Collection Development Policy

The primary function of the Baton Rouge Community College (BRCC) is to provide students, faculty, staff, and the citizens of Baton Rouge and its surrounding areas with an affordable opportunity to enrich their lives. BRCC offers students occupational, vocational, and technical education. The various programs are designed to provide students with the skills necessary to enter the job market, enhance personal and professional growth, change their occupation through retraining, or continue their education at a four year institution.

BRCC offers a variety of degree programs and concentrations within those programs. A current list can be found in the BRCC College Catalog. [http://www.mybrcc.edu/academics/academic_affairs/college_catalog.php](http://www.mybrcc.edu/academics/academic_affairs/college_catalog.php)

The BRCC Libraries exist to further these endeavors by providing the necessary support materials required by the various curricula, through both its growing collection and cooperative efforts with other libraries. To accomplish these goals, a core collection of materials, mostly at the introductory or general level, will be collected in fields pertinent to courses offered. BRCC is a member of LOUIS, providing students, faculty, and staff with convenient access to other collections around the state as deemed appropriate.

A secondary, but no less important, goal of the library is to provide an atmosphere that students who are initially uncomfortable or unfamiliar with the institution will find friendly and inviting. The BRCC Libraries support information literacy, intellectual freedom, unlimited access to materials, and author’s copyrights.

The purpose of the collection development policy statement shall serve as the basis for selection and acquisition of materials that best serve the above goals and will assist in the later development of budgetary limits.

Responsibility for Materials Selection
The library does not purchase books, periodicals, or other materials intended for personal use in faculty or administrative offices.

Collection Development
The Librarian in charge of acquisitions is responsible for the purchase of all materials. This includes: coordinating the development of the library’s book collections, serials collections, including periodicals, newspapers, reference collection, government documents holdings, and development of the media collection, including compact disc, video tapes, video discs, and CD-ROMS.

Standards and Criteria
Full and part-time faculty and staff are encouraged to make recommendations for materials in their area of expertise. SACS accreditation requirements for the college as a whole are considered critical guidelines in the development of library collections. New
materials are selected based on relevance to one or more areas of the curriculum. The academic level of most materials will be undergraduate, but professional level materials will also be purchased in subjects where it is required. Intellectual freedom is fostered within the library by the collection of materials presenting the widest range of viewpoints possible. Selection of materials does not imply endorsement of the content; however, the quality of all works must meet the standards as set forth above.

The library fully subscribes to the American Library Association’s Library Bill of Rights, and the joint statement entitled *The Freedom to Read* issued by the American Library Association and the Association of American Publishers. Both documents are appended to this policy. The library abides by the U. S. Copyright Law at all times. Items produced in violation of this law will not be added to the collection.

**Selection Criteria**

Materials are selected in accordance with one or more of the following guidelines:

- Artistic, literary, historic, and/or scientific value
- Price, in relation to total budget
- Authority and competence of author
- Awareness of significant new trends in literature, technology, and formats
- Clarity and accuracy of information and/or presentation
- Community requests and/or anticipated popular demand
- Favorable reviews
- Format and durability
- Practical usefulness
- Relationship to existing materials in the collection
- Relative importance in comparison with other materials available on the subject
- Language
- Scope

**Policies for Selection of Specific Materials**

**Priority Subject Areas**

Materials selected for the library will be those that support the Baton Rouge Community College curriculum and its academic programs. Standard review sources are used as selection tools as well as specially designed vendor approval and notification services. The library will acquire materials that are current and user-friendly.

**Textbooks**

Unless recommended by a member of the faculty, textbooks and lab manuals are not considered for purchase by the library. They are only acquired in cases where they are considered standard works in their field.
Reference
The Reference Collection consists of general and specialized reference materials in all subject areas of the curriculum and general fields of knowledge. General standard reference tools such as dictionaries, bibliographies, encyclopedias, indexes, atlases, gazetteers, handbooks, electronic resources, and specific references relating to business and careers will be considered for purchase. The reference collection of the library covers the sciences, applied sciences, and technology, social sciences, humanities, fine arts, and career information. The BRCC Libraries provide a general reference collection to support the curriculum.

Periodicals
The BRCC Libraries will maintain a collection of current subscriptions. Titles which are retained for academic programs and research purposes may be kept in paper copy or bound. Other titles are discarded after a designated period of time. The increasing number of periodicals currently published necessitates selectivity as budget growth has not kept pace with increasing cost and demand. The justification for specific new serials titles should be documented. The following guidelines are considered for purchasing additional titles to be added to the collection:

1. Periodicals listed in major or highly used indexes that BRCC subscribes to.
2. Periodicals which are basic to BRCC mission and curriculum.
3. Continued use of the periodical once it is in the collection.
4. Purchase priorities to the requested titles in the annual budgeting process.
5. Periodical title retention will be evaluated annually.

Newspaper Selection
Newspapers will be acquired on a current basis to meet the teaching and general information needs of BRCC patrons. Local newspapers from the area will be purchased along with selected titles representing major regional cities and several national newspapers. Due to storage space limitations, however, back issues of many newspapers will be kept for only short time periods unless retrospective issues are purchased in alternative formats such as microfilm or electronic, requiring less storage space.

