Pine Technical College
Policy and Procedure

Policy Number: 240
Date: December 20, 2010
Revision Date:
Division/Department: Learning Resource and Technology Center
Author(s):   Ron McGriff

Subject: Library Collection Development and Management Policy with Implementation Plan
Authorities:
Purpose: The policy and its implementation plan are intended:

- To guide the librarian in developing, providing, and maintaining effective and functional collections of materials to support the instructional programs of the college and the educational and information needs students, faculty and students.
- To insure that such collections are balanced, current and diverse.
- To facilitate access to electronic resources for students, faculty, and staff, dependent upon the college's fiscal resources.
- To centralize and catalog all college information resources, whenever appropriate, for provision of most functional access by library users.
- To create a collection and service environment suitable for serving both traditional and distance education students and faculty in a cost efficient manner.
- To involve faculty in major decisions about collection emphasis and direction.
- To assist the library in its fiscal planning.
- To inform all library stakeholders of the guidelines and processes involved in the development and management of the library's collections.

Policy: The Collection Development and Management Plan with its criteria and
           guidelines is attached and implements this policy.
Procedure:
Responsibilities: College Librarian manages and evaluates the policy to meet
                   new college needs and any changes in collection type and format.
Dissemination:

Reviewed by Campus Roundtable: January 24, 2011

Reviewed by Faculty Shared Governance: January 12, 2011

Reviewed by Managers Meeting: (Insert name of person/group that did the review and the date)

Approved: _____   Date: _____
      Robert L. Musgrove, Ph.D., President

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Pine Technical College

Collection Development and Management Plan

Learning Resource and Technology Center
Pine Technical College
January, 2011

Plan Sections

M. Binding of Selected Materials

N. Request for Reconsideration of Library Resources

IX.   Resource Sharing

X.   Cooperative Consortia and Networks

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I. Introduction

This policy and implementation plan formulate the principles, guidelines, processes and protections for the development and maintenance of the college library's collections. The library's collections in their diverse formats are the foundation of library services; consequently they require careful planning and supervision both for effective service and also for attaining efficient library economies. It is a policy which affects and benefits everyone in our college's community and its partnerships. It will require periodic review and modification as needed.

II. The College's Mission Statement

Our mission is to provide superior education and social services that enhance the communities we serve.

III. The Library's Mission and Objectives

The Learning Resource and Technology Center (LRTC) serves as the primary information and learning resource for students and faculty as they participate in the learning and teaching environment of Pine Technical College. The LRTC provides print, audio-visual, and electronic resources in conjunction with staff-provided library orientation and research assistance and also linkage to resources at other libraries of all types. The LRTC strives to give students the library and information literacy tools that will serve them well not only for their current educational and personal needs but throughout their pursuit of and needs for lifelong learning.

Objectives

1. Maintenance and upgrading of print and audiovisual collections which are relevant, timely and useful to the academic and program goals of the college.

2. Gradual expansion of and continuing instruction and assistance with electronic research databases and other computer based informational resources.

3. Expansion of opportunity for library orientation and information literacy activities for students and faculty.

4. Development of and periodic revision of LRTC policies to reflect the immediate and longer term academic needs of students and faculty.

5. Provision of effective and courteous assistance to all users of the LRTC for their library and other information needs.

6. Increased access to computer seats for class assignments and tutoring assistance.

7. Gradual expansion of LRTC open hours (weekend hours) with trained staff on hand for library and research assistance.

IV. Purpose of the Policy

The policy is intended:

- To guide the librarian in developing, providing, and maintaining effective and functional collections of materials to support the instructional programs of the college and the educational and information needs students, faculty and students.
- To insure that such collections are balanced, current and diverse.
- To facilitate access to electronic resources for students, faculty, and staff, dependent upon the college's fiscal resources.
- To centralize and catalog all college information resources, whenever appropriate, for provision of most functional access by library users.
- To create a collection and service environment suitable for serving both traditional and distance education students and faculty in a cost efficient manner.
- To involve faculty in major decisions about collection emphasis and direction.
- To assist the library in its fiscal planning.
- To inform all library stakeholders of the guidelines and processes involved in the development and management of the library's collections.

