



**COLLEGE of CENTRAL FLORIDA**  
**ADMINISTRATIVE PROCEDURE**

<b>Title: Collection Development</b>	
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<b>Date Approved: 12/16/04</b> <b>Date Revised: 04/07/21</b>	<b>Division: Academic Affairs</b>

**PURPOSE**

The CF Clifford B. Stearns Learning Resources Center/Library Collection Development Policy ensures the development and maintenance of a collection that supports and enhances the curriculum and institutional programs of the College of Central Florida and the needs of students, faculty, and staff of the college.

**MISSION STATEMENT**

The mission of the CF Libraries is to provide resources and services to meet the informational, learning, and developmental needs of the College of Central Florida students, faculty, and broader community.

**SELECTION RESPONSIBILITY**

1. The responsibility for developing and maintaining a balanced and responsive collection that supports the academic and curricular needs of CF students, faculty, and staff lies with the CF Librarians, Classroom Faculty, and the Dean of Learning Resources.
  - 1.1. The CF Librarians are primarily responsible for the development of the collection. Responsibilities include:
    - 1.1.1. Reviewing authoritative professional journals such as Choice, Booklist, and Library Journal.
    - 1.1.2. Evaluating the information available in relevant publisher-issued catalogs.
    - 1.1.3. Searching the Baker & Taylor database of books in print.
    - 1.1.4. Drawing upon first-hand knowledge gained daily at the Reference Desk to determine topics of interest to students.
    - 1.1.5. Serving as faculty liaisons, including encouraging faculty input into the collection development process, maintaining open lines of communication with faculty members, and routing catalogs, reviews, and selection aids to faculty members.
    - 1.1.6. Continuously evaluating the current collection for currency, relevance, and physical condition. Those materials determined to be no longer suitable for the collection are replaced with updated materials if the subject matter is of ongoing value. Materials are also obtained to fill information gaps revealed by the deselection process.
  - 1.2. As subject specialists, classroom faculty are encouraged to recommend resources that support their students' academic and research needs. Requests for materials that are appropriate to the collection and for which there are available funds will be purchased.
    - 1.2.1. Faculty may contact any librarian with requests for materials with specific titles, by specific authors, or on specific subjects. Requests are accepted by email, in print, or over the phone.

- 1.2.2. Faculty who would like materials on specific subjects but who have no particular titles or authors to suggest are encouraged to search the Baker and Taylor database with a librarian to compile a list of desired titles.
- 1.3. The Director of Learning Resources has the final responsibility for the maintenance and development of the collection.

### **SELECTION GUIDELINES**

2. Faculty Librarians select materials to ensure a balanced and responsive collection that supports the College of Central Florida students' academic and research needs.
  - 2.1. The following criteria will be used to evaluate items under consideration:
    - 2.1.1. Favorable reviews appearing in authoritative professional periodicals.
    - 2.1.2. Usefulness of the subject matter within the context of the current collection.
    - 2.1.3. Current and anticipated needs, including potential use by students and faculty.
    - 2.1.4. Appropriateness for college freshman and sophomore use.
    - 2.1.5. Timeliness, with current resources given the highest priority.
    - 2.1.6. Authoritativeness of the author, publisher, or producer.
    - 2.1.7. Accuracy.
    - 2.1.8. Scope and depth of coverage.
    - 2.1.9. Availability of funds.

### **SCOPE**

3. The Library collects a broad spectrum of information resources in a variety of formats, including printed books, periodicals, sound recordings, video recordings, DVDs, and electronic resources. The criteria for selecting materials are curriculum support, content, durability, and accessibility.
  - 3.1. CF has traditionally placed a high value on collecting printed books, periodicals, and indexes. Collecting books still has a high priority at CF, but we also collect electronic alternatives to print sources for several types of materials, including periodical databases. Group purchases through CCLA have enabled the purchase of these electronic resources at reduced prices. The format of materials in the collection may change as a result of changes in long-range need, availability, and format quality.
  - 3.2. The Library collects primarily English language materials, but also collects in other languages as required by the curriculum. Foreign language collection is undertaken primarily in support of the study of languages, literatures, and other cultures.
  - 3.3. Multiple copies of an item are only ordered when an item is predicted to have or has been shown to have heavy use.
  - 3.4. Gifts are accepted with the understanding that the library may dispose of them or add them to the collection at its discretion. Due to the high cost of managing the gift process, the Library's goal in accepting gifts is to acquire only materials which are highly relevant to CF's needs. All potential gifts will be evaluated in terms of the collection development goals of the Library. The appraisal of gifts for tax purposes is the responsibility of the donor. A letter acknowledging the

donation, but assigning no value, is sent upon request. Gifts are evaluated for selection based upon the same selection criteria as new items.

**COLLECTION MAINTENANCE**

- 4. The collection will be continuously evaluated in terms of circulation, content, currency, popularity, and relevance to the college's needs. Continuous weeding and replacement of lost, stolen, or out-dated materials helps maintain a collection that reflects changing college needs and goals.
  - 4.1. In order to maintain the quality of the collection, materials may be withdrawn to update the collection. Upon evaluation, the following may be withdrawn from the collection:
    - 4.1.1. Obsolete resources.
    - 4.1.2. Superseded editions or versions.
    - 4.1.3. Superfluous duplicates.
    - 4.1.4. Badly worn or defective materials for which there are suitable replacements.
    - 4.1.5. Unused resources of no historical or lasting value.
    - 4.1.6. Outdated or inaccurate materials.
    - 4.1.7. Resources in outdated formats for which there are suitable replacements.
  - 4.2. Replacement materials will be purchased based upon the following criteria:
    - 4.2.1. Ongoing value of the subject matter.
    - 4.2.2. Existing coverage of the subject in the collection.
    - 4.2.3. Coverage of information gaps revealed by deselection process.
    - 4.2.4. Availability of updated materials on the subject.
  - 4.3. Classroom faculty are encouraged to assist in the evaluation of the current collection for currency and accuracy in the areas of their subject specialties.

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Vice President, Academic Affairs

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Date

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Approved by President

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Date