

# PROCEDURE

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Related Policy: 8.7.4  
Title: Library Collection Development  
Responsibility: Director of Library Services

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President

All materials are primarily provided for instructional support purposes in accordance with the principles embodied in the American Library Association's Standards and Guidelines. These general guidelines will be followed in the selection of library materials.

The library refrains from purchasing textbooks except when they provide the best coverage of a subject and are the best source of information available. Exceptions may be made for electronic resources classified as Affordable Learning initiatives.

Multiple copies of titles may be purchased at the discretion of the library staff. Faculty and staff can borrow library materials through PASCAL Delivers or Interlibrary Loan.

No materials will be excluded from the collection because of the race, religion, nationality or political views of an author, the language, or the controversial content of an item. The endorsement or disapproval of an individual or group will not cause an item to be automatically excluded. The library adheres to the provision of the American Library Association's "Library Bill of Rights" and "The Freedom to Read Statement."

To encourage reading, current awareness, and a general appreciation for books, the library provides a collection of popular and recreational reading materials, children's titles in trade and big book formats, and young adult titles.

Faculty, staff, and students can submit requests for additional titles, including serials, and make recommendations for deletions at any time. Materials requested must conform to collection development guidelines but will be given priority in the budget.

Selections will be made according to the relevance, demand, recommendations, cost, subject area, scope, and accreditation requirements. While the library may maintain some limited print serials an emphasis will be placed on electronic resources in this area when available.

#### A. Electronic Books and Resources

Electronic book collections are accessed to support the research needs of the College community as well as to provide recreational reading materials to encourage reading, current awareness, and a general appreciation for books.

The selection of electronic book collections and resources is the responsibility of the professional librarians and trained support staff working in coordination with faculty and staff in other departments of the College.

The primary criteria for selection is the extent to which it is relevant to the curriculum, improves the overall library collection, and/or enhances the user's access to information. Other factors considered during the selection process are:

- a) Compatibility with existing technology
- b) Licensing restrictions and costs

c) Ease of use

Electronic book collection and resources will be evaluated annually focusing on the continued relevance of the information or format in conjunction with the usage and cost as well as consideration to changes in the databases.

B. Multimedia

Multimedia resources are purchased to support the curriculum and recreational use.

The primary criteria for the selection of multimedia resources are the extent to which it is relevant to the curriculum, improves the overall library collection, and/or enhances the user's access to information. Other factors considered during the selection process are:

Compatibility with existing technology

Licensing restrictions and costs

C. Gifts

The library will accept gifts with the understanding that they will not necessarily be added to the collection. The material will be evaluated by the same standards of the selection as those used in the purchase of new materials. Gifts which do not comply with the library's objectives and policies may be refused or re-donated. Librarians do not appraise gifts for tax relief or other purposes. The library does not set aside special sections for any gift books or accept books on indefinite loan. The library reserves the right to discard any and all gift books and serials.

D. Censorship

The selection of library books and materials is based on the library user's right to read and his/her freedom from censorship by others. Some library materials are controversial and may offend some persons. Selections for the library will not be made on the basis of anticipated approval or disapproval, but rather on the merits of the material in relation to the building of the collection, and to serving the interests of the users and supporting the curriculum.

The library holds censorship to be a purely individual matter and declares that while anyone is free to reject books and other materials of which they do not approve they cannot exercise the right of censorship to restrict the freedom of others.

Selection cannot be governed by the chance that books may come into the possession of minors. Should a patron challenge library materials, that individual will be expected to complete a Request for Reconsideration of Library Materials Form. Upon completion of this form, library leadership will make an evaluation of the request.

## **II. NEW REFERENCE MATERIALS**

HGTC's reference collections provide access to information resources that support the academic, research, and public service programs of Horry-Georgetown Technical College, with priority given to curricular needs. The primary users of the "Reference Collection" are the students, faculty, and staff members of HGTC. The collection is developed with the idea that reference materials are consulted for bibliographic and/or factual information and will not be read in their entirety.

### **A. Criteria for Selection**

Selection criteria for the "Reference Collection" include the following items, not in ranked order:

1. The observed strengths and weaknesses of the existing collection
2. Reviews or citations in basic reference collection guides
3. Author and/or publisher reputation
4. Currency of topic
5. Date of publication
6. Cost of publication
7. Availability in digital format
8. Recommendations from the College community

Professional literature for reference titles assists librarians in choosing materials for the collection. Librarians also make notes of titles from annual lists of notable reference titles and publisher catalogs.

#### B. Deselection

The reference collection is assessed on a periodic basis by a professional librarian and library leadership. The reference collection follows these general guidelines for deselection:

1. If the publication is of significant value in supporting the curriculum of the College and the research needs of library users, it may be retained. If a title is listed in one of the standard "core reference" catalogs, it will be retained.
2. Materials 5 years or older are evaluated as to the usefulness of the information for patrons. If a significant portion of information is outdated, the item will be removed from the collection.

### **III. SOUTH CAROLINA COLLECTION and ARCHIVES**

The purpose of the South Carolina collection and College archive is to collect, organize, and preserve the historic documents of South Carolina and Horry-Georgetown Technical College respectively. The materials in these two collections will be retained indefinitely.

### **IV. STATE REPOSITORY DOCUMENTS**

HGTC's Conway campus library serves as an official state document repository. Materials are organized and preserved based on guidelines established by the South Carolina State Library.