

## CSN Libraries Collection Development Policy

### Purpose

This policy is designed to guide the systematic development and management of the CSN Libraries collection. The collection must support the current CSN curriculum with our primary goal to provide materials for student use while making the best use of our financial resources. Our objective is to serve both in person, hybrid and online students and faculty by supplying integrated access to collections of materials in all appropriate formats.

CSN Libraries facilitate student success by fostering discovery and critical thinking through:

- Exemplary instructional programs that support student learning, civic engagement, ethical use of information, and lifelong evidence-based decision making
- Providing equitable access to diverse viewpoints and quality resources
- Highly qualified and welcoming staff committed to supporting the needs of the CSN community
- Cross-departmental and community partnerships that enrich the College experience
- Positively impacting the student experience through innovative technology accessible within inclusive and engaging virtual and physical spaces

### A. Intellectual Freedom & Diversity

As an institution of higher education which encourages the contemplation of many different issues, the Library will have materials that express a variety of views and opinions on various topics. The acquisition or use of any item does not imply approval or endorsement of the content. Library users with concerns about an item in the collection should submit their concerns in writing. Submissions will be reviewed and a decision made regarding the challenged material.

CSN Libraries supports the following policy statements of the American Library Association (ALA), College of Southern Nevada, and Nevada System of Higher Education (NSHE):

ALA Intellectual Freedom

<http://www.ala.org/advocacy/intfreedom>

Library Bill of Rights

<http://www.ala.org/advocacy/intfreedom/librarybill>

Diverse Collections: An Interpretation of the Library Bill of Rights

<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/diversitycollection>

Freedom to Read Statement

<http://www.ala.org/advocacy/intfreedom/statementspols/freedomreadstatement>

Freedom to View Statement

<http://www.ala.org/advocacy/intfreedom/statementspols/freedomviewstatement>

College of Southern Nevada Mission <https://www.csn.edu/our-mission>

Nevada System of Higher Education (NSHE) Diversity

<https://nshe.nevada.edu/initiatives/diversity-inclusion/>

## **B. Copyright Compliance**

The library complies with the Copyright Law of the United States. Library services including reserve materials procedures, interlibrary loan (document delivery), photocopying, and acquisition procedures must comply with the Copyright Law of the United States (Title 17, U.S. Code). Any person using library equipment or resources is liable for any infringement.

## **C. Responsibility for Collection Development**

Selection decisions reflect a balance between data-driven findings from usage patterns, professional judgment, curricular needs, and limited budgets for acquiring and managing resources. We recognize that libraries as institutions are not neutral, however, we strive for balance in our collections and subject coverage. We understand our collection is shaped by the identities of our selectors, our communities, and the vendors with whom we work. Working under the guidance of the technical services/acquisitions librarian, CSN librarians have the responsibility for establishing quality, balanced collections with appropriate depth to support the current curricular needs on their respective campuses. Librarians work closely with teaching faculty and program coordinators to ensure that the College's curricular needs are met. Input from students, faculty, and staff is also considered when making collection development decisions. Faculty and students utilize a "Suggest a Title for Purchase" link on the library web page and also submit electronic requests for materials via Gobi Alerts which are emailed to key faculty weekly.

Under the supervision of the Library Director, the technical services/acquisitions librarian is responsible for administering the acquisitions budget. Selectors make every effort to provide materials to support the curriculum at the same time considering:

- cost of materials in relation to the budget
- cost of purchasing, cataloging, and maintaining materials relative to benefit
- allocation assigned to your campus (staying within budget)
- adherence to business/financial office procedures for purchasing using state/nonstate funds
- justification of purchases to administration and/or those outside the library

## **D. General Selection Criteria**

The primary goal in establishing library collections is to support the unique curricular and program needs at each CSN campus.

In keeping with current library trends, electronic is the preferred format. Electronic formats minimize replacement costs due to theft, minimize the need for duplicate copies for each of our 3 campuses, and allow 24-hour access on or off campus for both in person, hybrid and online students.

Collecting will be performed on a Level 1 or Level 2 basis.

Level 1: Collecting materials to support the CSN basic curriculum at the introductory, explanatory, or survey course level across the campuses. The primary focus of the materials selection is student use. Generally, a single copy of a title is sufficient. Items aimed at the theoretical or research aspects of these subjects are usually beyond the scope of the curricula and, as such, are not suitable for purchase.

