

LRC COLLECTION DEVELOPMENT POLICY

Audience & purpose of the policy

This policy is a planning tool and communication device for LRC personnel, patrons, cooperating libraries and institutions, budgeting authorities, and governing boards for developing, managing, and understanding the scope of the river parishes Community College LRC collections. The policy provides an overview of existing collections and details future plans for development of collections; describes collection development and management practices; provides librarians responsible for developing and managing collections a guide for maintaining consistency in the selection and disposition processes and for using funds wisely to shape appropriate and useful collections.

The policy establishes a means for evaluating progress toward achieving collection goals; serves as a basis for institutional and departmental budgetary decisions including establishment of priorities for allocation of resources; provides a source of information for determining areas suitable for coordinated interlibrary collection development; details existing cooperative programs with other institutions; establishes priorities to guide acquisitions, cataloging, and preservation decisions; documents stipulations on acceptance and incorporation of gifts into the collection; and provides information on the library's commitment to intellectual freedom and respect for intellectual property rights. The policy will be systematically reviewed regularly and updated as needed to better meet the needs of clientele.

General description of institution and clientele to be served

Institution

RPCC was created by Act 1369 of the 1997 session of the Louisiana Legislature and is located in Sorrento, Louisiana in Ascension Parish. The college was established as a comprehensive public two-year college and is governed by the Louisiana Community Technical College System (LCTCS) and the Louisiana Board of Regents. The associate degree is the college's highest academic degree.

RPCC offers general education courses for transfer and currently offers an Associate of General Studies, an Associate in Liberal Arts, an Associate in General Science, and an Associate of Science in Chemical Laboratory Technology. RPCC provides developmental and remedial courses and programs to prepare students for entry into general education courses. RPCC also offers continuing education courses to enhance personal and professional growth.

Institution's Mission:

River Parishes Community College is an open-admission, two-year, post-secondary public institution serving the river parishes. The College provides transferable courses and curricula up to and including Certificates and Associates degrees. River Parishes

Community College also partners with the communities it serves by providing programs for personal, professional, and academic growth.

River Parishes Community College fulfills its mission by:

1. **Student Access, Success, and Retention** - Providing students with appropriate education, training, and student services at moderate costs, convenient times, and accessible locations to increase their success in obtaining an Associates degree at RPCC, transferring to baccalaureate studies, or entering the workforce.
2. **Educational Programs and Services** - Developing responsive, innovative education and training programs that prepare students for immediate employment or transfer to two- and four-year colleges or universities.
3. **Instruction** - Creating interactions among students, faculty, and staff that stimulate learning.
4. **Student Development and Learning** - Offering student services programs to motivate students to maximize their potential for learning through goal attainment, healthy competitiveness, and the development of teamwork, leadership, critical thinking, problem solving, information literacy, and citizenship skills.
5. **Cultural, Economic, and Educational Diversity** - Creating a campus environment that encourages quality learning experiences and that reinforces the value of cultural and economic diversity and mutual respect.
6. **Partnerships** - Strengthening mutually beneficial partnerships with secondary education and universities, business and industry, government agencies, economic development entities, and community-based organizations that expand educational opportunities for current and future students.
7. **Technology and Electronic Learning** - Making effective use of new and emerging technology to improve teaching and learning in RPCC's classrooms, laboratories, and other learning environments.
8. **College Personnel** - Recruiting and retaining exemplary faculty, staff, and administrators through continuous professional development.
9. **Fiscal/Physical Resources** - Effectively developing and managing the resources allocated for capital and operational expenses to support the mission of the College.

Clientele

The college serves the river parishes including Ascension, Assumption, St. James, and St. John the Baptist. The river parishes are situated along the Mississippi river and are rich in pre-Civil War history with antebellum homes scattered throughout the parishes. The area is also distinguished by its flavorful Acadian heritage and culture. Population figures for 1998 from the Louisiana Department of Economic Development show Ascension Parish at 71,825; Assumption Parish at 23,006; St.

