



Collection Development

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St. Philip's College Library Collection Development Procedures

PURPOSE OF THE COLLECTION DEVELOPMENT PROCEDURES

Introduction

This collection development policy is a statement of the principles and guidelines used by the St. Philip's College Library in the selection, acquisition, evaluation, deselection and maintenance of library materials.

It reflects the fact that limitations in funds, space and staffing place constraints on libraries in terms of the number of items they are able to purchase and house. It attempts to deal with those limitations by establishing collection goals and priorities.

The policy will be used both in enhancing consistency among those responsible for developing the collection and in communicating the library's policies to students, staff, faculty, administrators and other interested persons.

It is understood that as the programs and other information needs of the college change, so too will the collection development policy change to meet those needs.

St. Philip's College obtains its funding from a combination of state appropriations, local taxes, federal grants and student tuition. The college offers courses at its main campus, Southwest Campus, and the city's military bases, in addition to other locations where St. Philip's has a presence.

St. Philip's College Library Mission Statements & Extended Activities Pertaining to Collection Development and Use

The SPC Library's mission is consistent with the College's mission:

Ensure that the Library's resources and services are available to all students and faculty members wherever the programs or courses are located and however they are delivered.

Consult and actively work with faculty and other patrons to develop and maintain a print and non-print collection, in a wide variety of formats, including electronic resources, document-delivery and other library services available at both on and off campus sites. The collection is designed to meet the following:

- Primarily, the educational and public service needs of students, faculty and staff of the College.
- Secondly, the cultural, recreational and enrichment needs of students, faculty, staff, their immediate families and members of the surrounding community.

Provide special support for these initiatives:

House and maintain the print and non-print collections, including the online databases, in accordance with bibliographic standards in a manner that makes the entire collection easily and conveniently accessible to all library users.

Train students to become independent, life-long learners by providing information literacy instruction in locating, accessing, critically evaluating, and ethically using information resources in a wide variety of formats. Teaching methods include formal class instruction, orientations, tours, lectures, library guides, user aids, and point-of-use instruction.

The library faculty will work with individual faculty members to develop information literacy instruction to assist students in locating and using the Library and information resources to fulfill specific course requirements.

Ensure an adequate number of professionally-trained staff and faculty and sufficient state-of-the-art technology in electronic media and other essential equipment necessary to support both library instruction and on-campus and off-campus use of Library resources and services.

Enhance the quality and quantity of Library resources available to its patrons by cooperating fully with the Library or Libraries at Northwest Vista College, Palo Alto College, Northeast Lakeview, and San Antonio College in addition to library resource sharing groups such as CORAL, OCLC and TexShare.

The library will participate as a full, resource-sharing, service-oriented member dedicated to the giving, as well as receiving, of faculty and staff time for group projects and the lending of resources to benefit individuals throughout the groups' service areas.

RESPONSIBILITY FOR LIBRARY COLLECTION DEVELOPMENT

This collection development policy was written and updated by the SPC library faculty. Ultimate responsibility for the development and maintenance of the library's collection rests with the Library Chairperson

A library faculty member serves as a liaison with each department. Each liaison is responsible for developing the library collection in that area. It is expected that faculty will work with the library liaison assigned to their disciplines to select appropriate library materials, evaluate the existing collection and participate in the withdrawal of materials that are no longer appropriate for the collection. The library faculty utilizes non-library faculty expertise to provide assistance in selecting titles for acquisition.

All requests for materials are reviewed for their adherence to the selection guidelines. Student and staff requests for acquisition of materials are also welcomed and encouraged and will be reviewed under the same standards as requests from other sources.

Alternative methods of deciding on purchases may be used, for example, patron-driven acquisition (PDA) where electronic books used a certain number of times are then purchased.

