

GRACE VAN DYKE BIRD LIBRARY

COLLECTION DEVELOPMENT POLICY

Purpose

This policy is intended to guide the development and enrichment of the Grace Van Dyke Bird Library in accordance with the library's stated mission. Librarians will continue to develop and modify this policy to meet the changing demands of Bakersfield College. The intent of this policy is to define a collection development program to meet the following objectives:

- Provide a current, diverse, and balanced collection of materials to support the curriculum
- Provide access to information resources in appropriate formats
- Encourage faculty participation in collection development
- Serve the Delano Center and distance education students and faculty by providing remote access to materials

Mission of the College Library

The library's mission is to contribute to and support the college mission by serving as an information and research center and by providing direct instruction and instructional support with a full range of timely information resources. Our primary goals are to help students college-wide to learn and succeed, and to support the college curriculum by serving students, faculty, staff and administration.

Collection Development Responsibility

Collection development is encouraged by all members of the college community. The librarians will recommend or select materials for purchase based on observations made at the Reference desk, reading book reviews or participating on the Curriculum Committee. Standard reviewing journals such as *Library Journal* or *Choice* are consulted for appropriate materials.

The librarians also depend on faculty to provide the subject knowledge needed to help build and evaluate the collection. Since the library collection should reflect the curriculum, it is important to have input from all campus departments. Librarians will continue to encourage faculty involvement through the Library Liaison program, the library newsletter and participation on committees, such as Curriculum and FCDC.

Student, staff and community requests for acquisition of materials are also welcomed and encouraged. All suggested titles are reviewed and evaluated by the librarians. The Library Director has final authority in the selection of materials.

Selection Criteria

The library collection will be selected according to the following priorities:

- Materials which directly meet student curricular needs in the courses and/or programs of instruction offered
- Materials which support student papers and reports on a diverse range of topics
- Materials that add depth and breadth to the collection
- Materials which support faculty preparation of class instruction
- Materials which directly support ongoing faculty professional development

Formats of Material Collected

Formats to be collected are numerous. The general circulating collection will include printed books, along with e-books, selected primarily to serve the curricular and research needs of community college students. The reference collection will include encyclopedias, dictionaries, atlases, directories, and statistical information. Reference works are selected to provide an introductory overview of varied subjects.

Textbooks will not be purchased due to their high cost and frequent revision. DVDs, CDs, and musical scores are also excluded from purchase.

The periodical collection will include journals, magazines and newspapers. The collection formats will include paper copy, microforms and electronic databases.

Gifts

Although the library is appreciative of patrons' desire to donate to the collection, all gifts are accepted with the understanding that they are added to the collection only after they have met the same selection criteria as materials which are purchased. In other words, free does not equal desirability for inclusion in the collection. We reserve the right to use or not use the donated items as appropriate. Items not included in the collection will be sold as used books and the profit will help purchase new acquisitions.

Donors will receive a donation acknowledgement letter. The letter will include the number of volumes donated, but will not include a monetary value of the donation.

Weeding

To maintain a well-balanced and useful collection, the librarians will continually evaluate the collection and withdraw, update, and repair its titles. Discipline faculty will be invited to participate in this exercise as they are the experts in their subject matter. A complete cycle of inventory and collection review should occur every five years.

Intellectual Freedom

The library supports the American Library Association's Library Bill of Rights. It is the responsibility of the librarians and faculty selecting materials to insure that all points of view

are represented in the collection and that materials are not removed or excluded from the collection because of an individual's or group's disapproval of the content matter.

Policy Review

This policy will be reviewed and updated as necessary in order to reflect the changing information environment.

Policy updated May 5, 2009