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# Educational Support Services

## Materials Collection

*to provide a policy for developing a collection which meets the goals and objectives of the College and the mission of the library*

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### Philosophy and Goals

A primary purpose of education is to develop in individuals the ability to think, to understand their own and other cultures and viewpoints, and to be critical in the search for values and knowledge. The freedom to read and access materials from which knowledge may be gained is critical to the development of these abilities. To this end the library endorses the policies, procedures, and published statements of the American Library Association relative to censorship, academic and intellectual freedom.

### Scope of the Collection

The library seeks to provide a collection and services which support the instructional needs of the total College. It also seeks to provide resources and services relevant to general informational needs, intellectual and professional growth, and the cultural development and recreational activities of the student body, faculty and staff.

With the College's "open door" policy, the collection serves persons with a wide range of abilities and degrees of maturity. The collection seeks to provide materials on varying reading levels and in diverse formats to meet the needs of the student body.

The collection of the library is maintained for students, faculty, and staff but is available to the community at large.

### Organization of the Collection

The collection is organized to allow for optimum access to the library's resources. In order to accurately describe materials, cataloging follows nationally-accepted rules and guidelines. The most recent edition of the Dewey Decimal Classification (DDC) system is used to organize materials. In addition, rules and guidelines established by the CCLINC consortium are followed.

### Responsibility for Selection

- A. *Professional library staff* has the responsibility for the overall development of the library collection. Intrinsic in this charge are the following functions:
  1. Making judgments as to the completeness of the library holdings.
  2. Taking the needs of the library as a whole into consideration.
  3. Using survey results to plan for future collection development needs.
  4. Selecting, with or without faculty consultation, materials which the librarians have identified through their public service and reference contacts.

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5. Channeling of catalogs, book reviews, and selection aids to faculty members.
  6. Establishing and maintaining a climate of cooperation with faculty members.
- B. *Faculty members* are considered subject specialists and are encouraged to recommend materials which support the instructional needs of their program areas. Recommendations may be made to the librarian on duty, providing bibliographic information which is as complete as possible. If the material is needed within a particular time frame, this should be conveyed to the librarian receiving the recommendation
- C. *Students*, as the primary library users, are encouraged to contribute to the development of the collection by suggesting additions and by assessing weaknesses in the library holdings through library surveys.
- D. *The Director of Library Services* has the final responsibility for the development of the library collection.

#### General Criteria for Selection

Selection of materials for the collection is a continuous process affected by changes in the curriculum and the publication of new materials. To assure development of a collection in accord with institutional goals, the following criteria have been established for evaluation of materials:

1. Identified need.
2. Accuracy and objectivity.
3. Scarcity of material available on the subject.
4. Appearance in indexes, bibliographies, or professional journals.
5. Appropriateness of format.
6. Relevance to instructional needs.
7. Timeliness and/or permanence.
8. Quality of writing or production.
9. Reputation and significance of author or creator.
10. Reputation and standing of publisher or producer.
11. Intended level of reader or viewer.
12. Price.
13. Availability of funds.

The library does not allocate specific amounts of its budget to the individual subject areas of the collection or to specific departments of the College. This allows for the accommodation of unanticipated changes in the curricula or in patron needs.

#### Criteria for Selection of Specific Materials

Specific guidelines, in addition to the general criteria, are required for the following types of materials:

- A. *Textbooks*: For the purposes of this policy, textbooks are defined as the books and other materials adopted and required to be purchased by students for use in class. Textbooks may be included in the collection if the material presented is not available elsewhere or at the request of faculty. In general, textbooks are not systematically purchased for the library collection.
- B. *Periodicals and Newspapers*: Periodicals and newspapers will be acquired to meet the teaching and general information needs of RCC patrons when recommended by faculty or professional library staff. Newspapers will be selected to provide local coverage as well as coverage for the major cities in North Carolina. Additional titles may be selected to provide national coverage or to meet specific curriculum needs. The acquisition of periodicals requires selectivity

due to the on-going cost. Periodical and newspaper titles (including current subscriptions and recommendations made throughout the year) will be evaluated annually by departmental chairs and professional library staff. Requests by students are routed through the appropriate department for evaluation prior to purchase. All new subscriptions are ordered during the spring from a subscription vendor or direct from the publisher. Any deviation from this order schedule must be justified in writing by the faculty or library staff member making the request.