LIBRARY MATERIALS FUND ALLOCATION

The materials budget covers four areas:

- Serials – recurring publications purchased by subscription, including subscriptions to electronic sources.
- Access – library services such as interlibrary loans, resource sharing, and collective acquisitions.
- Books and other library materials – including audio-visual materials, audio books, electronic books, streaming videos and other mediums.

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- Electronic databases and other materials to support behind-the-scenes library work to enhance collection development and the usability of the collection.

The Library's acquisition funds are allocated each year based on the following considerations:

- Requests by faculty, departments and programs.
- Requests by students and other patrons.
- Evaluation of number, condition and relevance of holdings for each area.
- Evaluation of extent of use of each part of the collection.
- Interlibrary loan request and/or unfilled patron requests for resources.
- Cost of recurring annual subscriptions.
- Availability of items in the collection to support new college programs or initiatives.

PRACTICES FOR SELECTING MATERIALS

Selection of materials is a continuous process affected by the changing curriculum as well as the availability of new materials. The general policy for selection applies equally to all types of materials being considered for library acquisition.

Standards

The St. Philip's College Library supports the statements on collection development contained within the "Standards for Libraries in Higher Education" approved by the ACRL Board of Directors, October 2011 (<http://www.ala.org/ala/mgrps/divs/acrl/standards/standardslibraries.cfm>). Because accrediting agencies such as the Southern Association of Schools and Colleges generally use these standards to evaluate library collections, it is important that the library maintain these standards.

Intellectual Freedom and Censorship

It is recognized 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. To this end, the library subscribes to and complies with the American Library Association's "Library Bill of Rights" and its accompanying statements of interpretation, including, but not limited to "Freedom to Read"; "Freedom to View"; "Access to Electronic Information Services and Networks"; "Challenged Materials"; and "Statement on Labeling".

The library does not add or withdraw, at the request of any individual or group, material which has been chosen or excluded on the basis of stated selection criteria. An individual or group questioning the appropriateness of material within the collection will be referred to the Library Chairperson.

Confidentiality

The Code of Ethics of the American Library Association (ALA) states: "Libraries must protect each user's right to privacy with respect to information sought or received, and materials consulted, borrowed, or acquired" (ALA Code of Ethics, point 3). In addition the SPC Library adheres to the American Library Association's "Policy on Confidentiality of Library Records" and "Confidentiality of Library Users."



Copyright

The SPC LIBRARY complies fully with all the provisions of the U.S. Copyright Law and its amendments. The library strongly supports the "Fair Use Section" of the Copyright Law (17 U.S.C. 107) which permits and protects citizens' rights to reproduce and make other uses of copyrighted works for the purposes of teaching, scholarship and research.

Criteria for Selection of all Materials:

- Relevance to the curriculum and appropriateness to the user.
- Timeliness and lasting value of material.
- Expertise and/ or Reputation of the author, issuing body, and/or publisher.
- Presentation (style and clarity): Aesthetic considerations
- Literary, artistic, or social value
- Appeal to the imagination, senses or intellect
- Special features: Detailed, logical, accurate index, Bibliography, Footnotes, Pictorial representations
- Physical and technical quality of paper, typography, and design
- Physical size
- Binding
- Durability
- Suitability of content to form
- Strength of present holdings in the same or similar subject
- Demand, frequency or interlibrary-loan requests for material on the same or similar subject.
- Price/relative cost of material in relation to the budget and other available materials.

Guidelines for Selection of Specific Types of Materials:

Children's Materials

Books for children are purchased to support English classes, and Child Development and Early Childhood Studies curriculum. Prize-winning children's books are purchased to support the English department's children's literature curriculum.

Duplicates

A copy is to be placed at two or more locations (SPC, SWC, Seguin, etc.)
The purchase of duplicates is warranted by heavy usage of copies already held by the library.

Electronic Materials

Electronic resources are defined as those that require online access. The library subscribes to many electronic products. These products are primarily databases, electronic books, streaming videos and other reference sources.

