

# **Collection Development Plan**

**(2008 – Revised 2016)**

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**Goldsboro, North Carolina**

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## I. Introduction

As no community college curriculum remains static over the years, so no library collection which is developed to support that curriculum as its main goal should reflect exactly the same needs and interests in the current year as in that of its inception.

Thus, as new programs and classes are added to the curriculum, and others deleted from it, in answer to students' and the community's needs, so materials in the library collection should be carefully selected or deselected to ensure the library is truly an organic part of the entire college.

As new technologies are created and implemented to provide instruction more creatively to a student population not only attending classes in the traditional classroom, but at a distance from the campus, so also must the library collection support that instruction with materials available by means of new technologies in addition to traditional print methods.

Education is the purpose of the Clyde A. Erwin, Jr. Library at Wayne Community College (WCC); it is not set apart as an artifact, but participates actively in expanding the horizons and opportunities of the students and other community members who use its collection.

## II. Library Mission Statement

The Erwin Library collects and circulates, or provides access to print, audiovisual and electronic resources to support the programs of the college and lifelong learning goals of its students, faculty and staff, as well as the entire community of Wayne County. Materials in the collection are selected in cooperation with faculty, and augmented with interlibrary loans of books and articles from both Community College Libraries in North Carolina (CCLINC) consortium libraries and other research libraries worldwide. Library staff provide the highest standard of professional and friendly service to all patrons, including both individual and classroom instruction in information literacy.

## III. Objective

This document outlines collection development goals and procedures for selection, de-selection and disposition of materials acquired for the Erwin Library at WCC. It also includes suggestions for desirable improvements in the practical implementation of these policies to encourage more faculty input in the collection development process.

#### IV. Selection of Materials

##### a. Types of Collections

##### i. **General Collection** materials which circulate for three-week periods include:

1. A majority of current, authoritative non-fiction (with some poetry and plays in the literature section) directly useful for students completing assignments or faculty preparing lectures and assignments for classes in the current WCC curriculum
2. Items mainly collected at the two-year college level, with consideration for the Wayne Early Middle College High School (WEMCHS) students' needs at the high school and freshman year of college level

##### ii. **Fiction** titles in a fully circulating collection which are purchased primarily in hardcover in the most authoritative editions; cataloged and shelved in reading levels labeled Easy, Juvenile, and Young Adult in addition to the regular adult-level fiction, these items:

##### 1. Are selected using:

- a. Major review sources
- b. ALA Award and Best Books lists, and other major literature bibliographies
- c. Assignment lists distributed by WCC faculty
- d. Notes made in the User Concerns log of all patron requests

##### 2. Have relevance to current curriculum offerings with:

- a. Easy level titles which complement the Early Childhood Education program's classes, and often satisfy the needs of Developmental students working up through the reading levels from Easy to Young Adult
- b. Juvenile and Young Adult level titles which are often used by WEMCHS students to complete assignments
- c. Adult level fiction titles concentrated in classics, recent award winners or highly reviewed titles important to literature assignments

- d. All levels of fiction having been selected to ensure the collection consciously reflects a comprehensive and balanced world view in the range of backgrounds and ideologies of the authors represented
- iii. **Reference** as a non-circulating print collection maintained to complement the subject areas represented by current class offerings is being phased out of the library's collection development process in favor of electronic resources, either databases of a primarily referential nature, such as *Credo* and *Oxford Online*; or subscriptions to searchable database collections of ebooks; or subscriptions to, or purchases of, individually selected subject focused ebooks from various vendors. These titles are selected to be:
1. Well-indexed
  2. The most authoritative and current in their field; however, superceded electronic editions will be replaced with newer editions only when availability and library funds permit
  3. Directly useful for research or class preparation in major curriculum subject areas
  4. Composed of factual data:
    - a. Presented in searchable entry or article form, making the resource primarily useful for consultation, rather than comprehensive reading
    - b. Originally published as a dictionary, directory, compendium, general or subject-specific encyclopedia, guidebook, manual, abstract, atlas, or almanac
  5. Up-to-date
- iv. **Reserves** include items that faculty wish students to have access to outside of their usual class meeting times and locations, which are:
1. In print format only, since video titles are now readily available in streaming format from the library website
  2. Either purchased by the Erwin Library for the General Collection under usual selection guidelines and temporarily removed from it to Reserves by faculty request

3. Or, owned by individual faculty members and placed on Reserve for their students to use either in the Erwin Library or with a very limited checkout period [using paper sign-out sheets]
  4. Not duplicated in the General circulating collection unless very heavy use is anticipated by librarians
  5. Not on loan from other libraries
- v. **Periodicals** or magazines in print format are also nearly completely phased out of the library's collection development procedures. In rare cases, if no electronic format is available, a print title is still maintained to support the current curriculum as a non-circulating item, and held by the library, on average, for a year before being either recycled or de-selected and sent by internal mail to another WCC Department, usually the one most closely associated with the class or program requiring the material.

