**PENINSULA COLLEGE**

**LIBRARY / MEDIA CENTER**

**POLICY**

**COLLECTION MANAGEMENT AND RESOURCE SELECTION**

# **I. STATEMENT OF PURPOSE**

Peninsula College has a broad mission: to prepare transfer students for the third and fourth years of college, to offer terminal courses in professional and technical fields, and to provide adult and continuing education programs for a diverse community that spans two counties. This diversity of purpose leads to a wide variety of course offerings and reflects a heterogeneous student population, representing varying ages, interests, academic backgrounds, degrees of academic intent, and information needs.

The Peninsula College Library/Media Center (LMC) supports the information needs of this diverse community of users through instruction, resource management, user services, and facilities. The library is not intended to support the general public, nor is it fully intended to support the college faculty’s individual research projects. The LMC works cooperatively with other libraries through Interlibrary Loan to maximize access to materials that fall outside of our collection management policy.

Collection management is the means by which the Peninsula College LMC provides organized collections of print and non-print resources that will meet the information needs of the college community. Collection management is achieved by LMC staff, faculty, and students working together to select library materials which best fulfill these needs, and keep the collection targeted and relevant.

This policy is intended to guide the acquisition and management of information resources by stating the guidelines and principles by which the process of selecting and acquiring materials will occur.

This policy is designed, therefore, to:

1. Ensure that the library maintains a balanced collection that is responsive to the curriculum, and responsive to the needs and use patterns of faculty, students and staff.
2. Provide objective criteria for selection, development, and deaccession.

* Provide a means of interpreting the collection to potential users.

It is the intent of this policy to be consistent with the principles and ideals of intellectual freedom.

# **II. COLLECTION OVERVIEW**

## A. Collection Goals

The centrality of information resources to the educational process is a fundamental tenet of higher learning. The primary agent in the process of accessing information is the Library/Media Center. The LMC provides a local collection of information resources and a gateway to external sources of information. The purpose of the LMC collection is to support instruction and to foster independent learning.

In developing and maintaining information resources, LMC staff will strive to meet the information needs of the college's primary clientele, considering diversities such as ethnic/racial/national origins, religious traditions, economic backgrounds, sexual orientations, family configurations, ages, political persuasions, disabilities and learning styles. Attention will be given to developing a collection that reflects and supports the cultural diversity of the college, the student body, and the community.

The library's collection consists of books, audio‑visual materials, periodicals, digital information, pamphlets, microforms and other appropriate materials carefully selected to meet the information needs of the college's primary users.

Priorities are:

1. On‑site resources that directly support the college curriculum, including audio‑visual material for classroom use.
2. Gateway resources that enable users to access information located elsewhere.

## B. Collection Organization

The library collection shall be organized so as to permit the most efficient access. Special collections within the library will be kept to a minimum and will be established only after a significant need has been identified. Decisions regarding special collections shall be made after consultation between the Director of Library/Media Services and LMC staff. Special collections currently include Reference, Reserve, Vertical File, Chamber Music and Media:

### 1. Reference

Reference sources are generally characterized as "tools" for accessing information quickly. They typically provide brief, factual information, introductions to subjects, or access to sources of information outside the Reference Collection. Reference sources include fact tools and finding tools. Fact tools provide concise information, (e.g., directories, handbooks, encyclopedias); finding tools identify sources of information, (e.g. indexes, abstracts). Reference sources do not circulate.

### 2. Reserve

The Reserve collection offers limited circulation on a quarter‑to‑quarter basis. Materials needed for specific courses or under extraordinary demand can be placed on reserve by faculty or LMC staff. As a general rule, reference books will not be placed on reserve.

### 3. Vertical File

The Vertical File collection provides ready access to pamphlet‑type resources which are generally of a transitory nature. The physical characteristics of pamphlets require that they be maintained in a file cabinet.

### Chamber Music

The Chamber Music collection is comprised of sheet music. The physical

characteristics of sheet music require that it be maintained in a file cabinet.

