



St. Philip's College

Learning Resource Center

Collection Development Policy

Purpose of the Collection

Introduction

This collection development policy is a statement of the principles and guidelines used by the St. Philip's College Learning Resource Center (SPC LRC) in the selection, acquisition, evaluation, and maintenance of library materials.

It reflects the fact that limitations in funds, space and staffing place constraints on libraries in terms of the number of items they are able to purchase and house. It attempts to deal with those limitations by establishing collection goals and priorities.

The policy will be used both in enhancing consistency among those responsible for developing the collection and in communicating the library's policies to students, staff, faculty, administrators and other interested persons.

It is understood that as the programs and other information needs of the college change, so too will the collection development policy change to meet those needs.

St. Philip's College obtains its funding from a combination of state appropriations, local taxes, federal grants and student tuition. The college offers courses at its main campus, Southwest Campus, Northeast Campus, and the city's military bases, in addition to other locations where St. Philip's has a presence.

St. Philip's College Learning Resource Center Mission Statements & Extended Activities Pertaining to Collection Development and Use

The SPC LRC's mission, is consistent with the College's mission:

Ensure that the LRC's resources and services are available to all students and faculty members wherever the programs or courses are located and however they are delivered.

Consult and actively work with faculty and other patrons to develop and maintain a print and nonprint collection, in a wide variety of formats, including electronic resources, document-delivery and other library services available at both on and off campus sites. The collection is designed to meet the following:

Primarily, the educational and public service needs of students, faculty and staff of the College.

Secondarily, the cultural, recreational and enrichment needs of students, faculty, staff, their immediate families and members of the surrounding community.

Provide special support for these initiatives:

College history and community outreach activities by establishing and maintaining a collection of archival materials pertaining to the history of the college and the surrounding eastside community.

House and maintain the print and non-print collections, including the online databases, in accordance with bibliographic standards for MARC (machine-readable cataloging) in a manner that makes the entire collection easily and conveniently accessible to all library users bibliographic information and other selected LRC services available online to the college's distance learners.

Train students to become independent, life-long learners by providing information literacy instruction in locating, accessing, evaluating, and using information resources in a wide variety of formats, including print, audiovisual, and electronic.

Teaching methods include formal class instruction, orientations, tours, lectures, library guides, user aids, and point-of-use instruction.

The library staff will work with individual faculty members to develop information literacy instruction modules to assist students in locating and using LRC and information resources to fulfill specific course requirements.

Ensure an adequate number of professionally-trained staff and faculty and sufficient state-of-the-art technology in electronic media and other essential equipment necessary to support both library instruction and on-campus and off-campus use of LRC resources and services.

Enhance the quality and quantity of LRC resources available to its patrons by cooperating fully with the Learning Resource Centers at Northwest Vista College, Palo Alto College, and San Antonio College in addition to library resource sharing groups such as CORAL and TexShare.

The library will participate as a full, resource-sharing, service-oriented member dedicated to the giving, as well as receiving, of staff time for group projects and the lending of resources to benefit individuals throughout the groups' service areas.

Responsibility for Library Collection Development

This collection development policy was written by the SPC librarians in consultation with the St. Philip's College Academic Affairs Council under the leadership of the Vice President for Academic Affairs. Ultimate responsibility for the development and maintenance of the library's collection rests with the LRC Dean.

A library faculty member or staff person serves as a liaison with each department. Each liaison is responsible for developing the library collection in that area. It is expected that faculty will work with the library liaison assigned to their disciplines to select appropriate library materials, evaluate the existing collection and participate in the withdrawal of materials that are no longer appropriate for the collection. The library faculty and staff depend upon faculty expertise to provide assistance in selecting titles for acquisition.

All requests for materials are reviewed for their adherence to the selection guidelines. Student and staff requests for acquisition of materials are also welcomed and encouraged and will be reviewed under the same standards as requests from other sources.

