

## LIBRARY COLLECTION DEVELOPMENT

### I. Policy Section

#### 7.0 Instruction

### II. Policy Subsection

#### 7.17 Library & Learning Commons Collection Development Policy

### III. Policy Statement

The purpose of the GRCC Library collection is to support and enhance the curriculum and instruction programs at GRCC in order to promote learning and achievement. The Library serves a diverse community of learners and the collection reflects an extensive range of subjects, with emphasis placed on general research sources. Library faculty must adequately develop and maintain the collection using the guidelines set forth in this policy to satisfy the purpose of the collection, the mission of the Library, and the mission of the College.

#### A. Scope of collection

With consideration for the diverse needs of our community, the GRCC Library's collection addresses a broad range of subject areas in a variety of formats, including monographs, periodicals, audiovisual materials, and digital resources that meet the basic research needs of GRCC students. The Library extends access to advanced research material through online resources and resource sharing partnerships when possible.

#### B. Intellectual freedom

The GRCC Library strongly affirms the American Library Association's "Library Bill of Rights," "Intellectual Freedom Principles for Academic Libraries," "Freedom to Read Statement," and "Access to Electronic Information, Services, and Networks: An Interpretation of the Library Bill of Rights. The library will collect and own materials that support curriculum and learning and present balanced viewpoints, even if some readers may consider certain content objectionable; the Library will not censor any materials deemed "offensive" or "morally reprehensible."

#### C. Copyright

The GRCC Library complies with and promotes regulations and guidelines set forth by U.S. Copyright Law and College Policy 3.0, Copyright.

#### D. Responsibility

The Library Faculty is responsible for collection development and management.

1. Faculty liaison areas - In accordance with the Faculty Liaison Program, librarians select materials within designated academic areas and solicit recommendations from classroom faculty.

2. Fund allocation - Academic subject areas receive fund allocations annually based on several factors such as curriculum needs, accreditation, collection gaps, average material costs, expected period of currency, program enrollment, and similar considerations.

3. Suggestions for acquisition - An individual may make a suggestion for acquiring a particular item through any librarian or fill out the "Suggest a Purchase" form. This form is available through the Library's catalog, RaiderSearch, and on the Library web site. Liaison librarians receive suggestions and determine if the item meets the selection criteria for the collection.

E. Selection criteria

The GRCC Library's first priority is to support the GRCC curriculum. A secondary priority is to collect supplemental materials that provide a general knowledge base for GRCC students so they may succeed in their educational pursuits.

1. Selected materials adhere to one or more of the following:

a. support GRCC curriculum and/or student success through a general knowledge base

b. are accurate in their representation of factual and historical information

c. are current and have an acceptable level of permanence

d. are at an appropriate scholarly level for our student population or satisfy the classroom needs of instructors

e. are cost-effective

f. represent a diverse range of perspectives

g. received one or more positive reviews in a standard library selection source

h. represent the most appropriate and accessible format available

2. The following statements specify selection policies for various formats and types of materials:

a. Books - the GRCC Library purchases the most appropriate and accessible format and avoids purchasing non-durable book formats, such as spiral-bound books, consumables, and workbooks.

b. Textbooks - the GRCC Library does not purchase textbooks or workbooks unless critical content is available only in those formats. The library encourages instructors to place copies of required texts on reserve in the LLC to help reduce the financial burden for students.

c. Open Educational Resources (OERs) - the GRCC Library supports faculty in the selection of OERs and provides OER textbooks in the Reserves Collection.

d. Periodicals - the GRCC Library purchases periodicals subscriptions in print, electronic, and other formats that meet the educational needs of the GRCC community. .

e. Audiovisual materials - In compliance with the Audiovisual Captioning Policy, selectors add audiovisual materials when they support the curriculum.

f. Archives - The Library Archives collects materials created in the course of College business from 1914 to the present that have permanent historical value in documenting programs, decisions, and individuals at GRCC.

#### F. Gifts/donations

The Library accepts gifts and donations for the collection if they meet the selection criteria of this policy.

#### G. Damaged Materials

The Library maintains a plan for withdrawing and replacing damaged materials.

#### H. Resource sharing

The GRCC Library practices resource sharing and collaboration with other libraries as an essential and sustainable model to satisfy the library's mission and provide the GRCC community with the necessary materials to meet their information needs. When the GRCC Library cannot meet a specific research need, it offers Interlibrary Loan and Document Delivery services as alternative options for access to materials from other libraries around the world.

