

# CSN College Library Services Collection Development Policy

*Approved by Access & Technical Services Team 5.17.07*

## **I. Purpose**

This policy is designed to guide the systematic development and management of the College of Southern Nevada Libraries' collection of print, audiovisual, and electronic materials. Rising costs, increases in publishing output, and increasing demand for information in a wide variety of formats require careful materials selection based on an understanding of the mission of the Library and the College. The collection must be systematically shaped and developed in order to make the best use of our financial resources. Our objective is to serve both traditional and distance education students and faculty by supplying integrated access to collections of materials in all appropriate formats in the most cost-effective manner. While the CCSN librarians work closely with faculty to identify material requirements for the courses in the curriculum, ultimate responsibility for the overall quality and balance of the collection rests with the library faculty.

### **A. College Mission Statement**

The mission of the College of Southern Nevada is to implement the NSHE mission by identifying the needs of the diverse population of Southern Nevada and providing educational and support services to meet those needs in the areas of general education, transfer preparation, vocational education, basic skills development, adult education and community service. In meeting the needs of the community it serves, the College provides student-centered services that recognize the uniqueness of the individual, demonstrate excellence, utilize up-to-date facilities, emphasize comprehensive uses of technology, and rely upon the collaborative efforts of the College, the students and the community.

### **B. Library Mission Statement**

We enable students to think critically and learn independently. Working in partnership with other faculty, we introduce students to a carefully selected and diverse array of the highest quality and most current print, audiovisual and electronic resources necessary for students to succeed. With an eye toward enriching the lives of Nevada's diverse students and faculty, we foster curiosity, provide stimulating spaces for individual and collaborative group learning, provide excellent customer service through a well-trained, knowledgeable and courteous staff, and lead the college in identification and management of innovative information resources. Our goals are to:

- Teach information literacy including research strategies to our diverse students as a foundation for continuing growth through their careers.
- Support academic excellence by the acquisition, organization, maintenance, and presentation of resources in multiple formats necessary for current and anticipated instructional programs.
- Implement innovative technological solutions to meet the information needs of students and faculty.
- Integrate cultural diversity in our programs, collections and staff.
- Support innovation, creativity, and flexibility in the Library and the College.
- Promote individual and collaborative learning by providing spaces in which individuals and groups can study, reflect, and be creative in a rich, dynamic and welcoming environment.
- Honor the past and create the future while supporting intellectual freedom.

### **C. Intellectual Freedom**

As an institution of higher education which encourages the contemplation of many different issues, the Library will have materials that express a variety of views and opinions on various topics. Some individuals or groups may find some materials incorrect or offensive. The acquisition or use of any item does not imply approval or endorsement of the content. Library users with concerns about an item in the collection should submit their concerns in writing. The librarians will review the submission and make a decision regarding the challenged material.

The College of Southern Nevada Libraries supports the following policy statements by the American Library Association:

Library Bill of Rights

<http://www.ala.org/ala/oif/statementspols/statementsif/librarybillrights.htm>

Freedom to Read Statement

<http://www.ala.org/ala/oif/statementspols/ftstatement/freedomreadstatement.htm>

Intellectual Freedom

<http://www.ala.org/ala/oif/basics/Default2272.htm>

Freedom to View Statement

<http://www.ala.org/ala/oif/statementspols/ftvstatement/freedomviewstatement.htm>

### **D. Copyright Compliance**

The library complies with the Copyright Law of the United States. Library services including reserve materials procedures, interlibrary loan (document delivery), photocopying, and acquisition procedures must comply with the Copyright Law of the United States (Title 17, U.S. Code). Any person using library equipment or resources is liable for any infringement.

## **II. Budget Allocation**

The CSN Department of Library Services receives its primary budget allocation for materials from the Nevada State Legislature, with additional annual funding provided by the College administration. The Library maintains sole responsibility in managing the discretionary materials budget. The curricular needs of the College as a whole, as well as individual campuses, will determine the budget allocation within the Department for the academic year. The dynamic nature of the College and its programs, as well as the way information is accessed, dictates an allocation process that is highly responsive and flexible. Funding needs for specific departments/subject areas on each campus will be determined by the librarians assigned to each respective campus working in consultation with teaching faculty and program coordinators.

## **III. Responsibility for Collection Development**

CSN librarians have the ultimate responsibility for establishing quality, balanced collections with appropriate depth to support the curricular needs on their respective campuses. Librarians work in close consultation with teaching faculty and program coordinators to ensure that the College's curricular needs are met. Input from students, staff, and other stakeholders is also considered when making collection development decisions. Utilizing a "Library Materials Request" link on the library web page, submitting electronic requests for materials via Gobi Alerts emailed to key faculty, in addition to regular campus faculty mailings, email, and other means, will help maximize input from all concerned parties.

