

**SANTA ANA COLLEGE  
NEALLEY LIBRARY  
COLLECTION DEVELOPMENT POLICY**

**PHILOSOPHY**

The major purpose of the Nealley Library is to participate and support the educational program of Santa Ana College. To that end the resources of the Nealley Library serve to support and facilitate the active learning and academic development of Santa Ana College students by providing library resources that support access to a wide range of information from all points of view regardless of format.

**GOALS**

Nealley Library will participate in the mission and educational program of the Santa Ana College by offering resources that will:

support the college curriculum (academic and vocational) by supplying information necessary to complete class-related assignments and research

enhance the development of information literacy, English competency and basic skills

assist in the patron's development of critical thinking skills

foster life long learning patterns and an understanding of the cultural and intellectual diversity of our community and world

meet day to day information needs

offer recreational reading.

The Library faculty will make a conscientious effort to provide a collection of materials/resources that represent diverse points of view and all sides of an issue. To insure this philosophy, the Library faculty affirm their acceptance of the principles enumerated in the following:

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***Library Bill of Rights***

[\[http://www.ala.org/ala/oif/statementspols/statementsif/librarybillrights.htm\]](http://www.ala.org/ala/oif/statementspols/statementsif/librarybillrights.htm)

, Interpretations ***of the Bill of Rights***

[\[http://www.ala.org/ala/oif/statementspols/statementsif/interpretations/Default675.htm\]](http://www.ala.org/ala/oif/statementspols/statementsif/interpretations/Default675.htm)

***Freedom to Read Statement***

[\[http://www.ala.org/ala/oif/statementspols/ftstatement/freedomreadstatement.htm\]](http://www.ala.org/ala/oif/statementspols/ftstatement/freedomreadstatement.htm)

as adopted by the American Library Association. Selection of materials by the Library does not mean endorsement of the contents or the views expressed in those materials.

The Library will acquire and make available materials and media in various formats, evaluate existing collections, and develop policies and procedures to maintain the quality of collections and information services. The Library participates in various resource sharing agreements that expand the range of accessible materials.

**RESPONSIBILITY FOR SELECTION**

The Librarians and other department faculty have the responsibility for the selection of Library materials. Consultation with the appropriate Division Liaison Librarian will insure the relevance of potential additions. Final judgment rests with the Library faculty. Librarians are also responsible for the selection of materials not specifically related to the curriculum and for maintaining a balance between the many and various subject areas and standard and current works.

**CRITERIA FOR SELECTION**

Consideration for inclusion into the collection will include:

- Relevancy to the College curriculum
- Authoritativeness, treatment, and accuracy of contents
- Size, currency and adequacy of existing collection
- Appropriateness for lower-division college use
- Cost

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Unsolicited purchase recommendations and suggestions from students, staff, and the community will be welcomed and given consideration if they meet the selection criteria and there are no restrictions attached to their disposition. Unsolicited gifts will be welcomed and given consideration if they meet the selection criteria and there are no restrictions attached to their disposition.

Replacement of missing or lost materials is not automatic. Replacement is subject to the selection criteria.

The following materials are excluded from the acquisitions process:

Course textbooks currently used are not purchased. Faculty members may provide a copy for the Library's Reserve collection that students may use.

Generally, local history books are not acquired since these specialized collections are maintained and available in the community.

Highly specialized research material will not be purchased for individual faculty members.

**DE-SELECTION OF MATERIALS**

Assessment of the relevancy and condition of the collection is an on-going task. Regular and periodic de-selection is necessary to identify items which no longer fit the criteria for selection. This process requires expertise and discretion and is vital to maintaining the integrity of the collection. Librarians will encourage faculty from the various subject specialties to participate in the evaluation and withdrawal from the collection those materials that are no longer appropriate.

**AUTHORITY**

Final authority for the determination of policy is vested in the Rancho Santiago Community College District Board of Trustees.

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SELECTION

- ◆ Submit title requests to Periodicals Librarian.
  - refer periodical gift inquiries to Periodicals Librarian.
- ◆ In addition to relevance to the curriculum, periodical titles are evaluated with attention given but not limited to the following:
  - reviews
  - local college community interests
  - availability of indexing
  - storage requirements
  - format
- ◆ New title additions are finalized by end of spring semester.
  - generally, new periodical subscriptions start in January.
  - non-January start dates will be considered on a case by case basis.

