

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. 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 Technical Services Coordinator in consultation with librarians who serve as liaisons to academic departments and programs. It is approved by the Director of Library Services.

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 made available to departments and programs through an allocation formula, through restricted and endowed funds, and occasionally through grant funds. Funds for continuing resources are managed by the library.

IV. Selection

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. Format and Condition

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

When a physical format is selected, new copies are preferred. Used copies will be considered on an item-by-item basis when they are the only option.

C. Languages

The library collects materials primarily in the English language. Exceptions may be made for materials needed for the modern and classical languages curriculum and related interdisciplinary programs.

D. 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.

The library also will add materials that support and maintain collection strengths, particularly those developed through cooperative collection development grants. In accordance with cooperative collection grant requirements, the library may be established as a last copy site for specific topics or disciplinary areas.

E. Timeliness

In general, materials added to the collection will contain information that is relevant and current within subject areas. When necessary to support the curriculum, the library will purchase retrospective materials that represent “classics” or the growth of thought in a discipline.

F. Duplicates

The library does not normally purchase or retain duplicate copies of a title. Requests for duplicate titles will be considered on a case-by-case basis. In cases where a title is in high demand due to classroom assignments, faculty are encouraged to contact the library to make arrangements to place the library's copy of a text on reserve as an alternative to purchasing additional circulating copies.

G. Reprints and Subsequent Editions

Collecting new and unique titles is generally preferred to acquiring different editions of items already in the collection. Newer editions of materials, however, may be purchased at the discretion of the subject liaisons.

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.

H. Gifts

The library welcomes donations of scholarly materials from North Central College students, faculty, staff, trustees, and alumni. (Due to staff and space limitations, donations from outside the College community may only be accepted when there is a compelling curricular need and by prior approval of the Director of Library Services.) No appraisal of materials may be provided by library staff, and donors must agree that the library may use or discard the materials in any way the library deems appropriate. The library follows all applicable state and federal regulations regarding receipt of tax deductible donations.

I. Textbooks

The term "textbook" is used to describe a variety of publications. Most textbooks do not present new information about a topic but are rather designed to present summaries, surveys, or introductions. As the library's focus is on collecting texts which present new and original research or primary source material, the library does not normally collect textbooks except for:

1. primary and secondary school textbooks for the Curriculum Collection
2. textbooks recognized as "classics" in a field (with proven value outside of the classroom) or as the only source of information on a particular topic

V. Collection Management

A. Collection Assessment and Evaluation

Subject liaisons continuously assess the library's collections in order to identify collection strengths and weaknesses and to ensure that the collection supports the library's ongoing mission.

Inventory/shelf reading and physical assessment of materials is performed on an ongoing basis to ensure that the library's catalog accurately reflects the library's holdings. This assures easy access to local and Interlibrary Loan users.

B. Deselection

Deselection, or weeding, is an integral part of collection management. Materials may be deselected for a variety of reasons, including, but not limited to materials that:

1. have not circulated in an appropriate duration of usefulness for the discipline
2. contain out-of-date, inaccurate, or obsolete information
3. cover subjects no longer covered by the curriculum or which are not appropriate for a college collection
4. are in too poor condition to be repaired in-house or easily rebound
5. are in a format that cannot be easily viewed or read
6. have been replaced by a more accessible format

C. Disposition of Deselected Materials

The library will attempt to transfer deselected materials, including monographs that are the last held copy in Illinois, to an Illinois library following procedures established by the consortia to which it belongs.

All deselected materials that are not transferred to another library will be disposed of in the most efficient and economical manner available.

VI. Collections

A. Circulating Collection

Monographs and series that support the current curriculum, collection strengths, and life-long learning are included in the Circulating Collection. This collection includes both physical and electronic materials.

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 and young adult books is maintained to support the teacher education programs offered by the Department of Education. First priority is given to purchasing award winning books and other notable selections.

D. Audiovisual Collection

The library collects electronic media that are needed for informational or instructional purposes. The library does not collect media for entertainment purposes. The library also does not collect applications software. This collection includes both physical and electronic materials.

E. Reference Collection

The Reference Collection includes current reference resources that support the college's academic programs. This collection includes both physical and electronic materials, but electronic versions are generally preferred.

F. Periodicals Collection

The Periodicals Collection consists of both general periodical titles and discipline-specific scholarly journals. This collection includes both physical and electronic materials.

G. Special Collections

Special Collections consists of rare books, manuscripts, and other materials 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. This collection includes both physical and electronic materials.

J. Tholin Chicagoana Collection

This reference collection consists of materials in many topics relating to the city of Chicago. Some materials are unique or uncommon in statewide holdings. Selected rare materials from this collection are stored in Special Collections.

12/06

1/15, rev.