

**COLLECTION DEVELOPMENT GUIDELINES
EDUCATIONAL RESOURCES CENTER
COLUMBUS STATE COMMUNITY COLLEGE**

INTRODUCTION

These collection development guidelines are a statement of the principles and practices used by the Educational Resources Center (ERC) at Columbus State Community College in the selection, acquisition, and maintenance of library materials. They will be used to assure consistent and balanced growth of the collection, to provide guidance to those ERC personnel responsible for developing the collection, and to communicate those guidelines to faculty, staff, and students. These guidelines will be periodically reviewed, and as the programs and other information needs of the college change, the collection guidelines will be revised and updated to reflect those needs.

Collection development refers to the process of building and maintaining the ERC's entire library collection in print, non-print and electronic formats. This process includes the formulation of guidelines, management of funds, needs assessment, selection, and collection maintenance and evaluation. The ERC is committed to responsible collection development, which makes the most effective use of budget resources for the greatest number of users according to the established guidelines.

MISSION STATEMENT

The Educational Resources Center at Columbus State Community College provides multi-media resources and services to students, faculty, and staff to support the college's educational programs, and promotes success for our students in a learning environment.

COLLECTION DEVELOPMENT RESPONSIBILITY

All librarians may recommend and select materials for purchase; however, the full-time librarians have selection responsibilities for specific areas of the collection. Librarians use standard reviewing resources and methods to select materials. Full and part-time faculty also recommend materials in their academic disciplines. The appropriate department chairperson must approve all faculty requests. A student or staff member who is neither a librarian nor a faculty member may also make requests, which are then evaluated by the librarians. Journals are selected primarily by faculty members to support their part of the curriculum. Librarians may also make journal requests. Collection development is the ultimate responsibility of the ERC Director, who has final authority in the selection of materials.

ALLOCATION OF FUNDS

The library materials budget covers book and audiovisual materials, as well as electronic resources. Books include monographs, as well as standing order and other serial reference titles. Each academic department within the college receives an allocation from the total materials budget to use in building areas of the collection specific to the support of their programs. All allocations are reviewed annually in the spring and are adjusted when appropriate. Requests from students or non-faculty staff members, other than ERC staff, are purchased from the ERC's portion of the budget. Departmental budget allocations are available from July 1 until January 31 of the fiscal year. It should be noted that journals are purchased from the Periodicals budget. Departments do not have separate allocations for journals, and requests for subscriptions may be made at any time during the year.

SELECTION CRITERIA

Strong emphasis is placed on acquiring current, in-print materials as the most effective means of improving the library collection. There are essential factors that should be considered for any addition to the collection:

- Relevance to the curriculum. This reflects the library's mission statement, as well as the statement in the ALA Standards for Libraries in Higher Education which reads, "The library should provide varied, authoritative and up-to-date resources that support its mission and the needs of its users."
- Timeliness and lasting value of material. The college's technical programs require information that is current and technically up-to-date, while the arts and humanities courses need materials which are generally of longer lasting value.
- Reputation of the author and/or publisher. Reliability of the source of information is important. Certain publishers are known for their excellent scholarly works. An author who is a recognized authority on the subject lends credence to the material.
- Collection level. Depth and balance of current holdings in the same or similar subject should be considered. The intellectual level of the material and subject content should be appropriate. Our resources must support the college's educational programs, which are community college and undergraduate. No attempt is made to collect materials that support the research needs of faculty pursuing advanced degrees.
- Relative cost. Price should be considered in relation to the budget, as well as the anticipated usage. The availability of other materials, both printed and electronic, may also be taken into account.
- Demand. Highly specialized information required by researchers may be obtained through OhioLINK borrowing or interlibrary loan.

- Ease of access or user-friendliness.
- Physical and technical quality: paper, typography, design, durability.

TYPES AND FORMATS OF MATERIALS COLLECTED

- **Books** are collected in either paperback or hardback editions. Paperbacks may be bound as deemed appropriate.
- **Established literary works** and new works receiving critical acclaim will be considered, particularly those that support literature course offerings. Popular fiction generally will not be purchased.
- **Reference materials** primarily support the academic programs offered at Columbus State, though core academic reference works published in other subject areas may also be selected. Items in the reference collection normally do not circulate.
- **Duplicates** are not purchased, in order to make the most efficient use of funds. Exceptions may be made for heavily used copies already held by the library.
- **Non-print materials** are considered instructional materials and are evaluated on the same basis as book titles.
- **Electronic resources** are provided primarily through library membership in OhioLINK. These electronic databases are available to patrons on computers throughout the library. OhioLINK remote authentication provides off-campus access to a substantial number of electronic resources. The library also subscribes to a number of online reference databases.
- **Textbooks** are not normally purchased. Exceptions may be those that are considered classics in their fields or that are the only or best sources of information on a particular topic. Lab manuals and workbooks are not purchased.
- **Gifts** of books will be reviewed to determine if they fall within the scope of the library's collection guidelines. Donors should call the acquisitions librarian if they have material to donate or questions about the appropriateness of their gifts. Upon receipt of a gift, the library reserves the right to determine retention, cataloging treatment, and other considerations relating to use of the material. The library is prohibited by law from appraising gifts for tax purposes. The library assumes no obligation to accept any or all gifts. Once a gift is added to the collection, it takes the same status as other library materials, and may be weeded or discarded. Gifts deemed inappropriate for the collection are posted to the OhioLINK discards list and can be requested by other academic libraries in Ohio.

OhioLINK

The Educational Resources Center at Columbus State Community College is a member of OhioLINK, the Ohio Library and Information Network, a consortium of public universities, private and community/technical colleges, and the State Library of Ohio. OhioLINK offers access to millions of library items statewide. User-initiated online borrowing allows patrons to electronically request items from other institutions while searching the OhioLINK Library Catalog. Users may also access electronic research databases, including citation indexes and full-text resources, covering a variety of disciplines. All of these services are available online. OhioLINK permits more cost-effective use of resources by allowing cooperative collection development and by providing electronic databases to all participating libraries through consortium contracts.

JOURNALS

Because journal subscriptions involve the commitment of both current and future funds, all requests for journals must be carefully reviewed before they are purchased for the collection. Evaluations of current subscriptions are conducted annually by the professional library staff with faculty participation. Due to lack of space, limited issues of each title may be kept on the shelf. Microfilm may be purchased for heavily used titles and where information found in back issues might be important.

As with the selection of books and audiovisual materials, relevance to the curriculum is a major consideration for the selection of journal titles. Other determining factors may be:

- Indexing and abstracting in available library sources.
- Demand for a title in document delivery (fax) requests.
- Availability of the title through OhioLINK and other full-text electronic resources.
- Accessibility within resource sharing groups (i.e., Ohio two-year colleges) and/or document delivery (fax) services.
- Usage or projected usage.
- Department accreditation requirement.
- Cost.

DESELECTION (WEEDING)

Deselection, the process of removing materials from the library collection, is essential for a dynamic, academically sound collection. It maintains the quality of the collection by eliminating outdated and inaccurate materials. In such fields as technology and the health sciences where currency of information is of vital importance, materials must be deselected on a regular basis to maintain the integrity of the collection. Materials that are damaged beyond repair are deselected, and if the title is heavily used and still in print, a replacement will be

ordered. Superseded editions are regularly deselected, except in the case of certain reference works, which reference librarians may retain at their discretion. Also, some material may be deselected after a number of years of inactivity. Items considered classics in their field, or whose authors are recognized authorities on the topic, will be kept despite lack of use.

Updated June 11, 2009