

## **Purpose**

The Victoria College Library Collection Development Policy exists to guide the library in the acquisition of quality, relevant new materials as well as in the decision on which materials to retain in the collection so that it supports the library in its mission.

## **Philosophy**

The library will select quality items to support the instructional programs of the college and will make these available to all members of the college community until such a time as it is determined they should no longer be retained. Library staff select materials that are of interest and use to Victoria College (VC) students, faculty, and staff. Items are selected by the Library Director who requests and considers all input from faculty, as well as recommendations from other VC community members.

The VC Library supports the concept of intellectual freedom and upholds the principles of the American Library Association's "[Library Bill of Rights](#)," "[Freedom to View](#)," and "[Freedom to Read](#)" statements. The library strives to select materials representing a variety of viewpoints on major issues.

## **General Priorities**

The collections of the VC Library exist to make scholarly materials available to the greater college community in an effective way. The VC Library's collection falls into the following four categories:

- VC Library-owned circulating materials at the VC Library
- VC Library-owned non-circulating materials at the VC Library
- Library-licensed electronic materials housed at UHV.edu
- Physical reserve items owned by either a faculty member or the library housed at the VC Library

VC community members have full privileges at the UHV Library through an MOU. This includes access and checkout privileges to their collections both at UHV University Commons and in Remote Storage; therefore, sometimes the VC Library will choose not to purchase an item if it is already available through UHV. However, if there is a perceived instructional need, the library will sometimes purchase a duplicate copy of a work held by UHV. For the same reason the VC Library will sometimes hold multiple copies of the same work.

## **Selection Criteria**

Aspects of a title that the library will consider before purchase are

- Relevance to the college curriculum
- Fit/existing coverage in the Library's current holdings
- Authority and reputation of author and/or publisher
- Evaluation of title in recognized critical reviews
- Appropriate level
- How current/permanent the material is
- Demand
- Format
- Price
- Whether it supports areas of local interest and/or history

The above selection criteria are also used during the reorder review process to determine whether or not to replace damaged or missing items during the withdrawal process.

### **Selection Tools**

The materials section tools include but are not limited to the following:

- *RCL*
- *New York Times Book Review*
- *Choice*
- *Library Journal*
- Faculty/Staff Recommendations
- ILL Request List
- Publisher's Catalogues

### **Gifts**

All gifts to the library are accepted with the stipulation that gifts become the Library's property. As such, they are subject to the same review process as all other library acquisitions and may be retained or discarded as seen fit. The library cannot appraise donated items for tax purposes.

### **Requests for Reconsideration**

The Victoria College Library supports the curriculum of the college as well as the ability of students and faculty to explore topics in depth. As a consequence, the library seeks to select materials representing all sides of various issues, and some materials in its collection may be considered controversial by certain groups or individuals. To request an official review, patrons may submit a [Request for Reconsideration](#) form, which will be reviewed by the Library Director and the Library Materials Reconsideration Committee. The complainant will receive a written copy regarding the decision of the challenged material.

### **Weeding**

The library director reviews materials recommended for discard. Faculty may be consulted for input on decisions within their curricular area. Weeding should be done continuously and the collection evaluated to determine the relevancy of older materials in the collection. Final decision for removal and disposal is the responsibility of the Library Director.

General criteria for weeding:

- Outdated items
- Worn or damaged items that cannot be repaired at reasonable cost
- Superseded editions
- Outdated, inaccurate items
- Obsolete formats
- Unnecessary duplications
- Items that rarely circulate
- Items that do not add value to the collection

Items that cannot be located with be marked as *In Trace*. If they have not been found or replaced in two years, they will be marked as *Withdrawn* and removed from the library's list of holdings.

Damaged or missing materials are not automatically replaced but are subject to a reorder review process. If the item still meets the criteria contained in the VC Library Collection Development Policy, an exact replacement or a new edition will be ordered, if available.

These guidelines may be modified where necessary to match the needs, goals, and mission of the library and VC.