

Minnesota West Community and Technical College Libraries

Collection Development Policy

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I. Introduction to Collection Development Policy

A. College Mission

Minnesota West Community and Technical College is dedicated to serving the varied educational needs of our diverse populations in affordable, accessible and supportive settings.

B. Mission Goals

- To provide pre-professional and liberal arts courses which lead to Associate of Arts or Associate of Science degrees. The courses are designed to transfer to a four-year college or university and will apply toward a baccalaureate degree.
- To provide certificate, diploma, and Associate of Applied Science degree courses for students working to develop and enhance occupational or technical competence leading toward employment or further education.
- To provide learning opportunities for people of varying ages, backgrounds, and abilities with a particular focus and commitment to retraining and lifelong learning.
- To provide continuing education, management education, and customized training for professions, businesses, and industries.
- To provide facilities for programs, activities, conferences, teleconferences, and courses to meet community needs.
- To provide extended educational opportunities by means of flexible scheduling and delivery.
- To provide effective and efficient use of resources through partnerships with agencies, other educational institutions, businesses and industries.
- To provide continuous improvement processes via assessment, evaluation and upgrading of programs and services, and to support the professional development of college personnel.
- To provide the resources to meet the contemporary standards of facilities, informational resources, technology, and teaching strategies to ensure quality educational outcomes.
- To provide comprehensive student services enabling academic and personal growth toward lifelong learning.

B. Mission of College Libraries

Minnesota West Libraries strive to be a place where individuals and groups have access to information for exploring, learning, and teaching. Each library will establish a viable collection of resources, provide access to networks and online information, instruct in the use, interpretation, and evaluation of information, and be staffed by professional librarians and qualified technician support.

C. Purpose of Collection Development Policy

This policy is intended to define a collection development and information access program to meet the following objectives:

- To assist librarians in providing current, diverse, balanced collections of materials to support the instructional, institutional and individual needs of students, faculty and staff

- To provide access to materials in appropriate formats and are consistent with the college's fiscal resources
- To encourage instructional faculty participation in collection development and organized access to electronic resources
- To foster coordinated collection development and resource sharing between campuses
- To serve distance education students and faculty by providing remote access to materials in the most appropriate and cost-effective manner
- To assist with short-range and long-range fiscal planning

D. Collection Development Responsibility

The librarian assigned to each campus is responsible for that library's collection development. Aims should be made to solicit recommendations for additions to the collection from faculty, staff, and administration. All library staff are directed to recommend appropriate materials, especially in areas of collection weakness or heavy usage, to the campus librarian.

Full-time and part-time faculty at all campuses are encouraged to recommend materials in their academic disciplines. Students and other staff are also encouraged to suggest additions to their campus collections by contacting a campus librarian. All suggested titles are reviewed and evaluated by the professional library staff.

II. Profile of the Minnesota West Libraries

A. History of the Collections

Minnesota West Community & Technical College has 5 campus locations and is a consolidated community/technical college formed on January 1, 1997, when Southwestern Technical College and Worthington Community College merged. The four technical campuses, Canby, Granite Falls, Jackson, and Pipestone began as local area vocational schools in the 1960s. They officially merged to become Southwestern Technical College in 1985.

Worthington Community College was established in 1936 as Worthington Junior College. In 1973 the name was changed to Worthington Community College when it was placed under the jurisdiction of the Minnesota Community College System.

The Worthington Campus Library has been in place since campus inception and is the largest library, housing the most comprehensive reference and periodicals collections. In order to align the college collections and to aid in collection development, this campus is converting to the Library of Congress classification system to organize its collections during the 2009-2010 school year.

The four technical campus libraries were established in 1997 at the time of the merger. Prior to that time, library materials had been housed with each department. These four campuses use the Library of Congress classification system to organize the collection.

Each library provides collections appropriate to the programs offered on each campus and works to support liberal arts courses. Collection development

focuses on subject areas that serve to support the instructional, research, and public service activities of the college community.

B. Programs & Degrees

Minnesota West offers a variety of programs and courses via face-to-face classes, over Interactive Television (ITV), and via the Internet using a course management tool (D2L). Offering programs and courses in this manner has direct impact on collection development for the campus libraries as they need to support the research needs of the students using their campus, but also strive to have minimal duplication of print resources. Visit the [Academic Programs](#) page on the Minnesota West website for a detailed listing of degrees and programs offered at each campus.

