



# COLLEGE OF THE NORTH ATLANTIC

## OPERATIONAL PROCEDURE

### TOPIC: LIBRARY – COLLECTION DEVELOPMENT

<b>Procedure No.</b>	SS-211-PR	<b>Division</b>	Student Services
<b>Supersedes</b>	n/a	<b>Board Policy Ref.</b>	n/a
<b>Related Policy</b>	SS-211	<b>Effective Date:</b>	November 4, 2016 (R2)

## PROCEDURES

### 1.0 Responsibility

Selection of materials will be the responsibility of the Librarians with the Library Services staff in consultation with the College community

### 2.0 Statement on Intellectual Freedom

Neither censorship nor challenge will constitute criteria for selection or withdrawal of material. The Library adheres to sections of the Canadian Library Association's Intellectual Freedom Position Statement, approved June 27, 1974 and last amended November 18, 1985, as stated herein:

*All persons in Canada have the fundamental right, as embodied in the nation's Bill of Rights and the Canadian Charter of Rights and Freedoms, to have access to all expressions of knowledge, creativity and intellectual activity, and to express their thoughts publicly. This right to intellectual freedom, under the law, is essential to the health and development of Canadian Society.*

*Libraries have a basic responsibility for the development and maintenance of intellectual freedom. It is the responsibility of libraries to guarantee and facilitate access to all expressions of knowledge and intellectual activity, including those which some elements of society may consider to be unconventional, unpopular or unacceptable. Libraries should resist all efforts to limit the exercise of these responsibilities while recognizing the right of criticism by individuals and groups. Both*

*employees and employers in libraries have a duty, in addition to their institutional responsibilities, to uphold these principles.*

### **3.0 Guidelines for Collection Development**

Collections will generally include books, government documents, periodicals, audio/visual materials, maps, vertical files and electronic resources.

#### **3.1 Selection Aids**

- Review publications;
- Publishers' catalogues;
- Selection slips from book suppliers developed from campus profiles;
- Subject bibliographies/catalogues, including electronic resources;
- Subject specialists;
- Previews and/or trials.

#### **3.2 Criteria for Selection of Materials**

- Strengths and weaknesses of current collections;
- Relevance to curriculum;
- Currency;
- Key work in the field;
- Major critical study;
- Substantial new contribution to learning;
- Lasting value;
- Reputation of author, publisher or sponsoring body;
- Cost;
- Appropriateness of medium;
- Availability of material in other campus libraries;
- Quality of physical item;
- Anticipated use
- Level of treatment;
- Scarcity of materials available in subject area;
- Literary style and quality;
- Compliance with copyright legislation;
- Accessibility through other means.

#### **3.3 Materials Not Selected**

The library will not normally purchase:

- Laboratory manuals;
- Textbooks which students are expected to purchase;

- Resource material necessary for instruction, such as teachers' editions;
- Books with formats unsuitable for multiple use, such as perforated/tear-out pages and workbooks designed to be written in;
- Duplicate copies.

#### 3.4 Resource Material Purchases/Acquired by a Department

- Refer to 3.3 – Materials not selected;
- Libraries are not responsible for replacement of materials purchased from a program budget and placed in the Library/Learning Resource Centre;
- Library Services staff must be consulted in the selection of resources to be placed in the Library/Learning Resource Centre;
- Library Services staff reserves the right to limit copies.

### 4.0 Collections of Note

#### 4.1 Reference

All Libraries/Learning Resource Centres maintain a collection of reference materials. Examples include, but are not limited to, dictionaries, encyclopedias, atlases, almanacs, handbooks and directories. Reference materials should be current and consist of both interdisciplinary and subject-specific works.

#### 4.2 Government Documents

Appropriate Municipal, Provincial, Federal and International government documents will be selected on the basis of relevance to the College. Library Services staff will select government publications in the format (i.e., print, electronic) they deem most appropriate.

#### 4.3 Archival Materials

Archival materials will include but not be limited to: history of the College; publications by faculty and staff; campus calendars; programs of events; newsletters; photographs; newspaper articles; audiovisual material. Materials are not limited by format or medium.

#### 4.4 Rotating Collections

Rotating collections are those which are transferred from one campus to another based on program needs. College administration will advise Library Services staff when programs are transferred.

#### 4.5 Newfoundland and Labrador Collection

Newfoundlandia can be anything written or published in Newfoundland and Labrador, about Newfoundland and Labrador, or by a Newfoundlander or Labradorian. It is not the mandate to comprehensively collect Newfoundland and Labrador materials. However, some materials will be acquired on a selective basis.

### 5.0 **Gifts and Donations**

#### 5.1 Items Added to Collection

Library Services staff reserves the right to decide whether a gift will be added to the collection. Any restrictions on the use of gift material will be negotiated between the College and the donor.

#### 5.2 Disposal of Items

Library Services staff reserves the right to dispose of gift materials which do not meet the criteria listed in 3.3.2 – Criteria for Selection of Materials. Donors are encouraged, whenever possible, to submit to the Library/Learning Resource Centre a list of items offered.

#### 5.3 Tax Receipts

The Library Services staff does not issue tax receipts for donations made to its Libraries/Learning Resource Centres. Receipts for donations may be issued by the College's finance department after an independent appraisal of the donated materials has been completed.

### 6.0 **Withdrawal of Material**

Material will be withdrawn if it no longer meets the Criteria for Selection outlined in 3.3.2. In addition, the following criteria are applied:

#### 6.1 Applicability

An item must be checked for its overall relevancy to the College and its programs. Certain programs may change their focus over time and the collection must reflect that change. In this case, it may be necessary to withdraw some of the collection, keeping the relevant items.

#### 6.2 Currency

Assessment of an item's currency will be based on the professional judgment and subjective analysis of Library staff, considering such issues as continuing relevance, the subject matter or discipline, changes in curriculum, or the issuing of new editions.

### 6.3 Condition of Item

If the item is worn beyond repair, then it should be withdrawn. However, if it is still relevant to the collection, it should be replaced with a new copy.

### 6.4 Usage

If an item has not circulated in five years or appears to be used infrequently, then it may be withdrawn.

### 6.5 Multiple Copies

Multiple copies may be withdrawn if no longer required.

### 6.6 Departmental Purchases

Library Services staff will consult with the Instructional Coordinator before withdrawing items purchased for the library by the Department (see section 3.3.4 – Resource Material Purchases/Acquired by a Department)

## 7.0 **Disposal of Materials Withdrawn**

Materials removed from the collection in accordance with Section 3.6 – Withdrawn materials will be disposed of using a specific process. (See Appendix "A")

## 8.0 **Definitions**

Archival - of historic interest to the College community.

Audio/visual material - materials, such as films, CD's, DVD's, tape recordings, that present information in audible and pictorial form.

College Community - Current students enrolled in a course or courses offered or sponsored by the College of the North Atlantic, current employees of the College, and alumni of the College.

Subject specialist – A Subject Specialist possesses knowledge and expertise in a particular field and can provide reliable information relating to his/her subject

area. A Content Specialist understands main concepts, areas of question, and the foundations of the area of content. This person does everything possible to remain up to date in his/her area of expertise.

Electronic resources – Material requiring a computer to access it. This includes software applications, CD-ROMs, journals and books in electronic format and bibliographic databases.

Government documents - In the broadest definition, government information is a government publication or other information.

Approval History	
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