Collection Development Guidelines

Mt. San Antonio College Library

Winter 2017

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Mt. SAC Library Collection Development Guidelines

INTRODUCTION

Purpose

It is the intention of the Collection Development Guidelines document to define the collection development program of the Mt. San Antonio College (Mt. SAC) Library. This document guides faculty librarians in providing a current, diverse, and balanced collection of Library materials to meet the instructional goals of the college and the learning goals of Mt. SAC students, including the needs of students engaged in basic skills, transfer, and career and technical education coursework. Additionally, the Mt. SAC Library strives to provide access to resources which will fulfill information needs related to career research, as well as the life-long learning goals of the college community. The guidelines for collection development are informed by the College Mission, Vision, Core Values, Institutional Level Outcomes, Board Policies, Administrative Procedures, Accreditation Standards, and Library Goals, (all included below) and is in accordance with professional standards of the American Library Association. This document also serves to inform the campus and broader community of the principles upon which the work of collection development is based at the Mt. SAC Library. The guidelines are expected to be utilized in combination with professional judgment to make well-founded collection decisions.

About Mt. San Antonio College

Mt. San Antonio College is among the largest of California's 113 community colleges. Mt. SAC is located on a 420-acre campus in the city of Walnut, in the San Gabriel Valley. The College was founded in 1946 and has grown to currently offer more than 200 degree and certificate programs and over 200 professional development and community courses. Mt. SAC has earned statewide and national distinction in a number of disciplines. Mt. SAC is 6th in the state for transfers to California State University campuses and 8th for transfers to University of California campuses.

Student enrollment for 2013-2014 as reported on the California Community Colleges Chancellor's Office website was 59,171 with a full time equivalency of 25,303 credit FTES and 5,556 non-credit FTES.

Mt. San Antonio College Mission Statement

The mission of Mt. San Antonio College is to support all students in achieving their educational goals in an environment of academic excellence. Specifically, the College is committed to providing quality education, services, and workforce training so that students become productive members of a diverse, sustainable, global society. The College pledges to prepare students for lifelong learning through the mastery of basic skills, the achievement of associate degrees and certificates, and the completion of career and transfer pathways. The College will carry out this commitment by providing an engaging and supportive teaching and learning environment for students of diverse origins, experiences, needs, abilities, and goals. The College is dedicated to serving our community through improving economic achievement, advancing civic engagement, enhancing personal well-being, promoting critical thinking, and enriching aesthetic and cultural experiences.

Mt. San Antonio College Vision Statement

Mt. SAC strives to be regarded as one of the premier community colleges in the nation. We will be viewed as a leader in community college teaching, programs, and services. As a premier community college, we will provide access to quality educational programs and services, focusing on student success within a climate of integrity and respect. We will earn this reputation by consistently exceeding the expectations of our students, our staff, and our community.

Mt. SAC Library Collection Development Guidelines

Mt. San Antonio College Core Values

- **Integrity** – We treat each other honestly, ethically, and responsibly in an atmosphere of trust.
- **Equity and Diversity** – We respect and welcome all differences, and we foster equal opportunity to success throughout the campus community.
- **Community Building** – We work in responsible partnerships through open communication, caring, and a cooperative spirit.
- **Student Focus** – We address the needs of students and the community in our planning and actions.
- **Life-Long Learning** – We promote the continuing pursuit of high educational goals through equal access to excellence in both teaching and support services.
- **Positive Spirit** – We work harmoniously, show compassion, and take pride in our work.
- **Effective Stewardship:** We sustain and improve the institution and environment by efficiently using resources of time, talent, facilities, and funding.

Institutional Level Outcomes

ILO #1 – Communication: Students effectively communicate with and respond to varied audiences in written, spoken or signed, and artistic forms.
ILO #2 – Critical Thinking: Students apply creative, computational, and analytical skills to identify and solve problems, analyze information, synthesize and evaluate ideas, and transform existing ideas into new forms.
ILO #3 – Information and Technology Literacy: Students will use resources and technologies to locate, evaluate, synthesize, and communicate information in various formats.
ILO #4 – Personal, Social, Civic, and Environmental Responsibility: Students demonstrate awareness and respect for personal, social, civic, and environmental responsibilities.

