Collection Development Policy

Holman Library, Green River College
Auburn, WA

I. Purpose and Description

The purpose of this policy is to provide procedures and guidelines for developing and managing the Holman Library collection at Green River College. Collection management includes the selection, acquisition, and deaccession of library materials in all formats. The collection reflects the goals of Holman Library and the curricular and information needs of Green River students, faculty, staff, and community in accord with both the library and college mission statements.

Green River College offers courses and programs leading to associate degrees, certificates, and diplomas in academic transfer and professional and technical fields. Applied Bachelor degrees in select professional and technical fields are a recent addition to the college’s offerings. Green River provides developmental and basic skills programs, and non-credit courses for professional growth and personal enrichment. The main campus is located in Auburn with classes also offered in Enumclaw, Kent, and other community locations. During the 2011-12 academic year there were 146 full-time faculty members and 412 adjunct faculty members teaching 19,700 students, an equivalent of 9200 FTE.1


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2 Library Bill of Rights
3 Intellectual Freedom Principles for Academic Libraries
4 Statement on Libraries and Intellectual Freedom
II. Collection Development Responsibilities

Collection development is the responsibility of the professional library staff with input from faculty, students, staff, and administration. Final responsibility for implementation of this policy rests with the Dean of Library and Media Services. Overall responsibility for the selection, development and maintenance of the collection rests with the Collection Development Lead. Library faculty give input into collection development based on their interactions with students and faculty. Library faculty act as liaisons to faculty divisions.

III. Selection Guidelines

Holman Library uses its materials budget to develop and maintain a collection that meets Green River College’s instructional needs at the initial study level, as defined in the RLG Conspectus\(^5\). The initial study level is defined as a collection that is adequate to support undergraduate course work, including: classics or standards in a subject; a selection of major and secondary periodicals; and current information from print sources, electronic databases, and web-based sources. Holman Library acquires representative materials in all areas of knowledge focusing on subject areas relating to Green River’s academic, vocational and basic skills curricula, and appropriate to the level of instruction with emphasis on books targeted at lower-division undergraduates. Works written for upper level undergraduates and specialized research materials may be collected on a selective basis. Interlibrary loan is used for individual or unique research needs.

The primary audience of Holman Library’s collection consists of students and faculty of Green River College in their learning and teaching roles. The secondary audience consists of staff and administrative employees. Materials that fall outside specific instructional or job-related needs will be considered if they contribute to the overall education of students. Individual or unique research needs are primarily supported by interlibrary loan services and reference assistance. The resources of Holman Library are available for use by the general public; however, the library does not purchase materials requested by community users.

Criteria for selection of library materials includes relevance to the information needs of Holman Library’s primary users, primarily in support of students curriculum needs; the accuracy and validity of the information; the anticipated demand for the material; the appropriateness of the level of material; the strength of present holdings in the subject area; evaluations of the material in standard reviewing sources; cost of the material on a one-time or continuing basis; the lasting value of the content; language and reading level; and the professional judgment of the library and non-library faculty. The Library acquires material in a variety of formats. For detailed selection criteria, see Appendix 1.

The library collects primarily English language materials. Holman Library acquires material to support English language learners and students studying world languages offered at Green River

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\(^5\) Brief overview of collecting levels: “Collecting Levels”, Cataloging and Acquisitions section, Library of Congress,
IV. Collection Description

Electronic Resources:
Holman Library collects online reference materials, monographs, periodicals, and streaming video to provide constant, consistent access to information in any location and at any time of day. Green River students, faculty and staff are able to access all of the library’s electronic resources through its website.

Reference Collection:
The focus of the reference collection is to provide materials needed to conduct research. It contains the standard reference works useful in the fields covered by the undergraduate curricula of the college. Items in the Reference Collection cannot be removed from the library or be borrowed by other libraries.

Main Collection:
The Main Collection contains circulating books, government documents, and non-fiction DVDs. Holman Library is a partial depository for Washington State documents. The library follows the regulations of the Washington State Depository Program on the maintenance and retention of Washington State documents. Holman Library is not a depository for federal, foreign, or international government publications.

