Massachusetts Bay Community College Libraries
Collection Development Policy
Wellesley Hills and Framingham Campuses

PURPOSE

The purpose of the Collection Development Policy is to provide a basis for the development and maintenance of the Massachusetts Bay Community College’s (MassBay) Libraries. The policy sets forth the criteria to be used in selecting, maintaining, and withdrawing materials in accordance with the American Library Association’s Guidelines and Library Bill of Rights (Appendix A).

OBJECTIVES

Collection development is an on-going activity which is designed to meet the following objectives:

1. to provide materials to support and meet the instructional, institutional, and individual needs of students, faculty, staff, and Minuteman Library Network patrons;

2. to provide an integrated collection of print and non-print materials;

3. to provide a diversified and balanced collection in relation to curricula, programs, courses, and personal development needs of the students, faculty, staff, and Minuteman Library Network patrons;

4. to provide coordinated campus library collections that address the needs of each campus as well as the overall needs of the entire MassBay community;

5. to provide a basis for evaluation of the collection;

6. to provide the basis for budget planning and use for the current and future years.

CLIENTELE

The primary clientele of the MassBay Libraries are students registered for courses or programs at all College locations, faculty, administrators, and staff. Service is also extended to members and patrons of the Minuteman Library Network; however materials will not be specifically acquired for individuals or groups whose needs do not overlap with the Libraries’ primary clientele.

Approved October 20, 2009
RESPONSIBILITY FOR SELECTIONS

Ultimate responsibility at each location rests with the Director of Learning Services. Professional librarians are assigned responsibility for the development of one or more subject areas of the collection. To ensure that the materials they select support the curricula, the librarians should consult with faculty in the divisions representing assigned subject areas and may also attend those divisions’ meetings as needed.

In addition, the Library staff encourages the participation of all areas of the MassBay Community in the collection development program. The librarians will evaluate the appropriateness of the recommended materials by consulting standard bibliographic tools, reviewing sources, and considering the overall Library collection development goals.

Selection Guidelines

Audiovisual Materials

Audiovisual materials are selected primarily to meet the curricular needs of the college. Selection is made by the library staff and the appropriate faculty. The collection is developed on a selective rather than comprehensive basis. The Library will collect audiovisual materials in these formats with preference given to current, reliable technologies. The Library keeps abreast of emerging media formats and attempts to provide the latest software formats and hardware to support instructional programs.

Books and Media

The following factors are considered in the selection process:

The following factors are considered in the selection process:

- Relevance to the curriculum;
- Support for research needs of the students and faculty;
- Support for faculty course preparation;
- Relationship to existing holdings;
- Accuracy and objectivity;
- Reputation of the author, publisher, or producer.

Sources for making selections include:

- *CHOICE* reviews;
- Reviews in library and book trade journals such as *Library Journal*;
- Reviews in other scholarly journals;
- Published bibliographies;
- Lists of recommended readings for the college’s courses;
- Publishers’ catalogs.

Approved October 20, 2009
Electronic Resources

Guidelines for the selection of electronic format are:

- Hardware and software compatibility
- Hardware and software availability
- Ownership considerations
- Cost
- Ease of Use
- Method & quality of reproduction
- Vendor support

The Library keeps abreast of emerging media formats and attempts to provide the latest software formats and hardware to support instructional programs.

Books and Media

The following factors are considered in the selection process:

The following factors are considered in the selection process:

- Relevance to the curriculum;
- Support for research needs of the students and faculty;
- Support for faculty course preparation;
- Relationship to existing holdings;
- Accuracy and objectivity;
- Reputation of the author, publisher, or producer.

Sources for making selections include:

- *CHOICE* reviews;
- Reviews in library and book trade journals such as *Library Journal*;
- Reviews in other scholarly journals;
- Published bibliographies;
- Lists of recommended readings for the college’s courses;
- Publishers’ catalogs.