Library Materials Fund Allocation

The materials budget covers four areas:

Serials-- recurring publications purchased by subscription, including subscriptions to electronic sources and the costs of binding.

Access-- library services such as document delivery.

Books and other library materials--including audio-visual materials, repair schematics, vertical file materials, music CDs, audio books, and a limited number of posters and other exhibit materials.

Electronic databases and other materials to support behind-the-scenes library work to enhance collection development and the usability of the collection--including cataloging databases, software to maintain the LRC's Computer Network, software for patrons to use on the LRC's patron workstations, and programs to support Media Services' production activities for the college community.

The LRC's acquisition funds are allocated each year based on the following considerations:

Requests by faculty, departments and programs.

Requests by students and other patrons.

Evaluation of number, condition and relevance of holdings for each area.

Evaluation of extent of use of each part of the collection.

Interlibrary loan request and/or unfilled patron requests for resources.

Cost of recurring annual subscriptions.

Availability of items in the collection to support new college programs or initiatives.

General Policies for Selecting Materials

Selection of materials is a continuous process affected by the changing curriculum as well as the availability of new

materials. The general policy for selection applies equally to all types of materials being considered for library acquisition.

Standards

The St. Philip's College Learning Resource Center supports the statements on collection development contained within the "Standards for Libraries in Higher Education" approved by the ACRL Board of Directors, June 2004. Because accrediting agencies such as the Southern Association of Schools and Colleges generally use these standards to evaluate library collections, it is important that the library maintain these standards.

Intellectual Freedom and Censorship

It is recognized that free access to ideas and full freedom of expression are fundamental to the educational process. Accordingly, the library purchases materials that represent a wide variety of viewpoints. To this end, the library subscribes to and complies with the American Library Association's Library Bill of Rights and its accompanying statements of interpretation, including, but not limited to Freedom to Read"; Freedom to View"; Access to Electronic Information Services and Networks"; Challenged Materials"; and Statement on Labeling".

The library does not add or withdraw, at the request of any individual or group, material which has been chosen or excluded on the basis of stated selection criteria. An individual or group questioning the appropriateness of material within the collection will be referred to the LRC Dean.

Confidentiality

The Code of Ethics of the American Library Association (ALA) states "Libraries must protect each user's right to privacy with respect to information sought or received, and materials consulted, borrowed, or acquired" (ALA Code of Ethics, point 3). In addition the SPC LRC adheres to the American Library Association's "Policy on Confidentiality of Library Records" and "Confidentiality of Library Users."

Copyright

The SPC LRC complies fully with all the provisions of the U.S. Copyright Law and its amendments. The library strongly supports the "Fair Use Section" of the Copyright Law (17 U.S.C. 107) which permits and protects citizens' rights to reproduce and make other uses of copyrighted works for the purposes of teaching, scholarship and research. (See LRC Copyright Policy)

Selection Criteria

Criteria for Selection of all Materials:

Relevance to the curriculum and appropriateness to the user.

Timeliness and lasting value of material.

Reputation of the author, issuing body, and/or publisher.

Presentation (style and clarity):

Aesthetic considerations

Literary, artistic, or social value

Appeal to the imagination, senses or intellect

Special features:

Detailed, logical, accurate index

Bibliography

Footnotes

Pictorial representations

Physical and technical quality of paper, typography, and design

Physical size

Binding

Durability

Suitability of content to form

Strength of present holdings in the same or similar subject

Demand, frequency or interlibrary-loan requests for material on the same or similar subject.

Price/relative cost of material in relation to the budget and other available materials.

Policies for Selection of Specific Types of Materials:

Duplicates

A copy is to be placed at two or more locations (SPC,SWC, Seguin, etc.)

The purchase of duplicates is warranted by heavy usage of copies already held by the library.

Electronic Materials (For complete information, see the Electronic Collection Development Policy)

Thoughts on Electronic Resources:

Electronic resources are defined as those that require computer access. The library subscribes to many electronic products. These products are primarily databases, indexes, computer programs and other reference sources.