III. Selection

A. General Criteria for Selection of Materials

- Relevance to the curriculum
- Assist faculty in preparation for teaching
- Timeliness and lasting value of material
- Reputation of the author, issuing body, and/or publisher
- Presentation: style, clarity, reading level
- Aesthetic considerations: literary, artistic, or social value; appeal to the imagination, senses, or intellect
- Special features: detailed, logical, accurate index; bibliography; footnotes; appropriate illustrations
- Physical and technical quality: paper, typography, and design; physical size; binding; durability
- Ease of access or user-friendliness
- Suitability of content to form
- Diverse perspectives for topics and individual program areas
- Depth of current holdings in the same or similar subject
- Probable need based on existing programs and collections
- Demand, frequency of interlibrary loan requests placed for material on the same or similar subject
- Cost of material relative to the budget and other available material
- Availability in alternate physical or online formats
- Duplicate item is not available at another Minnesota West campus (few exceptions)

B. Selection Resources

In addition to accepting suggestions from faculty, students, and staff, librarians use several resources to select materials including *Choice*, *CRL News*, *American Libraries*, *Library Journal*, *Booklist* and *Books in Print Online*. Various sources are also consulted for current reviews of Internet resources including Internet directories and high-quality subject indexes such as the *Internet Public Library*² and *The WWW Virtual Library*.

C. Types and Formats of Materials Collected

Monographs are preferred in hardcover editions due to their durability and shelf appearance. Paperbacks may be purchased for rapidly changing subjects or in interest of economy. In general, single copies of books are purchased and duplication at multiple campuses is avoided.

Reference materials support the research needs of Minnesota West Community and Technical College students, faculty, and staff. The reference collection contains, but is not limited to, encyclopedias, dictionaries, atlases, directories, indexes, bibliographies, statistical compilations, and handbooks. Though items selected for this collection primarily support the academic programs offered at Minnesota West, core academic reference works published in other subject areas are also selected when they provide fundamental bibliographic access to, or an introductory overview of, an academic discipline. Items in the reference collection normally do not circulate. The reference collection is reviewed by the librarians annually to insure currency and accuracy. Reference materials are collected in print, electronic, and online formats. Highly used program relevant reference works may be considered for purchase at each campus, regardless of duplication.

Serials/periodicals/journals/newspapers are publications issued in successive parts bearing numeric or chronological designations and intended to be continued indefinitely. Serials are purchased in print and electronic formats. Both formats will be considered in the libraries' purchase and/or access decisions. Serials are acquired via subscription. Individual issues or reprints will rarely be purchased. Generally, a new serial subscription will not be entered unless another subscription of similar expense can be cancelled.

The selection of serials requires a continuing commitment to the cost of the title, including storage space and maintenance. 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.

Since it is often becoming 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 research needs of the Minnesota West Community and Technical College curriculum. No attempt is made to support research needs of faculty pursuing advanced degrees. Interlibrary loan is regularly provided in a timely manner to meet faculty and administrative research requirements. Factors to be considered in the acquisition of serials are:

- Support of academic programs
- Uniqueness of subject coverage for the college libraries

- Cost, including rate of price increases, cost of storage, and/or access costs
- Professional reputation
- Usage or projected usage
- Need for program accreditation
- Demand for title in interlibrary loan or document delivery requests
- Accessibility within resource sharing groups, consortia, and/or through interlibrary loan
- Full-text availability via electronic access

Electronic books are considered when they provide the most current and/or cost-effective format and to support distance education courses and programs. Cooperative lease/purchase of electronic books via MINITEX are 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.

Popular fiction having short-term interest among readers is generally not purchased. Established literary works and new works receiving critical acclaim in the literary field are considered, especially those works that support literature course offerings. Literary prizewinners are purchased when funds permit. Emphasis may be given to Minnesota and/or regional authors in this genre.

Textbooks are not normally purchased by the library. They will be purchased only when they provide a good, general introduction to a topic or when no other general books can be found. Textbooks for specific courses will not be purchased. Professors may place their own textbook copies on reserve for students' use, if they wish. Textbooks are not selected unless recommended by faculty as exceptional resources. Exceptions are those that have earned a reputation as "classics" in their fields, or which are the only or best sources of information on a particular topic, or for a particular user group. Their high cost, frequent revision, and generally poor bindings make most textbooks a poor investment for the libraries' permanent collections.

Faculty research in pursuit of advanced degrees is not supported by the book collection. Interlibrary loan is regularly provided in a timely manner to meet faculty and administrative research requirements for books.

Audio-visual materials, including videotapes, audiotapes, compact discs and DVDs, are collected and housed on each campus. Efforts are being made to purchase DVD format, when available, unless the instructor requests an alternative format. Limited budgets support only the narrow purpose of providing audiovisual materials for classroom support. Closed captioning is necessary for ADA compliance.

Streaming media will be purchased when possible for requested titles. Having digital access and rights to video or audio performances allows for better access for all students, regardless of location.

