

LANEY COLLEGE LIBRARY COLLECTION DEVELOPMENT POLICY

PURPOSE

This policy is designed to guide the systematic development of the library's print, media, and electronic collections. The primary purpose of the Laney College Library collection is to supplement, enrich, and support the instructional program of the college. Print and nonprint library materials are selected, acquired, maintained, and deselected to serve this purpose.

PHILOSOPHY

The Laney College Library fully endorses and adopts as its policy the Library Bill of Rights as issued and amended by the American Library Association.

LIBRARY BILL OF RIGHTS

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgement of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

CONCERNS ABOUT LIBRARY MATERIALS

Because of the library's philosophy of intellectual freedom, there may be materials in the library's collection which may be of concern to individuals or groups. The acquisition of such materials does not imply approval or endorsement of their content or opinions, but enables the library to support curriculum and provide diverse perspectives. The following process will be employed when concerns are voiced.

1. A written statement of concern must be submitted to the head librarian. The statement must include: name, address, telephone number or email address, author/producer, title, comments on the material as a whole as well comments on the specific matters of concern, and a statement as to a satisfactory resolution of concern.
2. The head librarian will convene a review committee composed of the library administrator, head librarian, and librarian or teaching faculty member.
3. The review committee will review the material and statement of concern. Each committee member will vote yes or no for continued inclusion in the collection. The head librarian will prepare a written response summary.
4. The concerned party will be notified of the results within 7 days.

RESPONSIBILITY FOR COLLECTION DEVELOPMENT

Although librarians are primarily responsible for the quality of the collection, teaching faculty, students, and staff are encouraged to suggest additions to the collection. Faculty members are encouraged to review library collections in their subject area and to make recommendations for purchase and deselection. Collection evaluation by subject experts on the faculty is the most effective means of ensuring adequacy of collection size and level of quality. In addition, faculty proposing new courses and programs to the college curriculum committee are required to discuss the adequacy of the library collection with a librarian and obtain the signature of the librarian. Because librarians are in the best position to observe the overall use and development of the collection, they are ultimately responsible for the quality and balance of the total collection. All full and part-time librarians have collection development responsibilities including evaluation, selection, and deselection activities. The acquisitions librarian coordinates the collection development process.

COLLECTION OBJECTIVES

Efforts will be made to create and maintain a collection which contains:

1. Standard reference materials related to general areas of knowledge and to the specific curricular areas offered by the college.
2. Materials in a variety of formats including print, audio-visual, and electronic.

3. Adequate basic, retrospective, and current materials to meet the needs of each curricular area.
4. An adequate collection of materials relevant to the general information needs of students on topics which may not be treated in the college curriculum.
5. A collection which reflects the college's diverse population including materials of a variety of reading levels.
6. An adequate selection of materials for leisure use to encourage the habit of reading and the recognition of books and libraries as sources of information.

CRITERIA FOR SELECTION

Critical reviews from professional journals and other reputable sources are used to assess the quality and value of a particular item. The following review journals are consulted regularly for new materials: Choice, Library Journal, and Booklist. In addition, book review sections of professional journals, newspapers, magazines, and publishers' catalogs are checked for pertinent new publications.

In order to build the highest quality print and nonprint collections, all materials acquired are subjected to the following criteria.

General criteria:

1. Suitability of subject and style to the college curriculum.
2. Appropriateness and effectiveness of content treatment for lower division undergraduate students.
3. Relevance to the instructional needs of faculty.
4. Clarity of presentation and overall readability.
5. Skill, competence, purpose, and reputation of author, issuing body, and/or publisher.
6. Timeliness and lasting value of material to patrons..
7. Relevance to existing collection. Information already in the collection is carefully compared to material under consideration.
8. New perspective or current treatment of a field of knowledge.
9. Inclusion in standard bibliographies, indexes, and databases.
10. Opinions of critics, reviews, and public.
11. Current in-print publications are given priority over out-of-print materials.
12. Cost in relation to current budget allocations.
13. Availability of material in other district and/or local libraries.
14. Duplicate copies of a title will be purchased only when high demand is anticipated.

Specific criteria for works of information and opinion:

1. Authority of author.
2. Comprehensiveness and depth of treatment.
3. Clarity, accuracy, and logic of presentation.

4. Author's objectivity.
5. Representation of challenging, though extreme or minority points of view.

Specific criteria for works of imagination:

1. Representation of an important movement, genre, trend, or national culture.
2. Originality.
3. Artistic presentation and experimentation.
4. Effective characterization.
5. Authenticity of historical or social setting.

ACQUISITION PRIORITIES IN TIMES OF DECLINING BUDGETS

The following selection priorities will be adhered to during times of limited budgets:

1. Maintain a subject balanced collection by identifying and acquiring materials of exceptional subject value. Materials needed for new courses and programs will be given particular attention.
2. Identify and maintain a minimum "core" reference collection of print and electronic resources.
3. Acquire materials to meet learning needs of students with varied educational backgrounds. Materials with differing reading levels, in foreign languages, or in a nonprint format will be acquired.

EXPENDITURE PRIORITIZATION

Within the annual library materials budget allocation, expenditures are made as follows:

1. Annual periodical subscriptions and book continuation subscriptions.
2. Annual electronic database subscriptions.
3. Acquisition of new book titles.
4. Acquisition of nonprint materials.

GIFTS OF MATERIAL

The following criteria are used for gift material:

1. Gifts are only accepted if we are given complete authority to dispose of them as we see appropriate.
2. An official letter of acknowledgement is prepared. The number of items donated, and if necessary a description of the material, is included. No value is placed on the gift.
3. The acquisition librarian evaluates the usefulness of the gift and determines the disposition of the material.
4. Items which are not needed will be sold and/or sent to college departments or to the Oakland Public Library, or other destinations are appropriate.

DESELECTION CRITERIA

The library will use a process of continuous review, evaluation, and weeding. As a result, the processes of selection and acquisition; cataloging and processing; and circulation and reference will be integrated into an on-going routine. The following criteria will be used when evaluating and removing materials from the collection.

1. Books containing obsolete or inaccurate data or facts.
2. Superseded editions of books currently held by the library.
3. Incomplete sets of books, the continuity of which is not maintained.
4. Incomplete holdings of journals for which there is no adequate indexing service.
5. Multiple copies of titles for which there is not adequate justification.
6. Worn or badly marked or mutilated books.
7. Curriculum revisions and changes.
8. Changes in demand as demonstrated by utilization statistics and circulation patterns.
9. Retain selectively for science, health, and law titles more than ten years old.
10. Replacement of inferior materials with superior materials in over expanded areas.
11. Check with vocational instructor regarding core titles in their areas.
12. Check recommended titles in :
 - Vocational and Technical Resources for Community College Libraries
 - The Reader's Adviser
 - Best Books for Academic Libraries
 - Various other subject information resource guides