Policy Statement

The Collection Development Policy is a statement of the principles and guidelines used by the Library and Learning Resource Center (LLRC) for selection, acquisition, evaluation and de-selection of library materials. The purpose of the policy is to ensure consistency of practices among those responsible for developing the collection, and to communicate to faculty, students, staff and other interested persons the scope and purpose of the LLRC collection. The Collection Development Policy is, of necessity, subject to change as the programs and information needs of SOWELA Technical Community College (SOWELA) evolve.

I. Introduction

The primary mission of collection development activities is to acquire and maintain information resources necessary to support the teaching and learning mission of SOWELA at the main campus and instructional sites. This process includes acquisition of resources both in print and digital formats, allocation of funds, and formulation of procedures that guide the selection process and evaluation of the existing resources. Collection management, a vital component in assessing collection validity, includes the care and preservation of existing materials and the process of withdrawing or deselected items from the collection.

II. Collection Development Process

The collection development process includes four phases: resources selection, acquisition, collection assessment, and deselection.

Selection Responsibility

A. The Director of Library Services coordinates the selection process and has final responsibility for collection decisions for the main campus/ instructional site libraries.
B. Faculty members have a responsibility to students to ensure that library resources are adequate in their area of expertise to support and supplement classroom instruction and required assignments. New materials must be requested in a timely manner to maintain an up-to-date collection. Participation in the collection development is open to all faculty members via the online *Purchase Request Form*.

**Acquisition Procedures**

A. Procurement of library materials generally spans August through April to comply with the fiscal year closeout. Requests for materials may be made at any time and will be held until funds are available.

B. Faculty, staff and students may submit requests for library materials via the online *Purchase Request Form*.

C. The Director of Library Services places all orders and tracks arrivals and expenditures.

D. All books are cataloged in Lake Charles and then distributed to the instructional sites. Faculty are notified when their requests are cataloged and made available for circulation.

**General Collection Principles**

A. Materials selected for purchase must support SOWELA curricula, or be of value in terms of fulfilling the general aims of a community and technical college education.

B. Books and ebooks must be timely and available in the English language.

C. The collection does not aim to have equal coverage of all subjects. Coverage of a subject will generally be in proportion to the curriculum coverage of that area.

D. A core collection of materials, mostly at the introductory level, suitable for first and second year college students are collected. Advanced research level resources are not collected.

E. Current popular fiction books are not purchased. However, a small rotating collection of leased fiction books may be held when funds are available.

F. Faculty and staff needing research materials are accommodated through Interlibrary Loan or use of the LOUIS Card which provides access to other academic libraries.
**Selection Criteria**

Every effort is made to provide students and faculty with a well-rounded, authoritative collection in support of curriculum requirements and access to a core collection of standard reference works. Technical materials and resources recommended for the first two years of undergraduate education receive priority for purchase.

The following criteria are used in selecting library materials.

- Relevance to SOWELA curricula
- Reviews found in standard selection sources and faculty recommendations
- Timeliness of information
- High degree of potential user appeal
- Authoritativeness – reputation of the author, producer or publisher
- Strength/weakness of current collection
- Objectivity - breadth of representative viewpoints on controversial issues
- Price – cost of material in relation to the budget and other available material
- Language - English
- Frequency of interlibrary loan requests for materials on the topic
- Patron needs – to support students with special needs
- Appropriateness of format – no packet size resources, spiral binding, workbooks
- United States content is purchased – UK editions are not selected
- License requirements
- Access restrictions
- User interface of electronic titles - ease of use and training requirements
- Geographical Areas - Resources focusing on Louisiana and the Gulf Coast region are collected; particularly for culinary arts, regional petroleum industry, and Southern history and culture; this is not to the exclusion of other areas

**Formats**

Resources are collected in both print and electronic/digital format:

**Archival Materials**
- Photos and SOWELA memorabilia are collected

**Audiovisuals**
- DVDs and streaming video appropriate to the curricula are selected

**Books**
- Hardbound books are preferred over paperback for their greater durability
- Paperback books are purchased for topics which change rapidly; when duplicate copies are required; or when hardcover is unavailable
- Instructor manuals and workbooks are not purchased
- Spiral bound books are not purchased
- Undersized/pocket size books are not purchased
- Oversized books designed as “coffee table” books are not purchased
- Foreign editions are not purchased
eBooks
- eBooks may be purchased separately or as part of a package
- eBooks are free of digital rights management (DRM) restrictions
- eBooks have perpetual access
- eBooks are downloadable

Government Documents
- The library is not a repository for federal or state publications
- Individual titles may be purchased if requested
- McNeese State University is a regional federal repository located near SOWELA

Newspapers
- Online newspapers are preferred

Periodicals/eJournals
- Print periodicals are not purchased if an ejournal is available online through consortium licensing
- Print journals and ejournals may be purchased separately or as part of a package
- UK editions or other non-U.S. editions will not be purchased
- Electronic journals must allow off-campus access

Pamphlets and Maps
- Bound atlases are collected
- Pamphlets, brochures and foldup maps are not collected

Special Collections
- Materials not collected include: rare and specialized materials; manuscripts, theses, dissertations, 3D objects, sheet music

Selection Tools

Sources used in the selection of materials:

- Bibliographies
- Booklist
- Choice
- Library Journal
- Industry blogs and websites
- Publisher catalogs
- Publisher Weekly
- Amazon

Acquisition

The Director of Library Services is responsible for expenditures and places all orders. Books selected for inclusion in the collection may be purchased through the book vendor Gobi Solutions, Amazon –Corporate Account, subject specific organizations or directly from the publisher. Print journals are ordered through the vendor EBSCO.

All materials are purchased at the lowest price available and are tax exempt.
Collection Assessment

A portion of the collection is evaluated each semester.

