



## Collection Development Policy

### I. INTRODUCTION

#### A. PURPOSE and GOALS

The purpose of this document is to describe the Chandler-Gilbert Community College Library's collection development policy and to create the necessary standards for selecting, developing and maintaining the Library's materials collection.

The goals of the Library include:

- To provide a comprehensive critical research instruction program for our users.
- To provide instructional resources in all formats for student and faculty curricular needs.
- To increase remote access to library materials and services for students and faculty.
- To increase instructional partnerships between library faculty and other discipline faculty.
- To provide a physical environment that supports our users collaborative, individual, study and leisure reading needs.

#### B. COLLEGE MISSION

Chandler-Gilbert Community College serves students and its diverse communities by providing quality life-long learning opportunities in a learner-centered environment through effective, accessible educational programs and activities.

#### C. LIBRARY MISSION/VISION

The mission of the Chandler-Gilbert Community College (CGCC) Library is to meet the specific information needs of the CGCC community. These needs include a curriculum-based collection (in all formats), critical research instruction in the selection, critical evaluation and use of information resources, and access to local and global information. The main populations served include the CGCC students, faculty, administrators, and staff.

## D. INSTITUTIONAL & COMMUNITY AUDIENCE

Chandler-Gilbert Community College is a public two-year institution located in Maricopa County in Arizona. It is one of the ten colleges in the Maricopa Community College District and has four campuses to serve the educational and life-long needs of the community. They are the Pecos Campus, the Williams Campus, Communiversity, and Sun Lakes Education Center with a cumulative fiscal year enrollment of 19,000+ students.

Chandler-Gilbert Community College is an innovative college responsive to the learning needs of our community. The college offers a broad array of academic, continuing education, and certificate programs. Associate degrees are offered in Arts, Science, Business, General Studies, and Applied Science. The college is accredited as a Distance Learning College, by the Higher Learning Commission. Numerous certificate and training programs are offered to meet the needs of our business community. The majority of students currently are enrolled in transfer-credit programs including mathematics, sciences, English, social and behavioral sciences, communications and fine arts. Many of these students will matriculate to one of Arizona's three state universities

Chandler-Gilbert Community College is one of the leaders in offering Occupational degrees, programs and certificates including Nursing, Avionics Technology and Microsoft Network Administration. These programs are designed to meet the needs of students, government and the business community.

Our primary audience is our students with a secondary audience being the community.

## E. INTELLECTUAL FREEDOM & CENSORSHIP, COPYRIGHT AND PUBLIC PERFORMANCE RIGHTS

Chandler-Gilbert Community College Library supports the American Library's Bill of Rights [www.ala.org/advocacy/intfreedom/librarybill](http://www.ala.org/advocacy/intfreedom/librarybill) and its concept on intellectual freedom. The Library strives to include material representing differing points of view on controversial issues. Materials will be selected according to the guidelines of the Library, and will be considered without censorship or prejudice when determining the collection's balance.

Chandler-Gilbert Library complies with the Public Performance Rights and Copyright Law of the United States. Library services and materials, including electronic and print resources, reserve materials, photocopying and acquisition procedures, must comply with the U.S. copyright law. Media items such as DVDs, streaming video, and audio will be used in a manner that follows Public Performance Rights protocol.

## II. OVERVIEW OF THE COLLECTION

### A. COLLECTION LOCATION AND ACCESS POINTS

The Chandler-Gilbert Community College Library provides print materials collections at the Pecos and Williams Campus' libraries. Print materials owned by the CGCC Libraries and its nine sister colleges' libraries, are listed in the MCCCDC web-based online catalog. Electronic databases are available through the Library's web page and accessible both on and off campus with a CGCC MEID (Maricopa Enterprise Identification). The CGCC student and employee identification cards serve as library borrower cards. Library issues borrower cards free of charge to members of the community as a community service.