**Newspapers** of local and limited national coverage in print format are held for two weeks and then also either recycled or de-selected and sent to other WCC Departments. If available, access to digital editions of these local newspapers is sought and the username and password made available upon request to all registered library users.

Increasingly, the decision to choose individual online periodical subscriptions instead of paying for print ones, or even to choose a research database which indexes the periodical, is one on which faculty regularly advise the library on a case-by-case basis, considering:

1. Cost of print issues, only retained for a year, against the availability of fairly extensive, searchable, online back files
  2. Improved accessibility of online periodical titles for distance education students and all remote users
- vi. **Electronic databases**, which are costly investments for small libraries, are subscribed to by the Erwin Library mainly to augment rather than replicate those of the NC LIVE aggregate database. Prospective database purchases are carefully evaluated during free trial subscriptions used by both librarians and WCC faculty to ensure that the content:
1. Serves WCC users at the appropriate learning level for intellectual content and ease of searching

2. Provides the most authoritative, well-indexed and cited content in the subject area(s), focusing on a solid foundation of peer-reviewed journals, with most articles in full-text PDF or HTML versions
3. Does not appreciably or unnecessarily duplicate already owned print, electronic, or free online resources
4. Is easily accessible to remote users with no unnecessary and unfunded extra requirements for software, servers, or bandwidth
5. Is provided by a vendor known for good customer service and technical support if needed
6. Offers accessibility features such as audio options to hear as well as read online articles, and captioning for streamed videos

b. Types of Materials for Limited Collection

- i. **Textbooks** in print format are not purchased by the Erwin Library. Electronic textbooks may be purchased as part of a database or ebook subscription, or as an individual ebook purchase, if useful for referential use by WCC faculty and students. Faculty may place instructor-owned copies of print textbooks on a library academic reserve on a semester basis, as an aid to students unable to immediately purchase the title, or for referential value.
- ii. **General interest** materials, such as titles in the Allied Health field for patient information and instruction for the general population, or titles in the business field for running a home-based business are purchased regularly, though not as a top priority if budget constraints appear.
- iii. **Bestsellers and popular fiction** titles are generally not purchased, though some titles from a bestseller list or recently published fiction will be added to the collection for perceived lasting value in their subject area, or as literature faculty are likely to encourage their students to read. The Library's budget is not as fluid as that of the public library; therefore, with no lease plan, the Erwin Library cannot make more popular materials available on a regular schedule to meet a large demand for recreational reading.

- iv. **Test aids** are still occasionally purchased for some certification or licensure exams for which WCC students or staff and faculty may sit. Since these items are often not returned in a timely manner, of such titles that are purchased, two copies are usually acquired of each, one to be kept in the General Collection to check out and one in the Reference Collection, which is non-circulating. Patrons are also encouraged to use free online resources for targeted study guides and practice tests. Many standard test study materials, as well as practice tests are now available in online research resources to which the Erwin Library subscribes, and library users are encouraged use these electronic resources.
- v. **Gifts** of textbooks presented to the library are evaluated and only retained in the collection according to their currency and appropriateness for the General Collection as a circulating item. Items labeled “Review Copy” or “For Review Only” are never cataloged for the library.

Other gifts are evaluated and added to any of the Erwin Library collections only if they are in good condition, and, if not current publications in their fields, can be considered benchmark titles which should be retained for subject depth.

Gifts are only accepted with the understanding that after the evaluation of them for addition to the Erwin Library, final disposition of all items in the gift is at the discretion of the Erwin Librarians.

- vi. **Government publications** from local, state, and national agencies are now generally available for free access, download, and printing from internet websites; thus, for a small library already providing computer access and printing services to its users, the need is obviated to seriously collect quickly outdated and space hogging print copies of such materials.
- vii. **Historical archival collections** are gladly accepted and processed for the WCC Historical Archives Collection held in the Erwin Library if the materials are related to the history of the college, or the local area, and come with a signed Deed of Gift.

c. Collection Evaluation

i. Reports

Usually reports are run in the Erwin Library bibliographic database by the Director of Library Services to identify publication dates and circulation data on titles in the associated Library of Congress Call Number ranges for any subject areas under consideration.

