

# **CPTC Procedure: Library Services - Collection Development and Acquisitions**

## **Statement of Purpose**

The purpose of the collection development and acquisitions procedure is to state clearly the guidelines with which the library will select, acquire, and maintain library resources. The procedure encourages consistency for those responsible for developing the collection and for communicating collection development guidelines to students, faculty, and staff.

## **Objectives of Guidelines**

The primary purpose of collection development at the Coastal Pines Technical College (CPTC) Library is to provide information resources in print and electronic formats to support the programs of study at the College and the research of its students and faculty. Collection development should also support the work of staff engaged in college business and the personal or recreational interests of library patrons. In accordance with the principles expressed in the ALA Library Bill of Rights, materials will not be excluded because of the origin, background, or views of those contributing to their creation.

## **General Philosophy**

Materials for the library are selected and acquired based on their relevance to program curricula, the needs of faculty and students, date of publication, and diversity of format. The selection of materials should insure a comprehensive collection consistent with the missions, strategic plans, goals, and objectives of the College and library. Priority is given to those materials relevant to the College's curriculum and to the general reference works considered standard in small, academic libraries, as well as materials that foster intellectual curiosity and critical thinking. After the priority needs have been met, consideration is given to other desirable materials that give balance to the collection and meet the leisure, recreational, continuing education, and personal development needs of the students, faculty, and staff.

### **A. Criteria for Selection**

1. Strength of the collection in regards to the needs of the curriculum
2. Accreditation standards
3. Enduring value of content
4. Cost of the material versus available financial resources
5. Bibliographic format of the material
6. Availability through GALILEO or inter-library loan
7. Terms or conditions attached to the item affecting use (copyright, licensing, public performance rights, etc.)

### **B. Other guidelines for consideration**

1. Textbooks adopted for classroom use by the College are not typically purchased. Textbooks are acquired only if the publication is needed to supplement the library's permanent holdings and remains a prominent source of research.
2. CPTC Library will attempt to balance print, electronic, and online resources without unnecessary duplication. Duplicate copies are purchased based on usage statistics and needs assessments conducted by library staff members. The purchase of duplicate copies for campuses will be determined by curricula offerings, demand, funding, and accreditation requirements.
3. Paperbacks may be purchased when at least one of the following considerations is met: it is the only format available, the hardback cost is too prohibitive, the expected shelf-life is less than five years, or multiple copies are needed.
4. Except for foreign language dictionaries, CPTC Library will acquire English language materials

5. Frequently requested items will be considered for addition to the collection.
6. Periodicals will be selected according to the following criteria: relevance, demand, recommendations, cost, subject area, scope, and accreditation requirements. Newspapers are selected to reflect national, regional, and local news.
7. Audiovisual materials will be selected according to the following criteria: recommendations, demand, accreditation requirements, relevance, and cost

In order to provide patrons with equivalent levels of access to resources at all CPTC campuses and distance learning, the library will pursue the acquisition of electronic resources according to the criteria listed in Part A.

### **Responsibilities of the Library Staff**

1. The responsibility for coordinating selection of materials, equipment, and supplies for the library rests with the Library Services Director.
2. The Vice President for Academic Affairs is the final arbiter in determining what may or may not be ordered.
3. The Library Services Director expedites evaluation of the existing collection and selection of new materials for the library by consulting reviews, recommended catalogs, standard bibliographic guides, special releases, and online resources.
4. When developing the library collection, the Library Services Director involves faculty in the selection process by providing for the preview of materials and surveying needs.
5. New faculty members will be contacted by the Library Services Director and will be encouraged to evaluate available resources for their subject and to submit specific requests.

### **Faculty Involvement**

Faculty members are encouraged to participate in the selection of materials and are asked to indicate their priorities for purchase. Faculty, staff, and administration will be encouraged to submit requests at any time. Faculty members will be asked to examine collections in their subject area on an annual basis to determine which items are no longer useful or which are out of date, worn, or superseded.

### **De-Acquisition of Materials (Weeding)**

The de-acquisition of materials (weeding) is part of the collection evaluation process. Weeding of library materials is essential for the maintenance of a current, academically useful library collection. Weeding provides quality control for the collection by eliminating outdated, inaccurate, and worn-out materials. The Library Services Director is responsible for conducting an ongoing weeding effort. Faculty members will also be involved with the de-selection process. The following criteria are considered in making decisions related to collection weeding:

1. Poor physical condition
2. Obsolete information
3. Replacement by new addition
4. Excess duplicate copies of seldom used titles
5. Lack of space
6. Lack of value to the collection
7. Adequacy of similar information
8. Lack of use

Faculty members will examine collections in their subject areas on an annual basis to determine which titles are no longer useful or which are out of date, worn, or superseded. Weeding is not to be used to bias the collection in favor of any viewpoint. Withdrawn materials are replaced if available and if the material still meets the criteria for collection development.