#### IV. General Selection Criteria

The primary goal in establishing library collections is to support the unique curricular and program needs at each CSN campus. Supporting curricular and program needs at the various CSN High Technology Centers and rural locations, as well as distance education programs, is also considered when making collection decisions. Accordingly, materials at each campus library are selected based on the following criteria:

- Relevance to the curriculum
- Contribution to the breadth and depth of the collection
- Recommendation in standard review media
- Faculty recommendation
- Student recommendation
- Currency of information
- Authoritativeness and accuracy
- Accessibility/format
- Value/cost
- Physical space requirements
- Ongoing/annual costs

##### A. Types of Resources

**Audiovisual Material:** Video recordings, audio recordings, and DVDs will be considered for purchase in accordance with the stated general selection criteria. Additional selection criteria may include:

- VHS vs. DVD: For reasons of durability, space considerations, and overall quality, DVD is the preferred format when a choice is available for a given title.
- Compact Discs (musical recording): Typically, music CDs are not collected by the library. Faculty may request music CDs to support specific courses (for example, History of Rock and Roll and Music Appreciation). As such, music CDs will be placed on reserve and not become part of the circulating collection.

**Books:** Priority will be given to purchasing new or current titles as they become available, with equal attention given to developing both the circulating collection and the reference collection. Retrospective titles considered important for a given subject or discipline will be acquired as needed. In addition to the general selection criteria, the following factors will be considered when selecting books:

- Hardbound vs. Paperback: For reasons of durability, hardbound editions are preferred over paperback editions when a choice exists.
- Textbooks: Textbooks may be purchased in certain disciplines when required to meet the needs of accreditation. In other cases textbooks may be purchased if a student and/or faculty need for print sources arises which cannot be adequately met with non-textbook materials. The final decision rests with the bibliographer for the campus and discipline for which the textbook is being requested.
- Electronic Books: To better serve distance education courses, the college's satellite facilities, and for convenience of access, the library will collect electronic books.
- Language: English will be the primary language selected. Materials in other languages will be considered to support curricular needs (international language program, ESL, etc.)

- Standing Orders: Annual publications (i.e. almanacs) and essential series (i.e. *Short Stories for Students*) may be placed on standing order.

**Databases:** While establishing core print collections to support the curriculum is important, it is equally vital that electronic, web based resources are developed to the same extent. The following criteria will be used when considering electronic media:

- Accuracy and comprehensiveness
- Currency of information – update frequency
- Quality of the user interface – including ease of use
- Value-to-cost ratio – including anticipated demand
- Licensing or contract requirements/restrictions
- Vendor technical support
- Ability to provide remote access
- Duplication of existing resources – both print and electronic

**Periodicals** (including newspapers): Given budgetary constraints, requests to establish new periodical subscriptions will be carefully scrutinized. In addition to the general selection criteria, the following factors will be considered when selecting periodicals:

- Full text is not available from existing database subscription
- Indexing is available from existing database subscription
- Availability from other System libraries (UNLV, NSC, etc.)
- Unique content not readily available in electronic databases (i.e. images)
- Demand – Interlibrary Loan (document delivery) statistics

**Microform:** Only back files of periodicals will be considered for selection in microform in an effort to save space. The microform collection will be centralized with the Interlibrary Loan department.

## V. Collection Maintenance

Weeding, preservation, and subscription cancellations will be an integral part of collection maintenance and will be done on a regular basis.

### A. Withdrawal of Library Materials

Withdrawal of titles will be based on the following criteria:

- Superseded editions not containing unique information, data, or providing a historical reference in the most current edition.
- Titles unused within a reasonable time period (five years) based upon subject and scope of the work except for such items considered classics or standard editions.
- Duplicate titles, unless a demand exists for multiple copies of a work.
- Items that contain outdated or factually incorrect information.
- Items in poor condition that are beyond reasonable preservation efforts (based on student needs and availability, replacement titles may be ordered)
- Relevance of the item to the college's current curriculum.
- Inappropriate level of treatment (i.e., too difficult, too easy).

### B. Cancellation of Databases

The following criteria will be considered when canceling databases:

- The currency or reliability of the resource's information has lost its value.
- Another database or resource offers better or more comprehensive coverage.
- No longer supports current CSN curriculum.
- Cost of subscription.

### **C. Cancellation of Periodical Subscriptions**

The following criteria will be considered when canceling periodical subscriptions:

- No longer supports current CSN curriculum.
- Available electronically through our subscription databases.
- Has a much higher than average subscription cost for equivalent titles in the subject specialty.
- Inappropriate level for community college curricula.

### **D. Guidelines for Discarding Periodicals**

The following guidelines will be considered when discarding periodicals:

- Duplicate copies.
- Incomplete or short runs of titles, especially those no longer being received.
- Titles that contain information that is not useful long-term.
- Titles that have automatic discard patterns such as "Library retains current five years."
- Issues that are replaced by microform.

### **E. Collection Assessment**

The goal of collection assessment is to evaluate the appropriateness of the library collection and to document the progress of a collection-building program. At least every three years the library will do an analysis to evaluate the collection according to established procedure.