LIBRARY COLLECTION DEVELOPMENT

I.   Policy Section

        7.0 Instruction

II.   Policy Subsection

        7.17 Grand Rapids Community College 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 will reflect 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, GRCC Library's collection
            addresses a broad range of subject areas in a variety of formats, including monographs,
            periodicals, audio/visual 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" (see Section VII). The Library will collect and own
            materials which 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
            Violation of the Copyright Law is subject to legal penalty. The GRCC Library adheres to
            regulations and guidelines set forth by U.S. Copyright Law and College Policy 3.0,
            Copyright. Library staff members strive to ensure that photocopies, Document Delivery,
            ILL, and course reserves comply with Fair Use mandates.

        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 based on several factors such as curriculum needs, accreditation, collection gaps, average material costs, expected period of currency, and similar considerations. The Collection Development Team designates fund allocations within the general Library budget for each subject area prior to the beginning of each fiscal year.

3. Suggestions for acquisition—the Library accepts suggestions. An individual may make a suggestion for acquiring a particular item through any librarian or fill out the form, "Suggest a Purchase." This form is available through the Library's catalog, RaiderSearch, on the Library web site (see Section XI). 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:

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

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

   iii. are current and have an acceptable level of permanence

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

   v.   are cost-effective

   vi. represent a diverse range of perspectives

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

   viii. represent the most appropriate and accessible format available

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

   i.   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.

ii.   Textbooks—the GRCC Library does not purchase textbooks or workbooks unless critical content is available only in those formats, but does encourage instructors to place copies of required texts on reserve in the LLC to help reduce the financial burden for students.

iii.   Juvenile collection—the juvenile book collection at the GRCC Library exists to support the Curriculum. Award-winning juvenile books are the highest priority for the collection; a secondary priority is books by local authors. Librarians do not select juvenile titles that do not meet one of these criteria except at the request of an instructor.

iv.   Periodicals—the GRCC Library purchases periodical subscriptions in print, electronic, and microformats that meet students' educational needs at GRCC. The GRCC Library avoids purchasing periodicals in more than one format. The GRCC Library may purchase replacement issues if librarians identify them as essential and cost-effective.

v.   The GRCC Library attempts to maintain complete and current runs of periodicals in the collection. Once the Library adds a title to our periodicals holdings, it maintains the subscription until the title no longer meets selection criteria. Staff may withdraw cancelled subscriptions from the collection unless they remain necessary to support the curriculum.

vi.   Digital resources—the GRCC Library prefers resources in digital format governed by multiple user licenses in order to maximize access.

vii.   Audio/visual materials—selectors add audio/visual materials when they support the curriculum.

viii.   Popular materials—the Library recognizes the potential need for popular works that support the curriculum. To fulfill recreational reading needs, librarians refer patrons to an appropriate library partner.

ix.   Government publications—the GRCC Library is not a federal depository for government publications, but offers referrals to local depositories and online government documents. The GRCC Library collects a minimal number of essential government publications.

x.   Local materials—the GRCC Library collects general materials on topics of regional and state history when they support classroom needs.

xi.   Multiple copies—the Library avoids purchasing multiple copies.

F. Gifts/donations

The Library accepts gifts and donations for the collection if they meet the selection criteria of this policy. GRCC Library reserves the right to decline gift items. Staff will donate, sell, or dispose of items not selected for the collection. The Library provides a letter of acknowledgement, but cannot provide an estimated value for donations.

G. Preservation and conservation
   1. The GRCC Library observes best practices in purchasing, processing, and maintaining Library materials. The Archivist stores GRCC archival materials in a restricted area without sunlight and limited exposure to water damage. With the exception of the GRCC Archives, the Library does not collect rare materials.

   2. The Library repairs items only when it is cost-effective. Staff may withdraw items in need of repairs when they are no longer relevant. If an item retains relevancy to the collection and repai is not cost-effective, librarians will seek a replacement copy.

   3. If any event damages the Library's collection, the Library will work with Campus Facilities and Risk Management to implement the salvage and clean-up process. The Library staff prepares for emergencies with basic supplies such as plastic sheeting, gloves, masks, and other appropriate equipment. The designated liaison will decide whether to replace, discard, or update damaged items.

H. Resource sharing
   The GRCC Library practices resource sharing and collaboration with partner 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 alternative options for access to materials from other libraries around the world.

   1. MeLCat—The GRCC Library participates in MeLCat along with more than 300 other libraries across the state of Michigan. MeLCat provides access to a shared online catalog and facilitates requests which lending partners then ship to the GRCC Library or a requestor's home address. The GRCC online catalog provides links to MeLCat. Requested materials generally arrive at the GRCC Library within 5 business days.

