

Revised Aug 23, 2018

Cuyamaca College Library Collection Development Policy

Purpose

The library works with limited funds to serve the information needs of our college community with a comprehensive, relevant, balanced, accessible collection. As more and more students are expecting to do their research online, librarians must continually weigh the needs of those still requiring books, DVDs, and other hard copy materials with the requirements of those looking for a good virtual collection of commercial databases, ebooks, multimedia, and other electronic products. This policy, created in accordance with the library mission statement, establishes the guidelines for the evaluation and selection of resources that will support and augment the curriculum and instructional programs, promote scholarship, and enhance student life.

Mission Statement

Our mission is to assist students in developing the information literacy skills they need in order to complete their academic goals. The Cuyamaca College Library supports student learning by offering a strong library instruction program and a carefully selected collection of resources in a variety of information formats. We support the College Vision and Strategic 2016-2022 Strategic Plan: Acceleration, Guided Student Pathways, Student Validation & Engagement, and Organizational Health.

Responsibility for the Selection of Learning Resources

The Dean of Learning and Technology Resources has the overall responsibility for Library services, including collection development. Librarians are primarily responsible for the quality of the collection, though they are encouraged to share the selection process with other members of the college community. Teaching faculty, students, and other staff members are welcome to suggest additions to the collection, especially materials that are current and relevant to course offerings. To foster good communication between the librarians and the teaching faculty, each librarian has been assigned to a number of specific subject areas.

Selection Guidelines

The Cuyamaca College Library sees collection development as the planned purchase of materials in various formats to match the research needs of our college. Most materials selected for quality, depth, and currency are based on reference desk interactions, librarian experience with course assignments and student instruction, and collaboration with faculty. Though final decisions regarding additions to the collection remain with Faculty Librarians, the library strongly considers the needs of our faculty and students in determining collection development decisions. Finally, to keep pace with the ever-changing information landscape, the library seeks to build a regularly evaluated collection focused on currency, reliability, accuracy, and accessibility.

General Guidelines

- Curriculum support
- Probable need based on curriculum surveys, assignments, and current events
- Quality of content and scholarly worth
- Collection balance among subject areas
- Collection balance among information formats, including multimedia
- Collection balance among materials needed for face-to-face learning and online learning

Specific Guidelines

- Demand, frequency of requests
- Timeliness and lasting value
- Reputation of the author, producer, and/or publisher
- Presentation: style, clarity, reading level
- Creative considerations: literary merit, artistic quality, or social value
- Special features: useful index, bibliography, footnotes, illustrations, navigation scheme
- Physical and technical quality: paper, typography, physical size, durability, quality of the interface, and accessibility
- Collection balance among viewpoints
- Acceptability based on professional selection tools
- Relative cost in relation to the budget and other available materials
- Appropriateness of format

- Program accreditation requirements
- Unmarked, mold-free, odor-free

Special Circumstances

Copyright

The Cuyamaca College Library complies with the provisions of the U.S. Copyright Law (17 U.S.C.) and its amendments. The library supports the Fair Use section (17 U.S.C. 107) which protects people's rights to make certain uses of copyrighted works for the purposes of teaching, scholarship, and research.

Duplication

One copy of a specific edition in the circulating collection is considered sufficient, unless high demand is anticipated. If duplicates are available through gift sources, they may be added to the collection.

Gifts and Donations

The Cuyamaca College Library will accept gift materials with the understanding that items deemed not appropriate for the collection will be forwarded to the book sale. In addition, if adequate storage space and processing time are not available, gift materials may be declined. Donated items that are ultimately selected for the collection will be treated the same as purchased materials. Library personnel will not make appraisals of gift materials, though they will offer a letter of acknowledgement. All gifts become the property of Cuyamaca College.

Interlibrary Loan

The Cuyamaca Library will participate in mutually beneficial resource sharing agreements in order to expand the depth and breadth of the resources available to faculty, staff, and students. Interlibrary loan is not to be used as a substitute for materials considered essential for a community college library collection.

