

COLLECTION DEVELOPMENT POLICY (Final Draft)

Centennial College Libraries

1. General Statement

The Libraries support the mission of Centennial College to educate students for career success. Learning and teaching are the core activities of the college and library resources directly support these activities. The primary goal of the Libraries is to meet the information needs of Centennial's clientele. The goal of collection development is to provide an organized collection of print and online materials that meet these needs.

2. The Purpose of the Policy

The collection development policy serves as the foundation for the selection, acquisition and maintenance of materials to meet the college curriculum and the individual information needs of Centennial's community. To maintain core collections of sufficient scope and currency, the collection development policy recommends that there be:

- 2.1 library participation in the information flow regarding changes to curriculum that affect collection development
- 2.2 ongoing collection analysis to identify strengths and weaknesses of current core collections and to provide a springboard for future collections
- 2.3 online resources to complement the print collection
- 2.4 evaluation of current collection development tools and acquisition of new tools to support successful collection development

3. Clientele Served

The Libraries are committed to supporting the success of our main clientele, Centennial College students. The Libraries also provide research support for an extended group including: faculty, administration, and staff.

4. Responsibility for Collection Development

- 4.1 The librarian(s) at each campus select(s) materials for the collection. Recommendations from faculty and staff are welcome
- 4.2 All new courses/programs presented to College Council for approval must consult with the Libraries to ensure that the collection will support the subject. The campus librarian is responsible for beginning the selection process once the course/program is approved and when funds are secured for such purchases
- 4.3 Familiarity with the curriculum is crucial for developing a comprehensive collection

5. Guidelines for the Selection of Materials

The Libraries buy curriculum related materials that contribute to the educational programs at Centennial College. Frequent consultation with faculty is required to gain an understanding of the focus of the courses taught

- 5.1** Librarians consider the following during the selection process:
- Faculty/student/staff recommendations based on curriculum needs
 - Relevance to the field of study
 - Relevance to the collection
 - Professional literature reviews
 - Publisher brochures
 - Currency
 - Format
 - Budget
- 5.2** Content, not format, is the basic criterion for selection, although format must be considered to the extent that it can affect cost, access and use. The Libraries will routinely purchase items in the following formats:
- Books/monographs
 - Periodicals/serials
 - Online resources (books and periodicals)
 - Computer software
 - Videos/DVDs
- 5.3** Where relevant, material reflects the diversity of the college community
- 5.4** Current publications, both print and online are purchased to ensure that the Libraries offer the most current materials
- 5.5** English language is the first choice for most publications selected. Some dictionaries in other languages may be selected to assist students whose first language is not English
- 5.6** Canadian publications are chosen where appropriate (e.g. law, environment)
- 5.7** Multiple copies or textbooks are not generally purchased. In special cases, donations from other departments are accepted to meet the operation of specific programs (e.g. manuals for lab study, texts for tutors in the Learning Centre)
- 5.8** Special collections are developed to meet specific course needs where the usual book or periodical information is not sufficient or relevant for the program (e.g. ESL material, Signature Learning Experience material)
- 5.9** Replacement copies for lost or damaged items will be at the discretion of the librarian
- 5.10** Exclusions, or items not acquired, are usually based on physical format, price, date of publication and/or language
- 5.11** Collection strengths are campus based. For example, the nursing campus library has a strong collection of health materials, while the automotive campus houses most of the transportation collection. Libraries cooperate with each other to share materials for borrowing and to prevent unnecessary duplication
- 5.12** Collection support also comes from interlibrary loan. Centennial has established a relationship with a variety of libraries where material may be borrowed for study rather than purchased for the collection
- 5.13** Future acquisitions are governed by the curriculum taught at Centennial, new programs, the vision of the Libraries, and the budget available

- 5.14 The primary criteria for adding obsolete formats will be availability of the equipment needed to use the material and the availability of storage space
- 5.15 Three to five percent of the collection should be replaced annually

6. Reference

Basic materials (dictionaries and encyclopaedias) are purchased as well as curriculum-related items and technical reference items. Some titles are assigned a Reference status because of their unique appropriateness to a course and the probability of heavy use by students

7. Standing Orders

The Libraries receive annual and continuing publications on standing order. These are reviewed regularly for duplication and for relevance.

8. Periodicals/Serials

The Libraries buy periodicals in print and online formats as appropriate. Selection of a new serial is based on program relevance, available indexing, reviews, demand, cost, and format.

9. Donations/Gifts

Donations and gifts are accepted with the understanding that the Libraries may dispose of or add them to the collection at their discretion in the same manner as purchased materials.

10. Format

- 10.1 Materials are purchased in the most appropriate format for use
- 10.2 Online materials considered for purchase are compared with existing online resources and are checked for networking implications, compatibility, and cost benefit
- 10.3 Audiovisual material to be shown or viewed on college premises: items selected must include Public Performance Rights
- 10.4 Home Use audiovisual material may be purchased when Public Performance Rights are not available. Home Use material may not be shown or viewed on college premises and must be signed out for viewing at home.

11. Preview

- 11.1 Audiovisual material may be previewed prior to purchase to ensure it is appropriate and relevant for classroom use
- 11.2 Any costs for previewing are charged to the requesting department

12. Recommendations for Purchase

All Library users may recommend an item for purchase.

