

SANTA ANA COLLEGE
NEALLEY LIBRARY
COLLECTION DEVELOPMENT POLICY

Introduction

The Nealley Library Collection Development Policy is guided by the Santa Ana College mission, the Nealley Library mission, its philosophy and its collection development goals. This policy documents the selection principles and guidelines for the acquisitions and the management of materials for the Nealley Library.

The management of a viable college library collection depends on the college and library missions, consistent and adequate funding by college administration, the expertise of librarians, continuous input from faculty, and the support of students and staff.

College Mission

The mission of Santa Ana College is to be a leader and partner in meeting the intellectual, cultural, technological and workforce development needs of our diverse community. Santa Ana College provides access and equity in a dynamic learning environment that prepares students for transfer, careers and lifelong intellectual pursuits in a global community.

Nealley Library Mission

The mission of the Santa Ana College Nealley Library is to promote educational success, information competency and lifelong learning through the implementation of quality programs, services and equitable access to current and relevant sources.

Philosophy

The major purpose of the Nealley Library is to participate and support the educational programs of Santa Ana College¹. To that end, the resources of the Nealley Library serve to support and facilitate the active learning and academic development of the Santa Ana College community. Librarians accept the intellectual freedom and information provision principles of the American Library Association as they are enumerated in the following:

- Library Bill of Rights
<http://www.ala.org/advocacy/intfreedom/librarybill>
- Interpretations of the Bill of Rights
<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations>

¹ [1] A complete listing of certificate and associate degree programs is available in the Santa Ana College Catalog: http://www.sac.edu/CatalogAndSchedule/Documents/2014-2015/Catalog_14-15.pdf (pp. 33-36)

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- Freedom to Read Statement
<http://www.ala.org/advocacy/intfreedom/statementspols/freedomreadstatement>

Goals

Nealley Library maintains an ongoing collection development process that achieves the following objectives:

- Supports the college curriculum (academic and vocational) by supplying information that is academically useful and curriculum-responsive to the college's Program Student Learning Outcomes (PSLOs), Student Learning Outcomes (SLOs), and Course Learning Outcomes (CLOs).
- Best meets the needs of both on site and online users.
- Enhances the development of information literacy, English competency, and basic skills.
- Is accessible to SAC's diverse learning communities.
- Assists in the development of critical thinking skills.
- Fosters lifelong learning patterns and an understanding of the cultural and intellectual diversity of our community and world.
- Meets day-to-day information needs.
- Offers recreational reading.

To ensure the currency and relevancy of the library's physical and electronic collections, the collection development policy provides guidelines for evaluation and budgetary considerations of the collection, as outlined in the "Collection Management Procedures" portion of this document.

Additionally, librarians will make a conscientious effort to provide a collection of materials/resources that represent diverse points of view of issues and subjects. The Library will acquire and make available resources in various formats, and the library will pursue resource sharing agreements to expand the range of accessible materials. Librarians will continue to develop procedures to maintain the quality of its collection and information services for breadth, depth, level, currency, and accessibility.

Questions or concerns regarding the library's collection development policy can be directed to the Nealley Library Department Co-Chairs or Chair.

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Responsibility for Selection

Librarians working with department faculty have the responsibility for the selection of library materials. Collection should be curriculum-driven and should also represent a balance between standard and current works in the formats specified below.

- Monographs and audiovisual materials.
- Serials - Journals, magazines, newspapers, and other materials that are issued periodically.
- Electronic resources – E-books, e-journals, and aggregator databases.

Due to the ongoing and typically increasing subscription fees of serials and electronic resources, these materials are considered differently from monographic purchases.

Decisions regarding the purchase of serials and electronic resources are made with the consensus of library faculty. SAC faculty from other departments are welcome to recommend electronic resources for consideration.

Division Liaison Librarians are responsible for selection and deselection materials and resources in their division areas of responsibility.

Criteria for Selection

Adhering to the library mission statement, its philosophy and its collection development goals, consideration for inclusion of resources into the library collection includes:

- Relevance to SAC's curriculum, including college-wide Program Student Learning Outcomes (PSLOs), Student Learning Outcomes (SLOs), and Course Learning Outcomes (CLOs)
- Style and reading level appropriate for a general, undergraduate, vocational or selected remedial audience
- Positive reviews or other indicators of quality content, including author's reputation, accuracy of content, and publisher reputation
- Availability and currency of existing holdings in the same, or similar subject
- Relative need for subject coverage and balance in the collection as a whole
- Permanence or timely merit
- Cost relative to available funds
- Ease of access or user-friendliness of electronic resources.
- Accessibility of library resources for onsite and distance education users.

In addition to recommending materials that support college curriculum, Librarians may

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also propose the addition of materials that promote lifelong reading and learning beyond the curriculum.

Deselection of Materials

Assessment of the relevancy and condition of the collection is an on-going task performed by librarians. Regular and periodic deselection is necessary to identify items which no longer fit the criteria for selection or meet state and accrediting body mandates for vocational programs. Obsolete and curriculum-inappropriate materials occupy expensive space and detract from current materials that support an evolving curriculum. Studies show that de-selection increases usage and circulation. This process requires expertise and discretion and is vital to maintaining the integrity of the collection. Ideally, de-selection should occur when new material is being ordered, regularly and systematically every two years, and in cooperation with faculty from the discipline under review.

Materials considered for withdrawal must meet one or more of the following criteria:

- Superseded editions where the new edition has significant new information.
- Titles which have not circulated within a reasonable time period (5-10 years) based upon subject, scope of the work, except for such items considered classics or where the author is an authority. Titles which have not circulated in many years may no longer be viable for one or more of the following reasons:
 - Material is not the correct pedagogy for the current student population.
 - Material which no longer meets vocational program accreditation requirements due to age, subject, or course cancellation.
 - Materials that contain outdated or factually inaccurate information.
 - Physically deteriorated items.
 - Material where the level is not appropriate for the program or courses taught.
 - Incomplete sets or material with missing parts.
 - Material requiring obsolete or dated equipment (e.g., VHS).
- Material is available online and retaining a physical copy of the item is deemed unnecessary by the library with regard to space and funding considerations

Backfiles of Periodicals

Generally, the library retains backfiles, i.e., holdings, of ten years or less. Exceptions to the general backfiles holdings will be considered on a title by title basis. Specific backfiles are determined by but not limited to the following:

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- Local interest
- Duplication of holdings in different formats
- Availability of indexing
- Relevance of archival files to curriculum-based research needs
- Emphasis of research currency within a given field and/or subject area

Replacement of Missing or Lost Materials

Replacement of missing or lost materials is not automatic. Replacement is subject to the selection criteria.

Materials Not Acquired by the Library

The following materials are excluded from the acquisitions process:

- Course textbooks currently used are not purchased. Faculty members and departments are encouraged to provide student use copies of textbooks for the library's reserve collection. It is not the policy of the library to purchase course textbooks, though some required texts, such as classic literature, may be included in the library's circulating collection.
- Local history books and materials are not acquired since these specialized collections are maintained and available in the community.
- Highly specialized research or classroom materials will not be purchased for individual faculty members.

Community Recommendations

Unsolicited purchase recommendations and suggestions from students, staff, and the community will be welcomed and given consideration if they meet the selection criteria. Unsolicited gifts will be welcomed and given consideration if they meet the selection criteria and there are no restrictions attached to their disposition.

Copyright

The library will comply with the existing copyright laws. The library will also promote copyright compliance among its users and among its staff.

Authority

Final authority for the determination of policy is vested in the Rancho Santiago Community College District Board of Trustees.