Arthur A. Houghton, Jr. Library
Collection Management Guidelines

**CCC Vision Statement**

Corning Community College will be a premier community college where learning transforms lives.

**CCC Mission Statement**

Corning Community College serves life-long learners in our region by providing access to high-quality, affordable transfer, career, and workforce development educational opportunities. Our learning environment fosters diversity, empowerment, leadership, and teamwork for academic, professional, and personal success. We collaborate locally and promote global awareness for social, environmental, and economic sustainability.

**Library Mission Statement**

The Arthur A. Houghton, Jr. Library provides access to a broad range of information resources and instructional services for Corning Community College and the regional community. The staff educates and guides individuals in their use of learning resources and provides an enriching environment that supports liberal arts education, career programs, and lifelong learning.

**Purpose of Collection Management**

Corning Community College provides degree and certificate programs at the Associate Degree level. Therefore, the Library does not endeavor to collect resources at the research level, which describes a collection that includes the major published source materials required for dissertations and independent research, nor the comprehensive level, which includes all significant works of recorded knowledge for a defined field.

These Guidelines serve to direct the systematic development of Library collections. Since the nature of information dissemination, networking, and library resource sharing is undergoing revolutionary change, collection management issues are no longer limited to physical collections and must now be considered within the framework of global access to information in all formats.

These guidelines are intended to define a collection management program to meet the following objectives:

- To assist librarians in providing current, diverse, balanced collections of materials to support the instructional, institutional and individual needs of students, faculty and staff.
- To ensure faculty participation in collection management.
- To provide faculty, staff, and students integrated access to collections of materials in paper, electronic and media formats in the most cost-effective manner.
- To assist with short-range and long-range fiscal planning.
Scope of the Guidelines

The community served by the Arthur A. Houghton, Jr. Library is first and foremost the Corning Community College students and employees, and all materials acquired by the library will reflect the needs of this population. Patrons over the age of 18 who reside within our three sponsoring regional counties (Chemung, Schuyler, and Steuben) may borrow materials and use computers in the building. In the interests of space and financial concerns, the library cannot duplicate the collections and services of local public libraries.

Collection Management Responsibility

The library professionals work cooperatively in recommending and selecting materials for purchase. Final responsibility for selection lies with the director of the Library; however, the director delegates to the library professionals the authority to interpret and apply the Guidelines in making day-to-day selections. The process of collection management requires that staff evaluate the needs of faculty, staff, and students, identify and maintain the strengths of the collection, and correct its weaknesses. In order to do this, staff monitors collection use by analyzing circulation statistics, by studying interlibrary loan requests of materials from other libraries to determine areas needing strengthening, and by regular and systematic communication with faculty. Library professionals utilize many standard tools for identifying appropriate resources, including standard reviewing journals in library science and subject disciplines and standard lists such as Resources for College Libraries. College faculty members are encouraged to recommend materials in their academic disciplines.

General Criteria for Selection of Materials

General factors to be considered in adding specific materials to the library collection will include the composition of the present collection and collection management objectives. Additionally, the following factors may be considered, as appropriate to the type of material:

- Relevance to the curriculum and appropriateness to the user
- Availability of material in cooperative libraries
- Comprehensiveness or depth of information for the intended audience
- Accuracy of information
- Inclusion of title in special bibliographies or indices
- Diversity of viewpoint
- Timeliness and lasting value of material
- Reputation of the author, issuing body, and/or publisher
- Presentation: style, clarity, reading level
Aesthetic considerations: literary, artistic, or social value; appeal to the imagination, senses, or intellect

Special features: detailed, logical, accurate index, bibliography, footnotes, pictorial representations

Physical and technical quality: paper, typography, and design; physical size; binding; durability

Ease of access or user-friendliness

Suitability of the physical format for library use

Depth of current holdings in the same or similar subject

Demand, including frequency of interlibrary loan requests to borrow similar materials from other libraries

Cost of material relative to the budget and other available material

Availability in alternate physical or online formats

No materials will be excluded from consideration because of the race, nationality, religion, gender, sexual orientation, political or social view of the material, the author, or the intended audience. Individual items, which may be controversial or offensive to some patrons, may appropriately be selected if their inclusion will contribute to the range of viewpoints and effectiveness of the library collection as a whole.

### Types and Formats of Materials Collected

The library collection supports the research needs of the Corning Community College curriculum. No attempt is made to support research needs of faculty pursuing advanced degrees. Interlibrary loan is provided in a timely manner to meet faculty, student, and administrative research requirements.

- **Books/Monographs** – when there is an option of paper or hardcover binding, the choice is based on expected use, lasting value of the content, and cost differential.

- **Textbooks/Workbooks/Study Guides** – will not be purchased. Donated textbooks may be added to the collection at the librarians’ discretion. Instructors may place copies on Reserve, provided that all copyright concerns are considered.

- **Course Reserves** – consist of materials placed in the library by faculty to provide greater access to course materials during the term a course is taught. It is the responsibility of the faculty member to obtain copies and copyright permission before placing materials on Reserve.

