



## LEWIS D. CANNELL LIBRARY COLLECTION DEVELOPMENT POLICY

### Statement of Purpose

The Lewis D. Cannell Library supports the educational mission of Clark College by providing information resources for teaching and learning. To accomplish these objectives, the library endeavors:

- to provide organized collections of information resources in varied formats;
- to make information resources readily accessible by providing adequate staff and appropriate facilities, furnishings, equipment, and supplies; and
- to facilitate learning and support literacy and community service by encouraging creative instruction, independent study, and effective use of library resources by students, faculty, staff, and the community.

Oversight of library services and collections is delegated by the College to the Director of Library Services.

Library resources are selected for purchase by faculty librarians who work in collaboration with faculty in academic programs. The Library will purchase library resources in direct support of the current curriculum at Clark College. The diversity of the community college curriculum and student body require that the collection contain materials supporting both academic and vocational programs, as well as materials for all levels of educational attainment and personal enrichment. The collection should provide students the information they need for papers, speeches, and projects assigned in their courses and also stimulate intellectual interests.

The collection should meet the instructional needs of faculty and provide materials for use by teachers in class preparation. Community users will be served by making the library's collections available to the public, as permitted.

Library resources will be collected in various formats including books, newspapers, periodicals, electronic resources, government documents, and media materials. When possible, electronic format is preferred to facilitate access except when another format is more suitable for use. English is the primary language of the collection. Emphasis is on current imprints, although works of specific historical nature may be selectively acquired.

The American Library Association has defined collecting levels in its *Guidelines for Collection Development*. (Chicago: ALA, 1979) At Clark College materials are collected at the following levels:

*Initial Study Level:* A collection which is adequate to support undergraduate courses, including a judicious selection from currently published basic monographs, selected seminal retrospective monographs listed in noted bibliographies, a broad selection of works of important writers, a selection of the most significant works of secondary writers, a selection of major journals, and current editions of the most significant reference tools and bibliographies.

*Basic Level:* A highly selective collection which serves to introduce and define the subject and to indicate the varieties of information available elsewhere, including major dictionaries and encyclopedias, selected editions of important works, historical surveys, important bibliographies, and major periodicals.

*Minimal Level:* A subject area in which few selections are made beyond very basic works.

Highly specialized materials for individual faculty, student, or administrative use will not be purchased. They are available through the Orbis Cascade Alliance borrowing service or interlibrary loan.

Special consideration is given to new programs so that library holdings are adequate to support them. Librarians work closely with faculty in those programs to insure relevance of potential additions to the collection. Current titles have a higher priority than retrospective titles.

## **Intellectual Freedom**

The Lewis D. Cannell Library does not promote particular beliefs or views. It provides individuals with resources so they can examine issues freely and make decisions and it affirms the statement of the *Library Bill of Rights* of the American Library Association. (See Appendix A)

The Lewis D. Cannell Library asserts its duty to keep in its collection a representative selection of materials on all subjects of interest to its users, including materials which deal with controversial questions. Because opinions do differ, the library's materials may be questioned or challenged. The individual lodging a complaint will be asked to fill out a written criticism (See Appendix C). After staff review, the Director of Library Services will reply in writing to the person or group.

## **Evaluation and Selection**

The librarians rely on several standard authorities to evaluate and select materials for the collection. Bibliographies, such as *Resources for College Libraries*, are consulted. Reviewing sources, such as *Library Journal*, professional journals, association newsletters and lists of publications, curriculum guides and course outlines, publisher's announcements, and lists of government documents are checked for notices of important and worthwhile publications.

The selection of vendors, publishers, approval plans, etc. for library materials is the responsibility of the library staff. Emphasis will be on response time, accuracy, special services, and discounts. All purchases are made in accordance with Clark College purchasing procedures.

## **Books**

Selection of materials is based on individual recommendations and perusal of critical reviews and both current and retrospective bibliographies. All faculty members are strongly encouraged to recommend for selection current titles in their subject fields. An online request [Book Request Form](https://oswald.clark.edu/acquire) (<https://oswald.clark.edu/acquire>) is available. Overall collection development and balance of the collection is the responsibility of the librarians.

The primary criterion for the selection of materials is the relevance of the material to the current curriculum at Clark College. Factors to be considered are demands of curriculum, interests of faculty and students, and subject area weakness. Specific criteria for selection of individual titles are:

- anticipated use
- accuracy
- authority of the author
- reputation of the publisher
- timeliness of the publication
- strength of present holdings in the subject area
- literary quality
- cost
- contribution to the field of knowledge
- level of treatment
- format

Requests for materials for the reference collections are normally initiated by the librarians based on patron needs. Significant series and continuations will be procured on a standing order basis in order to insure completeness of holdings.

In general, one copy of any individual item in the circulating collection will be considered sufficient. Requests for additional copies must be justified, taking into consideration:

- past or anticipated demand;
- existing materials in the collections;
- special needs which justify the purchase of more than one copy.

When available, high quality paperbound books are preferred to hardbacks. They are bound when possible before being housed in the collection. Electronic books are also collected.

Textbooks (that is works intended as principal teaching aids) are normally not selected. Exceptions are when:

- a particular textbook is recognized by experts as a classic in the field;
- a textbook presents materials in a way, which is especially valuable to users in the opinion of teaching faculty and librarians (as for example, "Case studies" in psychology or business) and whose usefulness to readers will probably outlive related course offerings;
- other kinds of monographs in a curricular area are sparse;
- a textbook treats an important subject not otherwise represented in the collection.

Instructors may place copies of textbooks they provide on 2-hour reserve if they choose.

