



**LEARNING RESOURCES CENTER COLLECTION DEVELOPMENT  
Procedures**

**1. Requests for purchase**

All patrons are encouraged to make recommendations for purchase to the Library. Item Purchase Request forms are available online (Appendix C). Teaching faculty and adjuncts are especially encouraged to recommend items for purchase and to incorporate Library materials into their course instruction.

**2. Guidelines for selection**

The first priority will be to provide students items that support curricular instruction. Materials supporting specific courses will take precedence, and materials supporting standard academic subjects in a broader way will have secondary priority. General interest reading material will be purchased at a lower priority level. The general selection criteria are below:

- Relevancy to the college's curricula
- Response to reference requests/questions
- Holdings of earlier editions
- Currency and accuracy of information
- Quality of the content
- Timeliness and importance of information
- Author/Artist/Composer's reputation and significance
- Availability of other material on the subject in the library, in other campus or area libraries, and formats
- Predicted likelihood of use by students and/or faculty
- Recommendation in standard reviewing sources
- Inclusion of the title in standard bibliographies or lists
- Price and demand
- Recommendation from a member of the college community
- Scope and depth of subject coverage
- Format, including ease of use, accessibility, and quality
- Reputation of publisher, producer, and vendor
- Duplication – single copies per campus are normally collected unless there is a need for multiple copies
- Special features, uniqueness
- Terms or conditions attached to the item that affect use (copyright, licensing, public

- performance rights)
- Materials created for or resulting from College events, with permission

### 3. Types of collections

- a) *Books*: The library will direct a small portion of its budget to purchase bestselling and recommended titles from *The New York Times*, *NPR*, and similar media in order to meet the leisure reading needs of the College community. For all book purchases, hardbound format is preferred to paperbound unless material is judged to be transitory or cost prohibitive. The selection criteria for bestselling and recommended titles are below:
  - Present and potential relevance to community needs
  - Suitability of subject and style for intended audience
  - Cost
  - Importance as a document of the times
  - Attention by critics and reviewers
  - Potential user appeal
  - Requests by library patrons
  - Reputation and significance of the author
  - Currency
  - Representation of diverse points of view
  - Sustained interest
  - Relevance and use of the information
  
- b) *Serials*: The library will supplement the existing serial collection with serials of high reading interest that fill curricular needs and/or are not available through the College's consortiums. The selection criteria for supplemental serials are below:
  - Support of academic programs
  - Suitability for intended audience
  - Uniqueness of subject coverage
  - Cost, including rate of price increases, cost of storage, and/or access costs
  - Professional reputation
  - Usage or projected usage
  - Accessibility within resource sharing groups, consortia, and/or through document delivery or courier services
  - Full-text availability via electronic access
  
- c) *Databases and Digital Subscriptions*: While an extensive selection of full-text online serials and other resources are made available through VIVA (The Virtual Library of Virginia) and the VCCS, the library supplements consortial resources by purchasing and/or subscribing to databases, eBooks and streaming video collections that meet curricular needs. The selection criteria for database and digital collections are below:
  - Support for academic programs
  - Demand or anticipated usage
  - Request of faculty
  - Price
  - Accessibility features

- d) *Technology*: The library provides general technology to students and faculty for curricular use, including laptops and WiFi hotspots. When the library is purchasing or provided funds for specific technology, the selection criteria below are used:
- Support for curricular needs and activities
  - Demand
  - Available budget
  - Accessibility features
  - Cost to student
- e) *Textbooks*: Textbooks may be purchased to provide a general introduction to a topic. Textbooks currently used in College courses will be purchased for high enrollment courses, and faculty are encouraged to place course textbooks and other materials on reserve in the library. The selection criteria for textbooks are below:
- Permanent or timely value
  - Accurate and current information
  - Demand for item
  - Request of faculty
  - Anticipated maintenance
  - Accessibility of information
  - Availability of format
- f) *Archival Materials*: The library maintains a collection of archival materials related to the college and the communities it serves. These materials include but are not limited to photographs, audio/visual materials, college catalogs, event programs, books and other printed materials, artwork, and miscellaneous items of historical value. Items are kept in the Bill Remington Archives room at the Middletown campus and can be viewed upon appointment. A small repository is maintained at the Fauquier campus library.

