

Bronx Community College Library Collection Development Policy

The Bronx Community College Library welcomes input and recommendations from its community of users at Bronx Community College. For any questions or recommendations, please feel to contact Assistant Professor and Collection Development Librarian Nelson Santana at 718-289-5100 ext. 3561 or nelson.santana02@bcc.cuny.edu.

Introduction

Bronx Community College serves students of diverse backgrounds, preparations and aspirations by providing them with an education that is both broad in scope and rigorous in academic standards. Bronx Community College invests in the success of all students by engaging with them in an integrative and supportive environment that facilitates the development and achievement of their educational and career goals.

The Bronx Community College Library's mission is aligned with the mission and vision of Bronx Community College and ultimately aims to help EVERY STUDENT SUCCEED! Our library is here to support faculty, staff, and everyone who forms part of the BCC community. Therefore, among the library's primary tasks is to ensure that a clear collection development policy is established and implemented to ensure that our library selects, maintains, preserves, and provides access to relevant and representative information resources. This formal collection development policy serves as a blueprint for Bronx Community College librarians and staff to acquire, manage, preserve, and make available the library's collection.

Collection development falls under the umbrella of Content Services within Bronx Community College Library. The mission of Content Services is two-fold. First, we are engaged in the process of acquiring appropriate materials to update and enhance the library's informational resources. Second, we maintain access and serviceability of print and electronic resources for the library.

Why a Collection Development Policy?

The Collection Development Policy is designed to establish clear guidelines for developing and managing the collections of the Bronx Community College Library. Library resources supporting the mission of Bronx Community College may be provided via selecting, purchasing and adding a title to the collection, or by enabling students, faculty and staff to access the needed resource. Materials in all formats are collected by the BCC Library, and are covered by this policy.

Communicating the collection goals of the Library is an important function of this policy. Recommendations made by faculty, students, staff, and members of the BCC community are highly valued and welcome. The Collection Development Policy is made readily accessible, as a link on the BCC Library home page, as a part of the Library Handbook, and as a document available upon request from the Office of the Chief Librarian. The policy provides guidelines for everyday decisions regarding selection, retention, preservation and withdrawal of resources in all formats.

The BCC Library is committed to developing and maintaining a balanced collection of high quality resources representing diverse perspectives and points of view. Priority is given to instructional materials relevant to the curriculum, needed to support student academic achievement, personal development, attainment of information literacy competencies, and career goals.

Library resources are a renewable resource, requiring dynamic growth, updating and expansion. Evaluation and assessment of the adequacy of the collection of reference, research and general materials in print and non-print formats is necessary to ensure needs of students are met. Equipment necessary for adequate use of these resources and provision of an environment conducive to learning are essential to supporting the teaching, learning and research needs of the students and faculty, and are routinely assessed and updated to enable use of the collection. The collection and resources of the BCC Library are available to all members of the campus community.

Selection

The Collection Development Policy serves as a roadmap to guide the staff when selecting and deselecting printed and electronic resources for the collection. Our policy covers selection, acquisition, processing, housing, preservation, weeding, and discarding of all types of library materials.

Planning

A **strong** Collection Development Policy provides a foundation for future planning to determine what materials the library will acquire, particularly when there are budget constraints. Proper planning ensures fair allocation of resources as per Bronx Community College's academic programs and community of users. In addition to addressing the strengths and weaknesses of the collection, planning aids in other collection-related matters including cataloging, housing, digitization, and preservation of library materials.

A Collaborative Effort

The Collection Development Policy supports the mission and objectives of Bronx Community College and is a tool to be read, used, and understood not only by Bronx Community College librarians, but also by the college's community of users, which includes students, faculty, administrators, and staff. Recommendations made by faculty, students, and all Bronx Community College users are highly valued and welcome. Hence, this document serves as a contract between the Library and Bronx Community College Library users to ensure that these "partners" maintain an active line of communication. Supporting the mission of Bronx Community College is the primary objective of this Collection Development Policy.

SELECTION POLICY

The Bronx Community College Library supports the statements adopted by the Association of College and Research Libraries (ACRL) and endorses the American Library Association Bill of Rights and Intellectual Freedom Principles for Academic Libraries.

