

**TECHNICAL COLLEGE OF THE LOWCOUNTRY**

**PROCEDURE**

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**PROCEDURE TITLE:** ACQUISITION OF LEARNING RESOURCES

**BASED ON POLICY:**

**REVISION NUMBER:** 4

**OFFICE OF  
RESPONSIBILITY:** LEARNING RESOURCES

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**PRESIDENT**

September 12, 2005

**DATE**

**PURPOSE**

The purpose of this procedure is to establish overall guidelines for the selection of materials for the Learning Resources Center and to assign responsibility for collection development.

**PROCEDURE**

1. The library staff, in cooperation with the faculty, is responsible for the building and maintenance of the collection. Teaching faculty are actively involved in the process and make selection recommendations. Administrators, staff and students are also encouraged to recommend materials for consideration. Selection decisions are based on the appropriateness of the materials as well as fund availability. Final responsibility for the collection rests with the Director.

The various requirements of programmatic accreditation and certification bodies are conscientiously considered and are incorporated into acquisitions processes to the extent possible. Such requirements, however, do not replace the professional judgment or authority of the library staff to make collection development, cataloging, or resource allocation decisions.

2. The resources available to users should be adequate in number and in scope to allow each student, faculty and staff member to meet their research needs. Interlibrary loan or other cooperative borrowing programs are utilized as appropriate to supplement the collections, particularly in highly specialized areas, but are not a substitute for the

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development of adequate collections.

3. Costs for materials necessary for new programs should be identified and budgeted in accord with the application submitted to the Curriculum Committee and to the State Board to offer new courses. Core materials should be purchased prior to the start of the program, Constant re-evaluation should be done to locate weaknesses in the collection.

4. The faculty should be involved in collection development in the following ways: by demonstrating an ongoing and active interest in the materials currently on hand for specific courses; in the acquisition of new materials to further enhance specific subject areas; and in periodic review of the collection to identify materials that should be withdrawn.

5. SELECTION TOOLS

a. Selection tools utilized in building the collection include, but are not limited to: Choice, Booklist, Library Journal, Science Books and Films (AA/AS), Books for College Libraries, and The Reader's Advisor.

b. Specialized materials or those not acquired by the library may be borrowed from other libraries via the state and national interlibrary loan system, following the ILL guidelines approved by the American Library Association.

6. CRITERIA FOR SELECTION

Criteria for selection of materials include the following: usefulness to the curricula, accuracy, level of treatment, timeliness, technical quality, availability of appropriate hardware, cost, demand, and the authority and reputation of the producer/publisher.

7. BOOKS

It is the goal of the LRC to provide a balanced collection of up-to-date, authoritative materials, which reflect different viewpoints and meet the needs of the curricula. The range of difficulty must be appropriate to the enrolled student. Books may be acquired in electronic format to meet programmatic needs.

8. DONATIONS

The library accepts gift materials only with the stipulation that the LRC Director reserves the right to determine disposition and retention of such. The Library assigns an estimated value to donated materials based on current prices in standard

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reference sources, but it is the responsibility of the donor to determine the actual value for tax purposes.

### 9. PERIODICALS

Periodicals are purchased to keep current with the developments in various academic areas and to promote reading generally by students. They provide sources for professional reading as well as class assignments, and provide reviews useful for selection of library materials.

### 10. NON-BOOK MATERIALS

Audio-Visual (A-V) materials constitute a vital part of the library collection. The choice of these materials is based upon their use to meet curriculum or specific program needs. Previewing is the appropriate method of selection, although reviews are taken into account. Decisions as to format are made by the library staff in consultation with faculty or other requestors.

Feature films are not normally acquired by the Learning Resources Center, except as necessary to support specific courses, programs or curricula, especially film studies or film history.

### 11. ELECTRONIC RESOURCES

Access to appropriate electronic resources is provided as part of the ongoing collection development process, particularly in order to serve distant learners. Library users may submit requests for consideration for purchase of electronic media. The LRC Director will consider these requests according to the same general criteria for other types of collection development. Where possible, onsite trials of such products will be initiated for evaluation purposes. Many electronic resources, including electronic books, are provided to the College as the result of purchases by consortia in which the LRC participates. In these cases, the LRC Director participates in the consortium decision to obtain a particular electronic resource.

### 12. WITHDRAWING MATERIALS

Discarding materials is as much a part of collection development as selection. Both facets are necessary to maintain an up-to-date, useful, and balanced collection. Obsolete, damaged, and unused materials are weeded on a continuing basis. The de-selection process is similar to the selection process in that weeding of the collection is conducted. The responsibility for discarding materials rests with the

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professional staff, and the LRC Director has final authority. There are several factors to consider when withdrawing materials: age or obsolescence, number of copies in the collection, physical condition, last date of circulation, and value of the collection.

### 13. CHALLENGED MATERIALS

Challenges to resources provided by the LRC must be submitted in writing on a standard form, which is available in the LRC. The LRC Director will convene a special meeting of an ad hoc committee as soon as possible to review and respond to the challenge. The ad hoc committee shall consist of two faculty members and a representative from Student Services. The ad hoc committee shall recommend in writing whatever action it deems appropriate, but final authority for disposition of the challenged material shall lie with the LRC Director. Any challenge will receive a final written response within two weeks of submission.