Mt. San Antonio College Board Policy (BP)

BP 4040: Library Services
The College shall have library services that are an integral part of the educational program and will comply with the requirements of the Reader Privacy Act. The Library shall support student learning by providing access to information competency instruction, comprehensive collections, current educational technology, and diverse learning spaces.

Accreditation

Mt. San Antonio College (Mt. SAC) is accredited by the Accrediting Commission for Community and Junior Colleges (ACCJC) of the Western Association of Schools and Colleges (WASC). *IIB: Library and Learning Support Services* articulates specifics related to library services and collections. This standard requires that the library provide services that are "sufficient in quality, currency, depth, and variety to support educational programs, regardless of location or means of delivery," and that this is done through collaboration between library faculty and other faculty.

Library Mission

The Mt. San Antonio College library supports student success through knowledgeable and effective instruction and service to students, faculty, and staff by educating them to use appropriate resources and technologies for teaching and learning and by providing access to a comprehensive collection that supports the College's curricula and that serves the needs of our diverse college community.

Mt. SAC Library Collection Development Guidelines

Library Goals

Instruction: Strengthen information competency instruction for all students as well as fulfilling the Student Equity Plan to provide information competency instruction for targeted student demographics. (College Theme A: Academic Excellence)

Reference: Provide instruction-based reference services to support users' educational and research needs. (College Theme A: Academic Excellence)

Collection Development: Develop the library collections on a continuous basis to support the college curriculum and life-long learning goals through the effective management and acquisition of materials and ongoing consultation and collaboration with discipline experts. (College Theme: D: Cooperation/Collaboration)

Outreach: Inform the College community about Library services, collections, and curriculum.

Research and Discovery: Provide a technologically supported integrated interface to enhance the student experience for discovery and access to library and vendor resources that fulfill student educational and research needs.

Cultural Diversity and Competency: Utilize the framework of the *Diversity Standards: Cultural Competency for Academic Libraries* (2012) to address the complexities of serving and instructing diverse user populations and to transform the organization to reflect a dedication to culturally competent user-centered practice.

COLLECTION DEVELOPMENT GOALS & OBJECTIVES

Collection Development Goals

The goal of the Mt. San Antonio College Library is to have a dynamic and evolving collection that supports the college curriculum. The collection is one of the core instructional functions of the Library, through which the Library contributes to the above stated mission, vision, and goals of the College and the Library. The collection serves the instructional and related support needs of all students, with particular focus on those engaged in Basic Skills, transfer, and Career and Technical Education coursework. Materials are selected to provide intellectual stimulation and to satisfy intellectual curiosity for library users. Additionally, the library serves a community of life-long learners with a broad range of interests, diverse learning needs and styles, and various prior educational experiences. Therefore, library resources also include resources in subject areas that may not be directly covered by classroom instruction, but support student learning and intellectual development. The library collection will also include materials on topics of current interest from a range of perspectives, as well as seminal works.

Selection of materials by the librarians does not imply endorsement of the contents or the views expressed in those materials. No material will be excluded from the collection because of the race, nationality, religion, gender, sexual orientation, political or social viewpoint or controversial nature of either the author or of the material.

Additionally, collection development practices will be implemented in accordance with essential statements and guidelines of the American Library Association, including *Library Bill of Rights,*[1] *The Freedom to Read Statement,*[2] *Freedom to View Statement,*[3] *Diversity in Collection Development,*[4] and *Intellectual Freedom Principles for Academic Libraries: An Interpretation of the Library Bill of Rights.*[5]

[1] http://www.ala.org/advocacy/intfreedom/librarybill/

[2] http://www.ala.org/advocacy/intfreedom/statementspols/freedomreadstatement

Collection Development Objectives

The Mt. San Antonio College Library's primary collection development objective is to be an active participant in the educational program of the college by collecting, making readily available, and assisting in the use of books, periodicals, media and other materials needed by students, faculty, and staff. These materials will be provided in the most appropriate format, including media, print, and electronic.

The Library provides materials to support the curriculum in a systematic and comprehensive manner. In addition to supplementing the curriculum, the collection will include selected material in all major subject fields. Materials on areas of cultural, educational, and intellectual interest shall be supplied for the use of students, faculty and staff, and to support life-long learning and reading skills.

