Greenfield Community College, Nahman-Watson Library
Collection Development Policy

Adopted 11/16/2021
Endorsed unanimously by IRM, 10/6/2021
Endorsed unanimously by Student Senate, 11/1/2021
Endorsed unanimously by CAP, 11/15/2021

Introduction

This policy states the principles and guidelines the Nahman-Watson Library uses to select, acquire, retain, and deselect library materials, such that institutional resources are best allocated to support the mission of the college. This policy is meant to guide consistency in practice and to communicate our values and process to the college community.

Mission of the Library

The Nahman-Watson Library’s mission is to provide the services and resources necessary to develop an information literate population, with consideration for varied learning styles and a range of diverse and multicultural interests. This mission is achieved through:

- Teaching the strategies and skills for students, faculty, and staff to become effective users and creators of information.
- Providing access to information resources for lifelong learning and critical inquiry in a variety of formats.

Intellectual Freedom and Diversity

In accordance with the The American Library Association’s Library Bill of Rights, the library will provide materials and information presenting all points of view on current and historical issues; materials will not be proscribed or removed because of partisan or doctrinal disapproval. The library will develop and provide access to a print and electronic collection of materials representing a diversity of views and creators, though perfect balance on every issue is not always possible because of limited materials appropriate for college-level research.

We recognize that our collection has largely reflected culturally and ethnically hegemonic voices and we are actively working to create a collection that supports
academic programs while amplifying the voices and work of those whose contributions have historically been excluded from the academy.

**Acquisitions Guidelines**

The Nahman Watson Library maintains control of its budget and does not assign allocations to departments or divisions. This is done so that the library can meet demands that vary over time and take advantage of economical purchase opportunities. When possible, the library will purchase or license resources as part of a consortium in order to take advantage of cost-sharing.

The primary purpose of the library collection is to support student research. We invite the recommendations and input of students, faculty, and staff. Any member of the Greenfield Community College community can make a purchase recommendation, either to a staff member or by using our online form.

Acquisitions criteria include:

- Relevance to academic programs at the college
- Currency and timeliness
- Quality of scholarship at an academic level appropriate for our students
- Availability to students with a variety of access needs
- Representation of diverse voices and opinions
- Reasonable cost

We do not typically purchase multiple copies of the same text. We primarily purchase English language materials. We do not typically purchase textbooks, self-published works, or print academic journals.

For periodicals, we purchase local and regional news, trade, current affairs, and popular leisure reading, if they contribute to the education of students by presenting an informed discussion of public affairs, economic, social, or political events, scientific or technical knowledge, literature, criticism, or the arts. Periodicals which are not indexed in a database carried by the library will generally not be purchased. Newspapers and local history materials are exceptions to this policy.

**Gifts**

The Nahman-Watson Library encourages gifts and donations of library materials in good condition. We will evaluate gifts using the same criteria as purchased materials. No special collections will be established except in accordance with established acquisitions criteria and no materials are accepted on indefinite loan. All materials become the property of the library. Materials which require a continuing obligation for collection may be rejected.

*Adopted 11/16/2021*
Library staff are barred by federal law from issuing appraisals of gift materials for tax or any other purposes. If there is any question about accepting a gift, the final determination rests with library staff. The library reserves the right to refuse materials and/or dispose of any items after acceptance which do not meet the library’s needs. All patrons donating materials to the library will be required to fill out a conveyance of gift form.

View the library’s full Gift and Donation Policy.

Collection Maintenance

To maintain a collection of optimum usefulness, Nahman-Watson Library staff will evaluate collection materials, including electronic collections, on an ongoing basis and with input from the college community. Gift and Donation Policy

Deselection (also known as weeding) is an ongoing process. It is the responsibility of library staff, in cooperation with the faculty, to withdraw materials which are inappropriate, outdated, or damaged. Materials that have ongoing research value, cover local history, or add balance to the collection are not typically deselected.

Deselection criteria include:

- Changes in curriculum or user population.
- Usage statistics.
- Superseded editions, unless the previous edition has independent value.
- Worn, mutilated, or badly marked items.
- Materials which are outdated, inaccurate, or in an obsolete format.
  - In the case of materials in obsolete formats that still hold instructional value, local, or archival relevance, we will make every effort to digitize or otherwise preserve them in a usable format.
- Number of copies in the CW MARS system.
- Cost of continuing subscription/standing order.

Resources that are missing, lost, or withdrawn because of wear are not automatically replaced but are evaluated for replacement based on the same criteria as new acquisitions.

When preparing to weed an item which is the last copy of its kind in CW MARS, we follow CW MARS policy:

1. The institution withdrawing the last copy in the consortium makes that decision known to the membership, as long as the copy is still in good condition.
2. The item may be claimed by any library within 1 week.

3. When the title has not been claimed within the specified time period, the owning library can make the decision to either retain the item (recommended if they have shelf space for it) or withdraw it from the collection.

4. Once removed from the library collection, material will be disposed of or donated. Final disposal of all materials shall be approved by librarians.

For print periodicals, we follow the general retention guidelines below:

- Newspapers: 1 month
- Popular magazines: 1 year + current issue
- Scholarly, trade, and professional journals: 5 years + current issue
- Nursing journals: 6 years + current issues
- Special subjects deemed to have historical or cultural value: retained indefinitely

**Challenges to Library Materials**

Students, faculty, staff, and community patrons of the library may challenge resources in the Nahman-Watson Library. A challenge to a resource in the library must be based on the failure of that resource to fall within the library’s selection and collection development policies, including the commitment to intellectual freedom. Challenged material will not be removed automatically from the collection but will be reviewed in the light of the objections raised. When material or resources are challenged, the library may take one of the following actions: removal of a resource because it is inappropriate, the addition of a resource to balance the collection by providing alternative views, a combination of the above, or no action beyond reviewing the challenged material.

Those persons wishing to challenge a resource in the library will be asked to put their request in writing. An email should be sent to the Head of Library Services. The email should contain the following information:

- Your name and association with Greenfield Community College (i.e. student, faculty, staff, community member)
- The title and author of the material
- Format of material (book, database, etc.)
- Whether or not you read/viewed the full length of the item
- Description of why the material is being challenged
- Description of why the material does not fall within the collection development policy
• What your desired outcome is: removal of the item from the collection, purchase of additional items to balance viewpoints, purchase of more recent or better quality materials, etc.

The challenge will be acknowledged by the Head of Library Services and discussed with library staff. A decision will be communicated within 30 days. Any appeals shall go to the President of the College.