



PimaCountyCommunityCollegeDistrict

Library Collection Development Guidelines

Purpose

The purpose of this document is to provide a framework for College librarians in developing collections of print, electronic and non-print materials to serve the educational and intellectual needs of the Pima Community College community, and to provide Library stakeholders with information about the guidelines College librarians follow to develop Library collections.

Library Mission

The Pima Community College Library empowers our patrons to achieve their academic and life goals, providing research support, instruction, collections and spaces for intellectual exploration.

To carry out its mission, the Library operates under these guidelines:

Improve Student Success

- Support current and future curriculum
- Promote information and digital literacies through individual and group instruction to develop self-sufficient learners

Enrich the Community Through Engagement

- Serve as a locus of discovery of the many diverse expressions of human culture, scientific and artistic attainment, and other areas of human intellectual endeavor and experience as represented through the book and other formats which transmit culture and knowledge
- Promote diversity in its collections, services, and staffing to meet the varied needs of our community

Cultivate Institutional Excellence Through Continuous Improvement

- Forge partnerships with instructional faculty, staff, and administrators to improve the educational process, and proactively seek to understand other College units' missions and help them succeed.
- Establish collaborative partnerships with other area libraries and outside agencies via networks, collection sharing, and other reciprocal agreements to improve information access to our students, faculty and staff, and the community at large.

Virtual Resources Sub-Group

The Virtual Resources Sub-Group “VRWG” is composed of one librarian from each campus Library and PimaOnline, plus the Library Technical Services manager, a Fiscal Support Specialist and the College Library Director in advisory roles. The sub-group will meet at least once each semester and serve as an advisory committee to the DFC in matters related to virtual resources collection development. The sub-group will select a co-chair from among the campus librarians who will serve for two years. The representative from Library Technical Services will serve as the other co-chair. The sub-group will be responsible for communicating the needs of their campus/Pima Online constituencies.

The purpose of the committee will be to:

- Facilitate college-wide virtual collection development efforts;
- Share information and gather feedback at each of the campuses among librarians, library staff, and relevant instructional faculty on the purchase and retention of databases and other digital resources;
- Make recommendations on system-wide purchases of databases and other digital resources as necessary; and
- Evaluate usage and cost of existing databases and other digital resources, and make recommendations on their retention.

Collection Levels & Conspectus Indicators

College librarians are responsible for building and managing a library resource collection in consultation with members of the instructional and student development faculty. Beyond consultation, a number of other resources provide useful information and guidance to librarians.

The Pima Community College Library historically has relied on the Pacific Northwest Conspectus (see also: WLN/OCLC Database), which provides a working framework for determining the overall scope of the resource collection, using the “Collection Level Indicators.” Moving forward, PCC libraries will use guidance from the [RLG Conspectus](#). As a community college library, the highest appropriate collecting level at PCC generally is now:

3. Instructional Support Level: *A collection that in a university is adequate to support undergraduate and most graduate instruction, or sustained independent study; that is, adequate to maintain knowledge of a subject required for limited or generalized purposes, of less than research intensity. It includes a wide range of basic monographs, complete collections of works of more important writers, selections from the works of secondary writers, a selection of representative journals, and reference tools and fundamental bibliographical apparatus pertaining to the subject.*

Ground Rules for Selecting

The selection process is a complicated endeavor that is informed and also constrained by the varied demands of access, budget, cost, need, relevance, and space. Librarians remain mindful of these and other considerations as they develop a collection that is responsive to the needs of the college’s curriculum, as the library strives to support all Pima students.

Any good library collection is a dynamic thing that constantly evolves; the factors that guide selection change, as do the library’s resource formats. As such, any good selection statement and *PCC Library Collection Development Guidelines* (September 2021)

policy should easily accommodate and reflect the collection's dynamic nature. The statement should avoid being over-broad, just as it should not be overly prescriptive. The selection statement is to provide guidelines to protect the interests of each subject specialization in a representative and balanced collection.

Campus Collections & Resource Sharing

Pima Community College Library consists of collections of print, electronic and non-print materials at all campuses. Each campus library is expected to build a general core collection of materials with a foundational collecting goal at the [“2. Basic Information Level.”](#) This necessarily entails duplication of basic core collection materials (e.g. dictionaries and other reference resources, etc.) from campus to campus. Campus libraries should consider a principle of “access” versus “ownership” to fulfill their general informational needs beyond the Basic Information Level level. Reliance on other local, state and regional collections to fulfill information needs that cannot be satisfied through the combined resource collections of the campus libraries is encouraged (i.e. - through Interlibrary Loan and other services).