<table>
<thead>
<tr>
<th>Description</th>
<th>LC/Call # Range</th>
<th>Semester of Evaluation</th>
<th>Year of Evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Works</td>
<td>A</td>
<td>Fall</td>
<td>Odd year</td>
</tr>
<tr>
<td>Phil, Psych, Religion</td>
<td>B</td>
<td>Fall</td>
<td>Odd year</td>
</tr>
<tr>
<td>History and Geography</td>
<td>C, D, E, F, G</td>
<td>Spring</td>
<td>Odd year</td>
</tr>
<tr>
<td>Social Sciences</td>
<td>H</td>
<td>Summer</td>
<td>Odd year</td>
</tr>
<tr>
<td>Political Science and Law</td>
<td>J, K</td>
<td>Fall</td>
<td>Even year</td>
</tr>
<tr>
<td>Education</td>
<td>L</td>
<td>Fall</td>
<td>Even year</td>
</tr>
<tr>
<td>Fine Arts</td>
<td>M, N</td>
<td>Summer</td>
<td>Even year</td>
</tr>
<tr>
<td>Language and Literature</td>
<td>P</td>
<td>Summer</td>
<td>Even year</td>
</tr>
<tr>
<td>Science and Technology</td>
<td>Q, R, S, T, U, V, Z</td>
<td>Spring</td>
<td>Even year</td>
</tr>
</tbody>
</table>

Collection assessment is necessary to identify strengths and weaknesses in the collection. Each title is analyzed for appropriateness to the collection according to established selection and de-selection criteria. Circulation reports and collection age reports are used as evaluation tools. Collection development efforts are made in areas deemed deficient.

**De-selection Process**

De-selection/weeding of library materials is the process of removing items from the collection. It is essential to maintain a relevant and academically useful library collection. De-selection provides quality control for the collection by elimination of outdated, inaccurate, and physically deteriorated materials.
De-selection Criteria:

A. Physical Condition
   • Item is bug infested, dirty, worn out, water damaged or exhibits the presence of mold
   • Binding and book cover are in poor condition and can not be repaired
   • Item has missing pages or brittle paper
   • Disc is scratched and malfunctions

B. Qualitative
   • Faculty need
   • Relevance to curricula
   • Appropriateness to community college level audience

C. Quantitative
   ➢ Adequate representation of subject
   ➢ Age of materials
   ➢ Number of books per student in a degree program
   ➢ New edition

Guidelines for De-selection of Materials by Broad Subject Categories

<table>
<thead>
<tr>
<th>Subject Areas</th>
<th>Time Period for De-selection</th>
<th>Exception</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nursing</td>
<td>Older than 5 years old</td>
<td>Historical material</td>
</tr>
<tr>
<td>Law</td>
<td>Older than 2 years old</td>
<td>Historical material</td>
</tr>
<tr>
<td>Criminal Justice</td>
<td>Older than 10 years</td>
<td>Historical material</td>
</tr>
<tr>
<td>Education</td>
<td>Older than 10 years old</td>
<td>Historical material</td>
</tr>
<tr>
<td>History</td>
<td>No time limit</td>
<td></td>
</tr>
<tr>
<td>Literature</td>
<td>No time limit</td>
<td></td>
</tr>
<tr>
<td>Technology</td>
<td>Older than 5 years old</td>
<td>Historical material</td>
</tr>
</tbody>
</table>

De-selected library materials are disposed of according to State of Louisiana property disposal guidelines.
Replacement of Materials

The LLRC will not automatically replace all materials withdrawn. Factors considered include:

- Number of duplicate copies
- Extent of adequate coverage of the subject in the collection
- Importance to collection
- Usage
- Availability of materials for purchase
- Availability of more up-to-date material or alternate format
- Replacement cost

Maintenance and Preservation of Collection

The Library exercises care and diligence in the maintenance of the collection, replacement and duplication of materials. The LLCR attempts to purchase quality materials which will withstand expected use. The LLRC acknowledges the necessity of preserving all holdings and exercises care in the handling of all library resources. The collection is dusted and oversized books are placed on appropriate shelving to prevent binding damage. When items become worn or damaged, steps may be taken to repair, mend or bind materials to extend shelf life. If items must be discarded or have been lost, replacement or updating is considered. The Library uses a security detection system to preserve the collection from unauthorized removal.

III. Donations and Gifts

The LLRC abides by the SOWELA Gift Policy No. 5.003.1. The LLRC welcomes gifts and accepts them with the understanding that the materials will be evaluated according to the same standards as items that are purchased. All gifts are acknowledged with a letter that indicates the number of volumes donated. The LLRC cannot legally provide an appraisal or estimated value of the donated materials. The LLRC reserves the right to refuse a donation if the donor specifies special conditions, including retrieval from a donor’s home; special shelving requirements or the item does not meet collection criteria. Donated items, which are not added to the collection, are discarded or made available to students.

IV. Intellectual Freedom and Collection Challenges

The LLRC recognizes that free access to ideas and full freedom of expression are fundamental to the educational process. Accordingly, the library purchases materials that represent a wide variety of viewpoints. It is the responsibility of the library staff to ensure that all points of view relevant to the SOWELA mission are represented in the collection. This position is affirmed by the American Library Association’s Library Bill of Rights and Freedom to Read statement.
Patrons with a complaint about an item in the collection should submit in writing their concerns to the Director of Library Services. The Library Advisory Committee and Director will review the complaint and the material in question, and make a recommendation. The complainant will receive a written response from the Director.

Any requests related to government sponsored investigations will be directed to the Director of Library Services. The Director will direct requests to the administration of SOWELA who will verify the validity of the request. Such investigations will be documented and submitted to the Louisiana Community and Technical College System Office of Legal Counsel.

FORMS-Online Purchase Request Form