



# Montgomery College Library Collection Development Guidelines

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## Collection Development Guidelines

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# Montgomery College Library

## Collection Development Guidelines

### I. Introduction

#### Montgomery College

Montgomery College is a public, open access, two-year community college dedicated to academic excellence and committed to student success. The College, founded in 1946, has three campuses located in Montgomery County, Maryland and a student community representing more than 170 countries. Through the College's multidisciplinary

curriculum, students are offered degree and certificate programs that prepare them to earn an associate's degree, the option to transfer to a four-year college, or to upgrade and enhance career skills. The Montgomery College Library is composed of three libraries on three campuses, located in Germantown, Rockville, and Takoma Park/Silver Spring.

### **Montgomery College Mission**

We empower our students to change their lives, and we enrich the life of our community. We are accountable for our results.

### **Montgomery College Vision**

With a sense of urgency for the future, Montgomery College will be a national model of educational excellence, opportunity, and student success. Our organization will be characterized by agility and relevance as it meets the dynamic challenges facing our students and community.

### **Montgomery College Library Mission**

The Montgomery College Library facilitates student success by collaborating with the College community in the creation and delivery of innovative services in a culture of excellence and accountability.

### **Montgomery College's Values**

Excellence \* Integrity \* Innovation \* Diversity \* Stewardship \* Sustainability

## **II. Purpose**

The Montgomery College Collection Development Guidelines' purpose is to provide goals, principles, and guidance that govern the selection of all materials and formats for the Montgomery College Library's collection. These guidelines provides guidance to the library staff responsible for collection development and communicates collection development guidelines to the Montgomery College community.

## **III. Goals and Objectives**

To foster and promote the College's mission, vision, and values, the Montgomery College Library has established these goals and objectives for collection development:

- To provide resources that support and meet the institutional, curricular, research, and instructional needs of the Montgomery College community, and that are available to the community
- To provide organized collections of resources that will meet institutional, curricular, research, and instructional requirements, as well as the cultural needs of the College community
- To encourage faculty participation in the selection and removal of library materials from the collection
- To provide orderly expenditure of collection development funds

- To provide for ongoing evaluation and assessment of the collection, ensuring appropriate selection and de-selection of library materials
- To develop the collection in support of new and expanded College priorities

#### **IV. Responsibility**

Administration of the Collection Development Guidelines is the responsibility of the Director of Library and Information Services and the Associate Director of Resources and Collections.

Implementation of the procedures in the guidelines is the responsibility of the Collection Development Librarian and the Collection Development Committee (CDC). The Committee is responsible for exercising professional judgment within the framework of the guidelines' principles and the constraints of the budget. CDC Representatives are selectors for their subject discipline teams and serve as liaisons to academic departments in their assigned selection areas. Ultimately, the CDC Representatives should select resources to support the stated mission, vision, and values of Montgomery College.

Participation in collection development by the Montgomery College community is encouraged. Suggestions from the College's community for specific materials for the collection will be carefully considered. Regardless of the requestor, all suggested materials should conform to this guidelines' guidelines as determined by those responsible for its implementation.

#### **V. Scope of the Collection**

Materials collected include print and non-print materials such as books, periodicals, online resources, audiovisual materials and musical scores. Based on user needs and curricular demand, new technologies may be added while other outdated formats may be phased out.

Primary emphasis is on materials that support the curriculum at Montgomery College. Materials are generally geared toward supporting the first two years of undergraduate studies, although exceptions may be made at the selectors' discretion. Selectors may also choose to collect materials that support personal enrichment and interests of the Montgomery College community.

Items written in languages other than English may be purchased when they support the world languages curricula of the College.

*MC Library Guidelines on Acquiring Media with Public Performance Rights*

The MC Library may purchase media that include “public performance rights” if the subject matter covered in the media aligns with the scope of the library’s collection development guidelines as stated in this document. Media with public performance rights must be purchased, not rented for a one-time public viewing, with the library retaining ownership of the material and incorporating it into the collection for use by the entire college community. CDC Representatives will assess Montgomery College community requests for media with public performance rights on a title-by-title basis using the criteria outlined in these guidelines.

## **VI. Selection Criteria**

To collect appropriate library materials that will support the current curricular needs of the students at Montgomery College, the library selects resources based on the following considerations:

- Cost of materials in relation to anticipated use
- Timeliness and potential relevance to the College’s community
- Faculty recommendations
- Appropriateness of format to intellectual content
- Suitability of subject treatment to user needs
- Acquire only one copy per campus of a title, unless high demand requires additional copies
- Literary merit and quality
- Recommendations and reviews from professional library literature sources
- Clarity, accuracy, and logic of presentation
- Level and scope of materials in relation to the College community
- Licensing requirements
- Video must contain Closed Captions to meet College standards of accessibility
- Maintenance costs
- Physical space requirements
- Strength of present holdings in the subject
- Value, cost, quality, and ease of access

## **VII. Collection Maintenance**

Montgomery College’s collection maintenance includes continuous evaluation in an effort to determine overall collection usefulness and to remove outdated materials as needed. Regularly scheduled shelf reading and inventory tasks will be conducted as part of the collection maintenance effort. Based on user needs and demands of the curriculum, new technologies and formats may be incorporated into the collection as

they emerge. Outdated formats should be phased out. Materials replacement is left to the discretion of the Collection Development Librarian. .

