Pierce College Library

Collection Development Policy

2014

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General Policies

GENERAL PURPOSE

The Pierce College (LAPC) Library promotes the mission of the College by providing accessible and relevant collections of resources to support student research and faculty instruction. To the extent that the academic and vocational department faculty contribute recommendations for the selection of relevant material—as well as identify obsolete materials for de-selection—the librarians can better ensure that students will be able to access those materials that are most relevant to their course assignments. With or without faculty input, the following statement describes the general criteria and procedures, by which the librarians evaluate, select, acquire and deselect materials to maintain collections that meet the teaching and learning needs of the LAPC community.

1 ABOUT PIERCE COLLEGE AND ITS LIBRARY

Pierce College is a public two-year institution located in Woodland Hills, CA. It opened its doors in 1947, with fewer than 70 students and now has over 20,000 students enrolled in credit, non-credit, and special interest courses. It is one of 9 colleges in the Los Angeles Community College District.

Pierce offers a broad array of academic and training opportunities. The college awards associate degrees and/or certificates in addiction studies, agriculture, American Sign Language, architecture, art, business administration, child development, computer applications and office technology, computer science, criminal justice, electronics, environmental science and technology, French, industrial technology, Italian, journalism, Latin American studies, mathematics, music, nursing, photojournalism, political science, pre-engineering, Spanish and theater arts.

1.1 COLLEGE MISSION STATEMENT

Pierce College is a student-centered learning institution that offers opportunities for access and success in a diverse college community. The college dedicates its resources to assist students in identifying and achieving their educational, career, and personal goals. Our comprehensive curriculum and support services enable students to earn associate degrees and certificates, prepare for transfer, gain career and technical proficiency, and develop basic skills. We serve our community by providing opportunities for lifelong learning, economic and workforce development, and a variety of enrichment activities.
1.2 PIERCE COLLEGE LIBRARY MISSION STATEMENT

The mission of the Pierce College Library is to facilitate quality library services, focusing on student success, teaching and learning excellence, and implementation of newly developing technologies. Our objectives are to:

- maintain a high level of service for students, faculty, staff, and the community
- provide prompt and knowledgeable responses to requests for information
- develop instructional programs and implement technologies to help students achieve Information Literacy
- provide access to all library resources for persons with disabilities
- protect the right to privacy of library patrons and comply with the U.S. Copyright Law through policy and education
- acquire and maintain a library collection that supports the curriculum and meets the information needs and format of the Pierce community
- collaborate with other Divisions on campus in order to assess and implement services and resources which best serve students and faculty
- educate faculty about new information technologies and materials with potential application for the instructional programs
- maintain and enhance the Library environment so that it is an inviting place for students, faculty, and staff

1.3 PIERCE COLLEGE PROFILE

LAPC offers a comprehensive curriculum to its diverse student population. Consistent with the state educational mandate for community college education, students may select from a broad array of educational offerings leading to university transfer, career training, lifelong learning, or pre-collegiate basic academic skills instruction.

1.4 HISTORY OF THE LIBRARY

The Pierce College Library opened in 1961 with a collection of 30,000 volumes. The library building was dedicated on October, 1961. The library was remodeled in November, 1974. In April 2013, the library was moved into the new Library Learning Crossroads Building. There are now 59,000 square feet of space. In the years since the Pierce College Library opened, it has grown to include an electronic classroom, and a collection of approximately 80,000 volumes, 31 print periodical subscriptions, and over 50 online resources, including e-books, full-text periodical databases, and Internet access. With EZProxy, students and staff can now access all electronic materials from off campus.
2 ACCESS POINTS

The Pierce Library Catalog is searchable from any computer with Internet access. Subscriptions databases, E-books, and many other electronic resources are accessible from both on and off campus to enrolled students, faculty and staff through the library web page. In order to provide materials beyond the scope of their collections, the library provides intralibrary loan service throughout the LACCD. Students may request needed materials from any of the other libraries. Available resources are delivered between campuses by courier service to the community college library designated by the requestor. In making selection decisions, librarians, may take into account the number of copies already available within the District.

3 AREAS EMPHASIZED OR DE-EMPHASIZED

The Pierce Library collection emphasizes those subject areas most directly related to the LAPC curriculum, including agriculture, art, music, theater, history, psychology, language and literature, geology, nursing, criminal justice, and social sciences. Subjects which are de-emphasized include: doctrinal religious theology, genealogy, culinary arts, and literature not included in the curriculum.

4 GENERAL COLLECTION MANAGEMENT FACTS AND FUNCTIONS

4.1 FUNCTION OF THE COLLECTION MANAGEMENT POLICY

The Library accepts recommendations for library materials; however, ultimate responsibility for the over quality and balance of the Library collection rests with the Library Faculty. They are responsible for anticipating the need for specific items and acquiring them. Pierce librarians are responsible for taking an active role in initiating purchases. To help ensure both the quality and scope of the collection, librarians consider reviews in general and specialized review media, standard bibliographies, user requests, course syllabi, and reserve book lists.