Level 2: Collecting materials to support the CSN special programs and 4-year degree programs located at specific campuses. Materials to support those programs may include professional, more comprehensive or advanced content. Advanced or comprehensive level material must be collected only to the level of need. CSN is not an archive or government depository. Other institutions serve these purposes. CSN is primarily a 2-year institution offering associates degrees (with the exception of four 4-year bachelor's degrees in dental hygiene, cardiorespiratory science, medical laboratory science, deaf studies interpreting, project management and fire and emergency services administration, as well as certificates and specialized programs.

Charleston Campus Level 2 Collecting: Health Sciences, Fire and Emergency Sciences, Paralegal, Deaf Studies Interpreting, Project Management, HVAC  
Cheyenne Campus Level 2 Collecting: Hospitality, Telecommunication  
Henderson Campus Level 2 Collecting: Welding, Aviation

Selector Order Areas – Selectors will be responsible for selecting materials for their assigned subject areas for their respective campuses and, in the case of their assigned ebook areas, for the CSN Libraries as a whole. Subject order areas will be assigned to make the order workload for the selectors at a given campus as even as possible. This will be reviewed annually and the technical services/acquisitions librarian will make changes as needed to promote equal distribution of order workload.

Materials at each campus library are selected based on the following criteria:

- Relevance to the curriculum
- Contribution to the breadth and depth of the collection
- Recommendation in standard review media
- Faculty recommendation
- Student recommendation
- Currency of information
- Authoritativeness and accuracy
- Accessibility/format
- Value/cost
- Physical space requirements
- Ongoing/annual costs

### **E. Equity, Diversity, and Inclusion Statement**

Selectors' priority is to choose appropriate content and formats to support the current curriculum. When possible, as appropriate, and in support of curricular needs, selectors will include subject content by diverse authors and strive for equity in content. Library staff have a professional and ethical responsibility to be proactively inclusive in collection development. "A diverse collection should

contain a variety of works chosen pursuant to the library's selection policy and subject to periodic review." (*Diverse Collections*)

In addition to primary selecting criteria (Section D), the following criteria is recommended in *Diverse Collections* and will be considered when developing diverse collections:

- selecting content in multiple formats;
- considering resources from self-published, independent, small, and local producers;
- seeking content created by and representative of marginalized and underrepresented groups;
- providing resources in formats that meet the needs of users with disabilities.

## F. Types of Resources

**Media:** Streaming digital video will be considered for purchase in accordance with the stated general selection criteria. Feature films, award-winning, and culturally significant films would be considered appropriate choices for the collection if in support of assignment or coursework. Blockbuster movies or movies that do not or will not have lasting value relating to at least one of the above criteria will generally not be considered.

- Streaming digital videos: Streaming digital videos will be the preferred format when the library purchases video. Physical media in the form of Compact Discs, DVD, and Blu-Ray format will no longer be purchased by the library.
- The library may not have the technology/hardware to support viewing of physical copies.

**Streaming Media Requests:** For streaming media requests for purchase or licensing, priority will be given to types of courses in the following order:

1. Fully online
2. Hybrid
3. In person

Subscriptions or licenses will be re-evaluated at the end of one year with option to renew/cancel dependent upon budget and usage. In addition to the above, the following criteria will be considered:

- Current budget/cost
  - Ongoing costs (sustainable year-to-year)
  - Type of course (general education, program core or elective)
  - Program/course size (number of sections, enrollment)
  - Accreditation needs
  - Required or optional viewing
  - Priority given to videos directly supporting course/curriculum
- Lower priority given to films needed for campus events, departments, organizations, and activities not related to CSN course/curriculum.
- Purchased or licensed for educational use only
  - Public performance rights (PPR) purchases will be considered on a case-by-case only.

**Books/Ebooks:** Priority will be given to purchasing new or current titles as they become available, with equal attention given to developing both the circulating collection and the reference collection. Retrospective titles considered important for a given subject or discipline will be acquired as needed. In addition to the general selection criteria, the following factors will be considered when selecting books:

Electronic vs Print: For reasons of durability, space considerations, and convenience of access, electronic books will be the preferred format when a choice is available for a given title.

- Electronic Books (ebooks): To better serve students in online courses and all students working off campus, for convenience of access, to decrease duplicate purchases for multiple campuses and replacement costs due to unreturned or missing items, the library will give priority to collecting electronic books. When available, reference books should be purchased in e-format.
- Textbooks: Textbooks may be purchased in certain disciplines when required to meet the needs of accreditation. In other cases, textbooks may be purchased if a student and/or faculty need for print sources arises which cannot be adequately met with non-textbook materials. The final decision rests with the selector for the campus and discipline for which the textbook is being requested.
- Language: English will be the primary language selected. Materials in other languages will be considered to support curricular needs (international language program, ESL, etc.) on a case-by-case basis.

