



POLICIES & PROCEDURES

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POLICY

Library Services is committed to developing and maintaining a balanced collection of high-quality resources and materials, representing diverse perspectives and points of view, needed to support the institution's curriculum of instructional and technical programs.

PURPOSE

Louisiana Delta Community College Library provides adequate and appropriate library and learning/information resources, services, and support for the mission of The College. LDCC Library is committed to providing a collection of resources responsive to the instructional and informational needs of the students, faculty, and staff.

POLICY RELATED INFORMATION

LDCC Library supports and endorses the following:

- Library Bill of Rights: <https://www.ala.org/advocacy/intfreedom/librarybill>
- Intellectual Freedom: <https://www.ala.org/advocacy/intfreedom/librarybill/interpretations/intellectual>
- Freedom to View: <https://www.ala.org/advocacy/intfreedom/freedomviewstatement>

PROCEDURE

Priority is given to instructional materials that meet at least one of the following criteria:

- Material is relevant to the curriculum and programs offered by the institution, including materials supporting career goals.
- Material supports student academic achievement, including appropriate academic level of subject treatment and presentation
- Material aids in the attainment of information literacy competencies, intellectual content and scholarly worth
- Material supports initiatives of LDCC, LCTCS, and/or the Louisiana Board of Regents.

Additional considerations will include: currency and longevity as a valuable source, price and availability

Selection Responsibility

The Library Director has final responsibility for development and maintenance of the collection. Librarians, faculty, staff, and students may make recommendations and may be asked to analyze and evaluate materials for selection. Consideration is first given to materials which support a specific course, program, or discipline.

Formats Collected

The LDCC Library collects materials in both physical and electronic formats as needed to support the programs and students in those programs at LDCC. Occasionally the library may purchase materials in a non-traditional format if it supports the learning of LDCC students. Requests are evaluated by the Library Director in terms of elements including scope, cost, quality, and format. Resources must be credible and reliable, broadly relevant to the programs at LDCC, and adhere to the requirements of this collection development policy.

Textbooks and Affordable Educational Resources

The LDCC Library may collect resources that are considered textbooks or other affordable educational resources if the following criteria are met:

- The material is accessible to all LDCC students, faculty, and staff.
- The cost of the material can be supported by the library budget.

Course Reserves are not considered a replacement for ownership of required course materials. Course materials already in the library collection may be put on reserve by the faculty member teaching the course to enhance access to course materials. Titles to be considered classics in their field and required course materials may be considered for purchase.

Lost Items and Replacements

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

- importance of the item to the collection
- demand for the material
- availability

Gifts and Donations

Gifts are welcomed and will be evaluated based on the criteria for selecting material. Gifts are not automatically added to the collection and are at the discretion of the Library Director. Gifts are accepted with the understanding that materials not added to the collection will be disposed of in ways most advantageous to the library. Gifted or donated items will not be prioritized above purchased items for cataloging.

Resource Sharing and ILL

The library is committed to helping students and faculty access resources that are not part of the library's collection through the LOUIS Reciprocal Borrowing agreement and Interlibrary Loan. These services are facilitated by the library and will prioritize access that is of no cost to the library or the student.

Collection Maintenance and Weeding

Inventory of the collection will be conducted periodically, and material will be evaluated for removal. Librarians and/or faculty will identify materials as candidates for removal from the collection due to obsolescence, damage, multiple copies, superseded editions, outdated or inaccurate information, irrelevance to LDCC programs, accreditation requirements, or

duplicated content. Items considered for removal will be evaluated carefully and withdrawn if deemed necessary.

Accreditation standards may require material to be removed from the collection in certain yearly increments. These standards are consistently reviewed, and the schedule of accreditation materials review will be updated as necessary. This schedule will be housed in the Library Director's office. Periodicals are weeded on a more frequent schedule.

Disposal of materials will be handled according to the policies for disposal of property by LDCC and the LCTC System. Current materials which no longer support the curriculum but are in otherwise good condition may be offered to the community on a first-come basis.