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LIBRARY COLLECTION DEVELOPMENT POLICY

Procedures and Criteria for the Selection of Instructional Materials to be Purchased by the library

The Library Collection

The library collection refers to the books, periodicals, and non-print materials (including electronic materials, audio recordings, compact discs, video recordings, computer software, and mixed media) housed at the Middletown and Newburgh campuses of Orange County Community College. Materials are selected based upon the concept of one collection encompassing two campuses, the guidelines established by the Library Collection Development Policy, and in accordance with the Library View of Rights created by the American Library Association's Office for Intellectual Freedom.

Objectives of the Library Collection

The objectives of the library collection are:

1. To provide assigned and recommended reading.
2. To provide books, periodicals, and non-print materials for research papers on the junior college level.
3. To support and enrich the curriculum with supplementary materials.
4. To assist faculty in preparation for teaching.
5. To serve as a focal point for the cultural life of the campus, as well as a resource for personal enrichment, intellectual inquiry, and the stimulation of independent learning.

Responsibility for Selection

Library Director

Final selection decisions are made by the Library Director.

Collection Development Librarian

The Collection Development Librarian is responsible for gaining a general knowledge of the total library collection, with particular responsibility for maintaining balance within the collection in relation to the academic and public service programs of the College, bearing in mind the needs identified by the faculty and librarians. Funds are allocated and particular titles are identified for ordering by the Collection Development Librarian within specific library budget lines according to the goal of balanced collection development and the aforementioned needs of the library. The Collection Development Librarian may consult a Department Chair concerning materials which may seem to present special problems.

Librarians

The librarians read reviews in professional book-selection journals (*Choice, Library Journal, Booklist*) and recommend titles for purchase. Each librarian is responsible for selected subject areas.

Faculty

Faculty requests are directed to the Collection Development Librarian, whose discretionary power and responsibilities are limited by the criteria outlined in this document. Department chairs or individual faculty members may be sent reviews or other descriptive material about particular titles by the Collection Development Librarian, seeking advisory opinions regarding the usefulness of particular titles within their subject areas. Additionally, faculty members teaching new courses or making significant changes to the content of a specific course should inform the Collection Development Librarian so that supporting materials may be added to the library collection.

Students and Staff

Students and members of the staff may direct their requests to members of the faculty or directly to the Collection Development Librarian.

Criteria for Selection

Books and Non-Print Materials

Books and non-print materials are chosen with the following considerations:

1. The academic level of the intended readership
2. Positive review in a professional journal or reviewing source (ie: *Choice*)
3. The value of the item as established by past use and/or informed critiques
4. The indicated need:
 - a. Assigned reserve
 - b. Assigned reading list
 - c. Teaching preparation
 - d. Significant point of view
 - e. Recent scholarship
 - f. Classic
 - g. Reference use
5. Cost

Books and non-print materials falling into the following categories should not be chosen:

1. Those which offer only entertainment with no literary or academic benefit
2. Those which satisfy specialized interests not associated with the curriculum
3. Those which represent a level of scholarship meaningful only to a small group of specialists on the campus
4. Rare items with market price unrelated to their academic value
5. Those which will be used very briefly and are not likely to be used again
6. Textbooks or course materials currently assigned for purchase
7. Those available only in large, expensive sets in which only a small amount of information is applicable to the needs of the college

Periodicals

Periodicals are chosen with the following considerations:

1. The academic level and intended readership
2. The indicated need
3. Significant point of view
4. Periodicals which are indexed are considered most strongly.
5. Periodicals already available via library licensed full-text databases will not be ordered.
6. Cost

Duplicate Copies

Duplicate copies of materials are only purchased for the library collection in cases of demonstrable need.

Donations

Materials received as donations must be in good condition and become property of the library; they will be evaluated according to the same considerations given to purchased materials. The appraisal of any donated items for tax benefits is the responsibility of the donor. The library will provide acknowledgment of the donation upon request. Items not selected for addition to the collection will be disposed of by donation or discard.

Replacements

Materials will be replaced at the discretion of the Collection Development Librarian and Library Director based upon the age of the material, relevancy to the current collection, availability, and cost.

Collection Review and Weeding

The weeding process is the systematic inspection of selected areas of the collection, initiated and carried out by professional librarians or by faculty in their subject areas. The goal of consistent and routine weeding is to ensure that the collection remains useful and relevant to a changing community and curriculum, while creating shelf space for new acquisitions and assisting in the review and replacement of older materials.

Materials will be evaluated according to the following criteria:

1. Is the item consistent with the guidelines set out in the Library Collection Development Policy?
2. Is the material important to the collection as a whole?
3. How often is the material used?
4. Is the item current?
5. What is the physical condition of the item?
6. What in the curriculum does this item support?
7. Is the item a duplicate or redundant?
8. Does a new edition supersede an older edition?
9. Are there any other special conditions pertinent to the item in question?

Discarding of Library Material

Items selected for withdrawal from the library collection for reasons such as irreparable damage, insufficient use, age, or value, may be offered to other libraries or individuals, donated, or discarded.