



Great Basin College
Library

Collection Development
Policy

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1. Philosophy of Collection Development Policy

The Collection Development Policy provides guidelines for the selection and maintenance of The Great Basin College Library's collection of materials. This policy statement is subject to revision as the needs of Great Basin College may change in the future. This policy will be reviewed on an annual basis.

2. Community Description and Analysis

Great Basin College is part of the Nevada System of Higher Education (NSHE). Great Basin College offers Associate Degrees in a wide variety of disciplines. The college has a number of programs leading to a Bachelors' Degree including the Art's, Business, Education, and Nursing. Great Basin College strives to provide a broad range of quality academic, vocational, technical, cultural, and social opportunities designed to help students attain their goals. The Library strives to serve all members of the Great Basin College Community.

3. Library Mission

The Great Basin College Library supports the College mission of teaching, learning and scholarship by providing access to quality information resources, offering exceptional services and assistance, utilizing current technology to enhance research, promoting information literacy, and insuring intellectual freedom.

4. Standards for Selection

Materials to be selected include books, serials (magazines, journals, newspapers, and annuals), recordings, media items (video cassettes, DVD's, CD-ROMs) and other electronic resources such as e books. The Librarians at Great Basin College are assigned specific area's of the collection they are responsible for adding new materials to. Input for materials selections from Faculty is very much encouraged.

Major emphasis is placed on educational, informational and cultural needs. Materials have educational value if they contribute to the positive growth of the student, either as an individual or in the individual's relationship to society. Materials of current and lasting value will be given preference.

General criteria for selecting library materials include the following:

1. Author's reputation and significance
2. Importance of the subject matter to the collection
3. Scarcity of currently held material on the subject
4. Timeliness or permanence of the material
5. Appearance of the title in special bibliographies
6. Authoritativeness
7. Reputation and standing of the publisher
8. Price

Materials may be considered appropriate to a particular subject if it meets one or more of the stated criteria.

5. Responsibility for Selection

Close cooperation between librarians and faculty is essential for making responsive and responsible choices about library acquisitions. Faculty are encouraged and solicited to request materials for purchase for the library. When there is any question about the need for and appropriateness of any item being considered for purchase by librarians, appropriate faculty members are contacted for their recommendations. Final responsibility for selection of materials rests with librarians with the expertise and the wide view of the collection necessary for achieving balance and depth and breadth of the collection.

6. Policies by Format

A. Books

1. Hardbacks – because of durability, preference will be given to hardbacks.
2. Paperbacks – will be purchased if not available in hardback or if it is not available in a better format. Moreover, paperbacks will be considered for purchase if a limited readership would not justify purchase of a more expensive edition.
3. Electronic – Will be purchased according to preference, usability and suitability of the subject area. Reference material in electronic format will be given priority so that all members of the Great Basin College Community will be given equal access to these materials.
4. Textbooks – Generally will not be added to the collection. Exceptions can be made by the Library Director or if a Faculty member specifically request such an item.

B. Audio Visual Materials – The following guidelines exist for library media items:

1. Purpose

Great Basin College Library is committed to providing materials to support curriculum. Moreover, the Library supports classroom instruction and research in various formats to enhance the learning process. Audio visual materials will be added to the collection to meet these needs.

2. Formats

The Library presently offers a large number of items in various media formats. These formats include: DVD's, video cassettes, audio cassettes, and multimedia kits and others. The Library will purchase DVD's over video cassettes if given a choice. Items will be selected to meet the needs of Faculty and students. New formats and technologies will be evaluated and added as deemed appropriate.

3. Budget

The Library Director will set aside a specific amount of money in the materials budget to be spent on audio visual materials. The amount of money spent on audio visual materials can be adjusted as needs change.

4. Selection Criteria

Selection criteria will follow the same standards outlined in the General Collection Development Policy with the following additions:

- a. Preference will be given to digital format when available unless specified by faculty.
- b. Preference will be given to titles in English or with English subtitles unless specified by faculty.
- c. Dubbed versions of films will be purchased only when no other version is available.
- d. Documentary titles which have been produced in the last ten years will be given priority unless the title is a classic or a more recent comparable title is not available. There will be no chronological limits for feature films.
- e. Technical quality of the production.
- f. Aesthetic and artistic appeal.
- g. Level of treatment (analytical vs. descriptive)
- h. Intended audience
- i. Faculty suggestions are welcomed and are purchased whenever possible
- j. Duplicates (identical titles of the same format) will be added only upon faculty request.