The primary criteria for the selection of any electronic product are as follows:

- Relevance to the collection
- Overall worth to the library collection, quality of the product, and ability to enhance the user's access to information
- Copyright and/or technical limitations that restrict or impede the program's use on the network
- Ease of use, search system and/or operating system
- Frequency of need to update.
- Equipment needed to use it, as well as ability to run it

Fiction

The library will buy current, popular fiction to encourage leisure reading by the patrons.

The library will attempt to select established literary works and new works of promise in the literary field, especially those works which would support literature course offerings. As part of the selection process, librarians will evaluate the work in terms of the author's earlier writings and current reader interest.

Foreign Language Materials

Except for dictionaries, the Library collects primarily English-language materials.

Literature and language materials needed to support foreign language instruction are collected as needed.

Gifts

Gifts to the library are accepted. However, gifts will be added to the collection only after the items have been evaluated to determine if they meet collection development requirements. Donors should call the Technical Services Librarian if they have material they wish to donate or if they have questions about the appropriateness of their gifts. The library will inform the Office of Institutional Advancement and Development and that office will acknowledge any donations. The library will acknowledge the number of items donated, but it cannot legally provide an appraisal or estimate of the value of the donated material.

Gift materials that are not added are sent to Central Inventory for disposal at the next sale of surplus materials.

Non-print Material

Selection of non-print materials follows the Selection Criteria listed above. The library will not add materials in obsolete formats to the library collection. Decisions to withdraw non-print items will be based upon the obsolescence of the information and/or format and/or the condition of the equipment necessary to use it. If funds are available and the contents warrant preservation, materials may be transferred to another format instead of
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being de-selected, as long as all copyright laws are followed.

Cartographic materials

The library acquires historical maps, and gazetteers to support the curriculum

Out-of-Print Materials

The majority of selection are current publications. The library recognizes the need for some retrospective purchases. However, in view of the difficulty and expense in obtaining rare, out-of-print, and reprinted material, it is most important to spend funds for valuable current publications of long-term worth, thus preventing a future need for retrospective buying.

Paperbacks and Hardbacks

Paperback monographs for the regular collection will be acquired only when hardback editions are not available or when there is a significant price difference between the hardback and paperback editions. When making a choice between paperback and hardback, the long-term value and expected use of the title will be considered.

State and Regional Materials

In cases where materials are available for each state and region, the Library will normally collect only for Texas, Bexar County, and San Antonio.

Materials Not Usually Purchased

Musical Scores

Textbooks and Lab manuals – Exceptions are those which have earned a reputation as "classics" in their field, or which are the only or best sources of information on a particular topic.

Format Guidelines

Materials will be purchased as needed to support the curriculum in all formats for which the library has equipment and facilities. The library will not normally collect such items as these:

- Article reprints or preprints
- Costumes
- Dissertations
- Educational games
- Equipment manuals
- Medical instruments
- Models--with the exception of anatomical models to support the curriculum
- Specimens



Selection and Evaluation Tools

Criteria

Literary merit, enduring value, accuracy, authoritativeness, social significance, importance of subject matter to the collection, timeliness, popular demand, cost.

Scarcity of material on the subject and availability elsewhere, quality and suitability of the format, (other considerations may be applicable in specific subject areas). Selectors should choose materials that will build a well-rounded collection which includes all viewpoints and opinions and which will meet the patrons' needs.

Tools

Professional journals, trade journals, subject bibliographies, publishers' catalogs and promotional materials, reviews from reputable sources, lists of recommended titles and sales representatives for specific materials. Purchase suggestions from faculty and students are also an important source.

Levels of Collection Development by Subject Classification

Librarians are responsible for assessing collection strengths. Guidelines exist for determining levels of collection density and collecting intensity designations. Such guidelines are used to identify the existing strength of the collection, the actual current level of collection activity, and the desirable level of the collection to meet program needs.