Each campus Library should also develop subject collections sufficient to support educational programs and course offerings at each campus using the [“3. Instructional Support Level”](#) as appropriate.

Although campus librarians have a primary responsibility for the support of the educational programs at their own campus, each campus library also participates in the larger development of a system-wide library collection that is available to all students and other college library users. The campus-based library collections should represent a district-wide effort.

Selection Criteria

- **Course Work and Course Related Research:** The Library must provide resources to facilitate and enrich classroom instruction for every educational program of the College. The acquisition goal to support course work will be at the “3. Instructional Support Level,” Resources will also be purchased to support research for student papers and projects.
- **Research:** While the Library does not generally acquire more specialized materials that would support independent research on the part of PCC employees, it will work to assist in the use of interlibrary loan.
- **Professional Development:** Although the primary collecting responsibility of the library is to build a student-centered collection, each campus Library will acquire materials related to community college education, teaching, administration, student development, management, and other topics that would appropriately support the professional development needs of faculty, staff and administrators in the College.
- **General Information:** Balanced learning requires general information resources in subject areas not covered by classroom instruction. The Library will collect general information resources at collecting levels [1 and 2](#).
- **College Informational Materials:** Each campus Library will routinely receive documents generated by various College offices (e.g., master plans, policy manuals, etc.) that will be housed for use by library users at each campus. Such materials are not intended to be retained in archives for historical purposes, but instead to support contemporary inquiry and reference by Library patrons.

- **Archives:** Each campus Library will collect and retain materials related to the history and development of its campus. Materials of college-wide significance (e.g., superseded copies of planning documents, self-studies, etc.) are stored at the West Campus Library.
- **Language:** Material will be acquired in English, except for materials supporting either the College's foreign language curriculum or the needs of special non-English speaking student populations.
- **Leisure Reading:** Each campus Library may maintain a small collection of materials that support the leisure reading pursuits of students, faculty, staff, administrators and the community.

Intellectual Freedom

In selecting and circulating its resource materials, Pima Community College Library supports the concept of intellectual freedom as embodied in the following documents:

- *The Library Bill of Rights* (American Library Association, Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019. Inclusion of "age" reaffirmed January 23, 1996)
<https://www.ala.org/advocacy/intfreedom/librarybill%20>
- *The Intellectual Freedom Principles for Academic Libraries* (American Library Association, 2000)
<https://www.ala.org/acrl/publications/whitepapers/intellectual>
- *Labels and Rating Systems* (American Library Association, 1951; amended 1981, 1990, 2005)
<https://www.ala.org/advocacy/intfreedom/librarybill/interpretations/labelingrating>
- *Freedom to View* (American Film and Video Association, 1979, updated 1989; endorsed by American Library Association, 1990)
<https://www.ala.org/rt/vrt/professionalresources/vrtresources/freedomtoview>
- *Diversity in Collection Development* (American Library Association, 1982; amended 1990)
<https://www.ala.org/advocacy/intfreedom/librarybill/interpretations/diversecollections>

Collection Challenges

The procedures for collection challenges are contained in the Pima Community College Library Collection Challenge Procedures.

Copies of the Procedures and the Library Request for Reconsideration of Material Form will be kept at each campus Library circulation desk, and will be made available on the Library web page.

Confidentiality of Collection Use Records

The College abides by Arizona Revised Statutes, laws related to libraries in general. Regarding privacy of patron records:

Section 41-151.22 - Privacy of user records; violation; classification; definition

A. Except as provided in subsection B of this section, a library or library system supported by public monies may not allow disclosure of any record or other information, including
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e-books, that identifies a user of library services as requesting or obtaining specific materials or services or as otherwise using the library.

B. Records may be disclosed:

1. If necessary, for the reasonable operation of the library.
2. On written consent of the user.
3. On receipt of a court order.
4. If required by law.

C. Any person who knowingly discloses any record or other information in violation of this section is guilty of a class 3 misdemeanor.

D. For the purposes of this section, "e-book" means a book composed in or converted to digital format for display on a computer screen or handheld device.

A.R.S. § 41-151.22

Selection Guidelines for Print and Non-Print Materials

Duplications: Prior to ordering a new title, campus libraries will verify in the PCC Library's OPAC whether any other campus already owns the title. Duplication is permissible, but should always be by design and based on anticipated use or demonstrated need.

