Delgado COMMUNITY COLLEGE

Policy No. AA-1451.1C

POLICY & PROCEDURES MEMORANDUM

TITLE:	**LIBRARY COLLECTION DEVELOPMENT**
EFFECTIVE DATE:	**October 31, 2023***
CANCELLATION:	AA-1451.1B (9/16/14)
CATEGORY:	Academic Affairs (AA)

POLICY STATEMENT

Delgado Community College is committed to a library collection that is responsive to the instructional and informational needs of the students, faculty, and staff. Library resources must be of value to the student body in relation to the courses being offered or in fulfilling the general aims of a community college education. After these primary needs have been met, resources will be procured and maintained to balance the core collection or to meet vocational, recreational, and interest needs of the library clientele.

The procedures and responsibilities associated with the development and maintenance of the College's library collection are outlined in specific detail in this memorandum.

PROCEDURES & SPECIFIC INFORMATION

1. **Purpose**

   To publish written policies and procedures pertaining to Delgado Community College's library collection.

2. **Scope and Applicability**

   This policy and procedures memorandum applies to all libraries of Delgado Community College.

3. **Responsibility for Selection**

   A. Selection of library materials is the joint responsibility of the faculty and librarians. Overall management of collection development and the acquisition of all library materials for campus/site libraries is the responsibility of the Dean of Library Services.

B. In order to build and maintain a meaningful library collection, relevant input from the faculty covering those library resources is needed to support and supplement classroom instruction. Accordingly, faculty members have a responsibility to the students and the College to ensure that library resources are adequate in their areas of expertise and that new materials are requested in a timely manner to maintain an up-to-date collection.

C. Each academic division of the College is assigned a Library Liaison to assist faculty members in the selection of materials for their disciplines.

D. Students are encouraged to participate in the selection process.

E. The Library Liaisons will annually solicit information from faculty on their instructional needs and the educational requirements of students to ensure that the Collection Development policy remains current and useful. A Material Request Form is available online and in the course management system to meet the needs of the Delgado community year-round.

4. **Acquisition Procedures**

A. Procurement of library materials generally spans July through April to comply with the fiscal year closeout. Requests for library materials can be made at any time and will be held if funding is currently unavailable. In order to keep accurate statistics, the online Materials Request form available on the Library web page should be used to submit requests for library acquisitions. If necessary, the requestor may contact any librarian directly.

B. Faculty, staff and students may submit requests for library materials via the online Materials Request Form on the Library web page. Individuals requesting assistance with their submissions may visit the circulation desk at any Delgado library or contact the library via email or phone. Submitting a request does not guarantee the acquisition of an item, and all purchases are subject to the current state of the budget.

C. The Campus/Site Librarians will:

(1) forward any applicable requests to the Dean of Library Services for approval and procurement processing; and

(2) request materials needed to maintain a balance in the campus/site library collection.

D. The Dean of Library Services will:

(1) approve all requests for purchase;

(2) coordinate processing of all procurement requests; and

(3) assist the Campus/Site Librarian in ensuring a balanced library collection and equitable use of library funds.

5. General Collection Principles

A. Materials selected for purchase by the campus/site libraries must be of value to the student body in relation to the courses offered, or of value in terms of fulfilling the general aims of a community college education.

B. Priority for books and other resources is given to those materials that adequately meet and support curricular needs. Emphasis is given to currently available materials in the English language. After the primary needs have been met, consideration may be given to materials that help balance the core collection or meet vocational, recreational, and interest needs of the clientele.

C. A core collection of materials, mostly at the introductory level, will be collected in all fields. Appropriate materials on subjects are sought; “appropriate” is defined as valuable and suitable for the first and second year college student but not necessarily the most scholarly or definitive treatments. Popular treatment of subjects will be acquired, especially if that is the only material available, or where heavy use is anticipated.

D. The collection does not aim to be well-rounded in the sense of having materials on all subjects with equal coverage. Coverage of an area will generally be in proportion to the curriculum coverage of that area.

E. The libraries seek to serve faculty and staff members by purchasing, or by obtaining through interlibrary loan, those materials needed for their study or research purposes.

6. Selection Guidelines

A. Selection Criteria

The following criteria are used in selecting library materials:

(1) Educational significance;
(2) Contribution the subject matter makes to the curriculum and to the interests of the students;
(3) Reviews found in standard selection sources;

(4) Recommendations based on preview and examination of materials by professional personnel;
(5) Reputation and significance of the author, producer, or publisher;
(6) Validity, up-to-datedness, and appropriateness of material;
(7) Contribution the material makes to the breadth of representative viewpoint on controversial issues;
(8) High degree of potential user appeal;
(9) High artistic quality and/or literary style;
(10) Quality and variety of format:
(11) Value commensurate with cost and/or need;
(12) Timeliness or permanence; and
(13) Integrity.

