

Piedmont Virginia Community College

Section I – Academic Affairs & Workforce Development Policies

I – 82.0 Collection Development Policy

Effective Date: March 2011

Last Revised: March 2026

Responsible Dept.: Vice President of Academic Affairs and Workforce Development

1. Purpose

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

2. Policy Statement

2.1 Mission

The Betty Sue Betty Sue Jessup Library offers dynamic, point-of-need services from information experts and quality collections that equip students with the knowledge, skills, and resources necessary to be successful lifelong learners. The library's mission is achieved through:

- Teaching and promoting information literacy and critical thinking
- Partnerships with faculty to provide instructional support services for students
- Quality resources that align with the college's curriculum
- Resources comparable to collections available at four-year institutions.

2.2 Vision

The Betty Sue Betty Sue Jessup Library seeks to be recognized as an integral part of student success and as an instructional partner with faculty.

2.3 Values

The Betty Sue Jessup Library supports the College's mission, vision, and values and the promotion of information literacy and critical thinking as necessary to both academic and professional success.

3. Definitions

N/A

4. Applicability

This policy applies to all students, faculty, staff, and community members of PVCC.

5. Responsibilities

The Office of the Vice President of Academic Affairs and Workforce Development is responsible for the implementation of this policy.

6. Procedures for Implementation

6.1 Selection Participation Responsibilities

The Senior Director of Library and Academic Support 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.

Guidelines for Selection

All materials selected are relevant to the mission of the Betty Sue Jessup Library and the College. Materials represent a broad range of views and perspectives and reflect and embrace the diversity of the College community.

Selection criteria include:

- Program and curricular alignment
- Suitability for a two-year academic curriculum
- Subject coverage
- Diversity of perspective, including content created by and representative of marginalized and underrepresented groups

- Currency and authority
- Accuracy and objectiveness
- Professional reviews of the item
- Cost
- Format, including formats that meet the needs of users with disabilities
- Accessibility

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 those that focus on high-demand subject areas.
- Second priority is assigned to materials not directly supporting 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.

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).

Replacement of Missing Items

The Senior Director of Library and Academic Support 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.

Gifts

Persons interested in donating materials to the library must contact the Senior Director of Library and Academic Support, 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 not to accept gifts.

- The library acknowledges gifts but does not appraise them.
- Materials cannot be accepted on an 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 Donations or Gifts.

6.2 Removal of Materials from the 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.

If a user objects to materials in the library, please refer to the Request for Reconsideration of Library Materials.

Responsibility for the Removal of Materials

The Senior Director of Library and Academic Support, 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 Director and make recommendations for removal and replacement. The library staff removes old editions of items as new editions are added to the collection.

Procedures for Disposal of Books

Betty Sue Jessup Library will first post discarded books on the VCCS (Virginia Community College System) Library intranet. Other VCCS colleges may review these titles and request any of the discards for their collections. If no one requests any of the books, the following procedure will be followed.

Betty Sue Jessup Library has partnered with Better World Books (BWB) for the donation of

discarded library materials. Better World Books will provide free boxes and free shipping to their warehouse.

Better World Books will attempt to sell the material (books) and will send PVCC a 15% commission for any books they resell. For each book forwarded to BWB, they will attempt to resell the book for up to one year. If they cannot resell a book, they attempt to donate it to a non-profit. If they cannot resell or donate, they recycle the books.

Preservation of Materials

Materials in the collection will be repaired when possible. The Senior Director of Library and Academic Support and the Cataloging/Acquisitions Department are responsible for assessing the physical condition of materials. The Cataloging/Acquisitions Department repairs all materials that can be repaired in-house.

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.

Implementation

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

Procedures for Review - Collection Development Policy

The policy will be reviewed annually by the Director of Library Services and the library staff.

7. Sanctions for Violation of Policy

N/A

8. Other General Information

8.1 Censorship, Intellectual Freedom, and Copyright

The Betty Sue 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 multiple and diverse viewpoints.

Selections for the Betty Sue Jessup Library are made not based on 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 users. The Freedom to View adopted by the Educational Film Library Association provides guidelines for viewing films and audiovisuals.

A form is provided for a user to request reconsideration of material in the library. This form should be completed by the complainant and turned into the Senior Director of Library and Academic Support. Appeal may be made to the Vice President of Academic Affairs and Workforce Development. 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.