

Central Texas College

Hobby Memorial Library Collection Development Policy

Introduction

The collection development policy created by Hobby Memorial Library provides requirements and specifications in the areas of selection, acquisition, evaluation, and maintenance of library materials. This policy creates a way for not only regularity in the development in the collection, by also in the communication of library policy and procedures to faculty, staff, and students. The library retains the right to change the policy according to the needs of the library and the College.

Library Mission Statement

The mission of the Hobby Memorial Library is to help patrons develop the information literacy competencies that will enable them to achieve success in their academic pursuits and to become effective, lifelong information users. The mission equally is to support the instructional and research needs of CTC faculty, staff and the diverse population of the campus and the surrounding community.

College Mission

Central Texas College provides accessible, equitable and quality educational opportunities that promote student success, completion and employability.

Vision

Central Texas College's vision is to be a leader in providing innovative academic, technical, continuing, and adult education to our diverse worldwide community to meet student and workforce needs.

Values

Central Texas College, in meeting the educational goals and needs of students, is committed to:

- Belief in the worth and dignity of the individual
- Inclusive learning and work environments
- Excellence in all aspects of operations
- Highest standards of ethical professional practice

- Accountability and responsibility in the stewardship of public trust and resources

Purpose of the Policy:

- To provide guidelines for the selection of materials added to the collection regardless of the original supplier
- To guarantee the systematic growth of the collection according to the needs and nature of the College and its expanding and changing curriculum
- To explain the library collection development policy to faculty, students, staff, and administration
- To supply a foundation for the evaluation of the collection and to help foresee future needs and problem areas in the collection

Responsible Persons for Collection Development

The Dean of Library Services and librarians are responsible for preserving and following the collection development policy; this includes planning, creating, maintaining, budgeting, and evaluating the collection.

The goal is to provide tools for guaranteeing equity, continuity, and flexibility in the collection program. The responsibilities of parties involved include:

- Suggestions of suitable materials that support the mission of Central Texas College
- Analyzing and approving collection development policies and procedures
- Approving or denying the purchasing of periodicals, serials, and other long term/contractual purchasing endeavors such as renewing and adding new subscriptions
- Recognizing current trends and issues in collection development
- Focusing library needs concerning budgetary and fundraising initiatives
- Engaging in collection development projects designated by the Dean of the Library and librarians

Service Parameters:

The goal of the library is to provide services and access for all of its patrons. The patrons the library services include students, faculty, staff, administration, CTC alumni, TexShare program users, and members of the community.

Selection of Materials

Parameters of Selection:

The range of areas included in possible selected material types focuses on all of the programs of study offered at Central Texas College.

Material types purchased include monographs, periodicals and serials, online databases, electronic subscriptions, and other necessary material types approved by the Dean of the Library and librarians.

Selection Criteria:

The quality of materials in relation to academic areas are the first criteria for selection for the collection. Certain considerations include:

- Lasting value
- Relevancy to support programs/curriculum
- Strengths of present holdings in same or similar subject areas
- Availability of material in other formats
- Authoritativeness of the author or reputation of the publisher
- Use of review sources
- Cost

Other requirements also considered include:

- Textbooks are not customarily purchased; exceptions are those which have earned reputations as "classics" in their fields or when a textbook is the best source of information on a particular topic. Reserves are one of the few exceptions to the purchasing policy related to textbooks. Reserves are textbooks for core classes that are purchased for in-house library usage;
- Duplicate or multiple copies are purchased only under specified circumstances determined by circulation, reference, reserve, or other related statistics;
- Lost, stolen, or damaged materials are replaced if they meet current selection criteria. All core related materials will be replaced. Identical or similar materials may replace lost or stolen materials if the original is no longer available.

Responsibility for Selection:

The responsibility for the selection of materials rests with the Dean of Library Services and librarians. The collection development policy will also help with selecting materials

that need to be removed, preserved, and replaced due to deterioration, aging, or irrelevance.