In order to keep the collection current and useful, an active and continuing program of selection for withdrawal, or weeding, shall be maintained.

BUDGET ALLOCATION

Funds are allocated by format (media, print books, electronic resources [including ebooks, databases, online periodicals], and print periodicals). The overall budget for each account is established annually by the Dean. The Collection Development Librarian is charged with developing and managing the materials spending plan for the year, including determining liaison allocations and informing liaisons of their allocations.

COLLECTION DEVELOPMENT RESPONSIBILITY & LIAISON MODEL

The careful selection of items to strengthen the college's resources for instruction and research is one of the most critical components of collection development. The importance of wise selection has grown in proportion to the increase in the volume of available materials, the cost of those materials, and the costs of acquiring, cataloging, housing, maintaining the collection, and managing cuts to the materials budget.

The library uses a library liaison model to distribute the responsibility for collection development by subject across a number of Librarians. The Collection Development Librarian is responsible for coordinating the collection as a whole. Liaison librarians are assigned specific subject areas of the collection and are the designated library contact for faculty associated with a particular subject area or discipline. Librarians are encouraged to reach out to faculty for the collaborative selection and deselection of materials, to seek input on the inclusion of essential titles in the collection, and to ensure that subject areas are adequately represented to support programs, degrees, and certificates.

Librarians who have been assigned liaison duties are responsible for the full range of collection development activities, including collection evaluation, identification of gaps, weeding of out-of-date and superseded titles, and selecting new titles in all formats, including books, ebooks, media, and

[3] http://www.ala.org/vrt/professionalresources/vrtresources/freedomtoview
[4] http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/diversitycollection
[5] http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/intellectual

reference books in their assigned subject areas. Priority may be given to particular components of this work at a given time. Full-time and adjunct librarians are responsible for using sources such as *Resources for College Libraries, Booklist, Choice Reviews Online*, and *Library Journal* to identify and recommend materials for purchase.

"The development of library collections in support of an institution's instruction and research programs should transcend the personal values of the selector. In the interests of research and learning, it is essential that collections contain materials representing a variety of perspectives on subjects that may be considered controversial."[6]

Non-librarian faculty are encouraged to recommend materials in their academic disciplines as part of their curriculum development role to ensure the development of a comprehensive collection. Librarians value the input and subject expertise that these faculty bring to collection development. Working collaboratively with faculty outside the library builds a stronger and more diverse collection, resulting in resources for students that reflect the college curricula and programs, and therefore is better able to serve students.

The Mt. SAC Library collection development process is integrated into the College's curriculum review process for all proposed, new, or modified courses, degrees, programs, and certificates. To ensure that curricular changes, accreditation standards, and California Community College curriculum proposal procedures are reflected in the Library collection faculty who are developing curriculum are required to consult with the Collection Development Librarian or appropriate liaison librarian. To support this expectation, the curriculum review process requires librarian contact as part of the submission process for new course and program proposals and course modifications as appropriate. Librarian contact is verified during the course review pre-screening process before being placed on the Educational Design Committee agenda. Additionally, librarians consult course outlines of record for all Mt. SAC courses are available in WebCMS, the College's curriculum repository. This collaboration and evaluation of the collection ensures that the Library is able to appropriately support instruction, library research, and student learning.

Adjunct librarians also contribute to the collection development process through ongoing collection development assignments, such as reviewing and weeding out specific call number ranges, selecting and collecting in specific subject areas or collections, or reviewing titles for deselection or retention.

All suggested titles are reviewed and evaluated by either the Liaison librarian for the subject area or by the Collection Development Librarian. Ultimate responsibility for the collection rests with the Dean of Library & Learning Resources. The Dean delegates responsibilities for the development and maintenance of library collections to the Collection Development Librarian, Library faculty, and staff.

COLLECTION DEVELOPMENT PRIORITIES

The Mt. SAC Library is a teaching library, therefore the priority for purchases are those materials which support the instructional needs of the college, new programs, and programs undergoing program

[6] *Intellectual Freedom Principles for Academic Libraries: An Interpretation of the Library Bill of Rights* http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/intellectual

review. Additionally, the Library collection strives to meet the cultural, educational, and intellectual needs of the college community.