- **Popular Fiction** – items having short-term interest among readers will not generally be purchased. A limited number of reviewed titles from current best-seller lists are available to maintain a minimal collection for leisure reading.
• **Reference Materials** – support the research needs of Corning Community College students, faculty, and staff. The reference collection contains, but is not limited to, encyclopedias, dictionaries, maps, atlases, directories, indexes, bibliographies, statistical compilations, and handbooks. Items may be purchased in print or electronic format. Though items selected for this collection primarily support the academic programs offered at CCC, core academic reference works published in other subject areas are also selected when they provide an introductory overview of an academic discipline. Items in the reference collection do not circulate. The reference collection is reviewed by the librarians continually to ensure currency and accuracy.

• **Serials/Periodicals/Journals/Newspapers** – are acquired via subscription. Serials are publications issued in successive parts bearing numeric or chronological designations and intended to be continued indefinitely. Serials are issued in print and electronic formats. All formats will be considered in the Library’s purchase and/or access decisions. We may discontinue print subscriptions in favor of electronic access. Individual issues or reprints will rarely be purchased.

Serials collections are reviewed annually by the professional library staff. Titles are selected and deselected based on how well they support the continuing information needs of the college community. Factors to be considered:

- Support of academic programs, including program accreditation requirements
- Cost, including rate of price increases, cost of storage, and/or access costs
- Uniqueness of subject coverage
- Accessibility through interlibrary loan
- Full-text availability via electronic means
- Professional reputation
- Usage or projected usage
- Indexing and abstracting in sources accessible to library users
- Demand for title in interlibrary loan or document delivery requests
- Intended audience

A limited number of serial subscriptions may be provided for leisure reading.

• **Media Materials** – are purchased by the library on a limited basis as funds permit, primarily at the request of the faculty to support specific coursework. Except in rare circumstances, the library does not purchase media materials with public performance rights. All media materials are intended to support the curriculum and may be borrowed from the library. The Library acquires media in the most widely adopted and/or durable format but will consider acquisition of older or newer formats if the College can support playback and use.
• **Electronic Resources** – will be considered when they provide the most current and/or cost-effective resources. Electronic resources are available through the Library’s Web site and/or Web-based online catalog, both from within the library and through remote Internet access. In addition to adherence to general selection criteria, the following criteria will be used for selecting Internet resources:

  o The cost of purchase or maintenance of the resource is considered relative to the number of potential users.
  
  o Access and design considerations include:
    
    ▪ Can the resource be accessed remotely?
    
    ▪ Do all parts of the site work?
    
    ▪ Is the page stable, or do features frequently disappear or move between visits?
    
    ▪ Does the site employ navigation buttons or links, enabling the user to return to an index page or easily locate a particular page?
    
    ▪ Size of files; how long do the pages take to load?
    
    ▪ Is the site open to everyone or does access to most of the site require membership and/or fees?
    
    ▪ Is it usually possible to reach the site or is the server often down or overloaded?
    
    ▪ Must the user download software to navigate the site?
    
    ▪ Is the purpose of the site clearly stated?
    
    ▪ Are author and title information clearly identified?
    
    ▪ Are there clear instructions for use?
    
    ▪ Can the user back out of the site, or does one get stuck looping between pages?

  o The libraries will duplicate print resources with fee-based electronic resources when the resource has significant historical value, one format is unstable, a cost benefit for purchasing multiple formats exists, or multiple formats meet the different needs of user groups.

• **Foreign-Language Materials** – primarily English-language materials will be selected, with the exception of foreign language materials supporting introductory language courses.

• **Duplicate Materials** – will be added only when warranted by heavy usage of copies already held by the library. The library participates in several resource sharing
cooperatives, and may decide not to purchase some materials that are available from participating libraries. The intent of these arrangements is to supplement the resources available to the faculty, staff, and students of the College.

- **Out-of-Print Materials** – are rarely purchased. Most selections are current publications. The library recognizes the need for some out-of-print purchases, primarily for replacement of heavily used items which are lost or withdrawn due to poor physical condition. However, in view of the difficulty and expense in obtaining rare, out-of-print, and reprinted material, it is most important to spend funds for current publications of long-term worth.

## Gifts

Gifts are accepted only when they add strength to the collection and when the donor places no significant limitations on housing, handling, or disposition of duplicate or unneeded items. Gifts may not be re-claimed at a later date. Storage space and staff time will be considered in accepting gifts. Decisions to accept a gift are at the discretion of the professional library staff, in consultation with the Office of Institutional Advancement and Administrative Services, as appropriate.

The Library reserves the right to dispose of gifts at any time, in any number of ways: materials may be offered to other academic or public institutions, traded for other materials, sold, or discarded.

The Library follows the Corning Community College Policy Manual’s “Acceptance of Non-Monetary Gifts to the College” (approved by the Regional Board of Trustees on February 27, 2008).

According to the tax law, determination of the value of a gift is the responsibility of the donor. Library staff will not make appraisals of materials. Gift acknowledgements are sent to donors by the director of the Library, and official letters of receipt are handled by the Office of Institutional Advancement.

