

# **LMC Library Collection Development Policy**

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## **Introduction**

This collection development policy provides guidelines for establishing priorities for the selection of library materials and the criteria for withdrawal of materials from the collection.

In recognition of the responsibilities of librarians in making materials available to the public, the LMC Library supports the following policy statements by the American Library Association and the Educational Film Association:

1. Library Bill of Rights and its interpretations
2. Freedom to Read
3. Intellectual Freedom
4. Freedom to View

## **Collection development goals**

The primary goal of the Library is to develop and maintain collections that support the curriculum and instructional programs of Los Medanos College and the needs of students, faculty, and staff of the college. The library serves a community of life-long learners with a broad range of interests and prior educational experiences. Therefore, library resources also include a variety of general information resources in subject areas not covered by classroom instruction, but generally supportive of a learning environment including materials that spark curiosity and promote a love of learning.

Within the constraints of available funds and staffing, the Library will acquire and make available materials in various formats, evaluate the existing collection, and develop policies and procedures to maintain the quality of the collection and information resources. The Library has a resource-sharing agreement with Diablo Valley and Contra Costa Colleges that expands the print book collection available to the LMC community.

Selection of materials by the library does not imply endorsement of the contents or the views expressed in those materials. No material will be excluded from the collection because of the

race, nationality, religion, gender, sexual orientation, political or social viewpoint or controversial nature of either the author or of the material.

The library supports the college community by providing materials that are sufficient in quantity, currency, depth and variety to facilitate educational offerings, regardless of location or means of delivery.

### **Guidelines for selection of materials**

The following guidelines are presented to assist the librarians in selecting quality materials for inclusion in the Library collections. General factors to be taken into account are:

- Relevance to curriculum-based needs of students
- Relevance to instructional needs of the faculty
- Probable need based on existing programs and collections
- Intellectual content and scholarly worth
- Intended audience
- Format
- Cost

First priority shall be given to resources which directly support subject areas and vocational emphases currently represented by credit courses offered at Los Medanos College. In order to support the General Education program learning outcomes, materials will be purchased that help people better understand current social, political and scientific issues. Materials added to the collection should be accessible to the general reader, not specialists. Whenever possible, effort will be made to provide users subject coverage that meets the needs of basic skills as well as those looking for advanced scholarship.

In most subject areas, collection development activities will be directed toward an “initial study level” of collection intensity. This will support work in Certificate and Associate degree programs at the community college level.

Contingent upon available funds, secondary priority will be given to backfilling the collection in areas where deficiencies have been identified by faculty or library staff.

In addition to these general guidelines, policy statements for specific formats and areas of the collection are presented below.

### **Reference collection**

The reference collection is intended to meet the verification, location, and information needs of the college community by providing basic reference works in subject areas covered by the curriculum, as well as general information requests. The reference collection may include both print and electronic materials.

## **Reserve collection**

The reserve collection consists of textbooks and other materials being used for current classes. Purchases for the Reserve collection are made using funds from various grants and donations. Currently the library maintains two locations for reserve items, one at the Pittsburg Library and one at the Brentwood Center. The loan periods range from two hours to one week. Prior to the semester start, textbook selections are made based on past student demand and courses offered each semester. There are three methods to request the addition of textbooks to the Reserve Collections in Brentwood or Pittsburg.

1. Instructors may donate an extra copy of textbooks or other course materials.
2. Instructors may request that the Library purchase a copy of textbooks or other course materials.
3. Students may request textbooks or other course materials.

## **Media**

Selection of media items, including films and audio recordings should emphasize support for classroom instruction, along with the quality, effectiveness, and currency of the material.

Whenever possible, selectors should negotiate a test or trial period for expensive media. Listed below are general issues to be considered in the selection of media items.

1. Cost effectiveness and durability and accessibility of the format
2. Availability of closed captioning and ADA compliance.
3. Cost and/or availability of appropriate equipment
4. Cost and/or availability of sufficient technical support for maintenance of software and hardware

## **Electronic resources**

In addition to on campus users, electronic resources meet the needs of distance learners and those who need library materials during hours that the building is closed. Therefore this collection should include materials that are sufficient in quantity, currency, depth and variety to facilitate educational offerings. Electronic resource selection is conducted twice a year based on subscription schedules.

In addition to general selection guidelines, electronic resources will be considered for selection based on the following criteria:

- User interface
- ADA compliance
- Unique features
- Expected demand

## **Children's collection**

This collection supports the Child Studies Program at LMC. Materials selected should be suitable for children 2-5 years old.

## **Spanish language collection**

This collection is comprised of Spanish language materials which are selected based on the above Guidelines for Selection of Materials. When available, dual language (Spanish /English) editions are given priority.

## **Periodicals**

Print periodicals are selected based on the above Guidelines for Selection of Materials. Librarians should consult the A-Z List of electronic title holdings before making new print selections. Print periodicals selection is conducted annually.

## **Gifts**

Most gifts are accepted with the understanding that materials not added to the collection will be disposed of in ways most advantageous to the library. Because all items added to the collection generate processing and storage costs, materials received as gifts must be approved by the Technical Services Librarian.

## **Weeding**

Weeding is an important part of the overall collection development process. Building a viable collection of materials to serve the college community is a dynamic process that includes assessment and the removal of materials that are outdated or damaged. Librarians are responsible for weeding the collection on a continuous basis.

## **Guidelines for Weeding the Collection**

The following categories of materials will be considered for weeding from the collection.

1. Outdated or inaccurate materials.
2. Superseded editions.
3. Excessively worn or damaged materials.
4. Multiple copies of monographs which are no longer needed to support the curriculum.
5. Items that have not been used within a reasonable period of time, except for classics and standard titles.
6. Whenever possible, monographs initially chosen for discard will be checked against standard bibliographies. Faculty may also be consulted before items are permanently discarded from the collection.

7. All full time librarians must approve all materials to be weeded.