

# **Collection Development & Evaluation Policy**

## **I. Introduction**

The purpose of this policy is to define the objectives and guidelines utilized by the Cecil County Cecil College Veterans Memorial Library (CCVM Library) during the acquisition and retention of library materials. In this document, the word “materials” shall be used to encompass all classes of materials, including physical, electronic, and other relevant resources that the Library provides to its users. The Library collection is designed to support the mission and vision of the College. The Library’s primary goals are to develop and maintain a collection that will enhance the College’s academic curricula, represent the diversity of the College community, and meet the needs of the students, faculty, staff, administration, and community.

## **II. Cecil College Mission Statement**

Cecil College is an inclusive, open-access college committed to academic excellence and service to the greater region. The College provides a supportive learning environment to a diverse body of students as they build the skills and knowledge to achieve academic success, prepare to transfer, and enter the workforce. Further, Cecil College fosters intellectual, professional, and personal development through lifelong learning opportunities, the arts, and community engagement.

## **III. Library Mission Statement**

The Library at Cecil College is an integral part of the educational program of the College. It provides resources and services to support academic, vocational, and personal enrichment programs. Students, faculty, staff, and administration are the Library’s principle clientele. Cecil county residents are also welcome to access the library’s resources. The Library contains print, non-print, and electronic resources. The library is staffed by professionally and technically trained personnel who facilitate patrons’ access to the variety of information resources available. Materials and services provided to the College community by the Library support classroom activity, faculty instruction, and intellectual development. In addition to the Library’s collection supplementary resources are available through interlibrary loan and cooperative agreements. The Library facilities are conducive to a peaceful learning environment. The Library subscribes to the core values of Cecil College and the Intellectual Freedom Statement of the American Library Association.

## **IV. Intellectual Freedom Statement**

The Library’s primary role is to select and retain materials that support the College’s academic curricula and the diversity of its campus community. Some materials may be offensive to individuals or groups for a variety of reasons. The selection process for materials is not an

endorsement or condemnation of the views or contents contained by them. The Library serves as a neutral party in providing and supporting access to information and scholarly communication and subscribes to the core values of the American Library Association Bill of Rights. Under this document, the Library has a responsibility to:

1. Make available the widest diversity of views and expressions, including those which are unorthodox or unpopular with the majority
2. Appropriately consider all attempts to impose external censorship on Library materials, including (but not excluded to) challenges based on: political viewpoint, social viewpoint, religion, race, sexuality, or controversies related to the material or its author.
3. Assure that the constitutional right of freedom of expression is not abridged in any way

## **V. Requests for Reconsideration**

Patrons with a complaint about an item in the CCVM Library collection may submit their concerns in writing to the Director of Library Services. The complaint will be reviewed by a committee of librarians, relevant faculty members, and a relevant member of the administration. After review, a recommendation will be made to retain or withdraw the item. The complainant will receive a written response.

## **VI. Selection Responsibility**

CCVM Library's full time employees are comprised of:

- 1) Director of Library Services (Administrative Professional)
- 2) Instructional Librarian (Administrative Professional)
- 3) Librarian of Acquisitions & Cataloging (Administrative Professional)

All library staff are expected to remain up to date on current trends in the academic library field. Standard lists for selecting materials such as bibliographies, catalogs, current reviews, etc. are used regularly by Library staff. The size, nature, and budget of the CCVM Library does not allow for the positions of Subject Specific Librarians or Embedded Librarians. Consequently, library staff also rely heavily on recommendations from faculty in their areas of expertise. Student, staff, and community recommendations are also encouraged and welcomed.

The Librarian of Acquisitions and Cataloging is responsible for the direct purchasing of new materials. All materials must be approved by the Director of Library Services before purchase.

## **VII. Selection Criteria**

CCVM Library's primary role is to select and retain materials that support the College's academic curricula and strategic plan.