V. Collection Management Responsibility

The college librarian is responsible for overseeing and implementing the dictates and processes described in this policy. Special acquisitions projects related to college program needs or changing curriculum priorities will be discussed and reviewed jointly by the librarian and affected faculty members.

VI. Overview of the Collection

History of the Collection

Begun as a vocational–technical educational institution in association with the local public school system in 1965, it evolved into a two year Technical College with the Minnesota State Colleges and Universities System in 1996. Consequently its library collections focused heavy on vocational and technical programs over the years.

Special grants periodically allowed acquisition of regular and remedial library resources to assist faculty and students in the learning environment. The cessation of some college programs and the start-up of others affected collection development to a degree over the years.

Collection size both in the previous facility and now in the new library space has ranged from 4,800 to 5,100 items, and in FY 2010 collection size reached a new high figure of almost 5,400 volumes. This is a considerable advancement given limited acquisition dollars and the completion of a major collection weeding project from 2004 to 2006.

College Program Areas Supported

In recent years the college has widened its offerings of General Education courses and increased access to Associate and Four Year degrees. With the college's previous and continuing emphasis on technical programs, the library lacked a core collection of standard and topical resources to serve adequately the expanded academic scene. Since 2006, the library has focused on an improvement project to seek a more balanced and developed collection, to weed and update dated materials, and to expand DVD offerings as a part of the collection.

Gunsmithing Program collection resources are currently the most unique and wide- scoped in the library. The nursing resources collection, general education support collection, and child care and development collection have received focused attention and expansion in recent years.

The library selects resources in all formats to support the educational and service programs provided on campus. These are:
- Business, Computer and Human Services Programs
- Math, Science and Liberal Arts Programs
- Nursing and Health Science Programs
- Industrial Technology Programs
- Continuing Education and Customized Training Activities
- Johnson Center for Simulation
- Employment and Training Center
- Child Care Resource and Referral Program

Collection Locations

Although a Departmental Collections/Resources policy has been in place since 2003, almost all library holdings are now concentrated in the library space. Nursing Program resources in scattered offices stimulated the need for the policy, but those non-print resources have now all been shifted for display and storage in the library. In general, scattered locations for housing of library resources can prove confusing to potential users and consequently results in less than optimum use of the resources.

VII. Budget Allocations and Distribution

Since Fiscal Year 2004, percent (%) expenditure distribution of budget acquisition funds is shown below. There has been some minor variance in these percent figures from year to year.

	Percent
Print (Circulating and Non-Circulating)	45
Non-Print (Videos/DVD's)	15
Periodicals (55 – 60 subscriptions)	<u>40</u>
Total	100

Note:

The State of Minnesota through the Electronic Library of Minnesota (ELM) funds the library's subscriptions to several, major, electronic research databases. Without this state service, Pine Technical College's fee for these subscriptions would be $125,000.)

For Fiscal Year 2011, the library's acquisition budget was expanded to purchase two additional electronic resources. These were Cinahl Plus with Full Text to support the Nursing and Allied Health Program and PALSconnect Linker which improves access to full-text journal articles for database users.

This change has modified the distribution of acquisition funds.

	Percent
Print (Circulating and Non-Circulating)	37.5
Non-Print (Videos/DVD's)	16
Periodicals (55 – 60 subscriptions)	32
Electronic Resources/Databases	<u>14.5</u>
Total	100

Future, annual distribution of acquisition funding will likely be affected by college program changes such as the proposed expansion of the Nursing Program and changes in the Science and Liberal Arts Programs. Such changes may require additional subscriptions to specialized, electronic databases not provided through the ELM program and an increased need for media on demand services or in-house audio-visual resources.