In general, collecting will be at one of the following levels:

- **OUT OF SCOPE:** Library does not intentionally collect materials in any format on this subject
- **MINIMAL INFORMATION LEVEL:** To support minimal inquiries about this subject, the following are included: A very limited collection of materials including monographs and reference works;

periodicals directly dealing with this topic and in-depth electronic information resources are not collected. The collection should be frequently and systematically reviewed for currency of information. Superseded editions and titles containing outdated information should be withdrawn. Classic or standard retrospective materials may be retained.



- **BASIC INFORMATION LEVEL:** To introduce and define a subject, to indicate the varieties of information available

elsewhere and to support the needs of general library users through the first two years of college instruction, the following are included:

- A limited collection of monographs and reference works.
- A limited collection of representative general periodicals.
- Access to a limited number of owned or remotely accessed electronic bibliographic tools, texts, data sets, etc.

The collection should be frequently and systematically reviewed for currency of information. Superseded editions and titles containing outdated information should be withdrawn. Classic or standard retrospective materials may be retained.

- **STUDY OR INSTRUCTIONAL SUPPORT LEVEL:** To provide knowledge about a subject in a systematic way, but at a level of less than research intensity and to support the needs of general library users through college students, the following are included:

- An extensive collection of general monographs and reference works.
- A limited collection of representative specialized periodicals that are not available on a database
- Limited collections of appropriate foreign language materials, e.g., foreign language learning or foreign language material about a topic such as German history.
- Extensive collections of the works of better-known writers and selections from the works of less well-known writers.
- Access to an extensive collection of owned or remotely accessed electronic bibliographic tools, texts, and data sets.

The collection should be systematically reviewed for currency of information and to assure that essential and significant information is retained including significant numbers of classic retrospective materials.

Special Collections

Black Collection

The library strives to purchase materials by and about African-Americans

Reference Collection

The primary purpose of the reference collection is to meet the information needs of the faculty, staff and students. Therefore, materials are first selected which support the college's overall curriculum and enhance departmental programs within the college. Since SPC is a two-year college with associate-degree programs as well as programs geared to students transferring to a four-year, degree granting institution, the reference collection must reflect both educational goals.

A secondary responsibility is to acquire materials to meet the general information needs of the library's community patrons. Some of the areas within this category are career and employment, financial aid,

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entertainment and travel.

Items in the reference collection normally do not circulate. Library faculty review this collection on a regular basis to insure currency and accuracy.

Reserve Collection

Instructors choose the materials for course reserves and the loan period for student use. Formats include, but are not limited to, books, photocopies of journal articles and class notes. Items may be from the library collection or be the instructor's personal property. Reference books are put on reserve only with the permission of the Coordinator of Reference Services.

Fair use is observed in the photocopying of copyrighted material. In general, this means one copy of an article, a book chapter, a short story or poem or a map or chart. Each instructor is responsible for obtaining copyright permission for multiple copies and for retaining photocopied copyrighted material on reserve for more than one semester.

Serials

Serials are publications issued in successive parts bearing numeric or chronological designations and intended to be continued indefinitely. Serials are issued in print, non-print, and electronic formats. All formats will be considered in the library's purchase and/or access decisions. The SPC Library has a limited serials budget; therefore, selection and deselection of serials are made with great care. Curriculum support for students is the main factor considered in the selection and deselection process, although a few titles are chosen for patron leisure reading. The selection of a serial requires a continuing commitment to the base cost of the title, including maintenance, equipment, and storage space. The rapidly expanding serials market demands that care be exercised in reviewing serial titles before they are purchased for the collection and in conducting an ongoing evaluation of current subscriptions. It may be appropriate in some cases to purchase electronic access or document delivery services for serials instead of acquisition through subscription. Items in the serials collection normally do not circulate. The serials collection is reviewed by library faculty liaisons with department faculty input. Factors to be considered are:

- Support of academic programs
- Cost, including such data as rate of price increases, cost of storage, document delivery services, and delivery time
- Uniqueness of subject coverage for the SPC Library
- Accessibility within resource- sharing agencies and/or through document delivery services
- Full-text availability through electronic means
- Professional reputation
- Usage or projected usage
- Indexing and abstracting in sources accessible to library users
- Demand for title in document delivery requests
- Intended audience

COLLECTION MAINTENANCE AND EVALUATION

Location of Materials

Information resources purchased with library funds or gifts to the Library become part of the library collection. Location of these resources is determined by the librarians. Distribution of electronic information will be in compliance with licensing agreement.

