

SPRINGFIELD TECHNICAL COMMUNITY COLLEGE LIBRARY

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Collection Development Policy

OVERVIEW

Springfield Technical Community College (STCC) is located on the 55 acre Springfield Armory National Historic site. In the summer of 1967, Springfield Technical Institute moved into three buildings on the Armory grounds, and opened in September under the jurisdiction of the Massachusetts Board of Regional Community Colleges. In April 1968 the Armory was officially closed, and in August of that year, the Institute's name was changed to Springfield Technical Community College. Springfield Technical Community College is one of 29 institutions, including 15 community colleges, that make up the Massachusetts public higher education system.

As the most comprehensive institution in the Massachusetts community college system, STCC offers 46 associate degree programs with 26 options and 29 certificate programs to over 7,000 students in day and evening schools. Associates Degrees in Arts and Sciences are offered through the following schools: Arts, Humanities and Social Sciences; Business and Information Technologies; Engineering and Science Transfer; Engineering Technologies; Health Sciences; Liberal Arts Transfer/General Studies; Math, Science and Engineering Transfer; and Nursing.

The STCC Library supports the curriculum with approximately 63,000 volumes, 16,000 audiovisual items, and 450 current journal subscriptions in hardcopy. The library provides access both on and off campus to approximately 30 electronic databases which contain thousands of full-text journal titles and which are available via the Internet. Our students have access to the global electronic catalog of over 100 public and academic library holdings in western Massachusetts provided through the Central/Western Massachusetts Automated Resource Sharing network (C/W MARS).

Springfield is a commercial, educational, financial, and industrial center in the southwestern part of the state. It is near the Connecticut River some 90 miles west of Boston close to the Connecticut border. The Springfield metropolitan area includes parts of Franklin, Hampden, and Hampshire counties. According to the 2000 census, the population of Springfield is 156,983 with a metropolitan area population of 587, 884.

STCC LIBRARY COLLECTION DEVELOPMENT POLICY

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STCC LIBRARY COLLECTION DEVELOPMENT POLICY

I. Introduction

The purpose of the Collection Development Policy is to state clearly the principles and guidelines the STCC library uses to select and maintain library materials. This policy is meant to provide guidance to those library staff and faculty members who have responsibility for developing the collection, and to communicate this policy to members of the college community. As the programs and other information needs of the college change, so the Collection Development Policy may be reviewed and/or revised by the STCC library staff.

Collection development is the means by which the STCC library provides organized collections of print, audiovisual and electronic resources that will support the missions of the college and the library.

This policy will:

- ensure that the library develops a collection that supports the curriculum, is balanced intellectually and responds to the needs of the faculty, students, and staff.
- provide objective criteria for selection and collection management.
- ensure that the library supports the Library Bill of Rights of the American Library Association and other principles and ideas of intellectual freedom.

II. Mission of the Library

The mission of the STCC library is to acquire, organize and maintain a wide range of materials and to provide access to information regardless of format or location. In a warm and supportive atmosphere library users are encouraged to learn how to locate and use information resources for academic needs and personal interests.

Goals for the library collections include:

- to select, acquire, and maintain resource materials that support instructional, research, and service functions of the college.
- to develop and promote a program of resource sharing and alternative access in order to support distance learners and the cooperative efforts of libraries across the Commonwealth.
- to develop policies and procedures that will ensure the preservation and security of the library's collections.
- to maintain bibliographic control of the library's collections.
- to promote use of library collections and information literacy within the college community.

III. Responsibility for Collection Development

The Dean of Library Services and designated librarians are responsible for overseeing collection development. Library staff and faculty members participate in this process by recommending materials for purchase or withdrawal. Student recommendations are encouraged. Every effort will be made to accommodate requests that are within the scope of the library's policy; however, the Dean has final authority.

IV. General Guidelines for Selection

The primary purpose of the selection process is to support or enhance academic instruction. Materials will be selected according to the following criteria:

- quality of scholarship, content, format and literary merit.
- timeliness of information.
- appropriateness of materials for support of academic programs.
- representation of various sides of an issue.
- value as classic or outstanding work in a field.
- faculty recommendations.
- cost of materials.

Additional Criteria for Books:

- positive reviews of the work in one or more professional sources such as Choice, Library Journal, New York Times Book Review, etc.
- reputation and credibility of author or publisher in the subject area.
- fiction selected with an emphasis on its use in the formal study of literature or its impact on social and political thought, philosophical ideas, and multicultural values.
- hardcover editions preferred over paperbacks.
- textbooks adopted for classroom use not purchased unless they are classics in the field.
- in general, multiple copies are not acquired except in special circumstances.

Additional Criteria for Serials:

Because of limited library funds, selection of serials must be conducted especially carefully. If a new serial is ordered, the intention is to retain it as a permanent part of the collection in as complete a run as possible. In addition to the general criteria for library acquisitions, serials should be chosen with the following specific requirements in mind:

- academic journals preferred over popular or general magazines.
- periodicals that contribute to general liberal education.
- indexed serials preferred.
- microforms selected for their value and ease of storage.

Additional Criteria for Electronic and Audiovisual Materials

- Software and audiovisual materials must be compatible with hardware owned by the library.
- Whenever possible, software, audiovisual materials and electronic resources will be previewed prior to purchase.
- Electronic information resources are selected to provide alternative or additional resources and access to information not readily available in the regular collection.
- Preference is given to databases available through cooperative licensing agreements.
- Software, audiovisual materials, and electronic resources must be easy to use.
- There must be positive reviews of the work in one or more professional sources.

Lost items and replacements:

Materials that are missing, lost, or withdrawn because of wear are not automatically replaced. Items may be replaced based on the following criteria:

- importance of the item to the collection and the curriculum.
- demand for the material.
- lack of availability of materials in another format.
- availability of specific title.

