Collection Development Procedure

Joliet Junior College Library

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1. Introduction and Background
   1.1 Purpose
   1.2 Service community
   1.3 Mission statement
   1.4 Goals of collection development

2. Selection
   2.1 General guidelines
       - Standards and ethical principles
       - Criteria for selection
   2.2 Specific types of materials
   2.3 Duplicates
   2.4 Donations
   2.5 Textbooks and Reserve Materials
   2.6 Faculty
   2.7 Patron Requests

3. Collection Maintenance and Evaluation
   3.1 Deselection
       - General Guidelines
       - Review of items proposed for deselection
   3.2 Preservation, conservation, and restoration
       - Repair
       - Replacement
   3.3 Evaluation of collection

4. Procedure approval, review, and revision
1. Introduction and Background

1.1 Purpose
The Joliet Junior College (JJC) Library strives to maintain an accurate, effective, and useful collection of materials for use by the overall College Community – with specific regard to the current curriculum and lifelong learning courses taught at the College. The JJC Library has a guided technical services workflow when purchasing materials to be included in the College's Library collection. These materials exist in a myriad of mediums; physical (books, CD's, DVD's, audiobooks, etc.) as well as electronic (databases, online publications, internal digitized content etc.).

The purpose of the Collection Development Procedure is to guide Library faculty in selecting, acquiring, evaluating, and maintaining Library materials across all JJC campuses. It is intended to ensure consistency of practice for developing the Library’s collections and to communicate to students, staff, faculty, and the public the guidelines informing the development of the Library’s collections. This procedure is subject to change as the programs and information needs of the College change.

1.2 Service community
Founded in 1901, Joliet Junior College is the first public community college in the nation. With an initial enrollment of 6 students, Joliet Junior College today annually enrolls over 30,000 students. The college offers pre-baccalaureate programs for students planning to transfer to a four-year university, occupational education leading directly to employment, adult education and literacy programs, workforce and workplace development services, and support services to help students succeed.

1.3 Mission Statement
Joliet Junior College enriches people's lives through affordable, accessible, and quality programs and services. The college provides transfer and career preparation, training and workforce development, and a lifetime of learning to the diverse community it serves.

In support of this, the Library serves the JJC community by promoting the ability to find, evaluate, and use information as an integral part of education in the liberal arts and sciences, lifelong learning, and workforce development.

1.4 Goals of Collection Development
The primary collection development goal of the library is to develop collections that support the
learning and teaching mission of the college. Additionally, the collection will reflect the core values of the college by supporting the activities, research interests, and intellectual pursuits of students, faculty and staff.

The Library will select materials in various formats, regularly evaluate its collections, and review procedures to ensure that Library collections are of a high quality and respond to the information and needs of JJC students, staff, and faculty. The Library also participates in resource-sharing agreements with the Consortium of Academic and Research Libraries in Illinois (CARLI), Reaching Across Illinois System (RAILS), WorldCat (OCLC), South Metropolitan Higher Education Consortium (SMHEC) and other consortia, which expand the range of materials available to the JJC community.
2. Selection policies

2.1 General Guidelines
The following guidelines help Library faculty in selecting appropriate and high quality materials for the Library’s collections:

- Relevance to the curriculum-based needs of students
- Relevance to instructional needs of faculty
- Literary, scholarly, artistic, and social merit
- Anticipated demand
- Currency
- Style and clarity
- Reputation of author and/or publisher

Purchased items that are connected to a general subject area, or specific academic program (e.g. English, Biology, Career and Technical, etc) will be identified and shared with both the program and documented in the vendor software platform. The documentation will allow for statistical analysis of materials being purchased, their use once purchased, and validity in the collection when materials are being weeded.

While the Library purchases materials that reflect and support the curriculum at the College, it is not the intention of the Library to assume purchasing responsibilities for those materials that are intended for exclusive use by a specific academic department. The library collection includes materials for the cultural and social enrichment of all students, faculty and staff.

2.2 Specific types of materials
Types of materials that the Library collects include (but are not limited to): non-fiction, fiction, graphic novels, electronic resources, music CDs and LPs, video/DVDs, and audio books.

2.3 Duplicates
A duplicate is defined as a copy of the same edition of a work. The Library does not normally purchase duplicates. However, exceptions will be made in cases where high demand is anticipated, a faculty member makes a request, or if Library faculty deem it necessary to acquire both non-circulating and circulating copies of a particular work.

