

Collection Development Guidelines

Library Media Center (LMC)

Introduction

Bellevue College is a student-centered, comprehensive and innovative college, committed to teaching excellence that advances the life-long educational development of its students while strengthening the economic, social and cultural life of its diverse community. The college promotes student success by providing high-quality, flexible, accessible educational programs and services; advancing pluralism, inclusion and global awareness; and acting as a catalyst and collaborator for a vibrant region.

Purpose

The primary purpose of the Library Media Center (LMC) is to encourage learning by Bellevue College students, to support the evolving education programs of the college, and to support the mission and goals of the college.

The LMC provides personnel, services, resources, and facilities which encourage individualization of instruction, independent study, and effective use of resources by students, staff, faculty, and administrators. In addition, the LMC makes available its resources and services to residents of the community as well as to other libraries.

Goals

The LMC strives to provide a current collection of resources to assist Bellevue College students, staff, faculty, and community in finding the information that supports their life-long learning. A wide variety of formats (print, audiovisual, and electronic) are employed to appeal to different learning preferences and styles. Through the collection, the LMC aims to:

- **Further Student Success** through
 - Helping students meet their educational goals through commitment to open access learning and collections
 - Offering a portfolio of appropriate and well-chosen educational resources
 - Attention to student persistence and educational attainment
 - Encouraging student learning through a variety of resources

- **Promote Teaching and Learning Excellence** by
 - Ensuring collection relevance, responsiveness, and inclusiveness
 - Supporting the teaching and professional achievement of all faculty
 - Providing for the accessibility and quality of the collection
 - Supporting the evolving education programs and curricula of the college

- **Strengthen College Life and Culture** by
 - Creating a collection that is diverse, inclusive, open, and accessible
 - Modeling a collection that affirms and embodies pluralism and values collaboration and shared decision making
 - Honoring and practicing sustainability, creativity and innovation

- **Encourage Community Engagement and Enrichment** through
 - Collaborating with faculty, staff, vendors, organizations, college consortia, and donors to develop, strengthen, and increase our collection to prepare individuals for academic success, employment, and lifelong learning; and to provide access to these resources to the community at large
 - Providing balanced resources, in both breadth and depth, for the benefit of the larger community

Intellectual Freedom

The resources the LMC collects should further the above goals in addition to supporting intellectual freedom, which is a fundamental tenet of the LMC in carrying out its educational mission in a democratic society. The LMC firmly endorses the American Library Association's *Library Bill of Rights* (see Appendix A) and the International Federation of Library Associations and Institutions' (IFLA) *Statement on Libraries and Intellectual Freedom* (see Appendix B). The LMC supports an individual's right to read, seek information, and speak freely as guaranteed by the First Amendment.

Academic Integrity and Copyright

The resources the LMC provides should be used in honest and legal means. Students, staff, and faculty should respect the copyright protections of materials. When used, proper attribution and citation of material and resources should be given. The LMC has published guides on citation styles and copyright information. Librarians are available to discuss requesting permission for classroom use of materials and fair use guidelines as outlined in Title 17 of the United States Code.

LMC-owned materials in out-of date formats are considered for archival format transfer on a case-by-case basis and in consultation with a librarian (see Archival Format Transfer, appendix C).

Responsibility for Collection Development

The LMC Dean has overall responsibility for LMC services. The collection development coordinator has lead responsibility for collection development matters and all librarians actively participate in collection development activities.

Each full- and part-time reference librarian has collection development responsibilities, which include reviewing and making selections for print, digital, and media materials; forwarding the selections to the collection development coordinator; and evaluating and providing input for databases, reference works,

audio/visual material, and other high-cost acquisition possibilities under consideration for the LMC collection. Librarians should actively work with the faculty in their liaison areas to solicit material based on the expertise of our faculty.

Librarians are also responsible for staying current on the information needs of the Bellevue College community, including changes in the curriculum and college programs, and ensuring the collection is able to support those courses and programs.

Collection Development Budget & Lost Items

The Collection Development budget includes:

- Print and media
- Databases and periodical subscriptions

Students, staff, and faculty are held responsible for the full replacement cost of LMC items lost.

If the item is part of a kit or part of a multi-volume work, the full kit will be purchased and the patron billed from the full replacement cost should the items not be sold separately. The Collection Development Coordinator will purchase replacements through trusted vendors. Student replacement items will not be accepted. The patron does have the option to keep the used, non-lost items in the set.

