**Purpose of the Collection Development Policy:**

This document provides the administrators, faculty, and staff with an understanding of the purpose and nature of the library’s collection. It explains the criteria library staff use for making decisions to add or withdraw items from the collection.

**Responsibility:**

The ultimate responsibility for selection, whether by purchase, donation, or any other

means, rests with the library director who operates within the framework of the collection development policies outlined in this document. All staff members and library patrons may recommend material for consideration and are encouraged to do so.

**Principles:**

The library is dedicated to the free and open distribution of ideas. The library is a government-funded agency. The First Amendment of the Constitution insures that ideas, even ideas that some find offensive, cannot be restricted by the government. Furthermore, it is the responsibility of the library to provide a wide-range of ideas, opinions, and information necessary for the functioning of a democratic society.

The library is dedicated to protecting the individual's right to decide for themselves and for their own children what library materials to use. The library will not restrict what is added to the collection, or base decisions on what to remove from the collection, based upon protecting potential users from the contents of the material. It is recommended that all parents establish guidelines for their own children's use of library materials.

The inclusion of any item in the library's collection does not constitute an endorsement of the items content by the library.

The library upholds the principles of intellectual freedom as stated in the American Library Association's Library Bill of Rights and the Freedom to Read Statement (See section 7 of the library policy manual, Professional Library Documents).

**Service Population/Community Analysis:**

The library primary patrons are the students, faculty, and staff of \_\_\_\_\_. This includes: \_\_\_\_\_\_. Additionally, the Library serves the residence of \_\_\_\_\_\_\_\_\_\_\_\_\_.

The library resides within the city of \_\_\_\_\_\_\_\_. It is an economically depressed community with a population of 28,541 people (as of 2010). Since 2000, it has had a population growth of -9.48 percent. The median home cost in \_\_\_\_\_ is $61,880. Home appreciation in 2009 was -3.22 percent. The public schools spend $4,481 per student. The average school expenditure in the U.S. is $5,678. The unemployment rate is 18.20 percent (U.S. avg. is 10.20%). Recent job growth has been negative. (source: Sperling’s Best Places)

**Overview of the Collection:**

As of 2010, the library collection consisted of approximately 22,600 items. There are 5,600 hardcopy books and 9,000 electronic books. The library subscribes to 80 periodical titles. The library owns 350 compact discs and audiocassettes and 1,200 videos and DVD’s.

The adult/young adult collection consists of fiction, nonfiction, biography, reference (adult and YA reference), journals and periodicals, young adult materials, videos, compact discs, audio cassettes and books on tape, books on CD, computer CD-ROM’s, DVD’s, and online databases. The children's collection consists of juvenile fiction: picture books and board books.

The primary language is English.

**Resource Sharing:**

To enhance patron offerings, the library makes use of materials borrowed from other libraries through cooperative agreements for Interlibrary Loan (ILL). The library belongs to the GateNet consortium and is a member of the ILLINET automated resource sharing network.

The library cannot expect to fill every patron request from its own shelves. Libraries are being used more than ever before, and more is being printed and produced in other formats. The purpose of resource sharing is to assist the library in meeting patron demands for materials that lie outside the scope of the library’s collection.

**Selection guidelines and criteria:**

The library selects materials, within the limitations of its budget, based on reviews in the media both print and electronic, recommendations from students, faculty, and staff, consensus among recognized subject authorities, and the knowledge and expertise of the library staff. Materials are selected on the basis of content and style, and the present and potential informational, educational, and recreational needs of the institutions on the campus.

Selection is a discerning and interpretive process, involving a general knowledge of the subject and its important literature, a familiarity with the materials in the collection, and recognition of the needs of the patrons. The library strives to select material that will build a collection that supports the institutions on the campus.

The library makes a diligent effort to provide materials of sound factual data. Titles are not excluded on the basis of moral, racial, religious, or political stances. Materials are evaluated on the significance of the entire work, not on selected passages or sections. The following criteria will be considered when making selection decisions. An item need not meet all of the criteria in order to be acceptable.

* accuracy and authoritativeness
* attention of critics and reviewers
* availability of material elsewhere in the community or through interlibrary loan
* cost and availability
* coverage of the subject in existing collection
* currency of information, relevancy
* enduring value as a standard work
* format, durability and ease of use
* importance as a document of its times
* inclusion in a standard bibliography or index
* insight into human and social conditions
* literary, artistic, historic or scientific merit
* popular demand and/or interest
* quality and suitability of subject, style, and format for intended audience
* regional interest
* relevancy
* reputation of author, editor, illustrator, publisher, producer, performer or translator
* uniqueness or special features

While the substantial holdings of the library are its various book collections, the library also collects materials in other formats. New formats will be considered for the collection when, by industry reports, national survey results, and evidence from local requests, a significant portion of the population has the necessary technology to make use of the format. Availability of items in the format, the cost per item and the library’s ability to acquire and handle the items will also be factors in determining when a new format will be collected. Similar considerations will influence the decision to delete a format from the library’s collection. Other selection criteria may be applicable to specific formats, in addition to these general criteria.