Media Collection
The Media Collection consists of audiovisual materials that support and meet the instructional and general needs of the students, faculty, and staff. Selection criteria include needs of the community; audience level; current holdings; content accuracy; currency and impartiality; image and sound quality; potential uses; and cost. Selection resources include Video Rating Guide, Library Journal, and Choice.

Advanced Technologies and New Products
Librarians meet regularly to discuss new technologies and products to better serve the information needs of the college.
**External Electronic Information Resources**
Providing connections to global information, services, and networks is not the same as selecting and purchasing materials for a library collection. Determining the accuracy or authenticity of electronic information may present special problems. Some information accessed electronically may not meet a library’s selection or collection development policy. It is, therefore, left to patrons to determine what information is appropriate to their needs.

**Electronic Resources**
This is an important area of the collection; therefore, the library will provide access to online databases and electronic journals through the Internet. These will be offered primarily through the LOUIS consortium.

**Replacement of Irrevocably Damaged, Lost, or Stolen Materials**
The library, by policy, will not routinely replace all materials because of damage or loss. The following criteria will be considered on a title-by-title basis:

1. Strength of present holdings in the same or similar subject
2. Lasting value of the material
3. Historical significance of the title
4. Availability of materials on the subject through other sources
5. Demand for the specific title on subject
6. Number of duplicate copies, if any, available
7. Availability of specific title

Replacement will occur six to nine months after the loss or damage if deemed necessary. Where need for the title is imminent, replacement can be immediate. These guidelines, policies and procedures may be flexible and ever changing. The Library faculty will be scheduled to meet once a year during summer breaks to consider revisions, additions, or deletions of policy guidelines.

**Gifts**
Large gift collections should be assessed in terms of appropriateness for the library’s collections before the decision is made to accept them. Gift materials selected for inclusion are integrated into the library’s collections. Gift materials that are not selected may be (a) returned to the donor if requested, (b) given to another library, (c) placed in the Library Book Sale, or (d) discarded. The library cannot legally appraise gifts for tax or inheritance purposes. Although gifts and donations are welcomed, they are accepted if they meet the following requirements:

- They must meet the curriculum of the Baton Rouge Community College and the library’s collection development policy.
- They must provide current information.
- The gift and donation must be in good physical condition.
- The gift and donation must not be in duplication.
• The gift and donation must go under the review of library faculty.
• Library Gift Materials Form see Appendix C

BRCC Faculty Involvement in Collection Development

Selection of the educational resources of the BRCC Libraries is a professional consideration of great magnitude, requiring the cooperative efforts of librarians and faculty members.

Faculty members are encouraged by the library to participate in the materials selection process. The library encourages regular consultation regarding library support of course assignments and changed or new curricula.

Any faculty member may recommend the purchase of books, serials, and media software in his subject area or curriculum to a librarian. For book recommendations, the recommended titles will be reviewed by the librarian liaison assigned to that subject area.

Each title recommended by a faculty member will be considered and a decision made as to that title being an appropriate addition to the library’s collection. If the cost of the title is considered excessive, the dean and other librarians will be consulted before ordering.

All serials requests are reviewed by the committee of the dean and librarians.

Requests for items in audiovisual and electronic formats are regularly reviewed by the dean and librarians.

The selections process is carried out by librarians with the participation of the faculty. Full professional judgment is exercised in the choice of titles and subject for acquisition, in accordance with the Collection Development Statement. Advice may be sought from the Library Advisory Committee regarding acquisitions, gifts to the collection which represent policy development or charges; however, the Committee will not be consulted over individual title decisions.

Additionally librarians have the responsibility for the overall development of the library collections. Included in this charge are the following functions:

   a. Making judgments as to the completeness of the holdings
   b. Considering every order in light of the needs of the college as a whole
   c. Determining the relative importance of monographs, serials, periodicals, and audiovisuals
   d. Selecting such materials as the writing of specific author, studies of the contemporary culture and other student interests that the librarians become aware of through their public service and reference contact.
Faculty Materials Request Policy and Procedure
It is the policy of this library to provide the faculty with the opportunity to request materials for the library to purchase. All suggestions are subject to review by a librarian.

Procedure
1) Submit material requests to library liaison, to the librarian on duty at the Reference Desk, or to the “Ask a librarian” email at librarian@mybrcc.edu.
2) The material requested will be reviewed by a librarian to see if this material has been ordered already or previously requested.
3) The material’s arrival will be made known to the requester.

BRCC Student Involvement in Collection Development
Students, as prime users of the library, should be encouraged to contribute to the development of the collection by suggesting new titles and by assessing weakness in the holdings.

Procedure
1) Submit material requests to library liaison, to the librarian on duty at the Reference Desk, or to the “Ask a librarian” email at librarian@mybrcc.edu.
2) The material requested will be reviewed by a librarian to see if this material has been ordered already or previously requested.
3) The material’s arrival will be made known to the requester.