Los Angeles Southwest College

Founders Library Collection Development Policy

Library Mission Statement

The LASC Founders Library mission is to provide opportunities to build and enhance the educational skills of our diverse student body through providing reference services and access to current print and electronic materials in a safe, attractive atmosphere conducive to study, research and life-long learning.

Purpose of the Collection Development Policy

The primary objective of collection development activities at LASC Founders Library is to build and maintain a library collection which supports student success at the college. Towards this goal, the library supports the teaching needs of faculty and the research needs of students by developing and organizing relevant collections, providing access to information resources (on and off-site), and instructing patrons in the use of information resources.

The purpose of the collection development policy is to clearly state the process of material selection, retention, and de-selection at the LASC Founders Library. This policy will be consistent with the philosophy, mission, and objectives of the college, resulting in a collection that adequately serves the college community. Within the constraints of available funds, facilities, and staffing, the LASC Founders Library will acquire and make available materials and media in various formats, evaluate existing collections, and develop policies and procedures to maintain the quality of collections and information services.

All members of the college community are welcome to contribute their ideas to the continuing development of this policy so that it will grow and progress along with the campus community.

This policy is intended to be a fluid document that is subject to changes as they are needed.

The goals of this plan are to:

- Provide library materials and information resources which meet and support the instructional, institutional, and individual needs of the LASC community;
- Provide an evolving planning document for the continued development of the collection;
- Provide a working tool and standards for the selection of library materials;
- Provide guidelines for the ongoing assessment of the collection;
• Assure consistent and balanced growth of the collection

**Intellectual Freedom/Copyright Compliance**

The LASC Library supports the American Library Association’s Library Bill of Rights and its concept of intellectual freedom. In making selections, the Library attempts to include material representing differing points of view on controversial issues. As long as subjects fit into the general collection guidelines of the Library, they will be considered without censorship or prejudice when determining the collection’s balance.

Challenges regarding the appropriateness of materials in the collection must be submitted in writing to both the library chair and the dean, and must include the Title/Author of the material, reason(s) for the objection to its inclusion in the collection and the objector’s contact information. All submissions for reconsideration, along with the material being challenged, will be reviewed and a written response will be given within 30 days.

**Responsibility for Collection Development and Selection**

Determination of resources for the library will be made by library faculty working closely with discipline faculty to ascertain the needs of the collection in their disciplines. Library faculty will consult discipline faculty about collection deficiencies, areas in which the collection needs updating, and to help the library secure proper resources for particular classes. Although primary ordering for the collection is done annually, throughout the year, library faculty welcome and encourage suggestions for the purchase of books, periodicals, and electronic materials from faculty, staff, and students.

**Annual Acquisition Selection Process**

• At the beginning of the fall semester, the librarian liaisons send out communiques to all department chairs and faculty for acquisition recommendations. Concurrently, librarians will generate discipline lists for faculty review, using standard library collection development tools and practices. Throughout the latter part of September and early October, liaison librarians follow up with faculty through department presentations, individual emails and telephone calls to elicit information about topical and subject areas, as well as individual titles that need to be added to the collection.

• No later than the fourth week in October, Acquisitions librarians finalize the lists of titles based on faculty input and librarians' materials selection process and include cost information.

• These lists are then reviewed by the Library Advisory Committee, department chairs, and discipline faculty.
• The list-review process must be completed no later than mid-November. Finalized lists are forwarded to the area dean for final review and approval.

• No later than December 1st of each fall semester, the dean sends cost information for approved materials to the Budget Committee chairs for inclusion into the annual budget.

• Library materials are ordered throughout the spring semester. Lists of purchases are sent to faculty and posted on the Library’s website.

In fall, 2013 the Library Advisory Committee met and reviewed the annual acquisition selection process implemented in fall, 2012. They concluded that some aspects of the process were overly time-intensive which resulted in delays. To decrease delays, the purchase recommendation lists will be reviewed first by department chairs and then by the Library Advisory Committee instead of returning to the discipline faculty.

Last year, the library began a campaign to update its collection. In 2012-2013, the library added approximately 200 new print reference and general books and 35,000 electronic books to its collection. The Library will receive a guaranteed amount of $50,000 annually for library materials purchases through 2016-2017. In fall, 2013, the library received a substantial augmentation of $250,000 to purchase materials for the move into the newly remodeled library space. A separate acquisition guide was created for purchasing materials with this funding.