## **Gifts**

Books, periodicals, and other informational materials may be accepted as gifts. Gift materials will be evaluated by the same criteria as purchased materials. Materials not retained may be processed for discard according to the Georgia Department of Administrative Services/Technical College System of Georgia procedures. Acceptance will be based on: relevance, appropriateness, usefulness, condition, and the number of existing copies. CPTC Library retains unconditional ownership of the gift and does not attempt to provide donors with item values. The CPTC Library is not responsible for a monetary valuation statement for tax or other purposes.

See Appendix A for Gift and Donation Release Form

## **Requests for Reconsideration**

The library does not add or withdraw, at the request of any individual or group, materials which have been chosen or excluded on the basis of stated selection criteria. An individual or group questioning the appropriateness of material within the collection will be referred to the Library Services Director. An individual may register a complaint concerning material that he or she considers objectionable by completing the "Request for Reconsideration of Library Materials" form shown in Appendix C. Any complaint from a Library patron concerning an item will be handled using the procedures outlined in Appendix B. CPTC Library subscribes to the American Library Association's "Library Bill of Rights" and the "Freedom to Read Statement."

See Appendix B for Reconsideration of Library Materials Procedures  
See Appendix C for Reconsideration of Library Materials From

## **Copyright**

Coastal Pines Technical College Library complies fully with all of the provisions of the U.S. Copyright Law (17 U.S.C.) and its amendments. The Library supports the Fair Use section of the copyright Law (17 U.S.C. 107) which permits and protects citizen's rights to reproduce and make other uses of copyrighted works for the purpose of teaching, scholarship, and research.

## **Responsibility**

The Vice President for Academic Affairs has overall responsibility for the implementation of this procedure.

**Adopted:** January 16, 2014

**Reviewed:** February 21, 2023

## Appendix A

### Coastal Pines Technical College Library Gift and Donation Release From

The Coastal Pines Technical College Libraries welcome gifts of materials for the library's collections.

Please Note:

1. The CPTC Library retains unconditional ownership of the gift.
2. The CPTC Library does not attempt to provide donors with item values.
3. The CPTC Library is not responsible for a monetary valuation statement for tax or other purposes.

#### Donor Information:

Please sign below to acknowledge that you have no objection to the above policies and procedures.

Donor's  
Signature\_\_\_\_\_

Address\_\_\_\_\_

Telephone  
Number\_\_\_\_\_

Materials  
Donated\_\_\_\_\_

Received By (Library Staff's Signature)/Date\_\_\_\_\_/\_\_\_\_\_

**Thank you for thinking of the CPTC Libraries.**

## Appendix B

The following procedures will be followed for challenges that patrons may bring to the retention of items in the Coastal Pines Technical College Library collection.

1. One or more patrons (complainants) may ask that an item or items be removed from the collection due to the nature or treatment of the subject.
2. Such a challenge may be informally resolved by discussion with the Library Services Director.
3. When informal resolution is unsuccessful or inappropriate, the complainant must fill out a "Reconsideration of Library Materials" form.
4. The Library Advisory Committee will review the complaint and examine the materials in question.
5. The Library Advisory Committee will be provided with a copy of the challenge, along with any background information to assist in the decision making process.
6. The Vice President for Academic Affairs will be notified of the Library Advisory Committee's decision.
7. The Vice President for Academic Affairs may choose to review the matter.
8. The complainant will be notified of the decision of the Library Advisory Committee.

\*Principles of the Library Bill of Rights are upheld at all times

**Coastal Pines Technical College Library  
Reconsideration of Library Materials Form**

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

Are you a CPTC student? \_\_\_\_\_ Yes \_\_\_\_\_ No

Whom for you represent?

\_\_\_\_\_ Self  
\_\_\_\_\_ Organization (Please specify) \_\_\_\_\_

Resource on which you are commenting

AUTHOR: \_\_\_\_\_

TITLE: \_\_\_\_\_

SUBJECT: \_\_\_\_\_

HARDBACK: \_\_\_\_\_ PAPERBACK \_\_\_\_\_ A/V MATERIAL \_\_\_\_\_ PERIODICAL \_\_\_\_\_

CALL NUMBER OF ITEM: \_\_\_\_\_

1. Have you read the material or listened to/viewed the item in its entirety? \_\_\_\_\_

If not, why? \_\_\_\_\_

2. What are your objections to the material? Please be specific in citing pages or passages.

\_\_\_\_\_

3. What do you believe might be the result of harm in reading/viewing this material?

\_\_\_\_\_

4. Do you have any recommendations for other material to use in place of this material?

\_\_\_\_\_

SIGNATURE OF COMPLAINANT: \_\_\_\_\_

RECEIVED BY: \_\_\_\_\_