Lester Library
Collection Development Policy

College Mission Statement

Patrick Henry Community College is a comprehensive two-year institution committed to student success, lifelong learning, and enrichment of the quality of life in the region it serves.

Library Mission Statement

To provide information resources in appropriate formats that support the programmatic needs of the PHCC community through collaborative leadership in evaluation, acquisition, and organization.

Statement of Philosophy and Goals

This Collection Development Policy specifies principles for developing and maintaining a diverse, relevant library collection responsive to the institutional goals set forth in the college mission and core values statement. The policy serves as a contract between the library and its patrons—students, faculty, staff, and community—defining the scope and purpose of the existing collection, as well as the rational for the collection’s evolution. The library upholds the principles stated in the American Library Association Library Bill of Rights and the Freedom to View statement. To the extent allowed by space and funding, the library attempts to provide information that represent multiple and diverse viewpoints on topics relevant to the population served.

The de facto responsibility of the library is to provide information resources through multiple access points in order to meet the academic demands of the college’s curriculum. Inherent in this responsibility is a commitment to motivate the intellectual development of library’s community by promoting information literacy and instilling desire for life-long learning.

Selection Responsibility

Responsibility for materials selection is shared by the Coordinator for Library Services (hereafter, Coordinator) and the Reference Librarian. Faculty input is a key component of the library’s collection development process and necessary to maintain resources that are proportional, relevant, and curriculum-focused. To insure collaboration, the Coordinator and Reference Librarian will actively seek faculty expertise for subject area evaluations, title additions, and deselection oversight. Student recommendations and requests for materials related to specific areas of research (by direct request and through Interlibrary Loan data) are valued
and are to be considered an important source for developing the collection. Since many factors must be weighed in purchasing a resource—budgetary, user need, literary and informational value—the final decision for acquisition or deselection of resources will lie ultimately with the Coordinator.

**General Selection Guidelines for Print, Audiovisuals, and Databases**

Selection criteria cannot be definitive. Listed below are general principles to guide in the selection process.

- Direct support for instructional requirement
- Relevance to curriculum
- Relation to existing materials on similar subject
- Appropriateness to core patron group (students, faculty, staff)
- Timeliness and relevance of concepts
- Cost
- Authorial reputation
- Publisher reputation
- Accuracy
- Aesthetic value (literary, artistic, social, political, etc.)
- Local interest
- Appropriate format
- Recommendations by traditional library or subject discipline reviewing sources

**Formats Collected**

**Books (print)**

- Print books will be purchased to create the library’s core collection for circulation and reference. Hardbacks are preferable to paperback (mass market/trade) for durability, but cost and subject matter will ultimately determine format. For subject areas with mandated turnover (by copyright date), such as nursing, medical, computer technology, etc., paperback editions should be purchased whenever possible. Annually published reference materials should be purchased in paperback when possible.

- Textbooks are not purchased except in cases where no comparable subject resource is available. Examples usually include nursing/medical titles and some applied science titles.

- Popular fiction purchases for the main circulating collection will be based on perceived literary merit and faculty demand related to curriculum studies. Student requests will be considered in light of budget, availability
of title from SWING member jobbers, literary merit, and added value to collection. The Lester Library will not compete with the public library for breath and depth of popular reading materials -- fiction or non-fiction -- feature film releases, or books-on-tape. Requests for such materials may be directed to the public library. A genre fiction paperback collection (horror, science fiction, romance, action-adventure, mystery, etc.) will be maintained for developmental reading assignments.

**Periodicals (print)**

- Newspaper, magazine, and journal requests will be evaluated on cost, relevance, and overlap with similar titles/subjects currently available in licensed databases. Given the long-term housing and space requirements necessitated by periodical titles, each request for a new print journal must be carefully evaluated in relation to existing titles, both in the print collection and those available in journal databases. Newsletters and time-sensitive, ephemeral periodical materials not indexed by owned index databases will not be purchased.

**Audiovisuals**

- Selection criteria for video titles will follow stated selection guidelines. Video materials will be purchased in DVD format except where titles specifically requested by faculty are available only in VHS. Faculty may be required to preview materials before purchasing in order to insure quality and relevance to curriculum. Duplication of older VHS title with DVD title will be made where circulation, funding, and demand warrant such. Audio materials (books-on-tape) are normally not purchased.

