

**Patrick Henry Community College
Lester Library
Collection Development Policy
2016-2019**

College Mission Statement

Patrick Henry Community College is a comprehensive community college committed to enriching the quality of life in its service region through academic excellence, student success, workforce development, community engagement, and lifelong learning.

Library Mission Statement

The Lester Library has three primary goals: to support the curriculum at Patrick Henry Community College; to provide easy access to the intellectual and cultural resources, regardless of format or location, required by the information needs of students, faculty, and the community; and to instill in its patrons the “self-directed” information literacy skills required to navigate an increasingly complex and global information environment. To achieve these goals, the library will strive to become a place where students can learn to go beyond the assignment-driven harvesting of data and information and begin the process of integrating these building blocks into knowledge and understanding.

Statement of Philosophy and Goals

This Collection Development Policy specifies principles for developing and maintaining a diverse, relevant library collection responsive to the institutional goals set forth in the college mission and core values statement (see current PHCC Catalog). The policy serves as a contract between the library and its patrons—students, faculty, staff, and community—defining the scope and purpose of the existing collection, as well as the rationale for the collection’s evolution. The library upholds the principles stated in the American Library Association Library Bill of Rights and the Freedom to View statement. To the extent allowed by space and funding, the library attempts to provide information that represent multiple and diverse viewpoints on topics relevant to the population served.

Traditionally, the purpose of the college library has been to 1) support academic research at levels dictated by the curriculum for both students and faculty, and 2) provide a didactic core collection whose subject matter is “aimed at the development of the ‘humane,’ the ‘liberally educated person—apart from the curriculum requirements’” (Carter, Duncan, and Bonk 43). Inherent in this purpose is a commitment by the library to instill in our students a commitment to life-long learning.

Recent trends in information seeking and college structure will require a new approach to how the library collection will be developed and maintained. Four trends are driving this change: 1) Growth of digital and mobile, 2) Slowing demand for print, 3) Shifting budget priorities, and 4) Repurposing library services and space to accommodate cooperative and collaborative learning areas. Taken together, these trends will test the axiom of maintaining traditional collection development orthodoxy while adapting to the shifting paradigm. The new responsibility of the library will be to 1) Where possible, increasingly focus limited financial and physical resources on digital collections, 2) Seek out and implement new technologies to improve library web page search, instruction, and patron interaction, and 3) provide authoritative resources through multiple access points (“meet students where they are”).

Selection Responsibility

Responsibility for materials selection is shared by the Coordinator for Library Services (hereafter, Coordinator) and the Reference Librarian. Faculty input is a key component of the library’s collection development process and necessary to maintain resources that are proportional, relevant, and curriculum-focused. To insure collaboration, the Coordinator and Reference Librarian will actively seek faculty expertise for subject area evaluations, title additions, and deselection oversight. Student recommendations and requests for materials related to specific areas of research (by direct request and through Interlibrary Loan data) are valued and are to be considered an important source for developing the collection. Since many factors must be weighed when purchasing a resource—budgetary, user need, subject relevance, informational value, critical vetting—the final decision for acquisition or deselection of resources will lie ultimately with the Coordinator.

General Selection Guidelines for Print, Audiovisuals, and Databases

Selection criteria cannot be definitive. Listed below are general principles to guide in the selection process.

- Direct support for instructional requirement
- Relevance to curriculum
- Relation to existing materials on similar subject
- Appropriateness to core patron group (students, faculty, staff)
- Timeliness and relevance of concepts
- Cost
- Authorial reputation
- Publisher reputation
- Accuracy
- Aesthetic value (literary, artistic, social, political, etc.)

- Local interest
- Appropriate format
- Recommendations by traditional library or subject discipline reviewing sources

Formats Collected

Books (print)

- Print books will be purchased to create the library's core collection for circulation and reference. Hardbacks are preferable to paperback (mass market/trade) for durability, but cost and subject matter will ultimately determine format. For subject areas with mandated turnover (by copyright date), such as nursing, medical, computer technology, etc., paperback editions should be purchased whenever possible. Annually published reference materials should be purchased in paperback when possible.
- Textbooks are not purchased except in cases where no comparable subject resource is available. Examples usually include nursing/medical titles and some applied science titles.
- Popular fiction purchases for the main circulating collection will be based on perceived literary merit and faculty demand related to curriculum studies. Student requests will be considered in light of budget, availability of title from MALiA member jobbers, literary merit, and added value to collection. The Lester Library will not compete with the public library for breadth and depth of popular reading materials—fiction or non-fiction—feature film releases, or books-on-tape. Requests for such materials may be directed to the public library. A genre fiction paperback collection (horror, science fiction, romance, action-adventure, mystery, etc.) will be maintained for developmental reading assignments.

