

# Lewis-Clark State College Library

## Collection Development and Maintenance Policy

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### PURPOSE OF THE POLICY

The purpose of this policy is to provide a framework of procedures and guidelines for the librarians responsible for developing and managing the collection at Lewis-Clark State College (LCSC) Library. Collection management includes the selection, acquisition and deaccessioning of library materials in all formats, as well as the ongoing review of the existing collection. The main objective of collection development is to have a useful collection that reflects the goals of the LCSC Library and the curricular and information needs of the LCSC community. This policy is a working document that will change and develop in response to the needs of the College community.

## **GENERAL DESCRIPTION OF THE INSTITUTION AND COMMUNITY SERVED**

Founded in 1893, Lewis-Clark State College (LCSC), located in Lewiston, Idaho, is a public undergraduate college with more than 3,000 students from more than 30 states and 20 countries. The college offers undergraduate instruction in the nursing, education, business, humanities, natural sciences, as well as in professional and applied technical programs through the Lewiston campus and LCSC's various outreach centers including Coeur d'Alene, Idaho. The LCSC Library is a member of the North Idaho Academic Libraries consortium which also includes the University of Idaho Main Library, the University of Idaho Law Library, and the North Idaho College Molstead Library in Coeur d'Alene. The Library primarily serves the students, faculty and staff of LCSC. However, members of the Lewis-Clark Valley community can also make use of the Library's collection on a limited scale.

## **LIBRARY MISSION AND PURPOSE**

Through the selection, organization, and dissemination of information, the Library supports the academic and vocational programs of the College. It seeks to fill the information needs of its user community by developing a conceptually coherent and rational collection of print and non-print materials which support the School's teaching and research functions.

To fulfill this mission, the Library faculty participates in the development and review of the curriculum and works closely with teaching faculty and students to analyze their curricular, research and recreational interests. Staff also teach the bibliographic structure of knowledge and the means of gaining access to that knowledge, explore and implement new technology to expand and improve information resources and services, and test new ways to extend service to the broader community. The Library encourages the formation of cooperative programs and arrangements with other libraries through networking and consortia to share ever-expanding information resources.

In all of its activity, the Library seeks to support the designated programs of the College and to respond to the unique information demands generated by the College mission.

## **COLLECTION DEVELOPMENT RESPONSIBILITY**

Final responsibility for implementation of this policy rests with the Director of the Library who has been delegated budgetary authority for expending the resource funds for the Library. Overall responsibility for the selection, development and maintenance of the collection rests with the Library faculty who are familiar with appropriate selection tools and the specific information needs of library users. The Library faculty will work in consultation with the teaching faculty to ensure they have a voice in collection development which supports the LCSC curriculum. While the library faculty welcomes the teaching faculty's participation in the selection process through recommendations of materials for the Library's collection, the final selection responsibility lies with the library faculty who will, using their discretion, determine if the materials recommended will fit the Library's selection guidelines.

## **INTELLECTUAL FREEDOM STATEMENT**

In accordance with the American Library Association's Library Bill of Rights and the American Library Association's Freedom to Read Statement, the LCSC Library's collection shall endeavor to provide for the free exchange of all ideas. The collection will offer the widest possible range of viewpoints, regardless of the popularity of the viewpoint, or the sex, religion, political philosophy, or national origin of the author(s). No censorship shall be exercised on the basis of language or controversy of topic related to religious, political, sexual, social economic, scientific or moral issues.

## **SELECTION GUIDELINES**

The LCSC Library shall use its funds to develop a collection which reflects the educational objectives, and supports the educational and service programs of the college. LCSC Library will acquire representative materials in all areas of knowledge focusing on subject areas relating to LCSC's academic curriculum, and appropriate to the level of instruction. Every effort shall also be made to acquire materials which are broader in scope than any particular discipline or field of study defined in the College's academic program. The Library should focus on acquiring books targeted at lower-division undergraduates, particularly those with "Essential" or "Highly Recommended" evaluations by *Choice*. The Library shall exercise care in the purchase of highly specialized research materials solely for individual faculty use. Interlibrary loan shall be recommended for the occasional need of esoteric, limited-use materials.