The collection management policy states the principles that support the goal of developing and maintaining library collections that meet the needs of Pierce College. These principles provide a rationale for the selection, and disposition of materials acquired by the library. A flexible and continually updated policy is crucial for library staff and faculty who make decisions concerning collection changes in order to respond effectively and efficiently to revisions in the curriculum and changes to a diverse student body.
4.2 **Policy Review**

The review and revision of the Collection Management Policy is the responsibility of the FT Librarians and Library Chair. Formal review of the entire policy will take place every four years. Revisions of individual sections will be done on an as needed basis.

4.3 **Location and Dissemination of Policy**

Every member of the library staff will have access to a paper copy of the Collection Management Policy and will lend one to any student, faculty, or staff member of LAPC. In the alternative, the Collection Management Policy will be posted on the library web site and staff will indicate a link to the web version for any member of the LAPC community who requests it.

4.4 **Goals of the Collection Management Program**

The purpose of this collection development policy is to describe the Pierce College Library's collection development program and to create the necessary standards for selecting, developing, and maintaining the Library's collection. Within the constraints of available funds, facilities, and staffing, the Pierce College 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.

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 Pierce population
- Provide a 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 maintenance and preservation of the collection
- Provide standards for the ongoing assessment of the collection
- Assure consistent and balanced growth of the collection
- Aid communication between the Library and its users
- Assist in determining and documenting budget needs

4.5 **Selection Aids**

Librarians routinely consult a variety of professional sources to find materials that fulfill the needs or meet the interests of the academic community. The primary tools are standard reviewing sources and, when available, discipline-specific journals are used to identify new materials. [The Librarians notify
faculty of new materials in their area and solicit recommendations for purchase; the librarians welcome consultation on selection or de-selection decisions.] Secondary aids include publishers' brochures and catalogs, announcements, book fairs and conference exhibits, and discussions with colleagues and collaboration such as sharing of backlists. Tertiary tools include bibliographies or subject-specific lists of materials published by professional associations, special library, book jobbers or commercial publishers. Library holdings are compared with these resources to fill collection needs.

4.6 **COLLECTION MANAGEMENT ACTIVITIES**

Collection Management processes and procedures include:

- Collection analysis and evaluation
- Collection review for preservation and discard
- Use and user studies
- Consultation with faculty
- Planning and implementation of resource sharing
- Allocation of library materials budget
- Review of bibliographies, catalogs, and journals
- Identification of materials for consideration for purchase
- Selection of materials for purchase
- Acquisition, inspection, and processing of materials received
- Consultation with acquisitions and cataloging staff

4.7 **OFFICIAL STANCE ON INTELLECTUAL FREEDOM AND CENSORSHIP**

The LAPC library supports the American Library Association’s Library Bill of Rights and its concept of intellectual freedom as detailed in the Intellectual Freedom Manual, Seventh edition, Chicago, Illinois, 2005. In making selections, the Library attempts to include material representing differing points of view of 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.
4.8 COPYRIGHT

The library makes every attempt to comply with the Copyright Law of the United States. Library services including electronic resources, reserve materials, photocopying, and acquisitions procedures must comply with U.S. copyright.

5 GENERAL POLICIES ON SELECTION, DUPLICATION, PRESERVATION, DE-SELECTION AND DISPOSAL OF LIBRARY MATERIALS

5.1 SELECTION

A commitment to meeting the needs of the college underlies all decisions concerning the selection, acquisition and retention of library materials. In order to collect materials which will support the current curricular needs of Pierce College, the Library chooses resources based on the following selection criteria:

- Importance /relevance to the curriculum
- Usage
- Contribution to breadth or depth of the collection
- Selection for review in relevant review media
- Patron needs, including requirements of special populations
- Recommendations by faculty, students, or staff
- Bibliographic accessibility: inclusion in important bibliographies, major indexes, and abstracting services, syllabi, and databases.
- Value / cost / quality
- Timeliness of information
- Depth of coverage and adequacy of scope
- Authoritativeness and accuracy
- Appropriateness of format
- Special features
- Physical space requirements
- Maintenance costs
5.2 TYPES OF RESOURCES

5.2.1 Books: In selecting books, the major emphasis is on acquiring new or current titles, although important retrospective titles may be acquired when appropriate for the collection. The Library will always attempt to obtain the latest edition of a title except in the rare instances when an earlier edition may be preferred.