## **B. BROAD SUBJECT AREAS EMPHASIZED OR DE-EMPHASIZED**

The Chandler-Gilbert Community College Library collection emphasizes those subjects most directly related to the CGCC curriculum, including social and behavioral sciences, language and humanities, communications, fine arts, sciences, mathematics, nursing, wellness, business, technology and aviation. Subjects that are de-emphasized are agriculture, mining, law and other areas not included in the curriculum.

## **C. RELATIONSHIP AMONG MCCCC LIBRARIES**

The Chandler-Gilbert Community College Library subscribes to the One Maricopa model to ensure consistent, system-wide philosophies and procedures that best serve our students, faculty and staff. Through the IntraDistrict Loan (IDL) service, students, faculty, and staff may request material from any of the other MCCCC libraries to be delivered in a few days to the college / campus library of their choice. Requested materials are delivered daily by courier. In making selection decisions, library faculty may take into account the number of copies already available within the District and balance access versus ownership needs.

## **D. INTERLIBRARY COOPERATION**

Interlibrary loan is the process by which materials from one library are made available to another library for use by their patrons. In addition to IDL service described above, Chandler-Gilbert Community College Library also supports a broader-based interlibrary loan system. In cooperation with area public libraries, other local academic libraries, the Maricopa and Arizona state libraries, and the OCLC system of nationwide libraries, materials which are too specialized for inclusion in the MCCCC libraries or which are out-of-print may be borrowed. In return, the Chandler-Gilbert Community College Library makes its collection available to other libraries through the same interlibrary loan system.

The interlibrary loan service is an electronic process and users are required to create an [iLLAID account](https://libprodill.maricopa.edu/illiad/logon.html), <https://libprodill.maricopa.edu/illiad/logon.html> , to place, monitor and in instances of article copies, retrieve PDF(s) of their request(s). Interlibrary loan processes will follow U.S. copyright law, the American Library Association's interlibrary loan code and the policies of the lending institution. Interlibrary loan requests are reviewed regularly to see if demand on any particular title or subject area warrants purchase for the library collection.

## **III. RESPONSIBILITY FOR COLLECTION DEVELOPMENT**

Library faculty actively participate in collection development. Each library faculty is assigned academic divisions within the college and is an instructional liaison for that division regarding library resources and materials. They are responsible for anticipating the need for specific items and acquiring them. To help insure both the quality and the scope of the collection, library faculty consider reviews of new materials, prioritized user requests, new course curriculum, course syllabi and interlibrary loan requests. Library faculty are responsible for taking an active role in initiating purchases. Students, faculty and staff are

encouraged to suggest items for purchase by completing the Library's [Purchase Request online form](#) found on the Library's website.

#### **IV. BUDGET ALLOCATION**

The Library has ultimate responsibility for its material budget. It does not assign annual allocations to subject areas or academic divisions. The library maintains the flexibility necessary to meet both anticipated and unanticipated demands for resources and formats and to be able to take advantage of the most economical purchase strategies. The Library adheres to MCCCDC Purchasing, Privacy – Security and Legal policies in evaluating, selecting and purchasing materials for its collections.

#### **V. GENERAL COLLECTION POLICES**

##### **A. GENERAL SELECTION CRITERIA**

In order to collect materials, which will support the CGCC curriculum, the Library chooses resources based on the following selection criteria:

- Importance/relevance to the CGCC curriculum
- Contribution to breadth or depth of the collection
- Selection reviewed in relevant review media
- Student, faculty and employee needs, including requirements of special and diverse populations
- Prioritized faculty recommendation
- Bibliographic accessibility, inclusion in important bibliographies, major indexing and abstracting services, syllabi, and databases
- Value/cost/quality
- Timeliness/currency of information
- Depth of coverage and adequacy of scope
- Authoritativeness and accuracy
- Appropriateness of format
- Special features
- Physical space requirements
- Maintenance costs

