



TECHNICAL COLLEGE
OF THE LOWCOUNTRY

**PROCEDURE: Library Collection Development
Number: 3.4.2.1**

Responsibility: Academic Affairs (Learning Resources Center/Library)
Last Updated: October 10, 2023
Related Policy: 3.4.2 Library Collection Development

President

Purpose:

This procedure establishes overall guidelines for the selection and deselection of materials for the Technical College of the Lowcountry (TCL) Library and to assign responsibility for collection development.

Procedure:

Procedure: Guidelines for Library collection development are as follows:

Foundational Principles

1. The primary consideration for inclusion of materials in the collection is their support of TCL's various programs and courses. The resources available to users should be adequate in number and scope to allow each student, faculty, and staff member to meet their research needs.
2. The various requirements of programmatic accreditation and certification bodies are incorporated into acquisitions processes to the extent possible.
3. Library materials are not excluded from the collection based on the origin, views, or background of their creators, or the controversial content of an item. The endorsement or disapproval of an individual or group does not cause an item to be automatically excluded. The TCL Library endorses the American Library Association Bill of Rights and the Freedom to Read Statement.

Material Types

It is the goal of the library to provide a balanced collection of up-to-date, authoritative materials which reflect different viewpoints and meet the needs of the curricula.

1. Physical Collection
 - a. Primary emphasis will be on purchasing current books to support the curricula of the college.
 - b. To encourage reading, the library maintains a collection of popular fiction, nonfiction, children's books, and young adult books.
 - c. Textbooks: The library does not purchase course textbooks as a matter of practice, unless the textbook is an important text in a particular subject area, beyond its immediate classroom use.
 - d. Audiovisual Materials: Because of the availability of streaming services, A-V materials are not normally acquired by the library, except as necessary to support specific courses and upon faculty request.
2. Serials
 - a. Access to periodicals is provided by the library in support of academic programs. Popular periodicals may be added for general interest and leisure reading.
 - b. Serials may be purchased in print or electronic form, but as periodicals become available in full text via the library's electronic databases, the library may discontinue the print versions unless specifically requested to retain them by a faculty member.
 - c. Newspapers are purchased to provide patrons with local news coverage.
 - d. Retention of print serials is dependent on available space.
3. Electronic Collections
 - a. Access to appropriate electronic resources is provided as part of the ongoing collection development process, to serve distance learners and students at offsite locations, and to broaden access to resources for all students.
 - b. Where possible, trials and demos of such products will be initiated for evaluation purposes.
 - c. Databases, eBook collections, and other electronic collections may be purchased or subscribed to by the TCL Library individually or may be provided to the College as the result of purchases by consortia in which the library participates. In the latter cases, the Dean of Learning Support participates in the consortium decision to obtain a particular electronic resource.
 - d. eBooks: Monographs are acquired in print or digital formats, based on cost, platform, ease of access, DRM options, and anticipated use.

Gifts/Donations

The library accepts gift materials only with the stipulation that the Dean of Learning Support reserves the right to determine disposition and retention of such. Donated items become the property of the library and are subject to the same selection criteria as purchased materials. Donated items will not necessarily be added to the collection.

Upon request, the library will provide the donor with a thank you letter containing a list of the donated items. It is the responsibility of the donor to determine the actual value of the donated items for tax purposes.

Deselection of Library Materials

Discarding materials is as much a part of collection development as selection. Both facets are necessary to maintain an up-to-date, useful, and balanced collection. Obsolete, damaged, and irrelevant materials are weeded on a continuing basis. The responsibility for discarding materials rests with library staff, with input from TCL faculty, and the Dean of Learning Support has final authority. Several factors are considered when withdrawing materials, to include the following:

- Age, obsolescence, or outdated content
- Number of copies in the collection
- Physical condition of items
- Last date of circulation/frequency of use

Discarded library materials will be disposed of according to college policies and procedures, in accordance with SC State law on surplus property.

Reconsideration of Library Materials

The selection of library materials is based on the library user's right to read and their freedom from censorship by others. Some library materials are controversial and may offend some persons. Selections for the library will not be made based on anticipated approval or disapproval, but rather on the merits of the material in relation to the building of the collection and to serving the interests of library users and supporting the College's programs and courses. Additionally, selection of materials for a college library cannot be governed by the chance that books may come into the possession of minors.

Should a patron wish to recommend library materials for reconsideration, the patron should submit a request in writing on a Reconsideration of Library Materials form, which may be obtained in the Beaufort Mather Campus Library or by emailing library@tcl.edu. Within 14 days, the Dean of Learning Support will convene an ad hoc committee consisting of an assistant librarian, two additional faculty members, and a representative from Student Services to review and respond to the request for reconsideration. The ad hoc committee will be given time to review the item in question in full and will recommend in writing whatever action it deems appropriate. Final authority for disposition of the challenged materials shall lie with the Dean of Learning support.

Responsibilities for Collection Development

1. The library staff, in cooperation with the faculty, is responsible for the building and maintenance of the collection. Teaching faculty are actively involved in the process and make selection recommendations. Administrators, staff, and students are also encouraged to recommend materials for consideration. Selection decisions are based on the appropriateness of the materials as well as fund availability.
2. The Dean of Learning Support works with faculty to determine budgetary needs for collection additions for programs, including new programs. The Dean of Learning Support is an ex-official member of the Curriculum Committee and as such is made

aware of new programs upon their approval.

3. Faculty are involved in collection development in the following ways: by making recommendations for new materials to further enhance specific subject areas and identify gaps in the collection; by using relevant library resources in coursework and raising student awareness of the resources available to them; and by engaging in a periodic review of the collection to identify materials that should be withdrawn.