

Minneapolis Community & Technical College Library Collection Development Policy

The Minneapolis Community and Technical College [MCTC] Library adopts the following policy for the evaluation, selection, and retention of resources for the educational and cultural use of the College community.

Context

MCTC is an urban two-year institution which offers liberal arts transfer and occupational programs as well as continuing education opportunities. The MCTC student population is the most diverse student population in Minnesota and includes a large number of nontraditional students. MCTC Library collections support and reflect the programs and the students of MCTC. In addition, MCTC Library participates in consortia such as PALS, MINITEX, and MnLink. These consortia enable efficient sharing of resources between libraries and provide each patron with access to many excellent library collections of all types in the Minneapolis-St. Paul metropolitan area and the state of Minnesota. All collection decisions are made within this context.

Principles and Objectives of Selection

Materials selected will:

- a) Support the [Library Mission Statement](#) which in turn supports the College Mission Statement.
- b) Apply the principles of freedom to read, hear, or view as expressed in the American Library Association's "[Library Bill of Rights](#)", "[Freedom to Read](#)" and "[Freedom to View](#)".
- c) Enrich and support the curriculum of MCTC. Secondly, support continuing education and development of the broader MCTC community.
- d) Reflect a wide range of views representing many sides of contemporary issues in order to promote critical thinking and objective evaluation.
- e) Emphasize resources from alternative sources, as outlined in [Appendix A. Alternative Materials](#).
- f) Foster respect for everyone in our diverse community by accurately reflecting contributions and achievements of women and men, as well as individuals and members of groups of various racial, social, ethnic, religious, sexual orientation, and cultural backgrounds.
- g) Stimulate growth of factual knowledge, political awareness, social development, ethical development, creativity, occupational awareness, literary appreciation, and aesthetic values.
- h) Support growth of technical expertise.
- i) Contribute to the depth and diversity of resources available within the PALS consortium and the MnLink communities, avoiding unnecessary duplication and expenditure of resources.
- j) Include evaluation of Internet/WWW sites in determining need for materials in traditional formats.

Responsibility for Selection

MCTC Librarians are responsible for the content of the collection. While selection involves many people, the responsibility for coordinating and recommending the selection and purchase of resources rests with Librarians. The MCTC Librarian group is responsible for setting development priorities for all types of resources; individual librarians coordinate the different broad parts of the Library collection: reference and circulating book collections, periodicals, and electronic resources.

Criteria for Selection

All purchases will be consistent with the stated principles and objectives of selection. Guidelines for the evaluation and selection of resources are:

- a) The needs of College programs and disciplines are given first consideration. Secondary consideration is given to the educational goals and needs of the broader MCTC community.
- b) Requests from faculty, administrators, staff, students, and other patrons are given careful consideration.
- c) All acquisitions will be considered on the basis of overall purpose, timeliness or permanence, importance of the subject matter, quality of the production, availability and price.
- d) Resource selection will be considered on the basis of potential usage; current holdings in the same subject area; and representation of differing viewpoints, opinions, and beliefs.
- e) Resources will be selected for their strengths rather than rejected for their weaknesses.
- f) Resources will be selected within context, avoiding unnecessary duplication within the PALS system and avoiding unnecessary duplication of primary Internet resources in specific subject areas.

Print Material

1. Authority—The author's qualifications for writing or producing.
2. Need—The acquisition of this item will strengthen a deficient area in the collection.
3. Subject interests—Nature of subject matter, skill in presentation, appropriateness.
4. Appropriateness—Is appropriate for the educational level of the primary MCTC population.
5. Potential use—Reference, guidance, subject content, information, inspiration, recreation.
6. Format—Appearance, quality of binding and materials used, workmanship.
7. Reliability—Accuracy and currency.
8. Special features—Indexes, bibliographies, glossaries, etc.
9. Treatment—Purpose in publishing, handling of material, style, and literary quality.
10. Art—Contains as needed for clarity, quality, and up-to date graphs, illustrations, photographs, and other pictorial information.

Non-print materials

1. Print criteria—Those criteria above as appropriate.
2. Art—Education level, quality of resource.
3. Format—Fits the needs of the College
4. Photography—Quality and/or color, if needed.
5. Sound—Clarity, sound effects, and believability.