**Databases:** While establishing core print collections to support the curriculum is important, it is equally important that databases are developed to the same extent. The following criteria will be used when considering electronic media:

- Accuracy and comprehensiveness
- Currency of information – update frequency
- Quality of the user interface – including ease of use
- Value-to-cost ratio – including anticipated demand
- Licensing or contract requirements/restrictions
- Vendor technical support
- Ability to provide remote access
- Duplication of existing resources – both print and electronic

**Periodicals:** For reasons of durability, space considerations, and convenience of access, electronic journals (ejournals) will be the preferred format when a choice is available for a given title. In addition to the general selection criteria, the following factors will be considered when selecting periodicals:

- Full text is not available from existing database subscription
- Indexing is available from existing database subscription
- Availability from other System libraries (UNLV, NSC, etc.)
- Unique content not readily available in electronic databases (i.e. images)
- Demand – Interlibrary Loan (document delivery) statistics

## **G. Closed Stacks**

Materials in closed stacks are either high cost and/or high demand items, including but not limited to Course Reserve Materials, kept in an area accessible to staff only. Staff members pull books upon request.

For closed stack items other than Course Reserves, a place marker for each title is created and filed in the main circulating collection (open stacks). Guidelines for maintaining Closed Stacks materials:

- If not checked out in one or more years, item will be added to main circulating collection.
- New edition will be kept in closed stacks with previous edition in main circulating collection.
- When possible, purchase the ebook.
- If we have the ebook, keep the print copy in the main circulating collection.
- If the ebook is high demand (consistent turnaways), purchase additional licenses/add multiple users.

More information on Course Reserves may be found on our CSN Libraries website: <https://sites.csn.edu/library/fac/Reserves.html>

## **H. Collection Maintenance**

Selection, weeding, and subscription cancellations will be an integral part of collection maintenance and will be done on a regular basis.

The Collection Development Team will conduct an annual review of ongoing selection, weeding and collection analysis for each campus. In cooperation with the Team, each campus will meet with the technical services/acquisitions librarian and/or Library Director to discuss collection and physical space issues (selection, weeding, use of space, and anything related to this process) for the past year. The review will include collection use, age of collection, unused or underused items, levels of collecting, conversion from print to electronic, and physical placement/organization of collection. The Collection Development Team Lead will consult with library director and CD team to report findings and make recommendations. Campus goals and ongoing projects will be developed based on the results of this review.

## **I. Electronic Materials Environment**

The Association of College and Research Libraries (ACRL) recognizes that libraries must keep pace with technology in order to provide students and faculty with technology being used in the workplace and in society today. Due to constant changes in information technology, the increase in number of online courses, the convenience of access and more economical use of acquisitions funding over multiple campuses, we emphasize collecting electronic materials. This transition includes moving from print books to e-books, from print periodicals to e-journals and databases, and from DVDs to streaming digital videos. As the number online courses offered at CSN increases, selectors must also ensure there are online resources to support those courses and programs.

## **J. Online Courses**

We encourage faculty teaching online courses to consult with librarians for any materials needs. While electronic is the preferred format for online course materials, budget, licensing, and format availability must be considered for any purchase and/or subscription decisions.

## **K. Withdrawal of Library Materials**

Withdrawal or de-selection, also known as “weeding,” is the removal of materials from the Library collection. This dynamic process is an integral part of collection management. Excess duplicate copies, seldom used titles, older editions with out-of-date or incorrect information, and damaged copies having an appearance that might discourage use are all candidates for weeding. Items should be weeded on a regular basis, at least once a year. Reports showing de-selected materials will be reviewed annually and used to make weeding a priority for areas that show no or low deselection in one or more years. Materials will be evaluated for de-selection by applying the *MUSTY formula* (below).

### **Misleading:**

- Dated information
- Incorrect information (may be related to date) **Ugly:**
- Worn or damaged bindings or pages
- Badly printed or hard-to-read pages **Superseded:**
- Previous Years’ almanacs and yearbooks
- Older editions
- Books citing information, rules or procedures that have been superseded
- General non-fiction books over 20 years old, unless considered a classic or seminal title
- Textbooks and books on technical topics over 5 years old or beyond the age recommended by accrediting boards
- Over five years old: medical, travel/geographic, law, electronics/computer science, directories **Trivial:**
- Pamphlets
- Dated leisure reading or popular culture books

### **You no longer need it:**

- Unneeded duplicate copies (high demand period has passed)
- Copies of same title/edition where only variance is printing date - Books which have not circulated in 3 to 5 years

### **Additional criteria for withdrawal of materials:**

- Relevance of the item to the College’s current curriculum or accreditation. - Inappropriate level of treatment (i.e., too difficult, too easy).