- **General Library Materials**

  The library uses the same guidelines for inclusion of donated materials that are used for purchased materials. Materials should be in good physical condition with no writing or highlighting inside. There should be no stains or mildew, yellow or brittle pages, and bindings should be in good repair. Donations which meet collection management guidelines will be integrated into the main collection.

  The Library does not generally accept gifts of back issues of periodicals.

- **Rare Books, Art, Furniture, or Other Items**
Acceptance of a gift depends on the Library’s ability to house, maintain, and insure it. In general, gifts requiring special treatment such as environmental controls or display cases must be accompanied by provisions for necessary maintenance and protection.

### Preservation and Replacement of Materials

Library staff have training in the proper care and handling of library materials. Decisions are made regarding the replacement of lost, damaged, missing, or worn-out materials, based on the following criteria:

- Does the material being replaced meet the general library collection guidelines?
- Does the frequency of use justify replacement?
- Is the item used for class reserve reading or is it on a faculty recommended reading list?
- Is the item listed in *Resources for College Libraries* or another recommended book list?
- Can the item be rebound and maintain its usefulness and demand?

### Deselection (Weeding)

Deselection of library materials (the process of removing items from the collection) is essential for the maintenance of a current, academically useful library collection. Deselection provides quality control for the collection by elimination of outdated, inaccurate, no longer needed, and worn-out materials. Librarians are responsible for conducting an ongoing deselection effort. As part of the liaison program, faculty may be consulted when items are identified for deselection.

As with selection, the depth and breadth of each subject area should be considered in deselection. Materials that no longer meet selection criteria should be removed from the collection.

Upon removal from the collection, materials may be offered to other libraries, sold to the public, or discarded.

### Print and Media Resources Deselection

The deselection guidelines utilized by the Library are based on the American Library Association-approved "CREW Guidelines for Weeding Your Collection" (http://www.tsl.state.tx.us/ld/pubs/crew/guidelines.html).

The MUSTIE criteria will be applied during the deselection process:

- **M** = misleading and/or factually inaccurate
- **U** = ugly, worn beyond and/or unworthy of mending (moldy, poor binding, torn)
- **S** = superseded by a truly new edition, duplicates, or a better book on the subject
- **T** = trivial, of no discernible literary or scientific merit
- **I** = irrelevant to the needs and interests of patrons (no longer supports curriculum)
- **E** = easy to obtain the material elsewhere (through interlibrary loan or reciprocal borrowing)
The following are additional deselection policies for print and media resources:

- Superseded editions are routinely deselected from the collection.
- Materials which cannot be repaired or rebound or for which the cost of preservation exceeds the usefulness of the information contained are deselected.
- If a title has not circulated at least three times in the last fifteen years, it will be deselected. The exception to this would be items considered classic works in their field (as determined by listing in Resources for College Libraries) that have long-term value and will be kept in the collection despite lack of use.
- The title may be retained if it is included in Resources for College Libraries.

**Electronic Resources Deselection**

Ongoing deselection of Internet resources is a necessity because of the dynamic nature of such resources. The following guidelines are used:

- An Internet resource is no longer available or maintained
- The currency or reliability of the resource's information has lost its value
- Another Internet site or resource offers more comprehensive coverage
- The cost of purchase or maintenance of the resource is prohibitive relative to the number of users

**Serials Deselection**

- Incomplete and short runs of a title may be withdrawn, particularly when the title is not received currently.
- Titles which contain information that is not useful long-term, such as newsletters and trade magazines, usually have automatic discard patterns established such as "Library retains one year only."
- Annuals, biennials, and regularly updated editions of guidebooks, handbooks, almanacs, and directories have a deselection pattern established depending on the value of the information contained in earlier editions. Often current editions are located in reference and one or two earlier editions placed in circulation.
- Serials that no longer support the curriculum will be discarded.

**Copyright**

The Library complies fully with all of the provisions of the U.S. Copyright Law (17 U.S.C.) and its amendments. The library supports the Fair Use section of the Copyright Law (17 U.S.C. 107) which permits and protects citizens' rights to reproduce and make other uses of copyrighted works for the purposes of teaching, scholarship, and research.
**Intellectual Freedom**

The library at Corning Community College supports the American Library Association's *Bill of Rights* and *Intellectual Freedom Principles for Academic Libraries* (http://www.ala.org/). The library acquires materials that represent differing opinions and without censorship in regard to controversial issues.

The library does not add or withdraw, at the request of any individual or group, material which has been chosen or excluded on the basis of stated selection criteria. An individual or group questioning the appropriateness of material within the collection will be referred to the director of the Library. The director will review challenged materials in light of the criteria set out in the Collection Management Guidelines. Where appropriate, the director will seek advice from the librarians and/or faculty. Within one month, the director of the Library will formulate a recommendation and send a written response to the patron explaining the library’s position and the action that will be taken.

*Adapted from the February 1, 2008 Collection Management Policy of the Lawrence W. Tyree Library, Santa Fe College, Gainesville, Florida.*