

# Collection Development Policy

Collection Development is the process of building useful, balanced collections over time within a set budget based on the assessed, ongoing information needs of the library's users. It also includes selection criteria, resource sharing, replacement of items, and routine deaccessioning. The collection development policy guides the Central Wyoming College Library in selecting materials that support our community and enhance the existing collections.

## Statement of Purpose

The collection development policy establishes the goals for cultivating a collection that supports the mission and values of the Library. These include support of learning, scholarship, and research; equitable access to information; and responsible stewardship in providing access to resources. See [https://libguides.cwc.edu/about\\_us/mission](https://libguides.cwc.edu/about_us/mission) for the complete mission and values statement.

The collection development policy offers guidance to the Library in selecting a varied and balanced collection of resources in a fiscally responsible and cost-effective manner. A collection development policy aims to establish the criteria within which the Library obtains resources related to teaching and research, optimizes the use of funds, and balances the resource needs among the college departments.

## Library Patrons

The Central Wyoming College Library supports the information needs of its primary patrons: CWC students, faculty, and staff, both in Riverton and CWC outreach campuses. CWC Library also provides services to HiSET, alums and members of the community.

## Collaborative Collections and Resource Sharing

The Library actively engages in the development of collaborative collections, resource sharing, and collaborative acquisition activities due to the tremendous cost savings they provide. Because of budgetary restrictions, the CWC Library has long acknowledged that developing comprehensive collections is financially impossible. Therefore, our library will increasingly explore collaborative collections and cooperative collection development activities.

The Library actively participates in group purchases and subscriptions through the Wyoming Community College Consortium due to the efficient pricing and licensing that consortium purchasing offers. The Library also participates in WYLDCat, a state-wide resource-sharing program among numerous Wyoming libraries. Lastly, the Library has access to traditional interlibrary loan (ILL) and can receive books from across the United States to fill requests as needed.

## Policies (Alphabetical by Topic)

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## Collecting Intensity Levels

Materials are selected in subject areas represented within the CWC curriculum. The collecting intensity levels within each subject area are determined by the depth of materials needed to support the various degree programs and the level of degrees offered. An additional factor of consideration is enrollment levels within the degree programs. These collecting intensity levels are aspirational and are fulfilled as funding permits.

### Associate and Certificate level

This level of collecting provides basic academic resources to support the primary topics within respective subject areas, along with monolithic works and digital access required for certifications. These materials include basic research works in all appropriate formats, key journal titles, reference tools, indexing and abstracting services, and bibliographic resources.

### Bachelor of Applied Science level

This level of collecting provides basic academic resources to support the primary topics within respective subject areas. These materials include various basic research works in all appropriate formats, key journal titles within disciplines, selected seminal and classic materials, reference tools, indexing and abstracting services, and bibliographic resources.

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## Challenged Resources

Resources in the CWC Library may be challenged by Central Wyoming College students, faculty, and staff of Central Wyoming College. A challenge to a resource in the Library must be based on the failure of that resource to fall within the Library's selection and collection development policies, including the commitment to intellectual freedom. When challenging an item, the patron may request the library take one of two actions; (1) removal of an item 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 items will remain on the shelf and available to Library Users during the duration of the challenge.

Those wishing to challenge a resource in the Library will be asked to complete a Request for Reconsideration of Library Resources form. The completed form will be submitted to the Library Director; the Director will acknowledge receipt of the form via letter. The Request will then be considered by the library staff, with the assistance of subject-specific faculty in the area of the resource. The recommendation(s) of the Committee will be sent to the Vice President of Academics, who will make the final decision. The person making the challenge will be notified in writing by the Library Director of the decision and any action to be taken.

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## Datasets

All requests for dataset purchases will be evaluated on a case-by-case basis by the professional library staff.

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## Deselection Criteria

An ongoing review of the library collection and the removal, replacement, or updating of outdated, damaged, and well-worn texts are necessary to keep the collection current and physically accommodate newly acquired materials. The following are the deselection criteria to consider when evaluating which materials should be withdrawn from the collection. Some of these criteria are not necessarily applicable to all disciplines.

- Support of the curriculum
- Quality of scholarship or publisher
- Strength of comparative holdings within subject area or related subject areas
- Usage
  - Zero or few circulations
  - Last date of circulation
- Overlap with other library holdings
- Core resources within a discipline
- Historical value

- Local value
  - Monograph volume in a series
  - Physical condition of item
  - Currency
  - Earlier or outdated editions
  - Multiple copies no longer needed
  - Stable electronic equivalent
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## Digital and Digitized Collections

CWC Library digital collections are developed in alignment with college and library-wide priorities and are dedicated to the long-term collection, maintenance, delivery, and preservation of a wide range of digital resources for Central Wyoming College.