## **L. Cancellation of Database Subscriptions**

The following criteria will be considered when canceling database subscriptions:

- Low or no usage.
- The currency or reliability of the resource’s information has lost its value.
- Another database or resource offers better or more comprehensive coverage.
- No longer supports current CSN curriculum.
- Cost of subscription.

## **M. Cancellation of Periodical Subscriptions**

The following criteria will be considered when canceling periodicals subscriptions:

- Low or no usage.
- No longer supports current CSN curriculum.
- If print title is available electronically through our subscription databases or as a stand-alone electronic periodical subscription, print will be canceled.
- Has a much higher than average subscription cost for equivalent titles in the subject specialty (less expensive titles with equivalent coverage will be considered first).
- Inappropriate level for two-year college curricula.
- Availability from other institutions or through Interlibrary Loan

## **N. Guidelines for Discarding Periodicals**

The following guidelines will be considered when discarding periodicals:

- i. Duplicate copies.
- ii. Incomplete or short runs of titles, especially those no longer being received.
- iii. Titles that contain information that is not useful long-term.
- iv. Titles that have established discard patterns such as “Library retains current two years.”
- v. Space limitations.

## **O. Gifts/Donations**

The Library makes all decisions regarding the retention, use or discard of any donations/gifts. Criteria used in the selection of materials will be applied to any gift items; those not meeting the criteria may not be accepted. The cost of cataloging a gift item must be considered before adding it to the collection.

Items not accepted include vhs, magazines, journals, newspapers, anything in poor physical condition or dated materials (materials published more than 5 years ago).

If contacted in advance (prior to drop off of items), direct inquiries to Lead librarian for Acquisitions. Librarian will ask for a list of titles and publication years for all materials to be donated and make decision prior to donation of materials.

The Library will issue receipt for donated items upon request. Value of donations will not be included. Questions regarding gifts may be directed to the Lead Librarian for Acquisitions.

## **P. Collection Assessment**

The goal of collection assessment is to evaluate the appropriateness of the library collection and to document the progress of a collection-building program. At least once a year the library will do an analysis to evaluate the collection according to established procedure (Appendix A).

### **Appendix A – Collection Assessment Procedure**

1. Collection Development Team Leader will review collection development activities with each campus annually. The results of the review will be used to establish priorities for the coming year.
2. Collection Development Team, in collaboration with the campus librarians, will make onsite visits as needed to review physical collections and use of space in accordance with Use of Space and Displays Guidelines (Appendix B).

3. Collection Analysis Reports will be generated annually to determine age of collection, collection use and items in collection not used, etc. These reports will be shared with selectors and collection recommendations will be made regarding weeding, selecting, and replacing of materials.

#### Appendix B – Use of Space and Displays Guidelines

The following will guide each campus' decisions regarding use and maintenance of library space and materials placement. The goal is for each campus to provide an organized, logical, accessible and appealing presentation of library materials and use of space. These guidelines will be used on an ongoing basis and as part of the annual collection assessment review to provide a mechanism for re-evaluating and improving campus library spaces.

1. Collections should be organized in a logical way according to the LC classification scheme.
  2. Evaluation of physical space at any campus library must be done with an eye toward maximizing student study space.
  3. A limited number of quality displays/collections is preferred.
  4. Niche and special collections housed separately from the main collection are discouraged. If not a collection but a single object or item, display for no more than 1 semester unless part of a CSN-sanctioned art collection which will be hung on the walls. If collections or singular items displayed are no longer relevant, do not add value, or the information is dated, items/objects may be removed before the semester ends.
  5. Special approval needed from the technical services/acquisitions librarian before establishing niche and special collections.
  6. Media should be interfiled in the general collection.
  7. If top and bottom shelves are out of comfortable reach, avoid use of those shelves.
  8. Collections should be shifted as needed to ensure a reasonable amount of shelf space is available to shelve items comfortably and to allow for new additions to be shelved.
  9. Collections should be shelf read or inventoried regularly.
  10. End panel call number range signage should be kept current.
  11. Shelves and books should be dusted regularly.
  12. Signage:
    - Should be kept to a minimum.
    - Must be created by the marketing team so that standard wording and graphics may be applied.
    - Master copies will be available on the library department's shared drive so they are accessible to all campus libraries.
    - Must be laminated or placed in plexi sign holders.
    - Must be in good condition. Faded, worn or torn signs must be removed from view.
- Poster/Pictures:
- Should be kept to a minimum. If poster session poster, post for no more than 1 semester.
  - Must be framed and affixed to wall structure (no leaning).

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