

## Reynolds Community College Libraries Collection Development Policy

### Introduction

The primary purpose of collection development at the Reynolds Libraries is to provide quality and relevant information resources, both print and digital, to support the instructional programs of the College. The primary groups served are students, faculty and staff of Reynolds Community College, and secondarily, community patrons.

This collection development policy establishes the guidelines for selection, evaluation, maintenance, and removal of Library materials. Selected materials provide support to students to carry out their coursework and enhance understanding of their studies. Materials are also selected to assist faculty and staff of the College in accomplishing their work-related tasks. Access is provided to a wide range of materials on appropriate levels, with a diversity of appeal and presentations of different viewpoints. Materials selected also support the intellectual, cultural, and recreational needs of the entire College community. Attention is continually given to distance learning programs to ensure their resource needs are being met.

This policy reflects the efforts of the Library staff and the faculty of Reynolds Community College as represented by the Library Management Team, including the Library Director and the Library Coordinators.

### Reynolds Community College Mission Statement

J. Sargeant Reynolds Community College (Reynolds) provides an accessible, quality education that develops students for success in the workplace, prepares students for successful transfer to colleges and universities, builds a skilled workforce that contributes to regional economic development, and promotes personal enrichment and lifelong learning.

### Reynolds Community College Library Mission Statement

J. Sargeant Reynolds Community College's library will provide an environment where students and faculty can meet their learning and teaching needs and develop lifelong habits of self-improvement, free inquiry and free-expression.

In order to achieve this, Reynolds' library must provide services that allow users to obtain and evaluate information from many different sources in different formats, providing seamless support for planning, researching and completing academic work to improve the quality of student learning. Improved performance will translate into improved student success, one of the college's major values. Other significant college values include teaching, learning, inclusiveness and collaboration. To support these values, the college's library will be:

- An intellectual center ensuring access to quality, cost-effective resources and tools in a variety of easily accessible formats

# Collection Development Policy

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- A collaborative space for students, faculty and librarians encouraging learning communities and group work across diverse disciplines
- A student-centered space for advancing social interactions and dialogue
- A resourceful place where students can come to enhance their knowledge of research skills and find professional librarians to assist them
- A comfortable space for group or individual work as well as quiet study

Area library collections enhance and support the Reynolds Library collections. Local public libraries extend resources available in recreational reading and consumer information. Local college and university libraries provide upper undergraduate and graduate level resources, and primary government document resources. Circulation access to these collections is provided through the [Cooperative Borrowing Program](#), [RALC](#), and [Interlibrary Loan](#).

## Collection Development Criteria

- Library collections should support the core academic curriculum presented at each campus. Coverage of general academic subjects is extended to include the special subject areas unique to each campus.
- Materials are primarily selected to support students in their academic research, and to support faculty and staff in their academic areas and professional development.
- The libraries contain resources in print, audio, visual media, and electronic formats.
- Library materials include books, newspapers, magazines, journals, media, electronic databases, and internet resources.
- As the libraries serve a community of lifelong learners with a broad range of information needs and prior educational experiences, library resources are selected in acknowledgement of these factors.
- Materials to encourage recreational reading and extracurricular interests are included.

## Types of Collections

- Main collection: This collection consists of printed circulating materials selected primarily to support the curriculum of the College. Also included are thousands of multidisciplinary e-books and audio books offered mainly through cooperative buying agreements contracted through the VCCS and VIVA .
- Reference Collection: This non-circulating collection of printed materials provides information on a wide array of topics often in an encyclopedic format that would not be suitable for circulation.
- Reserve collection: This collection of books and media were selected by faculty and placed on reserve to support their classes. The reserve collection may include purchased library materials that are course-assigned in Reynolds classes.
- Periodical collection: This is an eclectic print collection of periodicals that ranges from newspapers to light recreational titles to scholarly journals. Users have online access to thousands of full-text journals through databases purchased by the College or in conjunction with the VCCS or VIVA.

