

Collection Development Policy from Library Manual

COLLECTIONS

The collection of books, databases, periodicals, newspapers, pamphlets, and other materials is developed and maintained to support the goals and functions of the Library and of SWTJC. The professional librarians shall select and evaluate all materials with due consideration of the varied interests, abilities, and research requirements of the students and faculty. They will endeavor to provide materials that are of factual, cultural, aesthetic, literary, and ethical value and which reflect the latest scholarship and diverse opinions. Materials which represent the many religious, ethnic, and cultural groups will be provided, as well as those representing all sides of controversial issues. Principle shall be placed above personal opinion and reason above prejudice in selecting library materials.

1. Materials should supplement the purposes of the college programs.
2. Materials should be interesting, timely, accurate, stimulating, and significant in content or shall be selected for entertainment interest.
3. The concept treated should be appropriate for and within the understanding of those who use the materials.
4. Materials should provide enrichment and valid learning experiences to the users by widening boundaries of thought, developing an understanding of people and events, and fostering positive values.
5. Materials should be produced in a style appropriate to the expression of the subject.
6. Materials should present different points of view.
7. Materials should be of quality to justify the cost in relation to the type and the length of anticipated use.
8. Principles of learning should have been followed in the development of the materials, with information sources documented.
9. Materials should be written and/or produced by persons who have recognized competence in the field.
10. In fields of rapidly changing developments, selections of materials with most recent publication dates are preferred.
11. Budget and space restrictions require careful consideration of all acquisitions. A duplicate copy of a title may be purchased if there is a continuing demand for the item. When certain materials are used as a requirement for a college course, the librarian may

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recommend to the instructor that those items be put on reserve or be purchased by the student from the bookstore.

12. Acceptance of duplicate gift books will be based on the same policy of significant value and appropriate usage.
13. Textbooks currently being used in college courses are not placed in the library collection. Certain textbooks may be included in the collection if they conform to the following criteria:
14. The textbook is recognized as a classic by experts in the field.
15. Other kinds of monographic publications in that particular subject are sparse or unavailable.
16. The textbook treats an important extracurricular subject not otherwise represented in the collection.
17. The textbook is included in the Texas State Textbook Adoption list and is shelved in the Curriculum Collection.
18. Periodicals are selected with priority given to those journals which are frequently cited and indexed and which are likely to be used by more than a few readers. Faculty recommendations are carefully considered for purchase. Popular titles of magazines are included for recreational and entertainment.
19. Area newspapers are a part of the collection, as well as daily newspapers from around Texas and the United States.
20. Vertical file materials include pamphlets, maps, newspaper clippings, pictures, bulletins, and other items of current or historical interest. Materials should be fewer than one hundred pages in length, have a soft cover, and be the most up-to-date material available.
21. Reference materials encompass all Dewey Classifications and many standard unclassified items in a variety of formats. These are routinely evaluated for usefulness to the patrons of the library.
22. Media software such as films, recordings, video tapes, slide sets, and computer programs are purchased by instructors through their department funds and may be placed in the library for student use.

Selection of Library materials shall be made by reading, examining materials, and by consulting standard selection tools, including: CHOICE, LIBRARY JOURNAL, BOOKLIST, MAGAZINES FOR LIBRARIES plus trade journals and reference selection sources. The selection of materials is coordinated by the professional staff working closely with the faculty.