Reports are run:

1. In response to notification of a new class being added to the curriculum
2. In preparation for shifting certain areas of the collection to provide better access to current holdings and/or provide space for new materials
3. As part of the yearly, targeted evaluation of the entire collection for general upgrading and anticipated purchase needs
4. In preparation for an accreditation visit to an individual program or division

Upon request, such reports can be run at any time and Word documents in either electronic or print format sent to a faculty program or division representative to obtain feedback on items which should be retained, updated or removed from the collection.

This procedure has proved very helpful for both faculty and librarians.

ii. Librarians

The Director of Library Services makes all final decisions for purchase of materials in any format to be added to the Erwin Library.

The Erwin Library budget includes separate line items for Books, Magazines and Newspapers, and Software Licensing, so all purchases must be carefully considered and coordinated to make best use of available funds for each format or type of publication.

Library staff members have the clearest picture of the collection as a whole, and often know the collections so well that gaps become very clear in weekly planning meetings as recently handled Reference and Interlibrary Loan requests are discussed.

In this way, collection development for the Erwin Library is dynamic and user-centered on the evident as well as projected needs of WCC faculty, staff and students.

iii. Faculty

Nevertheless, though the Director of Library Services first bases all purchase decisions for library materials on actual user requests made by WCC students, library staff or community patrons, those requests from WCC faculty are particularly valued and, if possible, fulfilled.

Faculty input for library collection development is sought:

- In person at the Circulation Desk
- As a response to email and phone requests by the Reference Librarian to update Reserves lists
- From notations made during reference interactions with faculty either at the Circulation Desk or online (from the library webpage) for materials either held in the Erwin Library, or requested through Interlibrary Loan
- From notes of student requests for materials to complete assignments
- From copies of syllabi or assignment sheets given to library staff
- From faculty and staff input during regular Library Information Literacy Committee Meetings, which have been occurring once a semester since April 2009 and include members from each academic division, the Distance Education Department, College Webmaster, and a Wayne Early Middle College High School (WEMCHS) administrative representative

A log of such user needs is kept at the Circulation Desk, monitored by the Library Specialist in charge of Circulation Desk operations, who passes suggested purchase requests on to the Director of Library Services.

Suggestions for encouraging more faculty input include:

- Requesting that WCC faculty regularly send copies of their updated syllabi and class assignments to the Reference Librarians, either in paper or electronic format
- Erwin Librarians meeting directly with faculty as part of the agenda during a regularly scheduled program or division level faculty meeting

Meeting directly with groups of faculty means that Erwin Library collection development policies and opportunities for faculty participation could be explained and questions responded to directly. This has worked very well for both librarians and the Nursing Faculty in preparation for and response to special situations such as the Nursing Accreditation visit in February 2008.

d. Selection and De-Selection Criteria

Selection of materials and De-Selection, or Weeding, of materials is best accomplished as a continuing cycle, punctuated by collection evaluation. As the curriculum renews itself, so the library re-establishes its relevancy to it.

New materials, therefore, are not purchased in a vacuum in an established library, but usually as a result of not only filling gaps in the holdings, but restoring and upgrading collection areas in which holdings have become:

- Irrelevant to the current curriculum or require obsolete equipment to use
- Of questionable authority as to current scholarship or technical information
- Outdated and/or rarely used and not established as a benchmark title
- Worn out, damaged or unnecessarily duplicated

Thus four main watchwords, following from the de-selection criteria, have been systematically used for evaluating the purchase or retention of Erwin Library materials:

- i. **Applicability** – Is the material, in format and content applicable to the present and recently projected curriculum needs of the WCC faculty and students?

The current curriculum is always the touchstone for selections, and new course descriptions are broken down into every relevant element of subject area as a guideline for new materials to be added to the collection, or older materials to be updated.

As a first priority, the research level of materials held in the Erwin Library should correspond to the course level of the curriculum, generally that for the first two years of college, and, in the case of the WEMCHS students, that of high school and freshman year of a four-year baccalaureate degree granting college.

As a secondary, though no less important priority, personal research needs of WCC faculty and staff are considered, though with so many major research libraries in the area, the more in-depth and esoteric materials can be acquired readily through Interlibrary Loan of articles, books and even audiovisuals. This service is completely free and no charges are made even for copies of articles.

The third priority would be general interest and popular titles which are often requested by community patrons. Such materials may also be requested by these patrons with no charge passed on to the library patron, and acquired quickly through Interlibrary Loan.

