Collection Development Policy:

Spokane Falls Community College Library

Introduction

The collection development mission of the Spokane Falls Community College Library strives to meet the unique research needs of the campus curriculum. Library staff promote close working relationships with SFCC departments, programs, and students. Faculty librarian liaisons are assigned to specific course subject areas to work collaboratively with teaching faculty, serve as a department's first point of contact for information about library resources and services, and select materials to support curricula.

Intellectual Freedom

Spokane Falls Community College Library supports the responsibilities of librarians and libraries to provide materials to the campus community. The Library endorses the Library Bill of Rights, the Freedom to Read Statement, and the Intellectual Freedom Statement adopted by the American Library Association, *Libraries: An American Value*.

- Library Bill of Rights
- Freedom to Read
- Intellectual Freedom
- Freedom to View

The concept of intellectual freedom involves selecting some materials/databases which may contain information that may be considered controversial by some individuals or groups. The acquisition of these materials/databases doesn't imply approval or endorsement of the contents. These materials/databases are acquired to support the curriculum and represent multiple sides of controversial issues. The selection criteria must remain broad and flexible to provide a collection which supports the wide range of programs and diverse backgrounds of the college clientele.

Purpose

This policy is intended to guide, inform, and direct collection decisions for print, and non-print resources that will meet the instructional and informational needs of students, faculty, staff, as well as the recreational needs of the college community. Collection development is an ongoing dynamic process undertaken by library faculty with input from discipline faculty, administration, staff, and students. It is designed to provide guidelines to help the Library to anticipate and to support curricular changes.

This policy will:

1. Ensure that the collection is balanced intellectually and responsive to the curricular needs of faculty, students, and staff.

2. Help clarify to the campus community the purpose, scope, and philosophical underpinnings of the collection

3. Provide guidance to ensure resources are relevant to the policies and practices that support the college mission, the Library Bill of Rights, Northwest Commission on Colleges and Universities, and the [Standards for Community, Junior and Technical College Learning Resource Programs](#).

Scope

SFCC Library provides free access to multiple points of view on public questions. Therefore, resources selected will represent as many points of view as prudent.

The college's mission statements in conjunction with curriculum will determine the materials selected for the collection, but an institutional commitment to excellence means building and maintaining a collection of resources that adequately support:

- liberal arts and science programs which prepare students for transfer to four-year colleges and universities
- professional technical programs
- programs that have specialized accreditation (fields such as physical therapy, nursing, substance abuse, etc.)
- special programs for job training, retraining, or upgrading of skills
- the individual information needs of students and faculty

Funding

Washington State's budget allocation for Community and Technical College funding makes up a majority of the Library's collection budget. If the Library's budget proves inadequate for the provision of resources or are outside of the materials selected as defined in this document, additional funds will be sought through partnership with departments, programs, grants, and other community or college sources.

Cooperation with other Libraries

Resource availability is expanded by membership in organizations or agreements between local schools, public and academic libraries. These relationships maximize access to materials through interlibrary loan, through special databases and other resource collections. In essence, these agreements provide SFCC students and faculty access to a wider range of resources while reducing unnecessary duplication and overall cost of materials.

Current cooperative efforts include:

Community/Technical Colleges: reciprocal borrowing privileges are granted by all Washington State community and technical college libraries to all currently enrolled Washington State community college students.

Spokane Community College: Registered SFCC students have borrowing privileges at SCC to select materials.

Spokane Public Library (SPL): Viewing privileges are granted to several article and streaming video databases, including: The Spokane Business Library provides access to a range of business-related databases available on SPL's [Spokanebusiness.org](#) webpage. SPL has issued access numbers which SFCC Library can distribute to students and faculty with business-related research needs.

Spokane County Library District (SCLD): The Spokane Business Library provides access to a range of business-related databases available on SCLD's Spokanebusiness.org webpage.

Orbis/Cascade Alliance: The Orbis Cascade Alliance is a library consortium serving academic libraries in the Pacific Northwest. The Alliance coordinates collective purchasing of databases which SFCC Library participates in. The Alliance also coordinates resources sharing amongst its members and includes courier services between libraries.

Washington State Library: SFCC Library utilizes the AskWa statewide virtual reference cooperative of more than 50 libraries throughout Washington State. The Library also participates in the Statewide Database Licensing (SDL) Project contract which provides the college community with access to a package of databases resources from Gale Cengage.

