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I. Purpose of the Collection Development Policy

The purpose of the collection development policy is to clearly state the process of material selection, retention, and deselection at the Gateway Community College Library. This policy will be consistent with the philosophy, mission, and objectives of the college, resulting in a collection that adequately serves the college community. When appropriate, the guiding principles of this document will apply to all formats of materials included as part of collections, whether they are in print or electronic form. All members of the college community are welcome to contribute their ideas to the continuing development of this policy. This policy is intended to be a fluid document that is subject to changes as they are needed.

II. GATEWAY COMMUNITY COLLEGE LIBRARY

MISSION STATEMENT

Gateway Community College Library supports the mission of the college by making available a wide variety of information resources relevant to curriculum support and personal enrichment. We respond to the changing academic, occupational, technological and cultural needs of a diverse population, including community members and those with special needs. In a learning-centered environment, we enable users to identify information needs, find resources to meet those needs, evaluate the information retrieved, and use it responsibly. The library provides a safe and welcoming environment where all users are encouraged to become independent and life long learners.

III. VISION STATEMENT

Gateway Community College Library supports the college mission as a vital partner in the educational process. We provide information in traditional, current and emerging formats. Experienced, professionally trained library staff members collect, organize and provide relevant and diverse resources to users with a wide spectrum of backgrounds, abilities and interests.

We emphasize ease of information access and employ the latest in technology to assist on ground and online users. As critical thinking specialists we design instruction to elicit information literacy outcomes. We expect students to determine the extent of information that is needed, access information effectively and efficiently, evaluate information, use information to accomplish a specific purpose and use information in an ethical manner. ¹

Customer service is a strong priority. We stress the importance of library as place and work to provide a comfortable atmosphere in which each user is treated with dignity. We collaborate with colleagues at Gateway Community College, within the Connecticut Community College system and in the larger civic and intellectual community. We commit to continued growth in all aspects of librarianship, to ethical conduct in all we undertake and to principles of intellectual freedom as expressed in the American Library Association Library Bill of Rights.²


IV. Description of the Library

Gateway Community College Library & Learning Commons is a full service state-of-the-art facility, spanning more than 25,000 square feet on two floors of the south building and seating over 400 persons. It provides a variety of print and electronic library and information resources which support and supplement the curricula of the College’s more than 100 accredited degree and certificate programs and serves as a source of personal enrichment for faculty, staff and students. These resources include print books, electronic books, periodicals, audio and videotapes, CDs, DVDs, computer software, and various electronic information resources.

Areas of emphasis for curriculum support and collection include: academic and general studies, career, engineering technology, technical study programs, and health career fields. Special collections established and maintained within the library include: ESL, Small Business, African American History, Muslim Studies as well as Peace Studies.

Library holdings include more than 53,000 print books and audio-visual items, and 160,000 electronic books and streamlining videos for an overall collection of 212,000, plus 144 print serials and *283,123 full-text electronic journal titles. The Library also subscribes to more than 80 research databases, including those provided by the Connecticut Digital Library and may be accessed 24/7 on or off campus through the library home page. The library web pages offer links to library information, the online catalog, research databases, and Internet resources. The catalog offers a complete listing of items, including electronic books, which are also accessible 24/7 on or off campus. The library also houses several special collections.

*2014 & 2015 electronic journal full text includes the open source titles GCC Library gets from EBSCO.
V. Responsibility for Collection Development and Selection

Determination of resources for the library will be primarily made by library staff. Faculty may and will be consulted if and when there are deficiencies in the collection in certain subject areas or to help the library secure proper resources for a particular class. Library staff welcomes and encourages suggestions from faculty, staff, students, and the community for the purchase of books, periodicals, and electronic materials.

Funds are not allocated ahead of time for particular academic divisions or individual classes; however, the library staff will devote additional resources to classes that have library-related research assignments. Since the library staff strives to develop a well-rounded collection, materials will be purchased in disciplines that are not often associated with library research but are taught at the college.