CWC is able to distribute the cost of digital collections, including eBook and database subscriptions, by shared purchasing with the Wyoming Community College Consortium. Items are purchased or renewed based on the following criteria.

- Support of the curriculum
  - Quality of the publisher and distributor
  - Relative importance and scope of coverage in comparison with similar resources.
  - Timeliness of the material.
  - Accessibility (off-campus as well as on-campus access)
  - Downloadable
  - Licensing terms - Unlimited
  - Price
  - Other remote access capabilities
  - Compatibility with discovery platforms and link resolvers
  - Additional hardware and/or software requirements
  - COUNTER-compliant usage statistics
  - Voluntary Product Accessibility Template (VPAT)
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## Equipment

The Library provides equipment to students, staff, faculty, and the community. This equipment is purchased with funding from various sources, including grants, donations, and endowments. Equipment is selected to make students' lives easier by providing occasional use materials to help be cost-effective to the community. Due to limited storage space and constantly changing technology, items may be withdrawn from the collection. Items will be selected or replaced depending on the following criteria.

- Cost
- Longevity of technology
- Accessibility
- Ability to meet demonstrated need

- Laptops are only available to those with a CWC Student ID
  - Equipment will not be sent via ILL but may be transported by staff traveling between campuses
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## Faculty Publications

The Library endeavors to collect scholarly monographs authored or edited by Central Wyoming College faculty. This includes book chapters. The general selection criteria for evaluating materials to add to the collection also apply to faculty publications. Faculty publications are acquired by the following means, listed in order of priority:

- Personal donation from faculty.
  - Purchase from departmental allocations at the discretion of the appropriate library staff
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## General and Electronic Resources Selection Criteria

The following are the general selection criteria to consider when evaluating materials to add to the collection.

- Support of the curriculum
- Standard reference materials
- Cost
- Appropriate to the level of collection intensity needed
- Quality of scholarship
- Authority and reputation of author, publisher, or vendor
- Strength of current holdings within a subject area or related subject areas
- Positive reviews from credible sources
- Lack of duplication
- Multidisciplinary nature
- Documented demand
- Language-The Library only collects English language materials unless there is a demonstrable need.
- Currency
- Comparison to neighboring university Library holdings relative to applicable resource-sharing options
- Duplicate copies are purchased only under unusual circumstances determined by circulation or reference statistics.
- Readership level

In addition to the general selection criteria, the following are selection criteria to take into consideration when evaluating electronic resources to add to the collection.

- Cost
  - One-time
  - Continual
  - Maintenance
- Availability of consortium pricing and purchasing

- Updating frequency and associated costs
- Quality and authority of content
- Potential number of users or overall general usage
- Usability of interface
- Multiple or unlimited user options
  - Broad availability to primary patrons
- Accessibility (Off campus and on)
- Functionality of resources for text, graphs, illustrations, formulae, etc.

The following are the vendor-related criteria to consider when evaluating electronic resources to add to the collection.

- Quality of the publisher and distributor
- IP Recognition
- Other remote access capabilities
- Interlibrary loan allowance
- Compatibility with discovery platforms and link resolvers
- Additional hardware and/or software requirements
- Licensing terms
- Availability of trial period (preferably more than 30 days)
- COUNTER-compliant usage statistics
- Voluntary Product Accessibility Template (VPAT)

## Gifts/Donations

The Library welcomes the opportunity to review the possibility of contributing materials to our collection with potential donors. The Library does not accept unsolicited donations.

The Library does not accept the following types of gift materials:

- Textbooks
- Popular magazines
- Mass-market publications
- Self-published books
- Journal issues
- Material in poor condition (e.g. brittle, heavily marked, highlighted, etc.)
- Superseded formats (e.g., cassette tapes, VHS tapes, 8-track tapes)
- Material that might cause the Library to be liable for copyright infringement (i.e., illegally copied audio and video recordings).

Library staff will make decisions on whether or not the materials will be accepted into the collection. Materials not suitable for inclusion in the collection may be used for book sales, or distributed to relevant departments.

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## Government Documents:

The Central Wyoming College Library houses groundwater reports for the Orintiv Pavillion Plant. Other government document materials are selected that directly support curriculum.

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## Journal Selection Criteria

The following is the journal selection criteria to take under consideration when evaluating serials to add to the collection. The current collection is a mix of print and digital titles. The Library is selective when starting new journal subsections and instead relies on ILL and document delivery services to supplement its collections.

