

Minneapolis Community & Technical College Library Collection Development Policy

The Minneapolis Community and Technical College [MCTC] Library adopts the following policy for the evaluation, selection, and retention of resources for the educational and cultural use of the College community.

Context

- **College**

MCTC is an urban two-year institution that offers liberal arts transfer and occupational programs as well as continuing education opportunities. The MCTC student population is the most diverse student population in Minnesota and includes a large number of nontraditional students. MCTC Library collections support and reflect the programs and the students of MCTC.

- **Other Local Sources**

MCTC Library participates in consortia such as PALS, MINITEX, and MnLink, and also participates in WorldCat. These consortia enable efficient sharing of resources between libraries and provide each patron with access to many excellent library collections of all types in the Minneapolis-St. Paul metropolitan area and the state of Minnesota and beyond. All collection decisions are made within this context.

- **Considerations 2008-2011**

- Advancement of technology for both college and library patrons.
- Increasing number of online courses.
- Increase in available electronic resources across subject areas.
- Limited physical space available for print resources
- Library staff priorities

Principles and Objectives of Selection and Deselection

Materials selected will:

- a) Support the [Library Mission Statement](#) which in turn supports the College Mission Statement.
- b) Apply the principles of freedom to read, hear, or view as expressed in the American Library Association's [Library Bill of Rights](#)", "[Freedom to Read](#)" and "[Freedom to View](#)" and "[Intellectual Freedom Principles for Academic Libraries](#)."
- c) Enrich and support the curriculum of MCTC. Secondly, support continuing education and development for the broader MCTC community.
- d) Reflect a wide range of views representing many sides of contemporary issues in order to promote critical thinking and objective evaluation skills.
- e) Emphasize resources from alternative sources, as outlined in [Appendix A. Alternative Materials](#).
- f) Foster respect for everyone in our diverse community by accurately reflecting contributions and achievements of women and men, as well as individuals and members of groups of various racial, social, ethnic, religious, sexual orientation, and cultural backgrounds.
- g) Stimulate growth of factual knowledge, political awareness, social development, ethical development, creativity, occupational awareness, literary appreciation, and aesthetic values.
- h) Support growth of technical expertise.

- i) Update, supplement, or replace material already in the collection.
- j) Contribute to the depth and diversity of resources available within the PALS consortium and the MnLink communities, avoiding unnecessary duplication and expenditure of resources.

Responsibility for Selection and Deselection

MCTC Librarians are responsible for the content of the collection, for setting priorities for all types of resources, and for coordinating and recommending the selection and purchase of resources.

The MCTC Librarian group establishes general policies and individual librarians coordinate broad parts of the Library collection: reference and circulating book collections, periodicals, and electronic resources. Selection librarians also monitor new or revised courses approved by the Academic Council and work with interested faculty. See [Appendix E. Selectors 2010-](#).

Criteria for Selection

All purchases and existing resources will be consistent with the stated principles and objectives of selection. Guidelines for the evaluation and selection of resources are:

- a) The needs of college programs and disciplines are given first consideration. Secondary consideration is given to the educational goals and needs of the broader MCTC community.
- b) Requests from faculty, administrators, staff, students, and other patrons are given careful consideration.
- c) All acquisitions will be considered on the basis of overall purpose, timeliness or permanence, importance of the subject matter, quality of the production, appropriate format, price and availability, and continuing need and use.
- d) Resource selection will be considered on the basis of potential usage; current holdings in the same subject area and usage of those materials. Other considerations are updating, supplementing, or replacing material already in the collection.
- e) New selections will represent differing viewpoints, opinions, and beliefs.
- f) Resources will be selected or retained for their strengths rather than rejected for their weaknesses. Works presenting new ideas or ideas out of the mainstream are often not reviewed at all or are rejected by reviewers and experts in the subject field for a variety of reasons, many of which have no bearing on the basic arguments or creative ideas presented in the work.
- g) Resources will be selected within context, avoiding unnecessary duplication within the PALS system.
- h) Selections will avoid unnecessary duplication of important Internet resources in specific subject areas. For example, many organizations make their publications available through their web page as well as in printed reports or books. Selectors will only order the print versions in subject areas with high demand, or when the web format is complex to use, or when long term retention is desirable.

