



## **COLLECTION DEVELOPMENT POLICY**

### **INTRODUCTION**

#### **Purpose**

The purpose of this policy is to guide the library staff in building the library collection at South Louisiana Community College (SLCC).

#### **History of SLCC**

South Louisiana Community College was created and established by Act 1369 of the 1997 Louisiana regular legislative session. The college was established as a comprehensive, multi-campus two-year institution of higher education. It serves the eight-parish area of Acadia, Evangeline, Iberia, Lafayette, St. Landry, St. Martin, St. Mary, and Vermillion.

In 2012, Acadiana Technical College merged with SLCC. This merger added five sites in the following locations: Opelousas, Ville Platte, Crowley, St. Martinville, and Abbeville. These sites along with the already established sites in Lafayette, New Iberia and Franklin comprise all physical SLCC locations. Additional instructional sites include seven National EMS Academy (NEMSA) sites as well as dual enrollment sites located across the eight-parish service area.

Courses are offered at all SLCC locations, NEMSA and dual enrollment sites. Courses are delivered through a variety of methods including: face-to-face, video conferencing, 100 percent online and hybrid; a combination of face-to-face and online delivery.



## **MISSION OF SLCC**

SLCC's mission is to transform and enrich the lives of individuals and communities. SLCC commits to providing skills and knowledge through a dynamic learning environment where students realize their potential, compete in today's global economy and perpetuate to solve the complex problems of tomorrow.

To fulfill its mission, South Louisiana Community College provides:

1. General education courses and associate degree programs that transfer to other two-year schools and to baccalaureate programs at four-year schools.
2. Associate degrees, technical diplomas and certificates in fields of study that prepare students for immediate employment.

SLCC's provision of these programs and services is supported by an open admissions policy which provides access to students from diverse racial, religious, economic, educational, and cultural backgrounds. Within this open environment, the college offers educational opportunities that will strive to improve the quality of life and meet the lifelong educational needs of the citizens it is designed to serve.



## **MISSION STATEMENT OF THE SLCC LIBRARY**

The mission of the SLCC library is to develop resources, facilities, and services to enhance student and faculty learning.

### **Library User Groups**

The primary user group is the students and faculty/staff of SLCC. The secondary user group is the citizens of the eight parish area served by the college. SLCC library's collection is developed to meet the needs of the primary user group.

#### ***Students***

Since its inception, SLCC has experienced significant enrollment growth; from 156 students in the fall of 1998 to 5,010 in fall 2016. The enrollment is projected to increase to 6,150 students by 2020. The student population is a diverse population representing different gender, racial, age, and socioeconomic groups.

Included in the student population are students in the Lafayette Parish School System's "Early College Academy" housed at Lafayette and students in the JS Clark Leadership Academy at the Opelousas site. Other groups included in the student population are dual enrollment students and students in the National EMS Academy.

#### ***Faculty/Staff***

SLCC's faculty and staff represent a range of disciplines and positions reflecting the diversity in workforce, academic and professional positions, such as: instruction, administration, human resources, business services, student services, library services and information technology.



## **COLLECTION DEVELOPMENT PROCESS**

The collection development process includes four parts: 1. material selection, 2. acquisition methods, 3. collection assessment, and 4. material deselection and replacement.

### **I. Material Selection**

It is a professional responsibility of faculty to make recommendations in their respective disciplines and to incorporate library materials into course development. Because the library faculty can best judge the balance of the total collection in their respective subject areas, acquisitions decisions primarily rests with them. The Director of the library has final responsibility for collection-related decisions and coordinates the selection process.

Methods for soliciting input into the selection process include: faculty recommendations, student and faculty surveys, input from the library staff, participation on the curriculum committee by library staff and input from an online suggestion form.

#### **A. Formats Collected**

The SLCC library collects materials in the following formats:

##### ***Hardbound vs. Paperbound Books***

Books may be purchased in either hardbound or paperback format. Considerations determining the type of format to be purchased include: price, reference vs. circulating item, replacement frequency and whether duplicate copies of an edition are needed. Paperbacks are always purchased with laminate covering. Paperbacks may be purchased in lieu of hardcover due to price.



### ***Textbooks***

In general, the library does not purchase the specific print edition of a textbook used in a college course. However, instructors may place copies on reserve in accordance with copyright laws.

Workbooks and study guides are not purchased. However, textbooks supplementing the course textbook may be purchased.

With the advent of electronic textbooks, the library reserves the right to collect textbooks in electronic format.

### ***Newspapers***

The library collects daily newspapers of local interest. Only the latest fourteen days of daily newspapers are retained.

