

Collection Development Policy

Suggestions for books and other materials to be added to the library's collection are welcomed by the Director and the Reference staff of the Truckee Meadows Community College Libraries (TMCC Libraries). Faculty members recommending materials in their subject field should submit requests directly to the reference staff. Each librarian has been assigned subject areas within the LC classification system for collection development purposes. In addition each librarian has been assigned to act as a liaison with specific college departments. After considering faculty input, the reference librarians submit their order requests to the Acquisitions department.

COLLECTION DEVELOPMENT POLICY TRUCKEE MEADOWS COMMUNITY COLLEGE LIBRARIES TRUCKEE MEADOWS COMMUNITY COLLEGE September 12, 2007

INTRODUCTION

This document is a statement of the guidelines used by the TMCC Libraries for the acquisition and maintenance of materials in the collection. The word "materials" encompasses information sources in print and non-print formats. These materials are made available to the members of the College's faculty, staff, and student body, as well as to the general public.

The collection development policy is implemented in response to the mission statement of Truckee Meadows Community College:

Truckee Meadows Community College provides access for lifelong learning opportunities to improve the quality of life for our diverse community.

OBJECTIVES

The primary function of the TMCC Libraries is to provide the students, faculty and staff with materials to support Truckee Meadows Community College's educational programs. A related function is to provide these clients with general information resources to satisfy nonacademic cultural and recreational needs. In response to its strong service mission, the TMCC Libraries make their resources available to citizens of the surrounding community.

SELECTION RESPONSIBILITY

Selection of materials is a primary duty of library Reference staff. Selection aids and tools such as standard book review sources, professional journals, bibliographies, and publishers' catalogs are used to identify materials for consideration. In addition, staff members work closely with faculty to identify items that meet instructional goals and satisfy requirements for accreditation. Student requests are welcome and considered.

Reference Staff will be responsible for coordinating selection in all subject areas and act as liaison with faculty in respective disciplines. Each staff member takes the lead role in selection for certain subject areas.

Materials are purchased throughout the fiscal year. Orders for standard items and faculty requests are routed directly to the Technical Services Department for acquisitions processing. Very expensive items are considered during Reference Department staff meetings.

FUND ALLOCATION

Purchases are made within the limitations of the budget with allocation by subject discipline within normal operating guidelines. Special conditions, such as forthcoming accreditation, are considered when allocating the budget. Careful attention is given to reference questions and classroom assignments to strengthen areas of the collection.

The funding allocation will take into consideration circulation of materials, number of courses supported by a particular collection, cost of materials in a discipline, and other factors.

SELECTION POLICY

The TMCC Libraries recognize their responsibility to serve the total instructional program of the college. Selection criteria are used to purchase materials that will provide TMCC students with information they need to study and complete assignments. Purchases will be made only for items that will be housed within the library itself or in locations around the various college campuses upon arrangement with specific departments. Efforts will be made to provide for most of the students' needs for resources in the TMCC Libraries.

Materials are selected based on the College curricula with emphasis on core courses in each program or department. Collections will include materials on subjects of current interest, reflecting a variety of viewpoints. Special collections include the Nevada Collection, Children's Literature, and Archives.

The type of materials purchased include Print and Non-Print formats:

Print

- Books
- Maps
- Periodicals including newspapers
- Indexes in print format

Non-Print

- Music CDs
- DVDs
- Videocassettes
- CD-ROMs
- Full-text electronic periodical databases
- Full-text reference book databases

SELECTION GUIDELINES

The TMCC Libraries are guided by the mission statement in the selection process. Selections are made to meet the needs of faculty, staff and students for study and research. TMCC Libraries serve the entire college community by purchasing or accepting as donations some recreational, cultural and general information materials.

Specific criteria in choosing materials include some or all of the following:

- support of mission statement
- appropriate level of treatment
- strength of present holdings in subject or related subject areas
- cost
- suitability of format to content
- authority of author or reputation of publisher, vendor or network
- timeliness or permanence of the material
- classic in its field
- indexed in indexes owned by TMCC Libraries
- curricular requirements
- program accreditation requirements
- current interests and informational needs of students, faculty and staff

Materials not normally purchased are:

- textbooks used in courses at TMCC
- books in languages not taught at TMCC
- current fiction in hardcover editions
- expensive materials available in other area libraries

Periodical literature requires special consideration. Periodicals will be adopted based on the following criteria:

- Basic periodical titles such as Time or Library Journal
- Requests by faculty

The TMCC Libraries do not have the space to maintain historical collections of periodicals. Most serial print titles will be kept for only 3 years. Periodicals with especially ephemeral contents will be kept for less time; e.g., PC Magazine. A few bound journals are held for longer periods of time. The following retention policy will be used whenever considering removal or maintenance of back issues:

- held by the TMCC Libraries in some other format
- pertains to Nevada
- other special circumstances

Missing issues of periodicals will be claimed. Lost or stolen materials will be considered for replacement if they are still available.

