

I. Purpose of the Collection Development Policy

This collection development policy describes the principles used in developing and maintaining the collections of the Pardue Library. It states the rationale for the selection and de-selection of materials acquired by the Library in its efforts to support the mission of Wilkes Community College. The primary role of the Library is to support the college in its educational, research and cultural endeavors by supporting information literacy; selecting, organizing, and delivering information resources and services; collaborating with the college community to enhance student learning; and by partnering with other academic institutions and library consortia to promote and enhance access to library resources and services.

II. Intellectual Freedom

The Library endorses the American Library Association's [Library Bill of Rights](#), [Intellectual Freedom Principles for Academic Libraries](#), and [Freedom to Read Statement](#). It is the responsibility of the Library to:

- Make available the widest diversity of views and expression including those which are unorthodox or unpopular with the majority
- Oppose and challenge all attempts to impose censorship on the Library
- Preserve the constitutional right of freedom of expression

III. Guiding Principles of Collection Development

The Library's commitment to meeting the information needs of the students and faculty of the College underlies all decisions regarding the selection of materials for the collection. The acquisitions process is guided by the Library's Materials Selection Rubric (available in the Library Director's Office) and by the following:

- Relevance to the educational programs of the College
- Currency, accuracy and objectivity
- Balance in the collection
- Professional reviews, awards by recognized authorities in the subject matter, and faculty recommendations
- Reputation of the author, publisher, and/or producer

IV. Responsibility for Collection Development

Librarians and faculty share the responsibility for developing the collection. It is a professional responsibility of faculty to make recommendations in their respective disciplines and to incorporate library materials into course development. Because librarians can best judge the balance of the total collection and have daily access to current reviewing media, final decisions concerning acquisitions rest with them. The Director of the Library has primary responsibility for collection-related decisions and coordinates the collection development process. All library

users, regardless of status, are invited to make purchase recommendations to the Director of the Library.

V. Criteria for Selection

Selection of materials is primarily guided by the needs of the College curriculum and by the certification restrictions that govern certain program areas. Materials are also selected to support faculty members' teaching and professional development. After the above needs have been satisfied the Library selects materials not directly related to the College's programs, but of educational, informational, or recreational interest to the Library's constituents.

Specific criteria considered before the purchase of materials include:

- Relevance to the College curriculum
- Anticipated or existing demand
- Faculty recommendation
- Professional reviews
- Timeliness of the information
- Authoritativeness
- Accuracy
- Physical quality
- Level of difficulty and scope is appropriate to community college students
- Cost of material is justified in terms of anticipated use
- Any maintenance costs
- Access/licensing restrictions
- Physical space requirements

VI. Selection Resources

A number of standard reviewing sources are consulted in the selection of materials.

Selection resources include:

- Library reviewing periodicals (e.g. *Choice*, *Library Journal*, *Booklist*, *Video Librarian*)
- Subject periodicals (e.g. *Southern Cultures*)
- Bibliographic references (e.g. *Academia's Core 1000*)
- Publishers' literature and catalogs
- Association publications
- Book reviews (e.g. *New York Times Book Reviews*, *Publishers' Weekly*)

VII. Deselection

It is necessary to remove materials from the collection in order to keep it as up-to-date as possible. Librarians have primary responsibility for deselecting materials, though faculty members are encouraged to review their subject areas and make recommendations.

Criteria for discarding materials include:

- Dated material or subject matter
- Poor physical condition
- Duplication
- Faculty recommendation to remove material
- Availability of more recent or relevant material or editions
- Extremely low usage
- Title ceased publication (periodical)
- Cost of subscription increases (periodical, electronic)
- Obsolete hardware platform (audiovisual or electronic resource)

VIII. Challenged Materials

The resources acquired for Pardue Library are selected to meet the instructional, research, and cultural missions of the College. Inclusion of any resource does not mean that the Library or the College advocate or endorse the ideas found in that resource. The Library adheres to the principles of intellectual freedom as outlined in the Library Bill of Rights of the American Library Association. It is the responsibility of the Library to ensure that different points of view are represented in the collection.

The Library Bill of Rights of the American Library Association states “Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation” (Article 1); and “Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval” (Article 2).

Academic Freedom is also required and protected by the Wilkes Community College Policies and Procedures Manual. “The College recognizes the necessity for freedom in legitimate academic decisions that foster an environment where faculty and students can freely inquire, study and evaluate in order to gain greater understanding.” (Policy 3.4.6).

Pardue Library resources may be challenged by students, faculty, and staff of Wilkes Community College and those persons who are residents of the state of North Carolina. A

challenge to a resource in Pardue Library must be based on the failure of that resources to fall within the Library's collection development policies, including the commitment to intellectual freedom. Challenged items will remain on the shelf and available to library users during the duration of the challenge.

Those persons wishing to challenge a resource in Pardue Library will be asked to complete a Request for Reconsideration of Library Resources form (available in the office of the Library Director). The completed form will be submitted to the Library Director, who will acknowledge receipt of the form via letter. The Request will then be considered by an ad hoc committee formed of a librarian and at least one faculty member from the subject area of the resource. The recommendation(s) of the committee will be sent to the Library Director, who will make the final decision. The person making the challenge will be notified in writing by the Library Director of that decision and any action to be taken. Appeals of this decision may be made in writing to the Vice President of Instructional Support & Student Services, and this decision will be final.

IX. Gifts

Gifts are accepted only when they add strength to the collection. The criteria used for adding gift titles to the collection are the same as above (Section V). Storage space and staff time will be considered in accepting gifts.

The Library reserves the right to refuse a donation if the donor specifies special conditions, including retrieval from a donor's home, or special shelving requirements. The Library sends a written acknowledgement to donors specifying the number of items received, but does not assign a monetary value to the gift, pursuant to Internal Revenue Service regulations. The Library reserves the right to dispose of gifts through local sales, donation to non-profit organizations, or by simply discarding the items.

Monetary donations are handled through the Wilkes Community College Endowment Corporation.