- ii. **Authority** – Is the item chosen the title that best presents one of the most authoritative contributions to study in the subject area?

Authority of a publication suggested for purchase or considered for de-selection can be verified by selection tools such as review resources, bibliographies from highly respected research programs or subject bibliographers, as well as faculty input.

Review tools used by the Erwin Librarians include *Booklist*, *Library Journal*, and other program-specific sources. Reviews from *Library School Journal*, *Publisher's Weekly* and *Choice* are regularly and extensively excerpted online in *amazon.com* title entries. These entries are routinely printed out to provide complete bibliographic information for the item, and verify that a title is actually in print, or the date on which it will become available.

- iii. **Currency** – Is the item still the most current, up-to-date edition of a work or presentation of a topic in the subject area that can be obtained? Do circulation statistics continue to reflect active use of the title now on the Erwin Library shelf, or does a newer edition or replacement title with more current information need to be purchased and the present holding de-selected?

Community colleges generally prepare a workforce for business and industry on the cutting edge of our economy. The Erwin Library must consider currency as a primary criterion for selection and de-selection.

Though some materials will be retained from year to year for theoretical or historical significant to each field, the following criteria form a general guideline for subject area purchase and retention, edition update, or de-selection on a regular basis:

- 1. **Technology** – Seven to ten years only

Call Number Area: S (Agriculture) T (Technology)

Related program fields: Agriculture, Engineering, Construction, Aeronautics, Transportation

2. **Humanities** – Generally unlimited; consider damage, newer editions, duplications, and lack of circulation

Call Number Areas: B (Philosophy, Psychology, Religion) M (Music)  
N (Fine Arts) P (Language and Literature)

Related Program Fields: Art, English, Languages, Literature,  
Music, Religion, Philosophy, Psychology

3. **Social Sciences** – Generally ten years; history less so, but often newer editions will supercede editions currently held

Call Number Area: C, D, E, F, G (Civilization, Archaeology,  
Genealogy, History of Europe, Asia, Africa,  
America, Geography) H (Social Sciences)  
J (Political Science) K (Law) L (Education)

Related program fields: Communication, History, Business,  
Economics, Finance, Social History,  
Geography, Government, Political  
Science, International Relations,  
Archaeology, Environmental Science,  
Education, Law, Anthropology

4. **Health Care and Medicine** – Five to seven years

Call Number Area: R (Medicine)

Related program fields: Medicine, Public Health, Dentistry,  
Pediatrics, Nursing

5. **Pure Sciences** – Generally ten years; mathematics usually not outdated as quickly

Call Number Area: Q (Science)

Related program fields: Science, Mathematics, Astronomy,  
Physics, Chemistry, Geology, Botany,  
Zoology, Human Anatomy, Physiology,  
Microbiology

- iv. **Condition** – Can we increase active use of the materials by buying a replacement copy in better condition than the one we own; or, should we buy an alternate and possibly more authoritative or current new title to replace the copy that is now in poor condition?

As the collection is regularly evaluated, usually a subject area at a time, the physical stacks are also *read*, or scanned, not only to maintain shelf list order, but to identify items needing repair or replacement because of condition.

Before direct replacements are purchased, however, the poor condition items are evaluated according to current review and publication resources for updated editions, or even clarification that the item is or is not completely outdated.

e. Selection Tools/Aids

No one bibliographic list exists which suggests the best titles to be collected by a community college library.

Also, with such a nationwide variety of course offerings among community colleges, usually because an institution's curriculum often reflects the local area's most current workforce needs, an individual college's curriculum determines the specific subject areas in which both the college's librarians and faculty must become at least moderately expert to develop a first-rate library collection.

Best practice lists for subject areas or formats, such as those produced by the American Library Association for the *Year's Best Reference Books*, or subject-oriented lists such as that produced for Allied Health by *Doody's Review Service*, are regularly researched by Erwin Librarians and titles appropriate for the Erwin Library's size and students' curriculum requirements selected, purchased and cataloged for the collection.

Other general review sources such as *Booklist* are regularly consulted and selections annotated by at least three, and usually five of the six full-time library staff most closely responsible for patron and faculty requests, including the Director of Library Services, Reference Librarians, Interlibrary Loan/Cataloger and Library Specialist in charge of Circulation Desk operations, who also coordinates and presents the Children's Storytime programs with the WCC Early Childhood Education Department.