DONATIONS

Gifts or donations are encouraged, with the understanding that *the library may refuse a donation, or evaluate and dispose of unneeded items without restrictions by the donor*. If donations are not added to the collection, they are given away to other libraries or placed on the student free cart. Gift materials will be added based on the same criteria as purchased items. The library assumes no responsibility for appraisal of gifts.

The TMCC Libraries accept monetary donations through the TMCC Foundation. Selection of materials will be made by the appropriate librarian following the expressed wishes of the donor. If the donor does not specify the subject discipline in which to purchase materials, the library staff will determine how best to utilize the gift. If there are any questions on donations, contact the Library Director.

A donor form and receipt is appended (Appendix 1 & 2).

WEEDING POLICY

The Collection will be kept active and viable through a continual program of evaluation and removal of items. The collection will emphasize quality rather than quantity of materials.

Criteria for withdrawal of an item will be based on the following:

- Suggestion from faculty member
- Appearance or condition
- Duplicate volumes
- Older or superseded editions
- Obsolete materials
- Superfluous materials
- Appropriateness of content

An item will not be weeded if it meets any of the following criteria:

- Supports the mission and institutional goals of the college
- Supports the collection development process
- Supports the current curriculum
- Contains information which is in demand
- Provides historical background

INTELLECTUAL FREEDOM

The TMCC Libraries support the concept of intellectual freedom and adopts the Library Bill of Rights (Appendix 3) as a guide for services in this library (<http://www.ala.org/ala/oif/statementspols/statementsif/librarybillofrights.pdf>). Materials are selected to represent differing opinions on controversial issues. If the appropriateness or value of

any material is challenged, the objections must be submitted in writing for each item to the Library Director.

REVISION OF SELECTION POLICY

This Collection Development Policy will be reviewed and revised as necessary.

DONOR RECORD AND GIFT CONTRIBUTION FORM

Please return the completed form to the Institutional Advancement Office with a copy of any written correspondence/agreements/thank you letters given to or transacted with the donor. The Institutional Advancement Office will file the necessary gift report with the NSHE Board of Regents.

"A GIFT OR GRANT TO THE UNIVERSITY OF NEVADA OR ONE OF ITS MEMBER INSTITUTIONS MAY BE ACCEPTED ONLY BY THE BOARD OF REGENTS." Board of Regents Handbook, Title 4, Chapter 10, Page 15.

Donor Information

Telephone:

Is this donor an individual or organization:

Name and title of donor (individual or Organization's contact person): _____ Individual _____ Organization

Name of Company or Foundation:

Mailing Address:

Street Address		Apt.
City	State	Zip
() _____		

Gift Information (Mark only one)

Name of TMCC department accepting the gift:
 Elizabeth Sturm Library
 Redfield Library
 Edison Center – Library
 Meadowood Library
 Truckee Meadows Community College Foundation

Type of Gift (Mark only one)

Cash
 Equipment (list specific equipment donated)
 Real Estate
 Stocks/Bonds
 Books, Media
 Other, explain _____
 Is the gift to be confidential/anonymous? Yes No
 Is the gift part of a Will, Trust, or Insurance Policy? Yes No

Use of Gift (Mark all that apply)

Scholarship (Designate name of scholarship) _____
 Endowment (Designate name or purpose) _____
 TMCC Program or Service, explain _____
 Unrestricted _____

Donor estimated value of gift: \$ _____

(Only the donor may give the estimated value of the gift. The value stated is what TMCC reports to the IRS and what the donor should also report to the IRS on income taxes.)

Today's date: _____

Form completed by: _____
Printed name of TMCC employee accepting donation

Signature of TMCC employee accepting donation

Revised August 25, 2005

Truckee Meadows Community College Libraries
RECEIPT

Date _____

This is to acknowledge that _____ has donated
(name)
_____ for the use of the Sturm Library and its branches.
(number of books/videos, CD's, etc)

Donated items may be added to library collections or may be sold to generate revenues to purchase new books for the Truckee Meadows Community College Libraries (TMCC Libraries). The library does not provide an itemized list of your donations. If you need an itemized list for tax purposes, please prepare before you bring in your donation.

The library does not assign a value to any gift materials. To determine possible tax deductions, donors should contact their income tax consultant or the Internal Revenue Service.

Your contribution is deeply appreciated. If you have any questions about your donation, please call the Library Acquisitions Department at 775 674-7606 or the Library Director at 775 674-7610.

Michelle Noel
Library Director
Elizabeth Sturm Library L33
Truckee Meadows Community College
7000 Dandini Blvd.
Reno, NV 89512

Please consider this letter official receipt or your tax-deductible contribution. Our Federal tax identification number is 88-600024. You will receive a letter of acknowledgement from the TMCC Foundation Office to put with this receipt.

Form created 4/20/2005; updated 8/16/07; additional update 9/12/07

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 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.

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