

Collection Development Policy

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I. Mission

A. The primary mission of the Centralia College Library is to support teaching and learning. Therefore, the collection development policy is designed to ensure support for the instructional curriculum and the professional development needs of College employees. The library's primary user group consists of students, faculty, staff, and administrators.

B. The phrase "collection development," as employed in this document, refers to the ongoing total maintenance of the library collection. Thus, both the selection and de-selection of materials are considered jointly. The following priorities will be considered when selecting and withdrawing materials:

1. Support for instructional programs currently offered by Centralia College

Information needed by instructors and students in the course of their teaching or learning experience

2. Professional development of College employees

Information needed by college administrators, faculty, and staff in meeting their job responsibilities, including professional improvement

3. Historical value

Materials will be selected and/or retained that provide a general core of information considered to be of historical interest. Additionally, an effort will be made to collect college archival materials.

4. Information requests that fall outside specific instructional and work-related needs but still contribute to the overall education of students

The research needs of individual faculty, staff, and administrators will not be extensively supported by special collection activities. However, these needs may be filled by the use of interlibrary loan services, reference assistance, or access to appropriate databases.

II. Intellectual Freedom

A. The concept of intellectual freedom is fundamental to both the educational mission of the College and to the College's place in a democratic society.

B. The Centralia College Library firmly supports the American Library Association's Library Bill of Rights and the International Federation of Library Associations and Institutions' (IFLA) Statement on Libraries and Intellectual Freedom.

III. Collection Criteria

A. The following criteria will be taken into account when selecting or withdrawing materials of any format:

1. Relevance to the mission of the College and Library
2. Accuracy and validity of the information
3. Anticipated demand for the material
4. Timeliness or longevity for the material
5. Strengths and weaknesses of the existing library collection in all formats in the subject area
6. Cost of the material on a one-time or continuing basis
7. Cost of the material compared to anticipated demand and timeliness
8. Language (English or non-English) and reading level of the material
9. Author, publisher, or producer reputation
10. If a print periodical, indexing in readily accessible databases
11. If a physical media item, availability in an online digital format
12. Availability of space in a publicly accessible area
13. Evaluations of the material from standard reviewing sources (e.g. *Choice*, *Library Journal*, *Booklist*, etc.)
14. Whether the source is full-text, abstracted, or strictly bibliographic
15. The extent to which a title or subject has been requested by the College Library through interlibrary loan

B. Specific to Withdrawing, these criteria will be taken into account:

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1. No longer meet a curricular need
2. Containing outdated or inaccurate information
3. Materials having little or no circulation in the most recent 10 year period
4. Worn out or damaged materials (e.g. broken spines, defaced or faded pages or covers, missing, torn, mildewed or brittle pages). If materials receive reasonable use, they should be considered for replacement or repair.

IV. Purchase Requests

- A. Any member of the library's primary user group may request purchase of a resource.
- B. The library faculty reserves the right to deny any request that does not meet the 4 priorities listed under the mission statement as well as the general selection criteria.

V. Collection Organization

- A. The library collection is composed of several distinct collections separated by format or function. The collections (print and online) are: General Circulating, Reference, Fiction, Children's Literature, Videos, DVDs, Music, Periodicals, Reserves, and Archives.
- B. In organizing the collections, ease of access will be considered with a preference for open stacks, collocation, and online availability.
- C. Materials donated by an individual or in the name of an individual will be treated in the following manner:
 1. Book plate inside materials
 2. Note on library catalog records
- D. Collections are primarily organized by the Dewey Decimal System
- E. Materials funded through a grant will be located in the appropriate area (i.e. general, reference, video, etc.) with a note acknowledging the funding organization placed in the bibliographic records.

VI. Collection Levels

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A. The library will have as its priority the development of a collection that is adequate to support undergraduate course work.

VII. Content & Format

A. The collection will grow and evolve with the passage of time. As new technology develops and materials become available in diverse formats (e.g. paper, microform, CD, online), each format will be researched by the library faculty for possible inclusion.

B. The content of the materials should take precedence over the format. Format should be considered as a criterion for selection when multiple formats of the same information are available, and when a particular format may have a significant advantage in terms of providing access. Compliance with existing library equipment and systems is also taken into consideration.

VIII. Reference Collection

A. Resources chosen for the reference collection should be expected to receive consistent, short-term use by library staff and users. For this reason, reference materials do not circulate unless explicitly permitted by a librarian.

B. Items withdrawn from the reference collection may be discarded from the Library or transferred to the general circulating collection.

C. Many frequently updated compilations of statistics are available on the Web from the compiling government agencies or organizations themselves. Therefore, paper titles with statistics will not be purchased unless the information does not exist on the Web, or, has been significantly organized and enhanced beyond the data available online.

D. Paper directories will only be purchased if the information is significantly enhanced beyond that which is available on the Web.

E. A few titles will be purchased in paper even though they duplicate information available on the Web if paper format is substantially easier to use.

IX. Fiction Collection

A. In order to maintain a current fiction collection, an effort will be made to purchase annually titles awarded the following prizes or distinctions: Man Booker Prize, *Booklist* magazine's "The Best of

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Editor's Choice," National Book Award for Fiction, National Book Critics Circle Awards for Fiction, Nobel Prize for Literature, PEN/Faulkner Award, Pulitzer Prizes for Fiction and Poetry.

X. Children's Literature Collection

A. In support of the Child and Family Studies and Literacy Programs, an effort will be made to purchase annually titles awarded the following prizes or distinctions: Newberry Award, Caldecott Medal, Coretta Scott King Awards, National Book Award for Young People's Literature, Young Reader's Choice Award.

XI. Video, DVD, and Audio CD Collections

A. The same collection development priorities and criteria that pertain to the book collection also apply to the adding and withdrawing of non-book materials from the Library collections. Within the confines of our policy and our budget, we try to honor faculty, staff, and student requests.

B. In addition to purchasing videos that support our curriculum, we also try to add Academy Award winners, foreign films, and films on the American Film Institute's list of America's 100 greatest movies.

C. The audio CD collection endeavors to support the music curriculum, as well as to be representative of various musical genres, periods, composers, world cultures, performing artists, and award winners.

XII. Gifts

A. Any gifts donated to the College Library become the property of the Centralia College Foundation, and as a rule, will not be returned to the donors. Desk copies of textbooks donated by instructors, or textbooks donated by students, are welcome as gifts. Any gifts that are not added to the collection will be disposed of in accordance with Washington State law.

XIII. Multiple Copies

A. The library will not obtain multiple copies of any title unless the title is expected to have extended heavy use by the library's primary users. If a request for multiple copies is received, the librarian will consider alternative possibilities, such as placing the title on reserve.

XIV. Lost, Missing, Damaged Materials

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A. These materials will not be replaced as a matter of course, but should be subjected to the criteria established for material selection.

XV. Textbooks

A. As a rule, the Library will not purchase textbooks. Exceptions may include noteworthy textbooks that provide an overview into a subject area or when the textbook is the best available resource dealing with a particular topic. In such cases, the title is not being considered as a textbook. The materials budget is not funded at a level that allows for the purchase of current course textbooks. The Library will place current course textbooks, provided by the instructor or the instructional department, on reserve if so requested.

XVI. Bibliographies

A. The library does not collect bibliographies. Exceptions to this rule might include acquiring a bibliography as a selection aid for collection development.

XVII. Books by CC Employees, Former Students, Community Members

A. In order to be eligible for purchase, materials written by Centralia College employees, former students, and community members must meet the collection development criteria enumerated above. If individuals wish to donate a copy of their publications to the library, and they fit the collection development criteria of either the general or archival collections, they will be added.