James Parish at 21,569; and St. John Parish at 42,035. The underpinnings of the area economy are private businesses and industries producing plastics, chemicals, gas, nuclear power, fertilizers, aluminum, rainwear, pipes and steel, grain, sugar, vegetable oil, and potato chips. Other major employers include governmental departments and employers providing educational services. Recreational activities and quality of life centers around hunting, fishing, water sports, parks, ball fields, golfing, country clubs, museums and antebellum homes, and festivals.
(<http://leap.nlu.edu>)

LRC Mission statement and goals of the Collection Development and Management Program

LRC Purpose/Mission Statement:

The River Parishes Community College Learning Resource Services exists to support the mission and goals of River Parishes Community College. The LRC provides the RPCC community with materials, resources, and instructional services necessary for teaching and learning.

Each library faculty member will be responsible for developing and maintaining collections in collaboration with instructional faculty. RPCC instructional faculty will contribute to the development of library collections by making recommendations through completing “Faculty Request for

Purchase” forms and by completing an “Annual Needs Assessment “ survey of LRC collections, resources, and services. Instructional faculty will also participate in the development of library collections and services through making recommendations to the Learning Resource Advisory Committee faculty representatives.

The Head of Technical Services will be responsible for preparing acquisitions requests with final approval from the LRC director. Appropriate bibliographic tools and review sources will be acquired to for effective development of collections.

Cooperative and Consortia Agreements

The LRC director will be responsible for initiating and maintaining network and consortia agreements that promote development of collections and that enhance access services.

RPCC Library participates in the following cooperative and consortia agreements to enhance resources, collections, and services:

- LOUIS: The Louisiana Library Network <http://louis.lsu.edu> and www.LouisLibraries.org

- Louisiana Academic Library Information Network Consortia (LALINC) http://www.selu.edu/orgs/LALINC/bylawsrev_99.html
- Louisiana Network (LaNet) <http://www.state.la.us/otm/lanet/>
- OCLC SoliNet (The Southeastern Library Network) www.SoliNet.net

Detailed information describing the purpose and functions of these cooperative agreements can be found at the corresponding web sites.

Intellectual Freedom, Censorship, and Copyright

RPCC LRC respects every patron's first amendment right to read, view, and access constitutionally protected speech. The library is committed to intellectual freedom and subscribes to the Library Bill of Rights and Freedom to Read Statements (<http://www.ala.org/alaorg/oif.html>). The library also follows ALA's Statement on *Labeling: An Interpretation of the Library Bill of Rights* and will not practice any form of describing, designating, or affixing of prejudicial labels which may predispose a patron's attitude toward materials.

Persons challenging the appropriateness of an item(s) in the library collection are to complete a "Request for Reconsideration of Library Resources" form and submit it in writing to the Head of Technical Services with sufficient information to identify the item and descriptive information defining the objection. The Head of Technical Services will bring the "Request for Review" to the attention of the Director of Library Services. The Director of Library Services will contact the patron initiating the request for review, if the situation remains unresolved at this point the Director of Library Services will call a meeting of the Learning Resources Advisory Committee which will decide on an appropriate course of action.

RPCC library services respect intellectual property rights and copyright ownership of authors works as included in the U.S. Copyright Act of 1976 <http://www.access.gpo.gov/congress/cong013.html>. Copyright notice signs are posted as required by the U.S. *Federal Register* in appropriate and visible locations. The Director of Library Services will review all contracts for electronic databases and online services for issues involving copyright and will educate staff in an attempt to avert potential problems related to copyright compliance.

NOTICE: WARNING CONCERNING COPYRIGHT RESTRICTIONS

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material.

Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be “used for any purpose other than private study, scholarship, or research.” If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of “fair use,” that use may be liable for copyright infringement.

This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

Official text of the required copyright warning sign from the *Federal Register* (November 16, 1977).

NOTICE: WARNING CONCERNING COPYRIGHT RESTRICTIONS

The copyright law of the United States (Title 17, United States Code) governs the reproduction, distribution, adaptation, public performance, and public display of copyrighted material.

Under certain conditions specified in law, nonprofit libraries are authorized to lend, lease or rent copies of computer programs to patrons on a nonprofit bases and for nonprofit purposes. Any person who makes an unauthorized copy or adaptation of the computer program, or redistributes the loan copy, or publicly performs or displays the computer program, except as permitted by Title 17 of the United States Code, may be liable for copyright infringement. This institution reserves the right to refuse to fulfill a loan request if, in its judgment, fulfillment of the request would lead to violation of the copyright law.