Subject area priorities are developed through ongoing collection evaluation and changes in the college curriculum. Priorities will include filling gaps, updating older areas, ensuring coverage for new programs/subjects, and maintaining current selection of newly published titles. Liaisons are responsible for prioritization in their subject areas.

TYPES & FORMATS OF MATERIALS COLLECTED

The Library acquires the following material types: books, databases and other electronic resources, periodicals (including journals, magazines, and newspapers), and audiovisual materials in both physical formats (print, DVD, or CD) as well as electronically. Although usage and preference for electronic resources continues to grow, usage patterns of Mt. SAC students support the continued development of a comprehensive physical collection.

Whenever possible, materials will be purchased in the most appropriate format currently available. For reference books, electronic resources take priority over print, while still maintaining a balanced and useful print reference collection. In the case of monographs, the goal is to maintain a comprehensive print collection and comprehensive ebook collection. As other formats become available in the future, they will be considered.

CRITERIA FOR THE SELECTION OF MATERIALS

In striving to provide adequate library and learning resources to support course and program objectives for the curriculum and life-long learning for our users, and keeping within the limits of the library's resources, librarians shall follow the criteria below.

Materials are selected for students from across the range of pre-collegiate, lower division undergraduate college level, and the appropriate level for Mt. SAC career and technical education programs. This includes basic, informational, and in-depth sources, as well as scholarly and authoritative works. Popular and juvenile treatments, including young adult literature, that enhance a topic are also acquired. Children's books are selected as these titles support the curriculum and fill a community need.

Before materials that are very expensive or highly specialized are bought, the holdings of neighboring academic libraries (particularly Cal Poly Pomona and Libraries in IEALC [Inland Empire Academic Libraries Cooperative]) are consulted to avoid unnecessary duplication. Multiple copies of titles may be purchased at the discretion of the Collection Development Librarian or Liaison librarian, when a title is in high demand.

The Mt. SAC Library provides access to a significant collection of required course textbooks in the Reserve Collection. However, the Library does not regularly purchase course textbooks as adequate fiscal resources are not available to acquire all the textbooks used in all Mt. SAC classes in addition to other necessary Library resources. Many reserve items are provided to the Library by individual faculty members, department, and division offices. In response to student demand for textbooks, and in line with the Library's student-centered service philosophy the Library will purchase textbooks when additional funds are made available either through grants or other funding sources. The size and

comprehensiveness of the Reserves Collection varies from year to year according to demand, funding, gift copies, and the cost of textbooks.

Limited previous editions of textbooks may be housed in the General Collection if they continue to provide useful content and until librarians determine they should be removed. Additionally, if a textbook fills a gap in the collection it may be considered by the selecting librarian. Both in-print and out-of-print materials shall be purchased when available and appropriate for the collection.

Materials in languages other than English will be considered for purchase if the materials support the curriculum of language courses offered at the college. Materials for non-language courses which are published in languages other than English with the exception of dictionaries, encyclopedias, and other reference tools, shall be bought only in those instances where there is evidence of their usefulness to students and faculty.

No materials should be excluded or included from the collection because of the race or nationality of the authors, or the political, moral, or religious views expressed therein. Librarians who select for the collection strive to represent multiple perspectives on controversial issues.

McNaughton Books

The McNaughton Collection is comprised of a rotating group of approximately popular fiction and nonfiction titles that the library rents with an option to buy. This is a timely way that the library can provide popular reading titles that the library may not wish to add to the permanent collection. New titles arrive shelf-ready on a monthly basis. Titles that are no longer current or are not circulating are either returned to the vendor. Titles that are found to be of lasting value to the collection are purchased at a reduced price and added to the General Collection.

Children's Books

Children's books are acquired to support the Child Development program, Teacher Preparation Institute students, and reading resources for faculty, staff, and student families. Books acquired include award winners such as the Caldecott Medal, Newbery Medal, Pura Belpre Medal, Coretta Scott King Award, and others. Because of the need for these books to stand up to rough use except in rare instances paperback copies will not be acquired for this collection.