## **B. TYPES OF RESOURCES**

1. Books
2. eBooks
3. eResources (Online Databases)
4. Reference
5. Periodicals
6. Newspapers
7. Streaming Media, Videos, DVDs
8. Children and Young Adult Materials
9. Leisure Reading
10. Archives
11. Textbooks
12. English as a Second Language (ESL)
13. Reprints
14. Paperbacks
15. Microform
16. Dissertations and Thesis
17. Maps
18. Government Publications
19. Art Work

### **1. Books**

In selecting books, the major emphasis is selecting core and current titles. Classic or historical titles may also be acquired when appropriate for the collection. The Library will always try to acquire the most current edition of a title unless an earlier edition is appropriate.

### **2. eBooks**

Primary foci for eBook selections is discipline-specific reference titles and timely and core non-fiction titles. The Library's eBook collections contain CGCC-purchased titles as well as titles purchased by the MCCC Libraries' Electronic Resources Committee (Consortia). The eBooks must meet the information and research needs for our on and off campus students and faculty. When selecting eBooks, the vendor platform (interface) is considered as well as the eBook content. At this time, five eBook platforms are supported: Gale Virtual Reference Library(Gale eBooks), Ebsco eBooks, Salem Reference, Oxford Reference Online and CREDO.

### **3. eResources (Databases)**

MCCC has a core collection of databases available for use by all ten Maricopa Community College' Libraries. These databases are evaluated, selected and purchased by the MCCC Libraries' consortia Electronic Resources Committee (ERC) and support the common MCCC curricula representing General Education transfer-credit, Workforce Development and Developmental Education; cover one or more

disciplines in the common curricula and meet information needs of common programs at the community college level and; or meet the District-wide curriculum / strategic initiative needs.

In addition to the MCCCDC core database collection each college's library evaluates, negotiates and purchases databases unique to their college's needs.

Criteria for selection of databases include:

- Importance of the database to academic disciplines and the level of expected use
- Added-value over existing subject coverage and balance
- Value/cost/quality
- Copyright/Licensing issues
- Access protocol, restrictions and availability to off-campus users
- eAssessability (ADA, WAGG, VPAT) compliance ensuring accessibility for users with abilities.
- Interface / User friendliness for interface, navigation and productivity tools, including compatibility with mobile devices
- Currency of the information
- Availability of usage statistics from the vendor

#### **4. Reference**

Reference materials will meet the need for basic, factual information as well as provide an overview of information for specific subjects. The focus of digital (eBook) and print reference materials is to support the CGCC curriculum through a core collection of academic reference materials. The reference materials include encyclopedias, handbooks, dictionaries, atlases, directories and statistical compilations. All library faculty select digital and print reference materials. Reference materials periodically are evaluated for currency and accuracy of content and format that best fits CGCC student, faculty and staff research and information needs. The print reference collection does not circulate.

#### **5. Periodicals**

In selecting periodicals, the following criteria will be considered along with the General Selection Criteria:

- Indexing in available online indexes
- Availability through full-text databases
- Faculty curriculum requests
- Availability at other MCCCDC libraries
- Program accreditation requirements
- Scope
- Faculty / student request

Because of space constraints the Library is not able to keep paper copies more than two years.

## 6. Newspapers

The Library subscribes to a number of print editions of local, national, and special interest newspapers. Back issues are kept for 30 days. Archival access typically is available in one or more of the Library's newspaper databases.

## 7. Media: Streaming Media, DVDs, Videos

The Library acquires and maintains outstanding collections of feature films, streaming media and videos to support curriculum. Feature films in DVD format, are cataloged to the "General Collection" and circulate according to established policy. The DVD and multimedia collection of titles consists primarily of faculty requested materials for course curriculum and used primarily by faculty. These titles must have broadcast rights as required by copyright law to be viewed by students in the face-to-face or online classroom and / or be used in accordance with U. S. Copyright Fair Use doctrine. Faculty requested titles are available for student viewing in the Library. Streaming Media vendor collections are aggregated collections that may include documentaries, feature films, theatrical and fine arts performances, historical broadcasts and instructional programming. At this time, the Streaming Media aggregated databases include public performance rights. Curated Streaming Media titles in the SWANK collection **do not** include public performance rights. Contact Library Faculty for additional information.