Selection of Materials/General Guidelines

The selection guidelines in this section have been created by LMC staff, faculty and Dean, with support of the Library Advisory Committee, and are based on perceived needs and trends; professional literature, research and best practices; and experience. The Collection Development Coordinator will send an all BC-FYI email notifying the community upon approving or updating this policy. Further, these guidelines shall be available to faculty, staff, students, and the community in electronic form on the LMC website. The Collection Development Coordinator monitors the print acquisitions budget and balances the requests and needs of divisions and departments within budgetary limitations.

General criteria of selection:

- Relevant to current and anticipated programs, curriculum, and Bellevue College community needs aided by faculty requests and librarian liaison work, student requests, and identification of subject areas of interest informed through reference work
- Reviewed by reliable, credible sources such as Choice Magazine, Library Journal, Kirkus, and professional journals
- Quality of contents
- Reputation and qualifications of authors or publishers
- Suitability of subject, style, and format for intended audience
- Reading and content levels that match the BC population
- Accessibility to materials regardless of teaching and learning mode

- Price
- Relation to the current collection and other material on the subject and contribution to the depth or breadth of the collection
- Interest to community, local significance of the author or topic

Content criteria:

- Comprehensiveness of treatment
- Authority, competence, reputation, and purpose of the author/work
- Currency and accuracy of the information
- Long-term significance or interest
- Representation of diverse points of view

Primarily, the LMC collects materials for the range of BC students including for:

- Developmental and basic education programs
- Professional and technical programs
- Transfer programs
- Baccalaureate programs offered at Bellevue College
- BC Reads! nominated and selected titles

Secondarily, the LMC may purchase materials to support:

- Staff and faculty research
- Staff and faculty professional development
- Campus diversity initiatives

Required Texts

The LMC supports the Bellevue College curriculum by emphasizing collection development that supports the curriculum. In general the LMC does not purchase required texts. Faculty donations of current required texts are welcomed and are placed on reserve for the quarters they are needed. The reasons for this policy include the frequent turnover of titles, cost, high demand, and the lack of fairness if a student checks out a required text for the quarter while other equally-deserving students purchase their own copies. Texts that offer students another perspective to material or have a potentially wider audience may be considered for acquisition based on established selection criteria. Workbooks and other like material cannot be purchased due to their consumable nature as outlined in Title 17 of the United States Code.

Instructors are regularly encouraged to request LMC purchase of books on their “recommended reading” lists. The reasons for this practice are that the “recommended reading” lists are often classics that the LMC ought to own, and the cost of the required texts often places the recommendations outside the students’ budgets, so that only the more financially able students read them.

Reference Collection

Reference sources are those sources meant for quick referral, for example, encyclopedias, dictionaries, atlases, and handbooks that do not circulate. The reference collection should meet curricular needs, be up to date, and only include such works that are referential in nature. All librarians are involved in purchasing and removing titles from the reference collection. Whenever applicable, discipline faculty are consulted in both the removal and addition of titles.

To make reference sources more accessible, the LMC is committed to purchasing electronic reference sources when possible. Finding tools to identify appropriate resources are also considered when making decisions.

Standing Orders

Standing Orders, or continuations, are books that are published on a regular basis and are received on a reoccurring schedule in order not to miss the new editions. Standing Orders are reviewed biannually or as needed by the librarians to ensure that purchasing continues to meet current needs.

Audio Books

The LMC purchases audio books to ensure access to material of various formats. Considerations in purchasing audio books include diversity of content, quality of narration, cost, and availability. When possible, BC Reads! books will be purchased in audio format.

Media Materials

Media that are purchased for the LMC collection should fit within the general selection criteria. Media should be viewed by the requestor first. In cases where the media has not yet been directly assessed or where substantial information is not available, requestors may be asked to preview the media for determination of inclusion into the collection at librarian discretion. Requestors may be provided the Media Selection Information Form to submit in support of requests (see appendix D). The LMC seeks to purchase current media formats when available and technologically compatible with college systems and policies to increase access to materials.

Electronic Resources (Databases, e-books, e-Readers)

Electronic resources include databases, e-books, e-readers, and other non-print technology for traditionally printed materials (books, journals, magazines, newspapers, etc.). Electronic resources provide increased access to materials used by varying modes of teaching and for distributed access.

The LMC collects individual titles and collections of e-books to support student learning, including, when available BC Reads! titles.

