

# **Chandler-Gilbert Community College Library Collection Development Policy 2002-2003**

## **I. INTRODUCTION**

### **A. PURPOSE and GOALS**

The purpose of this document is to describe the Chandler-Gilbert Community College Library's collection development policy and to create the necessary standards for selecting, developing and maintaining the Library's collection.

The goals of the Library include:

- To provide a comprehensive information literacy program for our patrons.
- To provide instructional resources in all formats for student and faculty curricular needs.
- To increase remote access to library services for students and faculty.
- To increase instructional partnerships between librarians and other faculty.
- To provide a physical environment that nurtures patrons' collaborative, individual, and leisure study needs.

### **B. COLLEGE MISSION**

Chandler-Gilbert Community College serves students and its diverse communities by providing quality life-long learning opportunities in a learner-centered environment through effective, accessible educational programs and activities.

### **C. MISSION/VISION**

The mission of the Chandler-Gilbert Community College (CGCC) Library is to meet the specific information needs of the CGCC community. These needs include a curriculum-based collection (in all formats), specialized instruction in the selection, critical evaluation and use of information resources, and access to local and global information. The main populations served include the CGCC students, faculty, administrators, and staff.

### **C. AUDIENCE (community profile)**

Chandler-Gilbert Community College is a public two-year institution located in Maricopa County in Arizona. The college opened its doors in 1985 with less than 2000 students and now has grown to a fully functioning college of over 7,500 students. It is one of the ten colleges in the Maricopa Community College District and has three campuses to serve the educational needs of the community. They are the main Pecos campus, the William's campus and Sun Lakes Education Center.

Chandler-Gilbert Community College is an innovative college responsive to the learning needs of our community. The college offers a broad array of academic, continuing education, and certificate programs. Associate degrees are offered in

Arts, Science, Business, General Studies, and Applied Science. Offerings also incorporate numerous certificate and training programs to meet the needs of our business community. Credit and non-credit courses are offered by the Continuing Education department at several locations across the college community.

The majority of students are currently enrolled in credit programs including mathematics, sciences, social and behavioral sciences, English, communications and fine arts. Many of these students will transfer credits to Arizona State University and continue their education at Arizona State University East, located at the Williams' Gateway campus.

Chandler-Gilbert Community College is one of the leaders in offering Occupational degrees, programs and certificates including Avionics Technology and Microsoft Systems Engineering. These programs are designed to meet the needs of students, government and the business community.

Our primary audience is our students with a secondary audience being the community.

#### **D. INTELLECTUAL FREEDOM POLICY/COPYRIGHT**

Chandler-Gilbert Community College Library supports the American Library's Bill of Rights <http://www.ala.org/work/freedom/lbr.html> and its concept on intellectual freedom. In making selections, the Library strives to include material representing differing points of view on controversial issues. Materials will be selected according to the guidelines of the library, and will be considered without censorship or prejudice when determining the collection's balance.

Chandler-Gilbert Library complies with the Copyright Law of the United States. Library services including electronic and print resources, reserve materials, photocopying and acquisition procedures must comply with the U.S. copyright law.

## **II. OVERVIEW OF THE COLLECTION**

### **A. HISTORY OF THE COLLECTION**

Chandler-Gilbert Community College Library opened in 1987 with an excellent core collection of approximately 3,000 reference and circulating books. The Library was originally anticipated to support a future enrollment of 18,000 in 2005 and was designed to be a paper-less learning resource center with an online catalog electronically connected to the other sister college libraries. Although physically small, the philosophy of the Library had been to share resources with other MCCCDC libraries and to fully participate in cooperative collection development

A student library user survey was administered in 1995. Of the students surveyed who used the library, 81% strongly agreed that the library had an adequate

collection of books, journals and magazines, and reference materials in both print and electronic formats. Of the surveyed non-library users, 25% responded that they used a library other than Chandler-Gilbert due to the misconception that the library was too small and the collection inadequate.

In 1998 the new Learning Resources building was built and the library was able to move into a new 32,000 square foot area. This new building, plus an additional librarian and a substantial increase in the library materials budget greatly increased student and faculty confidence in the library.