V. Maintenance of Collection

a. Conservation

As new print titles are cataloged and added to the collection, dust-jackets are retained for protection of the book as well as for information and display purposes; the dust-jackets also receive protective covers made of clear, acid-free polyester. Paperback books are also strengthened with covers made of clear, non-acidic adhesive-backed polyester to prolong the attractiveness and use of the items.

b. Replacement or Repair

Book covers are cleaned as needed with low-pH book cleaner. Some book repair is performed in-house, including restoring torn pages using transparent, neutral-pH Filmoplast tape; stabilizing book spines using a liquid adhesive on the inside and vinyl-coated cloth tape on the outside; and re-attaching endpapers with linen tape that is acid and solvent-free.

Outsourced binding or re-binding, however, is not contracted for since the cost far outweighs the loss of gutter space from and, therefore, readability of the text.

Usually a replacement title is available in print for a heavily used and excessively worn or damaged book, either as an exact replacement copy, or a copy of an updated edition. Ultimately, for a small, current collection, new purchase upgrades are more desirable than expensively re-bound older materials.

c. Circulation

Reports are run by the Director of Library Services in the Erwin Library's bibliographic database on selected subject areas, either by call number or using a Library of Congress subject search term, to produce reports showing publication dates as well as circulation statistics. These reports are searched against current review and publication tools for updated editions. Faculty may request to be notified when updated editions of regularly revised titles are received.

Aside from benchmark titles, no matter what the condition, if General Collection items have not circulated at all since being purchased, or not within the past three to five years, they are generally considered for replacement by updated editions if available, and de-selection in any case.

d. De-Selection (Weeding)

De-selection, or weeding, should be an organic part of evaluating the collection, considered on a daily basis as part of the selection process. Unfortunately, it is often avoided, and the collection suffers, with out-of-date sections often glaringly apparent should an accreditation committee review the subject area closely, as they often do.

Also, space is a constant concern for smaller libraries which are not founded, as larger research libraries are, to provide an in-depth historical research trail for a particular subject.

Items identified as candidates for de-selection are reviewed first by the Interlibrary Loan/Cataloger Specialist to see if appropriate updated editions or more authoritative or current replacements are available.

Weekly planning meetings between the Director of Library Services and the Interlibrary Loan/Cataloger Specialist include targeting groups of materials for review and the Director of Library Services closely monitors and often also reviews materials pulled for de-selection and possible replacement.

In summary, a purchase decision between the Interlibrary Loan/Cataloger Specialist and the Director of Library Services is usually involved with every title de-selected from the collection.

e. Disposition of De-Selected Titles

Policies for the disposition of library materials which have been marked for discard by Erwin Librarians are based on N.C. Administrative Code 2C.0403, and are outlined in memo #CC86-69, Subject: "Disposition of Excess Library Materials," which was sent to Community College LRC Directors from the North Carolina Department of Community Colleges, later updated effective 1 November 2015:

**1H SBCCC 400.2 Surplus and Irreparable Books and Book-Like Media**

Books and book-like media originally purchased from State or federal funds, when they are no longer useful to an institution shall be disposed of by the institution. Book-like media include audio visual materials, CD's, electronic resources, and other learning resources of durable nature. These materials may be destroyed locally through standard recycling methods or disposed of by the institution through a local sale; disposed of through a profit-sharing arrangement with a company that resells and recycles books and book-like media; through donations to non-profit, tax-exempt organizations (including college foundations) or tax-supported agencies or institutions; or through public bid sale by the State Surplus Property Agency. Colleges shall maintain records and receipts of each sale for auditing purposes. Colleges shall use any receipts generated from the sale of surplus books and book-like media to purchase additional books and book-like media.

History Note: Authority G.S. 115D-5; 115D-31;  
Eff. November 1, 2015.

Also, according to the N.C. Dept. of Community College's guidelines, determining the usability of discarded library materials is up to the judgment of the librarian.

Thus, de-selected Erwin Library book titles which are considered to be still of possible interest to the individual are placed on the Vintage Book Sale shelves (ten cents each) in the Erwin Library for at least a month before being recycled.

Magazines and newspaper issues which are rotated out of the Erwin Library stacks are offered to other WCC Departments and Offices and routinely placed in the college's internal mail for these routings.

Items in any format which are in extremely poor condition, or of very questionable currency, and, consequently also of suspect authority, are immediately recycled.

f. Benchmark Title

Occasionally, a library item which is older and rarely, if ever, circulating may still be retained. Such an edition is a benchmark title in the field; that is, it is still both one of the most authoritative expressions of its content, and also does have intrinsic usefulness to a student studying the subject at WCC.

An appropriate notation stating benchmark status is made on the inner book pocket, dated and initialed by the Interlibrary Loan/Cataloger Specialist.