

# COLLECTION DEVELOPMENT POLICY SUMMARY

The Collection Development Policy of the Murray Fasken Learning Resource Center (LRC) governs the acquisition, disposition, placement, and access to materials that support the research and teaching needs of students and faculty, in accordance with the missions of Midland College (MC) and the LRC.

The LRC general collection supports the core studies and interdisciplinary work of the MC community. Library resources serve students through access to excellent scholarly material, made possible through traditional purchasing and subscriptions to electronic resources, user-driven selection programs, and Open Access materials.

The LRC serves a diverse constituency with varied experiences, backgrounds, abilities, and needs. The LRC endeavors to attain equity of ideas and diversity of voices in the research materials provided to users of the LRC's collection without sacrificing academic integrity of materials.

The LRC, working in collaboration with faculty and students, is committed to a strategy of cultivating collections that include multiple formats, several types of publishers and countries of origin, content produced by and demonstrative of historically excluded groups, and a multitude of viewpoints. Collection development activities (resource evaluation, acquisition, description, location, retention, preservation, investment in Open Access) will reflect the varied, evolving, and increasingly interdisciplinary curricula and research of MC, and include regular assessment, examining representation, inclusivity, varieties of perspectives, and collection gaps.

## GOALS OF COLLECTION DEVELOPMENT

The LRC's collection development activities emphasize collections designed to meet current users' needs, take advantage of emerging acquisitions models, and maintain a sustainable, holistic, and flexible collection plan within the allocated budgets. The LRC is committed to evidence-based decision-making by continually assessing the collections and their impact on learning and research.

Collection Development goals include:

- To facilitate big-picture design of the collections with input from all stakeholders.
- To apply up-to-date technologies to the wise stewardship of funding.

- To collaborate with students and faculty to determine user needs.
- To provide all students and faculty with relevant physical and digital academic material.

## MATERIALS CONSIDERED FOR ACQUISITION

Materials which most directly support the curriculum are given primary consideration. These include items required for class assignments, supplementary reading, reference works, and bibliographic tools which aid in the identification and location of materials.

When primary needs are met, acquisition of materials which meet the special interests of students, faculty, and staff will be given careful consideration. More popular works would be acquired to motivate students to widen their reading interests.

Special consideration may be granted to the following types of materials, based upon budgetary constraints:

- A. Required textbooks and lab manuals;
- B. Specialized, technical books and research materials beyond the monetary capabilities of most students;
- C. Learning and study guides for classes and certification exams related to academic and CTE programs offered at MC;
- D. Out-of-print materials, unless purchased under special circumstances;
- E. Interlibrary Loan service is provided to students and faculty requiring materials not included in the holdings of the LRC. The library is a member of Amigos and OCLC, networks which allow loans between members.

## GENERAL CRITERIA FOR SELECTION

- A. Printed materials, in particular monographs, are selected via the following criteria:
  - Potential to support instruction
  - Program accreditation
  - Literary reviews and critiques in standard periodicals (Choice, Library Journal, New York Times) and professional tools (Books in Print Global Edition)
  - Inclusion in indexes (Essay and General Literature Index), industry lists, literary awards, and bibliographies
  - Faculty recommendation(s)
  - Filling a void or deficit in the current collection

- Repeated requests for Interlibrary Loan
  - Perceived demand
  - Timeliness; currency of topic
  - Available budget
- B. Non-Print materials include audiovisual materials such as digital recordings, DVDs and CDs and streaming videos. Some materials, such as lecture series, are accompanied by printed course outlines and transcripts. Faculty recommendations are carefully considered, and applicable deans or department heads are consulted. Criteria for selection are like those for printed materials with the following additions:
1. Overall technical quality and design
  2. Compatibility with library equipment and hardware, which change over time.
  3. Preferences of formats expressed by users/viewers, which change over time.
- C. Periodicals are selected according to considerations of demand, authority and prestige of publication, and costs. Inclusion of the periodical in standard indexing and abstracting services (SirsiDynix) is also considered. Other criteria include:
1. Meeting requirements of the curriculum
  2. General news coverage through diverse points of view
  3. Timeliness of information (e-journal issue is often released months after its print edition)
  4. Topics covered augment the book collection
  5. Sources for book and media reviews
  6. Recreation reading
- D. Newspapers are selected to represent a variety of coverage and current information on local, state, and national news. In addition to subscriptions to numerous local and state newspapers, access to worldwide news publications is provided through databases.
- E. Reserve materials are books, periodical articles, and other media designated by faculty for in-house study. Faculty have the prerogative to designate their own personal text and materials, and LRC materials. Overnight circulation of reserved audiovisual materials is offered, upon the instructor's request. Placement of materials on Reserved is arranged with the Technical Services Librarian.

## RESPONSIBILITY FOR SELECTION

- A. Members of the LRC's professional staff identify materials to be added or withdrawn, subject to final approval by the Director of the LRC. The

professional staff actively solicits recommendations from Midland College faculty and staff.

