred to ILL. Patron title requests come in on paper or verbally to a library staff who records the request, online through the "Suggest a Purchase" form, or inter-library loan requests that the Reference or ILL librarian feels should be considered for local purchase.

The staff librarian obtains reviews and refers the suggestions to the library manager. TVCC Staff recommendations are given high priority, but follow the same procedures as patron requests, and must meet the same selection criteria. TVCC Faculty requests that pertain to course offerings or needs are given first priority.

- a. **Publisher's Catalogs** - Since the majority of titles are not reviewed, publishers' catalogs are an important source of information and sometimes the only information on a title. Crucial to buying decisions is the reputation of the publisher in general, and the series or type of book in particular. New catalogs are received by or routed to a reference librarian, who checks the database for holdings of desired titles, and makes suggestions for ordering. Publishers' catalogs are particularly useful for new editions of standard titles, and to fill subject needs. New fiction is not purchased from Publisher's catalogs.
- b. **Subject Needs List/Missing Titles** - Reference librarians keep a list of subjects that cannot be filled from the library's collection, or standard titles that should be in the collection but are not (or are not in sufficient quantity). The library manager identifies and purchases titles to meet these needs. Books in poor condition are referred by the mending technician for possible replacement. All library staff refer materials that are heavily and in need of updating such as scientific or medical materials for replacement.

## 7. Selection Criteria:

- a. Reviews - The selectors are knowledgeable about review sources and their particular strengths, weaknesses and biases. Items are reviewed by staff members before selections are made. At least one favorable review is usually necessary for selection. If a selection is made, the staff librarian will also look for well reviewed titles showing a differing point of view on the subject matter for non-fiction materials.
- b. Evaluation - Items may be selected based upon their physical inspection at retail locations and library resource conferences, with a focus on suitability for the library's community and sustainability of library use.
- c. Authors/Performers - The author's qualifications and previous publications are important in selecting both fiction and nonfiction. For audiovisual materials, the expertise of the performer (i.e., reader, conductor, actor, director, musician, etc.) is paramount as well as its reviewed and award status.
- d. Date - The date of publication is highly regarded in informational or research publications, and titles will be selected or discarded based upon their ability to maintain accurate information for the duration that they are in the library.
- e. Demand - Adult fiction titles in considerable demand because of extensive publicity, local interest, author popularity, or other factors are usually purchased, even if the title did not receive good reviews. Adult nonfiction titles in demand are also usually purchased, unless there are serious questions about the accuracy of their information or the qualifications of the author.
- f. Series - Although series are selected on a title by title basis, if the library has purchased previous titles in a series, and those titles have been popular, the selector will be inclined to buy others in the series. Ideally the library maintains all titles in very popular series, but this ideal is difficult to achieve and not always within the institutional budget or goals. Consortium sharing is depended on to fill gaps in our series holdings.
- g. Editions - Purchase decisions are based on the type and quality of the edition.
- h. Audiovisual Materials - For classical music, the quality of the recording as determined from reviews, and the need to adequately represent certain composers or styles are important selection issues. For audio books, the expertise of the reader and the sturdiness of the media and packaging is paramount. For feature films, the significance of the work is first priority, its award winning or nominated status is important as well as the artistic and social body of the work. For "non-fiction" DVDs, reviews and instructor input are important to identify quality titles. For more information on these formats, see the appropriate section in the Collection Goals and Weeding document.
- i. Publisher - Publishers tend to establish expertise in certain fields, and this is taken into consideration in evaluating a title, especially one for which reviews are not available. Some publishers in each field produce titles of such quality that selection decisions can be made solely on the basis of the publisher. Conversely, some publishers who produce marginal works are avoided, unless a certain item receives excellent reviews.
- j. Price - Price plays a role in selection. Price decisions are generally not made in the abstract, but in relation to the value of the item to the collection. However, to protect the patron, who is required to pay the cost of lost items, circulating items that cost over \$75 are generally avoided. This means that expensive DVDs and CDs on popular subjects, such as marketing, are generally not purchased, unless their contribution to the collection and instructor request is significant. Publications that are course requirements, such as textbooks, are not purchased by

the library due to their expense and copyright issues. Though the library will accept donated texts, it will not update those volumes with newer editions.

- k. Holdings - Each title considered for purchase is evaluated in terms of the library's present holdings. For example, if the library has sufficient titles in a certain area, the selector may choose not to add a new title, even though it has received good reviews. Alternately, the library may buy or accept titles that are not as highly reviewed if nothing else is available on the subject or from the viewpoint needed.
- l. Local Authors/History - Every attempt is made to acquire titles by local authors or materials that highlight local history and culture covering both local Oregon and Idaho regions or materials published by local printers with the same focus in subject matter.

### **General Weeding Policy**

The library weeds all materials in the collection once every ten years in order to maintain the highest quality materials available to our patrons with the intent of providing a current and reliable academic resource in all areas of research throughout our institution's areas of course offerings and academic goals. Maintaining a professional and accessible atmosphere by preventing overcrowded shelves and racks increases circulation, highlights the quality items in the collection and increases credibility of the library.

To accomplish this, the library's weeding process consists of:

1. Identifying and withdrawing incorrect or outdated materials;
2. Removing from the collection materials that are no longer being used, specifically those items that have not circulated once within a ten year period.;
3. Removing worn or damaged materials enables the library to maintain the professional standard necessary to project the quality of our institution. Potential replacement or updating of these items is dependent upon acquisition standards;
4. Each section of the library's physical collection is to be weeded once every ten years with date sensitive materials sections (science, investment/business, medicine, legal and technology) to be weeded more regularly;
5. After weeding of each section, staff members with input from faculty members in appropriate fields will determine items to be added to maintain a working and appropriate offering in each section as per acquisition standards.

Further specifics on weeding are outlined in the Circulating Collection Goals and Weeding Timelines form.

### **Responsibility for Selection**

The library manager has ultimate responsibility for collection development, including the allocating of the budget and ensuring the standards of the Collection and Acquisitions Development Policy are met and upheld. All library staff are involved in selection, research and recommendation of materials. Individuals

have been assigned sections of the library collection for new materials selection, weeding, replacement and updating as listed below:

1. Periodical section - Cataloging Librarian;
2. DVDs - Library Manager;
3. Audio Books - Cataloging Librarian;
4. Recorded music - Circulation Librarian;
5. Spanish Collection -Library Manager;
6. Gift Materials - Circulation Librarian;
7. Fiction Books - Library Manager;
8. Non-Fiction Books - Library Manager with assistance in the following manner:
  - a. 000 - 299 - Evening Librarian;
  - b. 300 - 399 - Cataloging Librarian;
  - c. 400-599 - Circulation Librarian;
  - d. 600-799 - Weekend Librarian;
  - e. 800-899 - Library Manager;
  - f. 900-999 - All staff members, divided by subject sections.

### **Policy Review**

This policy will be reviewed and updated as necessary by the library director, library manager and Board every five years from approval. All updates or changes made to this policy need to pass through the campus governance process.

END OF POLICY

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### **Legal Reference(s):**

[ORS 332.385](#)  
[ORS 337.120](#)  
[ORS 341.290\(7\)\(8\)](#)

[OAR 589-002-0200](#)  
[OAR 581-022-1520](#)

Academic Council \_\_\_\_\_ Approved 10/08/09  
Executive Council \_\_\_\_\_ Approved 11/19/09  
Executive Team \_\_\_\_\_ Approved 12/29/09