

Crafton Hills College Library Collection Development Policy

Library Mission Statement

The mission of the library is to provide the CHC community with materials and services that will support the curriculum and facilitate student learning success.

Purpose of the Collection Development Policy

This policy is designed to assist the library in the acquisition of relevant resources to support the library's mission statement. The following criteria will demonstrate the process used to create a constantly evolving collection that will grow and progress along with the campus community.

Materials Selection

It is the responsibility of all library staff members to evaluate and propose additions to the collection. Final purchasing decisions are made by the library director and dean. Selections are made with the use of industry journals and publisher catalogs as well as through the recommendation of "subject experts," i.e. faculty.

a. Collection Priorities

Prioritizing the selection of materials is based upon the current budget and the needs of the campus community. Current purchasing should focus on the following:

- Electronic databases
- Print materials (encompassing books and journals)
- E-books

All purchases should be made based on the following criteria (prioritized by importance):

- Suitability to current curriculum
- Instructional needs of faculty and staff
- Service to the campus community as an information center
- General knowledge or recreational interests

b. Selection Criteria

Selection of new materials is an ongoing process requiring evaluation of both the current collection and the materials being considered for purchase. The criteria used to evaluate the materials are based on the following:

- Present holdings in the subject area
- Date of publication and lasting value
- Critical reviews
- Cost
- Material availability in surrounding libraries

c. Gifts to the collection

The library welcomes all gifts with the stipulation that they will be used and/or disposed of at the library's discretion. The library will evaluate all gifts prior to addition to the collection according to the same standards used in the purchase of new materials. The library will not assess the value of any donated materials nor will it provide receipts for taxes or any other financial purposes.

De-selection

Currently (4/2011), a collection-wide weed is imperative to the functionality and quality of the library collection. In the future items will be de-selected on a continual basis, by subject areas and based upon usage, condition and obsolescence. Materials de-selection is based on the following general criteria:

- Obsolete, inaccurate or superseded materials
- Multiple copies without justification
- Unsightly or musty volumes
- Selective retention of materials more than 10 years old in rapidly changing subject areas such as science, health, law, etc.
- Materials in outdated formats

For de-selection criteria by subject area see the [CHC De-Selection Policy](#)

Challenges to the Collection

The Library supports intellectual freedom and attempts to supply the CHC community with a diverse perspective; therefore we endorse the [American Library Association's Library Bill of Rights](#).

Challenges regarding the appropriateness of materials in the collection must be submitted in writing to both the library director and the dean, and must include the Title/Author of the material, reason(s) for the objection to its inclusion in the collection and the objector's contact information. All submissions for reconsideration, along with the material being challenged, will be reviewed and a written response will be given within 30 days.

Policy Review

This policy remains open to periodic review and reassessment by library staff and the dean. Changes will be made when appropriate and as necessity dictates.