Accessibility

SFCC Library is committed to relevant accessibility and federal regulations in the selection, maintenance, and managed access to its digital collections. The American with Disabilities Act 1990 (ADA) and the Rehabilitation Act of 1973 regulations, including Section 504, and revised Section 508, which relates specifically to the accessibility of electronic and information technology (EIT), as well as Web Content Accessibility Guidelines (WCAG 2.0) which include a range of recommendations for making web content accessible will be followed. The library acknowledges Washington State's Tech Policy 188 and the associated Minimum Accessibility Standard 188.10; however, as per RCW 43.105.205 paragraph 3, establishing the powers, duties, and responsibilities of the Office of the State Chief Information Officer, "…In the case of institutions of higher education, the powers of the office and the provisions of this chapter apply to business and administrative applications but do not apply to (a) academic and research applications…".

In the development and/or the procurement of online resources, the Library will consider resources that are accessible and easily usable to all, i.e. have a Universal Design component. Collection development decision-making will consider the product's usability with assistive technology and other accessible alternatives and utilize accessibility documentation from vendors which discusses how software, hardware and electronic content conform to minimum requirements to ADA. Inaccessible resources or issues can be brought to the attention of the Library's Collection Development Committee and/or Disability Services

Selection

Responsibility for Selection

Library faculty are responsible for the resource development process, the Dean of PSLWE [Libraries] authorizes the librarians to purchase materials based on the Collection Development Policy. The selection of library materials and electronic resources is coordinated by the professional staff, in consultation with the general campus community.

Although library faculty are primarily responsible for the overall development of library resources, faculty in all areas of the college are encouraged to take an active role in selecting library print and non-print materials, as well as databases. The library faculty act as liaison to different instructional departments of the college and as such can assist faculty with library resource selection.

Students, staff, and administrators are encouraged to make recommendations for resource purchases to the library faculty. Requests for purchase of library resources, from all sources, will be considered in light of this document and in relation to the overall instructional and educational purposes of the colleges. Further, faculty are encouraged to fill out the appropriate survey to provide librarians rationale and additional feedback regarding collections and digital resources. When a request meeting these criteria has been made by faculty, staff or students, an order will be placed for the resources if funds are available.

General Selection Criteria

When being considered for addition to the collection, resources will be evaluated with attention given to written reviews, size of collection and adequacy of current resources, potential use of resources by students and faculty, appropriateness for lower-division college use, and currency. Resources will be purchased in a wide variety of formats as appropriate. English language resources will be ordered primarily, but foreign language material will be purchased to support foreign language curriculum. Library resources will emphasize current issues and contemporary scholarship collecting only those basic historical and classical works necessary to support the curriculum.

In establishing priorities for collection development, first consideration is given to instructional materials directly supporting course and program goals. Attention is paid to the connections between and interdependence of disciplines, and discrete areas of study within disciplines. Resources will be acquired according to the following priorities and based on collection level determinations:

- Curricular support

- Program accreditation support and standards

- Outstanding items in relevant fields of knowledge

- Materials for professional growth of faculty and staff

- Recreational reading in support of general and cultural literacy

- Availability of full text in existing databases

- Cost

- Support technology to read/view (in particular, access by students with disabilities)

Faculty and student requests within the above scope will be honored whenever possible.

Policies by Format

Reference

Reference classed material is interfiled within the subject area of the general collection. A small collection of reference material is kept at the Reference desk for ready-reference use.

Reserve

The purpose of the reserve collection is to make available high demand course readings which have a more restricted loan period due to the high number of students who must access the material. The instructor determines loan period. Faculty, college personnel, and professional staff may request that

materials be placed in this collection, and the responsibility for this collection lies with the circulation supervisor.

At the end of each quarter or academic year, instructors with items on reserve will be contacted via e-mail to renew hold items for an additional period of time as indicated on the Reserve Request form. If instructors do not reply to the e-mail within 30 days, materials are returned to the instructor.

If it is not possible to return the reserve material/s, the library considers those materials abandoned, and will either adopt the materials for general circulation (per Selection Criteria, as well as specific format criteria outlined below), or discard the material to surplus.

When supplemental funds are made available, the Library may elect to purchase textbooks to help support student success. These textbooks are selected based on criteria enumerated above and the amount of money available. Faculty teaching the course are responsible for providing materials for Reserve.

Copyright Considerations for Reserve Collection:

- Faculty are responsible for providing the appropriate number of copies of photocopied materials in accordance with the copyright law.

