

# Bellevue College Library

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## Collection Development Guidelines

**These Guidelines live with the BC Library's mission which is:**

The Bellevue College Library plays a vital role in the mission and goals of the College by being a place for personal and intellectual discovery, a student-centered place committed to research & teaching excellence. To actively support lifelong learning, the Library continually assesses its policies, services, and collections to be responsive to the curriculum, instructional modalities and the pursuit of equitable, diverse, and inclusive learning experiences and resources. We pursue this mission with an unwavering focus on our shared values.

**These guidelines also honor the following values:**

Intellectual Freedom which is a fundamental tenet of the Library in carrying out its educational mission in a democratic society. The Library firmly endorses the American Library Association's *Library Bill of Rights* ([link](#)) and the International Federation of Library Associations and Institutions' (IFLA) *Statement on Libraries and Intellectual Freedom* ([Link](#)). The Library supports an individual's right to read, seek information, and speak freely as guaranteed by the First Amendment.

Academic Integrity and Copyright: The Library will adhere to fair use guidelines and Copyright Law when collecting, reformatting and providing information to others. We ask that library patrons respect both the copyright protections of all library materials and rights of authors by properly citing/attribution the ideas of others found within these materials. The Library has resources to assist all library users about citing sources, copyright and fair use and librarians are happy to discuss more in-depth queries related to the appropriate use of information.

### Collection Goals

The Library provides a current collection of resources to primarily assist Bellevue College students, faculty and staff and, secondarily, the community in finding information that supports their life-long learning. A wide variety of formats (print, digital, streaming) are employed to appeal to different learning preferences and styles. Through the collection, the Library aims to:

- Offer a portfolio of appropriate and well-chosen educational resources applicable to BC academic programs and accessible when and where needed.
- Be fiscally responsible through a commitment to low cost and open access collections
- Encourage student exploration, learning, and academic success through offering a variety of resources and formats

- Ensure a collection that is diverse, inclusive and supportive of pluralism, providing balanced resources, in both breadth and depth, for the benefit of the larger community
- Respond to the evolving educational programs and curricula of the college
- Support the teaching and professional achievement of all faculty
- Provide for the accessibility and quality of the collection
- Actively model collaboration through the sharing of collection decisions with faculty and staff outside of the Library and the sharing of resources with other libraries.

### **Responsibility for Collection Development**

The responsibility for building and maintaining the Library's collections is shared between the Associate Dean, library faculty & staff, and faculty & staff across the College. The basic responsibilities are defined as:

- Associate Dean has overall responsibility for the collection at the macro-level which includes assisting in the development of overall collection goals and acquiring and tracking the resources needed to support the collection.
- OER/Collection Development Librarian has lead responsibility for collection development matters and works with the team of library employees to implement collections goals.
- Library faculty have the responsibility individually and as a whole for reviewing and selecting print, digital and streaming materials; evaluating and providing input on databases, print and electronic books, streaming media and other acquisitions; and regularly weeding the collection. Library faculty actively work with faculty in their liaison areas to solicit suggestions on titles, formats and subject areas. They, along with the Associate Dean, are charged with staying current on changes in the curriculum and college programs to anticipate future needs.
- Technical Services staff are responsible for purchasing chosen items and ensuring accuracy in the catalog, and Circulation staff are responsible for maintaining the availability of the collection.
- Administrative staff (Associate Dean and Administrative Assistant) are responsible for accurately tracking the collections budget.

### **Responding to New Degree Programs and changes to the Curriculum**

Administrators, deans and faculty all have roles in insuring that the Library has the needed collections to support new degree programs and changes in the curriculum. General responsibilities are defined below:

Administration and Deans:

- Inform the Library Associate Dean of proposed new programs and significant changes in the curriculum as they become aware of them.

- Provide permanent funding as needed to support any library resources which are required.

#### Curriculum Advisory Committee (CAC):

- Apprise the Library Associate Dean of new proposals as they arrive at CAC. (Currently done through online proposal tracking system.)
- Provide a space for input from the Library to be considered before approval decisions are made.

#### Associate Dean Library:

- Be alert to discussion of potential new programs and changes to the curriculum and communicate those immediately to appropriate library faculty.
- Share CAC request for input and request reply from appropriate library faculty on response to CAC's request for feedback.

#### Library Faculty:

- Determine existing materials (if any) that will support changes and work with faculty within the curricular area to determine if new resources will be needed and, if so, prioritize the needs. Priorities will be guided by these:
  - support learning outcomes and curricular and student needs.
  - prerequisite course needs have priority over electives
  - research based course needs have priority over non-research-based courses
- Purchases will be made based on budget allocated and in order of prioritization once the CAC has approved the course/program and based on librarian feedback.

