

DePolt College Library

COLLECTION MANAGEMENT PLAN 2020

Introduction

- 1. Mission:** DePolt College Library (DCL) supports the learning, research, and community missions of the students and faculty by providing information in both traditional print formats as well as digital and high-tech formats, offering group instruction and individual research and data management consultation, as well as embedded librarianship. The library advances the intellectual climate of the campus by promoting learning, inspiring creativity, and enhancing research, collaboration, and innovation through its collections.
 - 2. Purpose of the Plan:** This revised plan serves to guide the DCL in its collection development over the next two calendar years. Priorities of the DCL during this period and as defined in this plan include the college's First Year Seminar program and electronic resources, including e-books, streaming video materials, and development of an institutional repository that will house work produced by DePolt College's faculty and students.
 - 3. Community and User Groups Defined:** DCL is located at DePolt College, a small, public liberal arts college in North Carolina with an average of 4,000 undergraduate students. The collection being built and managed will be targeting faculty and students participating in First-year/Freshman seminars (FYS) at DePolt. In 2018, incoming students had a mean SAT Score of 1185. Seventy-five percent of students live either on campus or within one mile of campus, making it a largely residential school. DCL stands as one of four academic buildings on the central quad. The racial demographics of the student population
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are as follows: 40% white, 35% black, 10% Asian, 8% Latinx, and 7% multiracial.

Approximately 55% of the student population identifies as female, 42% identifies as male, and 3% identifies as "other" (transgender, nonbinary, etc.).

- 4. Patron Needs and Services/Programs Defined:** DCL's collection priorities are centered around the school's First-year/Freshman seminars (FYS). These courses are designed to assist new students with the transition to more rigorous academic content and expectations by offering students small classes (capped at fifteen students) on intriguing topics that introduce students to a variety of potential majors and teach essential research and information literacy skills. Patron needs surrounding the FYS program include materials for use by both students and instructors. While this encompasses traditional print materials, FYS students and instructors have demonstrated an increased preference for easily accessible electronic resources such as journals, e-books, streaming video, and an institutional repository for housing instructional and research materials created by DPC students and faculty.
- 5. General Statement Describing the Collection:** DCL offers traditional print materials but has shifted collection priorities to provide access to more digital and electronic resources to satisfy patron needs and alleviate physical space constrictions.
- 6. Cooperative Collection Management and Interlibrary Loan:** DCL relies on connections to other public universities in the North Carolina school system for Interlibrary Loan (ILL). The library is able to provide supplemental materials to patrons through ILL, as the physical collection is relatively small due to the size of the college. DePolt College librarians always review partner institutions' holdings before deciding to purchase new materials, but will sometimes purchase a resource regardless of holding status if there is a great enough need/demand. The library makes ILL requests on behalf of students, faculty, and staff according

to North Carolina's ILL protocols. Additionally, DePolt College utilizes the OCLC network for ILLs on a national scale.

General Priorities, Limitations, & Policies

- 1. Chronological Coverage:** To ensure an effective collection, the library will evaluate materials based on currency. In the collection, approximately 30% of materials have been published within 5 years of this report. Literature and history subjects are an exception within the collection for older materials being maintained. Technology and medical subjects are to be diligently maintained with current materials particularly published within the past 5 years.
- 2. Formats:** The library holds resources in the form of books, journals, periodicals, magazines, newspapers, videotapes, audiotapes, CDs, and DVDs. Digital resources, including ebooks and database access to journals is also available.
- 3. Multiple Copies & Textbooks:** Purchasing multiple copies of an item is avoided unless there is a high enough demand to warrant owning more than one copy. The library used to prioritize purchasing physical copies of course textbooks to place on reserve, but with the college's increasing focus on Open-Educational Resources and other price-conscious textbook options, this emphasis has shifted.
- 4. Languages:** The vast majority of materials in DCL are in English, with a very small number of holdings in Spanish and French as they are the two most popular foreign language courses on campus. Instructional and reference resources for speakers of English as a second language are also available in small quantities.
- 5. Funding Considerations:** Funding for DCL primarily comes through state legislative appropriation. The budget funds for the library are then allocated by the college. The current collection management budget is \$20,000 annually, although special requests for shared resources with other collections within the library can often supplement that number. Further funding comes from the

Admissions budget through their "First Year Experience" program, and through donations from alumni and other donors.

