

# Jefferson College Library

## Collection Development Policy

The collection development policy of Jefferson College Library is meant to be a guide to the procedures used to guide the selection and maintenance of the library's collections. This policy applies to the library collections at all Jefferson College locations and in all formats.

### I. Definition:

Library collection development is the process of developing and maintaining a collection of library materials that meets the information needs of the library's users.

### II. Purpose:

- 1) To assist the librarians in developing and maintaining a collection of materials that will support the educational needs of students, faculty and staff of Jefferson College as well as the needs of the Jefferson County community.
- 2) To inform the administration, faculty, staff and students of the principles of collection development decisions.

### III. Responsibility Statement:

Collection development decisions will be made by the Librarians of Jefferson College. Suggestions from faculty, staff, students and community members are welcomed. All suggestions should meet the selection criteria of the Library.

### IV. Mission Statement

In accordance with the college's mission of providing a quality education that is student-centered, comprehensive and accessible, the library shall meet the educational and information needs of the students by providing a collection of materials that supports the curriculum of the college.

V. Target Audiences

The library is intended for use by the students, faculty and staff of Jefferson College. The library is also available to Jefferson County residents and other visitors from the general public.

VI. Selection Criteria

The Library shall collect materials that support the curriculum of the college and the general research needs of students, faculty, staff, and the community. The following criteria shall be considered when evaluating materials for inclusion in the collection:

- 1) Supports the curricular needs of the college's instructional programs
- 2) Appropriateness for use by undergraduate students at the freshman and sophomore level
- 3) Serves the instruction or research needs of the faculty
- 4) Timeliness
- 5) Historical value
- 6) Related to and supports the existing collection and other titles and authors of the same subject
- 7) Current or potential relevance to community needs and interest
- 8) Information is accurate, current and authoritative
- 9) Supports the recreational reading interest of the college and the community
- 10) Item is not widely available through the MOBIUS consortium
- 11) Local topic of interest or local author
- 12) Prize Winners (Pulitzer, Nobel, etc.....)
- 13) Considered part of a recognized canon of works within its genre or subject
- 14) Is cited frequently in standard bibliographies

VII. Government Documents

Jefferson College Library serves as a selective federal depository for Missouri's Third Congressional District through its participation in the Federal Depository Library Program. Many government publications are available in the Library in either a paper or an electronic format. The Government Document collection shall be maintained in accordance with rules and regulations of the Federal Depository Library Program. Selections will be made that compliment both the primary mission of the college and the broader needs of the community of users.

VIII. Resources for eReaders

The Library will offer eReaders for library patrons to checkout. The resources added to the eReaders will be added under the same selection criteria as print materials.

IX. Resource Sharing

Resource sharing is the ability of the library to obtain additional materials from other libraries. Through resource sharing the amount of information and materials available to students, faculty and staff is greatly increased without extraordinary financial and space burdens on the library.

- 1) Jefferson College is a member of the MOBIUS statewide consortium. Through this membership, Jefferson College library has the ability to share library materials, information, and services with 62 other libraries across the state of Missouri.
- 2) Jefferson College Library also participates in an Interlibrary Loan program. Interlibrary Loan is the ability to obtain materials or a copy of materials that are not available in the library's collection or through the MOBIUS Consortium.

X. Gifts

The library accepts donations of books. All books that are donated are subject to the selection criteria in section VI. Any donations or materials given to the library become the property of the Library. The Library will only add materials to its collection it deems relevant and appropriate. The library reserves the right to accept or dispose of any donated materials as deemed necessary, i.e., materials not deemed relevant may be added to book sale inventory, made available to patrons on the free table, or discarded. For gifts valued over \$5000, the Library may provide suitable book plates designed by Library staff and a letter of acknowledgement in recognition of the donor. A gift donation form must accompany any donated materials.

XI. Weeding

Weeding of materials is important in order to maintain a collection that is timely, relevant, reliable, and attractive. The primary responsibility of weeding the collection lies with the Librarians, though consultation with appropriate faculty may be sought when deemed appropriate and beneficial. The following are to be consulted when considering the withdrawal of an item from the collection:

A. Definition:

Weeding constitutes the permanent removal of outdated, duplicated, damaged, or superseded material from the collection

B. Purpose:

- 1) To reevaluate the collection as part of an ongoing effort to ensure viability and usefulness in relationship to our mission
- 2) To delete out-of-date materials so as to ensure space for newer, more relevant materials
- 3) To ensure practices that facilitate the maintenance of our collection in an effort to provide the best resources for our community of users

C. Guidelines:

Criteria for withdrawal of materials (In order of priority)

- 1) Physical condition beyond repair  
Replacement of material should be considered if selection criteria are met
- 2) Excess number of duplicate copies
- 3) Superseded editions when older edition is no longer useful
- 4) Materials not suitable for the collections (i.e. upper division or graduate level works, items from discontinued programs, popular works beyond the scope of our collection)
- 5) Outdated materials – items more than 5 years old should be checked for relevancy and value in some areas such as Health and Medicine, Computers, Technology, Careers, Consumer advice, Theory and practice of education, Statistics, things more specific than the general principles of chemistry, biology and other sciences. Items of historical content are exempt from the 5 year rule.
- 6) Insufficient use based upon automated system statistics or anecdotal evidence should be considered, but is not the sole deciding factor. If you are weeding from an area that doesn't have a lot of circulation, taking this data into consideration can be helpful.

Criteria for continued preservation of materials

- 1) Local topic of interest or local author
- 2) Subject matter of item is unique and book is out of print

- 3) Jefferson College Library is the only or one of a few libraries that hold the item within our consortium(s)
- 4) Prize Winners (Pulitzer, Nobel, etc...)
- 5) Item enjoys significant circulation
- 6) Item is considered part of a recognized canon of works within its genre or subject

XII. Challenged Materials Statement

The Jefferson College Library mission is to provide the resources necessary to meet the educational and informational needs of the students, faculty and staff of Jefferson College. Objections may arise concerning the appropriateness of certain materials in the collection. The selection criteria, as well as the Library Bill of Rights, will be taken into consideration when reviewing any challenges. The library will uphold the Freedom to Read as well as Intellectual Freedom Rights, which is defined by the American Library Association as "the right of every individual to both seek and receive information from all points of view without restriction. It provides for free access to all expressions of ideas through which any and all sides of a question, cause, or movement may be explored." Those who wish to challenge an item from the collection should obtain a Challenged Materials Form from the librarian and submit the requested information. The librarian will review the objection and if necessary, consult with any appropriate staff and faculty of Jefferson College. The item being challenged will remain in circulation during the review process.

XIII. Policy Revision Statement

This policy is meant to be a guideline to the collection development procedures at Jefferson College and should be reviewed annually.

Rev. 04/15/2013