B. **Sources Used for Consultation**

The following include, but are not limited to, sources that are consulted in the selection of materials:

(1) Bibliographies
(2) Booklist
(3) Choice
(4) Chronicle of Higher Education
(5) Library Journal
(6) Wall Street Journal
(7) Industry blogs and websites
(8) Publisher's catalogs and blurbs
(9) Publishers Weekly
(10) American Library Association

C. **Format of Materials Not Usually Purchased**

(1) Maps (Only those maps appearing in standard atlases and gazetteers and those providing historical survey documentation are acquired for general reference purposes.);
(2) Pictures and technical drawings, except those that augment study in a particular instructional program or related discipline, or those which have historical significance, especially those related to Louisiana;
(3) Musical scores;
(4) Rare books, first editions, and out-of-print materials;
(5) Textbooks (The only textbooks acquired are those covering areas of interest to students for which there is no other general material easily available. Textbooks for courses offered at Delgado are not purchased, with the exception of electronic textbooks purchased with funds from LOUIS: The Louisiana Library Network as part of a Curriculum Driven Acquisitions (CDA) project that is designed to assist in the reduction of the cost of higher education for students.);

(6) Microform;

(7) Foreign languages (Materials in language not taught at Delgado are generally not purchased, with the exception of foreign language dictionaries, and those designed to serve general interest and foreign language acquisition needs of patrons.);
(8) Paperbacks (Paperback books are generally purchased only when the work is unavailable in a cloth edition at a reasonable cost or when purchasing duplicate copies of a book. Exceptions are made for paperbacks that are pre-bound through a book jobber or when materials are unsuitable for binding.) Paperback books are purchased for inclusion in the Popular Reading Collection;
(9) Laboratory manuals and workbooks;
(10) Dissertations and theses are not acquired in print format; however, these may be circulated through Inter-library Loan, and are available electronically through the ProQuest Dissertations and Theses Complete database; and
(11) Audio-visual materials that are not machine-compatible with the equipment at Delgado are neither purchased nor added to the collection as donations.

D. **Audio-Visual Collections**

Current collections of audio-visual materials may be intra-library loaned among the respective Delgado libraries.

E. **Periodicals**

The selection and acquisition of periodicals and serial titles are the responsibility of a designated librarian. Periodicals selected are representative of the instructional programs and information needs at each campus/site. Periodicals may be purchased in print or electronic format. Periodicals are acquired after taking into consideration the following:

(1) Curricular needs;
(2) Expressed needs of faculty members and students;
(3) Inclusion in periodical indexes;
(4) Cost of subscription;
(5) Similar materials already being received;
(6) Reputation of publisher;
(7) Predicted longevity of publication; and
(8) Reviews found in standard selection sources.

7. Duplication and Multiple Copy Acquisition

A. General Considerations

Primarily on the basis of use library materials are duplicated or acquired in multiple copies to satisfy the needs of the clientele. The restriction to duplication is expense, not only in acquisition costs but in processing and housing as well. A title is duplicated, either by purchase or by donation, only when a positive case can be made for such action based on the following guidelines. These apply regardless of the type of material or format.

B. Duplication of Materials in the Same Location

(1) ***Demand.*** Present or anticipated demand may be sufficiently heavy to justify duplication based on a variety of reasons: class use, topical subject matter, recognition of a title as a "classic," identity of the author (e.g., a Delgado professor, a famous author, etc.), or favorable reviews in the major media and local interest. Purchase of an additional copy of a title should also be considered when the circulation area reports a "hold" or "recall" placed on any title, or when heavy usage of an item has been demonstrated.

(2) ***Poor condition of present copy***. If a frequently used work is showing serious signs of deterioration, it should be replaced before it becomes unusable. Consideration should also be given to the need to duplicate such frequently used materials.

(3) ***Preservation.*** Special collections may in certain instances acquire duplicate copies of titles to allow for present use of one or more copies and preservation of another for future use.

C. Duplication of Materials in Two or More Locations

(1) ***Direct Relevance.*** Duplication of a title in more than one location is made only when that title has direct relevance to the collecting policy needs of the particular location.

(2) ***Convenience.*** Geographical distance alone is not sufficient reason to duplicate a title in an additional location. Primary factors in such a decision will be relevance, amount of use anticipated at the additional location, and expense of duplication. Convenience is to be given consideration as a secondary factor. If an item is in a collection when its circulation is restricted, the item will be considered for duplication on request. eBooks are the preferred method of duplication when there is interest at multiple campuses/sites.