5.2.2 Periodicals: In selecting periodicals the following additional criteria will be considered along with the General Selection Criteria:

- Indexing in available databases
- Availability at other local libraries
- Availability through full-text databases
- Availability of back files
- Demand by users (college defined), dependent on funds available
- Recurring/ongoing costs
- Scope, audience level
- Accreditation requirements

5.2.3 Newspapers: The Library subscribes to a number of local newspapers, national newspapers, and special interest papers. Primary access is available through online databases with a limited number of newspapers in print are kept for one year. Back-files will be maintained, when possible, for selected titles.

5.2.4 Reprints: Reprints may be purchased when that is the only method of acquiring an important title and no reasonable substitute is available.

5.2.5 Paperbacks: Hardbound books are preferred for their greater durability. Paperbacks may be purchased for topics that change rapidly, for books that are frequently updated and replaced, when duplicate copies of a particular book are needed, when demand is expected to be short-lived, when a hardcover is unavailable, or when the cost difference is substantial and the book is not expected to have heavy use.

5.2.6 Atlases, Maps and Globes: Atlases and maps will be collected selectively to support general reference and research needs. The Library purchases individual maps, map sets and atlases in both print and online formats in accordance with general selection criteria. Outdated maps will be retained only if they are of political or historic value.
5.2.7 **Pamphlets**: The Library does not routinely acquire pamphlets. When, on occasion, such items are added, they will be cataloged and shelved with books.

5.2.8 **Musical scores**: Musical scores or songbooks will be acquired only as necessary to represent areas such as musical or cultural history and will not be purchased as performance materials.

5.2.9 **Online databases**:
- Value/cost/quality
- Distinctiveness of the database in the LAPC environment, the extent of overlap (if any) with other LAPC databases, and the relationship of the database to the Library's print and other holdings
- Usability and ease of access
- Licensing requirements
- Extent of coverage
- Data capture ability (print, email, download)
- Importance of the resource to the academic discipline(s) and the level of expected use
- Comprehensiveness, durability, and accuracy of the database
- Currency of the information and update schedules
- Improvement or enhancement the resource will give to existing print collection
- Long-term viability of resources for preservation purposes
- Accessibility of the resource under present copyright laws and licensing agreements
- Availability from the vendor of usage statistics which are in compliance with ICOLC
- Availability and adequacy of documentation
- Ability to provide off-campus access through IP recognition

5.2.10 **Web links**: In addition to the general selection criteria, the following criteria will be used in selecting Web links:
- Site is authoritative, credible, and non-commercial (exceptions will only be made for sites of exceptional quality)
- Site is open to everyone and does not require membership or fees
- Site is intuitive and easy to navigate
- Site’s purpose is clearly stated
- Information about the author, title, and most recent update is clearly identified
- Site employs navigation buttons or links, enabling the user to locate a particular page easily
5.3 ACQUISITION PROCEDURES

5.3.1 Children's materials: A representative collection of children's books will be maintained to provide students of literature and in the Child Development classes, with the best examples of books published for children. The well-known classics in literature and the American Library Association award-winning books of each year will make up the core of the collection.

5.3.2 Fiction / Basic Skills: In addition to purchasing materials directly related to the curriculum, the Library selectively acquires materials that broaden the cultural perspectives of users, provide recreational reading, and enhance individual experience.

5.3.3 ESL (English as a second language): The Library endeavors to provide equal access and opportunities for those who are studying English as a second language.

5.3.4 Multiple copies: Multiple copies of heavily used materials may be acquired when needed. When the Library acquires a new edition of a previously held title, the older editions will be evaluated on an individual basis and retained, reclassified from reference to circulating, or withdrawn.

5.3.5 Replacement copies: Missing or lost titles are not automatically replaced. Only high demand titles will be replaced. Items that have been checked out and have a "Lost" status will be evaluated for replacement regularly.

5.3.6 Reference: The Reference collection 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, indexes, statistical compilations, and handbooks. The Pierce College Librarians determine which materials should be designated "Reference". Items in the Reference collection do not circulate. Librarians review the Reference collection annually to maintain currency and accuracy.

5.3.7 Languages: Primarily English language materials will be selected. Materials written in languages other than English are acquired when they support the world language programs of the college and general interest in language and literature.
5.3.8 **Government publications**: The Library is not a local, state or federal depository for government publications. Government publications are selected according to the same criteria as other materials and placed in an appropriate location in the collection.

5.3.9 **Gifts**: Gift material is accepted through Pierce Library as appropriate. The Library acknowledges receipt of gifts by providing a letter with the number of items donated, but does not place a value on the material. The Collection Development librarian will help determine if materials donated meet the collection development criteria. Donors also agree that the items donated become the property of the Library, to be disposed of as the Library sees fit, including allocation to Library collections, to book sales, to other individuals or organizations, and/or to de-selection.

Materials received as gifts will be evaluated by the same criteria as those for new book or periodical purchases.