#### I. De-selection

In order to continue to offer a relevant collection, de-selection is an essential component of collection management. Items which are no longer relevant to the curriculum, out-of-date, inaccurate, in poor condition, or have very low circulation may be de-selected.

#### IV. Reason for the Policy

This policy specifies acquisition and retention of Library materials to support the curricula and mission of the College.

V. Entities Affected by this Policy

This policy affects faculty, staff, students, community borrowers, and reciprocal library partners.

VI. Who Should Read this Policy

Members of Academic & Student Affairs units should read this policy.

VII. Related Documents

The following information supports the GRCC Library's position on Intellectual Freedom:

American Library Association—Intellectual Freedom Principles for Academic Libraries

American Library Association. (2000). Intellectual freedom principles for academic libraries: An interpretation of the LIBRARY BILL OF RIGHTS.

American Library Association—Freedom to Read Statement

American Library Association—Library Bill of Rights

American Library Association—Access to Electronic Information, Services, and Networks: An Interpretation of the LIBRARY BILL OF RIGHTS

American Library Association. (2005). Access to electronic information, services, and networks: An interpretation of the LIBRARY BILL OF RIGHTS.

VIII. Contacts

Director of the Library & Learning Commons

IX. Definitions

A. Faculty Liaison Program - the Collection Development Team assigns each full-time Library faculty member a number of department or programmatic areas to support within the College.

B. Periodical - issues received periodically on a subscription basis; also applies to all issues of a single title.

C. RaiderSearch - the branding the library uses to signify the GRCC Online Library Catalog, a licensed software product from Innovative Interfaces, Inc.

X. Procedures

A. Selection procedures

GRCC Librarians are responsible for the selection of all library materials. Librarians use the following tools for selection: professional/academic book reviews, bibliographies, advance publication notices, vendor catalogs, trial offers, and library circulation statistics. When a Librarian Liaison receives a title recommendation, he or she evaluates it to ascertain that it meets the selection guidelines above. The Director of the Library & Learning Commons may review selections at his or her discretion. Librarians send purchase lists to the Acquisitions Specialist, who orders them from vendors approved by the GRCC Purchasing Department.

B. De-selection procedures

GRCC Librarians are responsible for de-selection of library materials in their liaison areas. Librarians review their areas and look for items that meet the de-selection criteria. When a librarian finds an item that should be de-selected, s/he removes the item from the shelf and fills out a form detailing why s/he is de-selecting the item. Librarians place removed items on book trucks, take them to Cataloging, and notify other GRCC Librarians that there are items for review. In the case of disagreement, the Director of the Library & Learning Commons will make the final decision. After two weeks, the Acquisitions Specialist withdraws items and suppresses them from public view. The Library may donate or dispose of de-selected items as appropriate. Liaisons may consult instructors for whom de-selection represents a potential concern.

C. Periodicals

The Periodicals Specialist withdraws older issues of print periodical titles according to a documented retention schedule chosen at the time of selection. Liaison Librarians may de-select other titles. In general, the Library retains indexed periodicals longer than those not indexed.

D. Challenged Materials Procedure

1. The library has established a procedure to ensure due consideration of requests for removal of library resources. The library will not remove any challenged material until a formal review mandates such action.

2. Individuals or organizations within or outside Grand Rapids Community College who challenge materials will receive copies of the Library's Collection Policy and the Board of Trustees' Academic Freedom Policy and should complete the Request for Reconsideration of Library Resources Form. Copies of these documents are available on GRCC's website.

3. Librarians or the Director of the Library and Learning Commons will provide a more detailed explanation of the Academic Freedom Policy if needed.
4. The Director of the Library and Learning Commons, in consultation with the librarians, will review the completed form and respond promptly in writing to the challenge.
5. The Director of the Library and Learning Commons will keep records of all requests for reconsideration.
6. Complainants may appeal a Library decision by contacting the Dean of Interdisciplinary Studies and Instructional Support (ISIS) within five (5) working days; otherwise, the right to appeal is forfeit. All appeals must be in writing and clearly explain the original basis for the challenge. After reviewing the Library's decision and the complainant's written appeal, the Dean has five (5) working days to write a decision and inform the relevant parties. The Dean's decision shall be final and mailed to the complainant by first-class mail.

XI. Effective Date

January 2012

XII. Policy History

New Policy January 2012

Derived from a series of earlier iterations internal to the LLC

Revised - 2018

XIII. Next Review/Revision Date

2022 - 2023