### ***Periodicals***

In general, the library does not purchase academic periodicals. Many academic periodicals are available electronically through the Louisiana Library Network Consortium's (LOUIS) suite of databases and SLCC licensed databases. Faculty are encouraged to use the full-text journals available through these databases. The library reserves the right to purchase academic journals not available in the databases subject to faculty recommendation.

The library purchases a variety of print periodicals of local interest. Generally, the library gives priority to print titles not available electronically. The library may purchase local interest and leisure titles through an online subscription service.

### ***Audiovisuals***

Audiovisual materials are purchased to supplement the print collection and to the extent that they support the curriculum. The current format collected is DVD. However, the library will collect materials in other formats as the technology dictates.



### ***Audiovisual Equipment***

Audiovisual equipment is purchased to support use of audiovisual materials.

### ***Other Equipment***

Other equipment may be purchased as deemed necessary by the library director.

### ***Streaming Video***

The library may purchase streaming video collections as the curriculum dictates.

### ***Electronic Resources***

SLCC library participates in the purchase of database licenses available through LOUIS. The library may purchase additional database licenses not available through LOUIS if the databases support the curriculum.

### ***Specialized Industry Software***

Usually software specific to a curriculum is purchased by the respective department. Exceptions may be made by the library director in terms of cost, number of people using the software, and longevity of software.

### ***Government Information***

The library is not a repository for federal or state of Louisiana government publications.

### ***Foreign Language Materials***

Items written in languages other than English are purchased when they support the language curricula of the college.



### ***Literary Fiction***

Items in this category are purchased according to the same criteria as other library materials.

### ***Theses, Dissertations, Pictures, Photographs, Manuscripts, Archival Materials, Instructor's Manuals, Laboratory Manuals, Etc.***

These items are not collected. However, they may be placed on reserve by the faculty.

### ***Duplicate Copies***

Duplicate copies of materials may be purchased for additional locations. A decision to purchase duplicate materials for any location is determined by: curriculum offerings, demand for material, availability of funds, and accreditation requirements.

## **B. Selection Criteria**

The library's first priority is to provide materials to students in support of curriculum requirements. Second, the library serves faculty teaching needs by purchasing more advanced materials when funds are available. Additional library materials may be purchased to support faculty development and student organizations.

In order to collect materials, which will support the current curricular needs of the College, the library chooses a representative selection of resources based on the following selection criteria:

- importance/relevance to the curriculum
- contribution to depth or breadth of collection
- faculty recommendation
- patron needs (including requirements of special populations)
- timeliness of information
- adequacy of scope



- authoritativeness
- accuracy
- objectivity
- physical quality
- appropriateness of format
- special features
- price/value/cost
- bibliographic accessibility (inclusion in important bibliographies, major indexes and abstracting services, syllabi, and databases)
- physical space requirements
- maintenance costs
- ease of use and training requirements
- access restrictions
- licensing requirements

While all of the above criteria are important, the primary selection criterion is relevance to the curriculum.

All library users, regardless of status, are encouraged to make acquisition recommendations to the Library Director and library staff. Recommendations may be made via an online recommendation form available at: <http://solacc.edu/library/services/purchase-suggestion>

## II Acquisition Methods

The library staff routinely consult a variety of sources to find appropriate materials for the collection. Discipline-specific bibliographies are used to identify new materials. Additionally, the library staff consult subject-specific lists of materials published by professional associations, special libraries, book jobbers, commercial publishers or university presses.





SLCC library participates in the LOUIS Consortium. Through its annual membership fees to LOUIS, SLCC participates in the purchasing of database licenses with the other academic libraries in Louisiana. The consortium, as a whole, evaluates usage of the databases and will select or deselect databases as appropriate to the needs of the consortium.

SLCC library may purchase its own licenses to certain databases not subscribed to by the LOUIS consortium. These licenses are purchased based on research needs of students and faculty. Usage is evaluated annually.

### III. Collection Assessment

The print monograph collection in each subject area is extensively evaluated at least bi-annually. The evaluation schedule is:

Description	LC Call Number Range	Semester of Evaluation	Year of Evaluation
General Works	A	Summer	Odd Year
Phil, Psych, Religion	B	Summer	Odd Year
History, Geography	C, D, E, F, G	Fall	Odd Year
Social Sciences	H	Spring	Even Year
Political Science, Law	J, K	Summer	Even Year
Education	L	Summer	Even Year
Fine Arts	M, N	Fall	Even Year
Language, Literature	P	Fall	Even Year
Science, Technology	Q, R, S, T, U, V, Z	Spring	Odd Year

This evaluation is for the purpose of acquiring new library materials and deselecting library materials. Tools used to perform this analysis include:

- circulation reports



- shelf list and other bibliographic reports
- collection aging and other collection assessment reports

Monthly usage statistics are gathered on electronic materials. The statistics are evaluated annually to help library staff determine whether or not to renew licenses to electronic materials.