Vocational

Titles selected for the Vocational Collection include information sources that assist students in researching and selecting a career or vocation, inform on various occupations and necessary educational or training requirements, provide an outlook for a variety of industries, describe employment trends, provide sample resumes and cover letters, and offer job hunting and interviewing techniques. Additionally, this collection includes books for exam preparation for a range of professional and educational exams. Exam preparation titles are chosen for this collection based on the needs of students and the programs of the college.

The library strives to keep this collection up-to-date, and therefore materials are deselected regularly; paperback materials are often selected for this collection because this is often the only format available and to keep costs down. Efforts will be made to support the full range of college programs and certificates through this collection.

Standing Orders

Standing orders are established for annuals and other titles for which it is important to ensure uninterrupted receipt of updates, new editions, or parts. These also represent a continuing financial commitment for the library. Standing orders may be in print or online. Standing orders are reviewed at least every three years by the Collection Development Library and Liaison Librarians as needed.

Media Collection

Video materials that support the curriculum and programs will be acquired. All videos must be captioned to be considered for purchase. Criteria used to select videos include: anticipated use, overall informational and educational value, quality of technical production, and current coverage of the subject in the collection, cultural appeal and value, accuracy, currency, favorable reviews, award nominations, faculty or student requests, assigned videos, and cost.

Listening Collection

Audio books are selected to support the English language learning of ESL (English as a Second Language), ELL (English Language Learners), and AMLA (American Language Program), READ, as well as the general literacy of all Mt. SAC students.

In addition to audio books, the Library's Listening Collection includes music CDs (compact discs). The CDs in this collection has been developed entirely by gifts to the Library, and therefore are added based on condition and expected use. At the time of publication of these guidelines, there is no designated funding for the development of the music CD portion of the Listening Collection.

As with all materials, collaboration with faculty in selection of audio visual resources is welcomed. Streaming audio and visual resources may also be acquired, and must meet the same criteria for selection as physical media.

Print & Electronic Periodicals

Print and electronic periodical subscriptions represent ongoing financial commitments for the library. Priority for maintaining or adding titles will be given to those subscriptions which are directly related to curriculum and programs, represent new subjects or new areas of focus for the curriculum, will be used by more than one department or program, are required for program accreditation, and in the case of print titles, are indexed in one a databases to which the library already subscribes. Magazines that meet cultural, intellectual, and general information needs will also be considered. Cost of subscription will be taken into consideration. In principle, electronic subscriptions to periodicals will be preferred over print; however the functionality and completeness of the online material will also be considered in making subscription decisions. Detailed criteria for electronic acquisitions are included below under Electronic Resources.

Reference

Reference tools are defined, according to the *ALA Glossary of Library Terms*, as those materials having an arrangement and treatment to be consulted for definite items of information rather than to be read consecutively. Therefore, the collection consists primarily of materials with content that can be consulted for factual or bibliographic information. This definition may include works that are inherently comprehensive and heavily indexed.

As with the general collection, the emphasis of the reference collection is on acquiring, retaining, and providing access to those information resources that support the Mt. SAC programs. Reference resources also support instruction at the Reference Desk. Some major reference tools for those subject areas that may not currently occupy a place in the curriculum are included in the collection in order to introduce and define these subjects. The collection is developed with the idea that reference materials are consulted for informational purposes and will not be read in their entirety.

Reference materials are available in print and electronic formats. In some cases, a reference title might be available in more than one format. The goal of the print Reference Collection is to provide physical access to a core collection of reference resources across subject disciplines, while the electronic Reference Collection is more comprehensive in subject coverage and includes specialized reference resources. With the exception of the core reference materials and reference formatted materials that are appropriate for circulation, and therefore are purchased for inclusion in the General Collection, preference will be given to electronic format over print when available through a platform already accessible through the library. Consideration will be given to adding new platforms when beneficial. This preference addresses changing usage models and better meets the needs of distance learners, and all remote users. This prioritization of electronic over print is also due to the utility of electronic resources, and overwhelming librarian and user preference for electronic reference sources.

The goal of the print reference collection continues to be to provide a collection of resources that broadly covers the full range of topics, but not to the comprehensive level of the electronic collection. The print reference collection will also include resources for which the print is easier to use, substantially more economical, or the only format available.