General Selection Criteria

The Library develops collections that support the curricular and research programs of Bronx Community College. Selection of materials is an ongoing process that works in tandem with the changing curriculum as well as the availability of new materials. Much of the selection process is performed by the Collection Development Librarian. The Collection Development Librarian works closely with other librarians, using professional judgement and expertise in making collection development decisions. Other librarians are called upon via the Library-Faculty Liaison program, which keeps the Library informed about the information needs of academic and administrative departments. Librarians then use their training and subject area knowledge to select and identify collection goals and priorities to house at the Library. Since the Library does not have sufficient resources to acquire everything published in any given subject area, the library employs the following general criteria when evaluating titles to be acquired or removed from the collection.

A. Relevance to Current or Potential Needs of the Bronx Community College Curriculum

Library maintains close ties with all departments, institutes, centers, and research initiatives at Bronx Community College. Every department is partnered with a library liaison, thus connecting with library services and collections to build toward the library's collections. Faculty may request materials which directly support specific courses. Request lists for items from faculty, department chair, or faculty liaisons, will be acted upon as funds permit and in accordance with the scope and mission of Bronx Community College and the library. Materials recommended by Library and other departments' staff members are also selected in accordance with the scope and mission of Bronx Community College and the Library. In addition, the Library will be attentive to requests from the Student Government Association and other club or ad-hoc student groups to meet student informational needs which may otherwise not be addressed.

B. Scope and Content

Collection Development Librarian must evaluate each acquisition to ensure all materials meet the need of Bronx Community College users. The Collection Development Librarian will consult periodically with subject specialists to ensure that collection is on par with accreditation standards and needs of Bronx Community College users. Library materials selectors collect monographs and other scholarly works that enhance the research interests of the Bronx Community College community. In the case of periodicals, preference is given to titles that serve the needs of an entire department. On the other hand, titles of interest to a small number users are collected selectively.

C. Depth of Existing Collection and Local Availability

Prior to the acquisition of a new title, the Collection Development Librarian must consider the strengths and weaknesses of the existing collection. Availability of titles—including costly or rare items—through consortium agreements are highly preferred.

D. Quality of the Work

Several factors are considered when determining the overall quality of the title under consideration. Reputation of the author(s)/creator(s), contributor(s), issuing body and/or

publisher, editorial board; scholarship impact; lasting value; level of creativity; quality and significance of illustrations; relevance to Bronx Community College curriculum; accuracy and relevancy of information and data; readability and clarity; currency and expected longevity as a valuable resource; appropriateness of format; monetary value; physical condition, etc. are indicators of the work's quality and are taken into account prior to the acquisition of a title. Not one factor alone is determinant, but rather all of these factors are considered prior to acquiring an item.

E. Currency and Timeliness

Many disciplines including nursing, computer information systems, and the sciences require up-to-date information. Preference is given to titles which report new and revised information in a timely manner. Materials for programs that require a process of accreditation review, including but not limited to Nursing, Radiology and Paralegal Studies must maintain currency according to accreditation guidelines, faculty input, and general principles of best practice.

F. Duplication

A single copy of each title is acquired and duplication avoided, unless sufficient demand for multiple copies is anticipated and demand warranted.

G. Bibliographic Accessibility

Periodicals require bibliographic indexing and abstracting tools to ensure optimal user access.

H. Monetary Value

The monetary value (price) of an item (i.e. monograph, periodical, serial.) is not the only determinant when assessing its value. As outlined above, other factors—in addition to price—are considered when determining the value of any title under consideration. In addition, acquisition processing, cataloging, shelving and preservation are considered when evaluating all items, including those that are “donated” or “free” materials.

I. Language and Geographic Consideration

The language of users and the geographic origin of a work are considered. English-language materials are primarily sought. However, materials in other languages are considered selectively to support the curriculum and the population at Bronx Community College.

J. Gifts: Gifts are welcomed and will be evaluated for addition to the collection by the same standards used for selection of materials. Donors will be provided a letter of acknowledgement, however no monetary evaluation will be provided, pursuant to Internal Revenue Service regulations.

