Northeast Lakeview College Library: Collection Development Policy

I. Introduction

The Library of Northeast Lakeview College directly supports the programs and mission of the college. This policy is based on the Mission statement of Northeast Lakeview College.

Northeast Lakeview College is a public community college within the system of the Alamo Colleges, established in partnership with its communities, that is focused on student success through the offering of Associate degrees and continuing education, promoting engagement in civic activities and organizations, and encouraging participation in cultural and enrichment programs.

This policy also supports the programs and objectives of the college by focusing on building access and ownership that support the Associate of Arts, the Associate of Science, and the Associate of Arts in Teaching degrees.

Because the Library must prioritize whether to acquire or provide access to library materials and information resources that support its mission, its programs, research objectives, and its cultural and enrichment programs, as well as make priority which resources should become part of the collection, selection guidelines will be applied to all materials added to the collection or made accessible through contract or license.

This policy is meant to be defined by the curricular needs of the colleges’ programs and to maximize resources of staff time, funding, and space. This policy acknowledges the value of participation in consortial and resource sharing agreements. As both the programming needs of Northeast Lakeview College and how information is delivered will change, this policy will be reviewed periodically to ensure excellence in our collections and in access to resources.

As an active partner in all educational programs of the college, the NLC Library has seven priorities related to collections development and materials access listed in Section IV.

II. Purpose

The purpose of this policy is to state clearly the principles and guidelines which govern the selection, acquisition, and licensing of library resources. Such a policy encourages consistency among those responsible for developing and maintaining a balanced collection and communicates these principles to faculty, staff, students and community users.
III. Standards & Principles

*The Standards for Libraries in Higher Education*, written by the Association of College & Research Libraries, serves as a guideline regarding collection development activities.

The principles set forth in the American Library Association’s *Bill of Rights* serve as a guiding principle in resource selection in that -

Resources selected enhance and support the College Mission and will be representative of varied points of view. Resources selected will include materials on controversial topics and materials with varied origins and backgrounds that represent a wide spectrum of cultural, ethnic, political, and religious themes.

IV. Collection & Access Priorities

The Library’s priority will be to purchase and provide access to materials that directly support the needs of NLC students and faculty at the appropriate degree and program levels with a wide variety of resources that span many disciplines. While the Library’s collections cannot meet extensive graduate level and personal research demands from faculty or community users, librarians can guide library users in need of these types of information sources in the methods of securing in-district and interlibrary loans, gaining access to TexShare Library collections through the TexShare Borrowing initiative, and electronic resources that may support these needs. This policy also recognizes the importance of providing resources that support the NLC staff in the performance of their job responsibilities. Priorities for these activities are listed below.

1. To select, acquire, and provide access to resources in a variety of formats that support and enhance NLC curriculum and programs by providing access to collections that are balanced, supportive, and authoritative and that promote information literacy
2. To supplement course materials and to support NLC students and faculty in distance learning and hybrid environments
3. To encourage classroom faculty participation in collection development
4. To support instruction and learning by acquiring materials and providing access to resources that support professional development by focusing on issues and trends in instruction and higher education
5. To facilitate faculty research keeping in mind resource limits and service priorities
6. To determine the best use of library space and the value of resources
7. To select, acquire, and provide access to resources that encourage the general pursuit of knowledge and lifelong learning

V. Policy Coverage

I. Printed materials – books, journals, documents, periodicals
II. Electronic materials – aggregator databases, e-journals, e-books, etc.
III. Media – DVDS, CDs, Streaming Content, Aggregated Media sources
IV. Emerging information delivery technologies
V. Online Resources and tools used to manage organization and access of library resources
VI. Access to information including document delivery and resource sharing

VI. Guidelines for Materials and Resource Selection

Criteria for selection includes both acquisition and access.

1. Importance of material to curricular support
2. Authoritativeness/Reputation of resource, author, organization, publisher
3. Strength of holdings and resources that are accessible in the same or similar subject areas.
4. Timeliness of resource
5. Permanence and presentation of resource
6. Potential use and need for material by NLC students and faculty. (Includes the consideration of the potential number of users for a certain resource or the lack of support for a specific program)
6. Availability of funds and item expense
7. Appropriateness of treatment for college use
8. Currency of information
9. Suitability of format to content
10. Need for collection to be balanced and unbiased
11. Inclusion of title in standard indexing/bibliographic tools, aggregated databases, and search engines to better indicate usage and accessibility and discoverability

VII. Additional Selection Guidelines and Priorities

1. Materials purchased with Library funds will be considered Library resources and will reside in the Library and will circulate on a temporary basis unless designated as an in-house resource
2. Because textbooks adopted for class change frequently and can take up a disproportionate share of the library resources budget, they will (as a rule) not be purchased with library funding. The Library will concentrate on purchasing materials that supplement direct instruction materials. Faculty may provide a copy of adopted textbooks for the library to place on temporary course reserve.
3. Duplicates will be purchased in the case of unusually heavy demand or to meet the needs of any future off-campus classes.
4. In cases where the cost of a material is high and demand low, the holdings of the other Alamo Community College District libraries will be one consideration in the decision to acquire or license requests.
5. Foreign language materials that directly support the Northeast Lakeview College curriculum will be part of the collection. Foreign language dictionaries will be collected in multiple languages. Reference and research materials will be collected primarily in English.
6. Faculty are encouraged to be active partners in collection development for their discipline areas.

VIII. Selection Instruments

Selection instruments may include board guided review journals, professional association review web sites, academic and professional discipline journals, publisher and vendor catalogs, etc. Examples of selection instruments are listed below.