Deselection

Deselection or "weeding" of library materials is essential for the maintenance of an active, academically useful library collection. Deselection provides quality control for the collection by elimination of outdated, inaccurate, and worn-out materials. Librarians are responsible for conducting an ongoing deselection effort in their areas of collection responsibility and for maintaining the quality of the collection. Faculty members are strongly encouraged to participate in deselection, as well as in the acquisition process.

General Guidelines for deselection:

- Superseded editions are routinely deselected from the collection.
- Materials are deselected which cannot be repaired or rebound or when the cost of preservation exceeds the usefulness of the information contained are deselected.
- Because currency of information is extremely important in some fields such as health sciences, technology, and business, older materials must be regularly deselected so that outdated or inaccurate information is eliminated.
- Material that has not been used, based on circulation and browsing statistics, may be deselected after five to ten years of inactivity. However, some library materials, such as items considered classic works in their field, have long-term value and should be kept in the collection despite lack of use. A stamp stating keep for retrospective research may be used on the item to keep it from being withdrawn.

Consideration for Deselection of Serials

- Incomplete and short runs of a title may be withdrawn, particularly when the title is not received currently.
- Titles which contain information that is not useful long-term, such as newsletters and trade magazines, usually have automatic discard patterns established such as "latest two years only retained."
- Annuals, biennials, and regularly updated editions of guidebooks, handbooks, almanacs, and directories have a deselection pattern established depending on the value of the information contained in earlier editions. Often one or two older editions are retained in the reference and/or circulating collections.
- Because of lack of space, issues which are replaced by microfilm are routinely discarded.
- Duplicate issues of periodicals and journals are discarded when a volume has been bound or obtained in microform.

Other Considerations

- The title may be retained if it is included in a standard list or bibliography such as Books for College Libraries.
- The title may be deselected if the Library has better materials on the topic.
- The title may be retained if the author has a reputation for being an authority on the topic.

Conservation, Preservation, and Restoration**General Principles**

Library materials are expensive to purchase, process, and house. The SPC Library acknowledges the necessity of preserving all holdings.

Library employees and library users will be informed of the proper care and handling of library materials.

Temperature and humidity controls are essential for maintenance of library materials.

Book repair is provided for damaged materials.

Binding is used to preserve periodicals and other materials, as needed.

New Books

Newly acquired paperbound books are usually bound by the vender before receipt.

Replacement of Library Materials**Monographs**

Subject librarians are responsible for making decisions regarding the replacement of lost, damaged, missing, or worn -out monographs. The subject librarian will determine whether to replace a specific book or purchase a comparable book, guided by the following considerations:

- Does the material being replaced meet the general library collection policy? Does the frequency of use justify replacement?
- Is the item used for class reserve reading or is it on a faculty recommended reading list?
- Is the item listed in "Books for College Libraries" or other recommended book list?



Serials

The Serials Librarian will identify lost, damaged, missing, or worn-out serials and will take steps to replace these materials. Decisions to replace annual, biennial, and irregular serials will be handled according to the policy for monographs described above, with the subject librarian having responsibility to order.