# Collection Development Policy

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- **McNaughton collection:** This collection is a revolving rental collection of printed fiction and nonfiction titles chosen to meet the recreational reading needs of students, staff and faculty.
- **Media collection:** This consists of DVDs, audio books, some VHS tapes as well as streaming video products and audio books purchased by the College or access granted as part of cooperative agreements.
- **Special collections:** Each campus library hosts their own selection of special collections. They include but are not limited to; Juvenile; ESL; Career; Graphic Novels; Urban Fiction; and Oversize.

## **Types of Materials**

- **Books:** These include all fiction and non-fiction print books which are available for borrowing from the library. Quality bound paperbacks are often selected but hardbacks are purchased by discretion of library staff. Textbooks are not routinely purchased but may be added if deemed the best coverage available.
- **Electronic books and audio books:** These are often purchased as collections, not individually, through the support of VCCS and VIVA. They are targeted to disciplines or to broad subject areas. Audio books may be downloaded in different ways which are determined by terms or the contract/negotiations with the publisher of the collection. Access by distance students is a great asset of these collections.
- **Reference books:** These are print materials that are generally unsuited for circulation because of their encyclopedic coverage of a subject.
- **Periodicals:** Print subscriptions are evaluated periodically to determine if the title is available through online collections.
- **Media:** DVD and CD are currently the preferred formats for media purchases. CDs include both CD-ROMs as well as Books on CD.
- **Streaming services:** Currently users have access to multiple streaming video and periodical collections purchased by the College or with access granted as part of cooperative agreements.
- **Databases/Online Resources:** Covering a wide range of topics, these resources are meant to support Reynolds areas of study for on-campus as well as distance learning students. These resources are available to Reynolds faculty, staff, and students on-campus as well as from home via the MyReynolds logon. Public patrons may access online resources while they are using computers on-campus.

# Collection Development Policy

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## Selection of Materials

Reynolds Libraries support the [Library Bill of Rights](#), [Intellectual Freedom Statement](#), and its [Statement on Challenged Materials](#) (all available online at <http://www.ala.org/advocacy/intfreedom>). The Library attempts to purchase materials that represent differing opinions on controversial matters. Selection is made without partisanship regarding matters of gender, race, sexual orientation, religion, or moral philosophy.

Reynolds Library staff members are primarily responsible for selection and maintenance of the library collections. The libraries strongly seek and encourage recommendations for print and electronic resources from college teaching faculty, staff, and students. Electronic database trials are presented on the library website for Reynolds community feedback. [Purchase request forms](#) are available online for members of the community.

Librarians recommend materials using standard selection tools, including *Library Journal*, *Booklist*, and *Choice Online*. Requests from faculty for materials relating to the core programs of the college are purchased if at all possible. The Library Management Team, consisting of the Library Director and Library Coordinators, approve all purchases.

The following criteria are used:

- Relevance to the curriculum-based needs of students.
- Relevance to the instructional and professional development needs of faculty.
- Relevance to recreational reading and consumer information needs of community college students, faculty, and staff.
- Response to reference questions asked in the library.
- Appropriate reading level for two-year college students, faculty and staff.
- Intellectual content and scholarly worth as presented in professional library review resources, including bibliographies, library journals, and publisher catalogs.
- Recommendations by professional faculty and staff are considered in light of their specific expertise.
- Recommendations by students and community members are considered as indicative of reading interest.
- Timeliness and significance.
- Correlation to the existing collection.
- Authority and credentials of author and publisher.
- Price and demand.
- Avoidance of unnecessary duplication.
- Availability of material on a topic through cooperative borrowing, and through other formats.
- English is the primary language of acquisition, though some materials are selected in foreign languages representing the multicultural makeup of the college.
- Textbooks are generally not selected. Faculty members are encouraged to place textbooks and supplemental readings on reserve through the circulation department.
- Consumable materials (workbooks, etc.) are generally not purchased unless they are an integral part of the print material.
- Quality bound paperbacks or hardbacks rather than soft cover book bindings are generally preferred for permanence.

# Collection Development Policy

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- Special collections include but is not limited to materials purchased specifically for English as a Second Language; Careers/Vocational Guidance; Test Preparation; Financial Aid /Higher Education; Best Sellers; and Children's Books.

## **Collection Maintenance/Evaluation**

Collection maintenance is completed by taking inventory of materials annually by library staff. Inventory can also be performed more often if needed.

