

Library Collections

Library Collection Development

Policy

In support of the college's mission, the CCCC libraries serve as a catalyst for personal development through education and training in the use of information resources. The libraries' goal is to provide information resources in a variety of formats, including print, audiovisual, and electronic, to support instructional programs, diverse patron needs, and varying aptitudes, while fostering personal growth and cultural enrichment. The director of library services, with assistance from the other librarians and the faculty, is responsible for the development and maintenance of the library collections. Faculty members in specific subject areas are asked to evaluate their collection areas on a regular basis. Based on faculty evaluations and library staff input, outdated materials are discarded and new titles added as the budget allows.

Additionally, students and community patrons may recommend materials for purchase consideration. Established guidelines are applied in the selection of all library materials, in weeding and maintenance of the collections, and in the receiving of gifts.

The library welcomes gifts of books, CDs, or DVDs published within the last 10 years that will benefit the collections and the college curriculum. Gift materials will be added to the collection based upon the same guidelines as apply to the purchase of materials. The donor may specify the disposition of items not

selected for the collection. Disposition options include being offered for sale, discarded, or returned to the donor. Monetary donations to the Central Carolina Community College Foundation Library Needs Fund for the purchase of library materials are encouraged. Library materials are defined as books, periodicals, audiovisuals, and electronic/online resources.

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Guidelines

A. Purpose

The purpose of these guidelines is to aid in the selection of library materials and to inform library users about the criteria used for selection. These guidelines provide a framework which supports the systematic development of the collection. Collections must be carefully developed and maintained in order to meet the needs of library patrons. The following guidelines have been established to direct this selection process.

B. General Selection Guidelines

The library's first budget priority is to support the needs of the college's curriculum programs. Within the limits of the budget, the library also seeks to serve the college community through the acquisition of general informational, recreational, and cultural materials for personal growth and enrichment.

The following selection criteria are applied to all library materials, including books, periodicals, audiovisual materials, and electronic resources:

- Relevance of subject matter to the educational programs of the college

- Faculty recommendation
- Lasting value of the content
- Depth of subject coverage
- Strength of present holdings in the same or similar subject areas
- Ease of use
- Appropriateness of reading level
- Currency and timeliness of information
- Format available
- Authoritativeness of the author, or reputation of publisher or producer
- Price
- Availability of budget funds

C. Other Guidelines

Other guidelines that are applied to the selection of materials include the following:

- Textbooks are not purchased. Exceptions may be made in the case of landmark or standard works in a field, or when a textbook is the only or best source of information on a topic. Textbooks currently used in courses taught by the college are not purchased by the library.
- Duplicates for a single campus are purchased only where the expected use justifies.
- When considering the purchase of expensive material with an expected low use, the availability of the item through interlibrary loan at other academic libraries and/or at public libraries throughout the state will be a determining factor.

- When there is an option of paper or cloth editions of a book title, the selection will be based on expected use, lasting value of the content, and difference in cost.
- The majority of selections are current publications. Purchase of significant retrospective titles may be made to fill gaps in the collection and in the development of a collection to support a new program.
- The library staff does not promote nor endorse particular beliefs or viewpoints. Some materials are selected to represent the various sides of controversial issues.
- Bibliographies are not purchased unless they are needed to aid in the development of the collection.

D. Selection Guidelines by Format

Books: In selecting books, the following criteria are also used: positive reviews in professional journals; inclusion in published bibliographies; and inclusion of an index for reference and similar print materials.

Periodicals: In selecting periodicals, the following criteria are considered: coverage and indexing in online databases; demand by users; recurring/ongoing costs; audience level; and program accreditation requirements.

Audiovisual Materials: In selecting audiovisual materials, the following criteria are also considered: a positive professional review; awards received; a preview when available; unabridged versus abridged material; patron demand; low to moderate cost; and format.

Electronic Resources: In selecting electronic resources, the following criteria

are considered: set-up costs and hosting fees; purchase costs; ease of use; extent of coverage; number of concurrent users; emphasis on full-text resources; availability of remote access; emphasis on perpetual access; mobile device compatibility; proxy server compatibility; and Americans with Disabilities Act (ADA) accessibility.

E. Maintenance of the Collection

Lost items and replacements: Materials lost or withdrawn from the collection due to wear are not automatically replaced. They are replaced based on the following criteria:

- Importance of the item to the collection and to the college curriculum
- Demand for the material
- Availability through book vendors or publishers
- Funds available

Weeding: The professional librarians, with input from faculty, remove outdated materials from the curriculum collections. The decision to withdraw an item is based on the following criteria:

- Currency and accuracy of the information
- Usage of the item as indicated by the circulation record
- Importance of the item to the collection
- Physical condition of the item

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