MAINTAINING LIBRARY RESOURCES

A. All print and electronic items are to be cataloged according to the Library of Congress classification system. This is to be done with new and old items as a means of assuring

that the Bronx Community College materials are current and in conformance with the CUNY-wide cataloging system.

- B. The Law Collections and print periodicals subscriptions are to be maintained and kept current in the library catalog.
- C. Subscription fees for library databases and for e-book materials will be maintained and these e-collections will be periodically checked for currency. Proxy settings are to be confirmed with the Electronic Resources Librarian and Information Technology (IT) Librarian or their equivalent.

Weeding and Discarding Materials

Materials that no longer meet the stated objectives of Bronx Community College Library will be systematically withdrawn. Removal of materials from the collection is necessary to prevent shelves from becoming cluttered with materials of questionable usefulness and value. Librarians and faculty will identify materials as candidates for removal from the collection due to obsolescence, damage, multiple copies, superseded editions, outdated and inaccurate information and duplicated content. Materials identified for withdrawal will be held for faculty review and input before decisions are finalized. The Chairperson of the Academic Department will be notified when materials identified for withdrawal are ready for review, and the materials will be held for 10 weeks to allow time for faculty to look through them. Requests for extension of time for faculty review may be directed to the Chief Librarian.

Use of materials will be cautiously considered as a criterion for withdrawal. Dated information, physical damage, reputation of author, importance of the title to the discipline, the availability of other sources on the topic, and quality of the material will be given higher priority than use in evaluating retention of a title. Resources noted to be valuable and not well used are candidates for increased awareness campaigns, such as outreach efforts, and bibliographic instruction. In general, relatively low use of an area of the collection may be indicative of need to develop it, to ensure needed titles are available.

Materials in Poor Condition

Deteriorated, damaged, worn-out, dirty, or poorly bound materials may be removed at any time. Scratched CDs, DVDs, or other media items can be removed from the collection as well.

Worn and damaged print materials in circulation will be selected for repair. Shelving order, according to the Library of Congress system, is to be maintained and periodically checked for accuracy through shelf reading by staff

Outdated, Inaccurate, & Obsolete Information

Dated or worn items are selectively deleted from the catalog and removed from the collection. Materials that are outdated and/or contain obsolete information are generally removed. Information in some fields change more rapid than in others, especially in the following disciplines: computer science, law, science, medicine and nursing. Inaccurate,

false, and outdated information and sources are removed once the data has been superseded by new titles or editions.

Duplicate copies

As noted in the Collection Development Policy guidelines, a single copy of each title is acquired and duplication avoided, unless sufficient demand for multiple copies is anticipated and demand warranted.

Donations

The Bronx Community College Library is pleased to accept gifts from patrons. Gifts are gratefully and willingly accepted and will be evaluated for their suitability to the collection and held to the same standards used for selection of materials. The Library has the right to discard any gifts that are in poor physical condition or that do not fit within the scope of the library's mission to support relevant course curriculum and research needs of students and faculty. Donors will be provided a letter of acknowledgement, however no monetary evaluation will be provided, pursuant to Internal Revenue Service regulations.

Diversity, Equity, Inclusion, Accessibility, and Belonging

The Bronx Community College Library is committed to developing collections that reflect and support the diversity of the BCC community. We strive to build inclusive and accessible collections that represent a wide range of identities, perspectives, and experiences. The BCC Library is a place where all members of the Bronco community know they belong.

Our collections should:

- Include works by and about people of diverse racial, ethnic, cultural, and linguistic backgrounds, gender identities, sexual orientations, abilities, ages, religions, national origins, and socioeconomic statuses.
- Represent the information needs and lived experiences of marginalized and underrepresented groups.
- Provide resources in a variety of accessible formats to accommodate users with print and other disabilities.
- Support culturally responsive pedagogy and diversity, equity, and inclusion initiatives across the curriculum.

In alignment with the Bronx Community College Library's goal to help every student succeed, we actively seek to identify and address gaps in our collections, and we welcome input from the BCC community to strengthen the diversity and inclusivity of our collections. We are committed to evaluating our collections on an ongoing basis to ensure they meet the evolving needs of the BCC community and uphold the principles of diversity, equity, inclusion, accessibility, and belonging.

