

# COLLECTION DEVELOPMENT PROCEDURE

Last Revision: Fall 2021

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## **I. PURPOSE**

The systematic development of the collection of the library requires the application of stated acquisitions guidelines. The statement cannot be definitive for all time since a library is not a static institution. Therefore, a policy to guide the development of the library's collection must be responsive to change.

## **II. BUDGET**

The library maintains responsibility for its materials budget. The assignment of allocations to subject areas or academic departments depends wholly on the availability of funding and demands for resources. The library must also maintain the flexibility to make adjustments in purchase strategies since it competes for college-wide funds annually and the amount that is available fluctuates depending on the college budget process priorities.

## **III. PROCEDURES**

All material selected are primarily provided for instructional support purposes in accordance with the principles embodied in the American Library Association's Standards and Guidelines. Library materials will be purchased to support the curriculums of Horry-Georgetown Technical College. These general guidelines will be followed in the selection of library materials.

### **A. Print Collection**

1. Major emphasis will be on purchasing current books to support the curriculums of the college.
2. The library refrains from purchasing textbooks except when they provide the best coverage of a subject and are the best sources of information available.
3. Multiple copies of titles may be purchased at the discretion of the library staff.
4. Research or graduate level materials are purchased upon request when they directly serve a faculty or staff member's teaching or job-related requirements. Faculty and staff can also borrow library materials through PASCAL Delivers or Interlibrary Loan.
5. No materials will be excluded from the collection because of the race, religion, gender, 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 'Library Bill of Rights' and the "Intellectual Freedom Statement" as put forth by the American Library Association.
6. Paperback editions may be purchased for the following reasons:
  - a. The title is in heavy demand.
  - b. The title is out of print or unobtainable in sturdier format.
  - c. The title has never appeared in any other format.

- d. The title in the hardbound format is expensive and useful only occasionally; therefore, the paperback edition will fulfill the need.
7. 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.
8. Faculty and staff are able to submit requests for additional titles and make recommendations for deletions at any time – materials requested must conform to collection development guidelines but will be given priority in the budget.

## **B. Serials Collection**

Serials will be purchased for the following reasons:

1. To supplement the book collection.
2. To keep the library collections up-to-date with current thinking in various fields.
3. To provide information not yet available in books because of its currency.
4. To fulfill requests from faculty, staff, and students based on needs, interests, and cost.
5. To provide professional reading in various subject fields.
6. To fulfill program accreditation standards.
7. To provide and encourage recreational reading in a variety of subjects.
8. Faculty and staff are able to submit requests for additional titles and make recommendations for deletions at any time – materials requested must conform to collection development guidelines but will be given priority in the budget.

Also, to be considered in the purchase and/or retention of serials will be the number of serials presently received in the subject area, accessibility of content through subscription databases, usage, alternative formats and price. Serials available in both print and digital format will be purchased in digital format unless the cost is exorbitant compared to the print counterpart. Print serial titles will be retained for three years, with the exception of allied health titles, which will be retained for five years.

Newspapers should be purchased to give local, metropolitan, national, and international news coverage. Their retention will depend on availability of space.

## **C. Electronic Books and Resources**

1. Purpose: This procedure guides the selection, acquisition and maintenance of electronic books, serials and journals via a variety of platforms.
2. Electronic book collections are accessed to both 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; electronic resources are provided to support the instructional program and research needs of the college community.
3. Responsibility: 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.
4. Selection: The primary criterion for selection is the extent to which it is relevant to the curriculums; 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

Evaluation: Electronic book collections and resources will be evaluated annually focusing on the continued relevance of the information or format in conjunction with the usage and cost plus consideration to changes in the databases.

#### **D. Multimedia**

Multimedia resources are purchased to support the curriculums and recreational use. Formats may include DVDs, streaming videos, and any new technology format the library leadership approves.

Selection: The primary criteria for the selection of multimedia resources are the extent to which it is relevant to the curriculums; 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
- d. Offers some sort of closed captioning or subtitles

#### **E. 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 that do not comply with the library's objectives and policies will be refused. 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.

#### **F. Censorship**

The selection of library books and materials is based on the library user's right to read and their 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 curriculums.

The library holds censorship to be a purely individual matter and declares that while anyone is free to reject for themselves books and other materials of which they does 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 ([https://www.hgtc.edu/documents/about/library/ChallengedMaterialForm\\_092017.pdf](https://www.hgtc.edu/documents/about/library/ChallengedMaterialForm_092017.pdf)), library leadership will make an evaluation of the request.

## IV. DESELECTION

Factors to be considered in the decision to discard materials:

- A. Damaged books, books in poor physical condition, and poorly bound books will be discarded. Replacement copies are sought as appropriate and available.
- B. Titles no longer relevant to current curricular or research needs and therefore not within the scope of the library's current collection development policies may be removed from the collections or (in the case of subscriptions) cancelled.
- C. Copies or editions of titles may be deselected to minimize redundancy of holdings.
- D. Old textbooks, old handbooks, and older editions of encyclopedias and dictionaries will be discarded and replaced by later revisions.
- E. Books that are no longer in demand may be deselected out of the collection.
- F. Titles that contain obsolete information may be deselected because the information they contain is out-of-date, invalid, inaccurate, or incomplete.
- G. Electronic book collections purchased consortially will be deselected by that consortium; eBooks purchased independently will be deselected as needed by HGTC librarians.
- H. Discarded library materials will be disposed of according to college policies and procedures, in accordance with SC State law on surplus property.

Suggested time frames for deselection reference and circulating collections:

**Agriculture Technology** - materials should be considered for discarding every ten years except for historical materials or those listed in standard selection sources.

### **Arts & Science**

- *History and Literature* - value to the collection is the main criterion.
- *Sciences* - retain materials until information is obsolete; consider discarding certain areas every five years, i.e., space technology, computer science, and scientific subjects with technology emphasis.
- *Social Sciences* - consider discarding materials older than 10 years except for historical materials.

**Business** - materials should be considered for discarding every five to seven years except for historical materials or those listed in standard selection sources.

**Engineering & Industrial Technology** - materials should be considered for discarding every ten years except for historical materials or those listed in standard selection sources.

**Health Science** - discard any materials older than five years; retain historical materials and update all standard works annually or as published.

**Information/Computer Technology** - consider discarding materials older than five years except for those of historical value.

**Public Service Technology** - materials should be considered for discarding every ten years except for historical materials or those listed in standard selection sources.

- *Law* - update all legal resource sets according to the respective schedules

## **V. 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 an annual basis by a professional librarian and library leadership. The reference collection follows these general guidelines for deselection:

1. Significance of the publication: If the publication is of significant value in supporting the curriculums 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. Age and currency: Materials five 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.

## **VI. 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.