Patrons, staff, and faculty are allowed, and encouraged, to recommend purchases to the library.

Collection Evaluation

Collection evaluation is used to determine the relevance and necessity of items currently in the library's collection, whether print or online.

The library uses specific criteria when evaluating the collection and refers to the standards of collection evaluation recommended by the Association of College and Research Libraries' *Standards for Libraries in Higher Education*, as well as faculty knowledgebase.

Collection evaluation is an ongoing process.

Collection Policies

Books and Monographs

The Library collects primary and secondary publications to support the educational and research needs of the students and faculty in all academic fields relevant to college programs. Books/monographs are collected in hardbound or softbound editions.

Other considerations include:

- **Languages** - For undergraduate classes other than Foreign Languages and literature, the Library purchases English language materials. All foreign language materials are purchased as needed to support CTC's curriculum
- **Translations** - Translations of works originally written in English will not be purchased unless the foreign works contain important material not contained in the original. English translations of core materials originally written in a foreign language will be collected along with the originals
- **Faculty Publications** - The Library attempts to collect all Central Texas College faculty publications.
- **Local Materials** - Materials focused on local topics will be acquired as the Dean of Library Services and librarians see fit.
- **Multiple Copies** - The library ordinarily purchases only one copy of each title except when heavy usage demands the purchase of multiple copies. Requests for more than one copy of any item will be judiciously considered. Duplicate

books received as gifts will be added to the collection if warranted by heavy use of the title currently in the library.

- **Recreational Materials** - The library spends a small portion of its budget on fiction written by notable authors and award-winning young adult fiction. Materials not supported by the college's educational mission and objectives, such as popular fiction and non-fiction, and materials on temporary popular subjects, self-help, or how-to books, will be referred to outside sources or InterLibrary Loan (ILL) program.
- **Government Publications** - The Library maintains current state and federal publications needed to support the curriculum and local community.

Periodicals

The periodicals policy is intended to help expand and maintain the periodicals collection so that it aligns with the academic needs of the College.

Periodicals include journals, magazines, and serials that are issued bi-weekly, monthly, quarterly, bi-annually, and yearly and renewed on an annual basis.

Generally, the library will provide access to academic journals in both print and online, unless providing this type of access causes undue financial hardship on the library or college.

General criteria used in evaluating periodicals for acquisition, on-going subscription, cancellation, and maintenance of back files include:

- Lasting value
- Relevancy to support programs/curriculum
- Strengths of present holdings in same or similar subject areas
- Availability of material in other formats
- Authoritativeness of the author or reputation of the publisher
- Use of review sources
- Cost

Newspapers

The library subscribes to local newspapers as well as nationwide newspapers. These newspapers are intended not only for leisure reading, but to help faculty support the need for student research.

Indexes

To best serve the faculty and student needs, the library subscribes to newspapers that will provide the support needed for their teaching and researching objectives. This includes subscribing to newspapers that are local, regional, and national, as well as those that support intellectual and cultural research or awareness of current topics.

Electronic Resources

The library subscribes to many electronic resources. These include, but are not limited to, electronic journals, electronic books, bibliographic or full-text databases, and streaming videos.

In our selection of electronic resources, the primary mission is those resources be relevant to the needs of our students and faculty by supporting the curriculum for academic departments. Electronic resources that provide coverage where the collection is underrepresented should be given priority, along with core subjects that are high priority and demand.

Electronic resources are reviewed every year near the end of their renewal term and user stats, cost, delivery method, and availability are reevaluated annually.

Reference

The reference collection, by its nature, is meant to serve as means for faculty and staff to obtain quick bibliographic and factual information. The collection consists of various academic disciplines on a wide range of subjects that may be needed for research by the CTC community.

The criteria when choosing reference materials is to supplement all other material in the library. The goal being to find reference books that are currently the most authoritative in their field, as well as to supplement curriculum that is in most need of research where reference would serve most useful.