5. Replacement

Items will be considered for replacement when they are in poor physical condition, damaged or lost, if they are still deemed useful. Items may be replaced in a different format if there is value added in either the quality of the resource, convenience in playback, or instructional appropriateness, or if the title is deemed high risk in its existing format. Obsolete formats will be replaced with newer formats when possible.

6. Preservation

Items will be repaired if the item still has value or is not replaceable.

7. Reference

Items deemed to be high risk for theft or mutilation will be placed in the Reference section of the audio visual collection. These items will be available for in house use only.

8. De-selection

Items will be deselected (weeded) according to the guidelines in the General Collection Development policy.

C. Serials

1. Newspapers – because of lack of storage space, back issues are not stored past two or three months.
2. Magazines and Journals – emphasis is on acquisition of material based on support of the curricula, indexing availability, predicted usage, and the availability of the publication electronically. Periodical subscriptions will be reviewed regularly and evaluated for use and appropriateness in terms of curricula support. Based on the evaluation and faculty recommendations, some titles will be eliminated and others added.
3. Electronic Magazines and Journals – will be purchased to support the needs of the college and will be evaluated on an on-going basis. New databases will be added when appropriate. Statistical analysis of database usage will in part determine the appropriateness of keeping particular databases. The Library Director will be responsible for the selection of databases with appropriate input from Faculty and Library staff members.

- D. Maps – Will be selectively added to the collection. Old or outdated maps will be kept if they are of political or historical value.
- E. Pamphlets – Print pamphlets will not be collected only electronic pamphlets included in online databases will be included in the collection.
- F. Microforms – microform format will not be purchased. Microforms as part of the Government Documents collection will be weeded sparingly but only after five years has elapsed since they were added to the collection.
- G. Government documents – As a Depository of Government Documents, Great Basin College Library will continue to maintain and add to this collection.
- H. Reference – Authoritative, well reviewed reference sources will provide the base of the collection within each subject area as well as build a solid core of general reference sources both electronically and in book format.
- I. Electronic Databases – Great Basin College Library subscribes to numerous electronic databases. Some of the databases include electronic magazines and journals as noted under C-3 above. Electronic databases are purchased to support the curriculum. The following criteria are used in the selection of these databases.
 - 1. Basic research needs of students, faculty, and staff.
 - 2. The cost of the resource must be sustainable for the foreseeable future.
 - 3. The resource must be reasonably priced considering factors such as its comprehensiveness, its anticipated/actual level of use, number of simultaneous users, or the amount of full text in the resource.
 - 4. The resource should support remote users of the library without requiring individual logins and passwords.
 - 5. If the same or similar content is available in print format, the electronic product must offer at least the same (preferably added) value. Other things being equal, electronic format wins if it provides:
 - More extensive content
 - More frequent updates
 - More flexibility in searching
 - Greater access for users, or
 - Greater functionality, such as the ability to invoke links to local/related resources.
 - 6. The content of the electronic resource must support the College's curriculum.
 - 7. The provider of the resource must be stable and reliable.
 - 8. The resource must be user friendly and should not require significant staff training.
 - 9. The information provided by the resource should be to a large extent unique, i.e. not duplicated in other resources.
 - 10. Every effort will be made to first acquire a new database on a trial basis, before a final purchase is made.

Database Renewals

Three additional criteria are considered when deciding on database renewals:

1. Do usage statistics indicate enough use to justify the renewal?
2. Have other products emerged in the subject area that are of better quality/value?
3. Has the product superseded or is it now duplicated in other products?

Number of Simultaneous Users

The number of users in a multi-user license is determined by anticipated use and Funding. If sufficient user demand is demonstrated, additional licenses may be acquired.

