

# PIEDMONT VIRGINIA COMMUNITY COLLEGE

## I – ACADEMIC AFFAIRS POLICIES

### I – 82.0 COLLECTION DEVELOPMENT POLICY BETTY SUE JESSUP LIBRARY

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<b>Policy #:</b>	<b>I – 82.0</b>
<b>Effective:</b>	<b>March 2006</b>
<b>Revised:</b>	<b>March 2011</b>
<b>Responsible Dept.:</b>	<b>VPISS</b>

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#### I. Introduction

The Collection Development Policy for the Betty Sue Jessup Library is a guide to the procedures for the selection, development and management of library resources. The policy supports the College mission, the institutional curriculum, the programs of the College and the various research needs of the student population and the faculty.

#### II. Mission of the Jessup Library

The primary mission of the Jessup Library is to provide an organized, accessible collection of materials, services and equipment to meet the research needs of the students and faculty in all of the college programs (on-campus, at off-campus locations, or through distance education). The library enhances the learning process in a manner consistent with the curriculum of Piedmont Virginia Community College.

#### III. Censorship, Intellectual Freedom, and Copyright

The Jessup Library maintains a representative selection of controversial resources which may offend some persons; however, these materials are necessary to balance the library's collection and to provide access to diverse viewpoints.

Selections for the Jessup Library are made, not on the basis of anticipated approval or disapproval, but solely on the merits of the materials in relation to building the collection and serving the interests of the readers. The Library Bill of Rights and The Freedom to Read statement, both adopted by the American Library Association, serve to guide the library in upholding the First Amendment rights of its patrons. The Freedom to View adopted by the Educational Film Library Association provides guidelines for viewing films and audiovisuals.

A form is provided for a patron to request reconsideration of material in the library. This form should be completed by the complainant and turned in to the Coordinator of Library Services. Appeal may be made to the Vice President of Instruction and Student Services. Final authority rests with the President. Until a decision has been reached by the parties listed above, the library shall take no action on the material.

#### IV. Selection Participation Responsibilities

The Coordinator of Library Services is responsible for coordinating all collection development activities and for final approval of the selections to purchase. Selection requests are made by the librarians in collaboration with faculty. The faculty and deans are expected to provide resource recommendations to support the classes they teach and to enhance the instructional programs of the College.

## **V. Guidelines for Selection**

All materials selected are relevant to the mission of the Jessup Library. Selection criteria include:

- Usefulness to the collection
- Suitability for a two-year academic curriculum
- Strength of collection and adequate representation of various viewpoints
- Timeliness
- Authority of author and publisher
- Accuracy and objectiveness
- Reviews of the item
- Price
- Format

Given budget restraints, priority is assigned to the materials purchased for the library. Priority is as follows:

- First priority is given to materials that directly support classroom instruction and the curriculum, excluding textbooks, and focus on high-demand subject areas.
- Second priority is assigned to materials not directly in support of classroom instruction, i.e. materials supporting standard academic subject areas.
- Third priority is assigned to the materials that meet the college community's intellectual, cultural and recreational needs.

The collection should contain sufficient depth and breadth to fulfill the needs of students for materials to be used in their studies.

The major reviewing sources for the library staff are *Library Journal*, *Choice*, and *The New York Times Book Review*, and *The New York Review of Books*. Other reviewing publications are also used as appropriate for the kind of material in question.

## **VI. Copyright**

The library does not knowingly add to its collection any materials produced contrary to copyright law. The library adheres to all provisions of the U. S. Copyright Law (17 U.S.C. section 107).

## **VII. Replacement of Missing Items**

The Coordinator of Library Services reviews missing, lost, or damaged titles and determines which titles shall be replaced by reviewing the strength of the collection in that area, reviewing circulation activities and applying the selection criteria of this policy to the titles in question.

## **VIII. Gifts**

Persons interested in donating materials to the library must contact the Coordinator of Library Services, who makes the final decision on acceptance. Please note that:

- Donated materials are judged by the same standards of selection as those applied to the purchase of new materials.