Periodicals (print)

- Slowing research demand for print periodicals and overlapping coverage of periodical database archives warranted the cancellation of all print subscriptions and the removal of all back issues (effective 2015-2016)

Audiovisuals

- Selection criteria for video titles will follow the aforementioned guidelines. Where possible, documentary video materials will be purchased in streaming format in order to insure wide access across multiple platforms used by faculty and students. Feature films will be purchased in either DVD or Blue-ray format, although it is recognized that these formats will gradually become obsolete and licensing online streaming services may be required to provide these titles.

Microforms

- The library currently subscribes to and archives microfilm copies of the *Martinsville Bulletin* and should continue to do so in order to provide archival protection for this singular resource for local history.

Books (electronic)

- E-books should be considered as a viable option to print sources, especially for reference materials (encyclopedias) and non-fiction, research oriented titles, given the expanded access the format affords all patrons, especially distant learning students.
- It is recognized that many e-books will be purchased in vendor packaged subject sets for cost savings and that title selection will be limited or unavailable.
- Duplication of same-title in print and electronic format is acceptable where warranted by demand and cost.

Licensed/Proprietary Databases

- Fee-based databases will be purchased where cost, demand, and quality favor the electronic format over traditional print resources. Consortium shared purchases through the VCCS and VIVA are encouraged where possible for group-purchase discounts. Databases will be evaluated following traditional print resources requirements, as well as the following:
 - The database vendor provides access via IP class range authentication as opposed to USERID access. This facilitates campus-wide access and off-campus proxy access.
 - End-User License agreement does not restrict rights (printing, emailing, saving) accorded to the library under existing copyright law.
 - Full-text databases or hybrid databases are preferred to index/abstract only databases when purchasing locally.

Gifts and Donations

- The library is grateful to patrons and groups who wish to donate materials to the library; however, all such donations become property of the Lester Library and as such are subject to its selection/deselection policies. Where possible, materials determined valuable to the library collection will be accessioned. Gift titles not deemed valuable to the collection will be made available to patrons as free materials for a period of time, then discarded.
- Periodical donations are not accepted.
- All patrons donating materials to the library are asked to sign a “Library Donation Form.”
- Patrons who donate materials may request a letter acknowledging their gift, but the library cannot provide a value estimate for materials.
- The library reserves the right to accept or refuse all donations.
- Material donated to the library cannot be placed in special or named collections. The library does not add bookplates to donated materials, but may accept materials with such plates. Materials donated by specific groups or organizations do not constitute the college’s endorsement of donating groups, organizations, or their views.

Collection Maintenance

- Material selection for print, non-print, and database resources should be based on professional reviews whenever possible. Reviewing tools may include, but not be limited to *Choice*, *Kirkus*, *American Libraries*, *Library Journal*, *Booklist*, *BookForum*, and the *New York Times Book Review*. Professional journal review sections are highly recommended for subject specialization. When professional reviews are not available, scholarly bibliographies, and publishers' catalogs may be used.
- Reference titles should be purchased in e-book format where available. When developing core collection subject areas, industry standard guides (*Guide to Reference Books*, ALA; *American Reference Books Annual* (ARBA)), should be consulted. For core and general reference, the previously listed reviewing sources should also be used. A la carte selection of reference is preferred; however, it is understood that reference e-book aggregators such as CREDO Reference and Oxford Reference Online may be used to provide broad, subscription-based access to multiple disciplines.
- Replacements for lost, damage, or stolen materials will be made based on value of the material to the collection (acknowledged classic in the field, etc.) and by research demand. Material that is out of date should be replaced by more current titles by subject.
- Policies covering materials lost, damaged, or not returned are detailed on the library Web page under the Policy tab.
- Preservation: The library will seek to extend the shelf life of mass market and trade paperbacks by adding Kapco to covers and spines. Book jackets will be laminated to prevent wear. All repairs to damaged materials will be done in-house. Materials damaged beyond availability of in-house resources to repair will be discarded.

Deselection/Weeding

- The Coordinator and Reference Librarian are responsible for removing materials no longer deemed of value to the collection. This deselection process should take place in two stages: 1) continual evaluation of subjects when new materials are added to the collection and 2) periodical subject area maintenance. For subject area maintenance, appropriate faculty should be consulted where ever possible for their expertise.
- Discarding procedures are outlined in the *Discard Policy Manual* (see Coordinator of Library Services)
- Criteria for withdrawing materials
 - Old editions superseded by newer editions
 - Physical condition of material beyond in-house repair
 - Material that does not support current curriculum
 - Material not deemed a classic or essential to a core collection that has not circulated during a five year period
 - Multi-volume set with missing volumes
 - Out of date materials and specifically:
 - Nursing/Medial material with a copyright date older than five years
 - Business, law, science, computer books older than five years.
 - Database subscriptions may be discontinued if
 - if funding is not available
 - if access is not available via IP authentication
 - if database is not kept up-to-date
 - if statistics indicates low or declining usage

Review of Collection Development Policy

- The Collection Development Policy should be reviewed and amended as necessary every three years.

Works Cited

Carter, Mary Duncan, and Wallace John Bonk. *Building Library Collections*. Metuchen: Scarecrow, 1969.