Collection Development Plan

I. Purpose

This plan provides guidelines for the acquisition of materials by Library Services at Delaware County Community College. It is intended to inform library users about the library collection and provide criteria used in the selection and deselection of materials. This document remains dynamic and subject to change.

II. Selection Guidelines

Increasing demands for information and rising costs require a careful materials selection process. The library collection is intended to be a highly selective, basic level collection sufficient enough to support curricular offerings as determined by the College’s mission, goals, and objectives. In this plan the word “materials” shall include all resources including electronic resources that Library Services collects and makes available. Library Services also supports alternative publishing initiatives, including Open Access titles. Beyond the scope and content of the collection, other factors such as cost, usability, and currency will determine acquisition priorities.

General selection criteria:

- Curriculum and instructional support
- Materials required for accreditation, particularly in such academic areas as Paralegal and Allied Health & Nursing.
- Demand
- Cost
- Quality of content
- Currency of the material
- Fit with the existing collection.

Electronic Resources

Library Services considers these items electronic resources: eBooks, streaming videos, library databases, e-journals, and other resources accessible on the Internet. Decisions about whether or not to continue a subscription to an electronic resource will be based on usage statistics and whether the cost of the resource can be sustained by the Library Services budget (costs include administrative, equipment, and maintenance support).

Electronic Resources Collection Development

Faculty Liaison Librarians listed in Section III identify, evaluate, select, and deselect electronic resources.
The librarian responsible for electronic resources participates in maintaining electronic resource collections from ordering through the electronic resource life cycle (acquisition, provision of access, administration, provision of support, and monitoring and evaluation), and managing the proxy configuration. This individual sets up trials demonstrations, and gathers product information.

Where necessary the librarian responsible for cataloging assists with the maintenance of electronic resource organization especially the delivery of records found on the library’s online catalog.

The Dean of Educational Support Services collaborates with faculty librarians in planning and determining the electronic resources budget.

Archival Materials: Library Services retains a small College Archive. Archival materials include course catalogs, yearbooks, Board of Trustees meeting minutes, literary publications, and other material deemed appropriate to documenting the history of Delaware County Community College. These materials will be kept in print and/or digital format.

Gifts: Library Services will evaluate and retain gifts or donations for integration into the collection. Library Services reserves the right to accept or reject gifts as deemed appropriate by the selection guidelines outlined above. In addition, Library Services reserves the right to dispose of unwanted materials as deemed fit. All gifts and donations will be acknowledged, and the donor will be provided a deed of gift form from the Institutional Advancement Office.

Library Services staff does not appraise gifts. Items in poor physical condition, especially those highly marked or containing mold and mildew will not be considered for acquisition. Library Services will not accept gifts and donations with restrictions unless these materials are placed in the College Archive.

III. Selection Responsibility

The development and maintenance of the library collection will rest with the librarian responsible for collection management and faculty librarians with departmental collection development responsibilities. Faculty librarians collect in specific areas, and when appropriate they consult with teaching faculty to ensure the resources are appropriate for classroom assignments.

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<thead>
<tr>
<th>Librarian</th>
<th>Departmental Collection Development Areas</th>
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<tbody>
<tr>
<td>Erica Swenson Danowitz, Ed.D.</td>
<td>Communication, Arts &amp; Humanities</td>
</tr>
<tr>
<td>Eleanor Goldberg</td>
<td>Business, Social Sciences &amp; Paralegal</td>
</tr>
<tr>
<td>Vacant</td>
<td>Allied Health, Emergency Services &amp; Nursing</td>
</tr>
<tr>
<td>Michael LaMagna, Ed.D.</td>
<td>STEM</td>
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</tbody>
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Disciplinary faculty members are strongly encouraged to recommend materials particularly to support courses where library-based assignments are given. Library Services also encourages input from the College’s students and staff. All requests for materials can be made using the library web form or by emailing the appropriate faculty librarian listed above. Requests are reviewed for their adherence to selection guidelines and must be approved by the faculty librarians.

The Dean of Educational Support Services is responsible for developing an acquisitions budget in collaboration with the faculty librarians that fulfills collection development goals. In consultation with the faculty librarians, the Dean allocates and reallocates funds as necessary based on technological, curricular, and institutional changes. Budget allocation is reviewed annually.

IV. Intellectual Freedom

Delaware County Community College Library Services adheres to the American Library Association's policies on intellectual freedom, including the Bill of Rights, and the Freedom to Read statements. Faculty librarians attempt to purchase materials representing various points of view. The selection of materials is without partisanship regarding matters of race, ethnicity, sex, religion, or moral philosophy. Library Services will provide materials that allow for an open examination of issues. Faculty librarians will also strive to ensure that diverse viewpoints are represented in support of academic offerings and to suit the varied backgrounds of the campus population.

V. Collection Maintenance

Deselection Guidelines: Faculty librarians will remove materials from the collection when they no longer support the curriculum or contain outdated material. For deselection of certain materials, faculty and administrators will be consulted. Factors for retention of serials include demand, space, currency, physical description, and availability of alternate formats. Damaged materials are evaluated for conservation and may be discarded and/or replaced.

Criteria for Deselection may include:

- Circulation statistics and usage – materials not circulated within a reasonable time period
- Age or copyright date of the material
- Physical condition
- Relevance to the curriculum
- Faculty input
- Availability of updated materials
• Multiple copies of seldom used titles
• Changes in technology
• Duplication of content
• Holdings by other libraries in the area.