#### **Selection Criteria**

The selection guidelines in this section have been created by Library staff, faculty and Associate Dean, with support of the Library Advisory Committee, and are based on perceived needs and trends; professional literature, research and best practices; and experience. The OER and Collection Development Librarian stays apprised of the collections budget balances and works with the library faculty to balance the requests and needs of divisions and departments using the following criteria. Primarily, the Library collects materials for the range of BC students including for:

- Developmental and basic education programs
- Professional and technical programs
- Transfer programs
- Baccalaureate programs

Secondarily, the Library may purchase materials to support:

- Staff and faculty research
- Staff and faculty professional development
- Campus initiatives such as Equity Reads and Institutional Learning Goals

General criteria for selection:

- Relevant to current and anticipated programs, curriculum, and Bellevue College community needs
- Quality of content including comprehensiveness, currency and accuracy
- Reviewed by reliable, credible sources such as Choice Magazine, Library Journal, Kirkus, and professional journals & reputation & qualifications of authors and/or publishers
- Representation of diverse points of view
- Suitability of format, reading and content levels that match the BC population
- Format consistent with other platforms already in use, ease of use, etc. something along these lines
- Accessibility of materials regardless of teaching and learning mode
- Price
- The material's contribution to the depth or breadth of the collection
- Long-term significance or interest

## **Specific Collections**

### **Books and Media**

Definition: Books, paper or digital, & media, including DVDs and streaming, that are one-time purchases and owned permanently by the library. (Content that is not owned but only leased for a specified time is considered in the content databases section.) Format of these materials (print and digital books DVD, and streaming) and number of simultaneous users will be determined based on general collection criteria and availability.

The Library has added Demand Driven Acquisitions (DDA) for eBooks. DDA is a newer model in electronic resource acquisitions and automatically adds these materials to our collection, permanently, based on a triggering event (e.g., student downloads an e-book title, views a title for more than 10 minutes, views more than 10 pages of a title). The DDA model for electronic resources allows us to create collections based on actual usage from the greater campus community and provides another metric in which to evaluate our collection needs. Permanent additions to the media collection (mostly streaming films) are also driven mostly by faculty or student needs that are curriculum based. Library faculty receive requests from patrons and work with the requestor to determine the best way to provide access to the requested title.

### **Individual Periodicals (magazines & journals) Subscriptions**

Definition: journal, magazine and newspaper subscriptions that are on-going and subscribed to on an individual basis.

Specific considerations, beyond those outlined in the general selection criteria include:

- Indexed content in existing Library databases
- Availability of full text through existing Library databases
- Vendor responsiveness and accountability
- Format appropriate to use and perceived patron preference
- Ongoing availability of the issues after a subscription is cancelled

All requested titles are discussed and evaluated by the librarians and the proposed to the Associate Dean for budget approval. Approved periodical requests are transmitted to the Periodicals Technician who proceeds with the subscription process.

All subscriptions are reviewed annually (in December) by the library faculty for on-going relevance, use and affordability.

### **Content Databases**

Definition: These are digital platforms (vendors) that aggregate multiple journal, magazine, newspaper, book titles, and streaming media, providing a uniform interface. Full-text databases are preferred to those that only provide indexing. Access is typically dependent on on-going subscriptions, and the content of these databases is only available when a current subscription exists.

Specific considerations beyond those outlined in the general selection criteria include:

- Availability of full text
- Ease of use of the product including search features, downloading, printing and emailing capabilities
- Availability to multiple and simultaneous users
- Cost considerations including one-time fees, hosting fees, availability of consortium pricing
- Appropriate licensing consideration and restrictions on use of content
- Accessibility and ADA considerations
- Vendor responsiveness, accountability, and technical support
- Accessible through proxy and single sign-on services
- Use of overlap analysis tools for identifying unique content in prospective and existing resources.
- Availability of usage statistics
- Compatibility with Primo discovery search layer

All database subscriptions are reviewed annually (in December) by the library faculty for on-going relevance, use and affordability.

### **Reference Collection**

Reference sources are those sources meant for quick referral, for example, encyclopedias, dictionaries, atlases, and handbooks that do not circulate. The reference collection should meet curricular needs, be

up to date, and only include such works that are referential in nature. To make reference sources more accessible, the Library is committed to purchasing electronic reference sources when possible.

### **Zines**

Zines are most easily characterized as an independent platform of expression for underrepresented and marginalized voices, independently published in print. Primarily, zines are free of the constraints of mainstream media production and are usually produced by individuals or collaboratively created with one or more people.

