

Tri-C Library Collection Development Policy

Purpose of the Collection Development Policy

The purpose of this document is to provide guidelines for Faculty Librarians to follow regarding the collection development practices that support the mission of the Library. This document also elucidates the roles of various stakeholders in the collection development process.

Library Mission Statement

The Cuyahoga Community College Library is a partner in the educational process of the college community. The Library contributes to student success and lifelong learning through teaching information literacy skills, acquiring relevant materials, and providing access to information resources.

Definition of Collection Development

Collection Development is an iterative process of selection, evaluation, replacement, and removal (weeding) of library materials (physical and electronic) that represent multiple viewpoints/philosophies to support curricula, programs, and courses offered by the College. Collection development is affected by the changing curriculum, the availability of new materials, and budgetary considerations. A lack of collection development can have a deleterious effect on students by negatively impacting the accuracy of information provided, the relevance to current curriculum, and the age of the collection as a whole.

Responsibility for Collection Development

Faculty Librarians are responsible for collection development, basing decisions on several factors, including curricula, reference questions, circulation data, book reviews and bibliographic lists, budget allotments, and their professional expertise.

Instructional Faculty are encouraged to participate in the Library's collection development program by recommending materials within their areas of specialization. Instructional Faculty interested in establishing a formal partnership with the Library may also serve as their campus [Discipline Liaison](#) for one academic year.

Anyone, including students, is welcome to recommend the purchase of library materials. Faculty Librarians reserve the right to make all final decisions on purchases using the selection guidelines contained herein.

Collection Levels

The Library's primary goal is to meet the curricular needs of Tri-C students. In many cases, those needs are best supported by the acquisition of materials written for a lower-level undergraduate audience (described as General Academic and/or Basic Studies levels). However, some programs are best supported by upper-level undergraduate or graduate level content (described as Advanced Academic and/or Professional levels). Determinations of content level appropriateness are made by Faculty Librarians.

Fund Allocation

Library funds provided by the College are first divided into funds by format (i.e., electronic resources, monographs, serials, etc.) to ensure that essential consortial commitments (i.e., OhioLINK, OhioNet, etc.) are maintained. The materials budget is then allocated across four campuses. Faculty Librarians at each campus are responsible for allocating funds to meet the needs of their collections and relaying those allocations to the Electronic Resources Analyst at the beginning of each academic year. Faculty Librarians will revisit fund allocation yearly.

Selection Sources

Faculty Librarians may consult resources to supplement their professional knowledge when making selection decisions. Those resources include, but are not limited to:

- Vendor-provided resources (e.g., Choice Reviews, Booklist, Publishers Weekly)
- Professional journal reviews
- Online book reviews

Criteria for Selection of Materials

General criteria used for selection apply equally to all types and formats of materials being considered for acquisition. Additional guidelines for specific material types are listed in their respective sections below.

General Criteria

- Relevance to College curriculum and programs
- Accuracy and objectivity of information
- Existing coverage within the collection
- Reputation of the author or issuing body
- Appropriate content level for the target audience
- Frequency of requests for material on the same or similar subject from other libraries
- Availability of title at other Campus Libraries
- Program accreditation requirements
- Timeliness or permanence of the material
- Cost
- Appropriateness to curriculum and target audience

Specific Material Types: *Print Serials*

Serials (also referred to as periodicals, newspapers, journals, or magazines) supplement the collection by publishing up-to-date information on a weekly, bi-weekly, or monthly basis. Serials are reviewed annually and canceled, renewed, or selected with special care due to the budgetary commitment associated with their subscriptions. A serial title is evaluated using the following criteria:

General Criteria

- Relevance to College curriculum and programs
- Accuracy and objectivity of information
- Existing coverage within the collection
- Reputation of the author or issuing body
- Appropriate content level for the target audience
- Frequency of requests for material on the same or similar subject from other libraries
- Availability of title at other Campus Libraries
- Program accreditation requirements
- Timeliness or permanence of the material
- Cost
- Appropriateness to curriculum and target audience

Additional Criteria

- Level of projected use
- Cost per FTE
- Full text availability with no embargo in existing databases

Specific Material Types: *Electronic Resources*

Electronic resources require a computer, tablet, or smartphone to access. The purpose of electronic resources is to provide access to necessary and vital information that supports the curriculum. Examples include, but are not limited to databases, streaming videos, electronic journals, and eBooks. These resources are necessary for students taking online or blended classes.

The following criteria are used to evaluate electronic resources:

General Criteria

- Relevance to College curriculum and programs
- Accuracy and objectivity of information
- Existing coverage within the collection
- Reputation of the author or issuing body
- Appropriate content level for the target audience
- Frequency of requests for material on the same or similar subject from other libraries.
- Availability of title at other Campus Libraries
- Program accreditation requirements
- Timeliness or permanence of the material
- Cost
- Appropriateness to curriculum and target audience

Additional Criteria

- Accessibility (on-campus and remotely) and usability of user interface, searching capabilities; quality of online help; sharing, printing, downloading, and citing is possible and easily performed.
- Added value over other formats or similar electronic resources
- Availability of usage statistics
- Concurrent number of users
- Availability of support services by vendor

Textbooks, Laboratory Manuals, and Consumable Instructional Supplies

The Library does not typically acquire textbooks, laboratory manuals, and consumable instructional supplies for current course offerings. However, those items may be included when they are the only or best source of information on a particular topic. Faculty members are encouraged to place copies of textbooks required for classroom use on reserve or to adopt materials already in the Library's collections, which includes eBooks, scholarly journals, and streaming video titles.