The primary criteria for the selection of any electronic product are as follows:

1. Relevance to the collection
2. Overall worth to the library collection, quality of the product, and ability to enhance the user's access to information
3. Copyright and/or technical limitations that restrict or impede the program's use on the network
4. Ease of use, search system and/or operating system
5. Frequency of need to update.
6. Equipment needed to use it, as well as ability to run it over the Network.

Fiction

The library will buy current, popular fiction to encourage leisure reading by the patrons.

The library will attempt to select established literary works and new works of promise in the literary field, especially those works which would support literature course offerings. As part of the selection process, librarians will evaluate the work in terms of the author's earlier writings and current reader interest.

Foreign-Language Materials

Except for dictionaries, the Library collects primarily English-language materials.

Literature and language materials needed to support foreign language instruction are collected as needed.

Gifts

Gifts to the library are encouraged. However, gifts will be added to the collection only after the items have been evaluated to determine if they meet collection development requirements. Donors should call the Technical Services Librarian if they have material they wish to donate or if they have questions about the appropriateness of their gifts. The library will acknowledge with a gift letter only those items that have been accepted by the Technical Services Librarian. The library will acknowledge the number of items donated, but it cannot legally provide an appraisal or estimate of the value of the donated material.

Pick-up of donated items may be arranged by the Technical Services Librarian. Gift materials that are not added are sent to Central Inventory for disposal at the next sale of surplus materials.

Non-print Material:

Normally, the library will not add materials in obsolete formats to the library collection. Any addition of such materials to the collection will be at the discretion of the subject area specialist. The primary criteria for adding these materials will be the availability of equipment to use the material and the availability of storage space.

Decisions to withdraw non-print items will be based upon the obsolescence of the format and the condition of the equipment necessary to use it. If funds are available and the contents warrant preservation, materials may be transferred to another format instead of being deselected.

...8mm & 16mm Films--The library considers these formats obsolete and neither acquires nor supports their use

...Filmstrips--The library neither acquires nor supports materials in this format

...Slides--The library acquires slides only as a last resort when the information is unavailable in other formats

...Sound recordings--The library acquires both audio books and compact discs.

...Transparencies--The library does not collect transparencies but provides equipment to support their creation and use

...Video-recordings--The library acquires videos in 1/2" VHS and DVD formats.

...Cartographic materials--The library acquires and maintains a collection of current maps, atlases, gazetteers and globes in order to enhance patrons' knowledge of the world in which they live. The library acquires historical maps, gazetteers and atlases to support the curriculum

...Musical scores--Musical scores are not generally collected by the library unless requested by a faculty member to support the curriculum

...Repair schematics--Repair schematics are acquired and cataloged to enhance in-library patron access and use.

...Out-of-Print Materials--The majority of selection are current publications. The library recognizes the need for some retrospective purchases and systematically uses standard bibliographies and other evaluation tools to locate and fill gaps in the collection. However, in view of the difficulty and expense in obtaining rare, out-of-print, and reprinted material, it is most important to spend funds for valuable current publications of long-term worth, thus preventing a future need for retrospective buying.

...Paperbacks--Paperback monographs for the regular collection will be acquired only when hardback editions are not available or when there is a significant price difference between the hardback and paperback editions. When making a choice between paperback and hardback, the long-term value and expected use of the title will be considered.

...State and Regional Materials--in cases where materials are available for each state and region, the Library will normally collect only for Texas, Bexar County, and San Antonio.

...Textbooks and Lab Manuals--textbooks are not normally purchased. Exceptions are those which have earned a reputation as "classics" in their field, or which are the only or best sources of information on a particular topic. Textbooks and laboratory manuals will be evaluated and added to the collection based on the guidelines stated above.