Official wording of the required copyright notice for computer software from the *Federal Register* (February 26, 1991)

Brief Overview of the Collection and Organization of the collection management and development program

RPCC LRC collections and resources will be the center of the academic environment providing information and materials necessary for students and faculty for teaching and learning. The LRC will provide essential reference and specialized resources for curriculum and program support. The LRC will be actively involved in the development and operation of the Learning Lab for instructional support for students requiring additional instruction to achieve academic success. Library Services and Learning Assistance Services will work cooperatively to provide a broad spectrum of resources and materials for classroom instruction, research assignments, tutorials, point-of-use instruction, and self-paced learning. The collection will include a variety of formats in order

to allow students an opportunity to learn how to access different forms of information sources and foster information literacy.

LRC collections will be classified using the Library of Congress Classification System and full bibliographic MARC records will be added for each format and title incorporated into the collection.

LRC collections cover a broad range of LC subject areas with priority given to subject areas supporting courses and degree programs.

A reference collection is the starting point for beginning research; therefore, materials selected will be broad enough and in-depth enough to provide for the informational and research needs of users.

Currently, RPCC Library Services provides access to electronic periodical indexes and databases through LOUIS: The Louisiana Library Network membership, that provides students and faculty convenient electronic access to more than 30 Louisiana academic catalogs and several periodical indexes and full-text databases.

The initial space for the library will be 1,500 square feet and 735 square feet for the learning lab for a total of 2,235 feet. The LRC will strive to ultimately reach the standards for facilities and collections as detailed in the Standards for Community, Junior, and Technical College Learning Resource Programs (<http://www.ala.org/acrl/guides/jrcoll.html>).

Budget structure and allocation policy

Funding for RPCC library will follow the LRC mission of providing materials, resources, and services for the instructional, research, and community service programs of RPCC. The LRC will seek stable and consistent funding for development of materials, resources, and services. A dollar amount per full-time student equivalent will be requested for each year's operating budget using the formula in the Standards for Community, Junior, and Technical College Learning Resource Programs (Approved by ACRL, ALA, and AECT, 1994) with upward adjustment for inflation in costs of materials and publications (<http://www.ala.org/acrl/guides/jrcoll.html>).

Revenues generated from library fines, fees, charges, Friends of the Library membership, photocopy and printing costs will be dedicated solely for support of library collections and learning resources.

Collection Management and Maintenance

Preservation

The library uses a security detection system to preserve collections by protecting items from unauthorized removal. The security system will alert library staff when materials that have not been appropriately checked-out or are being removed from the library without authorization. The library will also use a number of preservation methods to protect materials from premature aging and deterioration by binding materials for durability, by attaching protective covers, and when appropriate utilizing digital preservation methods.

Replacement

The library will not automatically replace materials that are reported missing. Rather, potential replacements will be reviewed under the same criteria as ongoing purchases to determine whether or not it is affordable, current/useful, and fits within the scope of the collection. If heavily used items that are necessary for teaching or research are reported missing, the items will be replaced as quickly as possible, provided the materials are still available for purchase.

De-selection

RPCC library collections will be regularly and systematically evaluated with the needs of the users in mind to assure materials and resources are current, useful, and in adequate condition. Elimination of materials and resources that are obsolete in date and/or in relevance, and materials that are deteriorated or damaged beyond repair is an indispensable practice in maintaining useful collections and in effective use of space. Only librarians responsible for collection development will have authority, with final approval of the Director of Library Services, to remove materials that meet de-selection criteria. ACRL Standards for Community, Junior, and Technical College Learning Resource Programs suggest that three to five percent of the collection should be replaced annually. RPCC library will not attain these percentages in its early development stages. When the library collections are within proximity of the collection goals as defined by the Integrated Postsecondary Education Data System (IPEDS) of the U.S. Department of Education in the ACRL standards, focused de-selection will be initiated by the Director of Learning Resources to withdraw near the percentages suggested by ACRL. (<http://www.ala.org/acrl/guides/jrcoll.html>).

