Florida SouthWestern State College Libraries: Collection Development Policies and Procedures

Statement:

The collection development policies of the Florida SouthWestern State College Libraries serve to ensure the creation and maintenance of an academic collection based on the curricular and research needs of the institution.

Collection development procedures are in place to ensure library faculty and staff create and maintain consistent collections across the district.

Acquisitions Policies and Procedures

Acquisitions Policy #2015-1: Selection Responsibility

Updated: 3/23/15 ALH

Policy: Selecting resources for the FSW libraries' collections is the duty of the FSW library faculty. The ultimate decision regarding resource selection lies with the Head Librarian.

Acquisitions Policy #2015-2: Priority of Resource Selection

Policy: Priority will be given to sources that support curriculum, student learning outcomes, program accreditation standards, and faculty/staff development.

Acquisitions Policy #2015-3: Types of Resources Selected: Textbooks

Updated: 3/23/15 ALH

Policy: Textbooks are not standard resources selected by the FSW libraries. Single copies of textbooks may be purchased only when the title represents the best source of information in a particular field. Course textbooks to be placed on reserve are not purchased by the libraries and are the responsibility of individual professors and departments.

Acquisitions Policy#2015-4: Types of Resources Selected: Periodicals and Scholarly Journals

Updated: 3/23/15 ALH

Policy: Given the availability of electronic journals through subscription databases, the FSW libraries will not maintain physical copies of scholarly journals, unless required through specific language by a program's accrediting body. Physical copies of periodicals will be maintained based on subscription cost and availability of the periodical through FSW's online databases.

Acquisitions Policy #2015-5: Types of Resources Selected: DVD's and CD's

Updated: 3/23/15 ALH

Policy: All audiovisual materials are selected by the same criteria as print resources.

Acquisitions Policy #2015-6: Types of Resources Selected: Ephemeral Materials

Updated: 3/23/15 ALH

Policy: Ephemeral publications may be acquired and are subject to the same selection criteria as print resources.

Acquisitions Policy #2015-7: Selection Criteria

Updated: 3/23/15 ALH

Policy: Resources will be selected for the collection using the following criteria as base guidelines

A. **Relevancy**: resources will be selected based on how well the resource aligns with the learning outcome goals of current Florida SouthWestern State College curricula and programming

B. **Authority:** materials published by academic/university presses, or authored by field experts/scholars will be given first priority

C. **Currency:** though both current and retrospective resources are important for a comprehensive academic collection, priority will be given to current materials as appropriate

D. **Language:** materials published in English and materials designed to support foreign language courses taught at the college will be given first priority

E. **Format:** consideration will be given to all formats (electronic, hardback, and paperback)

F. **Replacement:** items still deemed relevant to the collection but in poor physical condition will be re-purchased

Acquisitions Policy #2015-8: Gifts and Donations

Updated: 3/23/15 ALH

Policy: see Florida SouthWestern State College Library Policies

Library Policy-Donations #2014-1 Accepting Donations:

Florida SouthWestern State College Libraries will accept donations of library materials. Using collection development standards for academic libraries, the library faculty will make decisions regarding the retention of donated materials. The Library staff and faculty will acknowledge gifts, stating number of items and condition, but will not set dollar amounts.
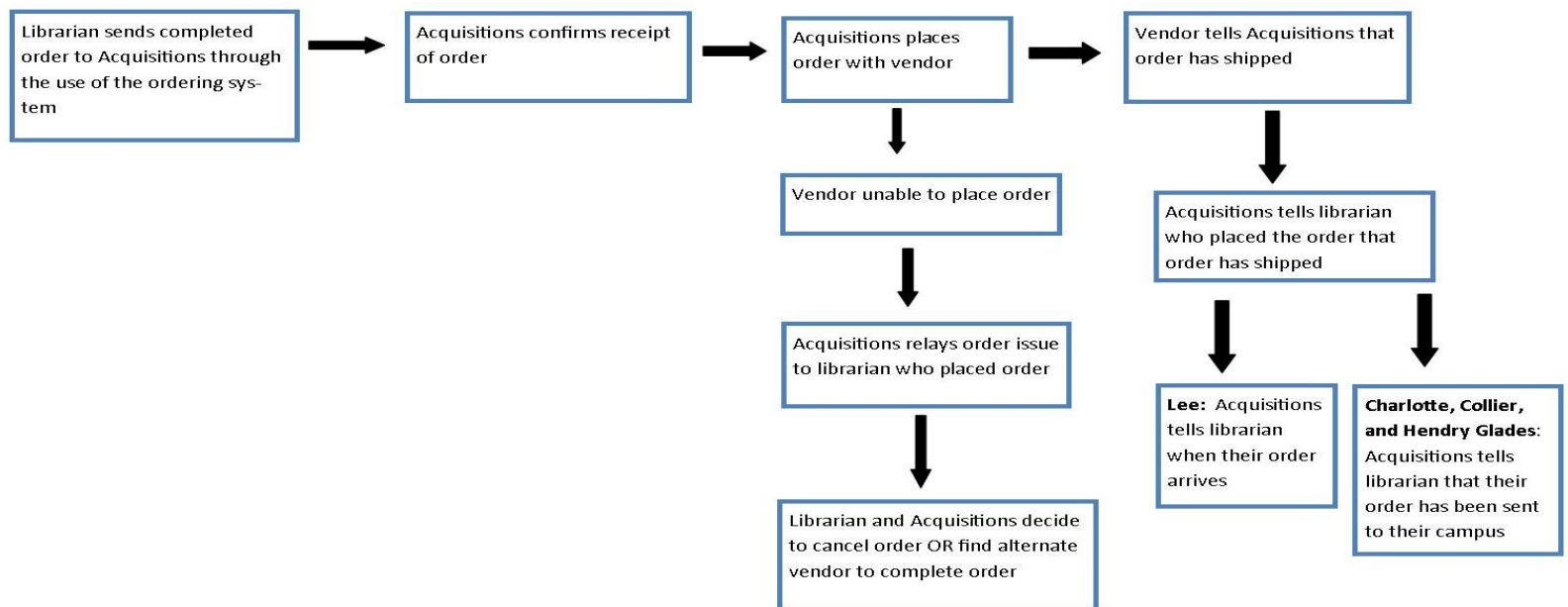
Acquisitions Policy #2015-9: Faculty Requests

