Rappahannock Community College
Collection Development Policy

Introduction:

In support of the mission of Rappahannock Community College (RCC), the Learning Resource Center (LRC) and Library, strives to promote the personal growth of our students and prepare them for success as learners, professionals, and citizens by providing quality educational experiences. The LRC and Library are part of an academic and community resource team providing intellectual and physical access to all forms of recorded knowledge. We provide opportunities for growth and learning in an ever changing and diverse community by taking a proactive and caring approach using staff expertise and varied technologies to provide quality service and resources.

The primary goal of the Library's Collection Development Policy is to provide guidance for the selection and maintenance of collections that support and enhance the curriculum and instructional programs of Rappahannock Community College, as well as the general information needs of students, faculty, and staff who comprise the College's community of lifelong learners.

The community possesses a broad range of interests and prior educational experiences. Therefore, the Library's collection should also include a variety of general information resources in subject areas not covered by classroom instruction, but generally supportive of a learning environment. Within the constraints of available funds, facilities, and staffing, the Library will acquire and make available materials and media in a wide variety of formats.

Rappahannock Community College maintains a memorandum of agreement with Richmond County and also serves as the Public Library for Richmond County.

Responsibility:

Learning Resources materials are selected through a cooperative process, with participation and recommendations by faculty, librarians, staff, and students. Library staff will monitor, oversee and participate in the development of the library's collections. Because of their unique and remarkable competence within specific disciplines, it shall be a part of faculty's responsibilities to recommend materials and resources that support their subject areas and curriculum. LRC and Library staff interaction with students and members of the college community gives a unique perspective on information needs and interests, therefore, all LRC and Library staff are expected to contribute to collection development by recommending materials, resources as well as identifying areas within the collection which may require attention.

The College Librarian and the Dean of Learning Resources shall determine the suitability of all proposed materials for the collection, whether purchases or gifts.

Selection Criteria:

The following guidelines are presented to assist library staff, faculty, and administrators in selecting quality materials for inclusion in the collection. It is recognized that some of the criteria included in the guidelines are more important than others. General factors to be taken into account are:

- Relevancy to the college's curricula
- Response to reference requests/questions
- Holdings of earlier editions
- Currency and accuracy of information
- Quality of the content
- Timeliness and importance of information
- Author/Artist/Composer's reputation and significance
- Availability of other material on the subject in the library, in other campus or area libraries, and formats
- Predicted likelihood of use by students and/of faculty
- Recommendation in standard reviewing sources
- Inclusion of the title in standard bibliographies or lists
- Price and demand
- Recommendation from a member of the college community
- Language – English only except for those items selected to support the foreign language curriculum
- Scope and depth of subject coverage
- Format, including ease of use, accessibility, and quality
- Reputation of publisher, producer, and vendor
- Duplication – single copies per campus are normally collected unless there is a need for multiple copies
- Special features, uniqueness
- Paperbound vs. hardbound. Hardbound are preferred unless material is judged to be transitory or cost prohibitive
- Terms or conditions attached to the item that affect use (copyright, licensing, public performance rights)
- Materials created for or resulting from campus/college events, with permission

Collections:

Books:

Preference is given to purchase books in support of the curriculum. Books that should be frequently updated (nursing/medical texts, computer manuals, test preparation materials) are purchased in paper formats when available.

Popular fiction is also collected primarily utilizing funds from the public library account on the Warsaw campus. Materials are also collected in support of the children's library. Collaborative efforts are active in partnership with Richmond County public schools to support the Reading Counts Program and Accelerated Reader. A book leasing program is utilized to offer popular fiction titles on the Glenns campus as an extra option for intercampus loan.

Duplicate Materials:

The purchase of duplicate copies of materials is acceptable when there is a demonstrated need. However, this would occur on a limited basis as there is an active and expedient process in place for intercampus loan. College courier service operates on a daily basis to retrieve and deliver materials between campuses and sites.

Serials:

Serials/periodicals/journals/newspapers are publications issued in successive parts bearing numeric or chronological designations and generally intended to be continued. Serials are issued in print and electronic formats. Serials are acquired via subscription.

The selection of serials requires a continuing commitment to the cost of the title, including maintenance, viewing and reproduction equipment, and storage space. The escalating cost of serials subscriptions demands that requests for serials subscriptions be carefully reviewed before they are purchased for the collection and that an ongoing evaluation of current subscriptions be conducted on an annual basis. Efforts are maintained to keep the past three issues of imprint serials except for those faculty have requested for longer runs such as science and nursing.