Electronic materials will be collected when that format is most effective in support of teaching and research, and when cost effective.

Online Resources/Internet-based materials 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 five campus libraries. 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 addition to general selection criteria, the following criteria will be used:

- The product has broad appeal to a large number of Minnesota West library users or will serve the special needs of a user group
- The product compares favorably with similar products
- Multiple user access is preferred
- The interface is user-friendly
- Appropriate online help is available
- Good technical support is available
- The availability of usage statistics is highly desirable
- The vendor allows a trial of the actual product
- The libraries are not required to subscribe to both print and electronic versions of the product, unless this is desired
- The license agreement allows normal rights and privileges accorded libraries under copyright law
- The license agreement gives the libraries indemnification against third party copyright infringement
- Products must be available for use with a proxy server
- Preference is given to products available through MINITEX Cooperative Purchasing Agreement, if the product meets a need

The libraries will attempt to balance print, electronic, and online resources without unnecessary duplication. Print, audiovisual, or electronic resources may be duplicated with fee-based online resources when:

- The resource has significant historical value
- One format is unstable
- A cost benefit for purchasing multiple formats exists
- Multiple formats meet the different needs of user groups
- Usage justifies additional copies

Freely linkable World Wide Web resources and other freely available resources, services, and databases will be selected and provided as links

from the libraries' website. Duplication of print resources is acceptable for free Internet resources since it provides an additional point of use.

In addition to general selection criteria, the following criteria will be used for selecting general and subject specific Internet resources:

- The resource supports the curriculum, faculty research interests, or the reference collection
- The resource enhances the libraries' collections for community users or specific groups or organizations
- Access and design considerations include:
 - Is the purpose of the site clearly stated?
 - Are author and title information clearly identified?
 - Is the page stable, or do features frequently disappear or move between visits?
 - Is it usually possible to reach the site or is the server often down or overloaded?
 - How large are the files; how long do the pages take to load?
 - Is the site open to everyone or does access to most of the site require membership and/or fees?
 - Must you have or must you download software to use the site?
 - Are there clear instructions for use?
 - Do all parts of the site work?
 - Does the site employ navigation buttons or links, enabling the user to return to an index page or easily locate a particular page?
 - Can users back out of the site, or do they loop between pages?

All library materials will be collected primarily in the **English** language, with the exception of foreign language materials supporting introductory language courses and materials supporting "English as a second language" students.

Duplicates for individual campuses will be purchased only when high demand is anticipated. Duplicate materials will be added within campus library collections if warranted by heavy usage of copies already held by the library. Duplicate items should be avoided on multiple campuses, unless

- a) an instructor has specifically requested copies be permanently housed at each campus
- b) there is historical relevance (e.g. college, local, or Minnesota history)
- c) they are reference items with high use for program areas offered on multiple campuses
- d) there is a donation of materials by faculty, staff or administration with the intent of having copies across the college

D. Donations

The libraries welcome gifts of materials consistent with the collection development policy and provided there are no restrictions attached to them. The libraries will only accept gifts with the understanding that the library may dispose of unwanted items in any appropriate manner. Periodical donations are

usually not accepted, unless they are not available electronically, and provide a complete run of volumes in an area requiring a high level of curriculum support.

The libraries will not provide any estimation of value for any donated item, but will provide a letter of acknowledgment describing any accepted donations if the donor requests such a letter. At the time of donation, donors are given a statement outlining this policy.

E. Budget Considerations

The library receives funding from the college to purchase or provide access to new materials, both print and electronic. These resources may be supplemented by grants, gifts, and purchases by other college department accounts.

The Library Director is responsible for dividing the library allocation among the five campus libraries. The campus librarians are responsible for allocating funds to designated material types.

IV. Cooperative Collection Development

Due to the libraries' limited budgets and diminishing ability to physically collect even a small percentage of the world's information, access rather than ownership has become the reality of collection development. While the libraries cannot keep all of the material relevant to the users in their collections, they can provide access to the vast amount of information available for use in other collections. This type of access requires that libraries engage in cooperative collection development, resource sharing, and document delivery systems. When it is determined that access on demand is more economically feasible in terms of storage, projected use, and cost, this option can enhance the libraries' abilities to expand the information base available to their primary users.

A. Local and State Opportunities

Minnesota West Libraries conduct cooperative collection development among all five campuses, but also look beyond our own institution to identify other sources for resource cooperation. Local libraries in each community are primary resources for local historical information and popular fiction. The state of Minnesota provides services through MINITEX, particularly for cooperative purchases of e-books and electronic resources. Minnesota West students, staff, and faculty also may be granted borrowing privileges at other Minnesota State Colleges and Universities libraries.

