

LEIGH LIBRARY COLLECTION DEVELOPMENT POLICY

Revised June 2008

Materials Selection

It is the purpose of this collection development policy to establish guidelines and provide a framework within which the library staff may function effectively. Such guidelines should expedite planned growth, provide uniformity, and make sure the collection develops along broad but definitive lines.

General Guidelines

Faculty members of each academic division are responsible for the selection of materials to support their specific areas and curriculum. The library staff is responsible for selecting reference materials and materials in subject areas which are determined to be weak. Students, faculty, administrators, and staff are encouraged to submit recommendations for purchase as well. The Director of Library Services will place orders for materials and will monitor the allocation of funds.

If you have a book title to request for purchase from the library budget, contact the Director of Library Services. Please provide as much bibliographic information as possible including author, title, publisher, and price.

The library has available for faculty and staff a number of standard review or bibliography sources. These include:

- Chronicle Review (from Chronicle of Higher Education)
- Multicultural Review
- New York Review of Books
- Other scholarly journals in various academic fields
- Publisher catalogs

Because all materials cannot be individually evaluated by the librarian, selections are made on the basis of faculty recommendations and on qualified review sources.

Although the library seeks to provide standard works, classics, and popular titles in all curriculum areas, it cannot develop comprehensive collections in all disciplines.

The collection as a whole is developed according to the following tenets of the American Library Associations' Bill of Rights.

Specifically, materials for purchase are considered on the basis of:

1. overall purpose
2. timeliness and factual accuracy of material
3. importance of the subject matter to the collection
4. scarcity of material on the subject
5. quality of the writing/production

6. readability and popular appeal
7. authoritativeness
8. reputation of publisher or producer
9. price

A variety of materials, both print and non-print, are collected by the library. These materials include books, periodicals, indexes, and audiovisual materials such as CDs, videos, and DVDs. Materials may be purchased or locally produced. The collection as a whole is developed according to the following tenets of the American Library Associations' Bill of Rights.

1. As a responsibility of library service, books and other library materials selected are chosen for values of interest, information, and enlightenment of all the people of the college community. In no case shall library materials be excluded because of the race or nationality or the social, political or religious views of the authors or producers.
2. The library shall provide books and other materials "appropriate to an academic library" presenting all points of view concerning the problems and issues of our times; no library materials shall be proscribed or removed from the college library because of partisan or doctrinal disapproval.

Books, the purchase price of which exceeds \$75.00, will be selected with specific assurance of their intended future use.

Since the faculty and students deserve all sides of questions, no effort will be made to censor the collection. The collection shall not be developed to serve the interest of any special student. Format shall be considered when more than one edition of a title is available and preference shall be given to attractive, readable, and durable editions.

In the selection of materials, priority will be given in the following order:

1. Serials which are updated annually, including all indexes.
2. Course need - a new course will be given extra consideration in meeting its most pressing needs.
3. Materials requested by the instructors to supplement their subject fields.
4. General reference material.
5. Outstanding books in fields not covered by the present curriculum.
6. General materials for leisure reading, (including biographies, fiction, best sellers, hobby and crafts books).

Legal works will be acquired to the extent that they are useful to the lay citizen with the exception of those needed to support the criminal justice program. Medical works will be acquired to support the lay citizen and the nursing program.

Because the library serves a student body with a wide range of reading skills, it will always seek to select materials of varying complexity; generally this is a range from two years below to two years beyond the two-year college level.

The Library Materials - Purchase Recommendation Form, found in the Appendix, may be used to suggest an item for purchase.

Specific Formats/Collections

- Archives

Printed, manuscript, and other archival materials pertaining to the college are collected and preserved. This includes items published by the college and related clippings from area newspapers. These materials are stored in a cabinet in the workroom closet. (The Brewton Standard, retained indefinitely, is only clipped from extra copies.)

The library is not responsible for the organization and storage of other college records (correspondence, documents and files).

- Audiovisual Materials

Audiovisual materials constitute a vital part of the collection. The choice of these materials is based on their unique utilization, not as a substitute for print materials.

