

Lincoln Land Community College

Library

Collections Development Policy

1.0

September 2001
Revised April 2002

I. GENERAL POLICY FOR SELECTION

It is the policy of the Lincoln Land Community College (LLCC) Library to support the mission and goals of the college, the faculty, curriculum, and the informational needs of the College's service area by providing a wide variety of instructional materials in various formats, and with a diversity of thought and philosophies.

II. STRATEGIES OF SELECTION

The library will seek to provide relevant, informative, accurate and timely materials at several levels of scholarship. The intention is to present differing views, philosophies, and ideologies that shall promote and foster cultural and intellectual understanding and cognitive abilities. Ideally, purchased material should enhance more than one curriculum and serve many students. It must be recognized that the library is not an archival or research facility, and cannot sustain that level of collection. (See Archives Selection Policy.)

To attain these goals the library will attempt to do the following:

- Create and maintain easily accessible collections,
- recognize the changing role of reference services, and establish and maintain a modern reference center, and collection,
- furnish library instruction, orientations, subject guides and other services,
- collect multi-media materials using the above, and following guidelines and with consideration to durability and visual qualities, and relevance to the curriculum.
- An active program will be developed and maintained by the librarians to involve the faculty, and administrators as much as possible in the selection and development of the library's collection.
- While maintaining a balance and variety of materials, priority will be given to the purchase of those materials specifically requested by individual faculty members and administrators of LLCC and serve multiple disciplines.
- The collection will be studied and inadequate items withdrawn every five years to six years. (See Book Inventory and Removal Process Procedure.)
- Library databases will be selected for their relevance to the curriculum, student and faculty needs, to promote alternative sources of information and with regard to consortia agreements and cost. Librarians are expected to maintain vigilance and seek new databases that may serve the college community, and fall within budgetary guidelines. Information on databases that fit the above criteria should be forwarded to the Chair of the Library for review and discussion.
- Periodicals are reviewed annually by the professional librarians in consultation with faculty and division chairs, and are chosen for their relevance to the curriculum, their popular content, academic content, diversity, and accessibility through available indexes and other databases. (See also Periodicals in the Library Procedure Manual.)

Except under extreme circumstances, and at the Chair's discretion, all material purchased by the Library shall be housed in the library.

III. RESPONSIBILITY FOR SELECTION

In consultation with the library staff, active faculty and the college administration, the Chair of the Library assumes full responsibility for the selection of materials. (See also Selection Procedures in Library Procedure Manual)

IV. CRITERIA AND PROCEDURE FOR SELECTION

- A) In developing the various collections (reference, circulating, multi-media, and special) the library will adhere to the policy of the Intellectual Freedom Manual and LLCC Board Policy on Academic Freedom (3.1.11), and will strive to collect to meet the educational goals of the college in general and the faculty in particular. The materials chosen will reflect a variety of learning levels, teaching styles, curriculum needs, and student, faculty, community and staff needs. Collections will be developed in cooperation with other area libraries and resource centers. It is a foundation of this policy that open access to a wide variety of material will encourage an understanding of the cultural diversity of the area and the nation. Materials of various beliefs, opinions, ideologies, philosophies, dogmas and content may be represented in the collections with impunity.
- B) The librarians and the Chair will actively solicit recommendations from the faculty and administration of the college. Recommendations from other patrons are also welcome. The librarians and the Chair will also seek reviews in professional journals of repute and shall consider the value of any particular item in relation to the existing collection, diversity, usefulness, date of publication, reputation of the author, relevancy to different disciplines or curriculum and finally, the price of the item.
- C) Recognizing that the mission of the community college is different from that of a four-year institution, timeliness will be a primary factor in the selection and retention of materials. Collections will be maintained at an acceptable level of currency, and relevancy.
- D) Gifts will be accepted and will be judged in relation to their relevance to the general collection and the above standards for selection. Gifts will only be accepted if the donor agrees to allow the library to 1) add the item(s) to the collection, 2) donate the item(s), 3) sell the item(s) at a library book sale, or 4) discard the item(s).

V. CHALLENGES AND RECONSIDERATION OF MATERIALS

If a complaint is made regarding a particular item, whether the item is held by the Library or is to be purchased, the appropriate form must be completed in full.

- Within thirty (30) days of receipt of the completed form, the Chair of the library will review the complaint in context with the selection policy, and will submit a written response to the complainant and to the Vice President, Academic Services.
- If satisfaction is not met; then the Vice President, Academic Services will appoint an *ad hoc* committee, consisting of a member of the LLCC faculty, a member of the LLCC administration, a librarian from LLCC and a second year LLCC student. Within thirty (30) days the committee shall respond to the Chair of the library, Vice President, Academic Services, and the complainant.
- If the complainant is not satisfied with the response of the *ad hoc* committee, they may forward the complaint to the Vice President, Academic Services, and the President of LLCC who will respond within thirty (30) working days. The Chair of the Library will then notify all concerned parties of their decision.

- During the reconsideration process the challenged material will remain in the collection and accessible to all patrons of the Library.

The Lincoln Land Community College Library is a member of the American Library Association, and supports the association's Bill of Rights and the tenets outlined in the Intellectual Freedom Manual. (Chicago: ALA 1992)

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STATEMENT OF CONCERN

Initiator of statement:

Name: _____

Date / /

Address: _____

Are you a

Student of LLCC _____ Staff of LLCC _____ Faculty of LLCC _____

Administrator of LLCC _____ Board Member _____ Community Member _____

Other
(optional) _____

Title of Challenged Material:

Type of Material:

Print:

Book _____ Textbook _____ Periodical _____ Pamphlet _____ Other _____

Fiction _____ Nonfiction _____

Non-print:

Multi-Media _____ Display _____ Computer _____

Other (explain)

Please describe the nature of your complaint (use additional paper if necessary). Submit to a LRC staff person.