Print Material

1. Authority—Author qualifications for writing or producing.
2. Need—Item will strengthen and/or update a deficient area in the collection.
3. Subject interests—Nature of subject matter, skill in presentation, and need.
4. Appropriateness—Appropriate for the educational level of the primary MCTC population or for specific program students.
5. Potential use—Reference, guidance, subject content, information, inspiration, recreation.
6. Format—Appearance, quality of binding and materials used, workmanship.
7. Reliability—Accuracy and currency.
8. Special features—Indexes, bibliographies, glossaries, etc.
9. Treatment—Purpose in publishing, handling of material, style, and literary quality.

10. Art—Contains as needed for clarity: quality and up-to date graphs, illustrations, photographs, and other pictorial information.

Electronic materials

Electronic resources are an expanding part of the library's resources. These resources are either owned or are available via subscription-based access licenses. The library has both subscription and owned electronic resources determined by availability and need. The general criteria for selection and the criteria for print material apply to electronic and digital resources along with these additional guidelines:

1. Need and availability of electronic resources in specific subject areas.
2. Consortial availability.
3. Probable accessing costs.
4. Usability of resource search, display, and print features.
5. Perpetual availability and format.
6. Use of resource over time, determined by usage statistics and consultation with involved faculty.

Non-text materials

1. General criteria—Those criteria above as appropriate.
2. Format—Fits the needs of the College
3. Sound—Clarity, sound effects, and believability.

General Guidelines for selecting Library materials

- Duplicate copies—Dependent upon size of material budget, demand for a given title.
- Replacement copies—A limited number of titles are replaced if they are considered standard titles in a subject area, if they have been used, and if they contribute to coverage in a subject area when evaluated against other current resources in the collection and available resources.
- Textbooks—Not added to library collections unless material is not available from any other source. Occasionally, titles are added to give full coverage in various fields.
- Series—Authors', publishers' and subject series are not considered as series, but are selected according to the merit of and need for individual titles in the series.
- Reference works and other major purchases:
 - a. Prepublication: Titles may be ordered for evaluation if available at discount prepublication prices prior to publication of reviews in reviewing periodicals.
 - b. Format: Electronic format is preferred for most reference sources, depending upon ease of use and probable continuous access.
- Periodicals—Increasingly, periodicals are made available in subscription databases. For print periodicals, the same care is taken as in the selection of other print and non-print materials. Preference is given to periodicals indexed but not available in fulltext in databases and indexes subscribed to by the Library.

- Duplication of content in different formats is sometimes necessary but should be carefully considered. Publishers sell their content in multiple formats, and purchase of the most useful and most used format is desired.
- Exclusion of material—Print and non-print materials that do not meet the standards of the established selection aids and/or these selection criteria are not purchased.
- Gifts—The generosity of prospective donors of material to the Library is recognized and appreciated and gift books and other items are accepted with the donor's knowledge that they must meet the standards of the established selection aids and criteria for selection in order to be added to the collection. See [Appendix C: Gift Material Procedure](#)
- Controversial issues—The Library includes in its collections informative material on opposing or multiple sides of controversial issues. The Library does not support particular beliefs or views, nor is the selection of any given item equivalent to endorsement of the author or the material.
- Alternative materials— See [Appendix A: Alternative Material](#)

Procedure for Selection

In selecting resources, Librarians will evaluate available resources according to the selection criteria, using one or more of the following resources:

- a) Professional, critical reviews in review journals such as Choice, Booklist, Library Journal and Counterpoise.
- b) Critical reviews in appropriate subject area periodicals, alternative periodicals, and online and Internet resources.
- c) Evaluation of the author and/or publisher when alternative or other material has not been reviewed.
- d) Recommendations of faculty, students, subject matter specialists, and community members.
- e) Previewing the resource.

Selection is an ongoing process that includes the use of these guidelines to deselect titles that are no longer appropriate and to replace lost or worn titles that are still meeting the needs of patrons.

Withdrawn titles in usable condition will be disposed of in a suitable and appropriate manner based on the discretion of the Librarians.

Procedure for Reevaluation of Resources

The right of any individual to free access to materials is basic to a democratic society and to the educational growth of its members. Occasional objections to resources may occur, despite the quality of the selection process. In the event that titles are questioned, the Librarian will be prepared to uphold freedom of access to information and to follow the procedures for responding to objections. [See Appendix D: Reevaluation of Resources Procedures and Form.](#)

Policy Review

Ongoing review and evaluation are necessary to keep this policy vital and current. Therefore it will be the responsibility of the Collection Development Coordinator to review the Library Collection Development Policy at least once every five (5) years.

Adopted: September 1, 2000, revised November 12, 2008.