## **Periodicals**

The current information found only in periodicals is vital to support academic programs. Selection criteria for periodicals are similar to those for books. However, because periodical acquisitions represent a significant commitment of annual funds, faculty requesting new subscriptions are asked to discuss their needs with the librarians.

Priority is assigned to those journals that are frequently cited and indexed, and which are likely to be used by more than a few readers. New subscriptions will normally begin with the current year, unless back issues are necessary. When electronic journals are bundled into aggregated packages, librarians evaluate the overall value of the package as a whole with the understanding that not every title included might be selected individually.

Librarians will evaluate periodicals within their assigned subject areas annually. Cancellations because of changing curriculum, high price increases, and lack of funds may occur. Faculty may be consulted during this reevaluation process to help determine whether to continue or cancel titles.

## **Media Resources**

Media resources (i.e. audiovisual, video, DVD, software, etc.) will be considered for addition to the collection. Collaborative funding with faculty, departments, etc. may be sought to supplement the library's budgeted amount for purchase of media resources.

Media resources are selected for purchase on the basis of joint evaluation by recommending faculty and librarians using the following criteria:

- should be previewed and recommended by a faculty member if possible;
- should use critical reviews from reputable selection tools;
- should support the curriculum of the college or provide enrichment; and
- should anticipate high use.

## **Weeding**

The criteria for deselection should be consistent with the general criteria for selection of materials. In addition, timeliness and obsolescence of materials are criteria for weeding, especially in rapidly changing fields such as business, science,

technology and medicine. Faculty are encouraged to participate in the weeding process. Weeded materials are disposed of in accordance with Washington state law.

The following considerations are given when deciding on the retention of specific titles:

- whether the title is indexed;
- where the title is indexed;
- whether the content is available electronically;
- whether it continues to support the curriculum.

Journal backfiles are retained both in print, microform, and electronically. Weeding print or microform volumes is done in conjunction with indexing and full text electronic holdings for each title. Except for the most important historical titles, print journals are generally not retained if their full-text content is available electronically.

## **Gifts**

The library will accept donations of books and other publications, as well as gifts of money designated for the purchase of books, in accordance with the following criteria. Donors are made aware of our "Gifts" policy on the [Donor Information Form](http://www.clark.edu/Library/PDF/librarydonationform.pdf) (<http://www.clark.edu/Library/PDF/librarydonationform.pdf>).

Publications received in the library, as gifts will be reviewed by the same standards as applied to new materials being selected. Gifts that are retained for the collection will be integrated into the collection and not require special facilities, control, or staffing. Gift materials (such as periodical subscriptions) requiring continuing obligations on the part of the library will not be accepted without serious consideration of the library's ability to keep the material up-to-date. Space limitations and the cost of processing the materials are considerations in the decision to add gift items. The library has the right to retain or dispose of any gift materials at the discretion of the librarians. Gifts not retained will be disposed of in accordance with Washington state law. Newspapers, periodicals, and other materials brought in by individuals for the purpose of leaving them in the building for others to read are subject to the approval of librarians. All monetary donations should be made to the library through the Clark College Foundation. No value appraisals will be made for gift items. The Library informs The Foundation of materials received as gifts and The Foundation sends the donor a letter of acknowledgment.

## Appendix A:

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

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Adopted June 18, 1948, by the ALA Council; amended February 2, 1961; amended June 28, 1967; amended January 23, 1980; inclusion of "age" reaffirmed January 24, 1996.

<http://www.ala.org/ala/oif/statementspols/statementsif/librarybillrights.htm>

## Appendix B

### **Challenged Materials An Interpretation of the Library Bill of Rights**

The American Library Association declares as a matter of firm principle that it is the responsibility of every library to have a clearly defined materials selection policy in written form that reflects the *Library Bill of Rights*, and that is approved by the appropriate governing authority.

Challenged materials that meet the criteria for selection in the materials selection policy of the library should not be removed under any legal or extra-legal pressure. The *Library Bill of Rights* states in Article I that “Materials should not be excluded because of the origin, background, or views of those contributing to their creation,” and in Article II, that “Materials should not be proscribed or removed because of partisan or doctrinal disapproval.” Freedom of expression is protected by the Constitution of the United States, but constitutionally protected expression is often separated from unprotected expression only by a dim and uncertain line. The Constitution requires a procedure designed to focus searchingly on challenged expression before it can be suppressed. An adversary hearing is a part of this procedure.

Therefore, any attempt, be it legal or extra-legal, to regulate or suppress materials in libraries must be closely scrutinized to the end that protected expression is not abridged.

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

Appendix C:

**PATRON CHALLENGE FORM**

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

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

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Complainant

Represents: Self \_\_\_\_\_ Organization (specify) \_\_\_\_\_

Material

Book \_\_\_\_\_ Periodical \_\_\_\_\_ Electronic Resource \_\_\_\_\_ Media \_\_\_\_\_ Other \_\_\_\_\_

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

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

1. What do you object to in the material? (Please be specific; cite pages, etc....)
  
2. Why do you object to the material?
  
3. Did you read or view the material in its entirety? \_\_\_\_\_ If not, what section?
  
4. Is there anything good about this material?
  
5. Do you think that people who want to read/see this material should be able to find it in the library?
  
6. What is the theme of this material?
  
7. In its place, what material of equal quality would you recommend?
  
8. Do you think groups or other members of the community should have the right to keep you from having access to materials you want of which they disapprove?
  
9. Are you usually able to find what you want in the library?
  
10. If not, what materials would you like to be able to find in the Library collection?

Date: \_\_\_\_\_ Signature: \_\_\_\_\_