College of Marin Library
Collection Development Policy[1]
Developed for adoption September 2016

This Collection Development Policy provides guidelines for the selection and withdrawal of materials from the College of Marin (COM) Library.

Collection Development Goals

The primary goal of the Library collection is to support the curriculum and instructional programs of College of Marin as outlined by the five education pursuits included in the College of Marin Mission Statement[2]:

- · Preparation for Transfer to Four-Year Colleges and Universities
- · Associate Degrees and Certificates
- · Workforce Education
- · Basic Skills Improvement
- · Lifelong Learning and Community and Cultural Enrichment

The Library collection shall include a variety of resources in subject areas not covered by classroom instruction, but are generally supportive of our learning community. The library also collects popular or general interest materials as they relate to the needs and interests of the college community. For members of the community whose needs are beyond the scope of library collections, faculty librarians may help to identify and locate such materials at nearby libraries.

The Library will acquire and make available materials in various formats, evaluate existing collections, and develop procedures to maintain the quality of collections and information resources.

The faculty librarians strive to provide a collection which represents many viewpoints. Acquisition of materials does not imply endorsement of the contents or the views expressed in those materials. No material will be excluded from the collection because of the race, nationality, religion, gender, sexual orientation, political or social viewpoint, or controversial nature of either the author or of the material.

This policy is constructed to support the tenets of intellectual freedom as denoted in the following documents of the American Library Association (ALA):

1. [ALA Library Bill of Rights](http://www.ala.org/advocacy/intfreedom/librarybill)[3]
2. [ALA Freedom to Read Statement](http://www.ala.org/advocacy/intfreedom/statementspols/freedomreadstatement)[4]
3. [ALA Guidelines Intellectual Freedom](http://www.ala.org/aboutala/missionhistory/keyactionareas/ifaction/intellectual)[5]
4. [ALA Freedom to View Statement](http://www.ala.org/vrt/professionalresources/vrtresources/freedomtoview)[6]

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[1] Adapted from [Pierce College Libraries and Learning Resources](#), [Cañada College Library](#) and [Portland Community College Library](#).
[2] In accordance with the current College of Marin Mission Statement.
[3] http://www.ala.org/advocacy/intfreedom/librarybill
[4] http://www.ala.org/advocacy/intfreedom/statementspols/freedomreadstatement
[5] http://www.ala.org/aboutala/missionhistory/keyactionareas/ifaction/intellectual
[6] http://www.ala.org/vrt/professionalresources/vrtresources/freedomtoview

Responsibility for the Collection

The faculty librarians are solely responsible for the selection of the physical and digital materials in the library's collection. In accordance with the College and the Library's mission statements and the principles of Academic Freedom, librarians work to ensure that materials which support the curricular, research, and general interest needs of COM's learning community are maintained in the collection.

Collection development activities may be informed by other members of the college community. Librarians recognize recommendations from discipline faculty are particularly important in building a collection that supports student success. Therefore, faculty, staff, students and college administrators are encouraged to initiate material requests using the 'Recommend a Purchase' form, which is available online.[7]

General Guidelines for Selection of Materials

The Library will select materials across a range of formats to include, but not limited to: books, magazines, newspapers, journals, movies, documentaries, music, and audiobooks in physical and virtual format. This enables the Library to accommodate a variety of learning styles among our diverse population.

The emphasis of the Library collection will be directed toward an "initial study level." This may include:

> "… a judicious selection from currently published basic monographs (as are represented by *Choice* selections) supported by seminal retrospective monographs; a broad selection of works of more important writers; a selection of the major review journals; and current editions of the most significant reference tools and bibliographies pertaining to the subject."[8]

The following guidelines are presented to assist faculty librarians in selecting quality materials for inclusion in the Library collections. Priority shall be given to resources which support subject areas that correspond with courses offered at College of Marin. Other general factors that may be taken into account include:

- Currency
- Relevance to needs of students and faculty
- Accessibility of materials to students on and off-campus
- Ability to promote interest in reading and lifelong learning among all students
- Availability through MARINet
- Affordability
- Authority of publisher or sponsoring organization
- Probable need based on existing programs and collections

Guidelines for Specific Areas of the Collection

Reserve Collection: At the request of discipline faculty, materials owned by the Library or individual faculty members shall be placed in the limited-circulation Reserve Collection for student use during a specific course or quarter *provided that copyright regulations are adhered to*. Instructors wishing to place items on course reserve are encouraged to obtain 'review' copies for the library whenever possible. If neither the library nor the faculty currently own a copy, then instructors may suggest purchasing an item for reserve

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[7] http://www.marin.edu/Apps/Library/RecommendPurchase.aspx
[8] American Library Association's Guidelines prepared by the Resources and Technical Services Division.

by completing the online 'Recommend a Purchase' form.[9] Textbooks adopted for class use may be purchased for the course reserves collection as funding permits.

Other materials in the collection may be placed in the Reserve Collection due to very high monetary value, high use or risk of theft or mutilation. In all cases, faculty librarians make the final determination as to any other materials suitable for reserve classification.

Materials that are typically not purchased for course reserve include:

- Consumable materials such as workbooks or tests
- Items that will only be used for a short period of time, or by a small cohort of patrons (i.e. a course text that will only be used for one course, during one semester).