## 8. Children and Young Adult Materials

A representative collection of children's and young adult titles will be maintained to provide students of literature and education with the best examples of books published for youth. Well-known classics in literature and the award-winning books from each year will be collected.

## 9. Leisure Reading

The Library may purchase best sellers or popular culture fiction and nonfiction titles when they support CGCC course curriculum, programs or initiatives. The Library maintains a Leisure Reading Collection of best sellers and popular titles leased from a vendor and selected by library staff. These leased materials are displayed in a separate area. The collection is weeded several times throughout the year as titles become less popular with titles being returned to the vendor.

## 10. Archives

### MISSION

The mission of the Chandler-Gilbert Community College Archives is to collect, arrange, describe, preserve, and make available institutional records of enduring administrative, legal, or historical value.

### SCOPE

The archives collection is a special collection of the Chandler-Gilbert Community College Library and is housed in the Technical Services area. The scope of the College Archives Collection is as a repository for

selected college documents, historical images, and videos/DVDs for all of the college's locations. The archives preserve historical and cultural records about college activities, people, and events. The College Archives cannot currently support housing artifacts and will not accept books, articles, or records simply because they were owned by someone associated with the college. The Chandler-Gilbert Archives is not responsible for records retention and disposal per the Arizona State Library, Archives and Public Records.

#### TYPES OF MATERIALS COLLECTED

- MCCCDC Governing Board meeting materials and minutes since the beginning of the college.
- CGCC statements of vision, mission, value, and college goals.
- Major instructional initiatives and Instructional Philosophy,
- Reports, surveys, and planning documents.
- Meeting agendas, minutes, and major reports of college committees.
- Department and division annual reports and organizational charts.
- Major external grant reports.
- Program accreditation reports.
- North Central Association and Higher Learning Commission Self-Study and accreditation reports.
- Adopted budgets.
- Program reviews.
- Architectural plans.
- Class schedules, college catalogs, and student handbooks.
- CGCC calendars.
- Commencement programs and videos.
- Special college events as approved by the archivist.
- Photographs and Chandler-Gilbert-produced videos and DVD's from selected departments.
- Strategic planning documents and financial reports.

#### **11. Textbooks**

Textbooks are not routinely purchased for the Library collection. Exceptions may be made for "classics" and specialized subjects.

#### **12. English as a Second Language (ESL)**

English as a Second Language (ESL) materials support students in ESL courses. The collection includes TOEFL and other test materials, graded readers, listening materials, multimedia kits, dictionaries and grammar texts.

#### **13. Reprints**

Reprints of titles may be purchased when this is the only method for acquiring a classic or historic title and a substitute is not available.

#### **14. Paperbacks**



Hardbound books are preferred for their greater durability. Paperbacks may be purchased when hardback copies are not available or when the cost difference is substantial and the book is not in high demand.

### **15. Microforms**

The Library does not collect microformats nor maintain backfile periodicals microformat collections.

### **16. Dissertations and Theses**

The Library does not collect or maintain dissertations or theses collections.

### **17. Maps**

The Library does not actively collect maps, however it does maintain specific map collections that support CGCC courses.

### **18. Government Publications**

The CGCC Library is not a government depository library. Government publications selected will meet the same criteria as the general collection.

### **19. Art Works**

The Library maintains a portion of the collection of CGCC art works for display throughout the Library and in The Gallery. These works are not cataloged and do not circulate.

