

Chabot College Library Collection Development Policy

Revised 12/2014

a) Objective of the Library Collection

- a. Support curriculum of Chabot's course offerings
- b. Support student retention by providing easily accessible information
- c. Support achievement of an AA or AS degree
- d. Support job placement and transfer to four-year institution
- e. Reflect the diversity of the student body
- f. Provide diverse and balanced perspectives
- g. Support development of critical thinking skills
- h. Promote life-long learning among the entire Chabot Community

b) Collection Analysis

- a. Current Levels of the Collection
 - i. A thorough collection analysis determines the strengths and weaknesses in current collection development levels. Most subject areas are represented in the collection at levels II and III.
- b. Definition of Collection Levels
 - i. Collection Level II is defined as, "A collection that is adequate to support general interest and initial study [...] It includes judicious selection from currently published titles supported by selected, retrospective significant titles, a broad selection of works of more important writers; a selection of major journals; and current editions of the more significant reference tools and bibliographies pertaining to the subject" (Skokie 33).
 - ii. Collection Level III is defined as, "A collection that is adequate to support study past high school or practitioner levels, or sustained independent study; which is adequate to maintain knowledge of a subject required for student or occupational needs of less than research intensity; or a popular collection of materials which has a large and diverse number of titles representing many aspects of the subject and some titles that will be kept for historical values. " (Skokie 33-34).

c) Collection Goals

- a. Future Collection Levels

- i. After the collection assessment has taken place and gaps in the collection are identified, collection development monies will be allocated to raise supported curriculum subjects areas to Collection Level III. Subject areas in allied disciplines will be at Level II.

d) Selection Criteria

a. Curriculum Support

- i. *Curriculum Outlines*: One librarian, typically the Collection Development Librarian, will serve on the Curriculum Committee to stay abreast on the latest additions to the Chabot Course offerings. Approved Course Outlines submitted by instructors provide guidance on which materials would best support the information needs of Chabot students.
- ii. *Division Liaison Work*: Each librarian serves as a liaison to a division where they can get feedback and request about how the library is serving the needs of their area.
- iii. *Faculty and Staff Suggestions*: Faculty and staff are encouraged to review the collection in their subject area and weed materials that are no longer relevant.
- iv. *Student suggestions*: Students are encouraged to request materials by contacting the collection development librarian or by sending an email to the Chabotref email.
- v. *Library Orientations*: Librarians will make purchases based on specific course needs at the point of library orientations.
- vi. *Reference Transactions/Course Assignments*: Librarians are constantly assessing the collection when providing reference assistance. When materials needed by students are not available at Chabot or Las Positas, librarians will purchase materials that support student assignments.
- vii. *Systemic Collection Review*: The Collection Development Librarian is responsible for reviewing the collection based on the curriculum, special topic and/or subject needs (such as topical research needs, holistic call number subject reviews, and special areas of interest such as updated nursing and dental assisting needs).

b. Evaluation of New Materials

- i. Positive reviews from credible review sources (i.e., Choice, BIP with reviews, etc.)
- ii. Bibliographies for specific subject areas
- iii. Availability of materials at Las Positas

- iv. Appropriate reading levels for general, undergraduate and vocational audiences with an emphasis on basic skills students
- v. Currency of the materials
- vi. Cost of the item, relative to the funds available and import of that subject area
- vii. Material adds to a diverse and balanced collection

