

Revised 5/4/83  
Revised 1/4/88  
Revised 4/1/98  
Revised 3/27/08

**Mountain Empire Community College  
Wampler Library**

**COLLECTION DEVELOPMENT POLICY**

**I. INTRODUCTION**

The collection development policy statement serves as both a planning tool and a communication device. This policy guiding the development of the Wampler Library's collection enables selectors to work with consistency toward defined goals, thus shaping stronger collections and using limited funds more wisely, informs faculty, students, administrators, and others as to the scope and nature of existing collections, and the plans for continuing development of resources; and provides information which will assist in the budgetary allocation process.

Since a library is not a static institution, no policy statement can be final and definitive. Collection development must reflect the changing nature of the institution and its programs and curricula; therefore, the collection development policy statement will be reviewed periodically.

**II. PURPOSE AND CLIENTELE**

The Wampler Library's collection is developed to provide students and faculty with access to materials which not only support the educational programs and appropriate research activities of the College but also provide broad exposure to various disciplines, cultures, and ways of understandings. Local residents are welcome to utilize the resources of the Wampler library; however, their needs are not addressed specifically in the development of the collection.

**III. SUBJECT BOUNDARIES**

The Wampler Library supports the programs of study as outlined in the College catalog. These instructional programs are supported by retrospective collections of standard works as well as by the addition of pertinent current publications. As new courses and curricula are added at Mountain Empire Community College,

appropriate materials will be added to support them.

#### IV. NEEDS SUPPORTED

The major emphasis of the library's collection development is on providing materials at an introductory, undergraduate college level in support of the College's programs of study. The "Open Door" policy of the College allows admission of students with widely varied educational backgrounds; therefore, the library provides materials to support diverse interests and educational levels. Developing an exhaustive research collection is beyond the scope of this collection.

Mountain Empire Community College's highly selective basic collection serves to introduce and define subjects and to indicate the varieties of information available elsewhere. Professional development of the faculty is supported to a degree; however, the sophisticated research materials needed by the faculty are obtained through interlibrary loan and through the electronic resources provided by the Virtual Library of Virginia.

#### V. PRIORITIES AND LIMITATIONS

The following guiding principles have been developed to help promote the development of a sound and useful library collection of the highest quality:

1. Titles added to the collection shall be evaluated in terms of appropriateness for undergraduate use. Highly technical material is to be purchased only if a definite use is proven. To meet the needs of students with differing levels of ability, the library shall acquire materials for students ranging in difficulty from the reading level appropriate for adult basic education to that appropriate for college seniors.
2. After the establishment of a core collection, the major emphasis in the acquisition of new titles should be on current publications, especially those which promise to fulfill future as well as current needs.

Priority will be given in the following order:

- a. Basic materials for new courses in an expanding curriculum.
- b. Materials requested by instructors to supplement their field.
- c. General reference materials.
- d. Outstanding books in fields not covered by the present curriculum.

- e. General reading material.
3. Duplicate copies are purchased only when required for instructional purposes or for research needs.
  4. Format shall be considered when more than one edition of a title is available. Preference will be given to well designed hardback or trade paperback editions for monographs. For distance education classes, preference will be given to electronic formats.
  5. Materials dealing with all geographical areas should be acquired. Materials dealing with the history, geography, and culture of the service area of the College will be collected in greater depth.
  6. Foreign language materials will be purchased only to support classes taught by the College.
  7. Newspapers are selected in order to provide local and national coverage.
  8. Because serials require the continuing allocation of funds and space, subscription requests are reviewed carefully. Purchases are very selective. Serial requests are judged by the following criteria: authoritativeness, accessibility of contents through indexes held by the library, cost of subscription in relation to its potential use, ability of students to read and understand the material presented, journal holdings in the subject area, usefulness in other subject areas, and the importance of the journal to supporting the instructional programs of the College. It is recommended that a new periodical be in existence for one year before it is purchased. Backfiles of magazines and newspapers are collected in a microfilm format for economy of storage, completeness of holdings, and durability of material. Extensive electronic backfiles of periodicals are also provided by the Virtual Library of Virginia and the Virginia Community College System. When electronic backfiles are available for a title, microfilm will not be purchased.
  9. Textbooks are purchased only when a title represents the best source of information in that field.
  10. Decisions about replacing missing books are made during the annual inventory of the library collection.