VIII. General Collection Development and Management

Pine Technical College

Guidelines

A. Types of Publications

High Priority   Low Priority

Books   Tests
Electronic Resources   Art Works
Periodicals   Musical Scores
Audio/Visual Materials   Textbooks*
Local Newspapers   Posters
                                       Pamphlets
                                       Dissertations and Theses
                                       Popular Paperbacks
                                       Reprints
                                       Microforms
                                       Maps

*Textbooks are generally not purchased as a part of collection development as regular new additions replace the current one and are generally at the higher range of costs. They may be selected when they are the best, most functional and only resource for selected subject areas.

B. Special Collections

The library lacks resources and space for developing these types of special collections but may acquire selected titles as needed.
- Popular fiction
- Local history
- Rare books
- Manuscripts
- Realia
- Archival material
- Local authors' publications

The print and non-print library resources supporting the long-established Gunsmithing Program meets the definition of a special collection for this college.

C. Multiple Copies

Most instructional and library service needs will require purchase of single copies of needed and recommended titles. Two copies may periodically be purchased for unique and high demand titles to support certain college programs.

D. Reserve Materials

A limited number of non-public shelves are available for faculty-placed reserves and also for special resources evaluated by the library to be best placed on permanent or temporary reserve status. The library takes no responsibility for the loss of any personal resources of instructors which have been placed on reserve at their request.

E. Reference Works

This collection of non-circulating resources remains an important component of overall, college library service. Particular emphasis continues to broaden the general subject coverage of the collection. A substantial percentage of reference works acquisitions funds are dedicated to ensuring that nursing, health, medical, and related subjects provide current and relevant information to faculty and students.

F. Periodicals

The library maintains a small collection of periodicals, including journals, popular magazines, and area newspapers. The scholarly titles support the primary instructional programs of the college.

G. Government Publications

The library is not a designated government documents depository but does purchase selected government, state, and local publications to meet the need of instructional programs and to provide basic governmental provided information.

H. Gifts and Exchanges

The library appreciates gifts and donations of useful library materials or monies for use in collection development. However donations of books and other materials will not be accepted unless they meet the selection criteria used in purchasing of library materials. Potential donors will need to notify the college librarian regarding any prospective gifts prior to delivering them to the college.

Review and acceptance of gifts and donations are the responsibility of the college librarian. The library cannot provide monetary value for donation of materials but will issue a letter verifying the acceptance of the type and number of usable materials.

No terms can be placed on the use and retention of donated materials. Such materials added to the library's collections are subject to the same collection maintenance and disposal guidelines as purchased resources.

I. Selection Aids for Collection Development

The college librarian utilizes primarily these selection aids for the acquisition of materials and development of the collection.

- Evaluative Bibliographies – recommended resources by subject field such as *Reference Sources for Small and Medium-Sized Libraries*
- Alerting Bibliographies – identified new or recent resources worthy of review and acquisition such as Doody's Core Titles (Monthly/Annual Issues)
- Reviews in Guides and Journals – such as *Library Journal, Choice, Booklist*
- Reviews in Newspapers
- Advertising in Periodicals and from Direct Mail such as publishers' catalogs
- Web Newsletters/Services – such as *Technology and Learning*
- Review of interlibrary loan request records
- Recommendations from faculty and students for additions to the collections

J. Selection Criteria

The following criteria or guidelines are utilized in the selection of all materials for the library's collections.

- Favorable comment or recommendation in aids used for materials selection
- Item's appropriateness for our two-year college environment, meeting both the needs of the offered educational programs and also responding to the learning level and abilities of the average student.
- Principles and guidelines from the Library Bill of Rights and the Freedom to Read Statement as approved by the American Library Association. (See also Policy Section XI. Censorship and Free Expression)
- Relationship to current collection holdings on a topic and defined need for collection improvement or updating in various subject areas.
- Author's credentials as well as the publisher's reputation.
- High priority for current, up-to-date resources though historical and retrospective materials may be needed for certain college programs.
- Cost of the item.