Criteria for selection of library materials shall include the accuracy and authority of the material; the lasting value of the content; the anticipated use of the material; the authoritativeness and reputation of the author and the publisher; the appropriateness of the level of material, the strength of present holdings in the same or similar subject areas; exact or similar items held by the other libraries within the Northern Idaho Academic Libraries consortium; the social and/or artistic merit or importance of the materials, cost, favorable reviews in reputable sources such as *Choice* and *Books in Print*, and the professional judgment of the teaching faculty and library faculty.

## **COLLECTION AREAS**

### **Reference Collection**

- Selection of reference materials is the collective responsibility of all of the librarians. The focus of the reference collection is to provide materials needed to conduct research and shall contain the standard reference works useful in the fields covered by the undergraduate curricula of the college. A variety of resources, in both electronic and print format are available to users. The types of materials collected include: almanacs & yearbooks; directories; general & specialized dictionaries; major encyclopedias; geographical resources such as maps, atlases and gazetteers; handbooks; and style manuals. Items in the Reference collection cannot be removed from the library or be borrowed by other libraries. Materials in the Reference collection will be reviewed annually by the subject selectors for currency and relevancy to the collection.

### **Pacific Northwest (PNW) Collection**

- The PNW Collection focuses on materials related to the history, geography, environment, economy and people of the Pacific and Inland Northwest (Idaho, Montana, Oregon, Washington and Alaska).
- Items related to the Lewis & Clark expedition will be added to the PNW Collection if they specifically pertain to Idaho, Montana, Oregon or Washington. Items that pertain to the expedition in general and do not specifically relate to the PNW region will be cataloged as part of the Library's General Collection.

### **Electronic Resources**

- The focus of electronic resources is to provide online resources needed to conduct research in the fields covered by the undergraduate curricula of the College.
- The Library currently provides access to the LiLI databases from the Idaho Commission for Libraries and other electronic databases that support the LCSC curriculum. Database descriptions can be found on the [Journals, Newspapers, Indexes](#) Library web page.

### **Maps**

- Maps related to Idaho and those areas of Montana, Oregon and Washington that immediately border Idaho will be added and cataloged for our collection.

### **Government Information**

- The LCSC Library is a "select depository" library for United States federal government publications and Idaho State government documents. Materials selected shall include both print and electronic formats. Criteria for selecting government documents shall be the same as those applied to other materials. Since depository status imposes the obligation of serving the public, documents of general interest to the community shall be selected.

### **Periodicals**

- The Library strives to provide the most current and up-to-date periodicals of value and interest to LCSC Library users. In addition to in-house holdings, the Library provides extensive access to periodical and journal subscriptions through the Idaho statewide database project (LiLI) and through other database subscriptions.

### **Audio Recordings, Audiovisuals and Video Recordings**

- LCSC Library shall acquire and make available recordings of the spoken word, audiovisuals and video recordings (both VHS and DVD format) in support of the curriculum. Criteria for selecting audiovisuals shall be the same as those applied to other materials. LCSC will aim to collect only those materials in which public performance rights are granted.

## **Browsing Collection**

- The LCSC Library shall collect a small, revolving collection of current fiction to provide recreational reading for our students and faculty. The collection will consist of bound fiction books of lasting literary value that will eventually go into the general collection and paperback books that will eventually be recycled. The collection will be reviewed by the selector once a year to see which titles should go into the general collection or be withdrawn.

## **Special Collections/Archives**

- LCSC Library shall not develop a collection of rare books and manuscripts. However, the Library will exercise careful guardianship of those manuscripts, rare books, and other valuable items which might be donated to it.

