

Johnson Learning Commons

Collection Development Procedures

St. John Library: A Division of Johnson Learning Commons

Collection Development Procedures 2021

Contents

Introduction	2
UA Rich Mountain’s Mission Statement	2
Library Mission statement	2
Vision Statements	2
Collaboration with Faculty and Staff.....	2
Responsibility for Collection	3
Intellectual Freedom Statements	3
Funding and Allocations (Budget).....	3
Selection Procedures and Priorities	3
Collection Evaluation & Maintenance	6
Gifts and Donations	6
Cataloging Procedures: Printed Materials	7
Cataloging Procedures: Audio-Visual Materials.....	7
Faculty, Special Collections, and Archives	7
Collection Evaluation and Maintenance	8
Deselection and Weeding	8
Gifts and Donations	9
Complaints and Challenges.....	9
Cooperative Relationships	10
Procedures Creation and Revision History	10
Appendix A.....	11
Appendix B.....	13

Collection Development Procedures 2021

Introduction

The following procedures cannot be definitive for all time since a library is not a static institution. Therefore, this document is subject to change. The library maintains the flexibility to make adjustments in strategies in order to support new and existing curricula and react to changing budgetary conditions.

University of Arkansas Community College Rich Mountain's Mission Statement

UA Rich Mountain provides transformative education to all learners.

Library Mission statement

The Johnson Learning Commons provides information access and services to information seekers to support instruction and the curriculum of UA Rich Mountain.

Vision Statements

Johnson Learning Commons is every student's gateway to an expanding world of information.

JLC encourages student learning with a hands-on philosophy that inspires critical thinking and information literacy.

JLC works to instill competency skills in students so that they have the ability to access, retrieve, analyze, review, and utilize information and document sources.

JLC serves a resource to students to understand copyright and plagiarism so that students document sources and thereby contribute to student achievement throughout their personal and academic goals.

By providing library service, the staff guides information seekers in their pursuit of knowledge and lifelong learning resulting in enriched lives and achievement of personal and academic goals.

Collaboration with Faculty and Staff

Faculty and staff are encouraged to participate in the collection development of the library and to aid in registered students' use of library resources. Faculty are encouraged to have these students use the library's resources. They are also encouraged to submit lists of current materials for their subject areas. Requests may be submitted via email or by filling out the Materials Request form. Thorough information should be submitted in order to correctly identify the requested title(s). Faculty and staff are notified by the Director of Library Services upon receipt of requested material.

If registered students are assigned to read a particular book or view a certain video, the library request should be made at least six weeks in advance so the item may be purchased, processed, and ready when needed.

Collection Development Procedures 2021

Periodically, the Director routes material and database critiques to faculty and staff for review and for recommendation purposes.

Responsibility for Collection

To support a community college curriculum, the library gathers input from faculty and staff. The Director of Library Services has final authority into which items fit into the collection and will make that decision based on the Collection Development Procedures. The Collection Development Procedures are grounded in the College's and Library's mission and vision statements. Significant expenditures will require the approval of the Vice President of Academics and Student Affairs.

Intellectual Freedom Statements

The Johnson Learning Commons supports American Library Association's [Library Bill of Rights](#), [Academic Libraries and Intellectual Freedom | Advocacy, Legislation & Issues](#), [Freedom to View Statement](#), and [Freedom to Read Statement](#) and provides collections to books, photographs, and other resources for the interest, information, and education of patrons. The selection is based on the information seeker's right to read and freedom from censorship by others. Some library materials are controversial and may offend some people. Selections will be based on the merits of the material and supporting the curriculum. Access will not be denied due to origin, age, background, or views.

Funding and Allocations (Budget)

The Johnson Learning Commons is a component of UA Rich Mountain. Its fiscal year begins on July 1 and ends on June 30 the following year. RMCC is responsible for its organization, programs, and finances. RMCC allocates funds annually to JLC and assists with grant writing proposals and identifying additional revenue sources. The college provides the facilities which house the collections, offices, study rooms, tutoring areas, computer lab, and archival room. RMCC also is responsible for the utilities and maintenance for the area. Compensation for the library staff is part of the RMCC budget and federal work study allocation.

Allocation for funding the library's collection is based on circulation data, historical purchasing, curriculum, and patron demand.

Selection Procedures and Priorities

The library will procure materials that add permanent value to the college's pursuit of intellectual advancement as well as meet the demands of the curriculum. The collection will be built on diverse viewpoints. These selections are made to provide varied and unrestrained research for registered students utilizing the library's resources. Each semester the Director of Library Services will determine if additional materials will be ordered.

Collection Development Procedures 2021

No materials will be excluded from the collection because of the race, religion, nationality, or political views of an author, the language, or the controversial content of an item. The endorsement or disapproval of an individual or group will not cause an item to be automatically excluded.

