

# Hocking College Library

## Collection Development Policy

### **I. Hocking College Library Mission Statement:**

The Hocking College Library is committed to the advancement of teaching and learning by providing resources and services that support the core values of the college, and enriching the experience by creating a community of lifelong learners.

Hocking College Library supports the American Library Association's "Library Bill of Rights," "Intellectual Freedom Principles for Academic Libraries" and "Freedom to View" statement. The Library complies with all provisions of U.S. Copyright Law (17 U.S.C.) and its amendments. We support the Fair Use section of the Copyright Law (17 U.S.C. 107) which permits and protects citizens' rights to reproduce and make use of copyrighted works for the purposes of teaching, scholarship and research.

### **II. Description of Library User Community**

The main user community of the Library is the students, faculty and staff of Hocking College. This includes a student population of approximately 3,200 students (Fall 2015). As a public institution, the library also offers many of its services to the general public.

Hocking College is a two-year, technical college offering more than 50 Associate Degree programs and many certificate programs. The Library's collection primarily supports the college's curriculum and the needs of the user community. The college has an open-enrollment policy. As a result, the collection has materials with a wide range of reading levels; most are either high school or undergraduate-level items.

### **III. Resource Sharing**

Hocking College Library is a member of OhioLINK and Ohionet. OhioLINK provides access to over 12 million unique titles from 89 member libraries, as well as 140 research databases that provide access to millions of electronic articles and thousands of e-books. OhioLINK membership allows the Library to have flexibility in collection development. Purchase decisions for books, magazines, and databases are largely based upon which materials our users can already access either physically or electronically through consortial agreements.

Ohionet membership gives the Library the opportunity to purchase electronic resources at a discounted group rate.

#### **IV. Funding/Budget**

The Library's budget for books, periodicals and electronic resources is extremely limited. It is challenging to meet the needs of existing programs, and nearly impossible to provide adequate materials when new technologies are added. The Library Director has the authority to request the reallocation of funds from other Library accounts. The Library's budget must be flexible in order to meet the needs of the Library and the college.

#### **V. Selection Process and Responsibility**

Collection development is an important process to maintain and improve the quality and relevance of the Library's collection. This process begins with assessing and evaluating our current resources by subject area/technology. The result identifies strengths and weaknesses of the collection, materials to be deselected and subject areas that need new items acquired. Only through this process will we be able to create a plan of action to ensure that the library collection supports the mission of the library and the college.

The library collection is ultimately the responsibility of the Library Director. We encourage everyone to take part in assessing the collection, including Library staff and student employees, faculty, staff, and students.

#### **VI. Selection Guidelines**

The Hocking College Library is committed to providing the content necessary for our community of users to be successful. We understand that resources come in a variety of formats both print and nonprint e.g. books, serials, media, electronic. Selection priorities for the Library's collection include: materials that support the curriculum, reference materials that update and enhance our holdings, and materials for leisure reading and viewing.

The Library Director will assess the Library's holdings by emphasizing a collection that is both user and collection centered. Reviews from professional and popular sources will be utilized in making selection decisions. Users are encouraged to make requests for acquisition of materials to the Library Director, who uses the above selection priorities as criteria in determining the purchase. It is the Director's responsibility to actively evaluate the collection in each technology area to determine current and future needs, and to select resources that support topics and subject areas in the curriculum.

The library does not collect or input the following outdated formats into the collection: microfiche,

microfilm, VHS video recordings, audio cassettes, slides, etc.

### **a. Books/Audiovisuals**

In addition to consulting reviews from professional and popular sources, books and audiovisual materials will be evaluated using the following criteria: scope, treatment, authorship, relevance to collection, relation to other resources, format, currency, cost, special or unique features, and likelihood of use.

Other guidelines:

Books that are lost, stolen, or never returned will be replaced as the Library's budget allows. Materials that are no longer available may be replaced with similar titles. The Library may opt to purchase like-new or very good used replacement copies if a new book is not available and deemed relevant. The library may choose to not replace a title if current or anticipated use does not justify the cost of replacement.