### Media

A variety of audiovisual resources, such as films, videotapes, audio cassettes, compact discs, etc., constitute the Media Collection. Media does not circulate outside of the LMC, except to faculty in support of classroom instruction. All other library users are welcome to view or listen to media programs in the LMC.

## C. Community Served

Primary users of the Library/Media Center are the students, faculty and staff of Peninsula College. Secondary users are members of the communities that Peninsula College serves.

## D. Resource Sharing

The Peninsula College Library/Media Center is committed to resource sharing and cooperative collection development whenever feasible. Peninsula College has endorsed the Washington State Interlibrary Loan\* Code and provides full interlibrary

loan service for all registered students, staff, and faculty. In addition, all possible consideration will be given to cooperative arrangements with other libraries to enhance access to a broader range of resources and to reduce the duplication of local resources.

\*Interlibrary loan or sharing is a transaction in which library material, or a copy of the material, is made available by one library to another upon request. The term "library material" includes various forms of library resources, print and nonprint.

## E. Circulation

LMC policies and procedures must provide for the reasonable use of materials by individuals and the general availability of those materials to other members of the college community. Extensive circulation periods to individual patrons that may effectively result in loss of ownership are avoided as well as overly restrictive circulation periods that unnecessarily deprive patrons of useful access to materials.

# **III. SELECTION**

## A. Responsibility for Selection

While the ultimate responsibility for selection and collection development resides with the Director of Library/Media Services, selection of library resources is a joint responsibility of the College faculty and LMC staff. These functions shall be consistent with the objectives and criteria defined in this policy.

As curriculum is the most important influence on the development of the collection, it is imperative that LMC staff obtain suggestions and advice about materials selection from faculty and instructional administrators, as well as be informed of all changes in college curriculum. Instructors have the responsibility of recommending purchases consistent with their curricular offerings. Instructional administrators have the responsibility of ensuring collection support when the college institutes new educational programs. LMC staff will strive to achieve balanced coverage in subject areas when necessary to support the curriculum.

Recommendations are always welcome from students, faculty, staff, and community members. All requests for material purchases will be given serious consideration whenever the material requested meets the guidelines of this policy.

## B. Collection Development Priorities

In establishing priorities for collection development, first consideration is given to

instructional collections. Instructional collections correspond to college curriculum

and directly support course and program goals.

Collection development is responsive to instructional techniques, course goals, and publishing patterns in disciplines and occupational programs. Depth and breadth of collections are driven by student/faculty participation in resource‑based teaching and learning.

Mindful of the community college's emphasis on educating and supporting the whole student, the library also purchases materials beyond the academic curriculum that relate to academic success, vocational guidance, and college transfer.

While philosophy is the most important criterion in the development of the collection, practical considerations such as budget and space constraints impact decision making.

Initiating collections in response to new curriculum depletes resources available for existing collections and programs. Such impacts must be considered by instructional administrators when developing new programs.

Materials not related to the curriculum that focus on personal, consumer, and/or recreational interests are minimally collected. More comprehensive collections in these interest areas are available through resource sharing and local public libraries.

## C. General Selection Criteria

Selection is made on the basis of critical reviews; recommendations by faculty, students and staff; published bibliographies and resource lists; and other sources such as new publication announcements. Selection is a collaborative process, involving LMC staff in the final selection decisions.

The Director of Library/Media Services is responsible for making final decisions in the disbursement of acquisition funds. Funds are not strictly allocated among the various academic divisions, although equity among programs is sought while giving consideration to the fact that needs vary and the cost of materials across disciplines is not equal.

Collection deficiencies receive priority in selection and are determined by an assessment of need, demand and balance.

The following criteria will be used for materials selection, as applicable:

1. Materials shall support, and be consistent with, the general educational goals of the college and the objectives of specific courses.
2. Materials shall meet reasonable standards of quality in content and presentation.
3. Materials shall be acquired in the most appropriate physical format, with consideration to both the intended use and the relative cost.
4. Materials on controversial issues shall be acquired with the purpose of maintaining a balanced collection that represents various points of view.

