Evelyn S. Field Library
Collection Development Policy

I. INTRODUCTION

This policy is a statement of the operating guidelines used by the Evelyn S. Field Library (“Library”) of Raritan Valley Community College (“Institution”). This policy will guide the librarians in acquisition and maintenance of materials. Budgetary limitations, demands for information resources, increased publishing output, and constantly evolving information formats necessitate careful materials selection based on an understanding of the immediate and future goals of the Library, the patrons it serves, and the Institution. A collection must be systematically shaped and developed in order to make best use of the funds allotted. The following are general policies that guide the process of developing the Library collection.

In this policy, the word "materials" shall be used to encompass all classes and formats of materials that the Library collects and makes available to its users.

II. OBJECTIVES

The primary goal of the Library is to support the academic programs at Raritan Valley Community College. Institutional objectives, as stated in the Mission Statement and Core Values of Raritan Valley Community College, are as follows:

Mission Statement
Raritan Valley Community College is an educational community that works to develop critical thinking, foster intellectual curiosity, promote leadership, encourage social responsibility, support personal growth, and sustain engaged citizenship within a diverse population of students and community members.

Core Values
- RVCC is an open admission institution with high standards and excellent support services.
- RVCC serves as an important center for our community.
- RVCC participates as a reliable partner with the region’s K-12 schools to support active learning and college readiness.
- RVCC must provide support for student success, but students are responsible for their own achievements.
- The College values the diversity of our communities as a resource that strengthens the institution.
- The College is accountable for the prudent use of all its resources and seeks transparency in all its operations.
- The College measures its success against national models and standards.
• The College commits to environmentally sustainable practices.
• Educational programs must be affordable.
• A healthy college community depends on integrity and respect.
• The best college decisions are made on a learning-centered foundation.
• Learning is a lifelong endeavor.

III. SELECTION RESPONSIBILITY

Ultimate responsibility for the development and maintenance of the library collection rests with the Library Chair, who has delegated this responsibility to the liaison librarians. All requests for materials are reviewed for their adherence to the selection guidelines (as stated in Section V. SELECTION GUIDELINES), and must be approved by the liaison librarians. It is the liaison librarians' responsibility to select materials in each discipline with the advice of faculty. The liaison librarians will solicit selections from faculty in their respective areas of expertise to be purchased for the collection from a departmental allotment of library funds. It is hoped that faculty continually monitor their professional literature for appropriate library acquisitions, and that they make the liaison librarian aware of library material most useful for course requirements and for students' research needs. Liaison librarians will routinely route Choice cards, book reviews, and publisher's announcements to faculty to assist them in the selection process. Student and staff requests for acquisition of materials are also welcomed and encouraged and are reviewed by the same standards as are requests from all other sources.

IV. FUND ALLOCATION

It is the Library Chair’s responsibility to allocate the materials budget in such a way as to fulfill the Library's collection development goals. The funds available for materials are divided among the academic departments and librarians. The amount allocated to each subject area is decided by the librarians who consider such factors as the number of courses taught in the subject area, the number of students and faculty involved, the average cost of materials in the field, the average age of materials within each discipline, circulation history in the subject area, and Library involvement relevant to the coursework of the discipline.

This basic model will be used in arriving at the allocations, with the realization that some flexibility is necessary for changing conditions (for example, new course offerings, new levels of academic accreditation for programs, changes in student research requirements, etc.). Budget allocations are revised annually at which time appropriate changes are made.

When new degrees are proposed, the academic department proposing the new degree may request library funds in the proposal. The proposal should include a one-time start-up cost (which will vary depending on current library holdings) as well as the cost of future acquisitions if necessary. The liaison librarian should be involved in writing that portion of the proposal. New programs started without liaison-approved library funding will not be part of the annual fund allocation.
V. SELECTION GUIDELINES

The institutional objectives, which are stated in Section II, must always provide the framework for selection. Thus, the major responsibility and top priority of the Library lies with the teaching programs. When materials are needed for faculty research and study, the Library endeavors to meet these needs for faculty either by purchasing (if the materials can also be used by the student body) or by securing through interlibrary loan those resources needed for faculty study and research. Although a lower priority, the Library services the entire college community through the purchase of recreational, cultural and general information materials.

The quality of content and fulfillment of academic curricular need are the first criteria against which any potential item is evaluated. Specific considerations in choosing individual items include the following:

- lasting value of the content
- appropriateness of level of treatment
- age and strength of present holdings in same or similar subject areas
- cost
- suitability of format to content
- authority of the author or reputation of publisher
- accuracy, currency
- circulation history within the discipline

Other guidelines are also followed:

- Duplicates are purchased only in high demand circumstances.
- In instances where the cost of an item is high and the demand is low, the holdings of nearby libraries are considered in determining whether or not an order should be made.
- When there is an option of paperback or hardcopy, the choice is paper unless the material is judged to have added value in hard cover. When available, a hard plastic cover will be applied to protect the material.
- Lost or stolen materials shall be replaced after 6-9 months (or immediately, if needed) if they are available. The current book trade and aforementioned selection criteria shall be considered.
- Except for foreign language dictionaries and materials to support English language learning, the Library acquires primarily English language reference and research sources. Literature and language materials that are used heavily in the teaching or learning of foreign languages are collected as well.
- The majority of selections are current publications. The Library recognizes the need for retrospective purchases, and systematically uses standard bibliographies and other evaluation tools to locate and fill gaps in the collection. However, in view of the difficulty and expense in obtaining out-of-print and reprinted material, it is most important to spend funds for valuable current publications of long-term worth, thus preventing a future need for retrospective buying. When a title is determined to be out-of-print, a decision to locate and purchase the title through out-of-print or rare book suppliers will be made based on expected higher costs, delivery delays, and importance. In general, newer editions and alternate selections will be preferred.