Faculty Librarians reserve the right to collect electronic textbooks at their discretion, and with the following criteria in mind:

- **Availability:** Not all electronic textbooks are available for purchase through library vendors.
- **Licensing:** Unlimited user access models are preferred. Other access methods (3-user, concurrent user, etc.) will be considered based on course enrollment.
- **Cost:** Faculty Librarians will determine whether an electronic textbook is prohibitively expensive.
- **Commitment:** Instructional Faculty must indicate a commitment to promoting and using an electronic textbook purchased by the Library.

Deselection

Deselection (also called weeding) keeps a collection vibrant, relevant, and usable; it prevents overcrowding of stacks, making remaining materials more visible and accessible. Deselection subjects materials in the collection to the same evaluation criteria applied when acquiring materials. Instructional departments may be consulted during deselection. In addition, since the Tri-C Library is not an archival library (like the Kent State or Ohio State Libraries), it does not indefinitely retain materials that are not being used.

Librarians shall review, evaluate, and at their sole discretion, weed collection areas, both print and electronic, on a regular basis, considering the following:

- Circulation data
- Curriculum needs
- Currency of information contained in an item with respect to individual discipline
- Superseded works
- Physical condition of an item or set
- Regional or special interest

Donations/Gifts

Donated/gifted materials that conform to the collection development policy and are in good physical condition may be added to the collection at the discretion of a Faculty Librarian. Remaining donations will be disposed of at the discretion of the receiving library. The Library will not attach monetary value to donations or provide receipts.

Replacement Materials

Faculty Librarians will determine whether damaged, lost, stolen, or outdated materials should be replaced using the criteria above.

Intellectual Freedom

Intellectual freedom in the Library involves selecting materials that may be considered controversial by some individuals or groups. The acquisition of such material does not imply approval or endorsement of contents but they may be acquired to support the curriculum by representing perspectives surrounding controversial issues.

Students, faculty, staff, and residents in the Cuyahoga County area may visit or contact the library to obtain a form to request review or removal of material. These procedures are in Appendix B of this document.

The Library also affirms the principles contained in the following ALA documents: [Library Bill of Rights](#), [Freedom to View Statement](#), [Freedom to Read Statement](#), and the [Intellectual Freedom Principles for Academic Libraries](#), [AAUP Advancing Academic Freedom](#).

Provision for Review

This document will be reviewed regularly by Library Faculty. It will be approved by Tri-C's Librarian Counterparts Committee and forwarded to an Assistant Dean of the Learning Commons.

Appendix A: Requests for Reconsideration of Library Materials Policy

- A. Any person (requestor) seeking reconsideration of any materials must complete and sign a Reconsideration of Library Materials Form. Phone calls, verbal complaints, etc., do not constitute a request for reconsideration. If more than one item is being challenged, the requestor must submit a completed form for each item. No material will be withdrawn, removed, or undergo a change in location or status until the entire review process is completed.
- B. The Assistant Dean of the Learning Commons will appoint/assemble and schedule a meeting of an ad hoc Library Materials Reconsideration Committee within fifteen (15) business days of the receipt of the completed and signed form. The committee will be composed of the following persons:
 - Dean of Learning and Engagement
 - Assistant Dean of the Learning Commons
 - One instructional faculty from the subject area of the material in question
 - Two faculty librarians, at least one from the campus where the challenge originated
- C. The ad hoc committee will collect and assemble pertinent information about the material in question, to be distributed by the Assistant Dean of the Learning Commons to the requestor and committee members.
- D. The requestor and ad hoc committee will meet to discuss the material in question. The Assistant Dean of the Learning Commons will send advance written notification of the date and time of the scheduled meeting by certified mail, return-receipt requested, to the requestor, seven (7) business days prior to the meeting.
- E. The requestor must attend the meeting concerning the objection. Failure to attend will constitute a withdrawal of the request.
- F. The meeting, consisting of the requestor and the ad hoc committee, will be used to present information regarding the material in question to the Committee at the meeting. The Committee will issue its decision to the Library and the requestor within ten (10) business days via certified mail.
- G. Appeals of the Library Materials Reconsideration Committee decision may be made to the Campus President. Requestor must make all appeals in writing and submit same in person to the Assistant Dean of the Learning Commons within five (5) business days of the decision.
- H. Appeals of the decision made by the Campus President may be made to the College President and/or the Board of Trustees. All appeals must be received by the Assistant Dean within five (5) business days of the decision.
- I. Material that has undergone a review may not be challenged again.