

PIEDMONT VIRGINIA COMMUNITY COLLEGE

I – ACADEMIC AFFAIRS POLICIES

I-82.0 COLLECTION DEVELOPMENT POLICY BETTY SUE JESSUP LIBRARY

Policy #:	I – 82.0
Effective:	March 2011
Revised:	October 2018
Responsible Dept.:	VPISS

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 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.

III. Vision

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

IV. Values

Information literacy and critical thinking prepare students to succeed both academically and professionally and are the foundations for all learning.

V. 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 Director 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.

VI. Selection Participation Responsibilities

The Director 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.

VII. 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.

VIII. 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).

IX. Replacement of Missing Items

The Director 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.

X. Gifts

Persons interested in donating materials to the library must contact the Director 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.
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- 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.

XI. 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.

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

XII. Responsibility for Removal of Materials

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

XIII. Procedures for Disposal of Books

Jessup Library will first post discarded books on the VCCS (Virginia Community College System) Library intranet, Lincsite. 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.

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.

XIV. Preservation of Materials

Materials in the collection will be repaired when possible. The Director 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.

XV. 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.

XVI. 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 Director of Library Services is authorized to develop specific procedures needed for implementing these policies and to revise those procedures as circumstances may require.

XVII. Procedures for Review - Collection Development Policy

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

REQUEST FOR RECONSIDERATION OF LIBRARY MATERIAL

Please complete the information requested below and return the form to the Director 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 specify.)

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: _____