Format Guidelines

Materials will be purchased as needed to support the curriculum in all formats for which the library has equipment and facilities. The library will not normally collect such items as these:

Article reprints, preprints

Costumes

Dissertations

Educational games

Equipment manuals

Medical instruments

Models--with the exception of anatomical models to support the curriculum

Specimens

Selection and Evaluation Tools

CRITERIA

Literary merit, enduring value, accuracy, authoritativeness, social significance, importance of subject matter to the collection, timeliness, popular demand, cost.

Scarcity of material on the subject and availability elsewhere, quality and suitability of the format, (other considerations may be applicable in specific subject areas). Selectors should choose materials that will build a well-rounded collection which includes all viewpoints and opinions and which will meet the patrons' needs.

TOOLS

Professional journals, trade journals subject bibliographies, publishers' catalogs and promotional materials, reviews from reputable sources, lists of recommended titles and sales representatives for specific materials. Purchase suggestions from faculty and students are also an important source.

Levels of Collection Development by Subject Classification

Librarians are responsible for assessing collection strengths. Guidelines exist for determining levels of collection density and collecting intensity designations. Such guidelines are used to identify the existing strength of the collection, the actual current level of collection activity, and the desirable level of the collection to meet program needs.

In general, collecting will be at one of the following levels:

OUT OF SCOPE: Library does not intentionally collect materials in any format on this subject

MINIMAL INFORMATION LEVEL: To support minimal inquiries about this subject, the following are included:

A very limited collection of materials including monographs and reference works

Periodicals directly dealing with this topic and in-depth electronic information resources are not collected

The collection should be frequently and systematically reviewed for currency of information. Superseded editions and titles containing outdated information should be withdrawn. Classic or standard retrospective materials may be retained.

BASIC INFORMATION LEVEL: To introduce and define a subject, to indicate the varieties of information available elsewhere and to support the needs of general library users through the first two years of college instruction, the following are included:

A limited collection of monographs and reference works

A limited collection of representative general periodicals

Access to a limited number of owned or remotely accessed electronic bibliographic tools, texts, data sets, etc.

The collection should be frequently and systematically reviewed for currency of information. Superseded editions and titles containing outdated information should be withdrawn. Classic or standard retrospective materials may be retained.

STUDY OR INSTRUCTIONAL SUPPORT LEVEL: To provide knowledge about a subject in a systematic way, but at a level of less than research intensity and to support the needs of general library users through college students, the following are included:

An extensive collection of general monographs and reference works

An extensive collection of general periodicals and a limited collection of representative specialized periodicals

Limited collections of appropriate foreign language materials, e.g., foreign language learning or foreign language material about a topic like German history

Extensive collections of the works of better-known writers and selections from the works of less well-known writers

Access to an extensive collection of owned or remotely accessed electronic bibliographic tools, texts, and data sets

The collection should be systematically reviewed for currency of information and to assure that essential and significant information is retained including significant numbers of classic retrospective materials.

Special Collections

Archives

PURPOSE

The purpose of the St. Philip's College LRC Archives is to collect, organize, and preserve the historic documents of the college and its surrounding east-side community, both of which have a rich and interesting heritage. The establishment of official archives insures that the records of the past will be preserved for the future.

HISTORY

The library has maintained a small, select archive since 1978. The library preserves not only the college documents it receives on a voluntary basis, but also historical documents donated by the Episcopal Church, faculty and staff, and members of the community. The LRC's true efforts at collecting for the archival collection began in the summer of 1997 with the hiring of an AV/Historical Services Coordinator.

COLLECTING GUIDELINES

The SPC LRC Archives shall include, but not be limited to, the following:

Official college documents

Bulletins, Newsletters and Schedules of Classes

Publications issued by SPC and ACCD Public Relations

Newspaper clippings related to the College

Faculty Senate documents and minutes

Faculty, staff, and student publications, including the "SPC TIGER" and the "SAC RANGER"

Department/school monthly and annual reports

Photographs, slides, and oral histories of people who have contributed to the character and development of the College

Selected documents from the ACCD and other colleges within the District

Student government and student organization records

State and local government reports concerning the College

Architectural drawings and blueprints of the physical facilities

Programs of events sponsored by the College

Manuscripts, papers, and correspondence of distinguished faculty, administrators and alumni

Memorabilia of historic value

The SPC LRC Archives will not include personnel or student records.

