Coastal Carolina Community College
Learning Resources Center
Collection Development Policy
November 2017

Introduction

This collection development policy is a statement of the principles and guidelines used by the Learning Resources Center (hereafter referred to as the LRC) in the selection, acquisition, evaluation, and maintenance of LRC materials. It will be used both in providing consistency among those responsible for developing the collection and in communicating the LRC’s policies for faculty, students, staff, and other interested persons. This policy will be revised yearly to ensure that it matches evolving LRC standards.

Mission of the College and LRC

As a member of the North Carolina Community College System, Coastal Carolina Community College provides opportunities for quality post-secondary education, college transfer, workforce training and lifelong learning for the civilian and military population of Onslow County, within the limits of available resources. Coastal values academic excellence focuses on learning outcomes and student success, provides leadership for community cooperation, and actively contributes to the economic development of Onslow County.

As an integral part of the College, the LRC’s mission is to provide and develop materials, services, and programs designed to enrich and support the curriculum and foster the academic and career success of students and members of the community. The LRC is committed to providing students a collection of current academic information as well as assisting in building information literacy skills to help them navigate and evaluate sources of information. The LRC further seeks to create an environment that supports a commitment to ongoing education by providing students a space for study, collaboration, and growth.

Responsibility for Selection

Professional librarians have primary responsibility for selecting materials for the collection. Each librarian is assigned specific subject areas of the curriculum on which to focus their selection. Faculty members, as subject specialists, are strongly encouraged to recommend materials to support their curriculum areas. Suggestions from other staff and students are also welcome. Material requests and suggestions can be made in-person, via phone, or e-mail.

Definition of Materials

Materials under the jurisdiction of the LRC are those print and non-print items which are specifically designed to support the instructional objectives of the College. These materials include books, periodicals and other serials, microfilms, sound recordings, videos, web resources, electronic databases, and other such materials and formats that support learning.
The librarians do not generally purchase textbooks for courses being taught. Instructors may place a personal copy on reserve or donate copies to include in the collections.

**Selection Criteria**

Priority is given to titles directly related to current academic programs, vocational programs, and course assignments. Books and other materials are selected based on reviews in professional journals and other authoritative sources. The LRC staff will utilize all resources that help to select and verify high-quality items, including their own personal judgment based upon education, experience, and knowledge of a subject.

Additionally, the LRC will also select materials that address existing gaps in the collection and/or have demonstrated patron interest.

Additional criteria to be considered when selecting include the following:

- Contribution to the depth or breadth of a 2-year, undergraduate academic collection
- Current strengths/weaknesses of present holdings in the subject area
- Faculty recommendation/request
- Accreditation requirements
- Patron needs, including requirements of specific populations
- Timeliness, depth or scope of coverage
- Authority, accuracy and currency
- Physical/technical quality – format appropriate, availability
- Special features – uniqueness - significance
- Cost/benefit analysis – maintenance/future obligation costs
- User demand
- Professional status and reputation

In addition to materials to support the academic curriculum, the LRC also maintains a collection of popular materials (including, but not limited to, fiction, audiobooks, and graphic novels) to promote a well-rounded information experience for the CCC population.

**Deselection of Materials**

Space limitations, physical wear, and new developments in the disciplines or popular thought necessitate that materials occasionally be removed (weeded) from the collection. LRC staff review the existing collection both casually (on a day-to-day basis) and deliberately (examining specific sections periodically). Each item is evaluated individually before weeding.

Content considerations for weeding include: age, relevance to CCC curriculum and user population, frequency of use, date of last use, availability of alternative materials, and accuracy of content. Classic or core titles may be held to less exacting standards than popular fiction and non-fiction titles. Age and accuracy of materials are of particular concern for medical and legal titles.
Weeded materials will be donated to the Coastal Carolina Community College Foundation and then sent to Better World Books, a for-profit social enterprise that collects and sells books, generating funds for literacy initiatives in the U.S. and around the world. Proceeds received go to the Foundation and to the Library Scholarship Fund.

Donations

The libraries welcome donations of books, journals, videos, maps, and other information media in good condition. Materials donated to the library become the property of the LRC. Gift materials are accepted by the LRC with the understanding that the librarians will evaluate and retain items in the best interest of the LRC’s collection.

Gift materials are evaluated on the same basis as purchased items. Limitations of space, processing costs, and physical conditions are other considerations in the decision to incorporate donated materials into the collection. The LRC staff does not guarantee that all items will be added to the collection and reserves the right to dispose of or sell donated items not added. Donors who would like their donations returned if not added to the collection are responsible for notifying staff of this condition and retrieving these items from the LRC in a timely fashion. Donors will be provided a copy of a completed donation form. If donors plan to use their donations as tax deductions, they may wish to have an outside authority evaluate each item’s worth and consult Internal Revenue Service documentation for guidelines. LRC staff will not appraise gifts.

Individuals wishing to make a financial donation to supplement the college’s allocation for LRC collections, resources, and services are invited to contact the Executive Director of the Coastal Foundation. Contributors should indicate their donations be designated for the LRC. Financial donations may be made in memory or in honorarium of individuals at the donor’s request.

Challenges

The LRC staff has the responsibility to provide materials and information to meet the needs of the college’s curriculum, programs and to represent all sides of controversial issues. Collection development is carried out under the guidance of established selection policies based upon the needs of the user groups, service objectives, collection specifications, and current selection needs. The LRC supports the American Library Association in its endorsement of both intellectual freedom and the freedom to read as stated in its Library Bill of Rights and the Freedom to Read. The choice to use LRC materials is an individual matter. While people may reject materials for personal use, no individual has the right to censor or restrict the freedom of others to read these materials.

Requests to remove materials or resources from the LRC must be submitted in writing to the Director of Library Services. The request will be reviewed to ensure that it provides full information about the nature of the complaint before it is forwarded to the Collection Development Committee for consideration. All challenges will be reported to the Director of Library Services.