Reference: The campus libraries may purchase reference items in both print and non-print format; however non-print format should be purchased when preferable. A digital copy would allow for on campus and remote access.

Reserve Collections: The College Libraries have a large collection of textbooks for students for short term use. Depending on the item some can be taken outside the library; the borrowing restrictions are set with the Department Head/Instructor who placed the item on reserve. The campus libraries do not normally purchase course textbooks, etc., for the reserve collection with Library funds.

Shared Resources: The Library will participate with other libraries both regionally and locally in sharing resources and in cooperative collection development projects. Formal agreements with other institutions and consortia will be communicated to the college community as appropriate.

Course Materials: The Library does not generally purchase course materials.

Gifts: Many times PCC employees, students and/or members of the community donate items to the library. The library may consider adding an item to the collection after considering anticipated use or need, condition of the item and if any duplication exists. If a gift is not added to the collection, the item can be disposed of in a manner similar to de-selected library items (see "Disposition of De-Selected Items").

Non-Traditional items (e.g. technology, calculators): The Library may obtain and have available a limited number of non-traditional items to support student learning according to campus needs.

Collection Maintenance and De-Selection

De-selection or weeding done on a regular basis is important and necessary for a viable and dynamic library collection.

The de-selection process is the responsibility of the campus librarians. Subject area faculty may be consulted to help ensure the retention of important and essential material. Librarians may also consult standard subject collection development resources, to help ensure that seminal titles are not mistakenly removed.

General De-Selection Guidelines: The need for up-to-date materials means that some subject areas may demand more regular de-selection than others may (e.g. - computer science, health science). Conversely, examples of subject areas that may receive a more conservative de-selection process are the classics, history, and literature collections. It is also recognized that space constraints and storage problems may also guide the de-selection process. The general criteria for de-selection from the collection include:

- Poor physical condition (At the time of de-selection a damaged title should be evaluated for replacement.)
- Dated or obsolete information
- Superseded editions
- Multiple copies
- Low usage statistics
- Lack of recent usage
- Subject area is no longer taught by the College

De-Selection Guidelines for Archival Collections

Generally speaking, because of their nature, archival collections are not subject to the de-selection process. However space and staffing concerns may bring about a reassessment of what is collected and how long the material is retained at a campus archive. Priority should be given to keeping local campus materials and materials of a District nature vital to the local campus. Holdings of a District nature should not be discarded without discussion with the other campuses and/or the District Central Office.

De-Selection Guidelines for Audio-Visual Materials

- General De-Selection Guidelines are followed

De-Selection Guidelines for Ebooks

- General De-Selection Guidelines are followed

De-Selection Guidelines for Electronic Databases

- Another database offers more comprehensive coverage or improved access to the information

- ❑ Prohibitive cost or high cost per usage
- ❑ Access to database is erratic or problematic

De-Selection Guidelines for Periodicals

- ❑ General De-Selection Guidelines are followed
- ❑ Prohibitive cost
- ❑ Periodical not indexed/included in a database
- ❑ Periodical has ceased publication
- ❑ Access to periodical is erratic or problematic

Disposition of De-Selected Items - done - needs approval

Once an item has been withdrawn from the library collection it may be disposed of in the following ways:

- Sold in a campus book sale.
- Sold through a College Property Control unit.
- Donated to a campus department.
- Recycled or discarded.

Item records for withdrawn items are purged from the library catalog at the end of each fiscal year.

Preservation

The term “preservation” is used by libraries to denote the action taken to prevent, stop or retard the deterioration of library materials, as well as to improve their condition, or to change their format in order to preserve the intellectual content. Included in this definition of preservation is the concept of replacing missing or lost library materials. Pima Community College is committed to the preservation of its collection. Preservation may also connote “conservation” which is a practice in many large research libraries and special collections libraries taken to preserve valuable research and historical materials using special restoration processes. Conservation is not generally included in PCC’s preservation activities because of the nature of the collections.

Responsibility and authority for preservation decisions lie with the campus library Department Heads and campus materials selectors, aided and supported by Library Technical Services.

Preservation activities at Pima Community College include the following:

- *Selection.* Selection activities related to preservation are conducted by the campus Library Department Head and Library faculty, and may include the following: selection of type of binding (e.g., paperback or hardcover); selection of items to be withdrawn from the collections; identification of replacements for withdrawn/lost/missing materials; selection of materials for commercial binding/rebinding; purchasing of microforms for periodical and newspaper back copies; and purchasing of out of print materials.