Today the library collection consists of approximately 22,000 books, 170 print magazine and journal subscriptions and numerous online resources, including electronic full-text databases, and Internet access. Students and faculty are also encouraged to connect to the library using remote access with their library borrower's identification card. A new library integrated system is planned for the fall of 2003, which will improve bibliographic access and student instruction.

#### **B. COLLECTION LOCATION AND ACCESS POINTS:**

The Chandler-Gilbert Community College Library's physical collection is located at the main Pecos campus. The MCCC Online Public Access Catalog (OPAC) is searchable from any computer with Internet access. Electronic databases are also available through the Library's web page, and a majority of them are remotely with a library barcode identification number. The Library issues borrow cards free of charge to members of the community as a community service.

#### **C. BROAD SUBJECT AREAS EMPHASIZED OR DE-EMPHASIZED:**

The Chandler-Gilbert Community College Library collection emphasizes those subjects most directly related to the CGCC curriculum, including social and behavioral sciences, language and humanities, communications, fine arts, sciences, mathematics, wellness, business, technology and aviation. Subjects that are de-emphasized are agriculture, mining, law and other areas not included in the curriculum.

#### **D. RELATIONSHIP AMONG MCCC LIBRARIES:**

A friendly, cooperative relationship exists among the MCCC libraries. Students may request material from any of the other campus libraries to be delivered in a few days to the campus of their choice. Request materials are delivered daily by courier. In making selection decisions, librarians may take into account the number of copies already available within the District. This process is known as inter-library loan.

#### **E. INTERLIBRARY COOPERATION:**

Interlibrary loan is the process by which materials from one library are made available to another library for use by their patrons. In addition to intra-district library loans as described above, Chandler-Gilbert Community College Library also supports a broader-based interlibrary loan system. In cooperation with area public libraries, other local academic libraries, the Maricopa and Arizona state

libraries, and the OCLC system of nationwide libraries, materials which are too specialized for inclusion in the MCCD libraries or which are out-of-print may be borrowed. In return, the Chandler-Gilbert Community College Library makes its collection available to other libraries through the same interlibrary loan system. In making interlibrary loan requests copyright law, American Library Association's interlibrary loan code and the policies of the lending institution will be considered. Interlibrary loan requests are reviewed regularly to see if demand on any particular title or subject area warrants purchase for the library collection.

### **III. RESPONSIBILITY FOR COLLECTION DEVELOPMENT**

Library faculty actively participate in collection development. Each librarian is assigned divisions within the college and is an instructional liaison for that division regarding library resources and materials. They are responsible for anticipating the need for specific items and acquiring them. To help insure both the quality and the scope of the collection, librarians consider reviews of new materials, prioritized user requests, new course curriculum, course syllabi and interlibrary loan requests. Faculty librarians are responsible for taking an active role in initiating purchases.

### **IV. BUDGET ALLOCATION**

The Library has ultimate responsibility for its material budget. It does not assign annual allocations to subject areas or academic divisions. The library maintains the flexibility necessary to meet both anticipated and unanticipated demands for resources and to be able to take advantage of the most economical purchase strategies.

### **V. GENERAL COLLECTION POLICES**

#### **A. GENERAL SELECTION CRITERIA**

In order to collect materials, which will support the CGCC curriculum, the Library chooses resources based on the following selection criteria:

- Importance/relevance to the CGCC curriculum
- Contribution to breadth or depth of the collection
- Selection for review in relevant review media
- Patron needs, including requirements of special and diverse populations
- Prioritized faculty recommendation
- Bibliographic accessibility, inclusion in important bibliographies, major indexes and abstracting services, syllabi, and databases
- Value/cost/quality
- Timeliness/currency of information
- Depth of coverage and adequacy of scope
- Authoritativeness and accuracy
- Appropriateness of format

- Special features
- Physical space requirements
- Maintenance costs

## **B. TYPES OF RESOURCES**

### **1. Books:**

In selecting books, the major emphasis is selecting core and current titles. Classic or historical titles may also be acquired when appropriate for the collection. The Library will always try to acquire the most current edition of a title unless an earlier edition is appropriate.