Certain formats are currently acquired on a regular basis. These materials support the curriculum of RMCC and are appropriate for the community college level. These formats include the following:

- Print materials,
- Online databases,
- DVDs,
- Electronic books and resources,
- Paperbacks for the following reasons--
 - o heavy demand,
 - o out-of-print or unobtainable in sturdier format,
 - o never appeared in any other format,
 - o hardbound format is expensive and useful only occasionally;therefore, the paperback will fulfill the need,
- Newspapers online and in print formats,
- Periodicals online and in print formats,
- Serials for the following reasons--
 - o to supplement the book collection,
 - o to keep the library collections up-to-date,
 - o to provide information not yet available in print,
 - o to fulfill requests from faculty, staff, or students based on academic needs, and
 - o to fulfill program accreditations.

When possible, materials are purchased in various formats which allows these students access using the latest technology. Thorough information review sources useful for the selection of subject materials include standard bibliographies such as *Library Journal* and *Booklist*. Periodically, the Director routes material and database critiques to faculty for review and recommendation purposes. Items are purchased based on the following considerations:

- Relevance to curriculum,
- Timeliness and suitability of material,
- Reputation of author/publisher,
- Organization of material,
- Format,
- Professional recommendations,
- Current holdings,
- Availability of material in alternate physical or online formats,
- Price and budget limitations, and
- Demand for title in interlibrary loan.

Textbooks, workbooks, answer sheets, and graduate materials are usually not purchased unless recommended by faculty. Exceptions are those materials that are considered “classics” in their field, or

Collection Development Procedures 2021

which are the only or best in that discipline. Any textbook purchases must be approved by the Vice President of Academics and the Director of Library Services.

Popular fiction is usually not purchased unless it supports the curriculum or is recommended by faculty. Considered for purchase are established literary classics and new works receiving critical acclaim.

Self-published works are usually not added to the collection unless there is a demonstrated need. Materials such as presentations and personal websites are not added to the collection.

Leased material is a rotating collection of reading materials subscribed by the library on a rotating schedule. These are not part of the permanent collection.

Reference collection includes such items as handbooks, atlases, bibliographies, dictionaries, concordances, directories, indexes, style manuals, encyclopedias, and Internet databases. The collection is developed with the idea that reference materials are consulted for bibliographic and/or factual information. Items collected for inclusion in the reference collection are intended to support the curriculum. Normally, print materials in this collection do not circulate.

Reserved collection is reserved by certain classes and includes books, articles, and audiovisual material to be accessed by students in those classes. Reserve items may either be instructor-owned or library-owned and are placed on reserve at the request of faculty members. Upon request, the library purchases items for the reserve collection provided the materials meet the collection development standards.

Audio-visual collection items are requested by faculty and are required or supplemental materials for registered students in those classes. The criteria for selection of audio-visual (AV) materials are limited to those materials requested by faculty members to support the college's curriculum. The choice format of AV materials is determined on current technology and the type of hardware available in the library and in the classrooms.

Guidelines for selection of **periodicals, journals, serials, or newspapers** collection include the following:

- Support curriculum,
- Suitable for intended audience,
- Coverage of subject,
- Faculty recommended,
- Full-text availability,
- Price, and
- Professional reputation.

Criteria for selection of **electronic resources** include the following:

- Relevance and demands of curriculum,
- Consortium agreements,
- Faculty recommendations,
- Coverage,
- Compatibility with existing technology,

Collection Development Procedures 2021

- Licensing restrictions and costs,
- Simultaneous user availability,
- Vendor demonstrations,
- Instruction and ease of use, and
- Cost and budget limitations.

Duplicate material will be purchased if curriculum demands it. Any duplicate copies must be approved by the Director of Library Services. Otherwise, duplicate materials will not be purchased. Magazines and journals will be stored for six months on the rack located in the main area of JLC. Only current issues of newspapers will be stored on the rack in JLC. Back issues of periodicals will be stored for up to 1 year in the storage area located room 212. These back issues are available upon request.

Collection Evaluation & Maintenance

In an effort to maintain a current and relevant collection, the library staff frequently evaluates the collection to ensure that it meets the user population's needs. Faculty may be consulted during these evaluations and offer valuable input.

When deemed necessary, materials will be repaired either onsite by the library staff or offsite by a professional.

Certain formats are not currently acquired because the library lacks the necessary projecting/listening/and or viewing devices. These materials are as follows.

- Microfiche
- VHS tapes
- Cassette tapes
- Workbooks, answer sheets, or standardized tests
- Research or graduate level materials

Gifts and Donations

JLC welcomes monetary and in-kind gifts. Because of the limited shelf space, the library must be selective in adding material to the collection. All gifts will be considered, but, unfortunately, the library is not able to accept all offered material.