#### **IV Material Deselection and Replacement**

The SLCC library staff regularly weed the monograph collection at all locations. Certain factors determine the necessity of weeding including, but not limited to, lack of shelving space, condition of books, and obsolescence.

The following are general criteria which the library staff follow in deciding which materials to deselect:

##### ***Physical Condition***

- material is infested, dirty, shabby, worn out, water damaged, or exhibits the presence of mold
- binding and cover of book is in fair to poor condition upon inspection
- materials have small print, brittle paper and missing pages



### **Qualitative Criteria**

- input from faculty
- relevance to course syllabi
- appropriateness to a community college level audience
- comparison with standardized lists appropriate for a community college
- age of material

Below are some general guidelines when evaluating the age of an item:

<b>Topic</b>	<b>Time Period for Deselection</b>	<b>Exception</b>
Nursing, other Allied Health	Over Five Years Old	Historical Material
Welding, Diesel and other technical programs	Over Five Years Old	Historical Material
MCIS	Over Five Years Old	Historical Material
Biology and Health Sciences	Over Five Years Old	Historical Material
Literature	None (if book is a classic)	
Criminal Justice and Law	Over Five Years Old	Historical Material
History	None (if book is a classic)	
Education	Over Than Ten Years Old	Historical Material



### **Quantitative Criteria**

- adequate representation of subject
- age of books in subject
- acquisition rate
- older edition of a book is superseded by a newer edition
- usage

Deselected library materials are disposed of according to State of Louisiana property disposal guidelines.

### **Material Replacement**

The SLCC library will not automatically replace all materials withdrawn because of loss, damage, or wear. Rather, factors for considered replacement include:

- number of duplicate copies
- extent of adequate coverage of the field in the collection
- importance to collection
- usage
- availability of material for purchase
- availability of more current material or alternate format
- replacement cost

Final decisions concerning replacement copies rest with the Library Director.



## **CONSERVATION AND PRESERVATION OF COLLECTION**

Generally, the library exercises care and diligence in the preservation, replacement and duplication of library materials. The library attempts to purchase quality materials which will withstand expected use. Additionally 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 Director, in consultation with library staff, make decisions on preservation, duplication or replacement based on general selection criteria.

## **DONATIONS AND GIFTS**

Due to space constraints the library generally does not accept large donations of materials. An exception will be made if the donations meet the criteria of the “materials selection” section of this policy. The library reserves the right to refuse a donation if the donor specifies special conditions, including retrieval from a donor's home, or special shelving requirements. The library director has final approval for accepting donations.

The library welcomes individual gifts and accepts them with the understanding that the materials will be evaluated and added to the collection according to the same standards as other items that the library purchases.

All gifts and donations are acknowledged by the SLCC Foundation. Donors must provide 1. A description of the item(s) being donated and 2. The approximated value of the items. This information along with the receipt date will be provided to the SLCC foundation. The donor will receive acknowledgement of the donation; however no monetary evaluation will be done by the college.



## **INTELLECTUAL FREEDOM**

It is the responsibility of the library staff to ensure that all points of view relevant to the SLCC mission are represented in the collection. This position is affirmed by the ALA Library Bill of Rights<sup>1</sup>. Accordingly, all patrons of SLCC library are afforded the right of freedom to read as defined by the ALA "Freedom to Read" statement<sup>2</sup>.

Patrons with a complaint about an item in the collection should be referred to the Director, who will ask them to submit their concerns in writing. An ad-hoc committee, composed of librarians and faculty members, will review the complaint and the material in question, and make a recommendation. The complainant will receive a written response from the Director.

Any requests related to government sponsored investigations will be directed to the Director of Library Services. The Director will direct requests to the administration of SLCC who will verify the validity of these requests. Such investigations will be documented and submitted to the Louisiana Community and Technical College System Office of Legal Counsel.

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<sup>1</sup> American Library Association Library Bill of Rights  
<http://www.ala.org/ala/issuesadvocacy/intfreedom/librarybill/index.cfm>

<sup>2</sup> American Library Association "Freedom to Read" statement  
<http://www.ala.org/advocacy/intfreedom/statementspols/freedomreadstatement>