Sullivan College of Technology and Design Library

Collection Development Policy

I. Introduction

A. Purpose

The purpose of the Sullivan College of Technology and Design (SCTD) Library Collection Development Policy is to provide guidelines to facilitate the decision making process for the acquisition of library materials. Priorities of the acquisition, preservation and deselection of resources will be provided for this purpose. This policy is to ensure the accountability of library support and expenditures to the students, faculty and administration of SCTD and the Sullivan University System in general.

B. Mission

The Library’s mission is to support the SCTD academic community by providing education, research activities and the curation of the library resource collections. This mission is carried out by:

- Providing quality information literacy education for students by encouraging critical thinking, academic integrity, and competency in research skills.
- Curating resources that support the cultural, intellectual and pedagogical foundations of academic disciplines offered at the College.
- Supporting the mission of the College, which is to educate students effectively and efficiently for employment in high-need career fields.

C. Selection Criteria

The chief factors for selecting materials are as follows:

- Relevance of the material to the college curriculum
- Potential of the work to be used by the faculty and students
- Quality of scholarship or literary merit as determined by review resources and bibliographic aids
- Appropriateness, accuracy and currency of material
- Reputation of author or publisher
- Quality of the physical product or electronic platform
- Availability of currently held library materials on a particular subject
- Language
- Cost
- Format (accessibility of information)
- Instructor, administrator or student requests
D. Responsibility of Selection of Library Materials

The Library staff work closely with SCTD instructors to curate the collection. The Library welcomes all input from instructors, students and administration. Other resources the Library staff consult include distributor’s alerts, publisher communications, trade journals and much more. The selection process strives to maximize the budget while collecting the most appropriate resources. The ultimate goal is to create a collection that contains high quality materials that support the programs of the college and professional developmental needs of the faculty and staff.

II. General Collection Development Policy

The Library strives to develop the collection balanced on the many different formats based upon teaching faculty needs.

A. Format of Resources

- **Books:** Book are purchased for all disciplines. They are acquired through vendors, who purchase resources from trade, professional and university publishers. Purchases are done through Yankee Book Peddler (YBP) Library Services, directly from publishers and Amazon.com. The Library currently does not have an approval plan through YBP, but does purchase books via direct order.

- **Serials:** The library purchases periodicals to support all programs offered at the College. The majority of titles are subscribed through the journal subscription service, EBSCO. Other titles are subscribed directly from the publisher. SCTD students and faculty can access most online serial titles subscribed by Sullivan University.

- **Textbooks:** Textbooks required by coursework at SCTD are not purchased in general. However, there is a small number of textbooks that are purchased by a case-by-case basis, based on requests from administration.

- **Audio Visual Materials:** The Library works closely with faculty to make the best choices for audio visual (A/V) material purchases. Resources are acquired mainly through distributors such as Films Media Group and directly through publishers. The preferred format of purchase is DVD. Streaming video may be considered depending factors such as cost, the mode of access, and the length of time the College may lease access. If the cost is comparable to purchase a video in DVD format vs. streaming it with only a three year access, it may be more cost effective to purchase in DVD format.
• **Electronic Resources:** SCTD students, staff and faculty can access electronic journals and books that are subscribed through the Sullivan University Library. EBSCOHost, ProQuest Direct, Opposing Viewpoints and many more databases are available.

• **Paperbacks:** When there is a choice of purchasing a title in either paperback or hardback, paperback format will be chosen if there is a significant price difference. The Library also houses a paperback exchange section that students, staff and faculty are free to choose a book to keep. Anyone is free to bring in his or her paperbacks to support this service.

**B. Reference collections**

The Library collects materials for the Reference collection. Every effort is made to ensure that the materials in the reference collection are current and support every program in the College. When a new edition of a Reference title arrives, the old edition should be moved to the circulation area if appropriate. Scholarly works that are appropriate for use at the undergraduate level are selected and benchmarked against other libraries at institutions of high learning. Items that are ideal for the Reference collection are almanacs, annuals, anthologies, atlases, directories, career guides, dictionaries, encyclopedias, handbooks, indexes and style guides.

**C. Languages**

The Library primarily purchases resources printed in English. Titles that are printed with dual or multiple languages can be added if there is an English translation included.

**D. Popular reading**

In general, the Library does not collect materials that are fiction or popular literature. However, some nonfiction “general interest” purchases are made on a case-by-case basis.

**E. Professional Development**

The Library collects resources that support the professional development of the faculty and administration of the College.

**F. Audio Visual**

The Library collects A/V materials that support all the programs at the College. Most purchases are documentary in nature, however popular titles may
purchased if they are requested by a faculty member. Materials that do not have public viewing rights are labeled. A/V materials that are included with books remain on the shelf with the book. All individual DVDs and CDRoms are housed separately.