- Periodical Database criteria:

- Scope and coverage including the extent of coverage, breadth and depth of coverage, and timeliness of information
 - Availability of full text
 - Ease of use of the product including search features
 - Availability to multiple and simultaneous users
 - Result usability: downloading, printing, emailing capabilities
 - Equipment, technology, and training requirements
 - Enhancement of the print equivalents in terms of speed, flexibility, combinations of search terms, full text
 - Access to retrospective information
 - Reduction or elimination of the need to purchase multiple copies of a print source for multiple locations
 - Cost considerations including one-time fees, hosting fees, availability of consortium pricing
 - Appropriate licensing consideration
 - Vendor responsiveness, accountability, and technical support
 - Accessible through proxy service & IP authentication
 - Availability of statistical reporting modules including direct access to the administrator module
 - Use of overlap analysis tools for both subscribing and canceling a database
 - Special features or content unique to specific programs or curriculum
- E-book criteria (individual titles, reference e-books, E-book databases):
 - Currency of titles and editions available
 - Result usability
 - Licensing and restrictions on use of content
 - Availability to multiple and simultaneous users
 - Accessible through proxy service & IP authentication
 - Minimal technological maintenance requirements
 - Cost considerations including hosting fees
 - Availability of permanent rights to content and access
 - Availability of usage statistics
 - Accessibility and ADA considerations

Periodicals

The same standards of selection are applied to periodicals, which include newspapers, magazines, journals, and other sources published with regularity. Periodicals should:

- Be relevant to BC curriculum and programs
- Have high quality of contents
- Come from a reputable publisher
- Contribute to breadth or depth of the collection

Specific considerations, beyond those outlined in the general selection criteria, include:

- Indexed content in existing LMC databases
- Availability of full text through existing LMC databases
- Vendor responsiveness and accountability

All requested titles are discussed and evaluated by librarians and the Periodicals Technician before submitting the final list to the LMC Dean, who makes the final decision. Approved periodical requests are transmitted to the Periodicals Technician who proceeds with the subscription process.

New Curricular Areas

The LMC works with programs to develop collections to support new areas of curriculum. Additional funding from outside the LMC's budget for specific materials will go towards developing new areas of curriculum based on general selection criteria as outlined above, faculty recommendations, and essential titles in the field.

Procedure for responding to requests:

- When a new course is proposed to the Curriculum Advisory Committee (CAC), the librarian liaison or contacted librarian will look in the LMC catalog and databases for existing materials before requesting materials for purchase
- The librarian will send the requesting faculty a list of already available resources and copy (cc) the Collection Development Coordinator
- The Collection Development Coordinator will keep track of new course material requests along with budget impacts
- The librarians will consider new course content and prioritize course purchases
 - prerequisite course needs have priority over electives
 - research based course needs have priority over non-research based courses

Purchases will be made in the order of prioritization once the CAC has approved the course and based on librarian feedback. Librarians and the LMC Dean will provide outreach to new courses and Baccalaureate programs to ensure that LMC collections support learning outcomes and curricular and student needs.

Interlibrary Loan

The LMC cannot meet the needs of all users all the time. The LMC supports the use of public libraries for popular materials not available at the LMC. Interlibrary loan provides access to academic materials and provides materials from the LMC collection to other academic libraries. Interlibrary loan service is offered to BC faculty, staff, and currently enrolled students for research purposes. All interlibrary loans are in compliance with Title 17 of the United States Code.

Interlibrary loan service is available for materials not owned by the LMC including books, photocopies of periodical articles, and other loanable items. This service may be used when items are missing from the LMC's collection. The LMC assumes the cost of the interlibrary loan in most cases.

Materials which cannot be obtained include:

- Books owned by the LMC that are temporarily in use
- Print newspapers
- Reserve materials and faculty-owned materials
- Textbooks

Exceptions may be made on a case by case basis, at the Interlibrary Loan Technician's or librarian's discretion.

Interlibrary Lending

Interlibrary Loan service is provided to other libraries at no charge. Postage and overdue fines are not charged.

LMC books have a 3 week loan period with one renewal allowed. Materials not loaned included the following: periodicals, print newspapers, reference books, reserve items, and media materials. Exception will be made on a case by case basis, at the Interlibrary Loan Technician's or librarian's discretion.

Requests for items are accepted via OCLC, phone, email, and in person. Rush requests are accommodated as time and staffing permit.

Gifts

The Library Media Center, in coordination with the Bellevue College Foundation, welcomes gifts of materials with the understanding that the same standards of selection are applied to gifts as to materials purchased for the collection. Gifts are accepted without commitment as to their final destination and with the understanding that they may not be added to the collection. The LMC may choose not to accept some gifts. Any gifts that are not added to the collection will be discarded according to Washington State law. As a general guideline, gift materials should be less than three years old and in good condition. The Library Media Center accepts:

- Faculty, staff, and community donations of tangible materials

The Bellevue College Board of Trustees is authorized to accept gifts in the name of the college, provided that such gifts are appropriate to the college's mission and would not create a conflict of interest. The board has also delegated to the president the authority to accept gifts. Such gifts become property of Bellevue College, to be used or disposed of at the board's discretion, in keeping with any terms or conditions attached to the gifts. Gifts include:

- Memorial Funds
- Funds Towards Directed Purchasing

Repair Policy

The LMC repairs damaged books to extend the circulation of materials in the most efficient archival method within current budget restraints. Damaged books are reviewed by the collection development coordinator who recommends the title be repaired if possible and the cost is reasonable; replaced if the work is in demand, newer, or essential to the collection; or weeded from the collection based on weeding guidelines.