DESELECTION

- ◆ Periodical titles/resources are assessed and evaluated on a regular basis to determine their continued relevancy to the criteria for their selection and inclusion in the Library's collection with attention also given but not limited to the following:
  - continued availability of indexing
  - duplication of formats
  - storage requirements
  - equipment needs
- ◆ A list of titles to be considered for: cancellation, change in holdings, and/or withdrawal from the collection is presented to the library faculty for review by mid-semester in the spring and final resolution by the end of said semester:
  - said list is developed by the Periodicals Department staff and Periodicals Librarian.
  - submit title cancellations, change in title holdings, and/or title withdrawal from the collection to the Periodicals Librarian.

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BACKFILES

- ◆ Generally, the Library retains backfiles, *i.e.*, holdings, of ten years or less.
  
- ◆ Exceptions to the general backfiles holdings will be considered on a title by title basis.
  
- ◆ Specific backfiles are determined by but not limited to the following:
  - local interest
  - duplication of holdings in different formats
  - availability of indexing
  - relevance of archival files to curriculum-based research needs
  - emphasis of research currency within a given field and/or subject area

COLLECTION MANAGEMENT PROCEDURES: ELECTRONIC RESOURCES  
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OVERVIEW

The Nealley Library supports the instructional programs of Santa Ana College by collecting or providing access to materials in multiple formats. The Internet is easily accessible, and, therefore, careful selection of Internet resources and availability of these through the Library's catalog and Web site will accomplish the following:

- increase awareness and maximize the use of significant sites provide
- value-added access to Internet resources which is often absent when using traditional and various search engines to locate resources
- enhance and expand the Library's collection of traditional formats

[Note: these procedures do not address either online bibliographic and/or and licensed full text databases or electronic serials. See: *Collection Management Resources Procedures: Electronic Resources*]

SELECTION

Generally, the selection of Internet sites will adhere to the Library's *Collection Development & Management Policy*.

• **Catalogued Web sites:** For Web sites within a librarian's collection development area, submit printout of Web site title page that includes its URL or a photocopy of an annotated review with URL to cataloger.

• **Web links from Library Web site:** For Web sites within a librarian's collection development area, submit printout of Web site title page that includes its URL or a photocopy of an annotated review with URL to Library Web manager. For Web sites

• **outside a librarian's collection development area,** said librarian will forward Web site information, *i.e.*, Web site title page or annotated review, to appropriate selector.

CRITERIA

Selectors should not necessarily exclude a title because it does not meet every individual criterion. However, selectors should select resources that adequately meet as many of the following criteria as is possible.

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- Free of charge
- Password-free and/or registration-free
- Improves or enhances existing print materials.
- Site is broadly accessible under present copyright laws, e.g., site legally available for inclusion in Library's catalog or Web site
- Current and/or relevant
- Stability of site
- User-friendly functionality and navigation
- Duplicates a print source—selection of a free Internet resource that duplicates an existing print resource is generally acceptable for the following reasons:

- multiple formats meet the different needs of user groups
- increased access, especially for remote/distant users

- Portal and/or gateway sites are the exception
  - content, organization, format, and/or coverage needs to be unique or distinguished

#### DE-SELECTION

On-going de-selection of Internet resources is a necessity because of the dynamic nature of these resources. A site is considered for de-selection when one or more of the following occur:

- site is no longer free, maintained, and/or available a site becomes unstable
- site requires user registration
- site's information loses its relevance, value, currency, authority, and/or reliability
- another site or resource offers more comprehensive coverage and/or ease of navigation or searching

#### COPYRIGHT

The Library will comply with the existing copyright laws. The Library will also promote copyright compliance among its users and among its staff.



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**OVERVIEW**

The library's collection primarily supports the instructional program of Santa Ana College; therefore, the librarian's role as liaison with classroom faculty is very important.

**SELECTION PROCEDURES:**

Read BIP and all reviews carefully for status, format, and age appropriateness.

Check title against your copy of the Standing Order List. Embedded in some of our standing orders are directions to the vendor not to replace titles that are only reprints of the same material.

The Standing Order List is developed and maintained by the Collection Development Librarian and annually reviewed by the department in May.

BIP, Amazon page or a photocopy of the publisher's page is required for each title. This page will travel with the book through processing and will be distributed to you when the title is ready for the shelves. Please do not use recycled paper.

Credit card purchases are not possible, *i.e.*, ordering "like new" or used books from Amazon.com.

Drop recommendations for purchases in your area of collection development into the acquisitions box in the Acquisitions Technician's area.