SPECIFIC FORMATS OF MATERIALS COLLECTED

The Bronx Community College Library adds books to its collection via purchase, gifts, and donations. The Bronx Community College Library's budget is used to purchase books and serials in print or electronic format, as well as audio, video, and other current and future formats. The Library supports the research and instruction of more than 30 academic programs that prepare students for careers and to continue their education at four-year colleges.

a. Books/Monographs

Bronx Community College Library supports monographs that are relevant to the course curriculum and research needs of students.

Printed books are acquired in hardbound rather than paperback editions when available.

Electronic books are collected with the provision that equipment necessary to access and use them is available.

Textbooks required for courses, workbooks, study guides, and instructor editions typically are not purchased. Such works are purchased only if sufficient funds are available or if the department or professor donate a copy to the Library.

b. Serials/periodicals/newspapers

Serials/periodicals/newspapers are collected via subscription. Periodical subscriptions require multiyear budgetary commitment to titles that increase each year in cost due to inflation and publisher price increases. Periodical titles are added or deleted as the periodical vendor cycle permits, once a year, coinciding with the due date of the renewal list. Recommendations are accepted throughout the year.

The Library will select electronic formats identical to print formats of peer reviewed scholarly journals when a choice is available. The electronic version is never lost or vandalized, and can be delivered more reliably to multiple simultaneous users and can be made available for use from on site or remote locations, and during hours when the print version would not be available. Subscriptions needed in print, due to the title being a core title in the discipline, or to the nature of the content, such as highly graphic or artistic materials, will be retained as print subscriptions. Titles identified as necessary to continue in print may also be available as full text delivered via aggregator databases, such as provided by CUNY, or through subscription to electronic format. (Please see section "c. Electronic Resources" for more details on electronic resources.)

Priority is given to titles that are relevant to the course curriculum, to the research needs of students, and faculty course preparation.

Titles selected must be appropriate to the level of study, based on the prospective audience and use.

Priority is given to titles that provide unique coverage of areas not already covered by the Library's collection.

c. Electronic Resources

Electronic resources are the preferred format for many library resources, particularly database subscriptions. As with other formats, selection of electronic resources must support the course curriculum and research needs of students.

d. Media Resources

Audio/visual materials, slides, films, CDs and DVDs are collected. The equipment required to use a selected format must be available prior to purchase.

e. Microfilm

Microfilm subscriptions to periodical titles are purchased if access to archives issues is needed and the information cannot be obtained in other formats. When previous issues are available in electronic formats, the electronic version will be selected as funds permit.

f. Maps

The Library selectively collects maps through purchases, exchanges, and gifts.

g. Multi-format items

Books with computer disks and other multi-format items are purchased according to the general criteria for the selection of materials.

h. Government information

The BCC Library is not a depository library, and does not receive governmental information on official schedules. In recognition of the value of the resources printed and distributed by the federal, state and local governments to the students, faculty and staff, links to information available on the web will be selectively developed and maintained.

i. Juvenile books

A small number of award winning books for children and young adults will be purchased, such as the winners of the annual Newbery-Caldecott award.

Collection Challenges: An individual or group questioning the appropriateness of material within the collection will be referred to the Chief Librarian. The individual or group should use the "Request for Reconsideration of Library Resources" form to ask for review of the material in question. The review will include evaluation of the title according to the standard selection criteria, published reviews and commentaries, and consideration of the guiding principles of intellectual freedom and the First Amendment to the Constitution of the United States of America. The Chief Librarian will respond to collection challenges and provide

information regarding the Library's position and any action planned or taken after a review is conducted.

Cooperative Collection Development: Cooperation with other libraries to leverage purchasing power and improve access to a wider range of bibliographic resources will be sought whenever feasible. Resource sharing, consortia purchasing, and cooperative use agreements will be pursued as opportunities present to enhance the capacity of the BCC Library & Learning Resource Center to expand the information resources available to students, faculty and staff.

Interlibrary Loan: Interlibrary loan and document delivery services are available to faculty to provide materials outside of the scope of the collection.

Policy Review: This policy will be reviewed and updated as necessary to reflect the changing information environment of college libraries. The policy should be reviewed periodically and revisited at least once every year.