Since it is often more cost-efficient to purchase electronic access or document delivery services for serials instead of acquisition through print subscription, this delivery method will be chosen when fiscally prudent. Cooperative acquisition (regional and statewide) of electronic serials databases is actively pursued. Electronic serials subscriptions licensing contracts may limit access to currently enrolled students, faculty and staff. The professional library staff reviews local serials collections and accessibility of online titles annually.

The serials collection supports the College curriculum as well as providing a core collection of general interest periodicals. Factors to be considered in the acquisition of serials are:

- Support of academic programs
- Suitability for intended audience
- Uniqueness of subject coverage
- Cost, including rate of price increases, cost of storage, and/or access costs
- Professional reputation
- Usage or projected usage
- Indexing and abstracting in sources accessible to library users
- Demand for title in interlibrary loan or document delivery requests
- Accessibility within resource sharing groups, consortia, and/or through document

delivery or courier services
- Full-text availability via electronic access

Electronic Books:

Electronic books are considered when they provide the most current and/or cost-effective format, or to support distance education courses and programs. Cooperative lease/purchase of electronic books is pursued as a cost-effective method of providing access to book collections. Duplication is considered for electronic books provided by such cooperative lease/purchase. In addition to general selection criteria and online resources/Internet-based materials selection criteria, consideration is given to the availability of an archival copy of electronic texts purchased in perpetuity.

Non-Print (Audiovisual Media):

- Item has demonstrated applicability in a course or discipline
- Treatment and presentation of subject content are on an appropriate academic level
- Technical quality of color, sound, continuity, etc. is high
- Format is cost effective, durable and accessible
- The item will be considered library property, subject to the same replacement and withdrawal criteria as described elsewhere in this document.
- Instructor provides positive reviews from professional sources.
- Purchase has departmental support; i. e. emails from other faculty, staff minutes, etc.
- A small collection of popular AV materials are also selected as budget allows. Selection is based upon award nominees.

Subscription Database Resource Sharing:

Learning Resources participates in a number of cooperative agreements (VCCS, LYRASIS, and VIVA) in support of Interlibrary Loan, a temporary loaning of materials from one library to another. In line with these agreements, a certain portion of the library budget goes towards the maintenance of materials which enhance the total holdings of the consortium members. If an item is repeatedly borrowed, it is the responsibility of the LRC to evaluate that item for purchase.

Subscription to commercial online databases will be considered when they provide the most current and/or cost-effective resources. The following online resources will be actively selected:

- Licensed commercial, fee-based resources and databases will be selected when they provide cost-effective means of providing resources for the Library. These resources may include electronic books; citation, abstracting and full-text databases covering journals, magazines, newspapers or reference materials; and databases providing information portals for specific subject areas.
- In additional to general selection criteria, the following criteria will be used:
    - The product has broad appeal to a large number of RCC users or will serve the special needs of a user group
    - The product compares favorably with similar products
    - Unlimited or multiple user access is preferred
    - The interface is user-friendly
    - Appropriate online help is available
    - Good technical support is available

- o Usage statistics are available
- o The vendor allows a trial of the actual product
- o The libraries are not required to subscribe to both print and electronic versions of the product, unless this is desired
- o The license agreement allows normal rights and privileges accorded libraries under copyright law
- o The license agreement gives the libraries indemnification against third party copyright infringement

Internet Resources:

Learning Resources at RCC supports the instructional programs of the College by collecting or providing access to materials in multiple formats. One important resource, the Internet, is readily available to any library user. However, while the Internet is easily accessible, careful selection of Internet resources and availability of these through the Library's Web site and catalog will accomplish several objectives:

- increase awareness and maximize use of significant sites
- provide value-added access to Internet resources often absent when using various search engines to locate resources
- Enhance and expand the Library's collection of traditional formats.
- Assist students and faculty in making the most efficient use internet resources
- Assist students and faculty in utilizing the LRC Web page as a complete reference resource

Web sites in the collection are selected based on the relevancy, quality, and currency of the contents, and the navigability and ease of use of the site's design. In addition to general selection criteria, Web sites included should have an identifiable content authority and be reliably accessible. A search engine or other form of index to the site's contents is desirable.

