

DRAFT: San Joaquin Valley College
Library Resources Collection Development Plan and Policy

Contents

- I. **Introduction:** Providing access and increasing the quantity, depth, and variety of library and learning resources is the principal philosophy of San Joaquin Valley College's (SJVC) Campus Libraries. All materials accepted into the Campus Libraries' collection reflect the resource needs of each campus, which include program and curriculum support, professional and personal growth, and general information.
 - a. **Purpose**
 - i. The Library Resources Collection Development Plan and Policy states the guidelines and principles that the Campus Libraries follow in the selection and acquisition of library resources and materials. The plan serves to inform the College and its communities about the principles used in developing and maintaining the Campus Libraries' collection and to provide consistency among the 14 Campus Libraries.
 - b. **Overview of the College and its Campus Libraries**
 - i. **College Profile**
 1. SJVC is a private junior college that consists of 14 branch campuses located in Northern, Central, and Southern California, and also includes an Online division. SJVC offers Associate of Science Degrees and Certificates of Completion in the areas of Health, Business, and Technical career fields.
 - ii. **Campus Libraries Profile**
 1. SJVC has one library at each of its 14 campus locations. As academic programs vary by campus and modality, each campus' library holdings are based upon its unique program mix and the needs of library clientele.
 - iii. **Mission of the Campus Libraries**
 1. The Campus Libraries offer a robust collection of resources to effectively support student learning and success. Library staff partner with the faculty to provide ongoing instruction in information literacy to equip students with the knowledge and skills to effectively utilize the library and its resources. Furthermore, Campus Libraries support faculty and staff enrichment through the provision of resources for continued professional development.

iv. Goals of the Campus Libraries

1. To build the Campus Libraries' collection to a level and range of resources—in a variety of formats—to support the instruction and education of students pursuing an Associate of Science degree or certificate of completion in an allied health, business, or technical profession.

v. Community

1. San Joaquin Valley College students, faculty, and staff are the Campus Libraries' main users.
2. Campus Libraries grant some privileges to alumni of the college as well. This includes open access to computer workstations and office supplies (copiers, fax machine, etc.).

II. Budgeting

a. Structure and Decision-Making

- i. The Campus Libraries have created a two-phased approach for its resources development budgeting process.
 1. The first phase of the budget process focuses on increasing the quantity, depth, and variety of resources – as needed, for the campus libraries. This will be achieved through a collection assessment; using core collection lists created by the Head Librarian, Campus Librarians will determine and identify missing key resources at his or her Campus Library. Campus Librarians will review the resource selection list with key Campus Administrators. Once approved by the Campus, the recommended resource selection list will be presented to the San Joaquin Valley College CFO, who will in turn create a budget and timeline for acquiring the resources for the Campus Library. The budget and recommended resources will be presented to the Senior Management for their review and approval. The budget for this first phase is a separate, one-time institutional expenditure.
 2. In the second phase, the budgeting process focuses on maintaining and enhancing the Campus Libraries' existing collection. Each summer, Campus Librarians will make selection recommendations for their Campus Libraries. These recommendations will be reviewed with key Campus Administrators. In the Fall, the approved selection list will be forwarded to SJVC's CFO who will create a budget and timeline for acquiring the resources for the Campus Library. The budget and recommended resources will be presented to the Senior

Management for their approval. The budgeting process for this phase is created from a zero-Based Budget.

III. Selection

a. Selection Responsibility

- i. While anyone within the Campus Community can recommend a purchase or subscription for the Campus Library, the primary responsibility of developing a well-balanced collection rests with the Campus Librarian. It is important for Campus Librarians to work collaboratively with staff, faculty, students, and key departments on campus to ensure that the Campus Library has sufficient resources to support the mission of the College.

b. Selection Criteria

- i. The following factors are considered in the decision to purchase all types of materials and resources:
 1. Relevance to program curriculum
 2. Relative importance in comparison to existing materials
 3. Strength of Campus Library's present holdings in the subject, or academic program
 4. Currency and enduring value
 5. Cost

IV. Selection Criteria for Specific Formats

a. Books

- i. Books that strongly support program curriculum, CLOs, and department outcomes are given high priority.

b. Leisure Reading

- i. Physical copies of popular fiction and non-fiction books are purchased selectively and must support program curriculum.
- ii. In order to foster an environment that encourages students and employees to pursue lifelong learning, the Campus Libraries subscribe to services such as eBrary to provide students with access to popular fiction, non-fiction, and other best-sellers. E-books are the preferred method, as they are more accessible to the Campus Community.

c. Reference

- i. Reference materials are selected according to its support of the program curriculum. Currency of material is highly emphasized so that the Reference Collection is as current as possible.

d. Textbooks

- i. Campus Libraries will have at a minimum one copy each of the current core curriculum textbooks. These materials may be checked-out, but are

for in-library use only. Generally, textbooks are not purchased unless the requested item provides a comprehensive understanding of a subject. Library funds are limited—the purchase of textbooks (especially purchases made to replace lost or stolen items within the collection) may prevent the purchase of other important library materials.

