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Table of Contents

I. Clark State Community College Library Vision and Mission Statements
   A. Programs Offered
   B. Subject Areas
   C. Variety of Formats

II. Collection Development Policy
   A. Affirmation Statements on Intellectual Freedom
      a. Library Bill of Rights
      b. The Freedom to Read Statement
      c. Intellectual Freedom Statement
   B. Professional Library Standards
      a. Higher Learning Commission Policy Title: Criteria for Accreditation
      b. ALA-ACRL Standards for Libraries in Higher Education
   C. Statements on the Copyright Law
   D. Resource Sharing
   E. Clark State Community College Library Clientele
   F. Selection Process
      a. Responsibility
      b. Recommendations
      c. Selection Guidelines
         i. General Criteria
         ii. Electronic Format
         iii. Special Collections
         iv. Gifts
         v. Collection Evaluation
   G. Weeding Process
      a. Responsibility
      b. General Criteria
      c. Disposal of Materials
   H. Procedure for Challenged Materials
   I. Review of Collection Development Policy
Collection Development Policy

I. Clark State Community College Library Vision and Mission Statements

Vision

The College’s vision is that Clark State Community College (CSCC) will build a community that empowers individuals to experience intellectual growth by creating opportunities for them to be accepted, challenged, held accountable, rewarded and transformed. Its mission is that CSCC serve a diverse population of learners by providing access to high-quality, learning-centered education and services while fostering individual and community success. The College’s mission and vision drive the vision and mission of the Clark State Library.

The vision of Clark State Library is to enhance student achievement, engage in outreach and encourage collaboration among the students, faculty and staff of CSCC. This vision supports the institution’s vision by providing reading materials and information library workshops to ensure the academic success of our students.

Mission

Clark State Library supports the educational curriculum of its host institution by selecting, acquiring, organizing and providing reading materials in a variety of formats that meet the academic needs of the CSCC community.

providing a qualified professional and support staff.

providing information literacy workshops to help students develop critical thinking skills and become independent life-long learners.

providing professional research assistance and consultation.

CSCC librarians will accomplish this mission in collaboration with the Clark State Community College community.

This mission supports the institutional mission by providing the informational and educational resources and services needed to sustain an innovative learning environment.

A. Programs Offered

Clark State Community College offers an Associate of Applied Business, Associate of Applied Science, Associate of Arts, Associate of Science, Associate of Technical Studies and departmental certification. In addition, numerous courses are offered for adults who have specific training needs or desire to pursue a special interest.

B. Subject Areas

The primary subject areas that support and enhance the broad range of course offerings and instructional activities of the College are collected.

C. Variety of Formats

The Clark State Library provides materials in a variety of print and electronic formats including books, periodicals, serials, videocassettes, compact discs, DVDs, specialty
databases and Internet resources. Clark State Library strives to keep as current as possible with the most up-to-date informational resources.

II. Collection Development Policy

A. Affirmation Statements on Intellectual Freedom

a. Library Bill of Rights

http://www.ala.org/ala/oif/statementspols/statementsif/librarybillofrights.pdf

The Library Bill of Rights adopted by the American Library Association is the foundation upon which library collection development is based. The main thrust of this statement is that “libraries should provide materials and information presenting all points of view” and that libraries should challenge censorship.

b. Freedom to Read Statement

http://www.ala.org/ala/oif/statementspols/ftrstatement/freedomtoreadstatement.pdf

The Freedom to Read is a joint statement by the American Library Association and the Association of American Publishers. It is a basic statement on free expression and censorship as they pertain to libraries. The statement has seven points used by libraries to provide materials that “make available the widest diversity of views and expressions” and to provide materials that “enrich the quality and diversity of thought and expression.”

c. Intellectual Freedom Statement

http://www.ala.org/ala/oif/statementspols/statementsif/interpretations/ifprinciplesacademiclibrarias.pdf

This statement uses as its basis the First Amendment to the United States Constitution, freedom of expression, to reaffirm the American Library Association’s The Freedom to Read statement. The Intellectual Freedom Statement fosters support for the academic community through all legitimate means in defense of intellectual freedom.