11. Factors to be considered in book selection include:

- a. Permanent or timely value.
- b. Accurate and current information.
- c. Authoritativeness.
- d. Clear presentation and readability.
- e. Price.
- f. Reviews in sources such as standard bibliographies, current reviewing magazines, or professional journals.
- g. Physical features, such as illustrations, charts, or bibliographies.
- h. Anticipated maintenance.
- i. Accessibility of information.

VI. NON-BOOK MATERIALS

Non-book materials in a variety of formats are collected to support the instructional programs of the College. Primary responsibility for selection of non-book materials rests with the faculty. Non-book materials should always be previewed before purchase. These materials must meet the same types of standards as those used to evaluate books for purchase with additional considerations such as suitability for application, quality of production, appropriateness of format to topic, type of equipment required for use, and quality of instructor's manuals.

VII. RESPONSIBILITY FOR COLLECTION DEVELOPMENT

Responsibility for the selection of library materials for the College lies with the entire college community. Faculty members are largely responsible for recommending the acquisition of materials in their subject fields. Any member of the faculty or staff may request that an item be added to the library collection. Students may also submit recommendations for purchases. Specific amounts of money from the acquisitions budget are not allocated to the divisions; however, faculty members are provided, upon request, with a general figure as a guideline for helping them to determine their priorities for materials selection. The College must encourage individual faculty member's interest in and commitment to developing the library collection to insure the building of a comprehensive collection. Responsibility for coordinating the collection as a whole; for aiding the faculty with bibliographic assistance; and for making judgments as to format, degree of completeness, and number of copies of materials to be acquired rests with the Director of Library Services.

## VIII. EXTERNAL FUNDING AND GIFTS

Any external funding pursued by the Wampler Library will be in accordance with Section 1.14 of the MECC Policy Manual, and any offers of non-monetary gifts will be considered by college administration in accordance with Section 1.15.

## IX. COLLECTION EVALUATION, REVIEW, AND PRESERVATION

Finally, in order to keep the library collection responsive and pertinent to the needs of the College, an active and continuing program of selection for withdrawal or weeding should be maintained. Weeding should be considered an integral part of the total organized effort to study and develop the library collection. Duplicate copies of seldom used titles, superseded editions, and badly damaged copies should be withdrawn from the collection. Similarly, items should be weeded if they contain outdated or inaccurate information. Weeding should always involve consultation with the appropriate members of the College faculty. Discards will be processed in accordance with state policies.

Since the Wampler Library is not a comprehensive research facility or archives, preservation of materials is addressed primarily by maintaining an appropriate environment for its library resources in a variety of formats. During the annual inventory, worn books are identified and rebound as needed, and damaged or worn out audiovisual items are discarded and replaced.

## X. INTELLECTUAL FREEDOM

Development of the library collection should be made on the basis of positive selection, rather than on rejection and restriction, in accordance with the Library Bill of Rights of the American Library Association (attached). The Library Bill of Rights affirms the responsibility of libraries to present a fair and unbiased coverage of important subjects – no matter how controversial – in their collections. The Wampler Library asserts its duty to include in its collection a representative selection of materials on all subjects of interest to its users, including materials on all sides of controversial questions. Materials on any subject published by a reputable publisher which meet the previously stated evaluative criteria are properly admitted to the library collection. The Wampler Library affirms its responsibility not to emphasize one subject at the expense of another or to emphasize one side of a subject exclusively. No attempt to censor or purge reputable library materials on race, sex, religion, political theory, or any controversial subject will be

countenanced by the library staff. All children under the age of fifteen must have parental permission to obtain borrowing privileges; the children's parents or guardian are then responsible for their children's use of any of the resources or services offered by the Wampler Library.