Rules of confidentiality will be observed for sensitive documents.

It is the responsibility of the SPC LRC AV/Historical Services Coordinator to organize the archives and to provide access to the documents.

Black Collection

The library strives to purchase materials by and about African-Americans. Videos and reference materials are shelved with those collections, but current fiction, history, literature and other titles are housed in the Black Collection.

Children's Collection

Primarily picture books, fiction and nonfiction, owned by the LRC that have an intended audience of preschoolers are housed in the children's area. The purpose of this collection is to provide books for children visiting the library to use on the premises or to borrow for use at home. Most of the books in this collection are gift items, though some acquisition funds are expended to add special-merit books to the collection. Prize-winning children's books are purchased to support the child education curriculum. These books are shelved in the stacks.

Reference Collection

The primary purpose of the reference collection is to meet the information needs of the faculty, staff and students. Therefore, materials are first selected which support the college's overall curriculum and enhance departmental programs within the college. Since SPC is a two-year college with associate-degree programs as well as programs geared to students transferring to a four-year, degree granting institution, the reference collection must reflect both educational goals.

A secondary responsibility is to acquire materials to meet the general information needs of the library's community patrons. Some of the areas within this category are career and employment, financial aid, entertainment and travel.

Items in the reference collection normally do not circulate. The reference librarians review this collection on a regular basis to insure currency and accuracy.

Reserve Collection

Instructors choose the materials for course reserves and the loan period for student use. Formats include, but are not limited to, books, photocopies of journal articles and class notes, slides, video and audio tapes, and CD's. Items may be from the library collection or be the instructor's personal property. Reference books are put on reserve only with the permission of the LRC Dean.

Fair use is observed in the photocopying of copyrighted material. In general, this means one copy of an article, a book chapter, a short story or poem or a map or chart. Each instructor is responsible for obtaining copyright permission for multiple copies and for retaining photocopied copyrighted material on reserve for more than one semester.

Serials

The serials collection supports the research needs of St. Philip's students. Serials are publications issued in successive parts bearing numeric or chronological designations and intended to be continued indefinitely. Serials are issued in print, non-print, and electronic formats. All formats will be considered in the library's purchase and/or access decisions.

The selection of a serial requires a continuing commitment to the base cost of the title, including maintenance, equipment, and storage space. The rapidly expanding serials market demands that care be exercised in reviewing serial titles before they are purchased for the collection and in conducting an ongoing evaluation of current subscriptions. It may be appropriate in some cases to purchase electronic access or document delivery services for serials instead of acquisition through subscription. Items in the serials collection normally do not circulate. The serials collection is reviewed by the librarians with faculty input.

Guidelines for Serials Selection

The SPC LRC has a limited serials budget; therefore, selection and de-selection of serials are made with great care. Curriculum support for students is the main factor considered in the selection and de-selection process, although a few titles are chosen for patron leisure reading.

Serials are selected and deselected based on how well they support the continuing information needs of the SPC community. Factors to be considered are there:

Support of academic programs

Cost, including such data as rate of price increases, cost of storage, document delivery services, and delivery time

Uniqueness of subject coverage for the SPC LRC

Accessibility within resource- sharing agencies and/or through document delivery services

Full-text availability through electronic means

Professional reputation

Usage or projected usage

Indexing and abstracting in sources accessible to library users

Demand for title in document delivery requests

Intended audience

Collection Maintenance and Evaluation

Location of Materials

Information resources purchased with library funds or gifts to the Library become part of the library collection. Location of these resources is determined by the librarians. Distribution of electronic information will be in compliance with licensing agreement.