Additional selection criteria for Audio-visual Materials

- Purchased items will be compatible with Pine Technical College equipment.
- Closed captioned media is preferred when it is available.
- Whenever possible, instructors should encourage the use of these resources by students and/or make use of the resources themselves in the classroom.
- Non-print items exceeding $100 in cost may involve, whenever it is possible, faculty and college librarian preview of the resource prior to purchase.
- Cost of the item.

The library's video and audio cassettes are being gradually replaced by resources in DVD or other digital/electronic formats.

Additional selection criteria for Internet/Electronic Resources

- User-friendly access and format
- Degree of training for the technology and its equipment.
- Defined advantages over print formats.
- Supportive resource for the curriculum, faculty needs, and reference/research needs.
- Web site access and design involve the following evaluations:
  - Clearly defined purpose and authorship
  - Helpful instructions for use
  - Functional server and manageable files
  - Free or manageable cost for access for everyone
  - Easy movement within the site and for exit of the site
  - Need to download software for site use
- Usage statistics from vendor in functional manner.

K. Maintaining Collection Quality and Currency

In addition to the selection aids and criteria detailed above, particular staff attention focuses on maintaining the quality and currency of the collection. For the nursing courses and related science offerings, it is critical to insure up-to-date information resources for both students and instructors. Generally, these types of resources have a "life" of functional safe use for a one (1) to ten (10) year time period, dependent upon topic or issue involved. Information provided by the electronic research databases, available through the library, then insures that the most current, updated information is available to students and instructors. The reference monographs in this category are excellent sources of information for reports and projects and are for in-library use to insure that they are readily available to students.

Periodic evaluation and weeding of the library's collections (see the following section) is an equally important component of sustaining high collection quality and functionality.

L. Collection Weeding and Disposition of Withdrawn Materials

The college librarian supervises all weeding and disposition of existing resources in the library. Materials failing the requirements of this policy will be withdrawn in a systematic and timely manner. Dated, damaged, or worn materials may be replaced if a new, current edition is available. An up-to-date and attractive collection of resources is a primary stimulator of increased daily use of the collection and all services. A worn, dated and congested collection is frustrating and unappealing to library users.

Withdrawn items which may have some interest to other libraries and which do not contain dated information are offered on a listserv board to all MnSCU libraries and are available usually at no charge. Selected items such as back issues of periodicals are offered to classroom instructors for their

various student projects. Selected items may be appropriate for various non-profit organizations seeking book donations. Paperback items, newspapers, and periodicals are placed in recycling bins.

The library lacks a substantial area for storage of non-public items, therefore it is important that public shelves offer the most reliable and current resources possible.

M. Binding of Selected Materials

Due to the unique nature, history and scope of the Gunsmithing Program, selected periodical titles are sent to a bindery on a biennial basis. Except for one, none of these titles appear in electronic, research databases, thus the need to archive this type of resources in a traditional manner. Selected print monographs, if unique, still of value, and irreplaceable are occasionally sent out for binding also.

N. Request for Reconsideration of Library Resources

The library provides an official form to be completed by any person or group requesting the reconsideration of a resource in the library, on its website, or in electronic format. Upon receipt of a completed form, it will be submitted to a Review Committee composed of the college librarian, one faculty member, and one staff member. The Committee will review the resource and complaint in an objective manner and in the overall environment of what is in the best interests of our students, the college, and the community. Review results will be communicated to the person or group within 20 days of the receipt of the form.

See the Appendix for a copy of the form.

IX. Resource Sharing

Through Minitex, the Information and Resource Sharing Program of the Minnesota Office of Higher Education and the University of Minnesota Libraries, the library provides access to the resources of other libraries and, in turn, lends its resources to other libraries. With its contract for delivery services of interlibrary loan items with East Central Regional Library, the library enjoys a high level of service efficiency for its users. As with all libraries the library reserves the right to restrict the loan of certain, selected materials to other institutions.

An important element of resource sharing between libraries in this state and beyond is that each library has a responsibility to develop a strong, current core collection so that requests for basic titles and information do not become a burden for lending libraries. Statistics of use are maintained, and any non-owned title or resource receiving noticeable attention will be purchased and added to the local collection.