The overall collection development and management is the responsibility of the library staff. Each professional librarian is in charge of a number of subject areas in the collection. Staff members use class assignments, reference interviews, suggestions from faculty and students and current book reviews to choose materials for purchase. Endeavor Voyager reports are also used in the selection process. To meet the needs of the college community, the librarians will:

- Select appropriate materials that support the missions of the college and the library.
- Seek input from and work with faculty to select materials to create a well-balanced collection.
- Work with faculty to determine the strengths and weaknesses of different formats of materials, such as books, periodicals, and electronic resources.
- Welcome suggestions for material acquisition from faculty, staff, students, and the community.

The library actively solicits suggestions with a form available in paper and on the website.
VI. General Policies for Selection

The library is dedicated to meeting the information needs of students, faculty, staff, and the surrounding community. Since the world of information is constantly changing, the library also strives to anticipate the future desires of the populations we serve. Formats and media change over time, and the library staff will actively consider all new potential resources for acquisition. For budget reasons, the library will only be able to obtain a small fraction of all materials published each year; however, selections will be made carefully, taking into account reviews, the possibility of borrowing the material (Interlibrary Loan) and adherence to the selection criteria that follow. The library’s collection is not archival in nature. To best maximize funding, the library has decided to establish the following priority list for the allocation of funds:

1.) Materials in all formats that support the curriculum.
2.) Materials in all formats that support the mission of the college.
3.) Materials that meet the reading interests of the populations served by the library.
4.) Materials for individual enjoyment or enrichment.

General criteria for selection of materials (Not in priority order)

Other than the four main objectives stated above, the library staff takes other factors into consideration when selecting materials for the collection. These criteria include:

A. Filling gaps in relevant areas.
B. Reputation of publisher.
C. Lasting value of the material.
D. Accuracy of information.
E. Appropriate academic level for our users.
F. Authority of the author or issuing body.
G. Cost.
H. Coverage in indexes.
I. Timeliness of material.
J. Representation of varying viewpoints.
K. Suitability of the specific media to the content and teaching process.
VII. Policies for the Selection of Specific Materials

1. Textbooks

As a general rule, textbooks are not purchased for the collection. Information contained in textbooks is usually arranged to teach a particular class, and classroom purchases are not in the collection scope of the library. Exceptions may be made if the material is not available elsewhere or if the available material is too specific for a course taught at Gateway Community College.

2. Reference Collection

The primary function of the reference collection is to support the curriculum at the college. Works that directly or indirectly provide information that meet the needs of our community will be considered for inclusion. The reference collection will also contain general standard reference tools (indexes, encyclopedias, etc.) that encompass a wide range of knowledge, as well as titles that are necessary due to a practical nature (law, business, etc.) Resources that are locally regarded as reference tools because of use patterns will also be included in the collection.

3. Research Materials

Materials needed by faculty members for research will be purchased only if they can also be used by students. We encourage the faculty to use Interlibrary Loan service to obtain such resources.

4. Periodicals

Periodicals are purchased for their currency of information, as a supplement to the book collection and to provide another medium for students to incorporate into their research. The collection consists of scholarly journals, as well as popular, industry, and trade magazines. A small collection of non-academic titles are selected for recreational reading. Each periodical has a retention schedule based on content, the availability of the information elsewhere (electronic formats), continued relevance, and space considerations.

5. Newspapers

Newspapers are purchased on a current basis to meet the teaching and general information needs of the community. Selected titles will include both local and regional coverage, as well as major newspapers that are national and international in scope. The newspapers in the collection will represent diverse political, cultural, and social viewpoints.

6. Series

Series are generally individual books published in successive parts on a regular basis. The titles may be purchased for either the circulating or reference collection, depending on the content of the material. Individual titles within a series may be purchased separately without establishing an order for the entire set.
7. Preservation of Periodicals and Newspapers

Back files of periodicals and newspapers are kept based on retention schedules developed by library staff. Newspapers are held for a matter of months and periodicals are retained for varying lengths of time. Special consideration is given to certain subject areas that hold their relevance over longer periods of time. Trade publication donations are retained only if they contain sufficient text content, are relevant to the curriculum and are read by library users.

