

St. Clair College Library Resource Centre

Collection Development Principles and Procedures

PART I: OVERVIEW

St. Clair College Vision, Mission & Values

Vision:

Excellence in all we do.

Mission:

Transforming lives and strengthening communities through high-quality and accessible educational experiences that support career readiness, innovation, and life-long learning.

Values:

- Accessibility
- Accountability
- Collaboration
- Diversity
- Inclusivity
- Integrity
- Quality
- Respect
- Sustainability
- Transparency

Library Collection Development Statement

The Library Resource Centre is an integral part of the academic community of St. Clair College. It is directly responsible for the collection, organization, and dissemination of information resources at the college and it shares responsibility with teaching faculty to impart lifelong learning skills to students. Taking account of the overall mission and vision of St. Clair College as well as the responsibility of the library to ensure adequate information resources are available to support teaching, learning, and research for all college programs, Library Resource Centre staff select, acquire, and maintain an up-to-date and highly relevant collection of physical and online resources. The library will pursue collection development in accordance with best practices in library and information science as outlined in evidence-based scholarly literature while acknowledging the college's unique program mix, fiscal situation, and demographic makeup.

Purpose of Principles and Procedures

The Collection Development Principles and Procedures has two main purposes:

- To guide Library Resource Centre staff in the ongoing development and maintenance of the information collection to support the programs and mission of St. Clair College
- To allow St. Clair College stakeholders to understand the Library Resource Centre's collection development procedures and to provide suggestions or comments on acquisitions and maintenance of the collection

Intellectual Freedom and Canadian Library Association Position Statement

The Canadian Charter of Rights and Freedoms guarantees everyone, among other fundamental freedoms, “freedom of thought, belief, opinion and expression.” Libraries support Canada’s free and democratic society by providing patrons with access to a maximum possible range of materials containing a vast spectrum of ideas and opinions. The St. Clair College Library Resource Centre provides unrestricted access to materials which may include viewpoints which are unorthodox, unpopular, or controversial. As part of ongoing maintenance, the library may deselect items which contain factual errors or have been superseded by new scholarship; however, the library will endeavor to ensure that items are not deselected solely based on the unpopularity of the author(s) or idea(s) expressed within them. Any request for reconsideration of items in the library collection by patrons will be denied if library staff judge that the sole reasoning for the reconsideration constitutes censorship of an author or idea.

The Library Resource Centre supports the Canadian Library Association’s Position Statement on Intellectual Freedom:

Canadian Library Association Position Statement on Intellectual Freedom

Approved by Executive Council ~ June 27, 1974; Amended November 17, 1983; and November 18, 1985

All persons in Canada have the fundamental right, as embodied in the nation's Bill of Rights and the Canadian Charter of Rights and Freedoms, to have access to all expressions of knowledge, creativity and intellectual activity, and to express their thoughts publicly. This right to intellectual freedom, under the law, is essential to the health and development of Canadian society.

Libraries have a basic responsibility for the development and maintenance of intellectual freedom.

It is the responsibility of libraries to guarantee and facilitate access to all expressions of knowledge and intellectual activity, including those which some elements of society may consider to be unconventional, unpopular or unacceptable. To this end, libraries shall acquire and make available the widest variety of materials.

It is the responsibility of libraries to guarantee the right of free expression by making available all the library's public facilities and services to all individuals and groups who need them.

Libraries should resist all efforts to limit the exercise of these responsibilities while recognizing the right of criticism by individuals and groups.

Both employees and employers in libraries have a duty, in addition to their institutional responsibilities, to uphold these principles.

Canadian Library Association Statement on Intellectual Freedom and Libraries

[http://cla.ca/wp-content/uploads/CLA Intellectual Freedom Position Stmt 27sept2015 ltrhd.pdf](http://cla.ca/wp-content/uploads/CLA_Intellectual_Freedom_Position Stmt_27sept2015_ltrhd.pdf)

Responsibility for Collection Development

Collection development is coordinated by staff at each campus Library Resource Centre in a collaborative fashion and in accordance with individual staff member's areas of expertise. Faculty, staff, and student comments and recommendations are welcomed through the [purchase request form](#) on the college website. Faculty, in their role as subject experts, are particularly encouraged to discuss their curriculum and other needs with library staff. Final responsibility for the selection and deselection of library materials rests with Library Resource Centre staff under the supervision of the college administrator responsible for library services at that campus.