Reference Collection: The reference collection provides basic reference works in subject areas covered by the curriculum and those reasonably expected to be within a community college library. The reference collection shall include both print and online materials. Priority is often given to online resources through databases as these provide broader access and greater searching ability.

Audio-Visual Collection: The Library is committed to collecting materials in the formats deemed most relevant to the students, faculty, and staff at COM. In addition to print materials, the library will acquire DVDs, audiobooks, music CDs, and any other formats as needed.

Guidelines for Online Resources

Online resources provide access to materials beyond the Library's physical location. These resources include databases, books, online periodicals, and other digital resources.

The Library collects online resources according to the general selection criteria (see 'Guidelines for Selection of Materials') and criteria specific to various formats (see below). When making collection decisions, faculty librarians consider if the resource:

- provides information not available in print
- enhances and complements the existing collection of print and other materials
- provides wider accessibility
- is compatible with existing technology at College of Marin
- has a user-friendly interface and robust search capabilities

In addition to this criteria, online resources are purchased or subscribed to in accordance with criteria specific to each format.

Databases: Library Databases provide access to quality information that is appropriate for developing undergraduate research skills. Many of these resources found in Library Databases have been evaluated for authority and accuracy. Additionally, faculty librarians will consider the following criteria:

- coverage and scope of database
- availability of full-text documents
- availability and ease of downloading and printing information

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[9] http://www.marin.edu/Apps/Library/RecommendPurchase.aspx

Online Periodicals: The Library provides access to some online periodicals that are not included in the databases. If an online periodical requires a paid subscription, it is chosen using the following additional criteria:

- 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

Online periodicals available for free are sometimes used to supplement the collection; these resources may be linked from the Library website, or on course or research guides.

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

Internet Resources: The Library upholds the American Library Association's guidelines for intellectual freedom by offering unrestricted access to the Internet. Faculty librarians utilize a variety of Internet resources to support the curricular needs of the College and may link to these resources from the Library website and corresponding LibGuides.

Licensing of Electronic Resources: The Library complies with licensing agreements, and negotiates with vendors when necessary for broader access and other benefits. The Administrator in charge of Library Services has responsibility for examining contracts and negotiating with vendors. The Library will advise its users to comply with licensing agreements.

Consortia

The Library partners with the Community College Library Consortium and with MARINet to increase accessibility of print and digital resources for the College and the greater community. While resource sharing with MARINet and other cooperative agreements provides some items needed by the college community, materials for which there are recurring needs should be purchased by the Library.

Gifts

The Library welcomes gifts of materials that are consistent with the collection development policy provided that there are no restrictions attached as to their disposition. Because all items added to the collection generate processing and storage costs, materials received as gifts will be evaluated by the same criteria as materials purchased. Gifts are accepted with the understanding that materials not added to the collection will be discarded in accordance with Library's withdrawal policy.

Withdrawal of Materials from Collection

Withdrawal (aka Weeding) is the removal of materials to be discarded and is an important part of collection development. Building a viable collection of materials to serve the college community is a dynamic process that includes assessment and the removal of materials that are obsolete, damaged beyond repair, no longer relevant to the curriculum, or not central to the Library's mission.

Faculty librarians are solely responsible for weeding the collection. Discipline faculty are welcome to review their subject areas to recommend items which should be withdrawn.

The following categories of materials will be considered for weeding from the collection:

· Outdated materials
· Superseded editions
· Excessively worn or damaged materials (Items in poor condition, but still valuable in terms of intellectual content will be considered for repair or replacement)
· Multiple copies of monographs which are no longer needed to support the curriculum.
· Textbooks and instructional materials or previous editions of more recent texts.

Older copies of reference materials may be shifted into the general collection for circulation when a newer version has been purchased for reference, provided that the material is still relevant.

Periodic Review

Since College of Marin is a dynamic institution, the Library's Collection Development Policy must be responsive to change. Therefore, this policy will be subject to periodic review by the faculty librarians and submitted for revision accordingly.

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Approved by the College of Marin Academic Senate on **October 6th, 2016**

Appendix A. Statement of Concern about Library Resources

The library system at College of Marin values your opinion. If you would like us to reconsider the presence in our collection of any library material, please complete this form, indicating as clearly as possible the nature of your concern. If your concerns relate to a library program or other library services, please indicate in the appropriate space. A librarian will contact you in the near future to discuss your request.

Your Name

Address

City

 State

Zip

Phone (work)

Phone (home)

Indicate Library materials or services of concern:

       __ Book
       __ Textbook
       __ Magazine
       __ Newspaper
       __ Play
       __ Audiovisual Material
       __ Online Resources
       __ Exhibit
       __ Artwork
       __ Event
       __ Other:

Title of material or service:

Author or producer:

Have you read the College of Marin Library Collection Development Policy?

Describe the nature of your concern: Has the complainant read, viewed, etc., the material in its entirety? To what does the complainant specifically object? What specifically does the complainant think is the problem, or where does the harm in the material come from? (Please add additional pages if necessary).

What materials do you suggest we substitute for these that will provide the same level of information on this subject?

Signature: _____ Date: _____