Library faculty will select multiple formats of the same title when the material is tied to a grant or course-related program, or is in high student demand.
2.4 Donations
The Library welcomes and encourages donations. However, donated materials will be evaluated by Library faculty to ensure they are consistent with the collection development procedure. Donated materials also must not have any restrictions attached with regards to their disposition.

2.5 Textbooks and Reserve materials
In order to meet the needs of students who are unable to obtain textbooks, the Library maintains a small collection of textbooks. Specifically, the Library collects current editions of all textbooks used for all general education classes at Joliet Junior College from the academic department. This is a voluntary program that provides opportunities for interdepartmental collaboration. Additionally, the Library accepts donations of textbooks used in non-general education classes from academic departments. Librarians may select multiple copies of the same textbook when high demand is anticipated.

It is the responsibility of each librarian to secure these donations from their respective liaison academic departments. Superseded editions of textbooks will be placed in the general circulating collection or discarded at the discretion of Library faculty. Instructors who wish to place materials on reserve are responsible for obtaining them.

2.6 Faculty
All librarians participate in collection development efforts as a team. One librarian is designated by the Library faculty as the Coordinator of Collection Development to coordinate collection development efforts. Each librarian is responsible for sending title requests to this librarian.

Each librarian is assigned one or more academic departments for which that Librarian will act as a liaison. Each librarian has the responsibility to work with the department’s faculty to select appropriate materials in that area for the Library collections, including reviewing requests to purchase items either requested by the faculty in that department or materials that the faculty librarian sees as necessary for that academic area. Particular attention will be given to programs undergoing review or accreditation. Librarians will actively collaborate with student support services at the College in selecting Library materials.

Occasionally, teaching faculty may assist the Library by reviewing collections for the purpose of collection evaluation.

2.7 Patron Requests
Any patron may request materials for consideration of purchase.
3. Collection maintenance and evaluation

3.1 Deselection

Deselection (the removal of Library materials) is necessary for the maintenance of Library collections that are useful for the academic curricula and responsive to the needs of the JJC community. It provides quality control through removing materials that are outdated and/or physically damaged from Library collections. Librarians are responsible for engaging in ongoing deselection efforts and maintaining the quality of the collections.

3.1.1 General Guidelines

- Superseded editions
- Damaged materials that cannot be repaired or rebound, or for which the cost of repair exceeds the worth of the material to the collection
- Older materials in subject areas in which the currency of information is of particular importance (e.g., technology, business, sciences, health sciences). Exceptions may be made for materials whose content is considered to have historic value.
- Materials whose content is duplicated in other works in the collection

3.1.2 Review of items proposed for deselection

All items that are proposed for deselection must be submitted to all Library faculty for review. Withdrawn items will be recycled or donated in accordance with the sustainability efforts of the College.

3.2 Preservation, conservation, and restoration

Given the high costs associated with purchasing, processing, and housing library materials, the JJC Library acknowledges that efforts must be made to preserve them.

Routine decisions regarding preservation are made by a librarian.

All Library staff and faculty are responsible for bringing damaged materials to the attention of the Department Chair.

Materials that are to be rebound are handled by the Technical Services Department.

3.2.1 Repair

Damaged books in the collection will be re-bound by the Library staff if Library faculty desire to retain the book in the collection. When in-house repair is not possible, the item will be repaired or rebound commercially.
3.2.2 Replacement

Titles deemed necessary for the collection and are in poor condition will be reviewed for replacement (first preference) or binding. Librarians will also take into consideration the costs associated with replacements or binding.

3.3 Evaluation of collection

Continuous review of the Library collection is necessary in order to maintain a dynamic collection that is of interest and value to the JJC community. The collection will be evaluated to determine if it meets the above-stated objectives, how well it serves the needs of students and faculty, and how the collection should be further developed.

Tools and methods used to evaluate Library collections include:

- Circulation statistics of patron use
- Review of academic subject areas by teaching faculty
4. Procedure approval, review, and revision

This collection development procedure is effective once approved by the Vice President of Academic Affairs.

The procedure will be reviewed biennially by librarians to ensure the maintenance of a collection that reflects the information needs of the Joliet Junior College community. Subsequent revisions by faculty will be submitted to the Dean of Arts and Sciences and Vice President of Academic Affairs for approval.

Approved

Yes ☐ No ☐

Dean of Arts and Sciences Date

Yes ☐ No ☐

Vice President of Academic Affairs Date