

## **Collection Development Guidelines**

### **Introduction**

This policy has been developed in accordance with the broad philosophy, purposes, and objectives for libraries outlined in the NOCCCD Administrative Guide. It serves as a tool for librarians in building and maintaining a balanced, dynamic and useful collection. The policy is meant to be flexible and responsive to changing demographics, financial conditions and methods of information delivery, keeping in mind that the first priority is to serve students engaged in the instructional programs of the college.

### **Objectives of the Cypress College Library**

As expressed in the NOCCCD Administrative Guide, “The college library is to serve effectively in the support of teaching and as an instrument of teaching. Also, it shall strive to make available those books and other materials which enrich the cultural or practical understanding by students of the subjects being presented, and increase their appreciation of the world around them.” Therefore, Cypress College Library has the following objectives:

1. To provide an organized and readily accessible collection of materials and supportive equipment to meet institutional, instructional, and individual needs of students, staff, and faculty.
2. To provide a qualified, concerned and helpful staff to assist users in accessing materials and information.
3. To instruct users in the most expeditious means of research.
4. To provide facilities and resources which encourage innovation and learning.
5. To make use of new technologies whenever possible, which provide access to information beyond the physical boundaries of the Cypress College Library.

### **Objectives of the Collection Development Program**

The collection development program is an on-going activity which is designed to meet the following objectives:

1. To provide materials and equipment to support and meet the instructional, institutional, and individual needs of students, faculty, and staff.
2. To provide a mechanism for instructional faculty participation in the systematic development of the collection.
3. To provide an integrated collection of print and non-print materials including new technologies.

4. To provide quantitative and philosophical diversity/balance in relation to curricula, programs, course, and personal development needs of the students, faculty, and staff.
5. To respond to the heterogeneity of the student body (multicultural, ESL, disabled, adult ed.)
6. To provide a basis for evaluation of the collection.
7. To respond to the local and regional resources available to students, faculty and staff.
8. To provide the basis for budget planning and use for current and future years.

### **Responsibility for Collection Development**

The process of selecting and/or weeding library materials is a cooperative one involving both teaching and library faculty. Departmental review of library materials and faculty recommendations for withdrawals and new purchases are solicited on a regular basis to ensure proper maintenance of the collection. Faculty requests for the purchase of materials pertinent to their courses are given first consideration.

Librarians continually check holdings against the standard lists for community college libraries, professional journals and current bibliographic publications as a measure of the adequacy of the collection. Final selection of materials is the professional responsibility of the librarians. Final authority to purchase materials rests with the Library Dean.

### **Clientele of the Library**

The library's primary clientele are the students registered for courses or programs at Cypress College, as well as staff and faculty engaged in the instructional activities of the institution.

Service will be extended beyond this defined group as reference staff time allows, but materials will not be specifically acquired for individuals and groups where need does not overlap with the above defined clientele.

Specialized materials for individual faculty research or interest may be beyond the scope of the library's ability to collect and will therefore be obtained through interlibrary loan or referral to other local area libraries.

Restricted circulation is available to community users, and college and university students according to reciprocal borrowing arrangements.

## **Criteria for Selection of Materials**

Priority in selection of print and non-print library materials will be given in the following order:

1. Materials which meet direct curricular needs in courses offered, including items needed for class assignments, collateral reading, reference sources and bibliographic tools which facilitate finding and using these materials.
2. General reference sources which provide basic information, current statistics and background in all fields of knowledge.
3. Current periodicals including print and electronic sources representing opposing sides on controversial issues, multicultural perspectives, and varying degrees of complexity appropriate for community college students.
4. Personal interest, recreational and cultural materials which meet the needs or interests of the student body, faculty and staff as funds permit.
5. Basic materials which will aid professional staff in their teaching and administrative duties.

Materials not normally considered for purchase:

1. Advanced research materials not suitable for Cypress College students' needs.
2. Materials in foreign languages not taught at Cypress College. Exceptions may be made for the purchase of dictionaries.
3. Multiple copies, unless very heavy demand and continued use indicates a need.
4. Out-of-print or rare books.
5. Textbooks, solution manuals and workbooks. Instructors may place personal copies on reserve.
6. Very expensive and/or highly specialized materials which are suitable for only a small number of students and can be obtained at another local library collecting in the subject area.

The following specific criteria will be applied to the selection of individual titles in all subject areas and across all formats:

1. Relevancy of content to curriculum.
2. Appropriateness for undergraduate use in general education and/or occupational programs.
3. Timeliness or permanence of the material.
4. Soundness of scholarship.
5. Reputation of the author and publisher.
6. Accessibility of content through indexes or bibliographies owned by Cypress College.
7. Demand, as indicated by circulation statistics or requests.
8. Availability of material on the subject.

9. Cost of purchase or licensing agreements.
10. Ease of accessibility by students – particularly with electronic formats.
11. Space and hardware requirements for formats needing special shelving, furniture or equipment.
12. Technical quality of sound, color, reproduction, graphics, etc of non-print materials.

### **Gifts and Donations**

The library welcomes gifts and donations which add strength to the collection and meet the same selection criteria outlined for the purchase of new materials. Generally, gifts which impose limitation on housing, handling, or disposition cannot be accepted. Library personnel will not issue appraisals of gift materials for tax or any other purpose. Materials not added to the collection will be given to other libraries, appropriate faculty, or be placed in the library book sale.

### **Collection Maintenance**

The college library pursues a continuing program of collection analysis. In addition to acquiring new materials, it is important to remove from the existing collection those items no longer deemed useful because of the following factors:

1. Inaccurate information
2. Outdated or obsolete information
3. Lack of demand for the material
4. Physical condition
5. Duplication of seldom used titles
6. Superseded editions
7. Newer material available on the subject
8. Limitations on space or shelving

Weeding library materials is an integral part of the total collection maintenance process. The systematic removal of materials no longer useful is essential to maintaining the purposes and quality of the resources. This process keeps the collection current, functional and in support of the Cypress College Library objectives. Materials recommended for discard will be reviewed by the professional staff in consultation with appropriate faculty. The final decision remains with the librarians.

The sale of discarded material was approved by the North Orange County Community College District Board of Trustees in June, 1995. Proceeds will go to the purchase of new library resources in accordance with the Cypress College Library Collection Development Plan.

### **Academic Freedom**

The NOCCCD Administrative Guide states,

The library recognizes the obligation of the school to promote free and open discussions as an educative force and to prepare students to deal with controversial issues. The library has the responsibility of providing materials on opposing sides of controversial issues suitable to the level of understanding of the students. The library also has the responsibility of providing materials representative of the many groups and opinions prevalent in our country. (Instruction, Libraries, 5002)

Implementation of the concept of academic freedom in the library involves selecting some materials which may be considered controversial by some individuals or groups. Procedures for handling questioned or challenged material are outlined in the District's Administrative Guide, section 5002, 1.5. Copies of this procedure are available at the library reference desk.