## **Curriculum Collection**

- The LCSC Library serves as a public depository for curricular materials for Grade K – 12 that are currently under adoption in the State of Idaho. Teachers, student teachers, principals, superintendents, curriculum directors, parents, etc., are able to utilize and/or review these approved materials.
- Curricular materials are adopted by the State Board of Education and sent to LCSC by the Idaho State Department of Education. The Curriculum Collection is a circulating collection housed at the Lewis-Clark State College Library for a period of time set by the Idaho State Department of Education. The subject areas are reading, English, spelling, speech, journalism, languages other than English, art, drama, social studies, music, mathematics, business education, career education and counseling, vocational/technical education, science, health, handwriting, literature, and driver education. Materials are made available for use by LCSC Education faculty and students, as well as any educator in north central Idaho, including those who home-school.
- Curricular materials that have been housed at LCSC for the allotted 6 years are withdrawn each year in July. The withdrawn materials are offered to LCSC Education faculty, local area teachers and the general public at no cost.
- The approved subject areas for adoption arrive at LCSC annually. The materials are processed and added to the online catalog database so that the public can access the materials. Duplicate items are weeded from the collection, and lost or stolen items are not replaced. Items are not available for circulation through interlibrary loan.

## **General Collection**

### **Goals/Objectives:**

- To purchase the top five (5) % of US academic publishing in the subject areas relative to the curriculum of the college.

- To insure that subject quotas for acquisitions are met through careful examination of publishing rates, number of credits generated in a subject area, and the usage rates established within subject areas identified by Library of Congress classification schemes. Each criterion is weighted and calculated as part of a formula to produce a selection quota for each subject.
- To meet key professional ratios of volumes per FTE, volumes added per FTE per year, and to meet expenditure recommendations for journals and books as a percent of the library and institutional budget.
- To improve user satisfaction in locating appropriate materials for their research needs, as identified in the Library's annual user satisfaction surveys.

## **SUBJECT SELECTION AREAS**

Selection is made in the following subject areas in support of the College's curriculum and instruction needs. Below is a summary of the areas of curriculum focus:

### *Agriculture*

Focus on Idaho and the Pacific Northwest. general agriculture, conservation of natural resources (land), plant culture, forestry, animal culture, aquaculture & fisheries, and wildlife management.

### *Anthropology*

Curriculum focus includes cultural anthropology; world prehistory; Native American studies; North American Indians; culture and environment, health, education; comparative religion; and ethnography.

### *Art & Architecture*

Topics of focus in the curriculum include art history; art criticism; fine arts; composition; drawing; painting; sculpture; printmaking; ceramics; art methods for the elementary teacher; visual communication and design.

### *Biology*

Topics of focus in the curriculum include environmental life science; human biology; cellular and molecular biology; diversity of life; zoology; botany; microbiology; anatomy and physiology; evolution; pathophysiology; ecology; genetics; immunology; development biology.

### *Business/Economics*

Topics of focus in the curriculum include management and leadership; entrepreneurship; accounting; marketing; finance; economics; hotel and restaurant management; business communications; business law. The Library collection should support the above coursework, as well as societal and ethical issues related to business and economics.

### *Chemistry*

Curriculum focus includes preparatory chemistry; introduction to chemistry; organic and biochemistry; principles of chemistry; physical chemistry; and inorganic chemistry.

### *Children's Literature Collection (CLC)*

The children's literature collection is a special collection which primarily supports the elementary and secondary education curriculum of the campus. The collection will include all of the annual American Library Association (ALA) award winners. Books with starred reviews in the *Bulletin*

*of the Center for Children's Books and School Library Journal* will receive strong consideration.

#### *Computer Science*

Topics of focus in the curriculum include foundations of programming; object-oriented design and methodology; algorithms and data structures; scripting languages; net centric computing; databases; advanced visual basic; operating systems; information and knowledge management; software engineering; web-database interfaces; theory of computation; intelligent systems: artificial intelligence and information; usability: human-centered design and evaluation.

#### *Education*

Topics of focus in the curriculum include elementary and secondary education; reading; subject specialties, such as teaching social studies or mathematics; special education; early childhood education; gifted education. The Library collection should include materials supporting coursework in the above areas, as well as standards published by accrediting bodies and materials on college student success, on distance education, and on societal issues related to education.

#### *Engineering/Technology*

Curriculum focus includes pre-engineering to include engineering graphics; engineering fundamentals, analysis, & design; engineering statics; & engineering dynamics. Engineering technology focus includes computer aided drafting (CAD) and geographic information systems (GIS).