### **2. Periodicals:**

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

- Indexing in available indexes – both electronic and print-based
- Availability through full-text databases
- Faculty curriculum requests
- Availability at other MCCD libraries
- Availability of back files on microfiche
- Program accreditation requirements
- Scope
- Patron request

### **3. Newspapers:**

The Library subscribes to a number of local, national, and special interest newspapers. Back issues are kept for three months in the Microfiche reading room.

### **4. Reprints:**

Reprints of titles may be purchased when this is the only method for acquiring a classic or historic title and a substitute is not available.

### **5. Paperbacks:**

Hardbound books are preferred for their greater durability. Paperbacks may be purchased when hardback copies are not available or when the cost difference is substantial and the book is not in high demand.

### **6. Microforms:**

The Library has an extensive microform collection of back issues of journals, magazines, and newspapers that are collected as part of the reference and periodical collection. Because of space constraints the Library is not able to keep paper copies more than approximately three months. Back issues of professional journals are often required as criterion for program certification.

### **7. Maps:**

The Library collects maps to support general reference and research needs.

### **8. Pamphlets:**

The Library maintains an active pamphlet file consisting of noteworthy newspaper clippings, pamphlets and brochures. Subject headings are entered into the online public access catalog for availability and location. This file is periodically weeded to maintain currency of information.

### **9. Art Works:**

The Library maintains a portion of the collection of CGCC art works for display throughout the library and in The Gallery. These works are not cataloged and do not circulate.

### **10. Videos/DVDs:**

The Library has an outstanding collection of feature films to support curriculum. These videos are cataloged and circulate on a regular basis. Librarians also select videos for the Media Center Collection that consists primarily of faculty requested materials for course curriculum. These videos must have broadcast rights as required by copyright law to be viewed by students in the classroom. The Media Center videos do not circulate to students and are kept in the Media Department.

### **11. Online Databases Unique to each campus:**

MCCCD has a core collection of databases available for use by all ten Maricopa Community College Libraries. These databases provide primary coverage for general education courses. In addition to the MCCCD core database collection each campus library negotiates and purchases databases unique to their campus needs. Criteria for selection of databases include:

- Importance of the database to academic disciplines and the level of expected use
- Value/cost/quality
- Copyright/Licensing issues
- Access restrictions and availability for remote users
- Currency of the information
- Availability from the vendor to obtain usage statistics

### **12. 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 be made for certain quality sites)
- Site has open access and is not restricted to memberships or registrations
- Site is intuitive and easy to use
- Site's purpose is clear
- Site provides information about the author, title and date last updated
- Site is stable and enduring

### **13. Multimedia:**

The Library purchases books with accompanying material on machine-readable disk, audiocassette, and compact disk as well as stand alone titles in these formats.

## **C. ACQUISITION PROCEDURES AFFECTING COLLECTION POLICIES**

### **1. Children's/Juvenile materials:**

A representative collection of children's and juvenile books will be maintained to provide students of literature and education with the best examples of books published for children. Well-known classes in literature and the award-winning books from each year of the Newbery and Caldecott winners will be collected.

### **2. Leisure Reading:**

Leisure reading materials are selected by library faculty and staff and leased from a vendor. These leased materials are displayed in a separate area.

### **3. English as a Second Language (ESL):**

The CGCC Library provides equal access and opportunities for all students including those with developing English language skills. The Library has a collection of graded reading books and audiovisual materials that help support the ESL program.

### **4. Replacement copies:**

Withdrawn titles are not automatically replaced in the collection. Items are carefully evaluated for currency of information and demand by users.

### **5. Reference:**

The CGCC Library Reference collection is designed to meet the need for basic, factual information as well as provide an overview of information for specific subjects. The focus of the collection is to support the CGCC curriculum through a core collection of academic reference materials. The Reference collection contains encyclopedias, handbooks, dictionaries, atlases, directories, indexes, statistical compilations, and bibliographies. All librarians select material for reference. The Reference collection is periodically evaluated for currency of information and accuracy of information. This collection does not circulate.