7. Intellectual Freedom and Procedures for Complaints

A. Library Bill of Rights

The Library subscribes to the Library Bill of Rights of the American Library Association which affirms its belief in the following basic policies:

1. As a responsibility of library service, books and other library materials selected should be chosen for values of interest, information and enlightenment of all people of the community. In no case should library materials be excluded because of race or nationality, nor of the social, political, or religious views of the authors.
2. Librarians should provide books and other materials presenting all points of view concerning the problems and issues of our time; no library materials should be proscribed or removed from libraries because of partisan or doctrinal disapproval.
3. Censorship should be challenged by libraries in the maintenance of their responsibility to provide public information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgement of free expression and free access to ideas.
5. The rights of an individual to use of a library should not be denied or abridged because of his or her age, race, sex, religion, national origins or social or political views.
6. As an institution of education for democratic living, the library should welcome the use of its meeting rooms for socially useful and cultural activities and discussion of current public questions. Such meeting places should be available on equal terms to all groups in the community regardless of the beliefs and affiliations of their members, provided the meetings are open to the public.

B. The Selection and Treatment of Sexual or other Controversial Materials

The entire range of human cultural practice, of science and pseudo-science, and of religious, political, ethnic, and social expression is welcome in our collections insofar as representative materials may be acquired with scarce resources. While we do not acquire material purely for their prurient interest, our selection practices necessarily recognize that eroticism is often an integral part of many forms of cultural expression and that human sexuality is an important area of study for the biological and social sciences.

C. Procedures for Complaints

1. Have the patron complete the form "Questions on Library Resources."
2. Submit the form to the Library Director, who may or may not choose to involve the Vice President of Academic Affairs and others deemed appropriate by the Vice President.
3. The Library Director will meet with the complainant to discuss concerns.

8. *Gifts Policy*

The Library is grateful for gifts and the contribution they make toward enriching the collections, but reserves the privilege of deciding whether a gift should be added to the collection. Donors are encouraged, whenever possible, to submit a list of items offered which can be compared with materials currently in the collection.

The Following types of materials will not be included in the collection:

Materials excluded from Acquisitions by the Collection Development Policy: out-of-date materials not of historical value; a duplicate of items already in the collection unless usage warrants inclusion; materials in poor physical condition which would not justify the expense of processing. The Library reserves the right to dispose of materials that are not added to the collection. The Library will determine the classification, housing, and circulation policies of all gift items, and no restrictions of usage may be made by the donor. A receipt letter will be furnished to the donor, but the Library will not be responsible for a monetary valuation statement for tax or other purposes.

9. *Weeding, Replacement and Duplication*

- A. Weeding or the removal of an item from the Library's collection for discard or storage should be a regular and continuing process. It should be done according to the following criteria: content (dated or no longer of interest), physical condition (scratched, torn, generally ragged), use patterns (declining or non-existent), or a combination of these factors.

B. Replacement

The Library does not automatically replace all materials withdrawn because of loss, damage, or wear. Need for replacement is considered according to the number of duplicate copies, existence of adequate coverage of a field, other similar material in the collection, availability of later or better material, and demand for a title or subject.

C. Duplication

Duplicates will only be purchased under rare circumstances, demands, or recommendations. Donated duplicates will be added to the collection if use justifies the addition.

The Great Basin College Library wishes to thank Utah Valley State College for allowing us to adapt portions of their collection development policy for this document

Appendix A. "Questions on Library Resources" Form

QUESTIONS ON LIBRARY RESOURCES

Great Basin College Library has delegated the responsibility for selection and evaluation of library resources to the GBC librarians, and has established procedures to address questions or concerns about those resources. Completion of this form is the first step on those procedures. IF you wish to inquire about library resources, please return the completed form to David Ellefsen, GBC Library Director.

Name

_____ Date _____

Address

_____ City _____

State

_____ Zip _____

Phone

_____ Do you represent ☐ self ☐ organization?

1. Resource on which you are commenting: _____ Book _____ Textbook _____ Video
_____ Magazine _____ Display _____ Library Program _____ Audio Recording _____ Newspaper
_____ Electronic information (Please specify) _____
_____ Other _____

Title: _____ Author/Producer: _____

What brought this resource to your attention?

3. Have you examined the entire resource?
4. What concerns you about the resource? (Use other side or additional pages, if necessary.)
5. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?

Adapted from the American Library Association Intellectual Freedom Committee