**N. Periodicals**

The periodical collection supports the educational needs of students and faculty with both print and electronic resources. The collection should reflect the diversity of the programs offered at the College. While the print collection is limited to a core of titles representing the foundations of each discipline, the collection is complemented by 60+ electronic databases and document delivery. Articles supporting most student needs are available electronically through aggregator databases, such as EBSCOHost®, ProQuest® and their equivalents.

**Formats:** Periodicals are available in print or electronic format. The decision as to which format to purchase, will be made on a case by case basis considering the following:

- Cost
- User needs (e.g., importance to distance education)
- Discipline (i.e., how a particular area uses periodical literature)
- Quality and "completeness" of the format
- Historical importance (i.e., some formats are more suitable for permanent retention than others)
- Availability and quality of graphic for graphic-specific magazines

**Popular vs. Scholarly:** In order to support the curriculum, the library maintains a basic paper collection of scholarly journals and trade periodicals. Only those popular periodicals that provide support for academic programs will be purchased. The library’s primary journal collection is online.

**Weeding/Deselecting/Periodical Review:** In order to maintain a viable print collection, the library maintains a rolling collection review for most titles, particularly if they are available in e-formats. Faculty will be consulted for deletions and additions at least once an academic year.

**Document delivery:** Options will be considered as a replacement for cancelled subscriptions. Weeding decisions will be made using the same criteria as for making selection decisions, balancing historical/archival importance with issues such as relevancy to the curriculum and space needs. For purposes of online students, the library may utilize an ad-hoc materials-by-mail strategy.
Selection Criteria: In addition to the selection criteria listed in the general Collection Development Policy, the following will be considered: The purchase of a subscription is a commitment of time and a new subscription will be retained for a minimum of a one year after its starting date. The title should appear in standard academic databases, although single-title, a la carte purchase will be made as curricular needs demand.

Newspapers: Are acquired selectively.

G. Storage

Resources purchased by the Library will be housed within the Library. Exceptions are made by a case-by-case basis.

H. Duplications

In general, the library does not purchase duplicate copies of a resource unless asked to do so by a faculty member or administrator. Duplicate titles that are also available electronically are not purchased except on a case-by-case basis.

I. Donations

Gift-in-kind donations are warmly welcomed, but the addition of donations will be done at the discretion of the Library. Donations that are current and meet the guidelines listed in this document may be added. Donations that are not added to the collection may be placed on the “Giveaway” table, offered to other SUS Libraries or be disposed of if in poor condition. Library staff will not inventory or appraise donated collections.

J. Online Databases

Students, faculty and staff have on campus and remote access to the many databases subscribed by the Sullivan University Library.

K. Weeding and Replacement

The library conducts an annual evaluation of the collection and will discard titles that are outdated, superseded or in poor condition. When a new edition of a title arrives, the old edition will be discarded. Exceptions may be made for high use materials. Since the SCTD Library is not a research library and has limited shelf space, keeping older editions and other outdated material diminishes the vitality and quality of the collection. Faculty are consulted on this process as appropriate. Other criteria for weeding or replacement of material are:
**General Collection Development Policy, Weeding and Replacement, cont.**

- **Missing items:** When an item is missing for 12 months, the Library staff will evaluate whether to replace it depending on the currency, quality and cost. Newer editions of the missing item will be priority. The missing title will be then withdrawn from the system.

- **Materials lost and paid for:** Material that has been paid for will be replaced following the same ordering criteria that is listed for missing items.

- **Materials long overdue:** These items, if checked out over a year will be evaluated for replacement, following the same ordering criteria listed for missing items.

- **Physical condition:** Items that are withdrawn for poor condition will be replaced using the same ordering criteria listed for missing items. Damaged titles that can be reasonably repaired and retain a value to the collection will be repaired.

- **New editions:** Replacement of old titles will be made depending on subject matter, length of time between editions, circulation and extent of revision.

- **Obsolescence of content:** Books that contain obsolete material should be weeded to maintain the integrity of the collection.

**L. Challenged Materials**

The Library welcomes observations and feedback regarding the collection and specific titles that are a part of it. Requests to add or remove items will be considered according to the principles affirmed in this document. Persons who request the reconsideration of a title should send a written request to the Head Librarian.

Complaints and Censorship: The Head Librarian will review the item against the principles of this document, and may contact appropriate colleagues and administrators for consultation. The library subscribes to the provisions of the *Library Bill of Rights, The Freedom to Read Statement, and Access to Electronic Information, Services, and Networks: An Interpretation to the Library Bill of Rights.*
M. Copyright

SCTD Library fully complies with all of the provisions of the U.S. Copyright Law and its amendments (17 U.S.C).

O. Website Cataloging Policy

Websites are not cataloged and added to the catalog. Important and useful websites that support the College programs are linked on the Library Resource Guides.

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