PART II: SELECTION AND ACQUISITION

General Scope

The Library Resource Centre collection is designed to support the teaching, learning, and research needs of St. Clair College programs and help the college to achieve its mission, vision, and ends. Items are selected to provide a rich understanding of subject matter which represent high quality scholarship and multiple viewpoints. Collections shall meet the collection level suitable for a Canadian college library. In particular, selectors will take into account the relative academic level of a program and its graduates and ensure that the library collection provides instructional support at an appropriate level (See Research Libraries Group Conspectus Collecting Levels <http://www.loc.gov/acq/devpol/cpc.html>)

Languages:

As St. Clair College does not have any formal undergraduate languages or graduate level humanities or language dependent programs, collection development shall be limited to English language materials.

Canadian Content:

Preference is given to Canadian resources for titles which provide political, social, or cultural interpretations except for materials which support programs with an international focus (ie International Business). Scientific/factual items will be purchased based on their merit regardless of their geographic origin.

Currency:

Materials selected for addition to the collection shall be published within the last five years with a preference for materials published within the last two years when possible. Exceptions to this rule may be made for items of historical importance, classic texts, items of particular curricular relevance, and items selected for recreational purposes.

Textbooks/Required Course Materials:

As the purpose of the library collection is to provide materials which support and supplement curriculum and research needs, textbooks and other course materials including audiovisual content required for review/study by a course syllabus are generally not considered within the scope of library collection development. Textbooks will only be purchased if they meet specific criteria for selection. It is recommended that faculty who wish to have a copy of a textbook or other course material made available for their students provide a personal copy which will be placed on reserve at the library.

Criteria for Selection

General Criteria:

- Purpose and scope
- Collection balance
- Subject content
- Canadian content

Specific Criteria:

- Level and intended audience
- Authority of author/reputation of publisher
- Comparison/duplication of other works
- Uniqueness
- Currency
- Cost
- Format
- Bibliographic Control
- Demand or User Need

Allocation of Funds

In each fiscal year, a portion of the Library Resource Centre's Learning Resource Materials budget will be allocated exclusively for collection development. Specific amounts for each of online, print, and audiovisual will be set based on the overall amount available and the projected costs of resources in the coming year.

Online Collection:

Due to the large and often highly interdisciplinary nature of online collections, each subscription will be reviewed annually and have their renewal based on content, usage, and their relation to the overall online collection. Estimates for the overall cost of online collections is reviewed by Library Resource Centre staff and approved by the college administrator responsible for library services. New collections will be trialed prior to a purchasing decision. Feedback from faculty, library staff, and other stakeholders will be taken into account.

Print Collection:

A certain portion of the collection development budget will be allocated to print collection development. The largest portion of that fund, comprising at least 80% of the overall print fund, shall be devoted to direct program support. Items will be purchased to support each program at the college. Funds will be divided amongst programs using a formula which accounts for the number of students at each level of the program, the academic level and needs of the students, and the relative library use of the particular program. At least 10% of the overall print fund will be put towards strategic priorities such as building collections for new programs, addressing areas which have seen recent rapid change, and supporting interdisciplinary areas of the collection which are needed but not well served by the program support budget. The remainder, comprising not more than 5% of the overall print collection budget, will be allocated to recreational materials which support lifelong learning and curiosity and will include popular works from the sciences, social sciences, arts, and humanities including English literature.

Audiovisual Collection:

The audiovisual collection will have additions of physical items (DVDs, Blu-Rays, etc.) based on faculty recommendation. Whenever possible, users are directed to our online streaming collections to fit their audiovisual needs. Audiovisual equipment is added as required. All new materials purchased shall be available in an accessible format.

Gifts/Donations

The Library Resource Centre is pleased to consider any gifts or donations. The process to give a gift or donation is initiated by contacting Library Resource Centre staff. Gifts and donations will only be accepted in accordance with all college policies, particularly but not limited to 4.12 (Purchasing) and 5.4 (Code of Conduct and Conflict of Interest).

Materials Donations:

Items donated in kind are accepted and evaluated by Library Resource Centre staff. The same criteria for selection for regular library purchases are applied to items donated. In addition, previously used items which otherwise meet criteria for selection must be in an acceptable condition and free of mould, high levels of dust, and other contaminants which may affect the integrity of existing collections.

Items donated in kind which are not selected for inclusion in the collection are offered for free to library patrons. Items on display for free for over one month may be recycled. Donations not selected will only be returned or held for the original owner if that is specified at the time of drop off.