B. Interlibrary Loan

Since the libraries make no effort to collect at the research level, and do not provide materials to support faculty and staff pursuing advanced degrees, interlibrary loan and document delivery will be utilized to provide materials outside the scope of the libraries' collections. Libraries throughout Minnesota participate in an extensive Interlibrary Loan Cooperative Agreement through MINITEX.

V. Deselection/Weeding

Deselection of library materials (the process of removing items from the collection) is essential for maintaining a current, academically useful library collection. Deselection provides quality control for the collection by eliminating outdated, inaccurate, irrelevant, and worn-out materials. Campus librarians are responsible for conducting an ongoing deselection effort. Faculty members may be consulted when specific items from their program area are considered for deselection.

A. Monograph and Audio-Visual Resources Deselection

- Superseded editions are routinely deselected from the collection.
- Materials that cannot be repaired or rebound or for which the cost of preservation exceeds the usefulness of the information contained are deselected.
- Because currency of information is extremely important in some fields such as health sciences, technology, and business, older materials must be regularly deselected so that outdated or inaccurate information is eliminated.
- Materials that do not support the current curriculum may be deselected.
- Material that has not been used based on circulation and browsing statistics may be deselected after five to ten years of inactivity. However, some library materials such as items considered classic works in their field have long-term value and should be kept in the collection despite lack of documented use. Consideration for retention will be given based on the amount of material in that subject area.
- The title may be retained if it is included in a standard list or bibliography such as *Books for College Libraries* or if the author has a reputation for being an authority on the topic.

B. Serials Deselection

- Incomplete and short runs of a title may be withdrawn, particularly when the title is not received currently.
- Titles that do not contain substantial amounts of information supporting the current curriculum.
- Items where information currency is of the essence such as newsletters and trade magazines have predetermined holding limits such as "Library retains one year only."
- Annuals, biennials, and regularly updated editions of guidebooks, handbooks, almanacs, and directories have a deselection schedule established depending on the value of the information contained in earlier editions.
- Three consecutive years of periodicals are retained for actively held subscriptions.

C. Online Resources Deselection

Ongoing deselection of Internet resources is a necessity because of the dynamic nature of such resources. The following guidelines are used:

- An Internet resource is no longer available or maintained
- The resource is no longer sufficiently current or reliable
- Another Internet site or resource offers better coverage of the same topic
- MINITEX provides statewide access to the resource/comparable resource
- A comparable fee-based or free resource provides more affordable access

D. Replacement of Materials

Decisions are made regarding the replacement of lost, damaged, missing, or worn-out items, based on the following criteria:

- Does the item being considered meet the general library collection policy?
- Does the frequency of use justify replacement?
- Is the item used for class reserve reading or is it on a faculty recommended reading list?
- Is the same item available in another format that would better meet the needs of users or is the content better covered by another title?
- Is an electronic version available to provide remote access for users?

VI. Standards

The college libraries support the statements on collection development contained within the "Standards for Libraries in Higher Education" approved by the American Library Association's Association of College and Research Libraries (June 2004).

A. Intellectual Freedom

The libraries at Minnesota West Community & Technical College support the American Library Association's *Bill of Rights*, *Intellectual Freedom Principles for Academic Libraries*, *Freedom to Read Statement* and *Access to Electronic Information, Services, and Networks: an Interpretation of the LIBRARY BILL OF RIGHTS*. The libraries acquire materials that represent differing opinions and without censorship in regard to controversial issues. The libraries do not add or withdraw, at the request of any individual or group, material which has been chosen or excluded on the basis of stated selection criteria.

An individual or group questioning the appropriateness of material within the collection will be referred to the Library Director. An individual may register a complaint concerning material that he or she considers objectionable by using the "Request for Reconsideration of Library Resources" form. The Collection Development Librarian is responsible for reviewing the material in question following current collection development objectives and selection criteria. The librarian may consult book reviews, other commentaries, and outside advice. The librarian will forward a recommendation to the Director of Library Services. The complainant will receive a reply from the Director indicating the library's position and action planned or taken.

B. Copyright

Minnesota West Community & Technical College Libraries comply fully with all of the provisions of the U.S. Copyright Law (17 U.S.C.) and its amendments. The libraries support the Fair Use section of the Copyright Law (17 U.S.C. 107) which permits and protects citizens' rights to reproduce and make other uses of copyrighted works for the purposes of teaching, scholarship, and research.

VII. Policy Review

This policy will be reviewed and updated every two years in order to reflect the changing information environment in the college libraries and the program offerings of the college.

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Policy Revised: September 2009

Policy modeled, with permission, from Lake-Sumter (Florida) Community College Libraries.