Oversize Collection:
Books taller than 29 centimeters at the spine are too tall for Main Collection shelves and are housed separately in the Oversize Collection. Oversize items circulate just like items in the Main Collection.

Basic Skills Collection:
The Basic Skills Collection provides textbooks, readers, workbooks, and audiovisual kits for English for Speakers of Other Languages (ESOL) and Adult Basic Education (ABE) students and faculty. Additions to this collection are largely based on ESOL and ABE instructor recommendations. The Basic Skills Collection includes test preparation practice manuals for TOEFL and IELTS.

Essential College Skills Collection:
The Essential College Skills Collection houses books, study guides, instructional DVDs, and computer software for ABE students and students wishing to improve their reading, writing, mathematics, and study skills. The Essential College Skills Collection includes test preparation practice manuals for GED, SAT, and ACT.
**Picture Book Collection:**
The Picture Book Collection supports children’s literature and Early Childhood Education classes by actively collecting Newbery, Caldecott, Coretta Scott King and Young Reader’s Choice Award winners and honor books.

**DVD Collection:**
The DVD collection supports curriculum needs. Motion pictures, television programs, plays, dramatizations of novels, and musicals are housed in the DVD collection. Documentaries are shelved in the Main Collection. In addition to the DVD Collection, Holman Library subscribes to Films on Demand, a repository of streaming video from Films for the Arts and Humanities, and there is a small collection of VHS tapes whose content is not available in another format.

**CD Collection:**
The CD collection supports the needs of the music and drama departments teaching classical music, American popular music and world music courses.

**Periodicals Collection:**
The Periodicals Collection contains current subscriptions to general-interest and discipline-specific magazines and journals. In addition to print subscriptions, Holman Library provides extensive access to thousands of periodicals through its subscriptions to many databases. Holman Library maintains current subscriptions to local and regional newspapers.

V. Request for Review of Library Materials Policy
Should a library user consider any item in Holman Library collection to be objectionable, the user may submit a completed Request for Review of Library Materials form to the Dean of Library and Media Services (Appendix 3). The item will remain in its current location while the review is underway.

VI. Weeding
Weeding refers to the ongoing assessment process during which items are identified for removal from the collection and disposed of in accordance with Washington State law.

A. The Collection Development Lead is responsible for coordinating weeding activities and must approve all weeding decisions. Librarians and faculty in their areas of expertise may be asked to participate in weeding activities.

B. Criteria for Weeding include:
1. worn or damaged materials, including those with broken spines, defaced or faded pages or covers, missing, torn or brittle pages, etc. (If the materials receive reasonable use, they are considered for replacement or repair.);
2. materials having little or no circulation according to information derived from the Library’s online catalog. (Exceptions are classics in their disciplines or standard titles in their areas which give an overview of the subject area.);
3. duplicate copies of low-circulating materials;
4. materials containing outdated or inaccurate information;
5. materials that no longer meet a curriculum need;
6. superseded editions of materials neither considered classics nor needed for historical purposes; and
7. periodicals over ten years old, unless the material is specifically chosen for extended holdings.

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Appendix 1: Selection Criteria

A. Selection criteria include:
   1. relevance to the research needs of Holman Library’s primary users;
   2. strengths and weaknesses of the existing library collection in the subject area;
   3. cost (this includes serials, standing orders, and networking costs for materials in electronic formats);
   4. language and reading level of the material;
   5. reputation of author, publisher or producer;
   6. accessibility of information;
   7. evaluations of the material in standard reviewing sources;
   8. for periodicals, indexing in readily-accessible databases;
   9. for databases, percentage of full-text available; and
   10. the extent to which a title or subject has been requested by Holman Library users through interlibrary loan.

B. Additional selection criteria for books include:
   1. the choice between soft or hard cover, or electronic format based on expected usage and cost;
   2. the decision to replace lost, missing, or damaged materials according to the criteria established for initial selection;
   3. in general, not purchasing multiple copies (with the exception of class sets for ABE, ESOL, and One Book);
   4. in general, not purchasing textbooks that students purchase as part of their course requirements; and
   5. evaluating gift items with the same criteria used to evaluate purchased items.