V. Interlibrary Loan Policy

Interlibrary Loan (ILL) is a service provided to STCC faculty, staff and students to obtain materials that are not available in the library. Materials are borrowed or acquired for the library through various reciprocal borrowing agreements.

VI. Gift Policy

The STCC library welcomes gifts and donations of useful library materials. Guidelines for the evaluation of gifts are the same as those for selecting purchased materials. Gifts are accepted when they add strength to the collection and impose no significant limitations on housing, handling, or disposition of duplicate or damaged items.

No special collections will be established and no materials will be accepted on indefinite loan. All materials become the property of the library. Materials which require a continuing obligation for collection may be rejected. Although exceptions may be made, the following materials are not accepted:

- older editions of titles.
- consumable materials, such as workbooks, laboratory manuals and standardized tests.
- outdated titles.
- marked, worn or otherwise damaged materials.
- incomplete sets of periodicals, unless the acquisition would complete an existing run.

Library personnel will not issue appraisals of gift materials for tax or any other purposes. If there is any question about accepting a gift, the final determination rests with the Dean. The library reserves the right to refuse materials and/or dispose of any items after acceptance that do not meet its needs or requirements according to stated STCC library policy.

VII. Collection Maintenance and Evaluation

The faculty is encouraged to assess materials in their subject areas and to make recommendations for withdrawals from the collection. To maintain an appropriate and current collection, the STCC library staff will continually evaluate materials in the collection.

Withdrawals:

Withdrawal or weeding of library materials is essential for the maintenance of a current academically useful library collection. It is the responsibility of the STCC library staff, in cooperation with the faculty, to withdraw materials as an ongoing process. The final disposal of all materials shall be approved by the Dean and designated librarians. The decision to withdraw materials is based on the following criteria:

- superseded editions; unless previous edition is still of value.
- worn, mutilated, or badly marked items.
- duplicate copies of seldom-used items.
- outdated or inaccurate materials.
- availability of indexing (particularly for periodicals and newspapers)
- cost of continuing subscription/standing order.
- changes in curriculum or user population.
- circulation record of an item, including last date of circulation.
- ephemera
- availability in another format.

Reference Collection:

Books or other materials replaced by newer editions, more complete versions, or more authoritative titles may be added to the circulating collection if of sufficient value or discarded.

VIII. Intellectual Freedom

The STCC Library supports the concept of intellectual freedom and is firmly committed to freedom of inquiry in all areas of knowledge. In recognition of its responsibility to the college community to uphold this concept, the library subscribes to the principles of intellectual freedom as expressed by the American Library Association "Library Bill of Rights", American Library Association "Freedom to Read Statement" and the American Library Association Code of Ethics. (see Appendices A,B and C)

The STCC Library collections attempt to represent all viewpoints of an issue without taking a stand on any perspective. The library strives to provide a broad range of opinions and viewpoints, but it is not always possible to achieve a

complete balance because of limited appropriate materials representing a particular issue or because of limited resources.

The STCC Library welcomes differing opinions in the debate of ideas and ideologies. Any member of the college community may raise an objection to the presence or absence of library material using the attached form (see Appendix D). All complaints will be referred to the Dean who will try to resolve the issue informally. If the issue cannot be resolved to the satisfaction of the complainant, it will be referred to Shared Governance.

IX. Copyright Compliance

The library recognizes the right of authors to be compensated, both intellectually and financially, for their works and ideas, while simultaneously advocating the free dissemination and access to information whenever possible. All applicable U.S. and international copyright laws are observed. The library recognizes the current lack of clarity of copyright laws with respect to various forms of electronic information and information dissemination. The library will strive to acquire only electronic resources which contain clear indications of authorship and which do not deprive the authors of any financial compensation they are due. The campus copyright policy, which was presented by STCC librarians, was approved by Shared Governance and is the official college policy.

Revised January 2001

Appendix A

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 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 18, 1948.
Amended February 2, 1961, and January 23, 1980,
inclusion of "age" reaffirmed January 23, 1996,
by the ALA Council.

Appendix B

The Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to avoid the subversion of politics and the corruption of morals. We, as citizens devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary citizen, by exercising critical judgment, will accept the good and reject the bad. The censors, public and private, assume that they should determine what is good and what is bad for their fellow citizens.

We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they need the help of censors to assist them in this task. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is

essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings. The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox or unpopular with the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept with any expression the prejudgment of a label characterizing it or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for the citizen. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other

members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all citizens the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

Adopted June 25, 1953; revised January 28, 1972, January 16, 1991, July 12, 2000, by the ALA Council and the AAP Freedom to Read Committee.

Appendix C

AMERICAN LIBRARY ASSOCIATION CODE OF ETHICS

As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees and library staffs.

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

- I. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
- II. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
- III. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.
- IV. We recognize and respect intellectual property rights.
- V. We treat co-workers and other colleagues with respect, fairness and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
- VI. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.

- VII. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.

- VIII. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.

Adopted by the ALA Council
June 28, 1995

Appendix D

**STCC Library
Item Reconsideration Form**

Please fill out the form below so that the library can consider your suggestion.

Your Name: _____ Today's date: _____

Signature: _____

You represent: yourself () Organization () _____

Street: address: _____ City: _____

State: _____ Zip Code _____

Item title: _____

Item author: _____

Item format:

book ___ magazine ___ newspaper ___ audio recording ___

video___ electronic database:__(title)_____

other___ (format):_____

Please state your reason(s) for asking for reconsideration: (Feel free to use the back of this form or add more pages.)

Please list additional resources that would be useful in reconsidering this item.
