

Thomas F. Holgate Library
Bennett College
COLLECTION DEVELOPMENT
August 2019

The primary goal of the Thomas F. Holgate Library is to support the teaching and educational function of Bennett College. The purpose of this document is to establish written guidelines for the continued growth and maintenance of the library collections, and to provide a tool to communicate the Libraries collection procedures to the faculty, staff, students, college administration and other interested parties. The objectives of collection development policy are: (1) to support the college curriculum (2) to strengthen the collection for teaching and learning and (3) to provide for the research and information needs of the college community.

The process of selection, acquisition and organization of library materials is a cooperative venture between the Bennett College academic faculty and the Thomas F. Holgate Library staff. Through a collaborative effort the library provides a rich mix of resources in forms and formats that is most accessible and useful to our users. The library staff stay abreast of the curriculum needs and make suggestion for addition to resources to support research and study in all disciplines. Although generally, acquisition of new materials is accomplished through the submission of request by the faculty via division priority to the library liaison.

Selection Criteria

Using the following guiding principles adopted by American Library Association (ALA):

- American Library Association's Code of Ethics
- Intellectual Freedom Principles for Academic Libraries
- The Library Bill of Rights
- The Freedom to Read Statement
- The Freedom to View Statement

The following criteria apply to selection of monographs, audio visual, media, electronic resources and other resources for the Thomas F. Holgate Library. Acquisition of materials must apply to these guidelines: They must ..

- Support and enrichment the curriculum of the college for research and study;
- Support appropriate academic level with easy accessibility;
- Strengthen present holdings of subject area with authoritative scholarship;
- Authority, including reputation of author and publisher;
- Quality, durability, sustainable pricing according to budgeted funds.
- Additions to collection of recreational reading materials (limited coverage).

The Holgate Library participate in cooperative initiative with other libraries and cultural organizations to ensure the widest and most stable access to scholarly resources possible.

Other guidelines for selection:

A Textbook will not routinely purchased or provided for use in the classroom. They will only be purchased very selectively when they have inherent value to the collection as a reference or authoritative source. Collection decisions are affected by existing electronic and shared resources made available through consortia as an alternative resource.

- Due to space constraints, multiple copies of titles are purchased only under unusual circumstances.
- Paperback editions are purchased if available.
- The library avoids duplication when multiple formats are available.
- Periodicals (electronic versions selected where possible)

Periodical subscriptions

The Thomas F. Holgate Library acknowledges that periodical subscriptions represent an ongoing commitment; so therefore, budgeting and selection differ from that involved in purchasing other library materials. Community is encouraged to use online database and journal subscriptions.

The library material budget

The materials budget is used for the purchase of all the varieties of resources described in the collection development policy. Factors considered are the balance between books, ebooks and serials (electronic/hardcopy); the strengths and weaknesses of the collections; materials to support new programs and courses; and the cost of materials. The library director manages the budget with final expense authority resting with this position.

Gifts policy and procedure

The Thomas F. Holgate Library accepts donation of materials deemed appropriate for the support of teaching, research and other needs of the College. The criteria for acceptance of gifts are the same as those governing the selection of regularly purchased materials. All gifts accepted with the understanding that upon receipt, the College becomes the owner of the materials and reserves the right to determine retention, location and cataloging treatment. Gifts that do not support the needs of the College are placed with the Duplicate Exchange Program for other institutions use, be discarded or returned to donor if requested. The Library assumes no responsibility for appraisal of gift items.

Weeding Policy

Weeding, the permanent removal of unneeded material from the Library's collection has three goals, 1) improving the quality of the collection, 2) improving the use of the Library's resources, and 3) improving general physical condition of the collection. In the weeding review process, selected titles may be considered for replacement (in the case of rare or valuable materials) or transfer to Special Collections. It is also possible in the review process, core titles or volumes that the Library lack will be identified for purchase. However, based on the criteria outlined in this policy, titles may be identified for which weeding is the most appropriate action. Teaching faculty will be invited to participate in the weeding process.

Deselecting library materials is the responsibility of librarians working with other interested parties in the college including faculty and staff. The goal of consistent and routine weeding is to ensure that the collection remains useful and relevant to changing community and curriculum. With the constant acquisition of new materials, it is essential to create new space and review old materials that may be misleading to inexperienced information users.

In an effort to remove materials that have little or no potential use, and to create space for new acquisitions, the library maintains an ongoing weeding project. Books that meet the criteria for weeding are available for review by interested faculty who can request the books be retained in the collection. While there is no exact formula for item deselection, the decision is made based on the answers to the following questions.

- Does the content of the book support current academic programs?
- Has the book circulated in the past 10 years?
- Does the library own multiple copies, if so, is there a need?
- Does the library have current titles on the same subject?
- Is the information outdated and essentially incorrect?
- What is the physical condition of the materials?

Library Liaison Program

The Bennett College Liaison Program builds relationships between the Holgate Library staff and all departments on the campus. The program is designed to assist communication with academic departments to enhance collection development and encourage collaboration to provide supportive services for research and teaching while enhancing overall library services.

To accomplish the goals the liaison serves as an initial contact for library questions or problems, facilitate collection development activities, shares information about library services and resources by invitation to department meeting. They also orient new faculty to library resources and services.