Faculty in multiple divisions are using zines in their classrooms to challenge mainstream mass media and bolster student activism and perspectives on and off campus. Zines are an interdisciplinary format, drawing on text and images in an accessible space, and can take the form of an art object or long form writing on a topic of personal or political significance.

The Library collects zines in topic areas relevant to current and anticipated programs, curriculum, and Bellevue College community needs. In addition, the Library collects zines produced by BC students. The zine collecting focus of the Library complements the pluralism and diversity values of the college, as zines amplify the voices and ideas of underserved populations.

### **Required Texts**

The Library supports the Bellevue College curriculum by emphasizing collection development that supports the curriculum. In general, the Library does not purchase required texts. Faculty donations of current required texts are welcome. The reasons for this policy include the frequent turnover of titles, cost, high demand, and the lack of fairness if a student checks out a required text for the quarter while other equally deserving students purchase their own copies. Textbooks also may come with individual access codes to online auxiliary materials. These codes can only be used legally by a specific individual owner of the text. Texts that offer students another perspective to material or have a potentially wider audience are considered for acquisition based on established selection criteria. Workbooks and other like material cannot be purchased due to their consumable nature as outlined in Title 17 of the United States Code.

Instructors are regularly encouraged to request Library purchase of books on their “recommended reading” lists. The reasons for this practice are that the “recommended reading” lists are often classics that the Library ought to own, and the cost of the required texts often places the recommendations outside the students’ budgets, so that only the more financially able students read them.

### **Gifts**

The Library, in coordination with the Bellevue College Foundation, welcomes gifts of materials with the understanding that the same standards of selection are applied to gifts as to materials purchased for the collection.

- Gifts of 10 items or less are accepted without prior arrangement if the donor completes the donation form ([LINK](#)). Items will be evaluated using the collections criteria listed above and may

be added to the collection or discarded according to Washington State Law. Gifts cannot be accepted without a signed donation form.

- For larger donations (more than 10 items), the potential donor should contact the Associate Dean or the OER and Collection Development Librarian who will respond directly or refer the request to the appropriate library faculty member. As a general guideline, gift materials should be less than three years old and in good condition. The Library may choose not to accept some gifts. Any gifts that are not added to the collection will be discarded or gifted according to Washington State law.
- Gifts of items not for the collection and monetary gifts will be handled jointly by the Library and the BC Foundation. Donors may contact the Associate Dean of the Library or the BC Foundation for further information.

## **Library Archives**

The Library, in coordination with the Bellevue College Foundation, welcomes gifts of materials that reflect the history of the College such as photographs, student and faculty publications, events, presentations, graduation, etc. Potential donors are encouraged to email [libarchives@bellevuecollege.edu](mailto:libarchives@bellevuecollege.edu) or contact Christa Jech to discuss if the items are appropriate to the archives.

- Gifts of 10 items or less are accepted without prior arrangement as long as the donor completes a donation form (email [libarchives@bellevuecollege.edu](mailto:libarchives@bellevuecollege.edu)). Items will be evaluated for appropriateness to the collection and may be added to the collection, used on campus, or disposed of according to Washington State Law. Gifts cannot be accepted without a signed donation form.
- For larger donations (more than 10 items), the potential donor should email libarchives who will respond in a timely way. The Library archives may choose not to accept some gifts. Any gifts that are not added to the collection will be discarded according to Washington State law.

## **Weeding**

To ensure a current, appropriate, and well-used collection, Library materials will be continually assessed and removed from the collection if:

- The information contained in the material is outdated or inaccurate
- The material no longer supports a curricular need
- The material has little/no circulation and is not considered a classic title in the area
- The material is superseded by newer editions and the original is not considered classic or needed for historical purposes
- It is a duplicate copy of low-circulating materials
- The material requires equipment that is unreliable, obsolete, or is no longer available

Some materials that may otherwise qualify for weeding should be kept because they are used by instructors for teaching purposes. The Library collection is regularly reviewed and assessed for outdated,

non-circulating, or lost material as well as to identify areas of collection improvement using regularly scheduled reports and circulation statistics. Replacement or updated information is sought to keep the collection current and robust.

#### **Determining Lost Book Replacement Charges:**

When books are borrowed and not returned, patrons will be charged the cost of replacing the book. The amount charged will be determined by the Collection Development Librarian or other liaison librarian. The cost to replace a specific item or newer edition is determined by:

- Checking availability in Gobi, the Library's main book supplier, including any tax or shipping that applies.
- If item is not available in Gobi, then other locations will be checked. These will include Amazon, publisher's website, etc. Any applicable tax or shipping will be added.
- If the item (or newer edition) is unavailable, then the average cost of books in the same subject area (as determined by the Gobi price list by call number) will be used, including any applicable tax.

This is an evolving document created through collaboration with all Library staff.

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