In addition to format, other important factors in the selection of reference books are the adequacy of indexing, accuracy, currency, and potential need for the information included. Depending upon the subject area, certain books may be included in the reference collection because of their long-standing reputation or authoritativeness, even if they are not recent publications.

The following criteria chart was created to assist Librarians when making decisions about location of print reference sources in the Reference Collection (non-circulating) or General Collection (circulating) use the following criteria and professional judgement.

Reference Collection	Criteria to Consider	General Collection
Yes	Is this a standard reference source that is frequently used in print?	No
No	Is this reference source also available online through the Library's online resources?	Yes
No	Is this reference source on a single author, single subject, or narrow topic?	Yes
No	Are there other sources in the print reference collection on this topic?	Yes
Yes	Is this reference source part of a multi-volume set where if one volume was removed would negate the usefulness of the remaining volumes in the set?	No
No	Is the information in the print reference source available on the Internet?	Yes
Yes	Is this print reference source used regularly for class assignments?	No
No	Is this source likely to get more use if it was in the General Collection?	Yes

Electronic Resources

Electronic resources include, but are not limited to: periodical abstracts, indexes, and full text, databases, Reference databases, statistical databases, image and AV streaming collections, electronic journals, ebooks, and data and resources accessible via the Internet. These resources may be accessed in the Library as well as remotely through the library website. The Library is committed to providing 24/7 access to these resources via a proxy server. In most cases the Library pays annual subscriptions or other access fees to provide access to these resources. The majority of the electronic resources that Mt. SAC Library subscribes to are multidisciplinary or single-subject aggregated databases. Librarians regularly evaluate and discuss database selection and deselection during Library faculty meetings.

Criteria for Selection of Electronic Resources

In addition to consideration of the content criteria utilized for selection of physical formats, electronic resources must meet additional criteria to ensure accessibility and usability. Before commitment to subscription or purchase evaluation of electronic resources may include trials, comparing similar products, demonstrations, consulting reviews, and consultation with colleagues. Library faculty will make evaluative decisions on electronic resources based on consideration of the following selection criteria:

- Compliance with the Americans with Disabilities Act and Section 508
- Completeness of full text content
- User-friendly interface (for searching, limiting, printing, and downloading) and availability of help or tutorials
- Content fills gap in the collection or helps balance the collection
- Offers greater currency, more extensive, accurate, and authoritative content, increased functionality, wider access, or other value-added features over the print equivalent
- Compatible with current mobile and campus technological infrastructure
- Provides both local and remote access through proxy authentication
- Includes records (MARC or KBART) at no additional cost.
- Accessibility to all patrons (including members of the public) physically in the library
- Provides access for an unlimited number of simultaneous users
- Has licensing agreement terms that are acceptable to the Library and the College
- From a reliable vendor that provides adequate documentation, training, and effective customer support
- Provides updates available in a timely manner
- Keeps costs (including added expenses such as maintenance of access through the Library catalog, ongoing licensing fees, updates, and cost of additional simultaneous users) in line with projected use
- Offers useful and relevant usage statistics
- Storage and maintenance of resources (i.e., remote hosting versus local hosting)

Consortium

Purchases of electronic resources are made through the Community College Library Consortium when doing so is as affordable and offers the same or better terms as purchasing directly. The consortium often provides access to more advantageous terms or a more affordable price; however, the timeline of offers frequently does not coincide neatly with the purchasing deadlines for our various funds. Typically fall renewals and offers are available in October, with commitments due in November and spring renewals or offers are available in April, with commitments due in May. The Collection

Development Librarian is responsible for monitoring and responding to offers, renewals, and orders through the consortium.

Managing the technological aspects of electronic database acquisition and maintenance such as setting up access, posting links for trials, maintaining access, and troubleshooting and resolving access issues and responsibilities related to creating and maintaining resource collections in the OCLC Worldshare Management System (WMS) Knowledge Base are currently shared among a number of Librarians, including Adjunct Librarians.

