

Policy: Collection Development Charles J. Meder Library
Responsible for Policy: Academic & Student Affairs

Policy Number: ~~40~~
Most recent approval date: Fall 2014

Procedures

Selection Responsibility

College librarians will manage materials in print and other media to meet current and long term teaching, research and administrative needs of the College community.

Faculty members are encouraged to make acquisition suggestions that support their current and planned courses. Students, staff and community members are also encouraged to make suggestions regarding the acquisition of materials.

Formats Collected

Monographs

Criteria used for selection of materials (not in rank order)

- x Reputation of author/creator
- x Significance of subject matter
- x Accuracy of information and data
- x Literary merit or artistic quality
- x Importance to total collection
- x Potential or known use to patrons
- x Appearance in important bibliographies, lists and review media
- x Authoritativeness of publisher or producer
- x Readability and clarity
- x Scarcity of material on subject
- x Physical condition/technical quality
- x Representation of various interests and viewpoints
- x Availability of material elsewhere in the region
- x Appropriateness of format to purpose
- x Date of publication
- x Price

Media

Media materials are evaluated using the same basic criteria as monographs. Also taken into consideration are:

- x Suitability of format
- x Quality of the production
- x College's ability to provide the needed equipment

Media materials are fully cataloged as part of the library collection.

Electronic Resources

As more information becomes available through free electronic services and the Internet, the library will strive to provide access to materials that best match the needs of students. The library will continue to receive hard copy journals and reference sources, but will augment these collections with electronic resources, many of which serve as indices to the hard copy, or provide the full text of information online.

As funds allow, decisions will be made to purchase electronic resources based on gaps in the current resources, the amount of information included in the packages, and the ease of use. Electronic resources will be selected to match programs offered at the College and the needs of the greater community. When making electronic purchases, librarians will consider the recommendations of the State University of New York (SUNY) and the Rochester Regional

Library Council (RRLC), but will also rely on their own research and experience.

Serials

Serials differ from monographs in that a serial subscription is an ongoing financial commitment. In addition, serials prices have historically increased at a rate that far exceeds such standard economic indicators as the Consumer Price Index. Great care must be taken to ensure that the Library's ongoing commitment to serials does not consume a disproportionate share of the total acquisitions budget and requests for new serial subscriptions will be considered very carefully. Generally, a new serial subscription will not be entered unless another subscription of similar expense can be canceled.

Back runs of serials are purchased only when deemed necessary or as the budget permits. Some or all of the following criteria are used in evaluating titles for acquisition or cancellation:

- x Strength of the existing collection in the title's subject area
- x Support of present academic curriculum
- x Present use of other serials in this subject area
- x Projected future use
- x Cost
- x Reputation of journal and the publisher
- x Inclusion in a reliable indexing source
- x Number of recent interlibrary loan requests for this serial

Once a gift has been accepted, it becomes the property of the Library. Items may be added to the collection or offered to other libraries through the Gifts & Exchange program, or otherwise disposed of. In general, duplicates or items in poor condition are not retained. Donors may not impose restrictions on use of their gifts. Internal Revenue Service Regulations prohibit the Library from appraising gifts.

Collection Evaluation/Weeding

The removal of materials from the collection is an integral and ongoing aspect of collection management. Titles are recommended for removal only after adequate analysis of their potential continued value to the collection. Monitoring and weeding the collection is the responsibility of the librarians.

Candidates for withdrawal include:

- Superseded editions
- Materials that cannot be repaired or for which the cost of preservation exceeds the usefulness of the information contained
- Older titles in areas where the relevancy/currency of data is important
- Outdated formats

Forms/Online Processes

- None

Appendices

- Appendix A: Copyright
- Appendix B: The Library Bill of Rights
- Appendix C: The Freedom to Read
- Appendix D: The Freedom to View

Review dates/action taken:

- September 2011: original effective date
- Fall 2012: no revisions
- Fall 2014: no revisions

Appendix B: The Library Bill of Rights

The Council of the American Library Association reaffirms its belief in the following basic policies that should govern the services of all libraries:

1. As a responsibility of library service, books and other library materials selected should be chosen for values of interest, information and enlightenment of all the people of the community. In no case should library materials be excluded because of the race or nationality or the social, political, or religious views of the authors.
2. Libraries should provide books and other materials presenting all points of view concerning the problems and issues of our times; no library materials should be prohibited or removed from libraries because of partisan or doctrinal disapproval.
3. Censorship should be challenged by libraries in the maintenance of their responsibility to provide public information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgement of free expression and free access to ideas.

Appendix C: The Freedom to Read

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove books from sale, to censor textbooks, to label "controversial" books, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to avoid the subversion of politics and the corruption of morals. We, as citizens devoted to the use of books and as librarians and publishers responsible for disseminating them, wish to assert the public interest in the preservation of the freedom to read.

7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, bookmen can demonstrate that the answer to a bad book is a good one, the answer to a bad idea is a good one.

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