The library currently maintains an Internet website, which provides links to other Internet resources of interest and value to its patrons. These links are chosen for inclusion on the library website by using the previous selection criteria for general content, along with additional criteria specific to the medium. Additional criteria include but are not limited to accessibility and stability of the website, design and usability of the website, commercial aspects of the website, and responsibility/ownership of the website. The library favors websites that offer substantial content without charge. Linked Internet resources are re-evaluated on an ongoing bases to determine if they still meet the library’s criteria. Websites may change rapidly and unpredictably, and it cannot be held responsible for their content.

**Subject Areas Covered in the Collection**

**(See the school schedule for the most up to date class and program listings)**

**Degree programs**: Addictions counseling, child care, automotive technology, Licensed Practical Nursing

**Certificates**: Office Technology, Medical transcription, Certified Nurse Assistant, Welding, Construction, Deckhand, Security Officer, Ward Clerk

**Career Fields covered**

Medical- Licensed Practical Nursing, Certified Nursing Assistant

Construction trades: Carpenter, Bricklayer, Ironworker, Painter, Cement Mason/Plasterer,

Sheet metal Worker, Electrical worker, Plumber/Pipe fitter, Laborer

Career information- Best Jobs, Resume writing, Cover Letter writing, interview

preparation, job searching, information on schools, financial aid

Food Service Sanitation

General Education Diploma (GED)

Security Officer Certification

Vocational information- welding, automotive

**Classes available by departments:**

 Accounting- Basic Accounting

Addiction Counseling- Clinical Skills, Counseling, Field Study

 Administration of Justice- Private Security, Security Officer Certification, Firearms

 Art- Non-Western Art

 Automotive- Engine Performance

 Biology- Principles, Human Anatomy & Physiology

Business- Introduction

 Child Care- Principles & Practice, Activity programming, Administration, Child

 Development, Health, Safety, Nutrition, Science and Math, Basic

Mathematics

 Computer Information Systems- Introduction, Operating Systems

Construction Management Technology

Culinary Arts- Food Sanitation

Education- Freshman Seminar, Personal/Career Development, Paraprofessional Test Prep

English- Reading, Writing, Rhetoric & Composition

Earth Science

General Studies- English & Reading, Review, Basic Communication, Math, Job Skills

General Studies VR- Computer Keyboarding, Intro to Personal Computer, Intro to Word

Processing

History- U.S. History, Religion

Health Related Occupations- Ward Clerk

Industrial Technology- Fork Lift Truck Safety

Literature- Bible as Literature, Children’s Literature

Mathematics- Review, Basic Algebra, Elementary Geometry, Intermediate Geometry,

Intermediate Algebra

Office Administration and Technology- Introduction, Keyboarding, Word Processing

Political Science- Introduction to American Government

Psychology- General Psychology, Life-Span Development, Child Development,

Abnormal Psychology

Sociology- Introduction

 Speech- Fundamentals of Public Speaking

 Welding- Introduction, Fabrication Blueprint, Advanced Blueprint Reading, Arc

 Welding, Advanced Arc Welding, Pipe Welding, GTAW/GMAW/FCAW/PAC,

 Layout & Fitup for Welders

**Special considerations**

**African American Special Collection**

The library places priority on its African American Special Collection and the acquisition of materials of both past and current significance to the African American Community. The African American Special Collection contains material on the history, social issues, and pop culture of the black culture within America. The library acquires and maintains materials that are a permanent record of the past and present activities of this community.

**Illinois Special Collection**

The library actively collects material specific to the state of Illinois. This collection also includes material on the historical and current state of \_\_\_\_\_\_\_\_\_\_ as well as the communities in the surrounding area.

**Juvenile/Youth Adult Collections**

In selecting materials for the Juvenile/Youth Adult Collections, the library’s responsibility is to serve the needs of children of varying backgrounds and interests, taking into account age and development levels. The library makes available a limited collection of children’s’ books, while focusing more heavily on Young Adult materials.

While the entire collection is available to the young adult, the library recognizes that certain materials have a special appeal or message for this group.

The young adult collection includes recreational reading particularly appropriate to adolescents age 12 through 18. It is not intended to be a comprehensive collection serving all the needs and interests of young adults, nor is it the library’s intention that young adults should be confined to the use of this material. Materials are selected for this collection to broaden the horizons of young adults and help them cope with the problems of adolescence, as well as for entertainment.

To fulfill these needs, the collection will inevitably include materials on controversial

topics. Responsibility for the reading/viewing/listening of children and young adults rests with their parents and legal guardians. The library does not serve *in loco parentis* (in the place of a parent) to restrict the access of minors to library materials. Selection of adult material will not be limited by the possibility that such material may come into the possession of children.

**Audio/Visual Collection**

The library may purchase or accept as donations R-rated feature films and documentaries for the adult VHS/DVD collection, if such items are deemed appropriate for the collection.

