

Collection Development Policies

I. Purpose

The purpose of this Collection Development Policy is to guide the LBWCC Libraries/Learning Resource Center in assuring quality and relevance in the acquisition and retention of materials in a collection designed to support the mission of Lurleen B. Wallace Community College. The policy is intended to assist the librarians in the selection of learning resource materials that support the career-oriented associate degrees, certificates, and university transfer associate degrees and courses. The collection secondarily supports other academic and community programs and provides academic LBWCC Libraries/Learning Resource Center service to the residents of Butler, Covington, and Crenshaw counties.

Distance Learning: The LBWCC Libraries/Learning Resource Centers support distance learning programs principally through the development of the main collections, providing electronic access to it, and supplying materials from it to the students enrolled in the distance learning programs. Interlibrary loan procedures are also used to obtain the materials for the students. In addition the Alabama Virtual Library provides an abundant number of reliable periodical sources for the distance education student.

Resources Sharing Agreement: The LBWCC Libraries/Learning Resource Centers participate in SOLINET (Southeastern Library Network) and SOLINE (Southeastern Library Information Network) resource sharing arrangements. For terms of membership see the SOLINET web pages:

http://www.solinet.net/oclc_services/oclc_tmpl.cfm?doc_id=266 These arrangements provide access to additional materials through interlibrary loan.

II. Responsibility for Selection

The ultimate responsibility for selection of materials lies with the Library Administrators and the staffs of the LBWCC Libraries/Learning Resource Centers. It is a professional responsibility of the faculty to make recommendations in their respective disciplines and to incorporate LBWCC Libraries/Learning Resource Center materials into course development. Full-time and part-time instructors may make recommendations. All faculty-initiated recommendations will be evaluated by the selection criteria. Students are also encouraged to make recommendations for the purchase of materials.

III. Intellectual Freedom

It is the responsibility of the librarian and other selectors to insure that all points of view relevant to the College mission are represented in the collection. The LBWCC Libraries/Learning Resource Centers endorse the American Library Association Library Bill of Rights (see Bill of Rights section of this manual).

Patrons with a complaint about an item in the collection should be referred to the LBWCC Libraries/Learning Resource Center Administrator who will ask them to submit their concerns in writing. A committee made up of librarians and faculty members will review the complaint and the material in question, and make a recommendation to retain or withdraw the item. The complaint will receive a written response.

IV Acquisitions Priorities

1. Curriculum and assignment related materials requested by the instructors and librarians
2. Basic reference works.
3. Outstanding works in fields of study related to college curriculum

1. Major professional enrichment materials specific to the college and/or community college environment
2. Materials offering support for programs undergoing program reviews
3. Materials offering support for new programs
4. Works needed as replacement for lost, stolen, missing or damaged material on a case-by-case basis
5. Outstanding books in fields not covered by the present curriculum but highly recommended for college libraries.

V. Procedures

The requester should initial and date each request. An original or photocopy of blurbs from company catalogs, reviews from journals or newspapers, a bibliography, or a hand written request with author, title, publisher, and publication date may be submitted to the LBWCC Libraries/Learning Resource Center staff for consideration. Please indicate highest priority items when submitting lists.

General Criteria for Selection

1. Relevance to the curriculum
2. Demand
3. Appropriateness for lower-division college use
4. Up-to-date knowledge of the subject
5. Quality of content
6. Balance of presentation; appropriate contrasting viewpoints
7. Price of material
8. Material in the English language

Special Criteria by Format

- Books are generally purchased in paper format unless they are more than 250 pages in length. Hardbound books may be purchased if specified by the instructor, or if the LBWCC Libraries/Learning Resource Center staff deems it a heavy-use subject. Paperbacks are covered with heavy plastic covers to protect and preserve them through heavy use. Duplicate copies of a title are purchased only if heavy and continued use can be shown. Popular fiction or non-fiction is purchased if recommended for college libraries and if it is expected to have longevity in the collection.

Textbooks as a general rule are not added to the collection. Exceptions could be made when the textbook provides a current, balanced overview of a topic. Instructors are welcome to place copies of textbooks used in College courses on reserve temporarily at the circulation desk. Textbooks can be a valuable resource for reference purposes in that topics and assignments are available when a student is unable to explain an assignment. Also, reference lists and recommended readings list can be used for collection development purposes.

- Periodicals –The LBWCC Libraries/Learning Resource Center gives priority to relevant titles which support the curricula of the College and are indexed in services to which the LBWCC Libraries/Learning Resource Center subscribes. If a title is available in the Alabama Virtual Library, the LBWCC Libraries/Learning Resource Center will look at longevity, embargoing and other factors related to the title in making the decision to start a subscription. The financial resources of the LBWCC Libraries/Learning Resource Center, availability of titles elsewhere in the geographic area, and the availability of titles in electronic format in the LBWCC Libraries/Learning Resource Center are considerations. Periodicals to promote reading for pleasure are also selected on a limited basis.