- Adding personal copies including photocopies (which are in compliance with the copyright law) when the Library does not own a copy or cannot supply sufficient copies.

- Under the Fair Use provision of copyright law, copies of articles can be used for only one quarter without express permission of the copyright holder. Copyright permission is the responsibility of the faculty member, but library staff will provide the faculty with a College Library Reserve Request form and help finding the address of the publisher/author as required.

- Anthologizing of copyrighted materials is not permitted except by written permission of the copyright holder.

- Questions regarding copyright laws are directed to CCS Copyright Officers.

Periodicals

Journals, magazines, and newspapers are purchased for one or more of the following reasons:

- To support programs required by external accreditation to have print issues available to students and faculty in those programs.

- Provide access to full-text articles containing visual and graphic information not available in our databases in support of those programs requiring this level of access.

- Provide up-to-date information and recent developments in various subjects and disciplines not indexed in our databases.

- General reading

Children's Books

The Library purchases selected, high quality children's books to support the Early Childhood Education degree program and the Early Childhood Learning Center. Emphasis is placed on award winners

(Caldecott Award and other award lists) and well-reviewed titles from Library Journal and School Library Journal and any titles requested by faculty.

Audio/Visual & Streaming Media

The Library provides access to DVD, CD, VHS formats, as well as streaming media including videos, audio, and music, via networked databases and those freely accessible via the Internet. The format of film purchases is evaluated based on intended use: either in-class or independent viewing by the audience. DVDs are generally less expensive, ideally suited to in-class viewing, and perpetually available to users. Streaming is ideally suited to independent viewing and is often available only for the duration of license agreement with the copyright owner; thus, streaming media is not necessarily available perpetually. Further, some media is not available through existing streaming services (Kanopy, Swank, Film Platform, Films on Demand, etc.) due to license agreements and print status, and may require direct negotiations with a film producer to secure a license to stream the film.

A/V and streaming media may be purchased by subscription (renewed annually) or by perpetual access (ownership), based on the following criteria:

- wider access at a reasonable price compared to the benefit of hard copy/perpetual access

- application to multiple disciplines

- accessibility compliance (reasonable accommodation) ease of viewing/listening

- compatibility with hardware and media players

- compliance with copyright law (contact CCS Copyright Officers for further clarification)

Titles will be purchased based on anticipated use and interdisciplinary application with titles that will reach the most students being the highest priority. Annual subscriptions to streaming media titles will be continually evaluated. Due to the high cost of Public Performance Rights (PPR) for streaming media, videos and DVDs do not fall within the budget of the Library. In most cases, SFCC departments and clubs will be responsible for securing PPR for a particular performance of a video.

In very limited cases, SFCC Library will purchase a film/video in cooperation with another department on campus (for example, Student Life), which pays the performance rights. This would be particularly suitable if the video in question has lasting merit for both the library collection and for campus as a publicly screened item. In that case, the video will be placed in the library collection and be identified as having performance rights

eBooks

In general, the Library purchases eBooks in subscription packages rather than as individual titles. However, both methods are in use.

Subscriptions: eBook subscriptions are purchased from vendors that provide user-friendly interfaces for library users and back-end support for library staff who are tasked with cataloging new material and providing access. MARC loads of new titles and deletions of weeded titles are handled through automated processes if possible.

Individual Titles: Individual ebook titles are purchased on an as needed basis. As faculty and/or librarians see a need for a given ebook, librarians will initiate the purchase process. If available, it is preferable to purchase individual ebook titles through the Library's preexisting subscription services. In addition, multiple use licenses are also preferred but not required.

Databases

Subscription databases are researched and proposed for purchase by the librarians. Faculty can experiment with and comment on trial versions of most databases under consideration for purchase.

 Accessibility by on- and off-campus users.

- Public service support requirements, such as the need for staff and user training.
- Compatibility with existing library systems.
- Technical support by the database producer including user guides, manuals, and training.
- Searching considerations, including user interface and overall user friendliness in accessing the database

Open Education Resources (OER)

In addition to meeting the general criteria of materials selection, and in recognition Spokane Falls Community College's intention to use more Open Educational Resources (OER), OER should meet these specific criteria

- Be licensed under an open license such as Creative Commons
- Be relevant to disciplines of focus of the Information Literacy Program, their courses, assignments, and instructors.
- Be chosen in consultation with instructors.