Out of Print

The library recognizes the need for some out-of-print purchases, primarily for the replacement of heavily used items, as the budget permits.

Professional Development

The library will respond to faculty requests for materials supporting professional development, as the budget permits.

Replacement: Lost/Damaged/Missing

A title that is no longer available will not be replaced automatically. Librarians will rely on the collection development policy to reassess the library's need for the item.

Standing Orders

Standing orders will be evaluated annually to determine whether the intervals and titles constitute an efficient use of the collection development budget.

De-selection Guidelines

To insure the best use of library space, as well as maintain a collection that is both current and relevant to the curriculum, librarians - working with their liaison faculty - will engage in an ongoing evaluation of materials in all formats. Materials deemed no longer appropriate to the collection will be removed.

Criteria:

- Obsolete materials/inaccurate data
- Information formats that require obsolete and/or unavailable equipment
- Superseded editions, unless there is historical value
- Incomplete sets or sets with out-of-date volumes
- Unnecessary additional copies of a given work
- Worn, badly marked, or severely damaged materials
- Lack of use, unless there is historical value
- Appropriateness and relevance to current curriculum
- Expense of continuing subscriptions
- Replacement by a comparable product

Information Formats

Atlases

Atlases will be collected selectively to support general reference and research needs, particularly for the departments of Geography and Geology.

Outdated atlases may be retained if they are of political or historic value or are out of print.

Audio Materials

Audio materials include music, language, and lecture recordings, and audio books. In general audio materials will not be collected, with the exception of specific faculty requests.

Book Collection

Clothbound editions are preferred over paperback. Paperback editions will be purchased when it is the only available format, the clothbound edition is significantly more expensive, or the useful life of the content is expected to be short.

Children's Books

Children's books will be selected to support the Child Development program and the Child Development Center. In addition, some titles will be purchased to enhance the ESL collection, as well as to fulfill specific faculty requests.

Databases

Databases will generally be selected through the CCL consortium or directly from vendors. Selection criteria include: support of the curriculum, replacement of previous print items, quality of the interface, accreditation requirements, faculty recommendations, and overall comprehensive coverage.

Electronic Books

The library collects ebooks from authoritative organizations affiliated with cataloging who have generated bibliographic records for their titles. As we move into the future, the library will continually reassess the need for ebooks because they save shelf space, circulation problems are minimized, and library users have 24/7 access. In addition, certain subjects are more desirable in electronic format, including areas that quickly become outdated, such as health and medicine.

Electronic Periodicals

Individual e-periodicals will not be collected at this time due to budgetary constraints.

Electronic Reference

E-reference will be chosen over print reference because library users have 24/7 online access. The library is committed to collecting electronic reference materials from authoritative organizations affiliated with cataloging who have generated a bibliographic record for the item. The library will make an exception on the bibliographic record requirement when there is already a print copy in the collection and the library is able to link to a credible website that contains the exact content.

Newspapers

The library will subscribe to an electronic database containing newspapers. Additional newspaper databases will be welcomed as the budget permits. Print newspapers will be acquired based on the curriculum, as well as general interest. Foreign language newspapers will be acquired as the budget permits.

Periodicals, Print

Selection

The library will subscribe to print periodicals if they are not available in the databases or they are contemporary, news sources, highly browsed, or graphical in nature. The library will also respond to faculty requests for print versions deemed necessary to support the curriculum, as the budget permits.

De-selection

Print periodical subscriptions may be cancelled as more titles become available via electronic means. A periodical may be considered for cancellation and weeding if it is not indexed in a database and there is no other justification for keeping the subscription and back issues.

Textbooks

The library does not purchase textbooks, as the high cost and frequent revisions make them a poor investment. However, instructors are encouraged to place textbooks on reserve. In addition, the library will accept textbooks as gifts.

Video Home System (VHS)

VHS is being phased out in favor of digital format. VHS format may be ordered upon faculty request if no other format is available, but it must be closed captioned.

Policy Review

This policy will be reviewed and updated as necessary in order to reflect the changing information landscape of Cuyamaca College and the library profession.