

# NWCC Libraries

## Collection Development Policy

### Mission

Northwest Mississippi Community College Learning Resource Centers (libraries) are learner-focused resource centers that strive to enrich and support members and programs of the college and our communities. The LRCs support instructional, institutional, personal, and community success by providing diverse collections of resources that reflect current college and community needs, creative methods of instruction, and quality programming. We strive for excellence in all areas of service and to treat all with respect and integrity by:

- Selecting print and electronic materials which support the curriculum and programs of the college;
- Providing assistance to students, faculty, staff, and the community to meet their research and recreational needs;
- Providing information literacy instruction to help students develop and use critical thinking skills;
- Providing onsite and remote access to library resources to students, faculty, and staff;
- Promoting continuous learning through educational and recreational programs and instruction;
- Providing study areas, computer labs, and meeting rooms for students, faculty, and staff.
- Providing diverse print and electronic collections which offer multiple viewpoints.
- Defending the intellectual freedom of our college community to read, seek information, and speak freely as guaranteed by the First Amendment.

## **Principles**

The library faculty and staff welcome all patrons and provide access to materials representing the college's diverse population. We encourage diversity, equity, and inclusion through our collections, programs, and services.

The NWCC library faculty and staff will

- Treat all patrons and each other with respect;
- Behave in a professional manner;
- Promote a positive and welcoming environment that is conducive to learning;
- Promote a love of reading and lifelong learning.

## **Selection**

Selection of materials does not imply endorsement of the contents or views expressed in those materials. Materials are selected based on current and anticipated needs of students, faculty, and staff. Selections are made primarily by the librarians at all three campuses, with each campus having a separate budget with which to purchase print materials. All libraries share a common budget with which electronic materials are purchased and shared.

To aid the librarians in the acquisition of materials, professional reviews and other sources are used to aid in the selection of quality materials. In addition, as the budget permits, every effort is made to honor faculty, staff, and student requests for purchase. If the budget does not permit or if the item does not meet the library's criteria for selection, librarians reserve the right not to purchase. A purchase request form is available on the library website and may be completed at any time.

### **Guidelines for Selection:**

Materials are selected based on the following criteria:

- Support the curricula and programs of the College;
- Support the instructional needs of the faculty;
- Support current or future activities of the College or the library;
- Recommendations from faculty, staff, and students;
- Provide for the personal and recreational needs of the students, faculty, staff, and community;
- Favorable reviews in the professional literature;

- Featured on best-seller lists, award winners, or top reviews in the professional literature;
- Information is accurate;
- Information is timely;
- Information is relevant to the College's current needs;
- Provides content which fairly and accurately represents diverse populations and viewpoints

### **Items included in the library's collection**

#### **Books**

##### **Fiction**

Young adult novels--books on the YALSA best books list, those recommended by students, and those that have been favorably reviewed in the professional literature or have received an award (Printz; Coretta Scott King; Pura Belpre; Newbery, etc.).

Children's books--those books written for children between the ages of preschool and second grade; books which support the college's early childhood development program, those requested by the NWCC community, or those that have received an award (Caldecott; Newbery; Coretta Scott King; etc.).

Adult fiction--classics, those appearing on the *New York Times* Bestseller list or are favorably reviewed in the professional literature, or are recommended by faculty, staff, or students.

##### **Nonfiction**

Materials acquired by the Northwest Mississippi Community College Libraries should reflect resource needs to support the mission of the College. In general, the collection development of nonfiction books will reflect one or more of the following:

- Curricula support
- General information
- General or specialized professional growth
- Cultural enrichment
- Extracurricular interests

For each program and pathway of study, the library seeks to maintain a collection of books concerning:

- the subject as a whole
- narrower divisions of the subject where courses are offered
- other important divisions related to the subject

The emphasis is on acquiring new or current titles, although significant retrospective titles may be acquired if they reflect curriculum needs or interests of members of the college community.

Library employees select new titles based on professional reviews, bestseller lists, faculty and staff recommendations, and patron requests. Nonfiction titles are purchased in support of such student activities as the writing of research papers, secondary reading, and the completion of class assignments. Book acquisitions are based on the following criteria, although each title does not need to meet all of the criteria.