## **C. COLLECTION MANAGEMENT & MAINTENANCE**

1. Replacement Copies
2. Gifts
3. Binding and Mending
4. Standing Orders
5. Collection Evaluation / De-selection
6. Disposal

### **1. Replacement Copies:**

Withdrawn titles are not automatically replaced in the collection. Items are carefully evaluated for currency of information and demand by users.

Decisions to replace an item is based on the following considerations:

- Availability of new or better materials, including format (digital or print), on the subject
- Currency
- Number of copies held
- User demand

## **2. Gifts:**

The Library welcomes inquiries concerning contributions of books and non-print materials. Many factors determine whether specific titles or formats will be useful additions to the Library. Gifts must meet the same criteria as purchased materials to be included in the CGCC Library collection. Acceptance of a gift does not imply inclusion in the collection. Written acknowledgement of a gift will be provided to the donor. Library staff cannot appraise or provide a monetary value of the gift material. Restrictive conditions usually are not accepted in order that gifts are maximally usable. Memorials and monetary donations are also accepted.

## **3. Standing Orders:**

Standing orders may be created for annual publications such as almanacs, yearbooks, and books in a series. The decision to place a standing order rests with library faculty.

## **4. Binding and Mending:**

At this time binding and rebinding are not done. Minor repairs on materials are completed in-house.

## **D. COLLECTION EVALUATION / DE-SELECTION**

De-selection will be based on the following guidelines. A CGCC library materials circulation report will be obtained from the Circulation Services, Library Assistant II, Lead SIRSI / DYNIX. The circulation report will include materials' title, author, call number, publication year, number of transactions and last circulation date of each item. This report is instrumental in the de-selection process.

General de-selection guidelines:

- Titles unused within a period of five years unless considered classics in the field.
- Materials that do not support the CGCC curriculum
- Another resource offers more current, better or comprehensive coverage
- Items in non-reparable condition due to damage, age, mold, torn or missing pages, broken binding, or water damage

## **E. DISPOSAL OF DE-SELECTED MATERIALS**

Materials de-selected from the CGCC Library collection(s) will follow MCCCCD policy “Disposal of Library Books / Surplus Library Materials,” See procedures and link below.

<https://maricopa.sharepoint.com/sites/DO/business/SAS/Pages/employee-resources.aspx> (Pages - Employee Resources (sharepoint.com))

## Disposal of Library Books

### Surplus Library Materials

**If library materials are deemed Surplus and not needed by a particular library, then any of the following disposal methods may be used once an inventory has been made of de-accessioned items:**

1. The library may trash/recycle damaged items which are beyond repair.
2. If the Collection Development librarian determines that an item may be of use to another library in the college district, then he/she may check with the other libraries in the MCCCCD system to see if any have need for that particular item
3. Donate to an eligible institution sponsored by the Arizona State Board of Education, the Arizona State Board for Charter Schools, or an Arizona school district.
4. The Library may hold an annual or on-going sale which adheres to the MCCCCD policy for Library sales. (Book sale policy can be found below)
5. The Library may transfer items to Surplus Property for auction or sale.

### Book Sale Policy:

Library sales may include both de-accessioned MCCCCD Library materials and donated items. Library materials shall be selected for de-accessioning based upon the criteria identified in the Collection Development Policy at the MCCCCD College conducting the sale. A copy of this policy shall be made available to the College’s Vice President of Administrative Services. An inventory shall be made of all de-accessioned library materials. All sales shall adhere to the approved Cash Handling Policy in place at the MCCCCD College where the sale is taking place. All sales shall be advertised and open to the public. Funds generated from sales shall be directly deposited as revenue in an appropriate MCCCCD Library account. If a library/college chooses to conduct an ongoing book sale, sales tax must be charged, in which case the library/college shall be responsible for payment of sales tax on all items sold. The transfer of sales tax shall be coordinated with college and district finance. Sales tax is not required if the book sale is annual or occurs once each semester. Items which do not sell shall be disposed of according to MCCCCD policy.