Faculty librarians, as part of their collection development duties, may recommend course-related materials such as OER textbooks to the instructional faculty in the subject area for which they collect.

Ordering Materials

The Library staff orders, receives, invoices, and tracks all library materials. Materials are ordered from the vendor who can provide the greatest discount, lowest shipping costs, and response time including Amazon, and/or directly from publishers. Currently, the Library technical services staff does all processing, MARC loads, and original cataloging. All print periodicals and newspapers are ordered through EBSCO or directly from the publisher. Some periodicals, however, are obtained free of charge or are donated as gifts. Audiovisual titles are purchased from a commercial or educational supplier. Whenever possible, audiovisual materials are to be previewed prior to purchase or ordered on approval. As stated above, streaming licenses are established for video titles from relevant distributors such as Films on Demand, Kanopy, or Swank.

Gifts

Gift materials are welcomed and will be added to the library collections if they meet the general criteria. The Library reserves the right to dispose of duplicate and unwanted material. Disposal of gift items will follow the State of Washington surplus policy. The Library is not responsible for a monetary statement to the donor for tax purposes but will acknowledge receipt of the gifts. The Library assumes no

responsibility for the use donors make of such acknowledgments. (See: appendix for donation process and donor receipts)?

Gifts of closed runs of print periodicals not currently in our collection—especially those whose final dates are more than two years old—are rarely accepted.

Gifts of runs of periodicals missing significant numbers of issues are rarely accepted, unless they may be used to fill in missing issues to the Library's existing collection.

Materials Not Supported

The Library does not normally purchase lab manuals or other miscellaneous reference material necessary for classroom instruction. Nor does it collect books with formats unsuitable for multiple use – such as those with perforated tear-out pages or workbooks designed to be written in – except for test guides and certain materials intended for second- language learners. (see: Reserve Collection for further clarification)

In addition, public performance rights fall outside of the purview of SFCC Library collection development policy.

The library will occasionally purchase multiple copies of a book in response to high use or to support library or campus programs; though additional funding for this purchase may be sought as per the funding sub-section, above.

Resource Maintenance

Library faculty will withdraw library materials both print and digital when, in their professional judgment, such a course of action is necessary to remove unneeded material. Continuous evaluation of holdings is an essential ongoing routine, in which unneeded materials are removed permanently from the library collection. Examples of unneeded materials which might be targeted for withdrawal could include:

- duplicate copies of low-circulating material

- age and physical condition of the material

- removal of a program from the curriculum

- obsolescence of content & format

- superseded editions

- print scholarly journals and professional journals over 10 years old, unless the material has historical value and/or specifically chosen for extended retention by librarians

- popular magazines over 5 years old, unless the material has historical value and/or specifically chosen for extended retention by librarians

- newspapers over 3 months old, unless the material has historical value and/or specifically chosen for extended retention by librarians

The library collection is organized to permit efficient access by Dewey Decimal. Requests that the Library pull materials to create a special collection within the Library for the purposes of class

assignments disrupts efficient access; therefore, the creation of special collections will only be permitted if an overwhelming need is demonstrated by the requestor and approved by both the Dean of PSLWE and faculty librarians.

Whenever possible, faculty members and other subject specialists should be invited to participate in the weeding process to ensure that materials of historical or research interest are not inadvertently removed. Weeded materials are officially withdrawn from the collection in compliance with Washington State surplus policy.

Library materials reported missing or long overdue are not replaced automatically. Instead, potential replacements are evaluated using the same criteria for selection as regularly purchased items. Heavily used materials will be replaced as quickly as possible if they are still available.

Database collections are, by their nature, self-maintaining. However, the decision to keep or cease a subscription to an online resource takes into consideration the same collection priorities mentioned above. Additionally, cost and usage data will be considered when deciding to renew an online resource.

Materials Reconsideration

Resources in the Library may be challenged by students, faculty and staff of Spokane Falls Community College and those persons who are residents of the state of Washington. A challenge to a Library resource must be based on the failure of that resource to fall within the Library's Collection Development Policy, including the commitment to intellectual freedom. When challenging an item, the complainant may request that the Library take one of two actions; (1) removal of an item/resource because it is inappropriate, or (2) the addition of a source to balance the collection by providing alternative views. The Library may agree to take either action or no action at all. Challenged resources will remain available to Library users during the duration of the challenge. For further details, see: Reconsideration of Library Materials Policy.