Tax certification for materials donated will be produced upon request. This request should be made at or before the time that the items are provided to the library. For an item with a value under \$1,000 the item's current fair market value will be appraised by a Library Resource Centre staff member. For an item with a value equal to or above \$1,000 then the current fair market value must be appraised by a qualified third party. Items rejected for the library collection will not be appraised regardless of their fair market value.

Cash Gifts:

Cash gifts may be offered for the purpose of the selection of new materials or subscriptions. For one time donations, a donor may designate a particular subject field or project which will be supported. In the case of the donor stipulating a particular area for their funds to be used, the area must be supportive of the college's teaching, learning, or research activities. A gift meant to support an ongoing subscription must meet general criteria for selection and sufficiently cover the cost of the subscription in each subsequent year or the subscription may be subject to cancellation.

Resource Sharing

Recognizing the limited scope of the library collection, certain specialized information needs will arise in the course of teaching, learning, and research which require resources that may not be readily available locally. In this case, patrons may be able to find more suitable materials from other institutions and be provided access through our direct borrowing agreement with all other Ontario colleges or via our interlibrary loan procedure.

PART III: MAINTENANCE AND DESELECTION

Rationale for Deselection

The Library Resource Centre's collection must be continually monitored and maintained to ensure that its contents meet the present and future information needs of the St. Clair College community. Electronic subscriptions are reviewed annually upon renewal and physical collections are reviewed on an ongoing basis.

The goals of maintenance and deselection are to manage library collection development funds, to effectively utilize physical space, and to ensure that the contents of the collection are relevant to curricular needs.

Criteria/Process for Deselection of Electronic Collections

In the case of electronic products the library often subscribes to ongoing access to large databases rather than the outright purchase of individual titles or collections. As such, many electronic collections are renewed on an annual basis which allows library staff to evaluate their use as they come up for renewal. When a collection comes up for renewal, library staff will consider its usage statistics for the past year and decide if it should be renewed or considered for deselection. A collection considered for deselection will be vetted with relevant faculty members and tested against the following criteria:

- Database content relevance to curriculum
- Accessibility of database
- Accreditation requirements
- Evidence of database use
- Cost of subscription and overall fiscal considerations
- Overlap with other subscribed databases
- Replacement of database content with similar other product

Criteria for Deselection of Physical Items

Due to limitations in shelving space and to ensure that the collection provides relevant and factually correct information to support current programs, the library will evaluate items currently in the print and multimedia collections and may choose to deselect items which meet one or more of the following criteria:

- Poor condition
- New edition supersedes the old one
- Not circulated in the past five years
- Format outdated
- Target audience out of scope
- Outdated technical/scientific information
- No historical importance and/or research relevance
- Availability of similar/newer titles in collection (Except for very high use titles, the library will retain only the two newest available copies of an item)

The Library Resource Centre will not deselect the last copy of an item which meets any of the following criteria:

- Authored by St. Clair College faculty, staff, students, or alumni
- Last item on a topic remaining in collection
- A classic work in a subject area
- Related to the local history of Windsor-Essex, Chatham-Kent, or Southwestern Ontario
- Current historic/research value

The following process will be followed when items are being deselected:

- A list of items that are being recommended for deselection will be provided to the Director of Student Services for review with Senior Management.
- Any items approved for deselection will be offered first to faculty in related programs.
- Deselected items are offered for free to library patrons.
- Items which are displayed for free for over one month may be recycled.

Reconsideration of Collection Items

If a patron believes that an item in the collection is not suitable or appropriate for use, that person may request that the item be reviewed by Library Resource Centre staff. Patrons initiating a request for reconsideration should review the Library's position on intellectual freedom and be aware that any request will be denied if library staff judge that the sole reasoning for the reconsideration constitutes censorship of an author or idea. The request must be made either in writing or by email to a library staff member and must contain the following elements:

- Full name and contact information of requestor including current street address and one of either a telephone number or email address
- Are you currently affiliated with St. Clair College? (If so, please state your status)
- Are you representing yourself or are you writing on behalf of an organization (if an organization, please state which organization)?
- What specific resource are you asking the Library Resource Centre to reconsider (for books include full title, author(s) and/or editor(s), edition, place of publication, publisher, ISBN if available)?
- Have you read/examined the entire item?
- What concerns do you have about this resource (include page numbers and/or URLs where possible) for its use by the St. Clair College community?
- Is there an item/resource that you would recommend to replace this item or to provide a different viewpoint on this topic?
- Would you like the Library Resource Centre to contact you with the result of your request for reconsideration?

Creation and Revision

Created by Library Resource Centre - August 2021

Last Revision: June 2022