Collection Evaluation and Maintenance:

'Weeding' and ongoing assessment of the library collection is a vital part of ensuring relevancy of the collection. Evaluation shall be performed in the following ways:

- Qualitative (local needs and resources)
  - Relevance to the mission for the collections
  - Relevance to the curriculum in general, particular courses, faculty curriculum-based requests, or common research needs
  - Age of material. Availability of more current or better-presented items on the same topic in the collection

- Quantitative (use of existing collection)
  - Number of circulations (when possible)
  - Physical condition

Assessment and inventory of the collections at both campuses shall be conducted as needed generally alternating between campuses.

Discards:
It is of utmost importance to keep the materials in the library collections up-to-date with the most

accurate and current information sources in support of the college curriculum in order to comply with accreditation requirements. Currency is typically defined as materials no older than 5 years. Materials are discarded utilizing the following guidelines:

- Accuracy of Information
- Currency
- Curriculum Support
- Condition
- Usage
- Faculty Request
- Space Constraints (This applies mostly to fiction)

Disposal Methods

RCC and RCPL Academic and Non-Fiction Collections	Fiction Collection at the Warsaw Library
Virginia Department of Corrections, Haynesville Correctional Center	Virginia Department of Corrections, Haynesville Correctional Center
Northern Neck Regional Jail	Donate to the Friends of the Library, non-profit organization
Donate to students/members of the public	Donate to members of the public/students
Donate to Better World Books	Serial donations are made to local nursing facilities, rehabilitation centers and public schools
Serial donations are made to local nursing facilties, rehabilitation centers and public schools	

If materials cannot be disposed of with any of the above methods or are damaged, they may also be placed in the college recycle bins. No library materials are sold by the college or by the public library.

Gifts and Donations:

The LRC welcomes donations from the public, students, alumni, staff and faculty. The decision to add gift materials to the collection will be no less stringent than the decision to purchase materials and the same criteria will apply. Acceptance does not imply a commitment on the LRC's part to process a gift into the collection. Gifts must be free of restrictions and are accepted with the understanding that materials may not be added to the collection and may be put on the sale shelves or offered to another library, College department or outreach center, or other non-profit agency. Responsibility for appraisal value resides with the donor. In all cases, the final decision and ultimate disposition of gift materials will reside with the Dean of Learning Resources and the College Librarian.

Reserve Materials:

The library will place materials on reserve at the request of faculty in support of their curriculum. These materials can be personal items or textbooks loaned or given by the faculty members.
Faculty may submit requests for materials to be purchased from the Learning Resources budget. Consideration will be based upon costs, needs, usage and the ability to add them to the circulating collection when they are no longer needed as reserve items for

course work by the faculty member.

Interlibrary Loan Statement:

No library can provide all materials needed or desired by their users. Faculty, staff and students needing materials not in the collection will have access to materials through interlibrary loan services. The library's participation in VIVA and its reciprocal interlibrary loan agreement with other college and university libraries in Virginia guarantees good cooperative resource sharing and enhanced delivery of library materials. Textbooks are not candidates for interlibrary loans.

Intellectual Freedom:

Professional integrity and responsibility to the academic community permit the freedom to select from a wide spectrum of significant materials. Based on the ALA Library Bill of Rights, "Materials should not be excluded because of the origin, background, or views of those contributing to their creation. Materials should not be proscribed or removed because of their partisan or doctrinal disapproval." Occasionally, objections to some materials will be voiced regardless of the care taken in the selection process and the qualifications of the persons selecting the materials. Any student or employee of the college or any citizen may formally challenge any material found in the college collection on the basis of appropriateness. In order to provide an orderly procedure for the review of questionable materials, the following outline has been developed.

Challenged Materials Procedures:

1. Patrons with a concern about an item in the collection should submit their concerns in writing to the Dean of Learning Resources.
2. Request that the person who objects to an item discuss the reasons privately with the Dean of Learning Resources.
3. The Dean of Learning Resources will provide an explanation of selection procedures and a copy of the selection policy.
4. If this is insufficient, ask the person placing the complaint to fill out a form "ALA Office of Intellectual Freedom challenge database form".
5. A committee consisting of members of the library staff and faculty will review the complaint and make a recommendation to retain or withdraw the item in question.
6. Statements of concern are given serious and objective review. The best interests of the students, the community and the College shall be paramount considerations. The Review Committee shall report its action to the complainant, in writing, as soon as possible.
7. The committee may recommend that the questioned materials be retained or not retained.

Revision and Assessment of the Collection Development Policy:

Recommendations for changes or improvements to the policy are encouraged. Assessment of the policy will be conducted at least every two years.

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