General selection criteria for nonfiction books:

1. Importance/relevance to the curriculum
2. General reference and research needs
3. Contribution to breadth or depth of the collection
4. Reviewed in relevant review media
5. Patron needs, including requirements of special population
6. Faculty recommendation
7. Timeliness of information
8. Depth of coverage and adequacy of scope

(Sources consulted:Carroll Community College, Mesa Community College, Navarro College)

## **Graphic Novels**

Graphic novels are defined as “book length collections of sequential art containing a single story, or a set of interrelated stories” (YALSA). Criteria for selection include reviews, quality, awards, patron demand, and popularity of similar works.

## **Media**

Our current collection of media includes DVDs, video games (Senatobia campus only), board games, realia, and guitars (Senatobia campus only). Media are selected by

librarians using professional and popular reviews, awards, and recommendations from faculty, staff, and students to support curricula and extracurricular interests.

## **Technology**

Technology, such as our current collection of iPads, 3D Printers and pens, hotspots, and laptops are purchased for each Learning Resource Center to provide additional opportunities for learning and to lessen the digital divide for our Northwest community. Training sessions by librarians may be required before use of some items in our technology collection so that our community will use these items safely and effectively. As technology becomes obsolete, these items will be removed according to our weeding guidelines. As new technology is created, updated versions of obsolete items and new items that will support the Learning Resource Centers' mission will be purchased as our budget allows.

## **Newspapers/Periodicals**

- The Northwest libraries collect local newspapers from communities in our 11-county region, in addition to the *Commercial Appeal* (Memphis), the *Clarion Ledger* (Jackson, MS), and *USA Today* (national news coverage).
  - Most papers are in print format only.
  - Only the most current issues are maintained by the libraries.
  - The *Clarion Ledger*, *Commercial Appeal*, *Calhoun City Journal*, and the *North Mississippi Herald* are available in both print and electronic formats.
  - *Proquest Global Newstream* is available electronically for national and international news coverage.
- Popular periodicals are collected in all three libraries in print format, with most academic journals available electronically through the library databases.

## **Electronic Resources**

### **Introduction**

Electronic resources are of increasing importance to faculty and students. With the rapidly growing body of electronic information, what is universally available must be considered in relation to what should be available on Northwest Mississippi Community College campuses. It is therefore clear that successful collection development, regardless of media, will reflect academic priorities already established at the campus

level. The library is committed to taking a leadership role in collaborating with academic departments in providing electronic resources to support instruction and research.

### **General Selection Criteria**

1. Electronic resources should fall within current collecting guidelines as described in the collection development policy as well as other appropriate guidelines.
2. All electronic resources should be relevant and appropriate to the library user community and reflect current academic needs and the college's mission. Consideration should be given to electronic resources that provide coverage of underrepresented or high-priority subject areas.
3. In the selection of electronic resources, the availability of appropriate hardware and software should be considered. If additional software needs to be acquired to run the product, this factor should be noted.
4. If the electronic resource duplicates another resource already available in the library, the proposed electronic resource should offer some value-added enhancement; for example, wider access or greater flexibility in searching. If a product changes format, the library should reevaluate and make a selection/retention decision.
5. In addition to the cost of the product, if any, the following hidden costs need to be considered: licensing fees, hardware, software, staff training and continuing education, duplicating support materials, updates, maintenance, cost of additional simultaneous users, and any other costs.
6. Due to the ever-changing environment of electronic resources, each electronic resource will be reviewed annually by the Northwest librarians, with consultations from Northwest teaching faculty.
7. The product should be "user-friendly," that is, provide ease of use and guidance for the user via appropriate menus, help screens, or tutorials.
8. The product should equal or improve the quality of library resources.

### **Licensing**

The library will negotiate and comply with vendor licensing agreements.

### **Copyright**

The library will comply with the existing United States copyright laws and guidelines.

## **Other Materials**

- The reserve collection mainly consists of books which are donated by faculty and can include journal articles or videos. Each semester, faculty may designate required reading/viewing materials to be made available for students in the library. Materials must be checked out and used in the library for a limited period of time.
- The reference collection is designed to meet the basic research needs of the students. Reference resources of all types and formats and are selected by using current awareness tools to support the curriculum.

All other materials that are requested for reserves will be taken under consideration based upon the library's collection and the library's budget.