e. Periodicals and Serials

- i. Acquisition of print periodicals and serials are highly selective. Priority is given to those materials that strongly support program curriculum and have a high-user demand. Electronic/digital periodicals and serials are the preferred format as they are more accessible to the entire College Community. Print periodicals and serials are only acquired if that particular item is not available and accessible through the College's electronic subscription database (LIRN). All periodical and serial subscriptions are reviewed annually and are most commonly purchased through EBSCO Information Services, the College's subscription management agent.

f. Newspapers

- i. Newspapers are acquired on a highly selective basis. Emphasis is placed on local newspapers and demand from users.

g. Audio/Visual

- i. Audio/Visual materials are acquired when the material strongly supports program curriculum, classroom CLOs, and/or department outcomes. Further considerations include the suitability of the format (DVD vs. VHS), availability of equipment, technical support, and cost.

h. Department Copies

- i. Books or other library materials needed by an academic department or administrative unit for its own use may not be purchased with library funds.

i. Study Guides

- i. Study guides, especially those for program certification exams (RMA, CCBMA, etc.) will be purchased on a limited basis. Campus Libraries will attempt to acquire only those study guides that are relevant to the needs of the students and program curriculum. These items may be checked-out, but are for in-library use only.

j. Duplicate Copies

- i. Duplicate copies of resources will only be acquired in instances of demonstrated need.

V. Special Considerations

a. Replacements

- i. The Campus Libraries selectively replace lost, stolen, or damaged materials depending on factors such as the item's availability, past usage, intrinsic value, and relevance to program curriculum and interests.

b. Gifts

- i. Gifts added to the library collections should be relevant to the Campus Libraries' mission and resources development plan and policy. The Campus Librarian is responsible for determining which gifts are added to the campus library's collection.

ii. Criteria for the Inclusion or Rejection of Gifts are as follow:

1. Donors are not allowed to place special restrictions on the use or disposal of gifts. SJVC Libraries become the owner of all donated materials and as such, reserve the right to determine its retention, location, cataloging treatment, and all other considerations relate to the donated item's use, maintenance, or removal. Donated materials cannot be returned to the donor.
2. Donated material must be in good condition. Books with mold and mildew or other damages are rejected.
3. Donations of individual issues of serials and journals are not accepted.
4. Audiovisual materials, such as DVDs and CDs, are the preferred format and may be added if the resource is in good condition. Videocassette tapes, audiotapes, and software are generally not accepted.
5. Any item or materials that are marketed for consumer use, such as review copies and instructor and solution manuals, will be rejected.
6. If the library has a more recent holding of an item or material, earlier editions will be rejected.

VI. Collection Maintenance

- a. In order to maintain collections that are current, authoritative, and match the needs of the College Community, Campus Librarians will annually evaluate his or her Campus Library's collection. Ongoing collection maintenance includes collection assessment, deselection, and preservation.

i. Collection Assessment

1. The purpose of collection assessment is to measure the strength, depth, and variety of resources within a collection. Campus

Librarians will use a combination of collection-centered and customer-centered techniques to assess the Campus Library's collection. These techniques will involve both quantitative and qualitative measures. These measures may include (but are not limited to) the following: collection size/growth, circulation statistics, and user opinion surveys.

ii. Deselection (“Weeding”)

1. Deselection, or “weeding,” is the process of permanently removing items from a collection and is essential for maintaining a useful and relevant collection. This process involves a combination of predetermined criteria, subjective judgement, and subject knowledge. Campus Librarians are responsible for weeding items from his or her Campus Library; whenever possible, Campus Librarians should consult with Campus Faculty and Academic and Division Program Managers.
2. Campus Librarians will consider the following general criteria during the deselection process:
 - a. Level of support of program curriculum
 - b. Obsolescence of information
 - c. Physical condition
 - d. Duplication of item (unless item is in high-demand)
 - e. Items that have not been used (based on circulation statistics)
3. Preservation and Conservation
 - a. Preservation and conservation are those activities that prevent deterioration of an item, or improve its condition. The Campus Libraries recognize that preservation measures are the most efficient and cost-effective method to ensure the durability of items within the collection. Campus Librarians are responsible for proper care and maintenance of items, as well as promoting and communicating to users the proper handling of resources within the collection. General guidelines of proper handling include (but are not limited to):
 - i. Keeping food and drink away
 - ii. Not using paper clips, “dog ear” folding, or acidic inserts
 - iii. Keeping upright shelved books straight and not leaning

- iv. Handling CDs and DVDs by the label, or outer edges only

VII. Revisions and Review

- a. The Campus Libraries' Collection Development Plan and Policy will be annually reviewed to ensure that the plan's guidelines and principles continue to reflect the College's current academic programs and collection needs.

Policy Creation: January 29, 2016