Specific considerations applicable to almost all library purchases include:

1. The permanent or timely value of the material.
2. The authoritativeness of the material and/or its author.
3. The usefulness of the material with respect to other materials already in the collection or easily available from other area collections.
4. The cost of the material in comparison with other equally useful material.
5. The form of the material in comparison with other available forms of the same material.

## D. Multiple Copies

The library does not normally purchase multiple copies of a circulating title. Exceptions may be made when a work is assigned every quarter; or has high demand on both campuses; or is a "classic" likely to get heavy use. Whenever possible, added copies are purchased in paperback editions.

## E. Criteria for Specific Formats

### 1. Print Media

#### a. Books

While the *General Selection Criteria* in section III.C. above pertain to the selection of books as well as other formats and resources, following criteria are specifically applicable to the selection of books. New book acquisitions shall:

1. Support the educational goals of the college and the objectives of specific curricula;
2. Satisfy a specific need or demand;
3. Meet reasonable standards of quality in content and presentation; and
4. Contribute to a balance in perspective and points of view.

Selection is made on the basis of critical reviews; recommendations by faculty, students and staff; published bibliographies and resource lists; and other sources such as new publication announcements. Selection is a collaborative process, involving LMC staff in the final selection decisions.

##### i. Reference Collection

Reference resources will be selected with the intent of providing the range and depth necessary to serve the research needs of the college community. The determination to acquire a specific resource for the Reference Collection and/or to assign a specific title to the Reference collection will be the responsibility of the reference librarians with the support of the Director of Library/Media Services.

Books will be removed from the Reference Collection for the following reasons:

1. They have been superseded by newer, more up‑to‑date editions.
2. Their value as ready‑reference sources has decreased.

Books which have been removed from Reference but which still retain informational value may be reclassified to the general circulating collection.

#### b. Periodicals

##### i. Acquisition.

Periodicals and newspapers are acquired for one or more of the following prioritized reasons:

1. To provide current information in support of instructional programs.
2. To provide material not available in books and other media.
3. To support the continuing professional development of faculty and staff.

In addition to the general criteria for selection of all materials, individual titles are chosen and retained according to the following criteria:

1. Relevancy of content to curriculum.
2. Accessibility of content through indexes owned by the Peninsula College LMC.
3. Demand, as indicated by faculty assignments and student use.
4. Representation of a subject or point of view to achieve balance in the collection.
5. Cost of subscription in relation to potential use.
6. Reputation of the periodical.

Periodicals will be acquired and retained in various formats. The format preferred for a specific title will be determined by careful consideration of the following criteria:

1. Availability.
2. Accessibility.
3. Hardware requirements.
4. Space requirements.
5. Cost.

##### ii. Gifts.

The Peninsula College Library/Media Center welcomes gifts that expand and enhance its periodical collection and collection development goals. Gift periodicals will be considered under the following guidelines:

1. Gift subscriptions that meet the selection criteria in Section III.D.1.a are welcome. However, since continuity is critical to the collection, the LMC may choose to accept only those gift subscriptions that are sent directly to the Peninsula College Library/Media Center and will be renewed for a period of time no fewer than two years.
2. A retrospective collection of a single periodical title will be added to the LMC collection if the periodical meets the selection criteria in Section III.D.1.a above, if the collection is complete, if the periodical meets the retention criteria in Section III.D.1.a, and if the donation is accompanied by a current subscription.
3. Back issues will not be added to the collection unless they replace missing issues.

##### iii. Retention.

Retention of periodicals is based upon the following criteria:

1. Periodicals indexed in indexes available to the Peninsula College LMC are retained for a maximum of ten‑years plus the current year.
2. Periodicals available electronically in full-text for a period of ten-years or more, will be retained in print for no longer than five years.
3. Periodicals for which there are no local indexes are retained for three‑years plus the current year.
4. Periodicals for which currency is the sole value are retained for one year.

