



College Hill Library Collection Development Policy

Introduction

Front Range Community College is the largest community college in Colorado. The Westminister Campus is located in the City of Westminister, a suburb north of Denver. Many students are beyond the 18 – 21 age bracket, some are returning to schools after long absences, and some already possess degrees. Westminister Campus draws from an increasingly diverse student demographic, as well as a high school population with accelerating dropout rates. Highly successful developmental and college readiness programs and partnerships sit side by side with opportunities to earn bachelor's degrees through partnerships with local colleges and universities.

College Hill Library is a joint venture between Front Range Community College and the Westminister Public Library. Both libraries' collections are housed in one facility on the college campus. Each library maintains its own separate collections, although they contribute to shared reference and periodical collections. Collections of both libraries are accessible through one catalog. Whenever possible, the libraries avoid unnecessary duplication of materials.

The Library supports the college curriculum by providing a core of introductory materials in the areas of study. Levels of collection intensity are either at a basic information level, which includes some core titles, or at a medium level, which includes most recognized standard resources and supplemental coverage as needed.

Area library collections are complementary to the College's collection. Local public library collections meet leisure reading needs. College and university collections fill in-depth and retrospective research needs. Because these facilities are accessible to Front Range Community College patrons, the Library does not attempt to duplicate collections.

Intellectual Freedom

The Library upholds the principles of the American Library Association's *Library Bill of Rights* and the *Freedom to Read Statement*. The Library strives to select materials representing all points of view on an issue. Library resources are provided for interest, information and enlightenment in support of the college's curriculum.

Requests for reconsideration of materials will be handled as follows:

1. The patron requesting reconsideration must complete a Request for Reconsideration of Library Materials form.

2. The Library Director will review the request in light of the criteria stipulated in the Collection Guidelines. The Director may seek advice from other experts.
3. The Director will provide a written response to the requestor.

Responsibility for Collection Development

It is the professional responsibility of the library staff to maintain a collection that fits the needs of the college. For this reason, the library staff bears primary responsibility for materials selection and weeding. Responsibility for collection development rests with the Library Director, the Collection Development Librarian, and library staff.

The library encourages faculty to participate in the collection development process, and relies on the faculty's subject expertise to assist in the building of strong subject / program support collections. When individual requests involve major expenditures, Library staff will review and evaluate for relevance and cost balance, and may consult with requesting faculty, or ask for a prioritized list, before processing such requests. The Library attempts to fill all faculty requests, giving priority to those requests specific to courses taught.

In addition to the recommendations of the Selection Committee and of faculty, suggestions from students, staff and administrators are welcomed. Recommendations originating from sources beyond the Library are weighed against the same criteria as those from the Selection Committee; therefore, submission of a request does not guarantee purchase.

Materials budget allocation

Library materials budget allocations are made by program area at the beginning of the fiscal year. Allocations are based on college goals, collection strengths and weaknesses, specific faculty requests, the current curriculum, program review/accreditation cycles, and new program development. Because budgeting is a planning activity, allocations are flexible and may change throughout the year.

Selection criteria

- Relevance to the college curriculum and/or students' research needs.
- Authority and reputation of author and publisher.
- Evaluation of title in recognized critical reviews and bibliographies.
- Demand.
- Date of publication.
- Level of treatment.
- Format, including indexing, binding and suitability for Library use.
- Price.
- Availability through Inter-Library loan and other resource sharing venues.
- Existing coverage in the collection.

Guidelines by format or source of resource

Textbooks

Textbooks are selected only when they provide the best coverage of a subject. The Library collection's purpose is to broaden the resources available, rather than to provide textbooks for students. Faculty may place personal copies on reserve in the Library for students' use.

Fiction

Literature that is considered of significant literary value or supports the literature curriculum will be collected and retained in the collection.

Popular fiction and children's materials are available to college patrons in the public Library's collections.

Reference

The Library will maintain a reference collection that is current, authoritative, and well balanced. Subject coverage is not limited to the college curriculum. Emphasis will be placed on expanded access to electronic materials, with a core collection of print materials.

Periodicals

The availability of online journals and periodicals through subscription databases greatly increases the number of titles available to Front Range students, as well as providing efficiencies in searching and access. Print titles will be added and maintained selectively according to specific program needs that are not met by available online titles.

Priority is given to student needs. Specialized titles for faculty or curriculum development should be purchased with departmental funds. New subscriptions are added annually to start in January of the upcoming year.