Weeding

All LMC collections are Washington State resources and will be disposed of according to state law (RCW 39.33.070).

To ensure a current, appropriate, and well used collection, LMC materials will be continually assessed and removed from the collection if:

- The information contained in the material is outdated or inaccurate
- The material no longer supports a curricular need (this case may arise when a Bellevue College program or area of study is de-emphasized or terminated)
- The material has little/no circulation and is not considered a classic or standard title in the area
- The material is superseded by newer editions and the original is not considered classic or needed for historical purposes
- It is a duplicate copy of low-circulating materials
- Material that requires equipment that is unreliable, obsolete, or is no longer available

Some material may be kept if it is used for instructional purposes. Some materials that may otherwise qualify for weeding should be kept because they are used by instructors for teaching purposes.

The LMC collection is regularly reviewed and assessed for outdated, non-circulating, or lost material as well as to identify areas of collection improvement through the use of regularly scheduled reports and circulation statistics. Replacement or updated information is sought to keep the collection current and robust.

This is an evolving document created through collaboration with all LMC staff.

Prepared by: Cadi Russell-Sauvé, Collection Development Coordinator

Approved by the Library Advisory Committee: May 13, 2013

Last Updated:

Appendices

Appendix A: The Library Bill of Rights, American Library Association

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 that 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.

From American Library Association, <http://www.ala.org/work/freedom/lbr.html>

Appendix B: Intellectual Freedom

"Intellectual freedom can exist only where two essential conditions are met: first, that all individuals have the right to hold any belief on any subject and to convey their ideas in any form they deem appropriate, and second, that society makes an equal commitment to the right of unrestricted access to information and ideas regardless of the communication medium used, the content of work, and the viewpoints of both the author and the receiver of information." *Intellectual Freedom Manual*, 7th edition

ALA actively advocates in defense of the rights of library users to read, seek information, and speak freely as guaranteed by the First Amendment. A publicly supported library provides free and equal access to information for all people of that community. We enjoy this basic right in our democratic society. It is a core value of the library profession.

From the Federation of Library Associations and Institutions

<http://www.ifla.org/faife/policy/iflastat/iflastat.htm>

Appendix C: Archival Format Transfer

Sample letter to Copyright Holder

Permissions Department

Dear Sir or Madam,

I am writing to request permission to copy the following work from VHS to DVD format for use in courses at Bellevue College. We have been unsuccessful in our attempted to locate the film to purchase. We explored acquiring this title through your website, Amazon, and other online shopping websites. We currently own one VHS copy of the program that we would like to change to DVD format for archival purposes. If you do not have the ability to grant these rights, I would appreciate any information on who could.

Item Information

- Title
- Original broadcast date:

Reproduction Information

- 1 copy
- Transference of our existing VHS tape to DVD format
- Method of distribution: Library use only; occasional classroom use

For further information and correspondence please contact the Bellevue College copyright officer:

Myra Van Vactor
Dean, Library Media Center
Bellevue College
425-564-3056
myra.vanvactor@bellevuecollege.edu

Thank you for your attention to this matter.

Sincerely,

Appendix D: Media Selection Information Form

Please provide the following information for determination of media inclusion in the LMC collection.
Please return this form to Cadi Russell-Sauvé, D260 or Cadi.Russell-Sauve@bellevuecollege.edu

Primary requestor & contact:

Other requestor(s):

Media Title:	
Length:	
Price:	
Language:	
Subtitles / accessible captioning available:	Yes <input type="checkbox"/> No <input type="checkbox"/>

How will this media be used:

- In class
- Assigned viewing
- Recommending viewing
- Other, explain:

How frequently will this media be used:

- Quarterly
- Annually
- One time only
- Other, explain:

Does the content/information covered support or confirm that the media meets the following collection criteria:

- Comprehensive in subject treatment
- Authoritative, reputable, represents diverse points of view
- Current and accurate
- Long-term significance or interest
- Supports inclusive learning environments

How did you hear about this film?

- Colleague:
- Professional Organization
- Reviewed in Professional Periodical
- Reviewed in Other Periodical
- Internet, listserv, email
- Other, explain:

Overall review of media and applicability to Bellevue College mission & goals (use back as needed):

I recommend this film:

Be purchased

Not be purchased