

MISSION STATEMENT & COLLECTION DEVELOPMENT POLICY GUIDELINES

TERRY CAMPUS LIBRARY

DELAWARE TECHNICAL & COMMUNITY COLLEGE

DELAWARE TECH LIBRARIES' MISSION STATEMENT

Drawn from the mission and goals of the college, the libraries' mission is to support the instructional programs of the institution. The libraries support students and faculty in their educational and instructional objectives by providing on-site and remote access to a variety of services and resources. These strengthen teaching and learning and enhance the college's commitment to student success.

GOALS

- *The libraries, in conjunction with faculty, provide a program of information literacy skills that teach students to find, evaluate and use information effectively. These research skills support students in their current areas of study as well as in their future professional and personal needs for lifelong learning. Information literacy instruction is included in the curriculum and is offered using a variety of instructional methods and delivery modes.*
- *In conjunction with faculty, the libraries develop helpful guides and Web pages and acquire quality print, audiovisual and electronic information resources to support the curriculum and to respond to the educational needs and interests of a diverse student body.*
- *In accordance with nationally accepted cataloging standards, the libraries organize and catalog these materials and resources to ensure their accessibility both remotely and on campus. The libraries utilize appropriate college technology venues to provide access to the electronic resources and guides for our students and faculty.*
- *The libraries provide qualified professional and support staff to assist library users. The libraries offer appropriate and accessible services to the college community and maintain a physical environment conducive to student research and study.*
- *The libraries participate in collegewide collaborative efforts and in local, state, regional and national library networks and consortia to make information resources available to our constituencies; to enhance library operations; and to augment professional education opportunities for our staff.*
- *As an integral part of the college community, the libraries participate in college initiatives to improve programs and services and to advance the College's mission.*

(Approved 2009)

COLLECTION DEVELOPMENT POLICY GUIDELINES

The purpose of these Guidelines is to provide guidance for the systematic building of library collections by librarians, library staff and faculty. They reflect the philosophy and educational programs of the college and campus as expressed in the Delaware Technical & Community College's "Expanded Mission" and Vision statements as well as the mission statement of the Terry Campus.

In general, the library's first priority is to provide an up-to-date basic collection for current campus programs. However, particularly with regard to databases, the Terry Campus library cooperates with the other Delaware Tech libraries to support common programs and instructional subject areas. Also, aspects concerning the organization of and access to both print and other items held by the libraries, as well as the online databases, are addressed by the Guidelines.

These Guidelines were prepared with reference to the Standards for Libraries in Higher Education. These standards were prepared by a committee of the Association of College and Research Libraries (ACRL), a division of the American Library Association and were approved in 2004. Also, these Guidelines were prepared with reference to the ACRL Guidelines for Media Resources in Academic Libraries, 2006.

In order to maintain library guidelines that are responsive to the changing needs and objectives of the College, review of the Collection Development Guidelines is conducted periodically. The Head Librarians, working with the library staff and the administration are responsible for updating the Guidelines.

CLIENTELE

Primarily, the library serves students in Terry campus' educational programs (i.e., Delaware Tech credit courses, University of Delaware Associate in Arts courses, and Corporate and Community Programs training programs). Also, faculty and staff of the Terry campus are considered primary clientele.

While many students take distance education courses, most students are on-campus for at least some of their courses and have easy access to the collections of the libraries. Those who are distance-education-only students are provided access and materials through arrangement with the libraries via the Library Services website.

Secondarily, the library serves persons who attend certain other higher education institutions in Delaware (University of Delaware). Also, as members of the Delaware Library Catalog Consortium, the libraries serve registered "Adult Patrons" through the loan of materials.

OBJECTIVES IN SELECTION

The following are objectives for the library in the selection of materials:

- Collections will be evaluated to ensure the libraries' responsiveness to evolving technology and changing instructional needs.
- The libraries will supply materials of varying levels of sophistication and types of media to best serve the wide-ranging interest and abilities of the students.
- The libraries will provide materials or access to materials on opposing sides of controversial issues so that students may develop the practice of critical reading and thinking.
- In keeping with the Diversity Plan of the College, the libraries will support college diversity goals and curricula. The libraries will supply materials that enhance respect for the understanding of cultural, racial, religious and other differences among people. In addition, materials illustrating the accomplishments of individuals from diverse backgrounds will be provided.
- In conjunction with college Student Services personnel, the libraries will make library materials and services available to students with disabilities.
- The libraries will develop special collections as appropriate to the needs of the students.
- The libraries will add to their effectiveness by utilizing community agencies and participating in local, state, regional and national networks.