- Support of the curriculum
- Cost
- Ease of access
- Appropriate to level of collection intensity needed
- Quality of scholarship, publisher, and journal reputation
- Strength of current holdings within subject area or related subject areas
- Positive reviews from credible sources
- Lack of duplication
- Multidisciplinary nature
- Documented demand
- Language--Library only collects English language materials unless there is a demonstrable need
- Interlibrary loan history
- Discoverability
- Indexing and abstracting services to which the Library subscribes
- Date coverage from aggregators
- Impact factor
- Number of issues per volume
- IP Recognition
- Post cancellation access
- Format--Electronic format is preferred over print unless it is cost prohibitive. Print will be considered if the electronic format is insufficient for illustrations, charts, and graphs, pdf is unavailable, and post-cancellation is not offered in any configuration.

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## Juvenile/Young Adult Books

The Juvenile books are purchased to support classes in early childhood education, special education, and literature. There is a focus on purchasing Caldecott and Newbery award winners.

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## Foreign Language Books

A small collection of foreign language books (primarily Spanish) has been purchased in collaboration with the HiSET and ESL programs taught by CWC.

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## Newspapers/Magazines

Central Wyoming College subscribes to a variety of local newspapers and some magazines. Bound editions of the Riverton Ranger are available from 1974 - 2010. Physical copies of newspapers and magazines are typically kept for the past two years.

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## Open Access / Open Education Resource

Central Wyoming College Library is committed to the principles of open access, as outlined in the [IFLA Statement on Open Access to Scholarly Literature and Research Documentation](#). By making resources freely available on the public internet, Open Access publishing supports the free exchange of information and ideas vital to scholarly discourse. CWC Library provides access to selected open-access materials in our collections.

## OA Material Selections and Discovery

Primary responsibility for selection of open-access materials rests with the librarians.

CWC Faculty are invited to recommend for inclusion in the collection any open access resources in their particular expertise to the library.

In addition to the selection guidelines for all materials, the following criteria will also be considered in the selection of open-access materials:

- Quality
- Authoritativeness
- Objectivity
- Currency
- Technical functionality
- Ease and feasibility of maintenance

Open access and open education resource materials may be reviewed for accessibility and ongoing appropriateness to ensure continued functionality, suitability, and relevance to the university's curriculum. Materials may be considered for withdrawal if they have become obsolete, are no longer freely available, or no longer meet the selection criteria.

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## Outreach Libraries

Outreach libraries like Lander and traveling libraries will focus on materials for the programs being taught at those locations, with an additional small sampling of popular fiction and nonfiction books. As always, our primary patron is the student, and the maturity level of the materials are representative of that fact.

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## Recreational Reading

The Wyoming Community College Consortium facilitates a leased book program through McNaughton. These books are selected as recreational reading materials. The collection reflects the general reading interests of the CWC community. This does not duplicate the main collection books, and books may be permanently purchased if they meet the criteria for the main collection.

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## Reference Collection

The selection of reference materials is based on the same criteria governing other library materials' selection.

Digital editions are preferred for reference works. A non-circulating print reference collection is maintained for those resources which are frequently consulted or for which access would be severely limited were they allowed to be borrowed.

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## Replacements

Titles are not automatically replaced. Librarians will review lists of lost, missing, and damaged titles to determine if replacements should be acquired. Digital editions may replace print titles.

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## Reserves

Reserves are books, articles, videos, and other materials that faculty require for coursework. The Library only acquires the materials faculty deem necessary. Preference for physical items is given to materials for classes on the Riverton, WY campus and purchasing digital copies of materials to allow students to access materials from anywhere.

## Textbooks

Textbooks are acquired upon faculty request or when deemed important additions to the general collection in their disciplines. Digital editions are preferred, especially when they allow for multiple simultaneous users. Typically, only one copy of a textbook will be acquired if it is available only in print format, and new editions are not automatically purchased, regardless of format. Faculty who wish to donate a copy of the textbooks to the Library collection to be used in their upcoming course(s) should contact the librarian.

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## Special Collections of Central Wyoming College Library

The Special Collection is primarily a safe haven for materials that do not meet the criteria for the College Archives. Criteria for inclusion in this "library use" only collection are primarily replacement value or difficulty securing another copy.

Many materials have been designated as Special Collection items via a review of the collection based on dollar amounts generated by a check of sources such as ALIBRIS. Other items have been designated due to older publication dates, resulting in books that may have a small monetary value but do not warrant being on the open library shelves. Additional titles may be added to the collection based on library faculty and staff recommendations.

### ALA and ACRL Statements

The CWC Library supports the following American Library Association (ALA) and Association of College & Research Libraries (ACRL) statements. These statements uphold libraries' support of intellectual freedom and the development of collections representing various perspectives. These principles have been core library values over many decades.

[Library Bill of Rights](#)

[Intellectual Freedom Principles for Academic Libraries](#)

[The Freedom to Read Statement](#)

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