Criteria for selection:

- usefulness to the curriculum
- accuracy
- level of treatment
- technical quality
- availability
- cost
- demand
- authority and reputation of producer

All audiovisual materials purchased with library funds will be housed in the library and supervised by library personnel. Audiovisuals purchased with departmental funds are encouraged to be added to the library collection so that they may be accessed by all college personnel. Audiovisual materials related to nursing, although reflected in the OPAC, are housed in the nursing department.

The library's collection of audiovisual resources includes: cassettes, CDs, videos, DVDs, filmstrips, records, slides, and transparencies. Although these materials were initially selected for a particular course or program, the collection offers materials on a wide range of topics.

Instructors, administrators, and students are encouraged to suggest materials or subject areas to be added to the library media collection.

- Electronic Databases

Selection follows the general criteria. User friendliness is an important criterion for database selection.

- Local History and Alabama History

The library will take a broad view of works by and about Alabama authors as well as general works relating to the State of Alabama, whether or not such materials meet the usual standards of

selection. However, the library is not under any obligation to add to its collection everything about Alabama or produced by authors, printers or publishers with Alabama connections, if it is not in the public interest to do so.

- Periodicals

Periodicals and newspapers are selected with the assistance of the faculty. Every effort is made to keep the subscription list well balanced relative to the curriculum. Periodicals to promote reading for pleasure are also selected.

Periodicals holdings lists are placed throughout the library. The holdings lists arrange the periodicals alphabetically by title and specify the available dates and formats. The last ten years of periodicals are on open shelves in alphabetical order by title in the two periodical rooms. Selected periodicals dating prior to that time are in storage and may be requested at the Circulation Desk. Current newspapers are on wooden rods in one of the periodical rooms. Back issues of newspapers are kept for three months at the Circulation Desk.

- Religion Titles

In an attempt to represent all religions and denominations as fairly as possible, the following types of material will be acquired:

1. Sacred books of all faiths, including all important versions of the Bible.
2. Doctrines & histories of religions & denominations fairly represented.
3. Commentaries and concordances.
4. Inspirational books.
5. Popular studies of new movements, trends and ideas.
6. Introductory treatment of comparative religion, theology and mythology.

- Textbooks

Textbooks adopted for class use may be placed on reserve shelf at the request of instructors, provided books are donated by instructors. No textbooks (except for those related to nursing) will be purchased with library division funds. Study guides and workbooks are usually not placed in the book collection, except for review guides for standardized tests which are purchased for the Reference and/or Reserve collections.

- Trade Paperbacks

The same standards apply to paperbacks as to other books. Paperbacks are bought for the following reasons:

1. title is out-of-print or unobtainable in other format
2. title has not appeared in another edition
3. title is in heavy demand for temporary current interest or information
4. title is older and rarely used
5. title provides high interest material at lower reading level in an attractive format
6. price

Special Considerations

- **Controversial Materials**

The book collection will reflect the widest possible variety of viewpoints regardless of their popularity or the popularity of their authors. Possession should not be interpreted as endorsement but rather as the fulfillment of a responsibility to present all sides of a question by the best spokesperson. Materials for the library are selected without partisanship or prejudice in matters concerning religion, politics, gender, social, moral, economic or scientific issues. The maturity of the readers for whom they are intended is assumed.

The Director of Library Services will reply to any criticism by referring to the above policy. Titles are not generally pulled from the collection in response to complaints. Complaints concerning materials from the collection must be submitted in written form addressing the following points.

1. name of person or group
2. identification of material (title, author, publisher, date)
3. statement on how much of book was read
4. specific objection (pages)

- **Multiple Copies**

Normally only one copy of each book will be purchased; however, timeliness and number of class-related assignments may require the purchase of additional copies of a given title. If the demand for a given title exceeds 3 copies, then the title should be considered for designation as a textbook by the instructor. Duplicate publications received as gifts may be added to the collection or disposed of as stated in the Gift Policy.

- **Abridged Editions**

The library does not purchase abridged editions of materials that are best read in their entirety. Abridgments of scholarly works published by the author for popular consumption may be purchased.