CONTROVERSIAL ISSUES

The American Library Association's "Freedom to Read Statement"

<http://www.ala.org/ala/aboutala/offices/oif/statementspols/ftstatement/freedomreadstatement.cfm>

and the "Library Bill of Rights"

<http://www.ala.org/ala/aboutala/offices/oif/statementspols/statementsif/librarybillrights.cfm>)

are recognized as upholding the doctrine of freedom of speech and of the press. They form the basis for the library's position on censorship.

Materials on controversial subjects are selected solely on the merits of the work in relation to building the library collection in order to provide varied points of view to the reader. The possession of controversial materials does not demonstrate the library's approval or disapproval of their contents. A patron who objects to a particular selection may fill out a written complaint form, which the library staff will then consider.

SELECTION RESPONSIBILITY AND PROCESS

The librarians and library staff, aided by faculty recommendations, are responsible for selection. Student recommendations are encouraged also. The Head Librarians have the responsibility for final materials selection within budget constraints. The Dean of

Instruction and the Campus Director have final fiscal approval. All materials purchased with library funds become library and college property.

Faculty members are actively encouraged to participate in the selection process. Library staff members gather potential titles from library review magazines, publishers' catalogs and websites and vendor databases, etc. Each title, approved by the Head Librarians, is entered into a "Desiderata" database of those titles we would like to buy given sufficient budget money. Each title is coded with a subject code or codes particular to the campus selecting the title for entry. This database is the source of desiderata lists sorted by subject code and sent, either electronically or in print format, to department chairs and faculty members for their selections. E-mails are sent to department chairs and faculty, including adjunct faculty, inviting title suggestions. A number of suggestions are received from faculty throughout the year.

ALLOCATION FORMULA

The book and audiovisual materials budgets given to the libraries each year through the Terry Division of Instruction are distributed among the ongoing majors and subjects prioritized based on:

- Availability of items in a subject or major as represented by the present book/AV collection
- Dept. Program Review Cycle
- New programs evolving at the college

CATALOGING AND PROCESSING ACQUIRED MATERIALS

The work of acquiring, cataloging and processing materials for the library is performed by the Technical Services library staff members.

The four college libraries have joined the Delaware Library Catalog Consortium, headed by the Delaware Division of Libraries, and benefit from access, through the Delaware Library Catalog, to the collections of all four Delaware Tech libraries as well as many other libraries in the state. Books and other materials listed in the Catalog are available to students throughout the state via courier service among the participating libraries. The Delaware Library Catalog is on the collegewide Library Services page at www.library.dtcc.edu. The use of this Catalog, along with other resources, has been incorporated into the libraries' instruction (information literacy) program.

Books, e-books, serials, audiovisual items and electronic resource items are cataloged according to national bibliographic standards ("Anglo American Cataloging Rules," soon to be changed to the "Resource Description & Access" rules, and MARC formats). Most items are classified using the Library of Congress Classification system. Almost all bibliographic records are obtained using the database of the Online Computer Cataloging Center (OCLC).

Currently, websites and databases are not cataloged on the Delaware Library Catalog due to restrictions on the “physical location” of items. However, they are listed on the libraries’ online “Subject Guides” on the Student Resources Page of the Library Services web site.

Only original audiovisual and electronic resources, which are purchased, received as gifts, or produced in-house, are cataloged.

Each campus library is organized into various collections; each collection location is noted in the entry on the Delaware Library Catalog for each item held. The materials purchased in support of programs and subject areas taught at the campus are represented by the holdings of the various collections listed in the catalog.

Technical Services gives cataloging preference to the following “high priority” items, collections, and subjects.

- Any title marked RUSH in the order record by the Head Librarian
- Faculty selections as indicated by the faculty members’ name in “Notify” in the order record.
- Serials (i.e. items with a date in the title)
- CIS titles
- Nursing and Allied Health titles
- Reference Collection
- Career and Career Reference Collections
- Curriculum and Children’s Collections
- High Energy Reading Collection
- Delaware Collection
- Audiovisual items

DATABASE ACQUISITION

New databases may be suggested by faculty or librarians. Databases may also come to the attention of the librarians through the professional review magazines or vendor contact. Free trial of a database is the primary method of evaluating it for acquisition. Such trials are usually posted to the Library Services website for faculty, student, and librarian use and feedback.