De-selection

De-selection of library materials is essential for the maintenance of an active, academically useful library collection. De-selection provides quality control for the collection by elimination of outdated, inaccurate, and worn-out materials. Librarians are responsible for conducting an ongoing deselection effort in their areas of collection responsibility and for maintaining the quality of the collection. Faculty members are strongly encouraged to participate in deselection, as well as in the acquisition process.

General Guidelines

Superseded editions are routinely deselected from the collection.

Duplicates are deselected within five years of publication date except in cases of continued high demand or where the library holds rare copies (including copies that are currently being reprinted). Duplicates which may be needed to enhance library service to off-campus instructional sites are retained.

Materials are deselected which cannot be repaired or rebound or when the cost of preservation exceeds the usefulness of the information contained are deselected.

Because currency of information is extremely important in some fields such as health sciences, technology, and business, older materials must be regularly deselected so that outdated or inaccurate information is eliminated.

Material that has not been used, based on circulation and browsing statistics, may be deselected after five to ten years of inactivity. However, some library materials, such as items considered classic works in their field, have long-term value and should be kept in the collection despite lack of use. A stamp stating keep for retrospective research may be used on the item to keep it from being withdrawn.

Consideration for Serials

Incomplete and short runs of a title may be withdrawn, particularly when the title is not received currently.

Titles which contain information that is not useful long-term, such as newsletters and trade magazines, usually have automatic discard patterns established such as "latest two years only retained."

Annuals, biennials, and regularly updated editions of guidebooks, handbooks, almanacs, and directories have a deselection pattern established depending on the value of the information contained in earlier editions. Often one or two older editions are retained in the reference and/or circulating collections.

Because of lack of space, issues which are replaced by microfilm are routinely discarded.

Duplicate issues of periodicals and journals are discarded when a volume has been bound or obtained in microform.

Other Considerations

The title may be retained if it is included in a standard list or bibliography such as Books for College Libraries.

The title may be deselected if the Library has better materials on the topic.

The title may be retained if the author has a reputation for being an authority on the topic.

Conservation, Preservation, and Restoration

General Principles

Library materials are expensive to purchase, process, and house. The SPC LRC acknowledges the necessity of preserving all holdings.

Library employees and library users will be informed of the proper care and handling of library materials.

Temperature and humidity controls are essential for maintenance of library materials.

Book repair is provided for damaged materials.

Binding is used to preserve periodicals and other materials as needed.

Binding

Periodicals and Journals

In general, all periodicals and journals are bound on a regular basis. Titles will not be bound if replaced by microform or if only the current two to three years are retained. The number of issues bound together is determined on a title-by-title basis depending on the size and number of issues per volume or year. As a general rule, incomplete volumes or years are not bound.

Annuals, Biennials, etc.

Paperbound publications which are heavily used are bound. Generally these are reference books, such as college guidebooks, or sources such as Statistical Abstracts.

New Books

Newly acquired paperbound books are usually bound by the vender before receipt.

Replacement of Library Materials

Monographs

Subject librarians are responsible for making decisions regarding the replacement of lost, damaged, missing, or worn-out monographs. The subject librarian will determine whether to replace a specific book or purchase a comparable book, guided by the following considerations:

Does the material being replaced meet the general library collection policy?

Does the frequency of use justify replacement?

Is the item used for class reserve reading or is it on a faculty recommended reading list?

Is the item listed in "Books for College Libraries" or other recommended book list?

Serials

The Serials Librarian will identify lost, damaged, missing, or worn-out serials and will take steps to replace these materials. Decisions to replace annual, biennial, and irregular serials will be handled according to the policy for monographs described above, with the subject librarian having responsibility to order.

The following serial items will not be replaced:

Newspapers and newsletters

Titles that are not held permanently

Titles that are not indexed

Titles routinely replaced by microform

Volumes that are moldy

Since back issues may be expensive, the decision to replace will be guided by the following considerations:

Does the material being replaced meet the general library collection policy?

Does the frequency of use justify replacement?

