



## **Collection Development Policy** **Library Programs and Services**

### ***Mission***

The mission of the AVC Library is to provide information services and instruction to support the mission of the college in meeting educational, cultural, lifelong learning and vocational programs.

### ***Responsibilities***

A library's collection, in many respects, is a reflection of an institution's academic goals and priorities. It seeks to support the existing curriculum and instructional programs, while serving as a catalyst for life-long learning and research.

It is incumbent upon the collection development librarian(s), whether individual or committee, to then consider wisely, weighing the needs of the institution, the library, the faculty, and the students. The librarian(s) must also be mindful of the existing policies and current academic year budget which may determine which print and electronic resources to acquire or maintain.

The collection should sustain a balance of general and academic titles that allow competent coverage, access to a variety of learning and educational levels, balanced viewpoints, and include representation of the cultural demographics of the college and community.

Faculty, student, and other contributions by those in the college community should also be considered. Collection development librarians will foster or continue to develop partnerships with the corresponding faculty of each academic and vocational discipline to ensure that the collection will support current and future curriculum needs, reflect the most relevant advances in that field, and promote library resources.

The library is committed to the principles of intellectual freedom and growth as articulated in the American Library Association's *Bill of Rights* (<http://www.ala.org/ala/aboutala/offices/oif/statementspols/statementsif/librarybillrights.cfm>). The collection development librarian(s) will select materials that reflect the racial, ethnic, and linguistic diversity of the college community. No materials should be excluded from the collection on the basis of political, religious, or moral viewpoint or opinion. Objections to any materials in the collection should be made in writing to the Dean.

## **Selection Criteria**

The following is the criteria used for collection development consideration:

### **1. Scope and Coverage**

The print, electronic, and AV materials should support the current instructional curriculum and provide adequate resources for academic and personal research for the faculty and students. The collection should maintain a balance of general and academic titles that allow competent coverage, access to a variety of learning and educational levels, balanced viewpoints, and include representation of the cultural demographics of the college community. Priority for selection is given to those materials that directly support the course work of students in the areas of degrees. Additionally, faculty members of the various disciplines should be invited to be part of the collection's selection and evaluation.

### **2. Currency of Resource**

The need to stay current is an important aspect of the collection ability to support the college's curriculum. Timeliness represents an awareness of the need to continually be evaluating the collection to ensure its academic integrity. Replacement of older materials, now out of date or irrelevant, is also a necessary consideration.

### **3. Authority or Credibility**

Selected materials, designated for curriculum support and academic research, should be evaluated on their substantive merit. Source, author, publishers, content, and peer and scholarly reviews are considered. The reputation and expertise of the author(s) and publishers are important to the credibility of the collection.

### **4. Format**

At this time print materials have been the bulk of the collecting formats. Size, binding, technological requirements, for example, are considered. In the future, E-Books may be a viable option and compliment to the existing print collection as costs, access, and even physical space within the library becomes a question.

### **5. De-selection or Weeding**

As materials and resources become outdated they are removed or re-classified to other parts of the collection, e.g. a reference item, which has been replaced due to currency, may be relocated to the main/browsing collection. Weeding is an integral task of collection development and should be conducted on a regular basis. Items may be removed from the collection if they:

- contain inaccurate or obsolete information,
- are part of incomplete sets or discontinued series,
- infrequently used or circulated,
- no longer appropriate due to changes in the collection or collection development policy,
- do not meet the purpose of the library's objective.
- are in poor physical condition,
- are duplicate copies of seldom-used titles, and
- have been replaced by subsequent editions.

## 6. Electronic Resources and Periodical Databases

Databases that fall within the scope of the collection and meet the specific collection guidelines should be included in the collection when possible.

Databases should

- a. Comprise content that meets the scope of the AVC collection and its purpose.
- b. Require minimal training of staff and students.
- c. Contain current information.
- d. Provide use statistics.
- e. License for remote access by multiple users.

### **Selection Sources**

The collection development librarians should seek critical reviews and evaluations from a variety of sources. These resources should provide reputable and unbiased reviews of current materials under consideration for inclusion in the collection. As stated previously, collection development librarians should work in earnest to foster or continue to develop partnerships with the corresponding faculty of each academic and vocational discipline to ensure that the collection will support current and future curriculum needs and reflects the most relevant advances in that field.

### **Collection Development Tools**

The following tools have been utilized, but not limited to, in the collection development process including selection, evaluation, updating, weeding, and purchasing:

1. *Recommended Reference Books for Small and Medium-Sized Libraries and Media Centers* 2007 Ed. Libraries Unlimited: Westport CT.
2. *The New York Review of Books*
3. *Publishers Weekly*
4. *Library Journal*
5. *American Libraries*
6. *Booklist* ([www.booklistonline.com](http://www.booklistonline.com))
7. Collection Development Tools and Resources – UT at Austin  
<http://www.lib.utexas.edu/admin/cird/tools/tools.html>
8. Core Collection Reference  
<http://www.tsl.state.tx.us/ld/pubs/corereference/internal/che.html>
9. *Books in Print* <http://www.booksinprint.com/bip/>
10. Faculty and Librarian Recommendations and Requests

***Donated Materials***

The library will accept donations in accordance with the AVC Foundation Donation guidelines as follows:

- All materials donated to the Library become the property of Antelope Valley College.
- The Library may choose to keep or discard donated materials according to its collection development policies.
- The Library will not return materials it cannot use to the Donor.
- The Foundation will furnish the Donor with a letter describing the donation for income tax purposes.

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