Updated: 3/24/2015 ALH

Policy: Resource requests from faculty members will be considered using the selection criteria outlined in Acquisitions Policy # 2015-7. The decision to fulfill a faculty request lies with the FSW librarians and the Head Librarian.

Acquisitions Procedures

Ordering of resources should follow the basic steps outlined below:

Librarian sends completed order to Acquisitions through the use of the ordering system

→

Acquisitions confirms receipt of order

→

Acquisitions places order with vendor

→

Vendor tells Acquisitions that order has shipped

Vendor unable to place order

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Acquisitions relays order issue to librarian who placed order

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Librarian and Acquisitions decide to cancel order OR find alternate vendor to complete order

Acquisitions tells librarian who placed the order that order has shipped

Lee: Acquisitions tells librarian when their order arrives

Charlotte, Collier, and Hendry Glades: Acquisitions tells librarian that their order has been sent to their campus

Order follow up: Monthly, Acquisitions will check previous month's orders to ensure all titles have been ordered and issues with specific titles have been resolved with librarians who initiated the order.

Monthly order report: Each month Acquisitions will provide the Head Librarian with a report of titles ordered during the previous month.

Procedure for out of print ordering: Best efforts will be made to acquire out of print materials as it is available.

Faculty Request for materials: Using the selection criteria outlined in Acquisitions Policy # 2015-7, librarians will make appropriate decisions regarding the faculty request and initiate order. Faculty requested items should be logged using the faculty request for materials form found on the FSW libraries' web page. Particularly costly or large faculty request orders should be approved by the Head Librarian before order is initiated.

Weeding Policies

Weeding Policy #2015-1: Criteria for de-selection

Updated 3/24/2015 ALH

Policy: To ensure the libraries' collections stay current and in good condition, the collection will be weeded regularly in accordance with the weeding procedures outlined in this document. Resources will be de-selected using the following criteria as a base guideline:

A. **Relevancy:** any materials that support degrees, programs, or curricula no longer offered by Florida SouthWestern State College will be considered for de-selection

B. **Circulation:** any materials that have not circulated for a period of three years will be considered for de-selection

C. **Currency:** materials with outdated information will be considered for de-selection

D. **Condition:** materials in poor physical will be considered for de-selection

E. **Duplication:** duplicate volumes of materials will be considered for de-selection

Weeding Policy #2015-2: Discarded Materials

Updated: 3/24/2015

Policy: Items discarded from the FSW libraries' collection will be available to faculty, staff, students, and the community free of charge. Items will not be held for specific people or departments and will be stamped as discarded or withdrawn.

Weeding Procedures:

Weeding Cycle:

The following subject areas will be weeded at least every 5-8 years:

- Philosophy
- Psychology
- History
- Fine Arts
- Literature

The following subject areas will be weeded at least every 3-5 years:

- Social Science
- Business
- Legal*
- Education
- Science

The following subject areas will be weeded at least annually:

- Nursing and Health Science*
- Technology

* These programs may require additional weeding as mandated by their accrediting bodies

Local and State Resources

Resources pertaining to Charlotte, Collier, Glades, Hendry, and Lee counties and the state of Florida, will be retained as long as they remain in good condition.

Withdrawn reports:

A monthly report of withdrawn materials will be given to the Head Librarian for review.

Database review

Databases will be reviewed by the FSW librarians annually and retained or dropped based on the following criteria:

A. **Relevancy:** the content held in databases contracted by the FSW libraries must align with current curricula, programming, and degree offerings

B. **Usage:** statistics regarding how often individual databases are accessed will be considered in retention decisions

C. **Duplication:** databases with duplicate or similar journals/resources may be considered for weeding

D. **Interface:** the general usability, ease of searching and retrieving sources, and access to unlocked materials will be taken into consideration

E. **Cost**: cost for certain databases may be a deciding factor in retention when one or more of the above factors do not meet in the database's favor