B. Professional Library Standards

a. Higher Learning Commission (HLC) Policy Title: Criteria for Accreditation

http://policy.hlcommission.org/Policies/criteria-for-accreditation.html

Clark State Community College is fully accredited by the Higher Learning Commission (HLC). Criterion 3.D.4 in “The Criteria for Accreditation” requires that the institution provide to students and instructors the infrastructure and resources necessary to support effective teaching and learning.
b. American College and Research Libraries (ACRL) Standards For Libraries in Higher Education

http://www.ala.org/acrl/standards/standardslibraries

The ACRL Board of Directors approved these standards in October, 2011. The standards are intended to apply to libraries supporting academic programs at institutions of higher education.

C. Statements on the Copyright Law

Clark State Community College adheres to the provisions of the U.S. Copyright Law and related guidelines, and has established an Administrative Rule (6HX-10-5.03) Copyright Law Compliance and Administrative Procedures (4.07) Copyright Compliance regarding compliance by college employees and students.

D. Resource Sharing

As needed, Clark State Library borrows materials it does not own from other libraries through OhioLINK. Although these arrangements provide access to additional materials, they do not release the Library from its responsibility to provide adequate resources for the College community. Resource sharing impacts collection development in that a purchase may be indicated if a particular item is borrowed frequently by patrons through interlibrary loan.

E. Clark State Community College Library – Clientele

Clark State Library provides the College community with organized collections of print and electronic resources. The broader community has access to these resources as defined in reciprocal borrowing agreements, cooperation agreements and community borrower procedures.

F. Selection Process

Clark State librarians use the professional literature and other appropriate sources to identify and requisition resources in support of current and anticipated patron needs. The literature and sources allow librarians to systematically determine the currency, quality, value and usefulness of those items selected for the collection.

a. Responsibility

Librarians have the task of determining what materials the patrons want or need and are responsible for the scope and content of the collections. Therefore, the responsibility for coordinating and recommending the selection and purchase of library/learning resources materials rests with the librarians.
b. **Recommendations**

The librarians’ most valuable assistants in the selection of materials are members of the teaching faculty. Input should be encouraged with the understanding that all recommendations must be approved by the librarians before purchase and that budget constraints may limit the number of items that can be purchased. Consideration will also be given to recommendations from administrators, staff, students, and members of the community. If it is determined that the materials are appropriate for the collection and if the budget allows, the materials will be recommended for purchase.

c. **Selection Guidelines**

Due to limited funding, Clark State Library will adopt a just-in-time model of collection development geared towards purchasing reading materials within a priority of needs designed to satisfy the information and educational needs of the students, faculty and staff of CSCC in a cost-efficient manner. The hierarchy of needs is listed as follows from highest to lowest:

1. **Programs Under Review For Accreditation**
   A program’s ability to obtain and/or retain accreditation is crucial to the success of the College as a whole. To satisfy the needs of the accrediting bodies on a departmental level, Clark State Library will devote 75% of its available funding within its book budget to the purchase of reading materials to support programs coming up for accreditation within a given fiscal year. If there are no programs coming up for accreditation within a given fiscal year, then funding will be allocated towards purchasing reading materials for the top twenty most enrolled courses at CSCC.

2. **Top 20 Most Enrolled Courses/Top 5 Majors**
   Through information provided by the Office of Institutional Research, the top twenty most enrolled courses and the top five majors at CSCC were identified, quantified and provided to the staff of Clark State Library. As a secondary priority for collection development, it is believed that student’s attending these courses would be better served with collections targeted to support their course work. During fiscal years in which programs are undergoing accreditation, 15% of allocated funding will be devoted to this secondary priority. During fiscal years in which programs are not undergoing accreditation, 75% of allocated funding will be devoted to this priority area.