- B. Faculty members have shared responsibility with library staff for selecting materials for their subject areas and programs. Librarians work with faculty to provide library instructional presentations and tours and use other opportunities to promote usage of library resources. Librarians strive to balance the collection in diverse subject areas.
- C. Students' suggestions are also welcomed because such participation is essential to maintaining a dynamic collection which is responsive to the patrons' changing needs.

## COLLECTION EVALUATION AND MAINTENANCE “WEEDING”

- A. Withdrawals (de-selection) of library materials are the result of one or more of the following conditions:
  - 1. Information within the book is misleading, with no academic merit or historical significance
  - 2. The item is worn beyond repair.
  - 3. The item has been superseded by a newer edition or a better book on the same subject.
  - 4. The item has no academic or historical merit.
  - 5. The item can be found elsewhere, particularly through non-academic circles.
  - 6. Item has not been circulated in ten years.
  - 7. Faculty members recommend we discard materials based on the above-mentioned criteria.
  - 8. For non-book items, the playback format is outdated.
  - 9. \*Exception: If deemed valuable, the LRC could transfer an item to rare book archive.
- B. The faculty share responsibility with LRC staff to ensure that each of their programs is supported by a viable, dynamic library collections. Conversely, they are encouraged to assist staff in identifying items to consider for withdrawal.
- C. Replacing lost or damaged materials is subject to availability (i.e., still in print), continued demand, and availability of funds.

## ELECTRONIC RESOURCES SELECTION

- 1. Online databases, the catalog of holdings, web directories and discovery portals, and other recommended websites are selected and linked to the LRC web page to support the curriculum and to supplement traditional print

resources. LRC staff use standard review publications, such as Bowker Books in Print, Choice, and Library Journal, to identify the best academic, governmental, non-profit, and commercial sites covering a wide array of disciplines and interests.

2. Participation in library networks and consortia, such as TexShare, provide free and very low-cost database subscriptions. The library acquires e-book collections, often through membership in a consortium, which are tailored to academic library constituencies. New database subscriptions are considered, subject to availability, budget, cost/benefits analysis, and technical requirements.
3. Faculty and students participate with library staff in the evaluation of online resources, as they do with printed publications. The Internet has blurred many of the distinctions between printed and machine-readable publications, and many of the same criteria for selection and de-selection of resources are applied. Users are encouraged to participate in the evaluation of online services.
4. The Baccalaureate programs create additional demands on the provision of online information services pertaining to Management, Technology, Health Services Management, and related topics. The LRC strives to provide extensive coverage to support the special needs of both faculty and students at the Baccalaureate level. Business and Health Sciences databases, discipline specific web links, online book collections, and tutorials are provided to augment information in traditional print formats.

## RECONSIDERATION OF MATERIALS

The LRC is committed to the principles of intellectual freedom as outlined in the [American Library Association's Library Bill of Rights](#). Reconsideration of materials does not mean the material will be removed.

Challenges to collection development decisions are governed by our Reconsideration of Materials Policy:

- A. Submission of the [CHALLENGED MATERIALS FORM](#), must be completed to start the process.
- B. When an objection to any LRC materials occurs, the complainant is referred to the LRC Director. The complainant will be given a full opportunity to explain their objection. The Director will attempt to resolve the complaint through examination of the material in question, provision of supportive documentation (such as reviews or bibliographies), and discussion of the LRC's Collection Development policy.

- C. If the complainant is not satisfied, he or she will be invited to file a formal, written complaint using the LRC's Request for Reconsideration of Library Materials form (see Appendix D).
- D. Upon return of the completed form to the LRC Director, an Ad Hoc committee will be formed, composed of the library professional staff, faculty liaison of relevant subject matter, LRC Director, and Dean of Instructional Support Services. A meeting will be scheduled within ten days of receipt of the written complaint. The Executive Vice President will also be invited to attend.
- E. The complainant will receive written notification of the place, date, and time of the meeting. The complainant must attend all meetings concerning the objection. Failure to attend constitutes a withdrawal of the complaint.
- F. Both the complainant and LRC staff will present information pertinent to the challenged material before the Ad Hoc Committee. The Ad Hoc Committee will follow [Robert's Rules of Order](#). The Committee will issue its decision regarding the material in question, based on all information provided, the LRC's Collection Development Policy, and their discussion.
- G. Appeals of the Ad Hoc Committee's decision may be made in writing to the President of Midland College. All appeals must be made within seven days of the decision.

## GIFTS

- A. Material donated to the LRC are evaluated by the professional staff as to their usefulness and appropriateness to the LRC's mission. All useful and appropriate gifts will be subjected to "Materials Considered for Acquisition" guidelines.
- B. Materials must be in good physical condition.
- C. Appraisal of materials is the responsibility of the donor. A letter of acknowledgment is routinely sent to the donor, verifying the quantity and format of donated items.
- D. Donated materials which fail to meet the LRC's acceptance criteria may be sold to Baker & Taylor: Library Services, which the library uses to fund future material acquisitions. In some cases, materials may be forwarded to other non-profit organizations, such as the Friends of Literacy and Libraries (Midland), Midland County Public Library, for their disposition.