- The library reserves the right to not accept gifts.
- The library acknowledges gifts but does not appraise them.
- Materials cannot be accepted on indefinite loan.
- Gifts are accepted only if they are offered without conditions as to their retention or organization in the library.
- Gifts requiring excessive processing and storage cannot be accepted. All gifts accepted become the property of the Commonwealth of Virginia and may be disposed of in accordance with state guidelines.

Persons donating materials receive, upon request, a copy of the Request for Authority to Accept Donations or Gifts.

## **IX. Removal of Materials from Collection**

Materials may be withdrawn from the collection when one or more of the following criteria exist:

- Information is outdated or contains misinformation.
- An edition is superseded by a later edition.
- The physical condition of the material is beyond adequate repair.
- Material is no longer relevant to the purpose of the library.
- Material is water-damaged and may contain mold.
- Material is no longer needed to support the curriculum or program.

### **Responsibility for Removal of Materials**

The Coordinator of Library Services, the librarians and representative faculty members cooperatively examine the collection in order to remove items that are obsolete or do not meet the standards of the collection as expressed in this policy and to assure library compliance with accreditation standards. Faculty members are requested to review their subject areas of the collection with the Coordinator and make recommendations for removal and replacement. The library staff removes old editions of items as new editions are added to the collection.

### **Preservation of Materials**

Materials in the collection will be repaired when possible. The Coordinator of Library Services and the Technical Services Department are responsible for assessing the physical condition of materials. The Technical Services Department repairs all materials that can be repaired in-house.

## **X. State-Wide Cooperative Collection Development**

Materials may be purchased through cooperative agreements with the Virginia Community College System (VCCS), the Virtual Library of Virginia (VIVA) or other agencies with similar interests as long as state guidelines are followed. Cooperative purchases are determined by the VCCS Learning Resource Center Directors and the VCCS Director of Library Automation or the VIVA Steering Committee.

## **XI. Implementation**

This collection development policy must be reviewed by the college community through the Curriculum and Instruction Committee and approved by the administration. Any amendments to or revisions of this policy must be approved in like manner. The Coordinator of Library Services is authorized to develop specific procedures needed for implementing these policies and to revise those procedures as circumstances may require.

## **XII. Procedures for Review - Collection Development Policy**

The policy will be reviewed annually by the Coordinator of Library Services and the library staff and every three years by the Curriculum and Instruction Committee.

DONATIONS OR GIFTS

A donation or gift is being made to Piedmont Virginia Community College by:

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Name and Address of Donor

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Description of Item or Attached Complete Inventory List of All Items

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Signature of Donor Date

Responsibility for assigning a dollar value to art items, books, equipment, supplies, and other gifts rests with the donor.

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Coordinator of Library Services Date

REQUEST FOR RECONSIDERATION OF LIBRARY MATERIAL

Please complete the information requested below and return the form to the Coordinator of Library Services. You may use extra pages if desired. Until a decision is reached, College policy requires that the library take no action on the material.

Type of material objected to:  book  periodical \_\_\_\_\_  
(please specify)

Title: \_\_\_\_\_

Author: \_\_\_\_\_

Publisher or producer: \_\_\_\_\_

Your name (please print): \_\_\_\_\_

Your address: \_\_\_\_\_

Your telephone number: \_\_\_\_\_

Do you represent  yourself? or  a group? \_\_\_\_\_  
(please name)

Why do you object to this material? (Please be specific. Cite pages where appropriate.) \_\_\_\_\_  
\_\_\_\_\_

Did you read or view the entire work?  yes  no If not, what parts did you examine?  
\_\_\_\_\_

What do you feel might result from being exposed to this material?  
\_\_\_\_\_

What action would you like to see taken with regard to this material?  
\_\_\_\_\_

Would you care to recommend an alternate work that offers, in your opinion, a more valuable perspective on the subject treated?  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_