 It is incumbent on library staff and faculty to encourage the use of locally owned materials before utilizing interlibrary loan services. Each interlibrary loan transaction involves costs for both the local library and also for the Minitex cooperative. Information literacy sessions and the library's online tutorial emphasize this recommended course of study and research.

X. Cooperative Consortia and Networks

The library's collection and all operations benefit to a very high degree from involvement in MnPALS, the library automation consortium of MnSCU campuses and other educational institutions in the state. A well designed and functional automation system is critical to efficient collection maintenance and management, to delivery of various services, and for access to statistics of use.

Equally important is the library's involvement in and access to the various services of Minitex, the Information and Resource Sharing Program of the Minnesota Office of Higher Education and the University of Minnesota Libraries. These services include, among others:

- Cataloging
- Delivery
- Electronic Resources at special pricing
- Periodical Holdings Records
- Reference Services
- Resource Sharing (Interlibrary Loan)
- Cooperative Purchasing

These services substantially reduce the operational costs of local libraries and are used as an example of cooperative models for cost savings and efficiencies for other governmental services. Without these services and multi-library cooperation, operational costs for the services provided would become unmanageable for many libraries.

XI.   Censorship and Free Expression

The college's library must provide considerable information on a wide range of subjects and issues to support the curriculums of the various instructional programs. In its collection development, the library attempts to provide resources which represent diverse points of view on issues of the day and from the past. Library users have the freedom of choice to select or reject resources available but cannot restrict or dictate what others choose to use and read in the library's collections.

The college and its library adhere to and support the following official documents related to censorship and free expression issues.

Library Bill of Rights
http://www.ala.org/ala/issuesadvocacy/intfreedom/librarybill/index.cfm

Intellectual Freedom Principles for Academic Libraries

http://www.ala.org/ala/issuesadvocacy/intfreedom/librarybill/interpretations/intellectual.cfm

Freedom to Read Statement
http://www.ala.org/ala/aboutala/offices/oif/statementspols/ftrstatement/freedomreadstatement.cfm

Freedom to View Statement
http://www.ala.org/ala/aboutala/offices/oif/statementspols/ftvstatement/freedomviewstatement.cfm

The Universal Right to Free Expression
http://www.ala.org/Template.cfm?Section=interpretations&Template=/ContentManagement/ContentDisplay.cfm&ContentID=8662

Labels and Rating Systems
http://www.ala.org/Template.cfm?Section=interpretations&Template=/ContentManagement/ContentDisplay.cfm&ContentID=8657

Challenged Materials
http://www.ala.org/Template.cfm?Section=interpretations&Template=/ContentManagement/ContentDisplay.cfm&ContentID=31881

Access to Library Resources and Services Regardless of Gender or Sexual Orientation.
http://www.ala.org/Template.cfm?Section=interpretations&Template=/ContentManagement/ContentDisplay.cfm&ContentID=31878

Appendix

Request for Reconsideration of Library Resources

Please complete this form if you are requesting reconsideration of library items or resources and submit it to the College Librarian, Pine Technical College. You may attach additional information if needed.

Name _____ Date _____

Pine Technical College

Address (Street/City/Zip Code) _____

Phone _____ E-Mail _____

If you are representing an organization, please provide its name. _____

<u>Select one of the following</u>.

____ PTC Student   ____ PTC Staff Member

____ PTC Faculty Member   ____ Other

<u>Information about the Item</u>

Title: _____

Author: _____

<u>Type of Resource</u>

___Book   ___ Journal   ___ Audiovisual   ___ Electronic Resource   ___ E-Journal

Please answer these questions.

1. What is objectionable about this item? Please provide detail and page number(s).

2. Did you read or use the entire resource?

3. What do you think is the theme or purpose of the item?

4. Is there any value to this work?

5. Are you aware of any evaluation of the resource by critics or reviewers?

6. How do you believe people will be affected by using this resource?

7. Is there another resource to recommend which would provide additional perspective on the topic?

8. What would you suggest the library do about this resource?