Weeding Policy

Weeding is an ongoing process in the library. In doing so, the librarians ensure that limited space is occupied by only books that best serve the curriculum of the College and the research needs of our students. In doing so, librarians can determine what academic areas need to be fortified, updated, or improved. As well, items in the collection that are damaged can be replaced or repaired.

Criteria for Deselection

The following are criteria that factor into an item being removed from the collection:

- Replacement of item
- Scanning of the item into electronic media (if allowed by Federal copyright laws)
- Remote storage or closed stacks

Items contained in the collection may be removed according to the following criteria:

- **Relevance**-All items are reviewed with the goal in mind that the item must support the mission of the college and curriculum. If new programs are added, existing collections should be reviewed to determine if they meet the need of the new program. As well, if large changes occur to a particular program, the collection that supports it must be reviewed.
- **Outdated / Poor Information**- Items that have lost their ability to convey and give accurate information should be discarded.
- **Reference sources**- Reference sources are evaluated on a yearly basis to determine what materials have become outdated or need to be updated. Any material deemed out of date will be added to the main collection or removed at the discretion of the librarians.
- **Damaged Items**-Items that have been damaged are subjected to removal at the discretion of the librarians. If an item has substantial usage, it is recommended that item be replaced. Items that have little or no usage should be removed or replaced with material that could be of more substantial research need.

Special Collections

We appreciate all possible Special Collection items. Even though items may seem to have special value, we cannot accept all donations into this collection.

Current collections include:

- Bishop Nathaniel Holcomb: Christianity
- Dr. Jessie Parker Bough: United States history
- Mr. Horace Grace: Center for African American Studies & Research
- Mr. Tim Connell: Texas and United States history

When evaluating materials for inclusion in Special Collections, these factors are taken into account:

- Rarity
- Unusual format or size
- Unique ownership history
- Subject matter
- Ownership and access
- Relevance to local history

If donor requests a letter of recognition of gift(s), one will be mailed to the person(s). A donation plate and decoration sticker designating the particular collection will be applied to each item in the Special Collections. All Special Collections become the property of the library.

Archives

The library archive houses materials that have been deemed important for historical content and value, but is reserved to a closed area of the library. Many items in this area can be located through the library's online catalog and by request from the Dean of Library Services for access to materials.

HML is grateful that many people from alumni and community wish to donate materials, but we can only accept certain items due to condition, space, and relevance.

Archives contains two main collections:

Central Texas College History: CTC course catalogs, yearbooks, newspaper articles, newsletters, CTC memorabilia, memorabilia from worldwide sites, photographs, slides, VHS, 8mm video, flags, etc.

Oveta Culp Hobby History: history related to the Culp and/or Hobby family, portraits, photographs, memorabilia, military records/history, military medals, awards, etc.

Gift Policy

We appreciate all possible gift items. Even though gift items are a welcome addition to our collection, due to condition, space, and relevance, gift item acceptance follows the same standards applied to items purchased.

We take into account:

- Lasting value
- Relevancy to support programs/curriculum
- Strengths of present holdings in same or similar subject areas
- Availability of material in other formats
- Authoritativeness of the author or reputation of the publisher
- Use of review sources

If the donor requests letter of recognition of gift(s), one will be mailed to the person(s). All gifts become property of the library.

Censorship

A fundamental aspect of a library and librarianship is making knowledge and information readily available. Librarians strive to maintain a collection that has information from authoritative sources, and duly, supports academic programming. Therefore, the library does not censor what information is in the collection and strives for inclusion of various knowledge that reflects no bias in terms of political, economic, religious, or social viewpoints.

This policy is meant as a guideline to how the library and librarians select or remove materials. It provides a framework to create a strong foundation for the research needs of the college and as a means of serving the CTC community, in general.

The guidelines wherein is not exhaustive, and the library maintains the right to make changes when needed to best serve the College.