

LEARNING

15.02	<i>LIBRARY COLLECTION DEVELOPMENT</i>	<i>PROCEDURE</i>
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1.0 PURPOSE

1.1 This procedure provides detailed criteria for the selection, deselection and replacement of materials within the library collection in compliance with the Library Collection Development Policy (15.01).

2.0 DEFINITIONS

TERM	DEFINITION
Instructional materials	Resources that are primarily required by faculty in delivering a course (e.g., training courses that may include multimedia, workbooks, test banks, etc.).
Reference materials	Generally used to answer general, quick reference questions and may include items such as dictionaries, encyclopedias, atlases, almanacs, handbooks and directories.
Textbooks	Titles required to be purchased by students enrolled in NSCC courses.

3.0 PROCEDURE

3.1 GENERAL SELECTION CRITERIA

Criteria that governs the selection of all library resources, regardless of format, include, but are not limited to:

- a) Relevancy to teaching and learning needs
- b) Supports professional development of employees
- c) Quality of content
- d) Currency of content
- e) Reputation of author(s), publisher or vendor
- f) Cost

3.2 SELECTION OF SPECIFIC RESOURCES

a) AUDIO-VISUAL RESOURCES

Electronic resources are preferred to allow for simultaneous and off-campus use. If required materials are not available electronically, NSCC Libraries may purchase the DVD version of a title, provided it is licensed for classroom presentation. Obsolete formats are not collected by NSCC Libraries.

b) ALTERNATE PRINT FORMATS

NSCC Libraries will acquire alternate print formats as required. The purchase of alternate format materials for NSCC Libraries is separate from the Alternate Format Text (AFT) Program in which AFTs are acquired for eligible students, in partnership with Disability Services.

c) ENGLISH AS AN ADDITIONAL LANGUAGE (EAL) MATERIALS

NSCC Libraries will purchase materials at appropriate reading levels for EAL learners to support College programs and services.

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d) LANGUAGE OF MATERIALS

NSCC Libraries primarily purchases materials with English Language content.

e) TEXTBOOKS / STUDY GUIDES / TEACHING GUIDES

Textbooks will not be systematically collected due to the high cost and frequent changes in titles. Study guides, workbooks and teaching guides are considered consumable resources and will not be purchased.

f) INSTRUCTIONAL MATERIALS

NSCC Libraries does not acquire instructional materials due to copyright restrictions.

g) FICTION

Fiction will not be systematically purchased. Campus Selecting Librarians may select fiction collections with advanced agreement from the Manager, Libraries and Learning Commons, from donations or through a partnership funded by another department. Fiction deposit collections may be available through collaborative partnerships with public libraries.

h) CHILDREN'S MATERIALS

Picture books and materials for children and early young adults will not be systematically purchased. Campus Selecting Librarians may select children's materials collections from campus collections funds with advanced agreement from the Manager, Libraries and Learning Commons, from donations or through a partnership funded by another department.

i) DUPLICATE COPIES

In general, NSCC Libraries does not obtain more than one copy of a title at a campus unless this is warranted by heavy usage. Every effort will be made to reduce duplication of title purchases across the library system.

j) REFERENCE MATERIALS

Electronic formats are preferred for reference resources to allow for simultaneous and off-campus use.

k) PRINT JOURNAL AND NEWSPAPER SUBSCRIPTIONS

A print journal subscription will generally not be acquired if the title is available in electronic format in the electronic resources collection, except in cases where there are lengthy embargo periods on the online version, or the print format is required.

l) ELECTRONIC RESOURCES

i. Electronic journals and newspapers

Electronic journals and newspapers are generally acquired through database packages. NSCC Libraries does not generally subscribe to individual journal or newspaper titles which are only available online.

ii. Ebooks

Ebooks are generally acquired in platforms which have been licensed by NSCC Libraries.

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- iii. **Streaming video**
Streaming videos are generally acquired in platforms which have been licensed by NSCC Libraries.
- iv. **Other electronic resources**
These resources may include, but are not limited to, multimedia resources, reports, image collections, and multi-format databases.
- v. **Subscriptions and memberships with online access**
NSCC Libraries does not generally support online access for membership subscriptions, monographs or print journal subscriptions which include web access to the online subscription or supplementary materials in electronic format.

3.3 CHOOSING ONLINE FORMAT OVER PRINT FORMAT

Factors considered when choosing online format over print include, but are not limited to:

- a) Cost
- b) Ease of on-campus and off-campus access for NSCC students and employees
- c) Vendor reputation
- d) Ability to embed the resources into NSCC's learning management system (LMS)
- e) Availability through library consortia
- f) Suitability of information for web access instead of in print
- g) Breadth of audience (i.e. does it support multi-campus and/or multiple programs)
- h) Simultaneous use, non-restrictive licensing requirements
- i) Accessibility features
- j) Adheres to privacy legislation

3.4 REQUESTING RESOURCES

Students, faculty and staff can request the acquisition of library resources by completing the Library Resource Purchase Recommendation Form (15.03).

3.5 DESELECTION OF LIBRARY RESOURCES

NSCC Libraries recognize the need to continually evaluate collections in response to the changing nature of programs and needs of the College. The deselection of resources is an ongoing process that is essential in keeping collections relevant and current. The same principles for material selection should be applied to deselection.

In addition, the following factors may be considered:

- a) Outdated or obsolete content
- b) Frequency of use
- c) Physical condition
- d) Availability elsewhere (in electronic format, locally or through interlibrary loan)
- e) Duplicate copies of seldom used items
- f) Superseded editions, unless the previous edition is still of value

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3.6 REPLACEMENTS

Materials that are missing, lost or withdrawn will not automatically be replaced. Items will be replaced if they are still considered relevant to the College's teaching and research programs. As with selection and deselection, replacements should follow specified criteria for inclusion.

Factors to consider may include:

- a) Continued value
- b) Demand for specific title
- c) Number of copies held
- d) Availability of newer or higher quality materials on the subject
- e) Price of the replacement copy

3.7 COPYRIGHT

Some library materials are subject to the provisions of specific licenses or other contractual obligations. All licenses or permissions granted by rights holders to the Library will be kept on file until materials are withdrawn from the collection.

4.0 RELATED RESOURCES

15.01 Library Collection Development policy

15.03 Library Resource Purchase Recommendation Form