#### *Geography*

Curriculum focus includes geographic information systems, digital remote sensing, and other special topics in GIS.

#### *Geology*

Curriculum emphasis in geology includes environmental earth science; historical geology; geology of Idaho and the Pacific Northwest; earth materials including mineralogy, sedimentary rocks, geochemistry of weathering & soil formation, ore mineralogy, geologic mapping; hydrogeology; earth surface processes including tectonics, fluvial & glacial geomorphology, quaternary geology; structural geology; and special topics in geology.

#### *History*

Coursework in history at LCSC includes history of civilization; U.S. history; Native American history; Nez Perce tribe history; Africa and the world; history of Idaho, the Pacific Northwest, and the American West; history of social welfare in the U.S.; U.S. and Pacific Rim affairs; American foreign policy; and the history of Europe.

#### *Law*

The primary curriculum emphasis includes the legal assistant & paralegal programs. Collection areas also include general law; law of the United States; and Idaho state law.

#### *Literature & Languages*

Topics of focus in the curriculum include composition; general American, British, and world literature; nature and Western literature; Shakespeare; literary analysis; history of the English language; technical writing; creative fiction and non-fiction writing; poetry; book publishing; Spanish and Nez Perce language training; communication; film history; video production.

The Library should also collect annual National Book Award, Pulitzer, and Booker prize winners, as well as a representative selection of publications by the Nobel Laureates for Literature and the Poet Laureate of the United States.

The selector for this subject will also purchase mass media bestseller paperbacks and other top-selling titles in a variety of genres for the Browsing Collection.

While books constitute the majority of materials purchased in this area, the Library will purchase for the collection audio-visual materials that meet any of the following criteria:

1. Support one of the courses being taught in the subject area;
2. Current or previous recipient of an Academy Award for “Best Picture,” “Feature Documentary,” or “Foreign Language Film;”
3. Nominated for “Best Picture” (U.S. or foreign) in any 2 of the following categories: Academy Award, Golden Globe, Critics’ Choice (from the Broadcast Film Critics Association);
4. Critically acclaimed (e.g., top ratings from TLA Guide or Video Librarian) dramatization of classic literature.

### *Mathematics*

Topics include algebra; finite and discrete mathematics; calculus; geometry; trigonometry; linear programming and game theory; differential equations; probability; real and complex analysis; math for technology; applied mathematics.

### *Music*

Topics of focus in the curriculum include music appreciation; music history; and music technique. Since there are no majors in music offered at LCSC, the Library focuses its collection on music history and music appreciation. While the Library doesn’t purchase music scores, it will accept donations of materials in good condition.

The Library collection in this subject should be weighted heavily toward recorded performances of music, rather than books. Some examples include:

1. Grammy recipients in the categories of: Classical Music, Jazz, Opera, World Music, and Long-Form Video;
2. Recommended recordings from a published source, such as an NPR Guide.

### *Nursing/Health Science*

Topics of focus in the curriculum include health assessment; fundamentals of nursing; health theory; pharmacotherapeutics in nursing; nursing informatics; public health nursing; transcultural health care; health care finance; leadership/management theory; neonatal resuscitation; nursing research; radiography; radiobiology; imaging modalities.

### *Performing Arts*

Topics of focus in the curriculum include theater production, acting, and dance.

The Library should purchase books that support the above coursework. In addition, the Library should purchase recorded performances in this subject, such as:

1. Critically acclaimed (e.g., top ratings from TLA Guide or Video Librarian) productions of dance or opera;
2. Surveys of the history of theater;
3. Technique instruction that support one of the courses being taught in the subject area.

### *Philosophy & Religion*

Collection emphasis is on basic ethics; social and political philosophy; and logic.

### *Physical Education/Recreation*

Topics of focus in the curriculum include individual and team sports; sports officiating; survey of human movement; techniques and methods for coaching; fitness and wellness; physical education for the elementary teacher; youth sports and recreation; adaptive teaching in physical education; biomechanics; physiology of exercise; motor learning and motor development; sports psychology; history and principles of physical education; kinesiology; organization and administration of health, physical education, recreation, athletics; social-cultural aspects of sports.