Instructional faculty may participate in the de-selection process by reviewing lists of materials targeted for withdrawal and verifying that materials no longer serve any historical, instructional, or research interest. The library will make withdrawal lists available for faculty perusal. Louisiana state regulations for disposal of state property will be followed when discarding books and other materials from the collection.

Access

RPCC Library Services provides access to materials that are not owned

by or physically housed in the library. Through OCLC/SoliNet, RPCC faculty and students have access to library collections nationwide through Interlibrary Loan (ILL) service. Access to articles and book chapters via electronic databases and access to other state library collections is provided through LOUIS: The Louisiana Library Network periodical indexes. The library uses *Ariel* interlibrary loan software, which is also used by the majority of Louisiana's academic libraries to allow digital sending and receiving of articles and book chapters to and from other Louisiana libraries. The library uses a statewide library delivery service and traditional interlibrary loan via U.S. mail service to lend and borrow materials that cannot be sent or received digitally or via fax. The library will continually investigate additional electronic access and delivery options to provide timely access for students and faculty.

Equipment purchase and technical support for on-site and remote electronic files

RPCC Library Services provides equipment for accessing resources and information stored in various formats. The library employs expertise within the library for problem solving with electronic files and databases, when knowledge is limited the library will seek expertise from campus computing and external partnering agencies or other academic libraries. As a member of the LOUIS consortium, the library relies on the staff of LOUIS for technical assistance for problems with the catalog, periodical indexes, and databases. The library also enlists technical support from LANet and OCLC/Solinet for questions and/or problems related to these technologies.

General Collection Development and Management

Types of publications

Books - Library Services collects printed books and electronic books.

Periodicals – Library Services collects newspapers, journals, and magazines in print, microform, and electronic formats.

Newspapers – Library Services collects newspapers in print, microform, and/or electronic form. The library purchases some state, local, and national newspapers in various formats.

Textbooks – Library Services will not purchase but may collect RPCC course textbooks, other textbooks may be selected if coverage is not found in other adequate sources.

Reprints - Library Services collects current and retrospective materials.

Dissertations and theses – Library Services does not collect dissertations or theses, except when specifically requested by a faculty member. Online access and ILL options will be utilized first unless a permanent local copy is required.

Paperback books – Library Services acquires some of its books in *quality* paperbacks, as durability is longer-lasting than *mass market* paperbacks and publishers typically offer a better discount on quality paperbacks than for mass market paperbacks. Library Services chooses hardcover editions for books that are expected to have high and/or frequent use.

Microforms – Library Services incorporates microforms into the collection.

Maps – Library Services collects atlases and may collect a small number of maps.

Pamphlets – Library Services has a vertical file of materials of state and local interest.

Art works – Library Services will not collect art works, unless curriculum changes merit a need.

Posters - Library Services will collect educational posters.

Musical scores – Library Services will not collect written musical compositions, unless curriculum changes present a need.

Audio and visual materials - Library Services will collect audio/visual materials such as CDs, video cassettes, and others as technologies develop. Library Services will not collect slides unless curriculum needs change to require acquisition.

Computer software – Library Services collects some software programs that support the curriculum and research needs and these are available for use.

Electronic formats – Library Services offers internet, online catalogs, electronic indexes, periodical and reference databases, and electronic books.

Tests – Library Services will collect tests if faculty members specifically request for their test(s) be made available in the reserve file.

Collections of local history, rare books, manuscripts, realia, or archival material - Library Services collects local history, but will not actively collect rare books, manuscripts, or archival material. The collection of Louisiana materials will support state historical and informational research and studies relating to the development of Louisiana and specifically the river parishes.

Children's materials - Library Services will collect a limited amount of children's materials to support the Early Childhood Education curriculum.

Fiction – Library Services will acquire classics and some popular fiction to support college preparatory reading curriculum and other English/Literature curriculum.

Languages and translations – Library Services will primarily collect materials in English. But, the library may obtain a few materials in foreign languages if curriculum or research needs require acquisition.

Local authors' publications – Library Services will collect works of local authors.

Popular v. Scholarly – Library Services will provide both popular and scholarly works.

Multiple Copies - Library Services will purchase multiple copies of highly used or frequently used items only.

Reserve Materials – Library Services will maintain a reserve file to allow instructors to make items available for the students attending their class.

