

<b>GATEWAY COMMUNITY AND TECHNICAL COLLEGE</b>	<b>Identification No.</b>	<b>Page Number</b>
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**Instructions:** Boxes above will be completed by I.E. For items below place cursor on gray area and type requested information. Initially it may be easiest to think about procedures you follow to get things done, then look for the policy requiring the procedure. Revised 2/21/02

**Title of Policy: Library Collection Development**

1. **Policy statement or reference: KCTCS Regents Policy 4.1.1.3.5; KCTCS Administrative Policy 4.1.3.2**

2. **Overview:**

The purpose of this Collection Development Policy is to support, enrich and help meet the needs of the educational programs of Gateway Community and Technical College through the interaction of librarians and other members of the college, and to provide guidelines for building the collection of educational resources.

The primary mission of the Gateway Community and Technical College Library and Information Services is to support all the campuses and their respective programs. The Library and Information Services is a hybrid library providing access to digital and print information, and fostering life-long learning skills essential for the college community to succeed in the information intense environment of the 21<sup>st</sup> century. The Library has embraced new information technologies and cooperative relationships with regional academic and public libraries in order to serve its clientele in the most efficient and cost-effective way possible.

3. **Responsible Party: Director, Libraries and Information Services**

4. **Procedures:**

**Clientele**

- The primary clientele are the faculty, staff, and students of Gateway Community and Technical College.
- Students, faculty, and staff engaged in off-site programs are supported primarily by being given electronic access to Gateway Community and Technical College and cooperative libraries' holdings.

**Clientele Needs Assessment**

The librarians act as liaisons to the Gateway Community and Technical College divisions and request the resource needs to support the curriculum.

## **Scope**

- The scope of the core collection includes computer aided drafting, industrial maintenance technology, manufacturing engineering technology, MIT: Engineering technology, air conditioning technology, auto body (collision repair), automotive technology, business administration, construction carpentry technology, cosmetology, education, interdisciplinary early childhood education, machine tool technology, office systems technology, plumbing technology, welding, criminal justice, health and wellness technology, medical information technology program, nursing, medical assisting, medical administrative services, diesel technology, electrical technology, emergency medical technician, information technology, and visual communication.
- The majority of the collections are available to the clientele through cooperative borrowing agreements with Northern Kentucky University and Thomas More College.
- The Library commits to constant evaluation of library collections on an annual basis by reviewing and analyzing the collections of cooperative libraries with the GCTC Division and Program Chairpersons.
- The Library continues to revise and expand the scope of the collection and coverage as the educational needs change.

## **Types of Resources**

- The Library's collections include printed materials and electronic resources, including databases, eBooks, eJournals, and electronic reference sources.
- The reference collections in the library include almanacs, encyclopedias, dictionaries, organizational directories, atlases, style manuals, and college test preparation resources.

## **Resource Sharing**

The Library cooperates with regional libraries and has developed agreements with Northern Kentucky University, Thomas More College, SouthWest Ohio and Neighboring Libraries (SWON), and Kentucky Community and Technical College System (KCTCS) to support the information needs of the faculty, staff, and students. The agreements, which are evaluated at the end of spring semester annually, encompass cooperative cataloging, interlibrary loaning, and collaborative purchasing of media and electronic databases.

## **Selection Responsibility**

The librarians, program chairpersons, and division chairs are engaged in the initial responsibility to select resources. The ultimate responsibility resides with the Library Director.

## **Selection Criteria**

The criteria used to select resources are as follows:

- *Research and College Libraries: Resources for College Libraries* published by the American Library Association
- Kentucky Community and Technical College System 4.1.1.3.5 Policy on Library Collection
- Resources support, and are consistent with, the Library's mission and goals.
- Resources are chosen to support the curriculum and educational programs.

### **Collection Evaluation and Assessment**

- The Library continuously evaluates the needs of the collection. Statistics, such as circulation reports, electronic database searches, and volume counts, are used as tools. Faculty, staff, and student input are also used in the evaluation process.
- On an annual basis, the evaluation process starts in February and is completed by August 1<sup>st</sup> with the librarians' assessment of the collections within the institution and cooperative libraries. Assessment reports are delivered to the Division and Program Chairpersons for feedback and recommendations which are due by August 31<sup>st</sup>. Orders for the recommended and approved materials are processed by the Director of the Library in September.

### **Weeding**

- Materials are weeded if they are used to support obsolete programs, or are worn, out-of-date, incorrect or damaged.
- Weeded materials will be replaced if there is:
  1. sufficient need
  2. historical value
  3. updated, newer or revised materials that better replace the weeded
- The Library, in collaboration with Northern Kentucky University and Thomas More College, suggests weeding 5% of the collections based on the recommendation of the American Library Association.
- The Library recommends that the divisions and programs review and weed the collections on the program level in the spring and summers semesters annually. The Library also recommends that each program updates its collection index with the Library by August 31<sup>st</sup> annually.
- The reference collections in the libraries on the Boone, Covington, and Edgewood campuses are reviewed annually in the spring semester and weeded by August 31<sup>st</sup>.

### **Policy Review and Revision**

The Collection Development Policy is renewed and revised on an annual basis at the end of Spring Semester by the Library and the Library Advisory Committee.