**General Policies for Selection**

The library is dedicated to meeting the information needs of students, faculty, staff, and the surrounding community. Since the world of information is constantly changing, the library also strives to anticipate the future desires of the populations we serve. Formats and media change over time, and the librarians will actively consider all new potential resources for acquisition. For budget reasons, the library will only be able to obtain a small fraction of all materials published each year; however, selections will be made carefully, taking into account discipline faculty suggestions, publisher catalog reviews, and information gleaned from consulting college catalog course offerings, course outlines of record, class assignments, Curriculum Committee meetings, reference inquiries, suggestions from students, the possibility of borrowing the material (Interlibrary Loan) and adherence to the selection criteria that follow. The library’s collection is not archival in nature. To best maximize funding the library will adhere to the following priorities for the allocation of funds:

• Materials in all formats that support the curriculum and the mission of the college

• Materials in all formats that supplement the curriculum

• Materials that meet the reading interests of the populations served by the library.
Scope of Collection

Materials collected and maintained by the library include but are not limited to books, newspapers, microforms, maps, electronic resources, and a small current popular periodicals collection. The Library also maintains a College Archive and two special collections: African Americans Special Collection and Latino/Hispanic Special Collection.

At this time, the primary language of the collection is English. The library may collect bilingual and foreign language material based on faculty or student requests, but does not actively maintain multilingual collections. Due to the changing demographics of the community surrounding LASC, the Library is exploring the need for a popular collection of fiction and magazines in Spanish.

Materials Selection

a. **Collection Priorities**

Prioritizing the selection of materials is based upon the current budget and the needs of the campus community. Current purchasing should focus on the following:

- Electronic article databases
- E-books
- Print materials – reference, books, periodicals
- Multi-media materials
- Selected high-demand textbooks for the Reserves Collection

All purchases should be made based on the following criteria (prioritized by importance):

- Suitability to current curriculum
- Instruction support for academic, developmental and CTE courses
- Suitability for the Special Collections
- Service to the campus community as an information center
- General knowledge and recreation
b. **Selection criteria**

Selection of new materials is an ongoing process requiring evaluation of both the current collection and the materials being considered for purchase. The criteria used to evaluate the materials are based on the following:

- Consultation with the subject area faculty
- Present holdings in the subject area
- Filling gaps in relevant areas
- Date of publication and lasting value
- Critical reviews
- Cost
- Representation of varying viewpoints

**Policies for the Selection of Specific Materials**

1. **Textbooks** – As a general rule, textbooks are not purchased for the collection. Library faculty encourage discipline faculty to obtain publisher copies to be put on reserves for classes. In fall, 2013, the library faculty reviewed the LASC student community’s critical need for additional access to textbooks in the Library’s Reserves collection. It was decided to set aside a small amount, not to exceed $2,000 per year, to purchase textbooks from the college’s Book Store in order to facilitate the success of LASC’s students.

2. **Reference Collection** – The primary function of the collection is to support the curriculum at the college. It is designed to meet the need for basic factual information, introductory or overview information for specific subjects and/or access to further information and resources. The Reference collection contains, but is not limited to, encyclopedias, dictionaries, atlases, directories, statistical compilations, and handbooks in both print and electronic formats. Items in Reference do not circulate.

3. **Gifts to the collection** - The library welcomes all gifts with the stipulation that they will be used and/or disposed of at the Library’s discretion. The library will evaluate all gifts prior to addition to the collection according to the same standards used in the purchase of new materials. The library will not assess the value of any donated materials nor will it provide receipts for taxes or any other financial purposes. It will, however, provide a general letter of acknowledgement of receipt of books upon request.
4. Special Collections (African Americans and Latinos) – Works by and about African Americans or Latinos, particularly in Los Angeles, are collected.

5. Archives – College catalogs, schedules, reports, commencement materials, etc. are routinely collected for inclusion into the LASC Library archives.

De-selection

7/1/11 a collection-wide weeding which is imperative to the functionality and quality of the library collection was completed. In the future items will be de-selected on a continual basis, by subject areas and based upon usage, condition and obsolescence. Materials de-selection is based on the following general criteria:

- Obsolete, inaccurate or superseded materials
- Multiple copies without justification
- Unsightly or musty volumes
- Selective retention of materials more than 10 years old in rapidly changing subject areas such as science, health, law, etc.
- Materials in outdated formats
- Circulation of materials

For de-selection criteria by subject area see the LASC De-Selection Policy

Policy Review

This policy remains open to periodic review and reassessment by library staff, faculty, and the dean. As a fluid document, changes will be made when appropriate and as necessity dictates.