- **Fiction** is purchased when it is of literary merit or social significance and supplements the resources of the Library. Gifts of novels, classics, and semi-classic fiction materials having value to the curricula will be considered and compared to existing holdings. Novels of serious purpose are purchased considering a public varying in reading and language ability, education, skills, taste, and interests. A collection of popular, best-selling fiction titles will also be maintained for the recreational use of the college community.

- **Textbooks** are purchased according to criteria established by the librarians and put on reserve for student use only. Currently, the criteria call for a purchase price in excess of $35 and a combined course enrollment of twenty-five students or more. When a textbook is replaced with a new edition, the older edition will be placed into the circulation collection. Editions previous to that will be discarded.

- **Government Documents** will be purchased, cataloged and classified as needed to support the curriculum. RVCC is not a designated government documents depository. The same criteria for acquisition listed above will apply to materials acquired from the Government Printing Office.

### VI. PERIODICALS

It is the policy of the Library to add new print periodical titles as budget allows and as is appropriate for the curriculum. Faculty requests for new print subscriptions to be kept in the Library and used by Library patrons will be accommodated as is possible within the existing library budget. It is the goal of the Library to subscribe to titles that our students and patrons will use. Periodicals purchased should be appropriate to the curriculum and on a level suitable for the needs and abilities of the students.

Some or all of the following criteria are used in evaluating titles for acquisition or cancellation:

- strength of the existing collection
- potential use of this periodical compared to other periodicals in this subject area
- projected future use
- cost compared to other periodicals in this subject area, projected availability of funds
- reputation of journal and/or inclusion in prominent abstracting and indexing services
- format (print, microform, electronic)
- if not owned, number of recent interlibrary loan requests for this periodical
- currency and content availability within full-text databases, including consideration of whether print periodicals have added value of color images

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VII. AUDIOVISUAL MATERIAL

Audiovisual Materials are selected according to the same guidelines as listed above. These materials are part of the circulating collection. Academic department allocations may be spent on audiovisual materials in addition to monographs. The format should be governed according to popular standards.

VIII. ELECTRONIC RESOURCES

Information is available in many formats. Increasingly, resources are made available and are requested in electronic format. This material includes e-books, e-journals, films and documentaries, reference materials, research databases and other subscription content. The Library recognizes the value in these sources and subscribes to or purchases them as an integral part of the Library's collection development process. In some cases, the electronic access supplements the print version; in other cases the electronic version replaces the print version altogether or the material is available online in electronic format.

Evaluation, weeding and replacement of electronic resources follow the same guidelines and procedures as for monographs with the following additions:

1. Cost relative to budget and cost of print versions. These materials tend to be more expensive but may provide greater access to a larger population of users. Evaluation of these materials will include possible added value through access by distance learners, increased indexing, potential to lower course costs for students, and providing ADA accessible materials.
2. Site license restrictions, copyright restrictions, and other legal considerations. Ownership vs. limited licensure.
3. System requirements, such as computer compatibility; quality of programming, freedom from bugs and viruses; longevity of hardware to access content; mobile device compatibility
4. Reputation of vendor for technical support, including live help.
5. Intuitive or user-friendly interface design.
6. Accessibility and ADA compliance.

IX. GIFTS:

Gifts are encouraged, with the understanding that the Library may dispose of them or add them to the collection at its discretion, and according to the same criteria as purchased material. As a general rule, gift books will be added to the collection based on the same criteria as those purchased. Gifts are not appraised for tax purposes but will be acknowledged in the form a written thank-you from the liaison librarian.

X. COLLECTION MAINTENANCE AND EVALUATION:

Weeding is an important aspect of collection development in the Library. Upon arrival of new editions, the liaison librarians evaluate previous editions and withdraws those deemed outdated. The collection is continually monitored for outdated material, which is replaced or withdrawn. Faculty members are
encouraged to assist in spotting outdated or inaccurate materials in their areas of expertise. A general inventory will be conducted on a regular basis.

XI. COOPERATIVE NETWORKS:
With advances in automation and participation in library networks (OCLC, VALE, etc.), the decisions made by the Library become more significant to those involved in cooperative collection development. As it becomes increasingly apparent that no college library can provide all of the materials needed by its users, it becomes extremely advantageous to share resources. This policy may be reconsidered at any time as changes in cooperative borrowing occur.

XII. INTELLECTUAL FREEDOM:
The Library supports the American Library Association's Library Bill of Rights, Intellectual Freedom Principles for Academic Libraries, and its statement on Challenged Materials. The Library attempts to purchase materials which represent differing opinions on controversial matters. Selection is without partisanship regarding matters of race, sex, religion or moral philosophy, political beliefs, orientations, etc.

XIII. RECONSIDERATION OF LIBRARY MATERIALS:
The Library has the right to have and to loan materials as supported by the materials selection criteria. If a Library patron objects to any materials, a verbal objection may be taken to the Library Chair. If the objector is able to convince the Library Chair that the Library Collection Development Policy was not followed, the objector will be instructed to complete the Request for Reconsideration of Library Materials form and submit it to the Library Chair. The form is available from the Library Chair and from the Policies page on the Library website.

The Library Chair will schedule a meeting within a month of receiving the completed form. The meeting will include the Library Chair, the objector, and other persons deemed appropriate by the Chair (i.e. another librarian, subject expert, departmental chairpersons, Dean, etc.). The material in question will remain available for circulation until the matter is resolved.

A decision will be made within two weeks to either remove the material from the collection or to overrule the objection. The objector will be notified in writing by the Library Chair and a copy of the notification will be sent to the Dean of Business & Public Service, Health Science Education and the Library.