   2. Interlibrary Loan (ILL)—Interlibrary Loan is integral to extending GRCC collections. In addition to using MeLCat, users may request items through RaiderLoan. The GRCC Library lends its materials to partner libraries without charge, and prefers to borrow from libraries that reciprocate. Library staff utilizes the worldwide borrowing network from OCLC WorldCat.

   3. Document Delivery—as a part of its ILL service, the GRCC Library may request periodical articles and sends articles to requesting agencies. As with ILL, the GRCC Library provides these articles without charge, and requests articles from partners that reciprocate. The Library does not apply fees except when it is necessary to recover charges by a lender.

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.

J. Collection Analysis
The Collection Development Librarian tracks and reports collection growth and de-selection. The Library Director periodically reviews data pertinent to collection development activity.

K. Policy review
Librarians review and update this policy annually at the beginning of each fall semester.

IV.   <u>Reason for the Policy</u>

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

V.   <u>Entities Affected by this Policy</u>

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

VI.   <u>Who Should Read this Policy</u>

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

VII.   <u>Related Documents</u>

Following are internet links and citation information for documents supporting 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. Retrieved March 6, 2006, from http://www.ala.org/ala/oif/statementspols/statementsif/interpretations/ifprinciplesacademiclibraries.pdf
June 14, 2010
http://www.ala.org/Template.cfm?Section=interpretations&Template=/ContentManagement/ContentDisplay.cfm&ContentID=8551

American Library Association—Freedom to Read Statement
American Library Association. (2004). Freedom to read statement. Retrieved March 6, 2006, from http://www.ala.org/ala/oif/statementspols/ftrstatement/freedomtoreadstatement.pdf
June 14, 2010
http://www.ala.org/ala/aboutala/offices/oif/statementspols/ftrstatement/freedomreadstatement.cfm

American Library Association—Library Bill of Rights
American Library Association. (1996). Library bill of rights. Retrieved March 6, 2006, from
http://www.ala.org/ala/oif/statementspols/statementsif/librarybillofrights.pdf
June 14, 2010
http://staging.ala.org/ala/aboutala/offices/oif/statementspols/statementsif/librarybillrights.cfm

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. Retrieved March 6, 2006,
from
http://www.ala.org/ala/oif/statementspols/statementsif/interpretations/accesselectronicinformatio
n.pdf
June 14, 2010
http://staging.ala.org/ala/aboutala/offices/oif/statementspols/statementsif/interpretations/accessel
ectronic.cfm

VIII. Contacts

Policy Owner: Library Director

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. MeLCat is the Michigan eLibrary Catalog. GRCC was a founding member of MeLCat, a
service funded through the State of Michigan.

C. OCLC is the Online College Library Cooperative, a national cooperative catalog.

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

E. RaiderLoan-the branding the Library uses for online, self-service Interlibrary Loan requests.

F. 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 Library Director 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 (see Section XI). 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 Library Director 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.   Forms

GRCC *Works*

REQUEST FOR RECONSIDERATION OF LIBRARY RESOURCE
Library & Learning Commons

Your Name:_____

Address:_

City/State/Zipcode_____

Telephone_____   Email_____

Represent: Self_____ Organization or Group (please identify_____
Continue on reverse or attach additional pages if necessary.
1. Resource on wuich you are commenting:

Book_____Audiovisual_____Journal_____Electronic Resource_____Display_____

Author/Producer_____Title_____

2. What brought this resource to your attention?

3. Have you examined the entire resource?

4. What concerns you about the resource?

5. Are there resources you suggest to provide additional information and/or other viewpoints on this topic?

Signature_____
Date_____

Fill out this form if you would like the Library to purchase a certain title. A Librarian will consider your suggestion and acquire it if it meets the terms set forth in the GRCC Library Collection Development Policy.

Suggest a Title for Purchase

Additional items Library should acquire:

Author

Title

Publisher & where & when published

Where did you discover this item?

Other Information

Online Suggestion Form http://lib.grcc.edu/acquire

Initials & Date_____

Reason for de-selection (check all that apply):

Out-of-date _____

Poor condition_____

Irrelevant to curriculum _____

Inaccurate _____

Low Circulation _____

Recommendation:

Order replacement or new edition_____

Sell at book sale _____

Dispose _____

De-selection Form (Internal Use)

XII.   <u>Effective Date</u>

August 12, 2013

XIII.   <u>Policy History</u>

New Policy January 2012
Derived from a series of earlier iterations internal to the LLC

XIV. <u>Next Review/Revision Date</u>

2017-2018