Purpose

This policy is designed to guide the systematic development and management of the College of Southern Nevada Library collection. The collection must support the current CSN curriculum with our primary goal to provide materials for student use while making 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.

A. 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 Library 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/ftrstatement/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

B. 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.

C. Responsibility for Collection Development

Working under the guidance of the technical services/acquisitions librarian, CSN librarians have the responsibility for establishing quality, balanced collections with appropriate depth to support the current 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, faculty, and staff is also considered when making collection development decisions. Utilizing a “Suggest a Purchase” 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.

Under the supervision of the Library Director, the technical services/acquisitions librarian is responsible for administering the acquisitions budget. Selectors make every effort to provide materials to support the curriculum at the same time considering:

- cost of materials in relation to the budget
- cost of purchasing, cataloging, and maintaining materials relative to benefit
- allocation assigned to your campus (staying within budget)
- adherence to business/financial office procedures for purchasing using state/non-state funds
- justification of purchases to administration and/or those outside the library

D. General Selection Criteria

The primary goal in establishing library collections is to support the unique curricular and program needs at each CSN campus.

In accordance with the NSHE Library Task Force Report and in keeping with overall library trends, electronic is the preferred format. Electronic formats minimize replacement costs due to theft, minimize the need for duplicate copies for each of our 3 campuses, and allow 24-hour access on or off campus for both traditional and distance education students.

Collecting will be performed on a Level 1 or Level 2 basis.

Level 1: Collecting materials to support the CSN basic curriculum at the introductory, explanatory, or survey course level across the campuses. The primary focus of the materials selection is student use. Generally, a single copy of a title is sufficient. Items aimed at the theoretical or research aspects of these subjects are usually beyond the scope of the curricula and, as such, are not suitable for purchase.

Level 2: Collecting materials to support the CSN special programs and 4-year degree programs generally housed at specific campuses. Materials to support those programs may include professional, more comprehensive or advanced content. Advanced or comprehensive level material must be collected only to the level of need. CSN is not an archive or government depository. Other institutions serve these purposes. CSN is primarily a 2-year institution offering associates degrees (with the exception of three 4-year bachelor degrees in dental hygiene, cardio-respiratory sciences and medical laboratory sciences), as well as certificates and specialized programs.

All campuses collect Nevada history at Level 2.

Charleston Campus Level 2 Collecting: Health Sciences, Fire Science, Paralegal
Cheyenne Campus Level 2 Collecting: Hospitality, Telecommunication, Early Childhood Education
Henderson Campus Level 2 Collecting: HVAC, Welding, Aviation

Selector Order Areas – Selectors will be responsible for selecting materials for their assigned subject areas for their respective campuses. Subject order areas will be assigned to make the order workload for the selectors at a given campus as even as possible. This will be reviewed annually and the technical services/acquisitions
librarian will make changes as needed to promote equal distribution of order workload.

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
- Objective analysis of use reports
- Faculty recommendation
- Student recommendation
- Currency of information
- Authoritativeness and accuracy
- Accessibility/format
- Value/cost
- Physical space requirements
- Ongoing/annual costs

E. Types of Resources

Audiovisual Material: Streaming digital video and audio recordings and DVDs will be considered for purchase in accordance with the stated general selection criteria. Feature films, award-winning, and culturally or educationally significant films would be considered appropriate choices for the collection. Blockbuster movies or movies that do not or will not have lasting value relating to at least one of the above criteria will generally not be considered. Additional selection criteria may include:

- Digital videos: Digital videos will be the preferred format when a choice is available for a given title.
- VHS vs. DVD: For reasons of durability, space considerations, and overall quality, DVD is the preferred format when streaming digital is not available. VHS will only be considered for purchase in rare circumstances (for example, when it is the only format available for a necessary 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. If available, digital music will be the preferred format when a choice is available for a given title.

Books/E-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:

Electronic vs Hardbound: For reasons of durability, space considerations, and convenience of access, digital books will be the preferred format when a choice is available for a given title.

- 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 students in distance education courses and
all students working off campus, for convenience of access, to decrease
duplicate purchases for multiple campuses and replacement costs due to
theft, the library will collect electronic books. When available, reference
books should be purchased in e-format.
- **Language:** English will be the primary language selected. Materials in other
languages will be considered to support curricular needs (international
language program, ESL, etc.)

**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. For reasons of
durability, space considerations, and convenience of access, digital journals (e-
journals) will be the preferred format when a choice is available for a given title. 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

**F. Collection Maintenance**

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

The Collection Development Team will conduct an annual review of ongoing
selection, weeding and collection analysis for each campus. In cooperation with the
Team, each campus will submit an annual report to the technical
services/acquisitions librarian to include an overview of collection and physical space
considerations (selection, weeding, use of space, and anything related to this process)
for the past year. The review will include an onsite visit to discuss this campus report
and other reports regarding collection use, age of collection, unused or underused
items, levels of collecting, conversion from print to digital, and physical
placement/organization of collection. The Collection Development Team will
produce an annual report with recommendations. Campus goals and ongoing
projects will be developed based on the results of this report.