- Microforms – Microfilm and microfiche are no longer purchased by the LBWCC Libraries/Learning Resource Center at this time. If an article is needed from a periodical that the LBWCC Libraries/Learning Resource Center does not carry or is not available through the AVL, an interlibrary loan request is initiated by the LBWCC Libraries/Learning Resource Center for the patron.
- Electronic databases – The Alabama Virtual Library provides more than 50 databases. Electronic full-text databases that are cross disciplinary are preferred to subject specific databases. Links to Internet/ WWW sources are included on the LBWCC Libraries/Learning Resource Center’s internal web-page, along with links to recommended websites and information sources.
- Newspapers – Newspapers are available electronically from Newspaper Source in the Alabama Virtual Library. Newspapers are acquired on a very selective basis. Emphasis is placed on regional, state and major U. S. newspapers. A title list is available on the LBWCC Libraries/Learning Resource Centers’ web page.
<http://www.lbwcc.edu/library>

Criteria for selection: Audiovisual materials constitute a vital part of the collection. Formats may include on-line services, video, audio, posters, maps. The choice of these materials is based upon the fact that they are utilized in their own right and not as a substitute for printed materials.

Usefulness to the curriculum.

Accuracy.

Level of treatment.

Technical quality.

Availability.

Cost.

Demand.

Authority.

Reputation of the producer.

VI. Gifts

The Library encourages gifts of useful materials or of money to purchase them. Materials offered as gifts will be evaluated in accordance with the following criteria:

1. The LBWCC Libraries/Learning Resource Center will evaluate publications received as gifts by the same standards as apply to new materials being selected for purchase.
2. The LBWCC Libraries/Learning Resource Center has the right to retain or dispose of any gift materials at the discretion of the Library administration. Donors will be made aware of this provision.
3. The LBWCC Libraries/Learning Resource Center will normally not accept added copies of materials already in the collection, unless the added copy is judged to be of significant value or an item that is in high demand.
4. The LBWCC Libraries/Learning Resource Center, in accordance with IRS guidelines, does not appraise gift materials; that is the responsibility of the donor. Letters of acknowledgment are sent to the donors and copies are kept in the LBWCC Libraries/Learning Resource Center files.
5. The LBWCC Libraries/Learning Resource Center, without serious consideration, will not accept gift material that will need to be kept up-to-date.
6. The LBWCC Libraries/Learning Resource Center will offer other libraries and institutions gift books that are not retained in the collection.

VII. Deselection

Discarding or deselecting of materials is an integral part of collection development. Obsolete and damaged materials are removed on a continuing basis.

Deselection Criteria

1. Material with outdated or inaccurate information
2. Material damaged beyond repair
3. Copies of multiple, seldom-used titles
4. Materials for juveniles or too advanced
5. Editions superseded by newer dates
6. Material with no value to the overall collection

Generally, books in subject areas that change quickly (computers, medicine, technologies, science) will be weeded more rapidly than books in subjects such as history, philosophy, and literature. Even in the technologies, histories or biographies in the field will generally be kept.

Faculty in the subject area should be asked to review items that have been pulled for deselection. If an item is selected for deselection and someone else thinks the item should be retained, the LBWCC Libraries/Learning Resource Center will keep the item. The ultimate responsibility of deselection rests with the LBWCC Libraries/Learning Resource Center administration.

➤ DO WEED:

- Duplicates that are not needed
- Older editions of books when newer editions exist
- Books with outdated or incorrect information
- Books that are in poor physical condition
- Books with little or no circulation that do not fall in the “don’t weed” category

➤ **DON'T WEED**

- Books in the Books for College Libraries and similar publications (“BCL” is on the inside of the book). Not all books have been checked against BCL, so it is always a good idea to look there before withdrawing. In the technologies BCL may be less useful since it was published in 1989 but it is a valuable list for the humanities.
- Books that are classics
- Works of literature in general
- Collections of stories, plays, folklore, etc.
- Seminal works in a field; for example, Maslow’s books on motivation were written in the 1970s but are still referred to today
- Histories of a subject in general, such as women in the medieval world, the family in history, ancient sports, history of economic thought, history of American medicine, etc.
- Biographies in general, especially if it is the only one on an individual
- Books on topics for which the LBWCC Libraries/Learning Resource Center has a documented demand
- Books that are the only material on a topic
- Books for historical research that will not go out of date, such as weapons of the nineteenth century or advertising art
- Books that were gifts or memorials (gift plates are in the front)
- Books by Alabama / Southern authors
- Books related to local history

VIII Replacements

Materials that are missing, damaged, or lost will not be replaced automatically.

Replacement is dependent upon the following criteria:

- Recommendation by the LBWCC Libraries/Learning Resource Center staff or faculty
- Availability of duplicate
- Budget