

# LIBRARY PROCEDURES

---

*Related Board of Trustees Policy: BP 4.4*

*Approval: June 2012*

*Revision:*

---

## **Collection Development**

- The Library Director has overall responsibility for library services including collection development. Though librarians are primarily responsible for the quality of the collection, the selection and withdrawal of materials are collection development duties that are shared with other members of the college community.
- Faculty members are considered subject experts of their respective fields. They are encouraged to make recommendations for purchase and purging. Additionally, any library patron may recommend items for purchase; however, first priority is given to academic areas of the College.
- Each librarian as well as the Library Director has collection development responsibilities. Specific responsibilities are to:
  - Stay current on the information needs of Craven Community College faculty, staff and administration;
  - Develop/Revise collection development policies/procedures and budget allocations;
  - Serve as a liaison to faculty and solicit recommendations for adding and removing material; and
  - Participate in assessment and weeding library resources.

## **Selection Guidelines**

- Materials are selected for the Craven Community College library with the following considerations:
  - Relevance to instructional needs of the faculty and administration and the educational programs of the institution;
  - Intellectual content and scholarly worth;
  - Modern works in major fields of knowledge;
  - Publications with opposing viewpoints in controversial subjects for the purpose of promoting involvement with contemporary events, counteracting parochialism, and developing critical thinking;
  - Materials that can be used for appropriate entertainment and recreation; and
  - Textbooks, if they offer good reference value not otherwise available.
- General criteria for consideration include:
  - Multiple copies only upon the justification of an instructor;
  - Author's reputation and significance;
  - The importance of subject matter to the collection;
  - Scarcity of material on the subject;
  - Timeliness or permanence of the material;
  - Reviews and bibliographies from which the material was selected; and
  - Price.

## **Weeding Guidelines**

- Weeding, the removal of materials to be discarded, is an important ongoing part of the collection development process. Librarians will examine the collection periodically to identify outdated and deteriorating materials that need to be replaced or removed from the collection. Resources that no longer meet the selection guidelines, or are damaged beyond repair, shall be removed from the collection.
- The Director of Library Services shall notify the Learning Center Deans and full-time faculty of the intent to weed and withdraw identified materials to provide opportunity for materials review before purging.
- Librarians may use standard bibliographies such as Best Books for Academic Libraries in their evaluations. The following classes of materials will be considered for weeding from the collection:

- Outdated materials (most notably in health sciences and technology);
- Superseded editions;
- Badly damaged materials; and
- Chronically unused materials (haven't been checked out in 5 years) and that are not considered classic.
- Titles identified by the Learning Center Deans and/or full-time faculty as worthy of continued use shall be retained, if in usable condition, or replaced.

**Policy Purpose**

- The purpose of this policy is to:
  - Maintain a collection of information resources that supports and enhances the College's curriculum, administrative needs and community outreach programs consistent with the College's mission;
  - Ensure a collection of current, diverse, and balanced resources; and
  - Provide library patrons with a well-maintained library collection.

[Return to Table of Contents](#)