The library will not purchase children's books unless they are needed to support specific coursework.

Books or audiovisuals with significance to the community and/or Hocking College will be collected whenever possible.

Books that are available electronically (full-text) through OhioLINK will be purchased sparingly.

### **b. Textbooks**

Textbooks will be purchased sparingly for the collection and for closed reserve. Textbooks will be primarily acquired through donations.

### **c. Periodicals/Serials**

The Library currently subscribes to approximately 130 magazines and journals, and 3 newspapers (Athens Messenger, Logan Daily News, Chronicle of Higher Education). Purchasing decisions for serials are based on these criteria: cost, availability in a library database or the Internet, relevance to Hocking College technologies, likelihood of use, and format

Additional Guidelines:

The Library does not purchase titles in microfiche or microfilm.

Titles that are available in Library databases or the Internet will not be purchased in print.

The Library will attempt to provide online access to titles whenever available and if the cost can be managed within the Library's budget.

#### **d. Electronic Resources**

The Library recognizes that modern libraries need to offer a wide variety of resources. Electronic resources have become an essential part of information gathering for our users. The Library's electronic resources are mainly acquired and accessed through consortial agreements with OhioLINK. The Library will strive to offer access to other electronic resources as need and available funds allow. Electronic resources will be evaluated using these criteria: cost, accessibility (can be accessed on and off-campus), ease-of-use, availability of full-text within the resource, and relevance to Hocking College technologies.

#### **VII. Gifts**

Hocking College Library is pleased to accept gifts of books, media, and other materials that enhance the library's collection and support the mission of the library and Hocking College. The Library's complete gift policy is available on its homepage (<http://library.hocking.edu/policies>).

Library staff will review gift submissions for possible addition to our collection. Donations become the property of Hocking College Library and cannot be returned. All donations are appreciated, but donors should be aware that materials not added to the collection may be sold, discarded, or given to other interested libraries.

The library cannot appraise items for tax-deduction purposes. Donors who wish to have items appraised should do so prior to making their donation. Donors are responsible for following IRS rules.

#### **VIII. Weeding/Deselection**

Deselection, or weeding, is an essential activity to keep the Library collection current and circulating. The Library is more concerned with the quality and credibility of materials that support Hocking College programs than the quantity of items. Our goal is to meet users' needs and not to archive books. To guarantee a comprehensive review of the collection, the process begins with assessment of the collection. Deselection will be scheduled by Dewey Decimal Classification and material type.

Items will be selected for possible removal using formulas developed in the CREW weeding method (<https://www.tsl.state.tx.us/sites/default/files/public/tslac/ld/ld/pubs/crew/crewmeth12.pdf>). CREW uses six general criteria for considering weeding. The acronym MUSTIE is used to indicate when an item should be removed from the collection. MUSTIE stands for: **M**isleading and/or factually

inaccurate ; Ugly worn out beyond mending or rebinding ; Superseded by a new edition or a better source ; Trivial literary or scientific merit ; Irrelevant to the needs and interests of your community; Elsewhere the material may be easily borrowed from another source.

(Gregory, Vicki L. *Collection Development and Management for 21st Century Library Collections: An Introduction*. New York: Neal-Schuman, 2011.)