### **6. Government publications:**

The CGCC Library is not a government depository library. Materials selected will meet the same criteria as the general collection.

### **7. Gifts:**

Gifts must meet the same criteria as purchased materials to be included in the CGCC Library collection. Acceptance of a gift does not imply inclusion in the collection. Written acknowledgement of a gift will be provided to the donor, but

no monetary value will be supplied by library staff. Memorials and monetary donations are also accepted.

**8. Standing Orders:**

Standing orders may be created for annual publications such as almanacs, yearbooks, and books in a series. The decision to place a standing order rests with the Reference Librarian.

**9. Textbooks:**

Textbooks are not routinely purchased for the Library collection. Exceptions may be made for “classics” and specialized subjects.

**D. COLLECTION MAINTENANCE**

**DE-SELECTION:**

De-selection will be based on the following criteria and materials withdrawn from the collection will be discarded according to MCCC CD policy. A CGCC materials circulation report will be obtained from the MCCC CD Technical Services Department, which includes the numbers of transactions and last circulation date of each item. This report is instrumental in the de-selection process.

General de-selection guidelines:

- Titles unused within a period of five years unless considered classics in the field.
- Materials that do not support the CGCC curriculum
- Items in non-reparable condition due to damage, age, mold, torn or missing pages, broken binding, or water damage

## **Reconsideration of Materials:**

The Library recognizes its responsibility to have materials for patron's academic research. In an effort to provide materials that will enable patrons to do academic research, the Library provides materials representing a variety of diverse and conflicting viewpoints on controversial issues.

Occasionally individuals or groups may have objections to CGCC Library materials. The CGCC Library does not arbitrarily withdraw or remove materials that have met the selection criteria as stated previously in this document. Any user of the CGCC Library may request materials be removed from the CGCC Library, and the procedure for reconsideration of material is as follows:

1. The Library user may speak with a librarian or the Library Division Chair regarding objections to a specific material. The librarian should try to resolve the issue informally by explaining the collection development policy, the criteria used to selection the materials, and the material's education usefulness.
2. The material shall remain in use during the complete reconsideration process.
3. If the Library user seeking reconsideration of material is not satisfied with the explanation, he/she receives a copy of the CGCC Library Collection Development Policy and a Request for Reconsideration of Material form (available at the Circulation and Reference Desks). All formal objections must be submitted using this form.
4. The Library user seeking reconsideration must have read, viewed or listened to the work in its entirety before submitting the Request for Reconsideration of Material form to the Library Division Chair.
5. A committee consisting of a librarian, the Dean of Instruction, and a faculty member will review the material to consider if it meets the criteria set forth in the Collection Development Policy and will submit a written recommendation about the material's reconsideration to the Library Division Chair.
6. The Library Division Chair reviews the recommendation and accepts or rejects the recommendation and notifies the patron as to the decision.
7. The Library user asking for reconsideration will be notified as to the decision within 60 days of the receipt of the Reconsideration form. The decision of the Library Division Chair may be appealed to the College President.

**Reconsideration of Materials  
CGCC Library**

Title: \_\_\_\_\_

Author: \_\_\_\_\_

Publisher: \_\_\_\_\_ Date of Publication: \_\_\_\_\_

Book \_\_\_\_\_ Journal \_\_\_\_\_ Audio/Visual \_\_\_\_\_ Other: \_\_\_\_\_

Request initiated by: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Telephone: \_\_\_\_\_

1. I have reviewed the complete work: yes \_\_\_\_\_ no \_\_\_\_\_

2. What do you believe is the main idea of the material?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. To what in the material do you object? Be specific with page numbers, etc., if available.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. What is good about this material?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. What material(s) would you recommend to take the place of the objectionable work?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Complainant

\_\_\_\_\_  
Date

Staff member receiving Reconsideration of Material request:

Name: \_\_\_\_\_ Date: \_\_\_\_\_

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