#### c. Newspapers

Newspapers are purchased to provide local, regional, national, and international news coverage. Primary emphasis is given to local and state news sources as they are unique sources of regional information. Secondary emphasis is given to national and international newspapers as news coverage at this level is also available in a host of periodical publications.

Due to the space requirements necessary to store newspaper publications, back issues are retained according to the following criteria:

1. The local, daily newspaper will be retained for six‑months.
2. All other newspapers will be retained for three‑months.

#### d. Audiovisual Media

While the *General Selection Criteria* in section III.C. above pertain to the selection of media as well as other formats and resources, following criteria are specifically applicable to the selection of media. New media acquisitions shall:

1. Support the educational goals of the college and the objectives of specific curricula;
2. Satisfy a specific need or demand;
3. Meet reasonable standards of quality in content and presentation;
4. Contribute to a balance in perspective and points of view;
5. Meet accessibility requirements; and
6. Be in a modern format that can be expected to be usable for at least three years past purchase. At the present time, the focus is on collecting/utilizing streaming media as opposed to hard copy media purchase.

Selection is made on the basis of critical reviews; recommendations by faculty, students and staff; published bibliographies and resource lists; and other sources such as new publication announcements. Selection is a collaborative process, involving LMC staff in the final selection decisions.

##### i. Video

In addition to the standards set forth in "General Selection Criteria" (Section III.C.), the following criteria apply:

1. DVD or streaming media are the preferred formats for collection.
2. Materials must meet accessibility requirements.
3. VHS may be considered if the material is only available in the VHS format and no equivalent alternative title in the preferred formats can be identified.
4. VHS materials in the LMC collection may be considered for conversion to DVD based on copyright compliance, the need for/use of the material, and the cost of conversion.

##### ii. Sound Recordings

Compact discs, when available, will be the preferred medium for musical recordings.

##### iii. Computer Software

Due to the copyright and security issues associated with circulating computer software, the LMC does not purchase software for circulation. A variety of software is loaded on workstations in college computer labs which afford students the opportunity to use software necessary for the curriculum as well as to explore alternative software programs.

##### iv. Other

Information in any format will always be considered for acquisition and will be judged by criteria such as relevance to curriculum or collection goals, cost, quality, and availability of equipment to operate or view it.

### 2. Electronic Resources

Electronic resources are increasingly available as a means of providing wide access to materials beyond the Library’s physical location. Electronic formats include streaming media, networked databases, and electronic journals.

#### General Selection Criteria for Electronic Resources

The Library collects electronic resources according to the General Selection Criteria (Section III C). In addition, criteria specific to electronic formats are applied. When making collection decisions, faculty librarians consider whether the electronic resource

* provides information not available in print;
* enhances and complements the existing collection of print and other materials;
* is relevant to Peninsula College users;
* meets disability accessibility requirements;
* provides wider availability to users under copyright law or the licensing agreement;
* can be permanently retained;
* is compatible with existing hardware at Peninsula College; and
* is user-friendly.

#### Criteria for Specific Electronic Formats

In addition to the general criteria in the paragraph above, electronic resources are purchased or posted on the Library’s web page in accordance with criteria specific to each format.

##### Databases

* coverage and scope of database
* availability of full-text documents
* user-friendliness of interface and search capabilities
* availability and ease of downloading and printing information
* accessibility from locations outside the library and off-campus

##### Electronic Journals

The Library provides access to various electronic journals via the Internet. Access is enhanced by including links to the journals from Peninsula College Library’s web page. If an electronic journal is free, inclusion criteria follow the General Selection Criteria for electronic resources. If the journal requires a paid subscription, it is chosen using the following additional criteria:

* wider access at a reasonable price compared to the print version
* availability of full-text current and back issues
* ease of downloading and printing
* length of retention period
* interoperability with electronic resource management tools such as discovery services and link resolvers