**Microforms**

- The library currently collects microfilm copies of the *New York Times* and the *Martinsville Bulletin* and should continue to do so in order to provide archival protection for these resources. Duplicating the archival copies with future database copies may be necessary for the foreseeable future in order to insure depth of and access to these resources.

**Books (electronic)**

- E-books should be considered as a viable option to print sources, especially for reference materials (encyclopedias) and where e-book titles
are available via à la carte purchases. E-books should be viewed as eventual replacement for traditional print reference sources, given the expanded access the format affords all patrons, especially distant learning students. Duplication of same-title in print and electronic format is acceptable where warranted by demand and cost.

**Licensed/Proprietary Databases**

- Fee-based databases will be purchased where cost, demand, and quality favor the format over traditional print resources. Consortium purchases through the VCCS and VIVA are encouraged where possible for group-purchase discounts. Databases will be evaluated following traditional print resources requirements, as well as the following:
  - The database vendor provides access via IP class range authentication as opposed to USERID access. This facilitates campus-wide access and off-campus proxy access.
  - End-User License agreement does not restrict rights (printing, emailing, saving) accorded to the library under existing copyright law.
  - Print analogs (indexes, reference works) may be discontinued or discarded where appropriate. However, standard references sources (*Reader’s Guide*, *Social Science Indexes*, *Gale Literature Criticism* collections, etc.) should not be withdrawn unless cost for upkeep and space for housing demand such actions.

**Gifts and Donations**

- The library is grateful to patrons and groups who wish to donate materials to the library; however, all such donations become property of the Lester Library and as such are subject to its selection policies. Where possible, materials determined valuable to the library collection will be accessioned. Gift titles not deemed valuable to the collection will be made available to patrons as free materials for a period of time, then discarded.
  - Periodical donations are usually not accepted.
  - All patrons donating materials to the library are asked to sign a “PHCC Library Donation Form” form outlining the library’s gift policy.
(Gifts and Donations cont.)

- Patrons who donate materials may request a letter acknowledging their gift, but the library cannot provide a value estimate for materials.

- The library reserves the right to accept or refuse all donations.

- Material donated to the library cannot be placed in special or named collections. The library does not add bookplates to donated materials, but will accept materials with such plates. Materials donated by specific groups or organizations do not constitute the college’s endorsement of donating groups or organizations.

**Collection Maintenance**

- Material selection for print, non-print, and database resources should be based on professional reviews. Reviewing tools may include, but not be limited to *Choice, American Libraries, Library Journal, Booklist, and the New York Times Book Review*. Professional journal reviews are also recommended for subject specialization. When professional reviews are not available, user comments from sources such as Amazon and Barnes & Noble may be an acceptable alternative.

- Replacements for lost, damage, or stolen materials will be made based on value of the material to the collection (acknowledged classic in the field) and patron demand. Material that is out of date should be replaced by more current titles by subject.

- Preservation: The library will seek to extend the shelf life of mass market and trade paperbacks by adding Kapco to covers and spines. Book jackets will be laminated to prevent wear. All repairs to damaged materials will be done in-house. Materials damaged beyond availability of in-house resources to repair will be discarded.

**Deselection/Weeding**

- The Coordinator and Reference Librarian are responsible for removing materials no longer deemed of value to the collection. This deselection process should take place in two stages: 1) continual evaluation of subjects when new materials are added to the collection and 2) periodical subject area maintenance. For subject area maintenance, appropriate faculty should be consulted where ever possible for their expertise.

- Criteria for withdrawing materials
Old editions superseded by newer editions

Physical condition of material beyond in-house repair

Material that does not support current curriculum

Material not deemed a classic or essential to a core collection that has not circulated during a five year period

Multi-volume set with missing volumes

Out of date materials and specifically:

- Nursing/Medical material with a copyright date older than five years
- Business, law, science, computer books older than five years.

Periodicals not deemed to be of research or historical value may have holdings limits placed on back issues of one, three, or five year collections.

Periodicals available in aggregate databases may be dropped in favor of online collections.

Database subscriptions may be discontinued if
- if funding is not available
- if access is not available via IP authentication
- if database is not kept up-to-date
- if usage statistics indicates low or declining usage

**Review of Collection Development Policy**

The Collection Development Policy should be reviewed and amended as necessary every three years.

**Appendix**

- Library Bill of Rights
- ALA Freedom to View Statement
- ALA Intellectual Freedom Principles for Academic Libraries

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