Reference Works – Library Services will provide a reference collection covering a broad range of subject areas with emphasis on subject areas that support the curriculum, academic and career planning, and outreach programs.

Government publications – Library Services will not specifically collect government documents or be a depository, but will acquire selected government materials.

Selection Procedures

All materials selected for the collection will be reviewed in terms of cost and suitability for the scope of the collection before purchasing.

Standing orders - Library Services may use a small number of standing orders for selection, but the majority of acquisitions will be acquired through firm orders.

Approval plans and blanket orders – Library Services may use approval plans for selecting materials.

Gifts & Exchange – Any academic librarian may accept material gifts from patrons on behalf of the library, but the patron must sign the gift agreement before Library Services will accept the donation. (Appendix D) Acceptance of the gift does not necessarily mean it will be incorporated into the collection. The materials donated to the library will be subject to the same criteria that are applied to new materials that are selected and purchased by the library; meaning the gift will undergo review for usefulness, physical condition, indirect costs such as processing and storage. Library Services will seek exchange methods with other libraries within Louisiana in order to fill gaps within the collection and to give materials that are duplicated or not needed.

Expensive Purchases – All library requisitions must be given to the Director of Library Services for approval before ordering.

Interdisciplinary collections – Library Services will collect many materials that cross two or more disciplines; Head of Technical Services will determine the best means for classification using national bibliographic standards.

Access and ownership

RPCC library will strive for an appropriate balance of materials owned and resources accessed to meet the needs of library users. Materials that are requested frequently through interlibrary loan will be considered for purchase.

Gifts to the LRC

Gifts will be accepted by the LRC at the discretion of collection development librarians. A gift agreement form must be completed prior to incorporation of gift materials in the collection. (See [Gift Agreement](#))

This policy is adapted from ALA's [Guide for Written Collection Policy Statements](#), 1996.

This policy was approved by the RPCC Learning Resources Advisory Committee on 11/19/99.
Updates approved 7/17/00.

LRAC approved updates 11/11/02.

River Parishes Community College LRC
Request for Reconsideration of Library Resources

This form had been implemented by the Director of Library Services in collaboration with the Learning Resources Advisory Committee and should be returned to the Head of Technical Services.

RPCC has given collaborative authority to academic librarians and instructional faculty to select resources to support academic teaching and life-long learning. Reconsideration procedures to address concerns have been developed by the Director of Library Services in collaboration with the Learning Resources Advisory Committee. Completion of this form is the first step in these procedures, if you would like to have your concerns addressed please complete and return this form to Library Services' Head of Technical Services.

Name _____

Date _____

Address _____

City _____

State _____

Zip _____

Phone _____

Do you represent self? ____ Organization? ____

1. Resource on which you are commenting:

____ Book ____ Textbook ____ Video ____ Display

____ Magazine ____ Library Program ____ Audio Recording

____ Newspaper ____ Electronic information/network (please specify)

____ Other _____

Title _____

Author/Producer _____

**River Parishes Community College Library Services
Gift Agreement**

This agreement between River Parishes Community College Library, hereinafter referred to as the Library and _____ hereinafter referred to as the Donor, bears witness that: the Donor hereby gives and conveys to the Library the following item(s), hereinafter referred to as the Materials: (attach additional page if necessary)

The materials are given unconditionally to the Library and the Donor hereby conveys all legal, property, and literary rights to the Materials to the Library. If the donated materials are incorporated into the collection the materials will be preserved for historical, educational, and research use. Library Services will create appropriate bibliographical records and catalog entries; Library Services will classify, arrange, preserve, and provide access to the materials in accordance with the organizations' customary principles, practices, and policies.

Library Services reserves the right to dispose of the materials at any time if the collection development librarians in collaboration with faculty deem the materials are unnecessary for research, instruction, outreach program support, or due to space limitations, improved access options, lack of money to preserve materials, or other as expressed in the Library's Collection Development Policy.

It is the Donor's responsibility to obtain an appraisal for the materials donated to the Library, if he/she would like a tax deduction for the materials donated. Library Services will only provide a list of materials donated and will not provide an appraisal information regarding the valuation of the donated materials.

Signed this _____ day of _____ by:

Donor

RPCC Librarian