Free Electronic Resources

Free electronic resources such as online journals or databases may be added to the Knowledge Base for inclusion in the Library's catalog or linked from the Library's webpage or Library Research Guides. These free resources are selected according to the Library's Collection Development Guidelines and while cost is a consideration in selection and acquisition of a resource, just because a resource is free, there is no guarantee that it will be added to the library's electronic collection. It must meet quality and curricular standards. Additionally, the expenses of processing and maintenance of free materials is considered when deciding if a resource should be included in the Library collections.

Duplication of Titles in Multiple Formats

When making format decisions for a resource available in both print and electronic (to purchase or retain print, electronic, or both), the following criteria are assessed:

- Cost of maintaining both formats.
- The scope of the electronic title and whether it is an enhancement over the print product.
- Currency and frequency of updates of the electronic title as compared to the print source.
- Usage of the print source.
- Availability of back files in either print or electronic format.
- Reliability of the producer, publisher, host, and vendor.
- If images are of importance for the resource, the quality of graphic materials in the electronic resource should be comparable to the print or better.
- Ability of users to access the electronic product on a consistent basis.
- Relative ease in using the printed version vs. electronic counterpart.
- Unique applications in either the print or the electronic version which do not crossover well and thereby justify the retention of both formats.

DONATIONS & GIFTS

Gifts are generally expected to supplement existing collections in support of the college's programs and teaching, or to contribute to the collection of the Library. Gifts of materials will be accepted provided they fit into the collection development selection criteria. Donors may not impose restrictions on the use of their gifts. Materials donated must be of such a nature that they can be integrated into the collection and not require special locations, facilities, control, or staffing. Once a gift has been accepted, it becomes the property of the Library. Gifts are accepted with the understanding that materials not added to the collection will be disposed of in ways most advantageous to the library.

Because all items added to the collection generate processing and storage costs, materials received as gifts will be evaluated by the same criteria as materials purchased. If materials meet collection

development criteria and are in good condition, they may be integrated into the library's collection based on approval by the Collection Development Librarian or liaison librarian. Gifts can be refused at any time due to demands on staffing, space, or other reason.

Donations of magazines or journals are generally not accepted. Exceptions may be made in the rare case that the resources is not currently available electronically at the Mt. SAC Library, include a complete run of bound volumes, and fill a gap in current library holdings.

Internal Revenue Service Regulations prohibit the library from appraising gifts, therefore the staff and faculty of the library will not provide any estimation of value for any donated item, but can provide a letter of acknowledgment describing any donation which is accepted if the donor requests.

Newspapers, periodicals, and other ephemeral resources may not be brought to the library by individuals for the purpose of leaving them in the building for others to read. The Library will not serve as a site for the distribution of materials by the public to support or further their own cause or those of their organization.

COLLECTION EVALUATION & DESELECTION PROCEDURES

Weeding, the removal of obsolete materials, is an integral part of the effort to develop and maintain the collection. Excess duplicate copies, seldom used titles, and worn or damaged copies shall be withdrawn from the collection. Items shall be discarded if they contain outdated or inaccurate information. When doing extensive weeding of any subject area, advisement may be sought from subject area faculty.

The review and deselection of materials are essential components of collection management. To maintain an up-to-date and useful collection, responsive to changes in the Mt. SAC college curriculum and to library users' needs, systematic evaluation of the collection and deselection of materials is required. To make room for newer materials, worn and obsolete items are regularly deselected from the collection and replaced as appropriate. Materials with low usage, those which are superseded by a newer edition or a better work on the same subject, or those which are not appropriate for the Mt. SAC Library collections may also be deselected. The collection depth and breadth will vary depending upon the subject area and related curricula. For these reasons, subject areas will be reviewed on an ongoing basis for relevancy and currency with systematic review every five years. Review and deselection duties are within liaison responsibilities.

Process

The deselection of materials may be initiated as a result of an individual title or a group of titles identified through regular work (e.g. reference, preparation for instruction, uploading of new titles, reshelving, or inventory), or through a systematic review of subject areas or call number ranges (because of a need to update materials or for space restrictions). Library users can also recommend titles for removal; these books will be reviewed and evaluated by the Collection Development Librarian or liaison librarian to decide if the resource should be kept or weeded.