All print periodicals purchased with Library funds are housed in the Library without exception.

Electronic resources

In addition to the general selection criteria, the following criteria will be used in selecting online resources.

- Ease of installation
- Navigation/user interface
- Screen design
- Quality of text content
- Licensing requirements
- Hardware requirements
- Provisions for updating
- Expected use
- Price/relative cost in relation to the budget and other available materials
- Stability

Audio-visual

The selection committee does not actively select audio-visual materials (with the exception of materials meant to be an integral part of the reference collection), but rather will rely on input from faculty. The Library asks faculty to preview recommended materials before selection.

Formats selected must be the best for the intended use and be compatible with equipment and technology available in the Library.

Whenever possible, media that is closed-captioned will be chosen.

It is the responsibility of either the Online Learning Department or individual instructional departments to sponsor teleconferences. Similarly, the Library does not purchase production rights, downloading rights or like fees unless the event is selected as an addition to the collection for repeated-use instructional purposes.

United States copyright laws will be strictly followed. Materials will not be recorded from a television broadcast, cable transmission, or satellite feed without written permission from the producer. Materials will not be duplicated or converted from one format to another (e.g. slides to videocassette) without written permission from the producer. Materials may be used only for educational purposes within this institution or at not-for-profit educational events presented by institutional personnel. Illegal personal copies will not be broadcast from the Library, nor will they be added to the collection. Other situations may require written permission from the producer. Library staff will interpret the laws as other copyright issues arise. A correspondence file is maintained in the office of the collection development librarian.

Study guides and workbooks

Study guides and workbooks will not be selected as they are in formats that do not sustain repeated use.

Paperback vs. hardcover

Books will be selected in a format most appropriate to their projected use. Material in binders or notebooks will be avoided if possible because these formats deteriorate rapidly.

Duplicates/Multiple copies

Duplicate copies will not be purchased unless there is an extraordinary reason to do so.

Out-of-Print titles

Out-of-print materials are not acquired. The Library staff will make reasonable efforts to borrow such materials for student or faculty use through interlibrary loan.

Foreign language materials

The Library acquires foreign language materials to support the college's language study curriculum. Dictionaries, works of grammar and representative literature may be selected.

Replacements, repairs, binding

Simple repairs will be done in-house. Books may be rebound at a commercial bindery if damage is extensive and the content merits the expense. Lost materials are replaced if they meet the selection criteria and if they are available through usual ordering sources.

Gifts

All gifts to the Library are accepted with the stipulation that gifts become the Library's property. As such, materials may be discarded, sold through a book sale, or added to the collection.

Each donor will receive written acknowledgement that states the number of books donated. The Library cannot appraise books for tax purposes.

Reserves

Items are placed in the Reserve collection upon the request of faculty. Both Library and personal materials are accepted for Reserve. Photocopies of copyrighted materials provided to the Library by faculty members must comply with copyright law. It is the responsibility of the faculty member to request permission of the copyright holder to photocopy copyrighted materials.

Weeding

Weeding of all formats is done continuously with the recognition that weeding is an integral part of active Library collection management. Weeding helps keep the collection accurate, timely, relevant to current college programs and student needs, and within the mission and changing goals of the Library.

Weeding will follow guidelines provided by the American Library Association and other national and local Library authorities. General considerations include amount of use, last date of use, currency/relevancy, and physical condition.

These guidelines will be modified where necessary to match the needs, goals and mission of the Library and the college. The Library does not seek to maintain a comprehensive, research-level collection. Book selection criteria given above will be followed when weeding a subject area.

Withdrawn materials are sorted for discard or for the Library's book sale.

Book sale

The Library has an ongoing book sale of withdrawn materials and items that were donated but not added to the collection. Revenue from the sale is set aside for future book purchases.

Special collections

In general, special, separate collections within the Library will not be established or maintained. The Library catalogs and classifies materials in its collection with the goal of keeping materials on like subjects together.

Copyright

The Library complies with all provisions of the U.S. Copyright Law (17 U.S.C.) and its amendments.

Cooperation

The Library cooperates with the other Front Range Community College campuses in planning library collections and/or access to collections.

The Library maintains institutional memberships with the Colorado Library Consortium (CLiC) and the Colorado Association of Libraries (CAL).

The Library participates in reciprocal borrowing agreements with OCLC and the Colorado Library Card Project.

The Library is a member of the Online Computer Library Center (OCLC) and the Access Colorado Library and Information Network (ACLIN).