##### Electronic Books (eBooks)

The Library provides access to eBooks via networked databases and those freely accessible via the Internet. eBooks may be purchased by subscription (renewed annually) or by perpetual access (ownership), based on the following criteria:

* wider access at a reasonable price compared to the print version
* ease of downloading and printing

##### Streaming Media

The Library provides access to streaming media, including videos and music, via networked databases and those freely accessible via the Internet. Streaming media may be purchased by subscription (renewed annually) or by perpetual access (ownership), based on the following criteria:

* wider access at a reasonable price compared to the hard copy
* ease of viewing/listening
* compatibility with hardware and media players

##### Internet Resources

The Library offers unrestricted access to the Internet within the constraints of the law and the IT department. In addition, the Library provides links to selected Internet resources, and purchases rights to them if necessary, through web-based discipline and course research guides.

##### Licensing of Electronic Resources

The Library complies with licensing agreements, and negotiates with vendors when necessary for broader access and other benefits. The Director of the Library has responsibility for examining contracts and negotiating with vendors. The Library will advise its users to comply with licensing agreements.

### 3. Special Collections

A description of each special collection is provided in Section II.B. above. The following are the selection criteria that pertain to special collections:

#### a. Reference Collection

In addition to the standards set forth in "General Selection Criteria" (Section III.C.), reference resources will be selected with the intent of providing a comprehensive store of information on as wide a range of subjects as possible. The determination to acquire a specific resource for the Reference Collection and/or to assign a specific title to the Reference collection will be the responsibility of the reference librarians with the support of the Director of Library/Media Services.

Books will be removed from the Reference Collection for the following reasons:

1. They have been superseded by newer, more up‑to‑date editions.
2. Their value as ready‑reference sources has decreased.

Books which have been removed from Reference but which still retain informational value may be reclassified to the general circulating collection.

#### b. Reserve Collection

Resources may be placed in the Reserve Collection by faculty request and are available for limited circulation during a specific quarter. Additional resources may be placed in the Reserve Collection due to monetary value, high use or risk of theft or damage. As a general rule, Reference materials will not be placed on reserve.

#### c. Vertical File Collection

Pamphlets, documents or ephemeral resources will be added to the vertical file if they meet one of the following criteria:

* Maps or broadsides
* Items of local or regional interest and not otherwise accessible via the Web
* Items specific to Peninsula College

Print publications that meet one of the above criteria but exceed 50-pages in length should be cataloged, unless its transitory nature does not justify it.

#### d. Slide Collection

Art slides constitute a special collection which is located in the Library/Media Center, to facilitate access by multiple instructors, but managed by the lead art history faculty.

#### e. Media Collection

Commercial and college-produced audiovisual programs comprise the Media Collection. Selection criteria for specific formats are provided in Section III.D above.

## F. Materials Not Selected

### 1. Textbooks

Current textbooks and lab manuals are not purchased for the collection. Gifts of recent texts may be accepted and added to the collection if deemed potentially useful to students.

### 2. Workbooks

Resources which are generally regarded as "consumables' are normally not purchased for the collection. Workbooks are designed to be written in and are not suitable for use by multiple users.

## G. Gifts

Gifts, whether of funds or materials, can provide a valuable source for collection enhancement and are welcomed. However, the selection criteria applied to the acquisition of new materials shall apply to donated materials. In addition, the following guidelines apply to gifts of books and other materials:

1. All gift materials received by the Peninsula College Library/Media Center become the property of Peninsula College. No materials received as gifts shall be returned to donors.
2. No special collections will be established except in accordance with established policy (see Section III.B. above).
3. The Peninsula College LMC shall have the right to dispose of any gift materials that are not selected for addition to the library collection. Such disposition may include transfer to other libraries, sale, or discard. Reference librarians shall make the final determination as to the disposition of all gift materials.
4. The LMC will acknowledge in writing the receipt of a donation but cannot assume responsibility for a statement of monetary value of donated materials.