Collegewide databases are acquired by all four Delaware Tech campus sites in support of the various technologies and subject areas taught by or at the college. The specific databases are chosen by the Head Librarians and are acquired through the collegewide DIET budget request and allocation process. Database contracts/subscriptions are negotiated either directly with the vendor or our regional library network for OCLC and other library software and services. Access is provided through the collegewide Library Services page for on-campus users and through Blackboard for on-site, remote and distance learning users.

Most databases are purchased for an unlimited number of simultaneous users and priced according to student FTE.

Consortium databases are provided to the college through its membership in the Delaware Library Catalog Consortium. The Delaware Division of Libraries negotiates

database contracts which are inclusive of Delaware Tech for a number of general multidisciplinary and specialized databases. Some of these databases are provided free of charge to the college; others require payment of additional fees at reduced prices. Access is provided through the collegewide Library Services page for on-campus users and through Blackboard for on-site, remote and distance learning users.

CRITERIA FOR SELECTION

The libraries house a central collection of the campus' resource materials, which include books, periodicals, electronic resources, and audiovisual materials. Using the system of "Collecting Level Codes" developed by the Association of Research Libraries for their National Collections Inventory Project, the libraries generally collect at level 2, the Basic Information Level. The libraries purchase up-to-date general materials that introduce and define a subject.

The library specializes in acquiring materials which support the instructional programs taught at its campus site. .

Since the libraries acquire materials of various levels to serve the varying abilities of students, materials on advanced or specialized subjects may be purchased in limited amounts, if the coursework warrants. However, most of the need for expensive research materials by students and faculty will be satisfied by interlibrary loan.

Each type of material is considered in terms of its own value and the audience for whom it is intended. There is no single standard that can be applied in all cases when making an acquisition decision. Some materials may be purchased for their support of a particular course; others may be selected to satisfy general or recreational needs. Some of the materials may be considered because they meet special needs not outlined below in "General Criteria."

GENERAL CRITERIA

- Relevance of the material to the educational aims and purpose of the campus.
- Present and potential relevance to instructional needs. Faculty request and guidance are important.
- Suitability of content and style for students.
- Reviews in reputable sources.
- Recency of publication, if significant.
- Relation to other material in the collection and to other material available on the subject.
- Purpose of author, professional competence, and writing skill.
- Reputation and authority of author, publisher, or edition.

- Relative cost of material in relationship to library budget and to other available materials.
- Conformance to copyright laws.
- Accessibility of materials held by Delaware Libraries and listed in the Delaware Library Catalog.

CRITERIA FOR SPECIAL CATEGORIES

The general criteria apply to all materials purchased. Some types of materials, because of their special formats or purposes, require additional criteria. (See also the “Special Collections” section.)

Books

- Support of national program accreditation requirements and new or expanding campus instructional programs is important in developing the collections.
- Additional copies are acquired in response to need. When a choice must be made, duplicates of high demand basic titles will be purchased in preference of other titles on the same subject.
- The type of cover (hardback vs. paperback) to be purchased will be evaluated in light of anticipated use, durability requirements, and budget considerations.
- Non-textbook format books are preferred over textbooks, unless there is a special need for textbooks or if they are the predominant type of book in the subject field.
- Old editions containing obsolete or incomplete information are replaced by new editions as funds become available.
- Foreign language materials are purchased to support the language courses. Very few general foreign language books are purchased.
- Some general or recreational titles are purchased to appeal to student and staff interest.

Audiovisual and Electronic Materials

- Support of national program accreditation requirements and new or expanding campus instructional programs is important in developing the collections.
- Faculty input in the selection of specific audiovisual titles is sought to ensure a collection relevant to the curriculum. Generally, audiovisual materials are purchased for the use of faculty in the courses they teach.
- Some general or recreational titles may be purchased to appeal to student and staff interest.

- Generally, the libraries and the campus provide equipment to allow the use of acquired audiovisual and electronic materials either individually or in small groups in the library or in campus classrooms. Therefore availability of such equipment is important in the purchase decision.
- If a format, and its attendant equipment, is becoming obsolete, titles may be replaced in a new format as budget permits, pending the ability to acquire the appropriate equipment.
- The campus/college provides computers and the capability to view digital (online) media through the budget of Terry DIET. Specialized software and instructional laboratory programs for individual instructional departments are not purchased through the libraries' budgets.

