Library collection development policy

The library is committed to the colleges' vision of life-changing learning and library collections are developed to support the strategic directions of the college. The primary purpose of the collection is to support the curriculum based learning needs of college programs. The library also supports students’ pursuit of life-long learning by providing resources that will prepare them for future careers or study. In recognition that learning occurs outside the curriculum the library also provides a general collection of recreational and current affairs reading.

The library collection also supports applied research related to college programs and services, teaching activities and curriculum development. If the library is able within its budget, it will also collect materials that support the college's strategic initiatives.

The library’s collection includes a range of formats including books, ebooks, journals, magazines, newspapers, DVDs, electronic databases, streaming video.

The library follows the principles outlined in the Canadian Library Association’s Statement on Intellectual Freedom and adheres to Copyright Legislation in its collection building.

When adding new materials to the collection, the following criteria are considered:

1. relevance to the college's programs
2. price
3. anticipated use
4. positive reviews and evaluation
5. quality of content
6. reputation of publisher, author, creator
7. currency
8. local or Canadian content
9. literary or artistic quality
10. technical quality
11. presentation and ease of use
12. accessibility and usability
13. appropriate indexing of a serial
14. copyright or licensing restrictions

Withdrawing materials from the collection is critical to the overall strength of the collection. The following are used when considering items for withdrawal from the collection:

1. circulation or usage patterns
2. dated or inaccurate material

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3. multiple copies in the collection
4. superseded editions where the new edition has significant new material
5. duplication of content
6. physical deterioration of material
7. equivalent information available online numbering
8. licensing expiry
9. copyright restrictions
10. incomplete set; parts missing
11. ongoing subscription costs
12. space considerations

Responsibility for selection and de-selection
Overall responsibility for collection development, including budget allocation rests with the College Librarian. Individual librarians are assigned a subject and/or format portfolio and facilitate collection development within those assigned areas of responsibility.

Considerations for specific formats

Online resources
The library purchases a wide range of online resources including ebooks, aggregated databases of journals, electronic reference materials, specialized databases (e.g. ARTstor) and online journal subscriptions. Licensing restricts access to online resources to registered students and staff. Where possible the library purchases online resources through consortiums such as BC ELN.

Additions to the collection are considered collectively by the librarians. Duplication and cost are given significant consideration and ease of use and accessibility are also carefully considered. New online resources must demonstrably support the curriculum.

DVDs and video
The library purchases DVDs to support teaching. Most DVDs are purchased on the recommendation of an instructor. Prior to a DVD being purchased a preview is always requested. Some DVDs on topical issues pertinent to a wide segment of the college community are purchased without the recommendation of an instructor.

Serials
The library’s subscriptions to print journals, magazines and newspapers are reviewed yearly; at this time consideration is given to cancellations and new subscriptions. Cancellations are made upon review of usage and increased costs. Additions to the collection may be made if funds are available and space allows. In considering cancellations and additions consideration of online availability is a significant decision factor. If a journal is available to the library through its online databases, cancellation is more likely and purchase less likely. Print and online access are often purchased together.

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Textbooks
The library cannot add all required textbooks to its collection. Textbooks are added to the collection in three circumstances:

a. If a textbook is considered to be the best source of information it will be considered for purchase
b. Textbook is received as a donation
c. An instructor requests that a textbook be added to the reserve collection and the librarian responsible for those subject areas has determined it meets a sufficient number of selection criteria.

Government Documents
The library is a selective depository of Federal government documents. The library also acquires BC government documents. Print and/or online versions are acquired. The library adheres to the retention stipulations of the depository program.

Donations
The library will accept donations in good condition that support curriculum and address learning needs. The donation policy provides more detail.

Suggestions for purchase
The library will accept suggestions for purchase. In particular the library encourages instructors to suggest specific resources they believe will be helpful to their students. The librarian responsible for the subject area will consider the suggestion based on the criteria for added for adding materials. The library will endeavour to respond to each suggestion explaining the decision made.

Resource sharing
The library is an active participant in provincial and Canada-wide resource sharing networks. For materials the library is unable to purchase, interlibrary loan is available. For more information refer to the interlibrary loan policy.

Intellectual Freedom
The library adheres to the principle expressed in the Canadian Library Association Statement on Intellectual Freedom. If a library user wishes to challenge the appropriateness or the value of an item in the collection they must submit in writing their complaint to the College Librarian. All complaints or challenges will be considered carefully with consultation and research. A response to the complaint will be made within 7 days of its receipt.

Copyright compliance
The library complies with the Copyright Act in acquiring and managing the use of materials. See the library’s copyright guide for more information.

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