Audiovisual Materials

Audiovisual materials are selected primarily to meet the curricular needs of the college. Selection is made by the library staff and the appropriate faculty. The collection is developed on a selective rather than comprehensive basis. The Library will collect audiovisual materials in these formats with preference given to current, reliable technologies. The Library keeps abreast of emerging media formats and attempts to provide the latest software formats and hardware to support instructional programs.

Approved October 20, 2009
Books and Media

The following factors are considered in the selection process:

- Relevance to the curriculum;
- Support for research needs of the students and faculty;
- Support for faculty course preparation;
- Relationship to existing holdings;
- Accuracy and objectivity;
- Reputation of the author, publisher, or producer.

Sources for making selections include:

- CHOICE reviews;
- Reviews in library and book trade journals such as Library Journal;
- Reviews in other scholarly journals;
- Published bibliographies;
- Lists of recommended readings for the college’s courses;
- Publishers’ catalogs.

Electronic Resources

Guidelines for the selection of electronic format are:

- Hardware and software compatibility
- Hardware and software availability
- Ownership considerations
- Cost
- Ease of Use
- Method & quality of reproduction
- Vendor support

Serial Selection

The periodical collection held at both the Wellesley Hills and Framingham Campus Libraries contains a wide variety of titles representing the curriculum of the College. In addition, some popular titles are held to provide for the general interest of the MassBay Community.

Orders for new periodicals and renewals are generally placed on an annual basis. Librarians perform an annual reassessment of all serials, the basis of which is the continuing value of the materials and their relevance to the collection.

Approved October 20, 2009
The Library holds a back file of journals and newspapers on microfilm that is not being updated.

**Submitting Requests**

Faculty may submit requests for new materials to the Library Director, Coordinator of Library Services or by completing the Book/Periodical Request Form available on the Library Organization page of Blackboard (Appendix C). The Library also accepts email requests sent to the Director of Learning Services.

**COLLECTION MAINTENANCE AND EVALUATION**

Collection maintenance and evaluation are essential in order to ensure a current and useful collection that reflects the needs of the MassBay Community. Part of this process includes the systematic and periodic weeding of all formats of materials from the collection. Weeding is done to ensure that the collection remains useful and relevant to the MassBay Community and Curriculum. With the constant acquisition of new materials, it is essential to create new space and review old materials. In addition, subject areas that need further development should be noted during the weeding process.

**Withdrawing Books**

Materials may be withdrawn on the basis of:

- Outdated or inaccurate information;
- Obsolete materials;
- Shortage of space;
- Circulation statistics (e.g. no use, low use, and availability of material at other Minuteman Member Libraries);
- Number of copies in the collection;
- Incomplete materials (e.g. book/software set with one item missing, mutilated documents, etc.);
- Permissibility issues (e.g. licensing, copyright);
- Materials damaged beyond repair, poor physical quality of format;
- Incompatibility of format to equipment available;
- Reflection of expert opinion (e.g. reviews, faculty input).

**Replacement of Materials**

Resources that are missing, lost or withdrawn because of wear are not automatically replaced. Materials which are known to be lost are replaced based on the following criteria:

- Importance of the item to the collection;
- Demand for the material;
- Availability of materials in the subject area;
- Availability of funds.

Approved October 20, 2009
Disposal of Periodicals/Serials

Periodical and serial titles are withdrawn according to the following criteria:

- Appropriateness of the serial to the collection and/or curriculum;
- Use of the serial;
- Cost of the subscription;
- Availability of other formats (e.g. electronic).

Weeding and disposal of periodicals and serials is ongoing.

Weeded materials will be sold if they have value, donated to non-profit organizations or destroyed if they are not usable.

INTELLECTUAL FREEDOM

The MassBay Community Colleges Libraries support the American Library Association’s “Library Bill of Rights” (Appendix A) and the “Intellectual Freedom Principles for Academic Libraries” (Appendix B) as adopted by the Association of College and Research Libraries.
American Library Association

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person’s right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

__________________________________________________

Intellectual Freedom Principles for Academic Libraries:
An Interpretation of the Library Bill of Rights

A strong intellectual freedom perspective is critical to the development of academic library collections and services that dispassionately meet the education and research needs of a college or university community. The purpose of this statement is to outline how and where intellectual freedom principles fit into an academic library setting, thereby raising consciousness of the intellectual freedom context within which academic librarians work. The following principles should be reflected in all relevant library policy documents.