Periodicals (magazines, journals, and newspapers, usually in print format)

- Support of national program accreditation requirements and new or expanding campus instructional programs is important in developing the collections.
- First hand evaluation of sample copies is used at times.
- The need for very up-to-date information on subjects not yet covered in books is considered.
- Amount of use anticipated from faculty and students is considered.
- Some general or recreational titles are purchased to appeal to student and staff interest.

Government Documents

Government documents suitable for the collections are ordered and distributed throughout the collection as needed.

SPECIAL COLLECTIONS

Most of the books owned by the libraries are housed in the Nonfiction Collection. **The following are collections of special format or purpose materials which are cataloged with MARC records.**

Audiovisual materials are housed in the following collections according format type: Cassette, Compact Disc, Computer Software, DVD, Kit and Video.

The Children's Collection consists of books designed to be read to children or to be read by children (from infancy up to approximately 6th grade). Primarily, these materials are provided in support of the Early Childhood Education and Elementary Education programs at Terry.

The Music CD Collection consists of a small number of recreational music compact discs for browsing and check-out at the Terry Library.

The Education Department Terry Collection consists of books containing activities suitable for Early Childhood Education and Elementary Education curriculum themes. Also, the collection contains books about curriculum and curriculum-building.

The High Energy Reading (HER) Collection consists of easy reading materials written for students acquiring or improving English language skills at the Terry campus. Because a number of these books are written at the elementary school level, these titles are supportive of both English as a Second Language (for reading) and Elementary Education classes (as examples of books for reading for middle school students). Many of the titles are biographies and books about American history. The books often have intercultural subject matter. Appeal of format, writing style, and subject is important here.

The Reference Collection consists of books and other materials which are in reference format (arranged for the relatively quick extraction of information). Most of these materials reflect the subjects taught at the campus or the subjects commonly demanded by students for writing papers. Some general, biographical and diversity-related reference materials are purchased as well.

The Fiction Collection consists of classic and popular fiction.

The following special collection is not cataloged at the present time. Digitization of some of the items is being considered.

The Administration Collection consists of Delaware Tech publications such as college catalogs, student handbooks, annual reports, graduation programs, Middle States documents, etc. In addition, papers written by and provided by campus staff or faculty may be included. These materials are collected by the librarians when possible, but the libraries do not have official responsibility for collecting and maintaining the campus archives.

ACQUISITION PRIORITIES

When the library must make difficult choices in periods of financial austerity, the following factors may aid in assigning priorities.

- With some exceptions, the periodicals and databases must be continued.
- New programs have top priority for item purchase.
- Materials on current issues for class assignments have top priority.
- Materials for rapidly changing fields (computers, networks, allied health) have high priority.
- Subject areas in great need because of inadequate resources, increased enrollment or an obsolete collection have high priority.
- Subject areas and collections which are heavily used have medium priority.

- Serial titles (e.g. annuals) and needed reference books have medium priority.
- Subject areas with little change in content have a lesser priority.
- Subject areas of general nature, not directly curriculum related, have a low priority.

GIFTS

Gifts are evaluated for inclusion in the library's collection using the same criteria that apply to purchased materials. The library has the authority to accept or refuse gifts; those not accepted in the collections may be placed with another library or disposed of through sale. Gift books which are added to the collection and, later, weeded may be disposed of through sale also. Back-files of periodicals to which the library does not subscribe or plan to subscribe may not be accepted.

COLLECTION MAINTENANCE

Faculty members are provided opportunities to participate in the collection evaluation and weeding process in subject areas they teach.

Weeding, the discard of obsolete material, is an integral and ongoing part of the total effort of evaluating the collections. Periodically, faculty members are invited to weed sections of the collections. They are consulted, as needed, during the ongoing routine weeding process performed by the librarians. Titles to be withdrawn from the collections include excess duplicates, unused older material, damaged copies, or titles containing outdated or inaccurate information. The process of weeding, however, is not to be used solely as a method to remove materials presumed to be controversial. Technical periodical retention is determined by the librarians in conjunction with the instructional departments.

Database usage statistics are gathered and published regularly. Usage statistics and feedback from faculty and librarians are used to maintain or de-select the databases of the campus and the college.

The collections of each library are developed systematically within budget constraints. The collections are continually re-evaluated in relation to changing program content, new instruction methods and other needs. A full inventory and accompanying evaluation are completed periodically. Partial collection evaluation is ongoing.