Donations of materials will be accepted if they serve the mission of RMCC and JLC, enhance the existing collection, and serve the needs of the registered students or faculty. Donations made to the archive are unconditional gifts to be administered by the library staff. These donations may be added to the collections, sold, or discarded, but cannot be returned to the gift giver unless agreed upon by both parties. Persons wishing to donate items as a memorial or to honor someone should check with the Director of Library Services for the appropriateness of the item before purchasing the item. Donations to the library can also be made through the RMCC Foundation. Benefactors wishing to donate items to the Johnson Learning Commons should fill out the Donation Form before making the donation. Financial

Collection Development Procedures 2021

appraisals of value will not be given. The donor may request a gift-in-kind receipt from the Director of Development and Community Relations.

Cataloging Procedures: Printed Materials

1. The Director/Cataloger evaluates the book to determine whether the book will be placed in Reference, Circulation, or Special Collections. A barcode is then affixed to the back inside cover.
2. The Director/Cataloger then searches LC for a bibliographic record matching the book. If a match is found, the record is exported to Mandarin and edited, checking for suitable LC subject headings and an LC call number.

Once the barcode is assigned, then a spine label is printed (for reference books, the call number is preceded by REF; Fiction has a special sticker added to the label; and the Arkansas collection has a blue star added to the label). If there is no record in LC and the book has an earlier copyright date, or there is no record because the book is locally produced, the book must be originally cataloged. The book is cataloged according to the guidelines set forth in the *LC Bibliographic Formats and Standards Manual*.

3. Labels are affixed to the books and processed.

Cataloging Procedures: Audio-Visual Materials

1. The Director/Cataloger affixes a barcode on the individual item.
2. The Director/Cataloger then searches LC for bibliographic record, matching the item. If a match is found, the record is exported to Mandarin and edited, checking for suitable LC subject headings and an LC call number. Once the barcode is assigned to the audio-visual a label is printed. (For compact discs, the call number is preceded by CD; for digital videodiscs, the call number is preceded by DVD).

If there is no record in LC, or there is no record because the audio-visual item is locally produced, the item must be originally cataloged. The item is cataloged according to guidelines set forth in the *LC Bibliographic Formats and Standards Manual*.

3. Labels are affixed to the materials and processed.

Faculty, Special Collections, and Archives

The archives include newspaper clippings about the college and its employees, minutes from the RMCC Board Meetings, the Higher Learning Commission Report, the Ode Maddox Collection, a portion of the original St. John Collection including photographs, the Coogan Collection including original works, *The Mena Star* newspapers, and a portion of the original Commonwealth College Collection.

The primary purpose of archival materials is for the preservation of unique and historical material. The focal point for the use of JLC's holdings is the Coogan Special Collections Room, named in honor of Harold Coogan's contributions to the history of Polk County. The Special Collections Room provides

Collection Development Procedures 2021

indexes, information retrieval services, and personal reference assistance from the library staff. Reservations are required. For further information, please refer to the Special Collections Procedures.

Collection Evaluation and Maintenance

In an effort to maintain a current and relevant collection, the library staff frequently evaluates the collection to ensure that it meets the user population's needs. Faculty may be consulted during these evaluations and offer valuable input.

When deemed necessary, materials will be repaired either onsite by the library staff or offsite by a professional.

Certain formats are not currently acquired because the library lacks the necessary projecting/listening/and or viewing devices for the materials. These materials are as follows:

- microfiche,
- VHS tapes, and
- cassette tapes.

Deselection and Weeding

The library's collection evolves to support the curriculum, the mission, and registered students' needs. Deselection or weeding is necessary to maintain a current, academically useful collection. Deselection provides quality control by the removal of outdated, inaccurate, and worn out materials. Yearly reports of the circulating statistics will be produced each summer to aid in the weeding process. With the library's mission statement in mind, the following may be used to eliminate materials:

- Materials do not conform to the mission of the college.
- Materials do not support the curriculum.
- Information is inaccurate or not current.
- The title was replaced with a newer edition, newer format, or newer title.
- Material is severely damaged and cannot be repaired or rebound.
- Frequency of circulation for the past 5 years is below an acceptable figure.
- Unneeded duplications.

Recommendation for weeding is initially determined by the Director of Library Services and will be reported to the Vice Chancellor of Academics as well as the Controller. The Controller will request approval from the Marketing and Redistribution from the State of Arkansas. Once approval is granted,

Collection Development Procedures 2021

faculty will be notified. Once the deselection information has been disseminated, faculty and administration will have 10 business days to make comments. Materials may be retained in the collection if there are reasonable comments to ensure its value; it is included in a standard bibliography; the author has a reputation for being an authority on the subject; or for historical purposes. Deselected material will be stored in room 212 until it is donated or permanently destroyed.