6. Collection Responsibilities & Selection Procedures: DCL encourages its users (students, faculty, and staff) to make acquisition suggestions. However, librarians make the final decision about all acquisitions.

a. Selection Criteria:

- i. Relevancy and accuracy for the courses offered
- ii. Coverage of subjects necessary for a well-rounded collection
- iii. Popularity of an item causing need of further copies for circulation
- iv. Time/relevancy for materials in relation to price
- v. Costliness comparative to need
- vi. Lack of duplication within ILL network
- vii. Credibility, authoritativeness, and/or literary merit of the author/work

b. Selection Aids:

- i. Recommendations from faculty and staff
- ii. Requests from students
- iii. Reviews and recommendations from professional organizations and publications
- iv. Award-winning materials
- v. Reviews from accepted professional authorities
- vi. Publication descriptions

7. Gifts: The library only accepts unconditional gifts. Gifts are assessed using the same acquisition protocols as all other materials in the collection, and any additions to the collection are at the discretion of the librarian. Discarded gifts are offered to other libraries, schools, students, faculty, etc., without notice to the gift donor. Gifts are not appraised for value, only by number and type, in

accordance with the federal Internal Revenue Service's regulations concerning library tax claims.

- 8. Collection Maintenance (Weeding and Withdrawal):** As a vital part of collection management, collection maintenance is done routinely to ensure accuracy, currency, and relevancy of the collection for all courses. Any items that are lost or damaged will be considered for replacement depending on the above criteria. Multiple copies of an item will be considered for removal if they are not circulating or not needed as part of our ILL network. Typically, faculty are not consulted before the removal of materials. Items of significance or that could feasibly be used for research purposes are sent to offsite storage.
- 9. Complaints & Collection Review:** DCL upholds the ALA Library Bill of Rights (see Appendix). Any persons requesting items to be reviewed and/or removed must follow the process below for consideration. All reviewers understand the importance of fighting against censorship in the library, and heavily consider issues of intellectual freedom when reviewing complaints.
 - a. Fill out a written form that will be provided including contact information for the requester, the item in question, and the rationale for the request.
 - b. Submit form to College Library Director by email.
 - c. Request will be reviewed by a committee consisting of Library Director, Dean of Students, at least one professor, and an Acquisitions Librarian.

Subject Areas Collected

- 1. Subjects:** The following is an overview of the FYS collection, by LOC Classification. Unless otherwise noted, all subject categories reflect a current WLN Conspectus level of 3b Study or Instructional Support (Intermediate).

Subclass BF, Psychology

BF180-198.7 Experimental psychology

BF608-635 Will. Volition. Choice. Control (Level 2b)

BF636-637 Applied psychology (Level 3a)

Subclass GF, Human ecology. Anthropogeography

GF75 Human influences on the environment (Level 3c)

GF500-900 By region or country (Level 2b)

Subclass N, Visual Arts

N61-72 Theory. Philosophy. Aesthetics of the visual arts

N81-390 Study and teaching. Research

N5300-7418 History (Level 3a)

N8700-9165 Art and the state. Public art (Level 3c)

Subclass NA, Architecture

NA2500-2599 General works (Level 1b)

Subclass P, Philology. Linguistics

P301-301.5 Style. Composition. Rhetoric

Subclass PE, English language

PE1001-1693 Modern English

Subclass PN, Literature (General)

PN1008.2-1009.5 Juvenile literature

PN3311-3503 Prose. Prose fiction

PN6700-6790 Comic books, strips, etc. (Level 2b)

Subclass PS, American literature

PS370-380 Prose fiction

PS490 Juvenile literature (General)

Subclass PZ, Fictional and juvenile belles lettres

PZ5-90 Juvenile belles lettres

Subclass QC, Physics

QC851-999 Meteorology. Climatology (Level 2a)

Subclass Z, Books (General). Writing. Paleography. Book industries and trade. Libraries. Bibliography

Z1019-1033 Special classes of books (including prohibited)
(Level 2b)

2. Future Acquisition Levels or Goals: We expect the FYS collection to continue to grow somewhat in the existing areas, as these are subjects in which faculty who teach in FYS are drawn from. However, by 2024 the Provost anticipates greater involvement from the biology and communications departments. We therefore will likely see increased acquisition in Subclass QH (Biology) and the areas of Subclass P corresponding to Communication / Mass Media.

Our November 21 budget request was well-received, and we expect to add Academic Video on Demand as well as scholarship and teaching materials by DPC faculty through our enhanced Institutional Repository.

- 3. Evaluation & Weeding the Collection:** The collection will be evaluated based on the weeding parameters put forth in the Collection Maintenance policy. The librarian will be the initial evaluator of any items to be weeded and will be assisted by professors only as deemed necessary by the DCL.

Policy Implementation, Evaluation, & Revision

1. This plan will be effective January 1, 2020 and will be reviewed prior to January 2022.
2. The DCL collection management committee, with input from the Associate Dean for Libraries, will undertake periodic review of this Collection Management Plan with the goal of providing up-to-date policies and procedures.

Appendix

Library Bill of Rights (<http://www.ala.org/advocacy/intfreedom/librarybill>)

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 and information 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.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.