- C. *Online Databases*: The library maintains a wide variety of online databases that supports the academic programs at RCC. Prior to local licensing, consideration is given to the availability of databases through NC LIVE that provides the desired subject coverage. The following additional criteria for the acquisition of online databases should be considered:
1. Licensing agreement terms.
  2. Reliability of the vendor.
  3. Quality of the product.
  4. Cost in relation to anticipated benefit.
  5. Accessibility both on- and off-campus.
  6. Ability to obtain a trial subscription.
- D. *Audiovisual Materials*: Audiovisual materials are purchased in order to provide students an opportunity to conduct research and/or independent study using a variety of media for which the College has equipment and/or facilities. Audiovisual materials to be used as a primary vehicle for instruction are purchased from the library budget *only if* sufficient funds exist and on a rotating basis by curriculum. This determination is made by the Director of Library Services. Regardless of the funds used, it is essential that all audiovisual materials be searched in the library catalog before purchase to avoid duplication and that the materials be cataloged by the library and entered into the online catalog to ensure that all materials owned by the College are properly inventoried.
- E. *Paperbacks*: Paperbacks will not be purchased for the regular collection if the title has long-term value or high expected use unless there is a significant price difference between the hardback and paperback editions. Paperbacks will be purchased when hardback editions are not available.
- F. *Electronic Books*: The selection of electronic books will be based upon the aforementioned *General Criteria for Selection*. Additional criteria concerning accessibility and the ability to own, or have perpetual access to the resource, will be decisive factors in the acquisition of electronic books.
- G. *Electronic Media*: Electronic media, including computer software, interactive media, and stand-alone CD-ROMs, are purchased according to the needs of the curriculum. These resources must meet current technology standards and be able to run on library machines without elaborate installation processes. The library does not purchase software application packages, such as CAD/CAM, Adobe Illustrator, etc. to support instruction at the College, leaving access to these programs to the appropriate College departments.
- H. *Recreational Reading Materials*: Leisure reading materials are provided through a lease plan as long as funds are available. Gifts and donations also provide a source for this type of material.

#### Gifts and Memorial/Honorarium Donations

Gifts are accepted with the understanding that the library may dispose of them or add them to the collection at its discretion and in the same manner as purchased materials. The

appraisal of gifts for tax purposes is the responsibility of the donor. A letter acknowledging the donation, but assigning no value, is sent upon request.

A donation of money is required before a memorial or honorarium book can be purchased. Exceptions are made when the donor is an employee of or otherwise affiliated with the College. Recommendations for specific titles or subjects are accepted from the donor; however, the Director of Library Services will make the final determination. Donations of materials in memory or in honor of individuals are discouraged, but, if accepted, are evaluated according to previously stated policy.

The Director of Resource Development is notified of the receipt of all gifts and donations.

#### Maintenance of the collection

A. *Re-evaluation* is the regular and continuous process of selecting material that is no longer appropriate or is damaged for withdrawal from the library collection. Materials being re-evaluated are subject to the same criteria applied to the acquisition of materials with the following additional considerations:

1. Superseded editions, unless previous edition is still of value.
2. Worn, mutilated, or badly marked materials.
3. Duplicate copies of seldom-used materials.
4. Materials which are outdated or inaccurate.
5. Circulation record of a material.
6. Historical value.

It is the responsibility of the professional library staff working closely with the faculty to withdraw materials which are inappropriate or damaged. A formal re-evaluation of materials supporting a curriculum is performed by faculty in each department every five years unless an accrediting agency requires a more frequent evaluation.

B. Materials being considered for *replacement* are evaluated subject to the same criteria applied to the acquisition of materials. Materials that are missing, lost, or withdrawn because of wear are not automatically replaced. It is the responsibility of the professional library staff working cooperatively with faculty to determine materials to be replaced.

C. *Retention and preservation* decisions will be made by the professional library staff after reviewing recommendations from departmental faculty. These decisions will be made on a title by title basis with consideration given to curricular need, reference value, and availability of storage space. Methods of retention and preservation will include the following:

1. Microform (microfiche preferred).
2. Binding of paper issues.

#### Challenged Materials

Materials included in the library collection were selected in accordance with previously stated guidelines. Should any complaints concerning controversial materials be directed to the library, the following policy will be adhered to:

- A. The individual or group making the complaint will be expected to complete a "Request for Reconsideration of Library Material" form which can be requested from the Director of Library Services.
- B. The questioned material will be removed from the shelves and turned over to a Learning Resources Committee for Challenged Materials, appointed by the President of the College, until a decision has been rendered. The committee will meet within five working days after receipt of the complaint.

- C. The Learning Resources Committee for Challenged Materials will follow these procedures:
1. Read, view or listen to the material *en toto*.
  2. Read published reviews of the material.
  3. Check recognized selection aids.
  4. Evaluate the objectionable section relative to the context of the entire work.
  5. Submit a report of the evaluation and recommendation for disposition of the material to the Director of Library Services and the individual or group making the complaint.
  6. Should the individual or group making the complaint wish to appeal the decision of the committee, the matter will be referred to the President of the College for further consideration. The final decision will reside with the President.

Policy Evaluation:

This policy will be evaluated biennially by the library staff. Consideration will be given to input received from library evaluations and the College community.