**G. Transition to Electronic Materials Environment**
Due to constant changes in information technology, the increase in number of distance/online courses, the convenience of access and more economical use of acquisitions funding over multiple campuses, we are transitioning to an electronic materials environment. This transition includes moving from print books to e-books, from print periodicals to e-journals and databases, and from DVDs to streaming digital videos. The NSHE Library Task Force Report (Appendix C) and the Association of College and Research Libraries (ACRL) recognize that libraries must keep pace with technology in order to provide students and faculty with technology being used in the workplace and in society today.

a. **Withdrawal of Library Materials**

Withdrawal or de-selection, also known as “weeding,” is the removal of materials from the Library collection. This dynamic process is an integral part of collection management. Excess duplicate copies, seldom used titles, older editions with out-of-date or incorrect information, and badly damaged copies having an appearance that might discourage use are all candidates for weeding. Items should be weeded on a regular basis, at least once a year. Materials will be evaluated for de-selection by applying the MUSTY formula developed by Joseph P. Segal in Evaluating and Weeding Collections: American Library Association, 1980): **Misleading, Ugly, Superseded, Trivial or You no longer need it.**

- **Misleading:**
  - Dated information
  - Incorrect information (may be related to date)
- **Ugly:**
  - Worn or damaged bindings or page
  - Badly printed or hard-to-read pages
- **Superseded:**
  - Previous years’ almanacs and yearbooks
  - Older editions
  - Books citing information, rules or procedures that have been superseded
  - General non-fiction books over 20 years old, unless considered a classic or seminal title
  - Textbooks and books on technical topics over 5 years old or beyond the age recommended by accrediting boards
  - Over five years old: medical, travel/geographic, law, electronics/computer science, directories
- **Trivial:**
  - Pamphlets
  - Dated leisure reading or popular culture books
- **You no longer need it:**
  - Unneeded duplicate copies (high demand period has passed)
  - Copies of same title/edition where only variance is printing date
  - Books which have not circulated in 3 to 5 years

Additional criteria for withdrawal of materials:

- Relevance of the item to the College’s current curriculum.
- Inappropriate level of treatment (i.e., too difficult, too easy).

b. **Replacement of Library Materials**

Quarterly reports for missing/billed items will be provided to selectors for generating replacement orders.
c. **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.

d. **Cancellation of Periodical Subscriptions**

When available, electronic periodicals and journals (e-journals) will be the preferred format for periodicals subscriptions.

The following criteria will be considered when canceling periodical subscriptions:

- No longer supports current CSN curriculum.
- If print title is available electronically through our subscription databases or as a stand-alone electronic periodical subscription, print will be canceled.
- Has a much higher than average subscription cost for equivalent titles in the subject specialty (less expensive titles with equivalent coverage will be considered first).
- Inappropriate level for community college curricula.

e. **Guidelines for Discarding Periodicals**

The following guidelines will be considered when discarding periodicals:

i. Duplicate copies.
ii. Incomplete or short runs of titles, especially those no longer being received.
iii. Titles that contain information that is not useful long-term.
iv. Titles that have automatic discard patterns such as “Library retains current five years.”
v. Space limitations.

f. **Gifts**

Gifts must meet all the requirements for selection as outlined above and must be in good condition (yellowed pages, cracked or creased binding, dusty, smelly or stained items will not be processed.) The cost of cataloging a gift item must be seriously considered before adding any gift item to the collection. Periodicals to which we do not currently subscribe will not be added to the collection.

g. **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 once a year the library will do an analysis to evaluate the collection according to established procedure (Appendix A).

Appendix A – Collection Assessment Procedure
1. At the beginning of summer (May/June), each campus will submit an annual collection development report providing an overview of collection development activities (selecting, weeding, shifting, space and any related issues) to the Collection Development Team. 

2. After receiving the campus report, the Collection Development Team, in collaboration with the campus librarians, will make an annual onsite visit to review physical collections and discuss collection development issues with the selectors. 

3. Collection Analysis Reports will be generated annually to determine age of collection, collection use and items in collection not used, etc. These reports will be shared with selectors and collection recommendations will be made regarding weeding, selecting, and replacing of materials. 

4. Physical placement of the collection will be reviewed annually. Recommendations will be made based on Use of Space and Displays Guidelines (Appendix B). 

Appendix B – Use of Space and Displays Guidelines

The following will guide each campus’ decisions regarding use and maintenance of library space and materials placement. The goal is for each campus to provide an organized, logical, accessible and appealing presentation of library materials and use of space. These guidelines will be used on an ongoing basis and as part of the annual collection assessment review to provide a mechanism for re-evaluating and improving campus library spaces. 

1. Collections should be organized in a logical way according to the LC classification scheme. 

2. Evaluation of physical space at any campus library must be done with an eye toward maximizing student study space. 

3. A limited number of quality displays/collections is preferred. 

4. Niche and special collections housed separately from the main collection are discouraged. 

5. Special approval needed from the technical services/acquisitions librarian before establishing niche and special collections. 

6. Media should be interfiled in the general collection. 

7. If top and bottom shelves are out of comfortable reach, avoid use of those shelves. 

8. Collections should be shifted as needed to ensure a reasonable amount of shelf space is available to shelve items comfortably and to allow for new additions to be shelved. 

9. Collections should be shelf read regularly. 

10. End panel call number range signage should be kept current. 

11. Shelves and, at times, the books themselves should be dusted regularly.