

NORTH CENTRAL COLLEGE LIBRARY SERVICES
COLLECTION DEVELOPMENT POLICY

I. INTRODUCTION

The mission of Oesterle Library is to actively support the educational programs of North Central College. The library's primary goals are to develop a collection that supports the current curriculum; meets departmental or program accreditation or re-accreditation requirements; and serves the college's information needs. The library also follows the collection requirements outlined by grant funding agencies and consortiums to which it belongs, including DuPage Library System, ILLINET, and the Illinois Cooperative Collection Management Program. The purpose of the Collection Development Policy is to provide guidelines for the selection of materials consistent with these goals.

The Collection Development Policy is written by the Director of Library Services in consultation with librarians who serve as liaisons to academic departments and programs and reviewed no less than every three years. The policy is sent to the Vice-President for Academic Affairs and Dean of Faculty for approval. After his approval, the policy is distributed to division, department, and program chairpersons.

II. SELECTION RESPONSIBILITY

The selection process is a cooperative endeavor. Responsibility for developing a relevant and balanced collection depends on the efforts of faculty, librarians, and students.

III. FUNDING

The library administers all collection development funds available to faculty, librarians, and students. Funds for one-time purchases are available to departments and programs through an allocation formula.

IV. SELECTION CRITERIA

The library supports the American Library Association's Bill of Rights, Intellectual Freedom Statement, Statement on Challenged Materials, and Statement on Professional Ethics. Selection of materials is made with the goal of representing all points of view, and subjects are considered without bias or censorship.

Materials purchased by the library or donated to the library must meet the following criteria:

A. Authority

The library collects materials that originate from recognized authorities who have a command of a particular subject. Such individuals may be qualified through their education, experience, occupation, or affiliation.

B. Condition

The library collects materials whose physical qualities are most appropriate for use and retention.

Among the conditions that will be considered are: brittleness and acidity of paper; sturdiness of spine and binding; markings, underlinings or other defacements; and water, food, or insect damage.

C. Format

The library collects material in the format that is most economical, most suitable for the content of the information; most appropriate for retention, and meets the demands of accessibility.

As technology continuously changes the ways in which information can be stored, the library will acquire, maintain, and retain those formats appropriate to its mission.

D. Languages

The library collects materials primarily in the English language, except for materials needed for the modern and classical languages curriculum and the international studies program.

E. Scope

The library will add materials to the collection that pertain to subjects covered by the current undergraduate and graduate curriculum. The level of treatment for these materials will be commensurate with the level at which the subject is taught. Other materials will be considered on a case-by-case basis.

F. Timeliness

Materials added to the collection will contain information that is relevant and up-to-date within subject areas, or that represents the growth of thought in a discipline.

G. Duplicates

The library does not normally purchase duplicate copies of a title. Requests for duplicate titles will be considered on a case-by-case basis.

H. Gifts

The library welcomes donations of library materials from members of the North Central College community. (Due to staff and space limitations, donations from outside the College community are not accepted.) No appraisal of materials can be made by library staff, and donors must agree that the library may utilize the materials in any way the library deems appropriate.

I. Textbooks

The library does not normally collect textbooks, except for:

1. textbooks for the Curriculum Collection
2. textbooks recognized as "classics" in a field or as the only source of information on a particular topic
3. selective textbooks, i.e., those published in the last 10 years, which are relevant to the current curriculum

J. Government Documents

Oesterle Library is not a government depository and does not have a separate documents collection. Only government documents necessary to support the curriculum are collected.

K. Previous Editions

Previous editions are retained only when they are important to the development of thought in a particular discipline. Previous editions that do not meet these criteria or that contain information that is obsolete or misleading to users are not retained.

V. DESELECTION CRITERIA

Deselection or weeding is an integral part of collection development. The library may withdraw materials that:

- have not circulated in 20 years
- contain out-of-date, inaccurate, or obsolete information

- cover subjects no longer covered by the curriculum or which are not appropriate for a college collection
- are in too poor condition to be repaired in-house
- are in a format that can not be easily viewed or read
- have been replaced by a more accessible format

If any item identified for deselection is the last copy in Illinois, then the library will not withdraw it.

VI. COLLECTIONS

A. Circulating Collection

Monographs and serials that support the current curriculum and life-long learning are included in the Circulating Collection.

B. Curriculum Collection

The Curriculum Collection is designed to support the teacher education programs offered by the Department of Education. The collection houses textbooks and activity and resource materials needed by education students.

C. Juvenile Collection

A collection of children's books is maintained to support the teaching of children's literature. First priority is given to purchasing award winning books and other notable selections.

D. Instructional Media Collection

The library collects CD-ROMs, CDs, DVDs, videotapes and other electronic media that are needed for information or instructional purposes. The library does not collect media for entertainment purposes. The library also does not collect applications software.

E. Reference Collection

The Reference Collection includes current reference resources that support the college's academic programs. The library also attempts to collect basic reference information in all fields of scholarly endeavor, and in-depth resources that support the current curriculum.

F. Periodicals Collection

The Periodicals Collection consists of both general periodical titles and specific disciplinary oriented journals.

G. Special Collections

Special Collections consists of rare books and manuscripts given to the library. The library does not actively purchase special collections materials.

H. Archives

The Archives consists of three collections: *College Archives*, *Harris W. Fawell Congressional Papers*, and *Suburban Studies Archives*.

I. Theses Collection

The library collects theses from the College's masters programs and from the undergraduate College Scholars program. The library also collects undergraduate research papers funded by grants.