8. Non-Print Materials

Non-print materials are purchased as needed to support the College curriculum. Selection is based on the same principles as print sources. Non-print materials may include, but are not limited to, the following:

- Online and other electronic resources
- DVDs
- CDs

9. Government Documents

The Gateway Community College Library is not a government documents depository. As a result, most government publications are not purchased by the library; however, certain publications may be purchased if the particular title is beneficial to the collection scope. All collected government documents are evaluated and selected according to the general policies for selection. The library does receive some publications free of charge from the issuing agency. Some government documents are available through the library’s full-text electronic databases.

10. Foreign Language Materials

In general, foreign language materials are purchased only in support of the foreign language curriculum or ESL program. Foreign language materials may also be purchased if the specific item is needed or the English language version of the item is inadequate or unavailable.

11. College Archives

The library does not purchase sources specifically for the college archives. The archives consist of newspaper clippings, photographs, slides, yearbooks, and other printed ephemera. All resources contained in the archives document the history of the college. Materials in the archives will be held indefinitely.

12. Multiple Copies

Multiple copies of items will be purchased only if there is a great and continued demand for the material.
13. Replacement of Irrevocably Damaged, Lost, or Stolen Materials

The library will not automatically replace a title due to loss or damage. The lost sources will be considered for replacement on a title-by-title basis. Selection criteria include:

- The availability of the replacement copy.
- Cost.
- Continued relevance to the curriculum.
- Timeliness of the material.
- The availability of the same information in an alternate source.
- Demand for item.
- Historical significance of the item.
- Strength of present holdings in the same or similar subject.
- Number of duplicate copies, if any, available.

14. Gifts

The Gateway Community College Library welcomes donations from the public that fall within the scope of the Library collection.

Materials accepted by the GWCC Library become the property of the Library. Donors may not impose any restrictions on donations or their disposition. The Library will use the donation to best serve the college, which may include addition to the collection, transfer to another library, or disposal of the materials as the staff deems appropriate.

Donors will be sent an acknowledgement letter for all accepted items on request. Staff members do not appraise gifts or assign dollar amounts for tax purposes.

VIII. Collection Maintenance and Evaluation

The Gateway Community College Library staff has the main responsibility of collection maintenance and evaluation. Weeding is an important aspect of collection development in the college library. The collection is continually monitored for outdated material, which is replaced or withdrawn. Upon arrival of new editions, the librarian evaluates previous editions and withdraws those deemed outdated. Individual sections of the general collection are periodically reviewed. Faculty are encouraged to assist in spotting outdated or inaccurate materials in their areas of expertise.
IX. De-Selection or Weeding Policy

The deletion or weeding process is integral to collection maintenance. Materials are withdrawn from the collection in order to keep a current and useful collection which reflects the goals of the library.

The principles which guide the selection of materials also guide the de-selection or weeding of materials from the library collection. The library will continue to evaluate the collection and withdraw materials that are outdated, no longer in demand, unnecessarily duplicated, or worn.

The library staff will determine the most appropriate method of disposal of materials weeded from the collection. Materials may be offered to other libraries, or organizations, as appropriate. Outdated or damaged materials may be discarded.

As with selection, the faculty is encouraged to periodically review materials in their subject area and to make recommendations for deletion and/or replacement of materials.

In general, the criteria used for selection are to be applied when considering material for withdrawal. In addition, other criteria when evaluating materials for withdrawal may include:

- Superseded editions
- Cost
- Physical quality
- Obsolescence
- Changes in curriculum
- Quantity and currency of past use
- Duplicates no longer needed
- Subject availability in databases (especially for periodicals, newspapers and serials) and in other portions of the collection

Final decisions to withdraw are made by library staff on a title-by-title basis.

Reconsideration of Library Materials

In spite of the care taken by the professional staff and the faculty in selecting or recommending materials for inclusion in the collection, objections to a particular work may occur. All complaints should be submitted in writing to a professional library staff member. Complaints will be dealt with in a timely manner so that the complainant understands the reasoning behind the selection of materials and so that the complainant feels his or her opinions have been listened to and given full consideration.

Review of Collection Development Policy Statement

The collection development policy will be reviewed periodically and will be revised as necessary.

Reviewed and updated 10/05/2015 mjc