

TBCC LIBRARY COLLECTION DEVELOPMENT POLICY

ADMINISTRATIVE RULE NUMBER: D019

LAST APPROVED: November 11, 2019

RELATED TO POLICY SERIES NUMBER:

INTRODUCTION: D019.1

The library's collection upholds the college's mission, vision and strategic plan by providing materials that support and enhance the curriculum and instructional programs of TBCC.

MISSION AND VISION FOR TBCC: D019.2

Tillamook Bay Community College creates bridges to opportunity by providing quality education that serves the needs of our diverse community.

PURPOSE: D019.3

The purpose of the Collection Development Policy is to guide the selection and maintenance of library materials to ensure the collection meets the information needs of the TBCC community.

INTELLECTUAL FREEDOM: D019.4

The TBCC library subscribes to the principles of:

- A. The American Library Association's (ALA) Library Bill of Rights statement
<http://www.ala.org/advocacy/intfreedom/librarybill>
- B. The ALA Code of Ethics: <http://www.ala.org/tools/ethics>
- C. The Association of College and Research Libraries (ACRL) Diversity Standards:
<http://www.ala.org/acrl/standards/diversity>
- D. And the ALA Freedom to Read Statement:
<http://www.ala.org/advocacy/intfreedom/freedomreadstatement>

Materials will be added to the collection when judged necessary for the curriculum. No materials will be censored, and a balance of opinion in controversial issues will be maintained. If any of our users have a complaint regarding our library materials, they may fill out a Reconsideration of Materials form located at the library. The library director, with input from the Vice President of Instruction and Student Services and any relevant faculty, will review the form and make a decision regarding the challenged material. The complainant will receive a written copy of the decision.

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SCOPE OF THE COLLECTION: D019.5

As a community college library, our collections focus on material suitable for lower division undergraduate students as well as resources for students in technical, vocational or professional programs. General factors to be taken into account are:

- A. Relevance to curriculum based needs of students.
- B. Relevance to instructional needs of the faculty.
- C. Probable need based on existing programs and collections.
- D. Intellectual content and scholarly worth.

The first priority will be to provide students and faculty materials that support instructional programs. Materials supporting specific courses will take precedence, and materials supporting standard academic subjects in a broader way will have secondary priority.

Textbooks adopted for class use will not normally be purchased for the collection, as the library's collections are not designed to supply students with required material for specific classes. Instructors wishing to reserve textbooks are responsible for obtaining them. The library will not routinely purchase consumable materials such as workbooks or tests.

For those members of the college community whose scholarly or research needs are beyond the scope of the library collection, the library staff will help to identify, locate and borrow such materials through interlibrary loan.

SELECTION TOOLS: D019.6

The TBCC library uses a variety of selection tools, including professional library literature, faculty recommendation and bibliographic resources from institutions with similar instructional programs.

REQUEST FOR PURCHASE: D019.7

In addition to the selection tools, the library supports a patron-driven model for collection development. All requests by students, faculty, staff, a community members alike, are seriously considered. Requests can be submitted in person, through email, or through an online form located at: <http://tillamookbaycc.edu/library/request-a-purchase/>

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DONATED MATERIALS: D019.8

The library welcomes gifts of materials that are consistent with the collection development policy and provided there are no restrictions attached as to their disposition. Because all items added to the collection generate processing and storage costs, materials received as gifts will be evaluated by the same criteria as materials purchased. Gifts are accepted with the understanding that materials not added to the collection will be disposed of in ways most advantageous to the library.

COLLECTION MAINTENANCE: D019.9

In order to maintain a viable and up-to-date collection, the library will periodically evaluate sections of the collection and identify items to withdraw. Items may be withdrawn because of condition, lack of use, or because they contain outdated or incorrect information. Items may be replaced, either by a new copy or edition of the same work, or by another more recent work that is similar. Replacement will be determined on a case-by-case basis.