(3) ***Other Considerations.*** Other considerations include:

-Cost: Very costly items will be duplicated with reluctance more so than inexpensive items.

-Language: Foreign language materials are generally not duplicated.

-Reference: Public service considerations should encourage the duplication of reference materials in electronic format if possible for any library of the College that requires a duplicate reference title.

-Individual or Departmental Usage: No duplicate copies will be purchased for the sole use of individuals, academic departments, or administrative offices.

D. **Responsibility for Duplication**

Recommendations for duplication are the responsibility of the Campus/Site Librarians. All requests for additional copies of materials are reviewed on an individual basis. Final approval is made by Dean of Library Services.

8. **Replacement of Library Materials**

It is not the policy to automatically replace all items withdrawn because of loss, damage, or wear. Need or replacement is weighed with regard to the following factors:

(1) Number of duplicate copies;
(2) Presence of adequate coverage of a subject area;
(3) Other similar material in the collection;
(4) More recent or pertinent items that may have been published or produced; and
(5) Demand for that particular item or subject.

9. **Weeding and Discarding of Library Materials**

A. A regular periodical program of weeding is undertaken by the library staff. Worn-out and deteriorating materials or outdated materials as well as those materials that are judged to no longer be of use to the patrons are withdrawn from circulation and discarded. Incomplete runs of journals that are no longer being acquired or that are not indexed also are discarded.

B. Systematic weeding of the entire collection takes place in conjunction with an inventory of the collection every two (2) years. Weeding in specific subject areas occurs when programs in those areas are being reviewed by accrediting of program review committees. Faculty members in those disciplines under review are solicited to participate in the weeding process.

C. On an annual basis a subject area is selected for examination and weeding with the Coordinator of Collection Development/Management and Acquisitions, under the direction of the Dean of Library Services, to ensure a balanced collection.

D. The Reference collection is weeded on an ongoing basis in conjunction with the Coordinator of Collection Development/Management and Acquisitions under the direction of the Dean of Library Services, to ensure a balanced reference collection.

E. Discarded library materials that no longer adequately support the curriculum that are in fair condition may be offered to other institutions via the LOUIS: The Louisiana Library Network listserv. If there is no interest at other institutions, these materials may be placed in a designated location according to the campus/site and offered to the Delgado community on a first come basis.

F. Materials related to instructional programs and/or subject areas that have been discontinued by the College are generally removed from the collection and discarded, unless there is a compelling reason to retain these items (i.e., historical significance, support the general education core or related instructional programs or subject areas, or provide general interest reference and/or information support).

10. **Donations of Library Materials**

A. Gifts and donations of useful materials, or the funds with which to purchase materials are welcomed, provided they are consistent with collection policies and provided there are no unacceptable restrictions attached. There is no assurance, however, that gift items will be added to the collection. Self-published books must meet the same criteria as other acquisitions. The right to dispose of any donation is retained by the Dean of Library Services.

B. Delgado libraries reserve the right to refuse potential donations if they do not conform to the criteria above, or if the donation is too large to accommodate spatial and staffing constraints in the libraries.

C. A Potential Donation Form is available on the Library Web Page so that individuals interested in donating materials can detail the scope of the potential donation. This form is required for large donations due to spatial limitations at Delgado libraries. Once the form is submitted, the donor will be contacted to inform them whether or not the library will be able to accept their donation. Individuals are always welcome to contact any College Librarian directly to discuss potential donations.

D. Delgado libraries may not sell or profit monetarily from donations not added to the collection since a Friends of the Library group that would make this practice legal and feasible is not in existence. Donated items not appropriate for addition to the collection may be placed in a designated location according to the campus/site and offered to the Delgado community on a first come basis.

E. Librarians do not evaluate gifts for tax or inheritance purposes.

11. **Reference Materials**

A. The Online Dictionary for Library and Information Services (ODLIS) defines a reference book as “a book designed to be consulted when authoritative information is needed, rather than read cover to cover.” Books or other materials are put in the reference collection because reserve use is anticipated; i.e., books are added to a reference collection to serve a reference function, not just to restrict circulation.

B. The reference collections of the libraries cover the sciences, applied sciences, technology, social sciences, humanities, and fine arts and provide materials to support the academic and teaching programs of Delgado. The largest and most comprehensive print reference collection is held by the City Park Campus Library. Its holdings include general reference tools, materials in many cognate and interdisciplinary fields, national and trade bibliographies, as well as in depth reference materials in the social sciences, sciences, arts, and humanities. The City Park Campus Library print reference collection in conjunction with the electronic reference collection is considered the core reference collection for all campus/site libraries.

