



WCC Library Collection Development Guidelines

Revised March 2010

1: General Overview

A. Main goal:

The main goal of the Acquisitions Department is to provide the Westchester Community College students, faculty, staff and general community with the materials needed to achieve the Harold L. Drimmer Library Mission:

The Harold L. Drimmer Library supports the mission of the College by providing resources that support the curriculum, educating users on information retrieval and analysis, and empowering them with knowledge of effective research skills.

B. Principle:

In accordance with the ALA Library Bill of Rights, materials will not be proscribed or removed because of partisan or doctrinal disapproval.

2. Collection Development Procedures

A. Who places requests?

Requests originate from many sources:

- Direct requests from faculty
- Requests from faculty through Library Liaisons
- Library Liaisons who have examined material for their area
- Librarian recommendations
- Requests from students and community users

B. Information resources on materials:

Other than requests that come directly from individuals, the following types of information resources are used to evaluate items for Library acquisition:

- general catalogs and brochures with all subjects areas for titles combined
- catalogs and brochures with title offerings in specific areas, such as law or biology

- Choice cards: general subject grouping listed in upper right of card; Library of Congress call number listed in top center of card

Library Liaisons are sent materials in their subject area. The Liaison evaluates them and consults with faculty, if possible, to determine which items would best serve WCC needs.

General catalogs and brochures, which comprise the vast majority, are placed on the bookshelf labeled "Collection Development catalogs" in the Tech Services / Acquisitions office. Everyone is encouraged to examine these resources.

C. Evaluation of resources

1. Limited resources and attendant priorities:

Since funds and shelving space are limited, some evaluation method is helpful in determining item selection. We therefore recommend the following general hierarchy to prioritize acquisitions:

- Support of the WCC core curriculum course assignments
- Support of courses held at WCC in all fields and subjects
- Background material of relevance to WCC courses
- Material of relevance to interest to the WCC community as a whole
- Material of relevance to Westchester County

2. Item evaluation: Librarian independent of faculty

A. Relevance:

We collect for the Library *mainly* to serve our students and those who teach them by providing resources relevant to their studies (see "limited resources," Part 2, C 1). When determining if an item should be ordered, frequent perusal of the Schedule of Classes and WCC Catalog (A new one just came out as of September 2007) is an excellent indication of what would fit our needs.

B. Choice cards:

On Choice card summaries an indication that an item is recommended for "two-year colleges" can be an indication that, if appropriate for our curriculum, the item will benefit the greatest number of students. The most useful part of Choice card reviews is the "Summing Up" in bold face found at the bottom of the card. Possibilities include "essential, recommended, highly recommended, or "not recommended." While we may take these views into consideration, the discretion of the individual Librarian who is aware of WCC needs, curriculum and interests is paramount.

C. Academic levels:

Since the Library is part of the SUNY system, we can obtain more advanced materials on Inter-Library Loan; hence we do not regularly collect materials more appropriate for “upper-level undergraduates, graduate students and faculty.”

We may on occasion collect more advanced materials. In selecting more advanced materials it is preferable to have faculty input. As with selection of more basic, two-year college level material, the informed WCC Librarian with experience with the relevant Department and / or experience with our curricula and needs may suggest such material.

D. Highly advanced materials:

Highly advanced material are accepted as donations if at some point they may prove useful to the WCC community.

E. Esoteric material:

Esoteric material, or items on topics we don't teach and that have little realistic chance of being of interest to the community are accepted as donations within reason and at the discretion of the Librarians.

3. Evaluation with faculty:

Library Liaisons are to consult with faculty in their assigned departments. Faculty requests, with or without Liaison input, will almost always be ordered. If a request is problematic for budgetary or other reasons, the Technical Services Librarian will consult with the Librarians and / or with the Library Chairperson as appropriate.

D. Placing requests:

1. One of the following is initialed by the requesting Librarian:

A catalog with the page number noted

A photocopy or a tear sheet from a catalog or brochure

A printout with item information

A Choice card

A note listing title with any relevant information

2. The name(s) of faculty to be notified upon arrival of the item is listed next to the requesting Librarian's initials.

E. Print Reference “Standing Order” list

The Technical Services / Acquisitions Office has compiled a list of items ordered yearly that are *not* fully represented by our online resources.

The Technical Services / Acquisitions Librarian will order these titles annually, assuming they continue to be appropriate to WCC needs.

F. Material Format

The Acquisitions/Tech Services department acquires materials in a variety of formats: DVDs print and eBooks. Unless there is a compelling reason to the contrary, we order visual material in DVD format and avoid accessioning VHS items. The Technical Services Librarian is evaluating the need for a separate budget to replace current VHS material; of the approximately 6,700 VHS items currently held, the items that circulate most often will be replaced in DVD format.

G. Faculty Authors:

In keeping with common academic library practice, we acquire materials authored by our faculty as the budget and staff time permit.

3. Collection Development restrictions

Textbooks are not acquired for the Library in our recent history; however faculty members do occasionally donate textbooks that enhance our Collection. Faculty members often place personal copies of required texts on reserve.

4. Material De-Selection (Weeding)

De-selection or removal of materials occurs on a regular basis to fulfill most efficiently the primary purpose of the Collection. Library Liaisons work with faculty members to determine which materials are no longer needed in the interests of maximizing shelf space.

Librarians may independently remove material that may be outdated and therefore misleading.

Frequency of use and currency are major factors in determining which materials to retain and which to de-select.

5. Special Collections

At some point in the future we may collect items in certain categories as non-circulating collections relevant to WCC, Community Colleges in general, or Westchester County. The current Acquisitions Librarian is taking this under advisement.