

Wilfred J. Airey Library – Norco College

Library/Learning Resources

Collection Development Procedure

Introduction

The Riverside Community College District is comprised of three colleges: Moreno Valley College; Norco College; and Riverside City College, each containing academic libraries that serve the specific needs of their respective academic communities. As part of a three college district, these libraries work in collaboration and share resources. The purpose of this procedure is to plan for the future development of the Wilfred J. Airey (WJA) Library collection. The basic philosophy of the WJA Library is to select, acquire, organize, and provide access to print and electronic resources needed to support the educational programs of Norco College. Resources, primarily lower-division in scope, may be selected on the basis of overall value, merit, timeliness, authoritativeness, and ease of access. The WJA Library collects and provides access to print and electronic resources reflecting a multiplicity of views.

Mission of the Wilfred J. Airey Library

As the heart of the academic experience at Norco College, the Wilfred J. Airey Library provides informational leadership, instruction, access to technology, and learning resources supporting the mission of the College; the development of lifelong information competency skills; and the overall success of the learning community. (Revised 2012)

To accomplish this, the library provides a wide range of lower division, undergraduate resources; basic information literacy training; and a computer commons. The library strives for electronic instructional innovation in an effort to meet the demands of distance education learners and a computer-driven workplace. While the main goal is to support college curriculum, the library staff serves as a vital link for the informational and educational needs of the Kennedy Middle College High School and the overall college community. Long term planning requires increased emphasis on emerging information technologies. The library will acquire those technologies that facilitate information retrieval, storage, and transmission. Changes in technology necessitate ongoing instruction of library patrons and Norco College personnel.

Responsibility for Selection of Resources

As faculty and collection development specialists, librarians are responsible for the overall development of the library collection. According to budgetary funding requests for resources are submitted as needed. The responsibilities are:

- Making judgments as to the completeness of the library holdings.
- Taking the needs of the library as a whole into consideration.
- Selecting resources that the librarians have identified through their public service and reference contacts.
- Examining book, database, & catalog reviews.

- Establishing and maintaining a climate of cooperation with faculty members and serving as department liaisons.
- One librarian serves on the college curriculum committee, evaluates the collection as proposals for new and revised courses are submitted, and purchases resources as needed.

As subject specialists, faculty members are encouraged to recommend resources which support the instructional needs of their program areas. Recommendations may be made to the librarians.

The Dean of Technology and Learning Resources has the final responsibility for the maintenance and development of the WJA library collection. The librarians, under the direction of the Dean, undertake the processes of selection and acquisition of resources.

General Criteria for Selection and Evaluation of Resources

Priorities

Resources for the library will be selected in the following order of priority:

- Subject matter that is directly curriculum related
- Outstanding items in other fields of knowledge and peripheral subjects not taught at the college but needed for a basic collection.
- Reference and research information, including general reference resources designed to support existing programs, to include the standard works and bibliographies in the major fields of knowledge.
- Resources for professional growth of faculty and staff.

Items considered for addition to the collection will be evaluated with attention given to:

- Written reviews. The librarians use standard review aids and other reviews appearing in authoritative professional periodicals.
- Size and adequacy of the current collection.
- Potential use of resources by students and faculty.
- Appropriateness for lower-division college use.
- Recency. Current resources are given high priority.
- Authoritativeness. The reputation and significance of author or creator.
- Accuracy.
- Adequate scope and depths of coverage.
- Reputation and standing of publisher or producer.
- Availability of funds.

Gifts

Gifts are accepted with the understanding that the library may dispose of them or add them to the collection at its discretion. The appraisal of gifts for tax purposes is the responsibility of the donor. A letter acknowledging the donation, but assigning no value, is sent upon request.

The selection of resources received as gifts will be governed by the same criteria that govern the selection of purchased items.

Textbooks

The library budget is not used for purchasing textbooks. However, textbooks may appear in the collection when they are considered classics by experts in the field. The library may accept as gifts relevant texts that are not superseded by a subsequent edition.

Faculty wishing to have a copy of their text placed in the library for their students' use are advised to provide a copy to be included in the Reserve Collection.

Duplicates

Duplicates are ordered only when an item is predicted to have (or has been shown to have) heavy use.

Collection Maintenance

In order to maintain the quality of the collection, withdrawal of resources from the library is considered an integral part of the organized effort to study and develop the collection. Decisions to remove resources will be made in consultation with faculty members who are directly related to the discipline.

The following resources may be withdrawn from the collection:

- obsolete resources
- superseded editions
- superfluous duplicates
- badly worn or defaced volumes for which there are suitable replacements
- unused resources which have no historical or lasting value
- resources which are outdated or inaccurate

Instructional Reserve Collection

Faculty members are encouraged to place course resources on reserve in the library. The library maintains these resources and assigns circulation rules as requested by the faculty members. These resources are made available to currently enrolled Norco students during all of the library's open hours.

Procedure Evaluation

This procedure will be evaluated by the librarians on a regular basis under the leadership of the Dean of Technology and Learning Resources. Any proposed changes will be discussed to obtain consensus.