**Materials for purchase will be evaluated based on the following:**

- Does it support the Cecil College curriculum?
- Does it support classroom teaching needs?
- Does it support faculty research and development?
- Is it an appropriate content level for its projected audience and use?
- Does it support and represent the diverse needs of the campus community?
- What is its physical quality, including paper, typography, and binding durability?
- Is the author and/or publisher an authority on the topic?
- What is the strength of the current holdings in same or similar subject?
- What is the cost of the material relative to the budget?

## **VIII. Textbook Reserves Guidelines**

CCVM Library purchases a number of high demand textbooks to be placed on reserve for in-house use. Subject areas that exhibit a higher demand for books will be supported at a higher level in order to meet that demand. Cost is a factor in textbook selection. Items with unusually high costs will be evaluated to ensure their anticipated level of use will justify the expense.

## **IX. Purchasing of Materials**

CCVM Library maintains an annual operating budget. Funds are allocated into specific budget lines (e.g. Books, Contracted Services, etc.) and may be re-negotiated during the annual budget process. The library maintains a small amount of flexibility in its ability to transfer funds for unanticipated demands, or to take advantage of economical purchase opportunities. Vendors, when applicable, are chosen based on cost consideration and service.

## **X. Electronic Resources**

Electronic resources are defined as any material requiring a computer for access. The Library holds annual subscriptions to eBook, Streaming Video, and Online Database collections. Electronic resources are chosen using similar criteria to other library materials, with increased emphasis on four criteria: cost, expected use, ease of use and vendor support.

## **XI. Library Archives**

The Library maintains an archive of materials related to the College community. Please note that the collection is not exhaustive or indexed. Materials are added when available and applicable. Materials available include:

- College catalogs and schedules
- College newspapers and literary magazines
- Memorabilia (commencement programs, etc.)

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- Photos of College staff, students, members of the community and College buildings and grounds
- On occasion, other items deemed of archival interest will be added to the collection, at the discretion of the Library staff.

## **XII. Special Collections**

The following materials will be considered for inclusion in Maryland Room (Special Collections room):

- Titles that focus on the history of Maryland
- Titles that focus on the history of Cecil County
- Copies of books that have been signed by the author, if connected to the College or County.
- Scholarly Publications by recognized faculty, staff, or administration.
- Special Gifts to the College

## **XIII. Collection Maintenance**

The removal of selected materials, or “weeding,” is done on a continual basis, and is vital to maintaining the relevancy and currency of the collection. *Faculty are encouraged to assist in determining outdated or inaccurate materials in their areas of expertise.*

Objectives of Weeding:

- To increase the relevance of the existing collection to current curricular needs
- To make the most efficient use of shelf space
- To maintain the collection in an acceptable physical condition

Weeding Criteria:

- Outdated or inaccurate information
- Damage which cannot be repaired
- Multiple copies of seldom used titles
- Older editions which are superseded by material in a newer edition
- Materials which no longer support the curriculum, unless the item has broader value to the collection as a whole

Weeding Policies:

- Weeding will not be done solely on the basis of circulation statistics.
- Weeding shall not have the effect of biasing the collection in favor of one viewpoint.

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- Faculty may recommend an item for weeding based on their department's needs; however, Library staff may elect to keep the item based on needs of other departments.
- The Library staff will make final weeding decisions.

## **XIV. Donations**

Donations of physical materials are accepted on a case by case basis, and are evaluated and selected in the same manner as purchased materials. The Library reserves the right to dispose of or add them to the collection according to the selection criteria above.

The library does not place a value on donated materials. The Internal Revenue Service considers the library to be an interested party which, therefore, precludes appraisals of any gift or donation, and the acceptance of a gift appraised by a third party does not in any way imply endorsement of the appraisal by the library. However, the library will, upon request, provide the donor with an acknowledgement of the donation.

## **XV. Policy Review**

This collection development policy will be periodically reviewed by Library Staff to ensure all Library procedures are updated and reflected appropriately.