#### 4. **Collection Timeline**

Timelines for purchasing material will vary depending on demand and interest in the subject, as well as the currency of the information provided. Some collections will require heightened collection maintenance in the form of weeding and purchasing new editions.

#### 5. **Communication**

Library staff will communicate with departments at least once every two years to discuss resource needs, areas of collaboration, and matters of collection development.

#### 6. **Donated materials**

The library welcomes donated materials that support the teaching, research, and general needs of the College community. The library reserves the right to determine retention, location, and other considerations relating to use of donated items. The library will review donated collections and keep those materials meeting the needs of the College. The selection criteria for donated materials includes:

- Relevance to the academic mission and programs of the college and the library

- Appropriateness of content, currency, and format with regard to existing library collections
- Potential usefulness
- Anticipated usage
- Conditions of material and potential costs of maintenance
- Accepted materials will be cataloged and placed in the appropriate library collection for use by the college and community. Materials not accepted for the library collections may be offered to other academic or public libraries, placed in the library's book sale, or discarded.

## **7. Collection Maintenance**

To maintain a relevant and up-to-date collection, the library will evaluate sections of the collection and identify items to withdraw every 1-2 years, depending on the content area. Items may be withdrawn because of condition, lack of use, or because they contain outdated or incorrect information. Items may be replaced, either by a new copy or edition of the same work, or by another more recent work that is similar. Replacement will be determined on a case-by-case basis. When subjects are no longer relevant to the curriculum they will not be replaced.

## **8. Intellectual Freedom and Complaints**

The Library upholds the principles of the American Library Association's "Library Bill of Rights" statement (Appendix B). The library strives to select materials representing multiple sides of various issues. The goal is to provide materials representing diverse viewpoints in support of the College's academic offerings and to suit the varied backgrounds of students, faculty, and staff.

Because of this, some materials acquired may deal with topics or present points of view considered controversial by certain groups or individuals. If any user has a complaint regarding library materials, they may fill out a "Learning Resources Materials Comment" online form available on the library website (Appendix C). The Director of Learning Resources will review the form as chair with an ad hoc committee to make a decision regarding the challenged material. The complainant will receive an email informing them of the decision within 60 days.

### ***Document History:***

*Approved: VP of Learning, April 2005*

*Revised: 2007*

*Revised: Kim Blosser, November 2016*

*Revised: Anne Davis, December 2021*

## Appendix A: Item Purchase Request Form

### Item Purchase Request

Name:

Email:

Your Campus: Middletown\_\_\_ Fauquier\_\_\_ Luray\_\_\_ Online\_\_\_

Are you: Student\_\_\_ Faculty\_\_\_ Staff\_\_\_ Community\_\_\_

Date needed by: \_\_\_/\_\_\_/\_\_\_

Item Type: Book\_\_\_ Audiobook\_\_\_ Journal/Magazine\_\_\_ Film\_\_\_ eBook\_\_\_ Digital Film\_\_\_

ISBN:

Author:

Title:

If you are faculty, is this material intended to support a specific college course?

If so, which course?

Is this material intended to be put on course reserve?

If the library purchases the item, I would like to be notified when it arrives. Yes\_\_\_ No\_\_\_

## **Appendix B: The Library Bill of Rights**

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

*Adopted June 19, 1939, by the ALA Council; amended October 14, 1944;  
June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980;  
inclusion of "age" reaffirmed January 23, 1996.*

## Appendix C: Learning Resources Materials Comment Form

Laurel Ridge Community College has delegated the responsibility for concerns and comments about library resources to an ad-hoc committee chaired by the Director of Learning Resources. Reconsideration procedures have been established to address concerns about those resources. If you wish to request reconsideration of library resources, please fill out the online form found on the library's FAQ page.

<https://lfcc.libwizard.com/f/comment>

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

Email: \_\_\_\_\_

Phone \_\_\_\_\_

Do you represent Self?  Organization?

Organization: \_\_\_\_\_

Resource on which you are commenting:

Book/eBook

Film

Display

Magazine

Audio Recording

Newspaper

Digital Resource

Other \_\_\_\_\_

Title \_\_\_\_\_

Author/Producer \_\_\_\_\_

1. What brought this resource to your attention?
2. Have you examined the entire resource? If not, what sections did you review?
3. What concerns you about the resource?
4. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?
5. What action are you requesting the committee consider?

*Revised by the American Library Association Intellectual Freedom Committee  
June 27, 1995*