### **Items the library does not collect**

- Audiobooks
- Out of print material
- Outdated technology (VHS, vinyl records, cassettes, etc)
- Textbooks--the libraries do not typically purchase textbooks; however, instructors may donate a copy of their class text to be placed on reserve.
- Workbooks or lab manuals

## **Gifts/Donations**

The library receives donations in the forms of books, audiobooks, and videos occasionally. The gifts are reviewed and those that meet the selection criteria are added to the collection. If a branch receives a duplicate copy, the gift may be forwarded to another branch to be added to its collection. Items not meeting the libraries' selection criteria may be donated to other departments of the College or to local Friends of the Library groups, or properly discarded. The Northwest librarians will determine the disposition of all donated items.

## **Weeding of Library Materials**

The Northwest Learning Resource Centers uses the CREW method of weeding to keep our library collection up-to-date and relevant for our Northwest community. Materials that no longer meet the needs of our Learning Resource Centers will be systematically

withdrawn according to the accepted professional practices described in the publication, CREW: A Weeding Manual for Modern Libraries.

Following the CREW's guidelines for weeding, the Northwest Learning Resource Centers:

- withdraws items from our collection with inaccurate, outdated, or obsolete content.
- withdraws items that are damaged or in poor condition.
- withdraws items that have not been used over a significant period of time.

### **Weeding Procedures**

Each library will:

- Assess inaccurate, outdated, and obsolete library items by content or format. Items that no longer follow our selection criteria will be removed. Updated library items in that subject area may be purchased if needed in the library's collection. Items that require obsolete technology or technology that is no longer available will be removed.
- Examine library items for damage and remove those that are in poor condition, such as mold, water damage, torn pages, and other conditions that would make the library items unusable. Duplicate or updated copies of the damaged items may be reordered if they are still needed in the library's collection.
- Identify and remove library items that have not circulated in a significant period of time using circulation data, except for those items that may not circulate frequently but are still needed in the library's collection.

### **Reconsideration of Materials Policy and Procedures**

#### **Challenges to Library Materials**

- Only current employees or students of Northwest Mississippi Community College may challenge library materials.
- All challenges are limited to one item at a time.
- All challenged materials will remain in circulation while the reconsideration process is taking place.

## Procedure

- Complaints about library materials should initially be referred to the Library Director at the Senatobia campus or the Head Librarian at the DeSoto and Oxford campuses.
- The Library Director or Head Librarians will contact the patron within two weeks after the complaint is received.
- If the issue is not resolved after speaking with the Head Librarian at the DeSoto and Oxford campuses, the complaint will be referred to the Library Director.
- The Library Director will attempt to resolve the issue through a discussion and explanation of the selection policy and reasons for including the item in the collection.
- If the issue cannot be resolved, the patron will be given the opportunity to fill out a request for consideration form (see below).
- The item will remain in the collection while it is being reviewed.
- A committee of three librarians will review the complaint and the Library Director will respond to the patron within 21 working days.
- The response will include reasons why the material was included in the library's collection, and if the item is to remain in the library, be removed from the collection, or be replaced with a newer edition. References to reviews of the item and statements from the Library Bill of Rights regarding intellectual freedom may also be included.
  - American Library Association's Library Bill of Rights:  
<https://www.ala.org/advocacy/intfreedom/librarybill>
- If the issue cannot be resolved at this level, the patron may appeal to the Associate Vice President of Academic Instruction.

**Northwest Mississippi Community College Libraries**

**Request for Reconsideration of Materials Form**

The NWCC Libraries have established a materials selection policy and a procedure for gathering input about particular items. Completion of this form is the first step in that procedure. If you wish to request reconsideration of a resource, please return the completed form to the library director at

Melissa Wright; R. C. Pugh Library; 4975 Hwy. 51N; Senatobia, MS; 662-562-3277; [senatobialibrary@northwestms.edu](mailto:senatobialibrary@northwestms.edu)

**Your name:**

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Date: \_\_\_\_\_

**Campus library where the item is located:**

\_\_\_\_\_ Senatobia

\_\_\_\_\_ DeSoto

\_\_\_\_\_ Oxford

1. Resource on which you are commenting: \_\_\_ Book (e-book) \_\_\_ Movie \_\_\_  
Magazine \_\_\_ Audio Recording \_\_\_ Digital Resource \_\_\_ Game \_\_\_ Newspaper \_\_\_  
Other Title

Name of Material: \_\_\_\_\_

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

2. What brought this resource to your attention?

3. Have you read or viewed the entire resource? If not, what sections did you review?

4. What concerns you about the resource?

5. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?

6. What action are you requesting the committee consider?

(Adapted from American Library Association  
<https://www.ala.org/tools/challengesupport/selectionpolicytoolkit/sampleforms>)