In general, before the titles are pulled, criteria for deselection should be determined by the librarian reviewing the materials or by the Collection Development Librarian. Any Library staff may pull individual titles if there is a question of their viability for the collection and give them to the Collection Development Librarian or appropriate liaison librarian to evaluate; however, to enable the

coordination of collection development efforts, before deselection projects are initiated the Collection Development Librarian or liaison librarian must be consulted. (A project would be considered the use of a newly established set of criteria or the initiation of a review that will generate a cart of 20 or more titles.)

Criteria

All deselection decisions are made by a librarian based upon analysis and using professional judgment. Criteria will vary by subject area and format, and may include:

- Accuracy and value of information
- Appropriateness and importance of subject/topic area
- Applicability to Mt. SAC curriculum
- Physical condition
- Currency
- Frequency of use
- Historical value
- Notability of author
- Importance of the work to the field (seminal works and classics)
- Availability of newer materials on the topic or a newer edition available
- Duplication of title
- Availability at local libraries
- Inclusion in *Resources for College Libraries* and other applicable core collection lists

Replacements

When a record or item is withdrawn because it is lost, stolen, missing, damaged, or worn-out, the librarian working on the deselection will determine if a replacement should be ordered. If a replacement is to be ordered the librarian will identify an appropriate replacement and provide the pertinent information to the appropriate librarian or to the Acquisitions Tech to order.

Discards

When feasible and appropriate deselected materials which are in useable condition will be donated to a non-profit or another library. Materials deselected from the Reference collection which retain informational value may be transferred to the circulating collection. Outdated materials including directories, medical or legal materials will be discarded.

Ebooks

Ebooks that are candidates for deselection may be identified as with print titles, through regular work (e.g. reference, preparation for instruction, uploading of new titles) or through a systematic review of the subject area, collection, or at the suggestion of a faculty member or other library user. These requests should go to the Collection Development Librarian or appropriate Liaison Librarian.

Print Periodicals

Because of the cost and difficulty involved in replacing back issues of periodicals, only in rare instances will the replacement of a missing or damaged issue will be considered. If the issue is available online, the print issue will not be replaced.

Media

Heavily used media which are lost or damaged, such as DVDs that are being assigned for class viewing, will be replaced if feasible. Because of the high cost of media, replacements will be made on a case-by-case basis. Materials that present out-of-date information will not be replaced. Materials in obsolete formats will only be replaced with a new format if the title meets the current collection criteria.

Online Resources

Online resources such as databases may not be automatically renewed. Prior to renewal the Collection Development Librarian or appropriate Librarian may review the resource and usage statistics to determine if there is a continued need or if another online resource might be more appropriate. Cost, coverage, and duplication of titles and subject matter with other resources will also be taken into consideration.

COOPERATIVE COLLECTION DEVELOPMENT

Other than purchases through the consortium the library does not participate in any formal cooperative selection or acquisition programs. However, the library is involved in a variety of resource sharing agreements that expand the range of materials available to the college community. Through borrowing agreements students have borrowing privileges at Cal Poly Pomona and an additional nineteen other colleges and universities through IEALC (Inland Empire Academic Libraries Cooperative). For materials not directly connected to the college curriculum, holdings in nearby institutions may be taken into consideration in selection decisions.

POLICY REVIEW

Since Mt. San Antonio College is a dynamic institution serving a changing population, the library's policy and guidelines must be responsive to change. This statement shall be reviewed every three years by the Collection Development Librarian with input from the Associate Dean of Library & Learning Resources, librarians, non-librarian faculty, and revised accordingly.

For additional information please contact the Collection Development Librarian, Library Department Chair, or Liaison Librarians. Contact information can be found on the Library website.

APPENDICES

Library Bill of Rights
http://www.ala.org/advocacy/intfreedom/librarybill/

Freedom to Read
http://www.ala.org/advocacy/intfreedom/statementspols/freedomreadstatement

Intellectual Freedom Principles for Academic Libraries: An Interpretation of the Library Bill of Rights
http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/intellectual

Freedom to View
http://www.ala.org/vrt/professionalresources/vrtresources/freedomtoview

Diversity in Collection Development: An Interpretation of the Library Bill of Rights
http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/diversitycollection

Mt. SAC Administrative Procedure 3750: Use of Copyrighted Material
http://www.mtsac.edu/governance/trustees/apbp/AP3750.pdf