13. Archives

The Libraries are responsible for housing and maintaining the archives of the college.

14. Deselection, Evaluation, and Retention

- 14.1** Deselection is a continuous process and must be done at regularly scheduled intervals and in conjunction with the inventory process
The criteria for deselection will be determined by librarians in consultation with faculty, staff, and other internal and external sources, as appropriate
- 14.2** The evaluation process and retention decisions involve consideration of criteria such as:
- Changes in curriculum
 - Circulation/usage
 - Date of Publication
 - Format of item
 - Physical condition
 - Relevance to the field of study
- 14.3** Withdrawn materials are sold in a library book sale at a minimal cost or recycled

15. Budget

15.1 Allocation of Funds

The funding for Library materials is allocated by the college

Categories include the campus acquisitions budget covering monographs and multi-media materials needed to support the teaching and learning needs of the campus community, the periodicals budget covering print materials purchased through subscription or standing order for each of the campuses, the document delivery budget covering documents obtained through interlibrary loan and the online resources budget covering all online products

All materials purchased with Library funds become Library property and are available for use by the entire College

15.2 Expensive Material

Materials selected for the collection should be judged on merit and value to the collection rather than on the cost of an item

If an item is very expensive, the librarian will consider the importance of the item to the development of the collection

If the item is considered to be essential, it will be ordered

Expensive items may be housed in the Reference or Reserve collections rather than in the circulating collection, at the discretion of the librarian

16. Regular Review of the Collection Development Policy

- 16.1** The collection development policy will be evaluated regularly and revised, as circumstances warrant, to meet the information needs of the College community
Any changes in policy will be submitted to the Director of Libraries for review
- 16.2** A copy of the policy will be made available in online format

17. Protests to the Collection Development Policy

The Libraries recognize that free access to ideas and full freedom of expression are fundamental to the teaching and learning process. The Libraries subscribe to the principles stated in the Canadian Library Association's *Statement on Intellectual Freedom* and *Code of Ethics* (Appendix A & B).

18. Reconsideration of Resource Centre Materials

- 18.1** Comments from members of the College about the collection or individual items provide librarians with useful information
The Libraries welcome the expression of opinion by the College community but will be governed by the Collection Development Policy in making additions to or deletions from the collection
- 18.2** Requests for the reconsideration of specific items in the collection must be in writing on the attached form entitled *Request for Reconsideration of Library Materials* (Appendix C)
- 18.3** Upon receipt of a formal written request, the Director will ask for background information from the librarian regarding the criteria used to select the item and reasons for its placement in the collection. If possible, written reviews of the item in question will be sought and faculty may be consulted for their subject expertise
- 18.4** The Director will review the information provided and respond in writing to the person who submitted the request for reconsideration
- 18.5** If the person who submitted the request for reconsideration is not satisfied with the decision of the Director, he or she may request a meeting with the appropriate college committee
All information that the Libraries have collected on the item in question will be forwarded to the committee.

Appendix A

Canadian Library Association Position Statements

SUBJECT: Statement on Intellectual Freedom

APPROVED BY: Executive Council

DATE APPROVED: June 27, 1974; Amended November 17, 1983 and November 18, 1985

All persons in Canada have the fundamental right, as embodied in the nation's Bill of Rights and the Canadian Charter of Rights and Freedoms, to have access to all expressions of knowledge, creativity and intellectual activity, and to express their thoughts publicly. This right to intellectual freedom, under the law, is essential to the health and development of Canadian society.

Libraries have a basic responsibility for the development and maintenance of intellectual freedom.

It is the responsibility of libraries to guarantee and facilitate access to all expressions of knowledge and intellectual activity, including those which some elements of society may consider to be unconventional, unpopular or unacceptable. To this end, libraries shall acquire and make available the widest variety of materials.

It is the responsibility of libraries to guarantee the right of free expression by making available all of the library's public facilities and services to all individuals and groups who need them

Libraries should resist all efforts to limit the exercise of these responsibilities while recognizing the right of criticism by individuals and groups

Both employees and employers in libraries have a duty, in addition to their institutional responsibilities, to uphold these principles.

Appendix B

Canadian Library Association Position Statements

SUBJECT: **Code of Ethics Position Statement**

APPROVED BY: Annual General Meeting

DATE APPROVED: June, 1976

Members of the Canadian Library Association have the individual and collective responsibility to:

1. support and implement the principles and practices embodied in the current Canadian Library Association Statement on Intellectual Freedom;
2. make every effort to promote and maintain the highest possible range and standards of library service to all segments of Canadian society;
3. facilitate access to any or all sources of information which may be of assistance to library users;
4. protect the privacy and dignity of library users and staff.

Appendix C

Request for the Reconsideration of Library Materials

To request reconsideration of an item in the Library collection, please submit this form to:

Director, Centennial College Libraries

Book _____ Periodical _____ Other (specify) _____

Author/Producer: _____

Title: _____

Publisher/Date: _____

Request initiated by: _____

Address: _____

Phone: _____

Do you represent: Yourself _____ Organization (specify) _____

What brought this item to your attention? _____

What in this item do you object to (be specific, cite pages)? _____

Did you review the entire item? _____

If no, what parts? _____

What do you believe is the theme of this item? _____

What would you recommend that would convey as valuable a picture and perspective of the subject treated? _____

Signature: _____ Date: _____