### *De-Selection*

Withdrawal of materials from a library collection is an integral, ongoing part of collection development. This process is completed in a systematic and deliberate manner, and is based on ongoing collection assessment.

The objectives of de-selection include:

- Keeping the collection current to provide relevant, accurate, and up-to-date information
- Removing damaged materials
- Keeping materials that support the college curriculum
- Removing incomplete sets of titles where the individual volumes do not meet selection criteria, or are no longer available for purchase

### *De-Selection Criteria*

The following items *may* be considered for de-selection:

- Materials that do not meet the current requirements of the discipline
- Materials that do not conform to the needs of the discipline
- Superseded editions of the same title
- Worn, damaged, or outdated materials
- Materials in the collection that do not conform to the new material selection guidelines
- Print materials that are duplicated in electronic format and do not enhance content value
- Non-print materials that are duplicated by more current formats. In such cases, the older format should be withdrawn, depending upon user needs and equipment availability
- Duplicate copies of the same title on one campus that are not directly related to ongoing curricular needs

## **VIII. Collection Assessment**

Effective management of the collection is a highly collaborative process. All librarians are stakeholders. Continuous assessment of the collection ensures consistent quality of the materials in the collection. Collection assessment includes systematic consideration of user needs, identifying and evaluating materials, and selecting and acquiring appropriate resources. Relevance, usage patterns, and the evaluation of the strengths and weaknesses of the collection are also facets of the process. The Collection Development Committee provides oversight of assessment activities and coordinates procedures to ensure uniform assessment.

## **IX. Intellectual Freedom**

The Montgomery College Library supports the American Library Association's [Library Bill of Rights](#), and its concept of intellectual freedom.

[www.ala.org/advocacy/sites/ala.org.advocacy/files/content/intfreedom/librarybill/lbor.pdf](http://www.ala.org/advocacy/sites/ala.org.advocacy/files/content/intfreedom/librarybill/lbor.pdf)

In making selections, the library attempts to include material representing differing points of view on controversial issues. As long as subjects fit into the general collection guidelines of the library, they will be considered without censorship or prejudice when determining the collection's balance.

## **X. Copyright**

The Montgomery College Library complies with the provisions of the U.S. Copyright Law, Title 17, in collection development activities, the licensing of electronic products, the use of electronic course reserves, and in their borrowing and lending activities.

However, it is the responsibility of individual users to determine and to comply with copyright and fair use provisions. <https://libguides.montgomerycollege.edu/copyright>

## **XI. Challenges**

Library users should submit any challenges to library materials in writing to the Director of Library and Information Services. A committee of librarians and faculty members will review the complaint and the materials in question, and make a recommendation to retain or withdraw the item(s). The person submitting the challenge will receive a written response from the Director of Library and Information Services within 30 days.

## **XII. Donations and Gifts**

The library may accept gifts of materials that are consistent with the Collection Development Guidelines and which add strength to the collection, provided that there are no restrictions attached as to their disposition. Gifts are treated as new acquisitions and thus will be evaluated using the same criteria as new purchases to safeguard quality, consistency, and relevance to the needs of the College. Storage space and staff time required to evaluate the donation will also be considered in accepting gift materials. The library reserves the right to refuse any donation.

An itemized list of donated materials is appreciated. While the library cannot provide donors with a receipt for specific items added to the collection, a general letter acknowledging the overall donation can be provided upon request from the Montgomery College Foundation Office. The library does not appraise donations or provide an evaluation of gifts for tax purposes.

For more information concerning donations and gifts to Montgomery College Library, it is recommended that donors first contact the Director of Library and Information Services or the Collection Development Librarian.

### **XIII. Resource Sharing & Consortia**

The Montgomery College Library is committed to building collections – in the most efficient manner – that fulfill the needs of our students, faculty, and staff and that provide support for the established curriculum. Since it is not always possible to satisfy the needs of all our users, the Library actively participates in resource sharing activities such as interlibrary loan and the Maryland Shared Distributed Journal Project. In addition, the library participates in regional and national purchasing consortia, such as through the Maryland Digital Library and Lyrisis.

### **XIV. Review**

These guidelines will be reviewed annually by the Collection Development Committee at the beginning of the fiscal year.