- *Acquisitions and Physical Processing.* Acquisitions and physical processing activities are conducted by Library Technical Services and may include the following: replacement of missing periodicals issues; identification and return of damaged/defective materials from publishers; procuring out of print materials from out of print materials from out of print or “publish on demand” vendors; minor book repairs; commercial binding/rebinding coordinated for periodicals back issues and selected damaged books; and repackaging of non-print materials for shelf use.

Periodicals

The acquisition of print periodicals requires a higher degree of selectivity than that of most books. Once the Library selects a periodical, there is an ongoing commitment in terms of annual costs, processing, and storage.

Each campus will develop a collection of print periodical titles appropriate to support general and campus-specific educational programs, as well as general reading needs. Selection decisions are based on one or more considerations:

1. Support of College and/or campus educational program(s);
2. Gaps in subject coverage;
3. Patron demand;
4. Duplication in digital formats;
5. Costs.
6. Space in current periodicals shelving and/or storage

The faculty librarians will cooperatively develop collections of electronic/digital periodicals for Collegewide access whenever possible. Individual campus and Distance Education librarians may purchase a very limited number of electronic periodicals to accommodate local programs/needs if the Collegewide Library cannot afford the titles; however, every effort will be made to purchase electronic periodical titles from the central Library budget.

Electronic Databases

The Library subscribes to a variety of general reference and discipline-specific database services that are made available to its clientele over the PCC network and elsewhere via authentication. Subscriptions to these database services are college-wide. The Library will attempt to leverage its buying power for database subscriptions by local or regional consortial buying where possible.

The Library will arrange for a trial period during which all college librarians will be invited to evaluate and provide feedback on the proposed database. The Library may also seek feedback from instructional faculty, students, and others as needed or appropriate. Among the considerations to be evaluated will be the following:

- Fill out and submit the [VRWG Guidelines and Processes document](#)
- In the selection of electronic resources, the availability of appropriate hardware, software and necessary IT infrastructure
- Should be considered for coverage of the subject or discipline area in question
- Extent of duplication or overlap with existing databases

- Ease of use (interface, help guides, etc.)
- Approval by Access and Disability Resources (ADR)
- Cost
- In addition to the cost of the product, if any, the following hidden costs need to be considered: licensing fees, hardware, software, staff training and continuing education, duplicating support materials, updates, maintenance, cost of additional simultaneous users, and any other costs.

Following such evaluation, the Virtual Resources Working Group (VRWG) will make recommendations to the DFC as to new services that would be appropriate additions to the library's collection. The purchase and acquisition of selected resources is managed by Library Technical Services.

eBooks

eBooks are full-text books that are available via the Internet. eBooks are available both as a database subscription (covered by the preceding section on "Electronic Databases"), and also by individual purchase. eBooks are a college-wide, rather than campus-specific resource.

The criterion used to select books also applies to the selection of individually purchased eBooks, except in the case of large consortial purchases of thousands of titles at once.

eTextbooks: E-textbooks are not generally purchased. Exceptions are made for textbooks that are considered classics in their fields, or when a textbook is the only or best source of information for a particular subject. Electronic textbooks may be purchased in support of any Open Educational Resources (OER) initiatives.

Open Access: The Library actively supports and promotes open access by including open access materials in our collection.

Definitions

Course Reserves: Course Reserves are typically textbooks, but can be any material that is used in a course directly or to supplement the material.

eBook: An eBook is a digital version of a book normally accessible and/or downloadable from the Internet that may be read with an electronic device (i.e. computer, tablet, phone).

Database: A collection of information organized in such a way that a computer program can search and quickly identify desired pieces of data. In a library, a database is normally a collection of articles, videos or magazines organized to allow searchable access to the abstracts or text of the articles.

Pima Community College Library: Refers to the combined resources of all campus libraries. In this plan, "Library" designates all College libraries.

Non-print: Material published in a digital format to be viewed or sensed through a player or platform medium. Some examples of non-print items are: DVDs, CDs, and streaming videos.

Periodicals: Newspapers, magazines, journals in print format that are published periodically.

Print: Material published in a format printed by any of various mechanical processes and normally bound together into a volume or number of volumes (e.g., book or periodical).

Textbook: a book used as a standard work for the study of a particular subject.

This document is subject to periodic review and revision as needed.