Books will be weeded on the following schedule:

<b>000 Generalities</b>	<b>(Every 3 years starting 2013)</b>
<b>100 Philosophy &amp; Psychology</b>	<b>(Every 3 years starting 2013)</b>
<b>200 Religion</b>	<b>(Every 5 years starting 2013)</b>
<b>300 Social Science</b>	<b>(Every 3 years starting 2014)</b>
<b>400 Language</b>	<b>(Every 5 years starting 2014)</b>
<b>500 Natural Science &amp; Math</b>	<b>(Every 3 years starting 2012)</b>
590 Zoological sciences (NR)	<b>(Every year)</b>
<b>600 Technology</b>	<b>(Every 3 years starting 2012)</b>
610 Medical Sciences (Nursing)	<b>(Every year)</b>
<b>700 The Arts</b>	<b>(Every 5 years starting 2015)</b>
<b>800 Literature &amp; Rhetoric</b>	<b>(Every 5 years starting 2015)</b>
<b>900 Geography &amp; History</b>	<b>(Every 5 years starting 2015)</b>

Periodicals are weeded at the beginning of each year (January) and deselected each June. Weeding is performed based on the guidelines for each magazine or journal in the Library catalog.

General-interest magazines are usually kept for one year, technology-related magazines and journals are generally kept for three years, and in some cases are bound and kept indefinitely. Periodicals are deselected based on the criteria in this document.

Reference books are weeded every year. Any superseded editions will be moved from reference to the Library stacks, but in some cases may be discarded.

Media is weeded yearly.

Office materials are weeded every five years (starting 2012).

Electronic Resources are evaluated each year at the time of renewal.

**a. Other general guidelines for deselection will include:**

**For books and audiovisuals:**

Poor and/or outdated content

### Materials in poor condition

Items that have not been checked out in more than 5 years

Textbooks older than 5 years

Superseded editions

Relevance to the library collection and user community

Multiple copies of the same item

Health and Nursing materials that are at least 10 years old

Obsolete audiovisual formats

Availability in OhioLINK

### **For periodicals/serials:**

Current use

Full-text availability in an online database or the Internet

Cost

Relevance to Hocking College technologies

Input from faculty, staff and students

Condition of material

Archival considerations (space, etc.)

### **For electronic resources:**

Usage

Cost

Availability of similar/better resources

Relevance to Hocking College technologies

## **b. Disposal of Deselected Items**

Deselected materials are first offered to students for their own use. The remaining books are sent to Ohio University to be recycled, or donated to charitable organizations. Remaining periodicals are sent to the Athens County Recycling Center. Involvement in the weeding process should preclude personally acquiring the materials after they are withdrawn. Items may only be sold to benefit Hocking College.

## **IX. Procedure for Challenged Materials**

The Hocking College Library supports our users' intellectual freedom to study and access information. We understand that this can sometimes be controversial. We respect the opinions, values and information needs of our users and support access to library materials. We recognize that users need to have a process by which they can challenge to remove an item currently in our collection, or to advocate for the inclusion of a suggested item that was not purchased or added to the Library collection.

Procedure for challenged materials:

1. The patron will be asked to submit a completed challenge form (see appendix). The Library director will forward a copy of the completed form to the Vice President of Academic and Student Affairs.
2. The Library director will arrange to meet privately with the patron to discuss the patron's concerns, within one week of receipt of the challenge form. The director will provide a copy of the Library's collection development policy.
3. If the meeting does not successfully resolve the challenge, the Library director and Vice President of Academic and Student Affairs will review the material in question, including a reading/viewing of the title, reviews and critiques, and consultation of the Library's collection development policy.
4. After consulting with the Vice President of Academic and Student Affairs, the Library director will make a recommendation to retain, remove, or replace the material.
5. The patron will be notified of the decision in writing in a timely manner.

## **X. Revisions**

This policy will be reviewed yearly, and revised and updated as needed.

**Appendix : Challenge Form**

**Request for Reconsideration of Material**

Author: \_\_\_\_\_

Type of Material: \_\_\_\_\_

Title: \_\_\_\_\_

Requested by: \_\_\_\_\_

Address: \_\_\_\_\_

City, State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

1. Have you read or viewed the entire item in question?

2. Do you feel that this item has value?

3a. To what, specifically, do you object in this item?

or

3b. If arguing for inclusion of an item, what do you specifically find beneficial?

4. Have you previously discussed your concerns with Library staff?

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



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