Materials approved to be withdrawn from the collection will be physically removed from the building. Records for these items will be removed from the UA Rich Mountain Johnson Learning Commons Catalog. The withdrawn materials will be offered to academic departments. If the withdrawn materials are not needed or wanted by academic departments, they will be offered to a third party book seller or donated to a charitable organization.

Gifts and Donations

JLC welcomes monetary and in-kind gifts. Because of the limited shelf space, the library must be selective in adding material to the collection. All gifts will be considered, but, unfortunately, the library is not able to accept all offered material.

Donations of materials will be accepted if they serve the mission of RMCC and JLC, enhance the existing collection, and serve the needs of the registered students or faculty. Donations made to JLC are unconditional gifts to be administered by the library staff. These donations may be added to the collections, sold, or discarded, but cannot be returned to the gift giver unless agreed upon by both parties. Persons wishing to donate items as a memorial or to honor someone should check with the Director of Library Services for the appropriateness of the item before purchasing. Donations to the library can also be made through the RMCC Foundation. Benefactors wishing to donate items to the Johnson Learning Commons should fill out the Donation Form before making the donation. Financial appraisals of value will not be given. The donor may request a gift-in-kind receipt from the Director of Development and Community Relations. Please see Appendix A for Gift and Donation Form.

Complaints and Challenges

The Director of the Library Services reserves the right to limit access to the general public to materials specifically purchased for student usage. Materials considered fragile may also be restricted. Patrons who would like the library to reconsider the access or selection of materials should complete the appropriate Request for Reconsideration form available at the library. A committee of faculty, staff, registered students, and administrators will review the materials in question and make a decision about its inclusion or exclusion to the collection. Once a decision has been reached, the Director of Library Services or the VP of Academics will notify the complainant. If not satisfied, the complainant may appeal to the President. Please see Appendix B for Request for Reconsideration form.

Collection Development Procedures 2021

Cooperative Relationships

St. John Library, a division of the Johnson Learning Commons, is a member of the Amigos Library Services and the Arkansas State Library System. This membership allows JLC to provide access to digital information, such as databases and downloads as well as discounts to participating vendor partners.

Procedures Creation and Revision History

These procedures were created by Mrs. Clara O'Daniel. It will be reviewed on a yearly basis by library staff, and updates will be made as needed.

Collection Development Procedures 2021

Appendix A



Donation Form

Date Received _____

Received by _____

UA Community College Rich Mountain

St. John Library

A Division of the Johnson Learning Commons

Donor Name _____

Street Address _____

City, State, Zip _____

Phone and Email _____

Thank you for your donation. Please fill out the following:

1. Do you need a letter for tax purposes? _____ Yes _____ No

(We do not itemize. We acknowledge the number of hardbacks, paperback, and journals.
The law prohibits the library from assigning dollar values to gifts.)

2. If we use your gift, would you like gift plates? _____ Yes _____ No

If yes, please print exact wording:

3. Please provide a brief description and approximate number of items:

Note: Occasionally donated materials are sold. Book sale funds are used for discretionary purchases that do not fall within any other funding category.

By signing this form you have relinquished ownership of your donated materials and have agreed to allow St. John Library, a division of the Johnson Learning Commons, to keep, sell, exchange, or discard at their discretion.

Collection Development Procedures 2021

Signature _____

Date _____

Please be advised that the library will NOT accept as gifts:

- Textbooks
- Outdated material
- Items in poor condition (including over marking or material that has been underlined)
- Materials already in the collection
- Academic journals unless they fill a gap in the collection
- Modern Bibles published after 1900 unless of unusual quality
- Musical scores that are accessible electronically
- Vinyl records and cassette tapes
- Microfilm
- Johnson Learning Commons does not accept gifts simply for the purpose of resale or other disposal.

Collection Development Procedures 2021

Appendix B



Request for Reconsideration

Date Received _____

Received by _____

UA Community College Rich Mountain

St. John Library

A Division of the Johnson Learning Commons

Name _____

Street Address _____ City, State, Zip _____

Phone and Email _____

4. What is your relationship to UA Rich Mountain?

____ Faculty ____ Student ____ Staff ____ Alumni ____ Other _____

5. Do you represent yourself? _____ Yes _____ No

6. Do you represent an organization? _____ Yes _____ No

If yes, name of organization: _____

7. Resource on which you are commenting: _____

This item is a: ____ book ____ video ____ display ____ magazine
____ electronic resource ____ library program ____ other _____

8. What brought this resource to your attention? _____

9. Have you examined the entire resource? _____

10. What concerns you about the resource? _____

11. Are there resources you can suggest to provide additional information and/or other viewpoints on this topic? _____

Signature _____

Date _____