The following serial items will not be replaced

- Newspapers and newsletters
- Titles that are not held permanently
- Titles that are not indexed
- Titles accessible in digital format

Back Issues of Serials

Since back issues may be expensive, the decision to replace will be guided by the following considerations:

- Does the material being replaced meet the general library collection policy?
- Does the frequency of use justify replacement?
- Should microfilm be purchased rather than replacing paper issues?
- Is the periodical readily available elsewhere, including full-text sources available to the SPC library users? Does the information in the particular title have lasting value?

Evaluation of the Collection

The continual review of library materials is necessary as a means of maintaining an active library collection of current interest to users. Evaluations will be made to determine whether the collection is meeting its objectives, how well it is serving its users, in which ways it is deficient, and what remains to be done to develop the collection. This process requires the same attention to quality and authority as the original selection of materials.

SPC Library faculty will evaluate portions of the collection on a regular basis, using a combination of standard, qualitative and quantitative methods.

Library Faculty Collection Responsibility Areas

Since the Library cannot exist without a current and relevant collection that supports the mission of the college and meets the ACRL standards in every way, excellence in collection development is the prime goal of the Library. For that reason, Library faculty who have been assigned areas of responsibility will continually evaluate their collection areas, with a view toward increasing each area's strengths while eliminating the weaknesses. Non-Library Faculty should be involved in the process and the liaison librarian may perform the following as a routine part of the collection development process:



- Collect and use annual statistics to increase strengths of the collection and the collection process, for example:
- Number of holdings in assigned subject area
- Percentage of those holdings to the entire collection
- Number of circulation, and browses in his/her area
- Percentage of circulations/browses to the entire collection's circulation/browses
- Number of requests received from each department/program and faculty member within that department/program
- Number of requests received that were reported back to the department/program, and faculty member as having been ordered, cataloged and processed and ready for patron use
- Periodic evaluation and deselection of items within the collection area
- Perform periodic inventory of a section or sections of materials in his/her area
- Examine items for condition of repair--do they need to be discarded, repaired, replaced or retained
- The need for currency
- When items in this area become obsolete

Access/Ownership Statement

With the Library's diminishing ability to own even a small percentage of the world's information, the economics of access has become a crucial issue.

Integrating access as a part of the collection development policy is a modern necessity and provides some decided advantages to the library as an information provider.

Developments in electronic information systems have made it possible for libraries to provide their patrons with an awareness of the vast amount of information available for use. While the library cannot keep all of the material relevant to its users in its collection, it can provide access to the vast amount of information available for use in other collections. This type of access requires that the library engage in cooperative collection development, resource sharing, and document delivery systems.

The trend is toward availability of information in electronic format only. When it is determined that access on demand is more economically feasible in terms of storage, projected use, and cost, this option can enhance the library's ability to expand the information base available to its primary users.

The SPC Library's goal is to move toward a logical combination of traditional collections and access to materials that cannot be owned.

The Library will incorporate cost-effective models to guide decisions concerning access to information in all formats used for book purchases as well. Because the commitment to serials is over a long period and expensive, the library has in place a separate review process for the addition or deletion of titles



Resource Sharing, Document Delivery Services, and Cooperative Collection Development

The Library will supplement its collection through resource sharing, document delivery services, and cooperative collection development.

Resource-sharing encourages free exchange of materials among the participating libraries for the mutual benefit of all parties.

SPC Library is a member of CORAL (Council of Research and Academic Libraries), a local resource-sharing consortium of libraries in and around San Antonio.

It is also a member of TexShare, a state-wide consortium of resource-sharing libraries and OCLC, a national and international consortium for cataloging and inter-library loan.

The most important and most frequently shared resources are those shared by all of the Alamo Colleges libraries with each other. The libraries participate in cooperative collection development, reciprocal borrowing, and interlibrary loan with Internet and/or interdepartmental mail used for document delivery. Cooperative collection development takes advantage of strengths of the participants to enhance resource sharing and to improve access to resources.

COLLECTION DEVELOPMENT POLICY EVALUATION

The Collection Development Policy will be reviewed and, if needed, updated periodically by the SPC Library faculty.