Collection evaluation involves an ongoing assessment and evaluation of the Library collection in light of the College's mission, the needs of the students and faculty, changes in curriculum, educational trends, long range planning, and budget. Collection evaluation is accomplished by comparing holdings against reputable guides, tracking subject area usage, noting unmet reference and ILL requests, and soliciting faculty expertise in the various subject areas. Collection maintenance includes weeding and the addition/replacement of materials with new items or gifts. Monitoring and weeding the collection is the responsibility of the librarians and collaboration with faculty. Final decisions in these areas are the responsibility of the campus Library Coordinators.

## **Preservation**

Materials are purchased of a quality to withstand expected use and processed to enhance longevity of use. Paperbound items expecting heavy use are reinforced. Proper handling of materials is encouraged. Simple repairs (joints, spine, pages) are done in-house. Replacements are considered for more severely damaged materials.

## **Weeding**

Weeding, the removal of materials to be discarded, is an important part of collection development and evaluation. Building a collection of materials to serve the college community appropriately is a process that includes assessment of the collection and the removal of materials that are obsolete, damaged beyond repair, or no longer relevant to the curriculum. Space limitations may also influence weeding. Materials will be withdrawn and disposed of in accordance with state guidelines.

The campus Library Coordinators oversee weeding activities. Librarians with collection development responsibilities are primarily responsible for weeding on a regular and continuous basis. Materials in such fields as medicine, allied health, law, computers, science, and reference should be checked yearly. Whenever possible, items chosen for discard will be checked against standard bibliographies before being discarded.

Program heads and faculty members are strongly encouraged to review their subject areas to identify items which should be withdrawn. It is the responsibility of the campus coordinators to ensure collaboration among librarians and faculty members is occurring.

The following categories of materials will be considered for weeding from the collection.

- Outdated materials.
- Superseded editions, unless they contain unique or historical materials.
- Older editions of encyclopedias and dictionaries may be transferred to the circulating collection.

# Collection Development Policy

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- Excessively worn or damaged materials. Items in poor condition, but still valuable in terms of content will be considered for repair or replacement.
- Materials that are no longer needed to support the curriculum.
- Multiple copies that are no longer warranted.
- Materials that have had low or no circulation in at least the last 10 years.
- Textbooks and instructional materials or previous editions of more recent texts.

## Replacement

When warranted by need and demand, discarded, lost, damaged, or outdated materials will be replaced by newer, updated materials, or a duplicate copy. Replacement may include another copy of the same title, a more recent edition of the title, or other current titles in the subject area. Additional copies of material may be purchased, determined by curriculum offerings, demand at campus libraries, and availability of funds. Paperbound editions may be purchased if cost considerations warrant.

## Gifts

The Library welcomes gifts of materials that are consistent with Collection Development Policy and with the stipulation that gifts become property of the Library. As such, materials may be added to the collection or disposed of at the discretion of the library staff.

Materials received as gifts will be evaluated by the same criteria as materials purchased. The Library will determine the classification, housing, and circulation policy for all gifts.

Each donor will receive written acknowledgement that states the number of items donated. Appraisal of the gift for tax purposes is the responsibility of the donor.

## Challenged Materials

Professionalism and responsibility to the academic community guide materials selection. Reynolds Libraries support the [Library Bill of Rights](#), [Intellectual Freedom Statement](#), and its [Statement on Challenged Materials](#) (all available online at [ala.org](http://ala.org)). As stated in the ALA Library Bill of Rights, “Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation. Materials should not be proscribed or removed because of their partisan or doctrinal disapproval.”

If an individual objects to an item in the College Library and wishes to register a formal complaint, they must fill out a Request for Reconsideration of Materials form. This form is filed with the campus library coordinator. The Library Management Team shall be convened to review the complaint. The approval of a majority of the committee is required to reach a decision. While the committee is reviewing the complaint, the challenged item will remain in circulation. A decision shall be reached within 10 days at which point the Library Director shall send a letter to the individual who filed the complaint notifying him/her of the decision. If the individual wishes to appeal the decision, he/she will need to notify the Library Director and the decision shall be reviewed by the Vice President of Technology. The Vice President of Technology will then have 30 days to decide the status of the item in question and will notify the individual in writing.