# IV. COLLECTION MAINTENANCE

Systematic and regular withdrawal of materials from the LMC Collection ensures a collection of resources that reflect the current needs of the college communities. Selection and deselection are two aspects of the same continuous process of collection development and maintenance.

LMC staff evaluates the collection for the purpose of withdrawing resources that are no longer current or no longer meet the information needs of the LMC's primary users. Instructors with expertise in the relevant disciplines are consulted.

One or more of the following criteria apply to resources removed from the LMC collection:

1. The material is dated or no longer relevant to the instructional programs.
2. The material has been superseded by a new edition.
3. The material has been infrequently used for an extended period of time.
4. There is other material in the collection that fulfills the same need.
5. Duplicate copies of the title exist, and use does not mandate additional copies.
6. The physical condition of the material is marginal and repair would be impractical.
7. The material is in an inaccessible format (outdated software or media).

After all reasonable efforts have been made to distribute withdrawn library materials, they will be given away or discarded. Reference librarians shall determine the final disposition of discarded materials, in compliance with Washington State Law.

# V. PROCEDURE FOR REVIEW OF AN INFORMATION RESOURCE

Free access to information is essential to education and to democracy. The LMC makes every effort to provide materials representing all points of view, including those which are unpopular or unorthodox.

However, formal procedures for persons or groups wishing to request reconsideration of any material in the library collection are provided. Should a library user encounter material he or she feels is objectionable, the user has the right to complete a *Request for* Reconsideration of Library/Media Material form (Appendix A). This form may be obtained at the circulation desk or from the office of the director of library/media services. No material will be withdrawn, removed, or undergo a change in location or status until the entire review process is completed.

The patron's request will be received by the Director of Library/Media Services who will review the request with LMC staff and prepare a written response that includes an explanation for the decision to retain, withdraw or relocate the material in question. The explanation may include how the material relates to the educational goals of the college and the Library/Media Center, criteria used for selection of this and similar items, published reviews, and/or patron requests for and use of the material. This response will be mailed to the complainant within fourteen calendar days of the receipt of a *Request for Reconsideration.* Copies of the response will be submitted to the vice-president for educational services.

Within three weeks of the postmark of the response from the Library/Media Center, the complainant may forward a written appeal to the Director of Library/Media Services. The Director will then, within two weeks of receipt of the appeal, establish and call the first meeting of an ad hoc Review Committee, whose members will be:

1. Two tenured faculty selected by the Peninsula College Faculty Association President (with at least one from the subject area of the material in question);
2. One division chair (selected by the Vice President for Educational Services);
3. One librarian (selected by the Director of Library/Media Services);
4. Two students (selected by the ASC);
5. The Director of Library/Media Services.

The chair will be selected by the Committee.

The Committee will (1) read, listen to, and/or view the material in question in its entirety, (2) review the written request and the response, and (3) consider criteria for retention, including but not limited to:

1. Collection objectives that are met by the material.
2. Reviews from professionally recognized sources.
3. Statements by instructors whose students use or may use the material; and
4. Any other information that could assist in defining the purpose or value of the material.

The Committee may interview any other individuals, including the complainant, as well as seek counsel and advice from the Office of the Attorney General.

Within 45 days of receipt of the written appeal, the Committee will reach its decision with four or more concurring votes of the seven Committee members, and will forward the written decision and all documentation to the Director of Library/Media Services for action. The Director will notify the complainant in writing of the decision of the Committee and ensure the appropriate action has been complied with. Copies will be forwarded to the Vice-president for Educational Services.

Within two weeks of notification of the Committee's decision, the complainant or a dissenting member of the Committee may forward a written appeal to the President. Appeal decisions will be based on the material included in the file.

Material that has undergone a review may not be re-challenged for one calendar year from the date the Review Committee's recommendation is sent to the Director of Library/Media Services.