The library does not purchase or accept as donations X-rated or NC-

17 rated feature films or documentaries for its VHS/DVD collections.

**Textbooks**

Through collaborative efforts with instructors and those educational institutions on the campus, textbooks gifted to the library or on loan to the library will be appropriately added to the collection. The library does not purchase textbooks using acquisition money.

**Maintenance of the collection**

Materials are withdrawn from the library collection through systematic weeding by the staff or because of loss or physical damage. Systematic weeding of the collection is essential to maintaining the mission and quality of the library, to insure its usefulness to its patrons, and to make room for newer materials. Systematic weeding is a responsible public service which generates increased library use.

In addition to giving the library a fresh, inviting appearance, systematic weeding gives the library a reputation of having a current, reliable collection, allows the library to utilize space in the best and most economical way, aids in locating materials which need to be repaired or replaced, and identifies areas where additional material is needed.

Material that has been lost or damaged may be replaced using the same criteria as for selection. Additional criteria considered when deciding on replacements include the current availability of the item, availability of newer material on the subject, the importance of the work in its field, and its listing in standard bibliographies.

Standard bibliographic tools will be consulted to determine an item’s historical or literary value. The following criteria will be considered when making weeding decisions:

* antiquated appearance
* duplicate copies no longer needed
* materials which have not circulated in last five years
* outdated, invalid information (much material, such as scientific, medical, technical and travel, is expendable within five years)
* poorly bound, printed or constructed
* superseded editions
* worn beyond use

Items meeting one or more of these criteria will not necessarily be removed. Weeded

materials are disposed of in the most appropriate manner. Some items may be offered to other libraries or institutions. Staff is to consult the *Crew: A Weeding Manual for Modern Libraries* for guidelines on how to deselect material from the collection. (A copy of *Crew: A Weeding Manual for Modern Libraries* is located at the back of this manual*).*

**Gifts**

See section 6.2 of the LIBRARY Policy Manual, Gifts to the Library.

**Reconsideration of Materials (Material Challenges)**

Anyone objecting to any item in the library collection may file a "Challenged Materials Form" with the library director. The patron submitting the request must be a faculty, staff, or students of the school and hold a currently valid library card. The director, in consultation with the appropriate staff member(s) will re-examine the item in question. A decision on the suitability of the item for inclusion in the collection will be made based on the library’s collection development policy. The director will respond, in writing within thirty days of receipt to the patron’s request for reconsideration. The response will indicate the action to be taken and the reason for or against the request. An item will only be evaluated for reconsideration once in a twelve-month period. No challenged material will be removed until a decision ruling against it as been rendered.

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# **FACULTY SUGGESTION – LIBRARY MATERIAL**

Suggest books, CDs, DVDs, publications, research databases, services, etc. to the LIBRARY for inclusion in the collection.

## **Book – CD - DVD**

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Author: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Publisher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Publication/Copyright: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ISBN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*\*\* Please include any suggested source, and attach any catalog, flyer, coupon, or website address.

## **Other Material**

Simply explain what it is you would like the Learning Resource Center to provide. Give as much information as possible (cost, format, how you know about it):

## **Explanation**

Indicate the college curriculum, class, or educational purpose that the above request will support.

Requesting Instructor:

Department:

Phone Number/Extension

Please forward this form to:

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**PURCHASE REQUEST FORM**

The Library welcomes suggestions for the purchase of books and other materials to support the teaching, study and research needs of the school. Requests are evaluated by library staff. Please check our online catalog to determine if it is something the library already owns.

 **Bibliographic Information**

 Fill in as many fields as possible**.**

 Author/Editor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Publisher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 ISBN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Requestor Information**

 Your Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Status: \_\_\_\_\_ Faculty \_\_\_\_\_ Staff \_\_\_\_\_ Student \_\_\_\_\_ Alumni

 E-mail Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Do you wish to be notified when the book is available? \_\_\_\_ Yes \_\_\_\_No

 Is it an urgent request? \_\_\_\_ Yes \_\_\_\_No

 Do you need this by a certain time (i.e. beginning of the semester)? \_\_\_\_\_\_\_\_\_

**CHALLENGED MATERIALS FORM**

The purpose of this form is to give you an opportunity to express concern about library materials, which you may find objectionable. When a library staff member receives this form, the offending material will be removed from the shelves. Specific offending portions will be reviewed. Depending on the results of the review, the materials will be either returned to the shelves or withdrawn from the collection. You will be notified of the results of the decision.

Library User’s Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address (or Campus Box) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City, State, Zip\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

User Status: Student \_\_\_ Faculty/Staff \_\_\_ Other \_\_\_\_

 Material Being Challenged:

 Author/ Director/Performer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Type of Material: Book \_\_\_\_ Periodical \_\_\_ Video \_\_\_ Audio \_\_\_ Other\_\_\_

How much of the item did you read, hear or view?

Please describe what you found objectionable (include page number(s) or other references):

Please state why you believe this item is not appropriate for the library collection:

Please suggest a suitable alternative to this item that covers the same subject:

Library User’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_