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LEARNING RESOURCE CENTER COLLECTION DEVELOPMENT PROCEDURE

PURPOSE

This procedure describes the guidelines that the RCCC Learning Resource Center (LRC) follows in the selection and acquisition of library materials. The purpose of the procedure is to provide consistency among the persons responsible for collection development and to communicate library procedure to faculty, staff, students, and the community.

RESPONSIBILITIES

1. Chairs/Directors of Academic Programs (or their designees) are responsible for designating a faculty library liaison to coordinate requests for their respective areas and to submit these requests by the published deadline for all one-time purchases of materials.
2. The Library Services Coordinator assigned the responsibility of collection development, in consultation with the LRC Director, is responsible for:
 - a. assignment and management of selection duties.
 - b. assignment of a librarian liaison to each program to assist with the collection development process.
 - c. selection of general library material.
 - d. evaluation of standing order titles.
 - e. evaluation of subscriptions with recurring expenses.
 - f. receipt and consideration of all non-faculty request(s) accepted at library service points.
 - g. equitable distribution of funds to support all RCCC coursework and research.

PROCEDURES

1. The LRC utilizes the collection codes identified by The American Library Association (ALA). These codes identify levels at which material is acquired and delivered. They are:

- A. Comprehensive level
 - B. Research level
 - C. Study level
 - (1) Initial study level
 - (2) Advanced study level
 - D. Basic level
 - E. Minimal level
2. RCCC is classified as an Associates College by the Carnegie Classification of Institutions of Higher Education, and therefore, the RCCC LRC collects at levels C(1), D and E, as defined below:

D. Basic Level - A highly selective collection which serves to introduce and define the subject and to indicate the varieties of information available elsewhere. It includes major dictionaries and encyclopedias, selected editions of important works, historical surveys, important bibliographies, and a few major periodicals in the field.

C (1). Initial Study Level – A collection which is adequate to support undergraduate courses. It includes a judicious selection from currently published basic monographs supported by seminal retrospective monographs; a broad selection of works of more important writers; a selection of the most significant works of secondary writers; a selection of the major review journals; and current editions of the most significant reference tools and bibliographies pertaining to the subject.

E. Minimal Level - A subject area in which few selections are made beyond very basic works.

3. The LRC utilizes the following criteria for material selection and collection review in evaluating resources to add or remove from the collection.
- A. General Guidelines for Selection
 - (1) Material should have overall aesthetic, literary, or social value that supports the academic mission of the college.
 - (2) Material should be selected to foster respect for and understanding of all ethnic, cultural, social, religious, and gender groups.
 - (3) Materials should be selected to provide a variety of viewpoints on subjects related to RCCCs teaching interests, current events, and important intellectual issues of the day. The viewpoints present include not only current, prevailing perspectives but also those viewpoints which may be unpopular, out-of-favor, or at variance with local community standards.
 - B. Other factors considered in material selection
 - (1) Importance of the subject matter;
 - (2) Comprehensiveness and depth of treatment;
 - (3) Contemporary or permanent value;

- (4) Attention of critics and reviewers;
- (5) Authority, skill, competence, reputation, and significance of the author;
- (6) Reputation and standards of the publisher;
- (7) Clarity, accuracy, logic, objectivity, and readability;
- (8) Social significance;
- (9) Quality and suitability of the physical format to the library;
- (10) Public demand (student, faculty, administration, staff, community);
- (11) Price and budgetary limitations;
- (12) Availability of materials elsewhere online, in the region or through inter-library loan;
- (13) Potential use;
- (14) Need for duplicate materials in the existing collection;
- (15) Space limitations.

4. Selecting or removing resources by format of material

A. Books:

Multiple copies of a title are not routinely purchased. If deemed necessary, multiple copies (up to one per campus) may occasionally be purchased.

- (1) Hardbacks: Some books selected for the LRC, especially those considered to be of lasting value, are purchased in hardback.
- (2) Paperbacks: Most books selected for the LRC will be in paperback, with the exception of mass market paperbacks, which will not be purchased.
- (3) Textbooks: Textbooks are not purchased by the LRC. Current textbooks (non-review/examination copies) provided by faculty can be placed on reserve for student access.

B. Audiovisuals

The LRC will purchase titles in the most current format with priority given to curriculum support. The Library Services Coordinator who is assigned the role of Collection Development Librarian, in collaboration with the Library Director will purchase titles to fulfill subject and program collection gaps. Streaming video is preferable when available and cost-efficient in order to serve a greater number of patrons.

C. Newspapers

The LRC subscribes to a print collection of newspapers of local, regional and national interest. Other newspapers are available through electronic subscriptions.

D. Periodicals

A small collection of general interest periodicals are purchased for leisure reading. Periodicals purchased to support programs of study are purchased through electronic subscriptions when possible to provide easier and more equitable access for patrons.

E. Electronic Resources

Electronic Resources including, but not limited to, monographs (e-books), periodicals, and streaming videos are acquired to support the instructional and information needs of patrons. Students, faculty and staff of RCCC have onsite and remote access to these resources. Community patrons only have onsite access.

5. Selection Procedures

- (1) The total annual allocation for RCCC LRC material is established by the North Carolina Community College System (NCCCS).
- (2) Faculty wishing to add resources to the collection should notify his/her departmental library liaison.
- (3) Departmental library liaisons assigned by the Dean or Program/Discipline Chair are responsible for selecting and evaluating material appropriate to their subject in accordance with the guidelines herein. The faculty member initiating the request should submit all information available.
- (4) The librarian liaison determines
 - a. if the material is already available in the collection and
 - b. if the material is to become a part of the core collection.
- (5) The Library Technical Services Assistant, supervised by the Library Services Coordinator assigned responsibility for collection development will carry out the responsibility for cataloging and processing materials.
- (6) Notification of new materials is listed monthly on the LRC webpage.

F. Handling of Gifts

- (1) Gifts are subject to the same selection guidelines as all LRC materials and are to be evaluated according to the criteria outlines herein.
- (2) Gifts which fall outside the parameters of the material selection procedures may be disposed of without prejudice to the donor or the LRC.
- (3) Upon receipt of a gift or donation, it should be made clear that such material is accepted in accordance with these conditions.

G. Weeding (De-selection)

- (1) Informal collection evaluation and maintenance is a continuous process; however, a formal inventory will be performed at a minimum of every two years.
- (2) Materials are weeded when they are no longer of value to support the instructional needs of students, using criteria that include, but are not limited to:
 - a. lack of use,
 - b. poor condition,
 - c. unnecessary duplication,
 - d. inaccurate or outdated information,
 - e. availability in electronic format.

- (3) Consideration of program accreditation standards will dictate the retention of materials in certain areas.
- (4) Materials being weeded are disposed of according to the state surplus property policy.
- (5) Material being weeded is not automatically replaced. The criteria for selection list herein will determine whether or not the weeded materials will be replaced with either a duplicate copy or another more suitable title.

HISTORICAL NOTE

Former procedure number 6.10

*Original (signed) procedure is on file in the
Rowan-Cabarrus Community College President's Office
Dr. Carol S. Spalding, President*