1. The general principles set forth in the *Library Bill of Rights* form an indispensable framework for building collections, services, and policies that serve the entire academic community.

2. The privacy of library users is and must be inviolable. Policies should be in place that maintain confidentiality of library borrowing records and of other information relating to personal use of library information and services.

3. The development of library collections in support of an institution’s instruction and research programs should transcend the personal values of the selector. In the interests of research and learning, it is essential that collections contain materials representing a variety of perspectives on subjects that may be considered controversial.

4. Preservation and replacement efforts should ensure that balance in library materials is maintained and that controversial materials are not removed from the collections through theft, loss, mutilation, or normal wear and tear. There should be alertness to efforts by special interest groups to bias a collection though systematic theft or mutilation.

5. Licensing agreements should be consistent with the *Library Bill of Rights*, and should maximize access.

6. Open and unfiltered access to the Internet should be conveniently available to the academic community in a college or university library. Content filtering devices and content-based restrictions are a contradiction of the academic library mission to further research and learning through exposure to the broadest possible range of ideas and information. Such restrictions are a fundamental violation of intellectual freedom in academic libraries.

7. Freedom of information and of creative expression should be reflected in library exhibits and in all relevant library policy documents.

Approved October 20, 2009
8. Library meeting rooms, research carrels, exhibit spaces, and other facilities should be available to the academic community regardless of research being pursued or subject being discussed. Any restrictions made necessary because of limited availability of space should be based on need, as reflected in library policy, rather than on content of research or discussion.

9. Whenever possible, library services should be available without charge in order to encourage inquiry. Where charges are necessary, a free or low-cost alternative (e.g., downloading to disc rather than printing) should be available when possible.

10. A service philosophy should be promoted that affords equal access to information for all in the academic community with no discrimination on the basis of race, values, gender, sexual orientation, cultural or ethnic background, physical or learning disability, economic status, religious beliefs, or views.

11. A procedure ensuring due process should be in place to deal with requests by those within and outside the academic community for removal or addition of library resources, exhibits, or services.

12. It is recommended that this statement of principle be endorsed by appropriate institutional governing bodies, including the faculty senate or similar instrument of faculty governance.

Approved by ACRL Board of Directors: June 29, 1999
Adopted July 12, 2000, by the ALA Council.
| PERKINS LIBRARY/MASSBAY COMMUNITY COLLEGE  |
| --- | --- | --- |
| BOOK/PERIODICAL REQUEST |  |  |
| Name: _______________________________ | Date: _______________________________ |  |
| Department: ___________________________ | Email Address: _______________________________ |  |
| Do you want to notified when the material is available? | □ YES | □ NO |  |
| Format of Requested Material: | □ Book | □ Periodical |  |
| Material to be held at: | □ Wellesley | □ Framingham |  |
| Collection placement: | □ Circulating | □ Reference |  |
| Academic Program(s) supported by material: |  |  |
| Title: __________________________________________________________________________ |  |  |
| Author: ___________________________ | Publisher: ___________________________ |  |
| Publication Date: ___________________________ | ISBN: ___________________________ |  |
| Notes: __________________________________________________________________________ |  |  |

PLEASE ATTACH BOOK REVIEW OR NOTICE WHEN AVAILABLE

*** LIBRARY USE ONLY ****

<table>
<thead>
<tr>
<th>Search:</th>
<th>Books-in-Print</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>MASSBAY Catalog</td>
<td></td>
<td>Purchase Recommended</td>
<td></td>
</tr>
<tr>
<td>On Order File</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Date Ordered: __________ | Jobber: __________ | EBSCO # __________ | Notified __________

Approved October 20, 2009