Media Resources 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 media resources collection at Green River College Holman Library. Collection management includes the selection, acquisition and de-accessioning of library materials in all formats. The media resources 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’s and the college’s mission statements.

Green River College offers courses and programs leading to associate degrees, certificates, and diplomas in academic transfer and professional and technical fields. Green River also 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. Media Resources Collection Development Responsibilities

Media Resources collection development is the responsibility of the professional library staff with input from faculty, staff, students, 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 media collection that supports the teaching mission of Green River College. The library collects media produced in English, with preference given to recordings that offer subtitles in other languages and/or closed captioning.

Criteria for selection of media items includes relevance to the information needs of Holman Library’s primary users; 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 same or similar subject areas; 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; and the professional judgment of the teaching faculty and library faculty. The Library will acquire materials in diverse supported formats. For detailed criteria, see Appendix 1.

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.

The Library collects current media formats:

Streaming video
Online course delivery has increased the need and desirability of streaming media formats. Holman Library maintains a subscription to streamed educational films and purchases individual documentary and educational titles requested by instructors. Catalog records for both sources of streaming video appear in the library catalog.
Digital Video Disks (DVDs)
Holman Library actively collects programming in DVD format including educational, documentary and historical video productions; feature films; television series; musical and theatrical performances; and study aids.

Videotapes
New items in VHS format are purchased only in those cases when VHS is the only format available. DVD and streaming video are preferred over VHS.

Compact Disks (CDs)
Holman Library actively collects music and spoken word recordings in CD format.

Other formats
Other forms of media are not actively collected, although faculty requests for items in other media formats are considered on a case-by-case basis.

IV. Collection Description

The Media Resources Collection includes currently collected formats and older formats that can be supported with readily available equipment. Students, faculty, and staff find locations or links to media items using the library catalog.

Electronic Resources:
Holman Library collects 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 streaming video through records in the library catalog and by searching directly on the vendor’s website, accessed through the library’s website.

Main Collection:
The Main Collection contains educational and documentary DVDs. DVDs have been classed so that they are together with monographs on the same subject.

DVD Collection:
Motion pictures, television programs, plays, dramatizations of novels, and musicals are housed in the DVD collection.

CD Collection:
The CD collection supports the needs of the music and drama departments teaching classical music, American popular music, and world music courses.
Circulation Desk:
The small collection of VHS tapes retained by the library is kept at the Circulation Desk.

Basic Skills Collection:
The Basic Skills Collection contains DVDs, CDs, multimedia kits, and a small number of VHS tapes for English for Speakers of Other Languages (ESOL) and Adult Basic Education (ABE) students and faculty. Additions to this collection are based on ESOL and ABE instructor recommendations.

Essential College Skills Collection:
The Essential College Skills Collection houses instructional DVDs and computer software for ABE students and students wishing to improve their reading, writing, mathematics, and study skills.

Periodicals Collection:
Periodicals once collected and maintained on CD-ROM, microfiche, and microfilm are no longer collected in these formats.

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. The Media Services supervisor, 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, with consideration given to replacement as use warrants;
2. unusable items due to obsolete, irreparable or unobtainable media equipment;
3. materials having little or no circulation according to circulation statistics (Exceptions are classics in their disciplines or standard titles in their areas which give an overview of the subject area.);
4. duplicate copies of low-circulating materials;
5. materials containing outdated or inaccurate information;
6. materials that no longer meet a curriculum need;
7. superseded editions of materials neither considered classics nor needed for historical purposes.

Last updated May 24, 2018
Appendix 1: Selection Criteria for Media Resources

A. Selection criteria include:
   1. relevance to the research needs of Holman Library’s primary users;
   2. scholarly appropriateness to curriculum;
   3. relevance to curriculum as demonstrated by faculty requests;
   4. support of the format by Media Services;
   5. language, with preference given to versions that offer subtitles in other
      languages and/or contain closed captioning that meets Americans with
      Disabilities Act requirements;
   6. availability of public viewing rights;
   7. anticipated demand for the material;
   8. strengths and weaknesses of the existing media collection in the subject area;
   9. reputation and authority of author, publisher, or producer;
   10. technical quality;
   11. accuracy and validity of the information;
   12. timeliness or permanence of the material;
   13. favorable evaluations of the material in standard or knowledgeable reviewing
      sources; and
   14. cost.

B. Gifts: Gifts will be evaluated with the same criteria used to evaluate purchased
   items.

C. Purchasing/Previewing: For expensive media materials, previewing may be
   recommended at the discretion of the Collection Development Lead.
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, 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 Studies, Anthropology, Behavioral Science, Criminal Justice, Economics, Ethnic Studies, Geography, History, Political Science, Psychology, and Sociology)


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

Transitional Studies and Wellness (Language, Academic Skills and Wellness Division name change in 2012-13 academic year) 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  [review]

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 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 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.

March 2013
Request for Review of Library Materials  [Review and make accessible]

**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 photocopy.