Forward requests for purchases outside your area to the appropriate Liaison Librarian. Refer to distributed Liaison list or when in doubt, forward it to Collection Development Librarian.

Forward all Periodical (electronic and print) recommendations / requests to Periodicals / Electronic Resources Librarian.

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**DE-SELECTION**

The materials in the collection were selected by librarians and /or faculty and at the time of their acquisition were deemed appropriate for the college curriculum and the library clientele. When reassessing the value and usability of the collection for our current curriculum and library clientele, please use the following guidelines.

**CRITERIA**

**Category One**

(A "yes" answer to one or more = discard)

1. Is opening the book hazardous to your health?  
A. Moldy, oxidized, dirty, dusty
2. Is the book damaged?  
A. Water, "other" stains, highlighting, underlining in ink
3. Are there duplicates on the shelf in better condition?

**CATEGORY TWO**

(A "no" answer to one or more = discard)

1. Does the subject material presented support our current curriculum or non-curriculum-related provisions of our collection policy?
2. Is the subject matter up to date?
3. Is the academic level of material presented appropriate for our community college audience?

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**DE-SELECTION PROCEDURES:**

For materials in your purchasing area, please place on “Collection Development Shelves” in the Technical Services department for review by the Collection Development Librarian.

For materials outside your purchasing area, please consult with Liaison Librarian before placing on “Collection Development Shelves” in Technical Services department.

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OVERVIEW

Generally, the selection of electronic resources [for Internet resources--SEE: *Collection Management Procedures: Internet Resources*] will adhere to the Library's Collection Development and Management Policy. The selection of electronic resources should follow the same collection development policies that are used for other materials including present curriculum needs, standards of excellence, comprehensiveness, and authoritativeness.

SELECTION

◆ Direct Vendor/Publisher Purchases

- Submit electronic resources suggestions to Periodicals/Electronic Resources Librarian.
- Generally, a trial period for using and evaluating the suggested electronic product is set up by the Periodicals/Electronic Resources Librarian.
- A purchase recommendation with supporting rationale [including any library faculty input and/or other college faculty input] is presented by the Periodicals/Electronic Resources Librarian to the library faculty for departmental action.
- Generally, new database purchases are calendar year subscriptions, *i.e.*, start date is January.  
non-calendar year start dates will be considered on a case by case basis.

◆ Consortium Purchases

- Library participates in the Fall and Spring Electronic Database Trials and collective purchasing program offered by the Community College League [CCL] of California.
- A purchase recommendation with supporting rationale [including any library faculty input and/or other college faculty input] is presented by the Periodicals/Electronic Resources Librarian to the library faculty for departmental action.

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CRITERIA

◆ Content

- scope of coverage, currency—i.e., dates of coverage update or cumulative supplements; retrospective data
- completeness of data especially compared to any print counterpart
- special features, uniqueness, or additional materials
- ownership issues—e.g., perpetual access rights, shared ownership

◆ Audience

- ◆ Quality—sample, demonstration, trial period, or review copy available? Reviews available
- ◆ Format—CD-ROM, DVD, Web-based, etc.; obsolescence factor
- ◆ Access – limits on users either concurrent/simultaneously; what level and/or type of access is needed, e.g., campus only, off-site access from other college locations, remote access, etc.
- ◆ Search interface—ease, options, level of skills needed [for both patrons & staff]
- ◆ Vendor support—telephone number 24/7 service; onsite service; onsite training; online training
- ◆ Vendor reliability/stability
- ◆ Usage reports
  - local control v. vendor control
  - extent of archival usage reports
- ◆ Licensing considerations—e.g., user [including interlibrary loan] access restrictions and/or limitations; responsibilities of library for security of the product , etc.
- ◆ Training needed—staff & library users
- ◆ Local needs—acquisitions, cataloging, archiving, etc.
- ◆ Cost—one time? on-going? leased? type/level of site license? other associated or peripheral costs, e.g., on-site playback/usage needs, etc.
- ◆ Technology needs/infrastructure to support access and usage of electronic products

DE-SELECTION

De-selection of electronic resources adheres to the Library's Collection Development and Management Policy. Regular review and assessment of electronic resources is a necessity because of the dynamic nature of these resources. De-selection should be considered and/or should occur when any and/or all of the following are present:

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- ✦ the reliability of the information and/or of the product has lost its value
- ✦ another resource offers more comprehensive and/or relevant coverage, end-user functionality in searching, etc.
- ✦ under-utilization of the resource
- ✦ cost considerations
- ✦ information is duplicated in another resource
- ✦ technical obsolescence