C. Additional selection criteria for electronic databases include:
   1. public service support requirements, such as the need for staff and user training;
   2. searching considerations, including search response time and standard search features;
   3. downloading/printing features, and overall user friendliness in accessing the database; and
   4. technical support by the producer of the database including user guides, manuals, and training.

D. Additional selection criteria for media include:
   1. availability of closed captioning;
   2. support of the format;
   3. with priority given to faculty requests; and
   4. availability of public viewing rights.
Appendix 2: Collection Areas

The library collects materials to support the following divisions and programs:

Business (Business Administration, Business Education, Business Management, and Computer Reporting Technologies)

English (English Composition, English Literature, Reading, and Study Skills)

Fine Arts (Art, Dance, Drama, Journalism, Music and Photography)

Health Science and Family Studies (Early Childhood Education, Education, Health Science, Nursing, Occupational Therapy, Parent-Child Education, and Physical Therapy)

Humanities (Chinese, Communication Studies, Counseling, French, German, Japanese, Library Science, Philosophy, Spanish, and Speech)

International Programs (Intensive English as a Second Language)

Mathematics (Mathematics and Mathematics Education)

Science (Anatomy-Physiology, Astronomy, Biology, Chemistry, Environmental Science, Geology, Interdisciplinary Science, Natural Science, Physics, Science Education, and Water Supply/Wastewater Technology)

Social Science (American Minority and Ethic Studies, Anthropology, Behavioral Science, Criminal Justice, Economics, Ethnic Studies, Geography, History, Political Science, Psychology, and Sociology)


Trades (Automotive Technology, Carpentry Technology, Industrial Education, Machine Technology, and Welding Technology)

Transitional Studies and Wellness (Adult Basic Education, English as a Second Language, GED Preparation, Health Education, High School Completion, and Physical Education)
Appendix 3: Review of Library Materials Policy

Should a library user consider any item in Holman Library collection to be objectionable, the user may submit a completed Request for Review of Library Materials form to the Dean of Library and Media Services. The item will remain in its current location while the review is underway.

The Dean of Library and Media Services will review the submitted Request for Review of Library Materials with the professional librarians and reply with a written response to the library user. The response will state whether a decision was made to withdraw, retain, or relocate the material and may include an explanation as to how the material relates to and supports the college curriculum, its level of usage, etc.

Within three weeks of the written response from the Dean of Library and Media Services, the complainant may forward a written appeal to the Dean of Library and Media Services. If an appeal is received, an ad hoc Review Committee will be formed within two weeks to review the questioned material. The Review Committee will consist of the Dean of Library and Media Services, the Collection Development Librarian Lead, a division chair, and one faculty member from outside the library. The Review Committee will review the written request and the response and will examine the material in question in its entirety. The Collection Development Librarian Lead will provide information to the committee which may include how the material supports the curriculum, statements from instructors whose students have used or may use the material, reviews from professional recognized sources, etc.

Within 45 days of receipt of the written appeal, the Review Committee will forward its decision (3 or more concurring votes required) to the Dean of Library and Media Services who will notify the complainant in writing. Material that has undergone a review will not be reviewed again for one calendar year from the date on which the Review Committee’s decision is forwarded to the Dean of Library and Media Services.
Request for Review of Library Materials [needs to be revised for accessibility]

Holman Library, Green River College

Name ___________________________ Date ___________________

Address ___________________________________________________________________

City __________________________ State _________ Zip _________________

Phone (daytime) _____________________ (evening) _______________________

I represent:

_____ myself

_____ an organization or other group (please identify) ________________________

I request evaluation of:

Title: _________________________________________________________________

Author: _______________________________________________________________

I have examined ___ all ____ part ____ or none of the above material.

I object specifically to (use additional pages if necessary):

What sources do you suggest to provide additional information on this topic (optional)?

Signature ________________________________

Please complete this form, sign it, and return to the Dean of Library and Media Services for review. We suggest you keep a copy.