1. Choice
2. College & Research Libraries
3. Library Journal
6. American Reference Books Annual
7. Books for College Libraries
8. Professional discipline web sites
9. Vendor promotional materials that support NLC focused courses and programs

IX. Procedures & Responsibilities for Collection Development

Ultimate responsibility for the development and maintenance of the Library’s collections resides with the library administrator. The administrator of the library will seek participation and suggestions of NLC Classroom Faculty and Librarians, Students, and Administrators. The quality of the collection depends largely on the involvement of teaching faculty, not only in their selection activities, but also in their participation in the deselection of materials from their areas of expertise. Faculty input is integral to this process and ensures that collections are balanced and reasonably support all college courses and programs. The library administrator will be responsible for maintaining a collaborative approach to collection development. Faculty adjuncts and staff are encouraged to make acquisition suggestions through their Division Chairs, directly through a librarian faculty liaison, directly to the library administrator, or through the suggestion box. Students use e-mail, direct requests to librarians, and suggestion boxes to make collection requests and suggestions.

Requests from students, staff, and community are welcomed and will be considered within the established guidelines and priorities of this policy.

Library Advisory Committee members or Division Chairs are asked to act as departmental liaisons in collection development matters. Faculty will be asked to prioritize high cost items. Because this definition for “high cost” changes, Division Chairs and the Library Advisory Committee will be provided with current benchmarks and priority definitions. Multiple items submitted may need to be ranked in order of importance. Faculty librarians work with students and faculty in meeting information needs and will also participate in collection development as liaisons to specific divisions/departments.
Faculty requests may be submitted by e-mail, text, phone, or marked on publication flyers or selection slips and then sent to the library administrator. More information on collection suggestions can be found on the FOR FACULTY LibGuide.

X. Desiderata File

An active Desiderata File will be maintained to capture unusually expensive requests, resource requests that do not fully meet selection criteria or requests that may be considered of secondary importance. Desiderata File requests will be considered if additional monies are available at fiscal year end. These types of requests might be for duplicate materials, for materials in subject areas that are well covered, for resources that are “high cost” and low demand, for materials that are well beyond a freshman / sophomore level focus, etc. The library administrator or the librarian liaison will notify the original requestor if a request is placed in the Desiderata File and seek additional information regarding the request. Requests placed in the Desiderata File will be reviewed in April or May.

XI. Fiction / General Community Interest

Because of the stated priorities, popular fiction and best selling non-fiction are not considered to be a priority for collection unless they support college curricular needs. Special consideration will be given to local history and information as well as local/Texas authors. NLC users will be referred to local public library collections and partner TexShare libraries that concentrate on popular and best selling fiction. Works with literary merit will be collected.

XII. Children’s Literature

Because of stated priorities, children’s literature will be collected on a limited basis. Newbery, Caldecott, and Texas Bluebonnet Award Books will be collected. Students in education and children’s literature courses will be referred to our local public library partners and be provided information about TexShare borrowing access.

XIII. Gifts and Donations

Gifts can add much value to a library collection but because of staff time in processing gifts and space in housing gifts, the NLC Library guidelines for accepting gifts and donations are based on the policies of the Alamo Community College District with foremost consideration being given to collection need and use of resources as stated in this policy. Donation forms are available from library staff.

XIV. Nonprint Material

Selection and deselection criteria will apply to all library resources regardless of format.
Suitability of format, including storage and longevity of format, will be considered in selection.

XV. Periodicals, Standing Orders, Electronic Databases

Because these types of resources represent an ongoing commitment of Library funds and are usually not stable in their cost, budgeting and selection of these resources differs somewhat from procedures for one-time purchases. The addition of ongoing expense items will usually entail the addition or expansion of a new program that requires core support. Where possible, the best value of any resource will be pursued regardless of format. An example would be to select a database that may have multiple full-text titles available in support of a program in lieu of purchasing a single print subscription. Procedures for monitoring these expenses include the library administrator’s annual review of the periodical renewal list from our major vendor. Licenses titles that are questionable for renewal will be submitted to library liaisons and department coordinators. Along with publication information, discipline coordinators will be given usage numbers, pricing information, cost increase information, availability of title in other formats, and access information such as the inclusion of title in student accessible online and reference tools. NLC faculty and students have indicated the desire for immediate and electronic access to periodical and journal publications. This trend, being a national trend, was considered when making decisions about establishing the periodical collection as a browsing collection.

Some or all of the following criteria will be used in evaluating the addition of continuing expense items or the cancellations of such items:

1. Support of academic curriculum
2. Strength of existing collection
3. Current usage of specific title and titles in discipline
4. Indexing and full-text availability in TexShare and NLC licensed resources
5. Projected future use and need
6. Cost, trends in cost escalation, and projected availability of funds
7. Reputation of resource and publisher or producer.
8. Number of requests for recent issues through interlibrary loan.

XVII. Requests for Reconsideration / Intellectual Freedom Statement

The Northeast Lakeview College Library supports the American Library Association’s Library Bill of Rights. The Library attempts to purchase materials that represent differing opinions on controversial matters. Selection is made without partisanship regarding matters of gender, race, sexual orientation, religion, or moral philosophy. These differences will be recognized in impartial collection practices. Patrons who wish to challenge a material’s inclusion in the collection will be asked to fill out a “Request for Reconsideration” form. The form must be signed and dated by both the requestor and the librarian on duty. Completed forms will be forwarded to the library administrator.
XVI. Weeding / Deselection of Materials

Discipline coordinators will be contacted about any major weeding projects and librarian liaisons will work with division chairs in establishing procedures for review. NLC faculty will be given an opportunity to review materials that are being deselected as part of a major weeding project unless materials are being withdrawn for physical reasons or because they have become dated in their information or are being replaced with a newer edition.