- The Library at all times retains the right to dispose of gifts at any time and in any manner deemed appropriate.
- The Library will accept those materials that contribute to its overall missions and objectives.
- Materials received as gifts will be evaluated for condition (underlining, missing pages, yellowed pages, mold, etc.).
- The Library retains the right to dispose of duplicate and other unneeded materials as it wishes.

5.3.10 **Standing orders**: Standing orders may be placed for annual publications (almanacs, yearbooks, series) needed in the collection and on occasions when every book in a series is needed.

5.3.11 **Textbooks**: Textbooks are not routinely purchased for the Library collection, but titles which have earned a reputation as "classics", or which are exceptional, or are the only available sources on a topic may be added. Gifts of recent texts are accepted and added to the collection if they meet Collection Development Policy criteria. Textbooks not added to the collection are returned to the publisher or sent to LACCD surplus.

5.3.12 **Archives**: The Library houses a collection of back issues of the *Pierce Round Up, The Bull, The Brahman, Direction and course catalogs and schedules* as well as copies of the LACCD Governing Board minutes.
5.3.13 **High cost items:** The Library will consider the holdings of the other LACCD libraries and neighboring institutions when a request is made for high cost/low-anticipated use materials.

5.4 **Duplication**

In order to maintain basic library service, the purchase of multiple copies may be necessary because of high demand, deterioration, theft or mutilation. In addition, duplicate copies of materials may be purchased for additional campuses or centers. A decision to purchase duplicate materials for campuses and centers is determined by:

- Accreditation requirements
- Availability of funds
- Curriculum offerings
- Demand for material at all locations

The library considers electronic media, in addition to print, as potential duplicate copies of both paper books and periodicals. Decisions to purchase multiple copies of an item are made by the Collection Management Librarians based on value to the curriculum, usability and accessibility to all students.

5.5 **De-selection**

To assure that our resources serve the educational mission of the college, the library systematically removes obsolete, damaged and little-used materials from the collection. De-selection is the responsibility of the FT Librarians who, as part of that responsibility, keep faculty informed of weeding efforts and solicit teaching faculty input into the de-selection process. However, no materials are excluded or removed from the library on the basis of the author's race, nationality, political affiliation, gender, sexual orientation or religious beliefs.

5.5.1 **Print Resources De-selection Guidelines:** There will be a 3-year cycle of review for the circulating collection. De-selection will be based on the following criteria, and materials withdrawn from the collection will be disposed of according to District policy. The following broad criteria are considered when discarding any material:

- Superseded editions not containing unique information, data, or providing a historical reference not available in the most current edition
- Titles unused within a reasonable time period (5 years) based upon subject and scope of the work, except for such items considered classics or standard editions
• Duplicate copies, unless a proven demand exists for multiple copies of a work
• Materials that contain outdated or factually inaccurate information
• Relevance of the item to the current Pierce curriculum
• Value of variant editions
• Items in poor condition that are beyond reasonable preservation efforts (based on student needs and availability, replacement titles may be ordered)

Physical condition of material:
• Acid damaged, aged, brittle materials
• Moldy, mildewed materials
• Torn or missing pages / pieces
• Lose or broken bindings / pieces
• Damage from contact with liquids or other substances
• Excessive damage of pen, pencil, markers, etc. by users

Online Resources De-selection Guidelines:
• The currency or reliability of the resource's information has lost its value
• Another Internet site or resource offers better or more comprehensive coverage
• Pricing/usage statistics

Serials De-selection Guidelines: The following additional criteria will be considered when de-selecting serials:
• Incomplete or short runs of titles, especially those no longer being received
• Titles that contain information that is not useful long-term and have automatic discard patterns such as "Library retains current 5 years"
• Issues that are available in other formats

5.6 REPLACEMENTS

Resources that are missing, lost, or withdrawn because of wear are not automatically replaced. Decisions to replace lost, damaged, missing, or worn-out materials will be based on the following criteria:
• Item still meets the Library's selection criteria
• Frequency of use justifies replacement
- Extent of adequate coverage of the field in the collection
- Importance to current curriculum
- Availability of more up-to-date material or alternate format
- Item is still in print

The library is guided by specific policies and procedures when deciding whether or not to replace materials.

5.7 PRESERVATION

The library attempt to purchase materials of a quality that will withstand expected use; e.g., for print books we purchase hard cover reference works and reinforce paperback monographs. In addition, the library encourages proper handling of materials and takes preventive measures in the physical processing of materials to enhance longevity of use. When items become worn or damaged, steps may be taken to repair, mend or bind materials to extend their useful life. If items must be discarded or have been lost, replacement or updating is considered.

The FT Librarians, in consultation with Cataloging Librarian, make decisions on criteria for preservation.