

Bronx Community College Library

Collection Development Policy

The Collection Development Department welcomes input and recommendations from the BCC community. Submit suggestions to Alexander De Laszlo, 718 289-5432, or alexander.de_laszlo@bcc.cuny.edu

Purpose: The Collection Development Policy is designed to provide guidelines for developing and managing the collections of the BCC Library. Library resources supporting the mission of Bronx Community College may be provided via selecting, purchasing and adding the title to the collection, or by enabling students, faculty and staff to use the needed resource by paying the fees for access. Materials in all formats are collected by the BCC Library, and are included in this policy.

Communicating the collection goals of the Library is an important function of this policy. Faculty, students and staff library resource recommendations are highly valued and welcome. The Collection Development Policy is made readily accessible, as a link on the BCC Library home page, as a part of the Library Handbook, and as a document available on request from the Office of the Chief Librarian. The policy provides guidelines for everyday decisions regarding selection, retention, preservation and withdrawal of resources in all formats.

Supporting the educational mission of Bronx Community College is the primary objective of collection development at the BCC Library. The BCC Library endorses the [American Library Association Bill of Rights](#) and [Intellectual Freedom Principles for Academic Libraries](#), and incorporates principles from these documents in this policy.

The BCC Library is committed to developing and maintaining a balanced collection of high quality resources representing diverse perspectives and points of view. Priority is given to instructional materials relevant to the curriculum, needed to support student academic achievement, personal development, attainment of information literacy competencies, and career goals.

Library resources are a renewable resource, requiring dynamic growth, updating and expansion. Evaluation and assessment of the adequacy of the collection of reference, research and general materials in print and non-print formats is necessary to ensure needs of students are met. Equipment necessary for adequate use of these resources and provision of an environment conducive to learning are essential to supporting the teaching, learning and research needs of the students and faculty, and are routinely assessed and updated to enable use of the collection. The collection and resources of the BCC Library are available to all members of the campus community.

Selection Responsibility: The professional faculty of the BCC Library is responsible for cooperatively developing the collection with the teaching faculty. Staff and student recommendations are also valued and encouraged.

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Recommendations for addition to the collection may be submitted to the Library Acquisitions Department. The Chief Librarian has final authority in the selection of materials.

General Criteria for Selection of Materials: Criteria used for selection of materials include the following (not in rank order)

- Relevance to curriculum
- Reputation of author/creator, issuing body and/or publisher
- Appropriate content level for projected audience and use
- Accuracy of information and data
- Readability and clarity
- Currency and expected longevity as a valuable source
- Professional reviewing media recommendations
- Balance in the collection
- Scarcity of material on subject
- Literary merit and artistic quality
- Appropriateness of format
- Price
- Inclusion in bibliographies and indexes
- Demand for materials in the subject area
- Physical condition and technical quality

As a general rule, multiple copies will not be purchased. In cases where the known use and demand warrant an exception to this general rule, consideration of an exception to the restriction to one copy may be requested. The request should be addressed to the Chief Librarian.

Types and Formats of Materials Collected:

Printed books are collected in hardbound rather than paperback editions when available. For topics which change rapidly or which need frequent updating, paperback formats may be selected to reduce cost.

Textbooks required for courses, workbooks, study guides and instructor editions are not purchased

Electronic books are collected with the provision that equipment necessary to access and use them is available.

Media resources including audio/visual materials, slides, film, CDs and DVDs are collected. The equipment required to use a selected format must be available prior to purchase.

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Serials/periodicals/newspapers are collected via subscription. Periodical subscriptions require multiyear budgetary commitment to titles that increase each year in cost due to inflation and publisher price increases. Periodical titles are added or deleted as the periodical vendor cycle permits, once a year, coinciding with the due date of the renewal list. Recommendations are accepted throughout the year.

The Bronx Community College Library will select electronic formats identical to print formats of peer reviewed scholarly journals when a choice is available. The electronic version is never lost or vandalized, and can be delivered more reliably to multiple simultaneous users and can be made available for use from on site or remote locations, and during hours when the print version would not be available. Subscriptions needed in print, due to the title being a core title in the discipline, or to the nature of the content, such as highly graphic or artistic materials, will be retained as print subscriptions. Titles identified as necessary to continue in print may also be available as full text delivered via aggregator databases, such as provided by CUNY, or through subscription to electronic format.

Microform subscriptions to periodical titles are purchased if access to archived issues is needed and the information cannot be obtained in other formats. When previous issues are available in electronic format, the electronic version will be selected as funds permit.

Foreign language materials: Items printed in languages other than English are selected when they support the curriculum of the college.

Multi-format items: Books with computer disks and other multi-format items are purchased according to the general criteria for the selection of materials.

Government information: The BCC Library is not a depository library, and does not receive governmental information on official schedules. In recognition of the value of the resources printed and distributed by the federal, state and local governments to the students, faculty and staff, links to information available on the web will be selectively developed and maintained.

Juvenile books: A small number of award winning books for children and young adults will be purchased, such as the winners of the annual Newbery-Caldecott award.

Gifts: Gifts are welcomed and will be evaluated for addition to the collection by the same standards used for selection of materials. Donors will be provided a letter of acknowledgement, however no monetary evaluation will be provided, pursuant to Internal Revenue Service regulations.

Collection Maintenance: Removal of materials from the collection is necessary to prevent shelves from becoming cluttered with materials of questionable usefulness and value. Librarians and faculty will identify materials as candidates for removal from the collection due to obsolescence, damage, multiple copies, superseded editions, outdated

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and inaccurate information and duplicated content. Materials identified for withdrawal will be held for faculty review and input before decisions are finalized. The Chairperson of the Academic Department will be notified when materials identified for withdrawal are ready for review, and the materials will be held for 10 weeks to allow time for faculty to look though them. Requests for extension of time for faculty review may be directed to the Chief Librarian.

Use of materials will be cautiously considered as a criterion for withdrawal. Dated information, physical damage, reputation of author, importance of the title to the discipline, the availability of other sources on the topic, and quality of the material will be given higher priority than use in evaluating retention of a title. Resources noted to be valuable and not well used are candidates for increased awareness campaigns, such as outreach efforts, and bibliographic instruction. In general, relatively low use of an area of the collection may be indicative of need to develop it, to ensure needed titles are available.

Collection Challenges: An individual or group questioning the appropriateness of material within the collection will be referred to the Chief Librarian. The individual or group should use the [“Request for Reconsideration of Library Resources”](#) form to ask for review of the material in question. The review will include evaluation of the title according to the standard selection criteria, published reviews and commentaries, and consideration of the guiding principles of intellectual freedom and the First Amendment to the Constitution of the United States of America. The Chief Librarian will respond to collection challenges and provide information regarding the library’s position and any action planned or taken.

Cooperative Collection Development: Cooperation with other libraries to leverage purchasing power and improve access to a wider range of bibliographic resources will be sought whenever feasible. Resource sharing, consortia purchasing, and cooperative use agreements will be pursued as opportunities present to enhance the capacity of the BCC Library & Learning Resource Center to expand the information resources available to students, faculty and staff.

Interlibrary Loan: Interlibrary loan and document delivery services are available to faculty to provide materials outside of the scope of the collection.

Policy Review: This policy will be reviewed and updated as necessary to reflect the changing information environment of college libraries.