### *Physical Science*

Curriculum emphasis in physical science includes general physics, descriptive astronomy, engineering physics and modern physics.

### *Political Science*

Topics of focus include American government; social and political philosophy; international politics; constitutional law; public policy; international political economy; American foreign policy; comparative politics; and Idaho politics.

### *Psychology*

Topics of focus in the curriculum area include developmental psychology; biological bases of behavior; historical and contemporary issues in psychology; group dynamics; political psychology; statistical methods; abnormal psychology; assessment of learning; social psychology; educational psychology; peace, conflict and violence; issues in abusive relationships; research methods; sports psychology; counseling theories and techniques; chemical dependency and pharmacology; cognitive psychology; crisis intervention; and HIV/AIDS critical issues.

### *Social Work*

The focus of the Social Work program at LCSC is to prepare students to be general practitioners. Courses in the BSW program include the history of social welfare; human behavior; social welfare services and policy; families and children; and child welfare.

### *Sociology & Criminal Justice*

Criminal Justice/Justice Studies is offered as a major within the Social Sciences Division at LCSC. Coursework focus includes juvenile delinquency; deviant behavior and society; family; criminology; criminal law; criminal procedure and investigation; comparative criminal justice; and police and corrections in America. Sociology is a minor program and includes coursework in religion in contemporary society; current social problem; and social change.

## **GENERAL POLICIES**

### **Gift Materials – Policies & Procedures**

The LCSC Library welcomes donations of books, relevant journals and other appropriate materials. Gift materials of good quality that don't fit our policy for purchasing materials may be added to our collection, at the discretion of the Collection Development Librarian. If these materials become lost or damaged after they begin to circulate, they will not be replaced. Because of space limitations and processing costs, we cannot add all gifts to the collection. Duplicate titles and textbooks - especially those more than 5 years old - may not be added to the collection unless are deemed to be the best or only source of information on a particular topic. We also consider

other factors such as condition, age, or subject relevance. The Library will not add items which have been designated by a publisher as a free copy not for re-sale. When a gift is not added to the collection, we include it in our Library book sale, which helps generate a small amount of money to help support the Library. We will send a letter to donors acknowledging the gifts and the number of items donated. However, because of limited staff time, the Library cannot provide an itemized list of contributions. The appraisal of gifts to the Library is the responsibility of the donor. The Library will not be responsible for providing a monetary valuation statement to the donor for tax or other purposes, but will acknowledge receiving the gift.

### **Collection Maintenance**

A systematic and periodic program of weeding or removal of materials from the collection shall be carried out by the librarians. Criteria used to evaluate materials include existence of duplicate copies; physical condition of the material; outdated or inaccurate information; extent of the Library's holdings in the subject area; date of publication; materials no longer appropriate in LCSC Library's collection; availability of newer or revised editions; demand and usage of the material; potential future use; and importance for historical purposes. Items shall be withdrawn from circulation and recycled. Materials damaged beyond repair shall be discarded and replacements, if available, shall be acquired. Decisions regarding weeding of the collection may be carried out in consultation with the teaching faculty along with consulting other sources such as *WorldCat* to determine item availability via interlibrary loan.

### **Multiple Copies**

LCSC Library will purchase one circulating copy of a title. Duplicate copies, either purchased or accepted as gifts, will be acquired only under unusual circumstances as determined by demand and other relevant factors. Faculty members recommending purchase of multiple copies of the same title shall give justification of need.

### **Replacement of Lost Items**

Lost items shall be replaced, if available and still deemed pertinent, if funds allow, or upon the recommendation of a teaching faculty member or librarian. The librarians will determine what items to replace, based upon the above criteria.

### **Other Considerations**

The LCSC Library does not generally purchase required textbooks for the collection which students are expected to purchase for class use. Textbooks may be purchased if they are a classic in the discipline or if they are the only or best source of information on a particular topic.

Emphasis shall be on purchasing current items with perceived long-term value, recognizing the need at times for retrospective items.

The Library will acquire materials in diverse supported formats.

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