C. All Delgado Community College Libraries have access to core electronic Reference materials provided through databases and eBooks available via the Library web page . Since the electronic reference collection supports all of the Delgado libraries, every effort is made to ensure that this is the most comprehensive reference collection.

D. Many print reference materials are available to circulate to students, faculty, staff, and other authorized patrons; however, some reference materials are non-circulating. Individuals wishing to check-out reference materials that are classified as “non-circulating,” should contact any College Librarian, with their request to check-out the resource. The request will be reviewed, and, if approved, the resource will be reclassified as one that is able to circulate.

12. The Louisiana Collection

A. Purpose of Collection

The purpose of the Louisiana Collection is to support Louisiana historical and informational studies by collecting materials relating to the development of Louisiana in general, and New Orleans and Delgado Community College specifically, and by providing access to these materials to the students, faculty, and staff of Delgado. The Louisiana Collection collects current materials that relate to Louisiana and is housed in the City Park Campus Library.

B. General Collection Guidelines

(1) ***Language***. English is the primary language of the collection.

(2) ***Chronological guidelines***. No limitations. Emphasis is placed on more recent publications.

(3) ***Treatment of subject***. Few materials are excluded on the basis of treatment of subject. Popular level works and juvenile works are ordinarily limited to those actually dealing with Louisiana. Textbooks are purchased only if they are specifically about Louisiana.

(4) ***Types of material***. No limitation is imposed as long as the material relates to the broad spectrum of Louisiana studies. Most materials acquired for the Louisiana Collection are in the form of books and serials. Other formats include electronic state and local government documents, audio-visual materials, and various types of ephemera. Reference material concerning Louisiana will be purchased in every edition, if possible.

(5) ***Date of Publication***. Both current and retrospective purchases are made. No attempt is made to collect original editions.

(6) ***Other general considerations***. The Louisiana Collection also contains Delgado Community College Archives; however, archival materials generally may not be checked out and many are available for supervised use in the Library. Archival materials are housed in a special Archive restricted access area.

13. **The Popular Reading Collection**

Housed at each campus/site Library, the Popular Reading Collection provides a collection of popular fiction and non-fiction to meet the vocational, recreational, and interest needs of Delgado faculty, students, and staff. This collection has limited annual funding since it only supports the curriculum in a tangential fashion. The Popular Reading Collection acquires books in all formats (cloth, hardcover, and paperback), and is cataloged using minimal bibliographic call number information.

14. **The Juvenile Collection**

The City Park Campus and the West Bank Campus Libraries maintain a collection of children's resources. These resources are designed to promote reading and literacy in early childhood development. Additionally, the resources are related to the College's instructional programs in education/early childhood education and development. This collection has limited annual funding since it only supports the curriculum in a tangential fashion.

15. **Intellectual Freedom**

A. In addition to the principles set forth in the College's Academic Freedom policy, all Delgado libraries endorse the principles espoused in the American Library Association's (ALA's) Library Bill of Rights, as set forth in the most current edition of the Intellectual Freedom Manual from the ALA Office for Intellectual Freedom.

B. Books and media selected should be chosen for values of interest, information, and enlightenment to the clientele. No material should be excluded because of race, nationality, lifestyle, or the political or religious view of the author.

C. Material presenting all points of view on the issues and problems of our times should be represented. Resources should not be banned or removed from the libraries because of partisan or doctrinal disapproval.

D. Censorship of books and media materials must be challenged by the librarians in keeping with their responsibility to provide information and enlightenment.

E. The rights of an individual, or group, to the use of a library should not be denied or abridged on account of race, religion, national origin, political views, or lifestyle.

16. **Requests for Reconsideration Procedure**

Individuals or groups questioning the inclusion of a particular work in the library's collection may complete a Request for Reconsideration of Library Materials available on the Delgado Library web page. After receiving the completed request form, the Dean of Library Services, librarians, and/or a committee representative of the college's enrollment will give due consideration to the request. Submission of the request form in no way guarantees the removal of the item from the Collection. The requestor will be notified of the Delgado Library's final decision.

17. **Cancellation**

This policy and procedures memorandum cancels AA-1451.1B, *Library Collection Development,* dated September 16, 2014.

Reference:

Delgado Policy and Procedures Memorandum, Academic Freedom
Louisiana Community and Technical College System Policy #1.044, Rank, Promotion Duties, and Responsibilities of Faculty and Staff

Review Process:

Library Collection Development Committee Ad Hoc Committee 1/10/23
Academic and Student Affairs Council 9/21/23
College Council 10/31/23

Distribution:

Electronic Distribution Via the College's Website