e) Types of Materials Collected

- a. Books and E-Books
 - i. Print and E-books are selected based on use and availability.
 - (i) Hardbound books should be purchased when available instead of paperback books.
 - (ii) Print books are preferred instead of e-books for individual titles.
- b. E-books are mainly ordered via online subscription which means individual titles will not always remain, but this process provides a great variety of subjects available via simultaneous access through key E-book vendors (that have community college learning as a focus). In addition, the Library purchases individual titles in reference and key subject areas in support of courses, assignments, and occupational/career needs. In general, the Library strives to have 90% of its E-books to have simultaneous access, although some necessary titles such as novels used in courses, may only have access to one student at one time. E-Books need to be accessible in a way that there is no confusion in printing or downloading portions, and that they are ADA compliant.
- c. Reference Materials: E-Reference materials are preferred. Print titles will only be selected in cases where an e-material is not available.
- d. Course Reserves
 - i. The instructor provides course reserves with instructions on the appropriate loan periods.
 - ii. Textbooks: The library does not purchase textbooks. Instructors may utilize the course reserves system to circulate textbooks. The library may purchase some non-textbook materials such as novels.
- e. Popular Fiction: The collection development librarian may select popular fiction it fulfills curricular topics."
- f. Duplicates: Duplicates will be purchased based on the demand for the book (based on circulation statistics) and cost of the item.
- g. Audio/Visual

Audio/Visual Materials are an important part of the Chabot College Library collection. Most titles directly support courses and faculty requests are generally

fulfilled, budget allowing. The library does not attempt to provide a holistic AV collection but instead is a mostly a teaching support collection All materials must be closed captioned or have subtitles in compliance with Section 508. The library will work with the DSPS department when rare essential titles that are not either captioned or subtitled and where the college has copyright permission and transcripts provided by the publisher. Streaming video subscriptions will also be Section 508 compliant (i.e. Films on Demand). The library does purchase realia (Models, bones etc.) that supports course work as well as laptops, telescopes for student use.

h. Print Periodicals

- i. Print periodicals are currently still being purchased on a limited basis.. Currently, the print collection fills gaps in our electronic periodicals collection, as some titles are not available digitally. Electronic periodicals are preferred for their ease of access for students.

i. Electronic Periodicals

- i. Electronic periodicals make up the bulk of our periodicals as well as the web based materials in the collection. The Technology Librarian negotiates acquisitions of electronic databases and journal titles on an on-going basis, in almost all cases titles are in aggregators that come and go based on publisher/vendor agreement, not with the Library. Given that, the librarian will only consider vendors that demonstrate effort in maintaining the quality of coverage of subjects given their regular replacements of such titles.

j. Web Based Materials: Librarians will consider faculty and students recommendations of websites if deemed appropriate for community college education needs and do not exist strictly for commercial interests. Suggestions for linking to websites made by anonymous persons via Email, chat or to the website will not be considered

- i. Librarians also evaluate a selection of publically available websites and include them in the collection.
- ii. Criteria for inclusion of the sites are as follows:
 1. Reliable content (authors or affiliated institutions are credible and authoritative in the subject area)
 2. Site is updated regularly
 3. No additional software is required to view the site (Java Script and Flash are acceptable)
 4. Site is professional in its appearance and is well written

f) Weeding Policy

- a. The print periodical collection is weeded annually due to space, availability online and subject considerations.

- b. Librarians weed monographs in print annually. The criteria for discarding materials should be based on guidelines similar to that of the criteria for evaluation of new materials but also include:
 - i. Relevance to current program
 - ii. Physical condition of the book
 - iii. Currency in current popular/scholarly discourse
 - iv. Historical relevance (as a primary document)
 - v. Discarded materials will be sent to a vendor for purchase.
 - vi. Electronic databases are dropped either due to evidence of low usage (especially with respect to price) or due to pricing issues (i.e. a significant price increase that is not viable to sustain). Databases will only be dropped due to budget restrictions as a last resort, as all content goes away with such discontinuation of subscription.
 - vii. Links to selected websites may become de-selected if the website ceases to exist, its quality is no longer at an appropriate education level, it is no longer being updated, has later had obvious out of date or inaccurate material, or a superior and more preferable website of the same type comes into existence. The Technology librarian checks on an annual basis the status of such websites.

g) Gifts

- a. The library welcomes gifts. The Collection Development Librarian will evaluate the gifts and add them to the collection if the materials meet the guidelines for new materials.