General Guidelines for selecting Library materials

- Duplicate copies—Dependent upon size of material budget, demand for a given title.
- Replacement copies—Current value of titles to be replaced determined by checking current editions of standard selection aids and current titles in the subject area.
- Textbooks—Not added to Library collections unless material is not available from any other source. Occasionally, titles are added to give full coverage in the various fields.
- Series—Authors', publishers' and subject series are not considered as series, but are selected and placed in the Library according to the individual merit of each title.
- Subscription books or materials—Reference works and other major purchases sold at discount prepublication prices prior to publication of reviews in reviewing periodicals and professional journals may be ordered for evaluation.
- Periodicals—The same care taken in the selection of other print and non-print materials is exercised in the selection of periodicals. Preference is given to periodicals indexed in indexes subscribed to by the Library.
- Exclusion of material—Print and non-print materials that do not meet the standards of the established selection aids and/or these selection criteria are not purchased.
- Gifts—Although the generosity of prospective donors of material to the Library is recognized and appreciated, gift books and other items are accepted with the donor's knowledge that they must meet the standards of the established selection aids and criteria for selection in order to be added to the collection. *See Appendix B: Gift Material Processes*
- Controversial issues—The Library includes in its collections informative material on opposing sides of controversial issues. The Library does not promulgate particular beliefs or views, nor is the selection of any given item equivalent to endorsement of the author or the material.
- Alternative materials— *See [Appendix A: Alternative Material](#).*

Procedure for Selection

In selecting resources, Librarians will evaluate available resources according to the selection criteria, using one or more of the following resources:

- a) Professional, critical reviews in review journals such as Choice, Booklist, Library Journal and Counterpoise.
- b) Critical reviews in appropriate subject area periodicals, online and Internet resources.
- c) Recommendations of faculty, students, subject matter specialists, and community members.
- d) Previewing the resource.

Selection is an ongoing process that includes the removal of titles no longer appropriate and the replacement of lost or worn titles still meeting the needs of patrons.

Withdrawn titles in usable condition will be disposed of in a suitable and appropriate manner based on the discretion of the Librarians.

Procedure for Reevaluation of Resources

The right of any individual to free access to materials is basic to a democratic society and to the educational growth of its members. Occasional objections to resources will occur, despite the quality of the selection process. In the event that titles are questioned, the Librarian will be prepared to uphold the freedom of access to information.

Response and procedure:

1. Each objector will be treated courteously and confidentially and asked to address an informal objection to the Coordinator or Librarian responsible for the specific collection area.

2. The Coordinator or Librarian will explain to the objector the Library's procedure, the selection criteria, and the qualifications of those persons selecting resources, in addition to explaining the selection rationale for the objectionable title, its intended use, and any additional information deemed necessary at this initial stage.
3. If the objector wishes the removal or restriction of the resource, he/she will be directed to submit a formal "Request for Reevaluation of Resources"[*to be created*] form to the Coordinator.
4. The objector will complete one "Request for Reevaluation of Resources" form for each title to which he/she objects.
5. Use of the challenged resource will not be restricted during the reevaluation process.
6. Upon receipt of the completed and signed "Request for Reevaluation of Resources" form, the Coordinator will refer it to a review committee for reevaluation of the resource. A copy of the completed form will also be sent to the appropriate Dean within one (1) working day of receipt. The Coordinator will appoint the review committee within ten (10) working days of the request. This committee will consist of one (1) selection librarian, one (1) administrator, and if appropriate, one (1) faculty member. The goal of the committee is to resolve the conflict over the resource in dispute.
7. The committee will determine the extent to which the resource meets the stated criteria for selection by consulting reviews, viewing the resource, consulting users, and obtaining testimony from appropriate persons.
8. The committee will prepare a written report of its findings to the Coordinator within twenty (20) working days from the date of the first meeting. The Coordinator will make a decision based on the written report and will notify the complainant and the appropriate Dean.

Policy Review

Ongoing review and evaluation are necessary to keep this policy vital and current. Therefore it will be the responsibility of the Collection Development Coordinator to review the Library Collection Development Policy at least once every five (5) years.

Adopted: September 1, 2000