3. **Individual Requests By Students, Faculty and Staff**
   Meeting the individual information needs of students, faculty and staff at CSCC is both a long-standing tradition and a priority at CSCC. However, budgetary constraints have forced requests for reading materials of this nature to be made a tertiary priority. During fiscal years in which programs are undergoing accreditation, 10% of allocated funding will be devoted to this priority area. During fiscal years in which programs are not undergoing accreditation, 25% of allocated funding will be devoted to this priority area.
i. General Selection Criteria

Clark State Library uses the following criteria in selecting materials for their collections:

(1) Materials shall support and be consistent with the vision and mission of the College.

(2) Materials shall support the curriculum of the College community.

(3) Materials shall meet high standards of quality in currency, factual content and preservation.

(4) Materials shall be appropriate for the subject area and for the emotional development, ability level, and social development of the students for whom the materials are selected.

(5) Biased or slanted materials may be provided to meet specific curriculum objectives.

(6) Materials chosen on controversial issues will be selected representing various views in order to maintain a balanced collection.

(7) Physical format and appearance of materials shall be suitable for their intended use.

ii. Electronic Formats

In addition to such conventional collection development criteria as scope, content and purpose, the following guidelines should be considered:

(1) Product design, functionality and ease of navigation.

(2) Connectivity.

(3) Cost, including equipment availability and printing requirements.

(4) Technical support of the product.

(5) Availability and content of databases provided through the Ohio Library and Information Network (OhioLINK) and other resources.

(6) Impact on public service operations.

iii. Archives

The Clark State Library contains an archive which is kept separate from the rest of the collection. The content of this Archive is determined by the librarians and set aside because of format, subject matter and for purposes of preservation.
iv. Gifts

It is the prerogative of Clark State librarians to accept or reject any gift. The librarians retain the right to examine gift materials before acceptance. They also retain the right to dispose of gift materials, in an appropriate manner.

v. Collection Evaluation

The collection of Clark State Library is routinely evaluated. Evaluation is necessary to determine whether the collection is relevant to the needs of students, faculty and staff.

G. Weeding Process

Building a viable collection is a dynamic process that includes deselecting obsolete, worn or damaged materials, or items no longer relevant to the curriculum. Weeding is the process of discarding materials of all formats that are no longer of value.

a. Responsibility

Although instructional faculty should be encouraged to provide input, the librarians have ultimate responsibility for the removal of any library/learning resources materials.

b. General Criteria to Weed Materials

(1) Materials in poor condition. If heavily used, they should be replaced—or, if possible, repaired.

(2) Duplicates no longer needed.

(3) Older editions that have been replaced by newer ones.

(4) Materials that have not circulated for three to five years and are not classics.

(5) Materials that contain outdated or inaccurate factual content.

(6) Materials that no longer support curriculum.

(7) Materials that are no longer needed.

c. Disposal of Materials

Once removed from a campus library collection, material will be disposed of in the following priority:
(1) Dispensed to another campus library or group at the College

(2) Offered to Better World Books, Inc.

(3) Discarded at the discretion of the campus librarian(s)

H. Procedure for Challenged Materials

On occasion, someone may question or challenge the suitability of certain materials found in the College collection.

A Library patron who approaches a staff member with such a challenge or question will be referred to the Director of Library Services.

The Director of Library Services will meet such questions appropriately with reference to these Collection Development Policy guidelines, including the Library Bill of Rights and/or Freedom to Read statement.

If a patron wishes to challenge formally the Library’s inclusion of an item, he/she will be directed to submit their challenge in writing to the Director of Library Services.

Written challenges about any Clark State Library item will be referred to the Director of Library Services on the campus where the item is housed.

A challenge of any item will be discussed by the library staff. The complainant will receive a written response indicating the Library’s position and action planned or taken.

In the interim, the challenged material will not be removed from its usual place in the collection.

I. Review of Collection Development Policy

The Clark State Community College Collection Development Policy is a product of the entire library staff. It will be reviewed and revised as necessary to reflect the changing information environment, financial status and educational needs of the College.¹

¹ The collection development policy of the Clark State Community College Library was inspired by the following document: HCC Library Cluster, Collection Development Policy for HCC Libraries (Tampa: Hillsborough Community College, 2005).