Should microfilm be purchased rather than replacing paper issues?

Is the periodical readily available elsewhere, including full-text sources available to the SPC library users?

Does the information in the particular title have lasting value?

Evaluation of the Collection

The continual review of library materials is necessary as a means of maintaining an active library collection of current interest to users. Evaluations will be made to determine whether the collection is meeting its objectives, how well it is serving its users, in which ways it is deficient, and what remains to be done to develop the collection. This process requires the same attention to quality and authority as the original selection of materials.

SPC LRC faculty and/or staff will evaluate portions of the collection on a regular basis, using a combination of standard, qualitative and quantitative methods.

Access/Ownership Statement

With the Library's diminishing ability to own even a small percentage of the world's information, the economics of access has become a crucial issue.

Integrating access as a part of the collection development policy is a modern necessity and provides some decided advantages to the library as an information provider.

Developments in electronic information systems have made it possible for libraries to provide their patrons with an awareness of the vast amount of information available for use. While the library cannot keep all of the material relevant to its users in its collection, it can provide access to the vast amount of information available for use in other collections. This type of access requires that the library engage in cooperative collection development, resource sharing, and document delivery systems.

The trend is toward availability of information in electronic format only. When it is determined that access on demand is more economically feasible in terms of storage, projected use, and cost, this option can enhance the library's ability to expand the information base available to its primary users.

The SPC LRC's goal is to move toward a logical combination of traditional collections and access to materials that cannot be owned.

The LRC will incorporate cost-effective models to guide decisions concerning access to information in all formats used for book purchases as well. Because the commitment to serials is over a long period and expensive, the library has in place a separate review process for the addition or deletion of titles.

Resource Sharing, Document Delivery Services, and Cooperative Collection Development

The LRC will supplement its collection through resource sharing, document delivery services, and cooperative collection development.

Resource-sharing encourages free exchange of materials among the participating libraries for the mutual benefit of all parties.

SPC LRC is a member of CORAL (Council of Research and Academic Libraries), a local resource-sharing consortium of libraries in and around San Antonio.

It is also a member of TexShare, a state-wide consortium of resource-sharing libraries.

The most important and most frequently shared resources are those shared by all of the ACCD college libraries with each other. The libraries cooperate in cooperative collection development, reciprocal borrowing, and interlibrary loan with fax and/or pony used for document delivery. Cooperative collection development takes advantage of strengths of the participants to enhance resource sharing and to improve access to resources.

Collection Development Policy Evaluation

The Collection Development Policy will be reviewed periodically by the SPC LRC Dean.

The Collection

Library Faculty and Staff Collection Responsibility Areas

Since the LRC cannot exist without a current and relevant collection that supports the mission of the college and meets the ACRL standards in every way, excellence in collection development is the prime goal of the LRC. For that reason, LRC faculty and staff who have been assigned areas of responsibility will be held strictly accountable for evaluating their collection areas, with a view toward increasing each area's strengths while eliminating the weaknesses. Faculty should be involved in the process and the subject librarian or staff member may perform the following as a routine part of his/her collection development process:

Collect and use annual statistics to increase strengths of the collection and the collection process:

...Number of holdings in his/her area

...Percentage of those holdings to the entire collection

...Number of circulation, and browses in his/her area

...Percentage of circulations/browses to the entire collection's circulation/browses

...Number of requests received from each department/program and faculty member within that department/program

...Number of requests received that were reported back to the department/program, and faculty member as having been ordered, cataloged and processed and ready for patron use

Periodic evaluation and deselection of items within the collection area

...Perform periodic inventory of a section or sections of materials in his/her area

...Examine items for condition of repair--do they need to be discarded, repaired, replaced or retained

...Establish collection acquisition, retention, de-selection and replacement guidelines for his/her specific collection area.

Some items of consideration that need to be in writing concern important considerations to address in the guidelines are how current do items need to be in this area and when do materials become obsolete.

--The need for currency

--When does an item in this area become obsolete