

Library Collection Development Policy
S.C. O'Neal Sr. Library & Technology Center
Drake State Community and Technical College

I. Introduction

The Library Collection Development Policy provides comprehensive guidelines for selecting, acquiring, maintaining, and deselecting library materials at the S.C. O'Neal Sr. Library & Technology Center. This policy aligns with the mission of Drake State Community and Technical College and ensures that the collection remains relevant, comprehensive, and supportive of the college's curriculum needs. The library is committed to providing diverse, equitable, and accessible resources that facilitate academic success and lifelong learning for all college community members.

Although the library's staff is primarily responsible for the quality of the collection, the selection of new materials and the withdrawal of materials are collection development activities shared with the faculty and other members of the college community. Librarians, faculty, and administrators initiate most material requests. Students and other staff are also encouraged to suggest additions to the collection via the *Materials Request Form* located on the library's website at <https://library.drakestate.edu/suggest-books>. The library staff has collection development assignments and works closely with department chairs and faculty in the program areas to ensure that materials that support the instructional programs of the college are added to the collection. Recommendations from faculty are particularly important in building a collection that supports student success. Selection and withdrawal criteria are described in more detail below.

II. Purposes and Goals of Collection Development

The primary objective of the library's collection is to support the instructional programs of Drake State Community and Technical College. The collection is designed to meet the needs of students, faculty, and staff by providing access to a broad spectrum of information in various formats. The library aims to provide up-to-date, high-quality information resources in print, digital, and multimedia formats to facilitate academic inquiry and personal enrichment. The collection also supports independent study and professional development while ensuring a diverse and inclusive representation of multiple viewpoints.

III. Responsibility for Collection Development

The Library Director oversees the collection development process and collaborates with faculty and administrators to ensure that acquisitions align with academic priorities.

Within the constraints of available funding, facilities, and staffing, the Library will acquire and make available materials in various formats, evaluate existing collections, and develop policies and procedures to maintain the quality of collections and information resources.

The Library Director, administration, and faculty collaborate to provide recommendations based on curricular needs, disciplinary trends, and evolving curriculum requirements. Faculty members

play a vital role in identifying essential materials for their subject areas. At the same time, students and staff are encouraged to suggest acquisitions via the *Materials Request Form*, available on the library's website. This collaborative approach ensures that the collection remains responsive to the dynamic needs of the college community.

IV. Selection Policies and Criteria

Selection of materials is an ongoing process that considers multiple factors to maintain a high-quality collection. Materials are chosen based on their relevance to the curriculum and student and faculty needs, intellectual content, scholarly worth, and accuracy. The library ensures diversity and balance in its collection by including multiple perspectives. Cost-effectiveness and budget considerations, along with the physical condition, format, and accessibility of materials, are also considered. Materials requiring frequent updates, such as those in health sciences and technology, are reviewed regularly to ensure accuracy. The availability of digital formats for off-campus access is prioritized.

The collection encompasses various formats, including print materials such as books, journals, and government publications; electronic resources including databases, eBooks, and online journals; audiovisual media such as DVDs; and special collections, including historical archives and faculty resource material.

V. Collection Maintenance and Deselection (Weeding)

To ensure the collection remains current and useful, materials are regularly evaluated for deselection based on factual accuracy, circulation statistics, physical condition, and alignment with current curriculum needs. *Weeding*, the process of removing outdated, irrelevant, or damaged materials, is critical to maintaining a high-quality collection. Materials that contain inaccurate or obsolete information, are physically deteriorated beyond repair, or have been superseded by newer editions will be removed unless they hold significant historical value.

Unless they serve a critical academic function, items that have not circulated in the past seven years will be considered for deselection. Subject areas that require frequent updates, such as health sciences and technology, will be reviewed more frequently, with materials older than five years identified for removal. The deselection process is conducted in collaboration with faculty to ensure that essential resources are retained. Faculty members are encouraged to review materials in their respective subject areas and provide input regarding outdated or underutilized resources. Large-scale deselection projects will involve faculty consultation, giving them ample time to review and provide feedback before materials are withdrawn.

Deselected materials will be responsibly disposed of following college policies, including donation to other institutions, recycling, or other appropriate disposal means. Items in obsolete formats, such as VHS tapes or outdated software, may be replaced in modern formats if they continue to serve an academic need. The library also adheres to copyright and licensing agreements when removing electronic resources to ensure compliance with usage rights.

Certain materials will not be deselected, including core disciplinary works, faculty-authored books, literary classics, primary source materials, and works of historical significance. The library staff will ensure that deselection does not create significant gaps within subject areas critical to the college curriculum.

VI. Special Considerations

The library welcomes gifts and donations that align with the collection development policy. Donated materials will be evaluated based on the same selection criteria as purchased items and will not be accepted with restrictions on their usage or placement. Items not meeting collection standards may be discarded, repurposed, or donated to other institutions.

The library is committed to upholding the principles of **The Library Bill of Rights** and **The Freedom to Read Statement** by the ALA. No materials will be excluded based on the author's background, political affiliations, religious beliefs, or social viewpoints.

The library also collaborates with other institutions to enhance resource availability through **interlibrary loan services**, ensuring that students and faculty have access to a wide range of materials beyond the college's holdings. Drake State also has several reciprocal agreements with libraries from other educational institutions in the area, allowing students access to additional collections to support their learning

VII. Review and Revision of Policy

This policy will be reviewed and updated periodically to accommodate changes in technology, curriculum, and user needs to ensure its continued effectiveness. The review process will involve the **Library Director, faculty representatives, and college administrators** to maintain alignment with institutional goals and academic priorities. Updates will be made as needed to reflect best practices in library collection management and evolving educational trends.