

Eastern Florida State College Libraries Collection Development & Management Guidelines

1. Purpose

The Eastern Florida State College (EFSC) Libraries, including the EFSC/University of Central Florida (UCF) Joint Use Library, serve a diverse population of faculty, students, staff, and the surrounding community. The guidelines in this document are intended to guide the development and management of library collections in print, audiovisual, and digital formats. With the ongoing evolution of information dissemination and library resource-sharing, these guidelines will be regularly assessed and adjusted to reflect the dynamic nature of global access to information resources. These guidelines apply to all EFSC campus libraries, hereafter referred to as the “Library.”

2. Mission Statement

The Library is designed to provide resources and instructional support for the academic and educational requirements of the college. Access to educational resources and assistance in their use directly supports the college's community, educational, and cultural commitments.

3. Selection Responsibility

Material selection is a collaborative process involving all librarians. Each campus has a librarian liaison assigned to academic departments. These liaisons gather input about collection additions, with faculty requests given the highest priority. Staff and other patrons may also make requests, which are considered based on established selection criteria. Requests can be submitted using the Purchase Suggestion form available on the Library's website.

Materials supporting UCF programs are selected by UCF librarians, following their own selection and deselection policies.

4. Fund Allocation

Each campus receives funding to meet its library's collection goals. The Library does not allocate specific amounts annually to individual subject areas or academic disciplines, ensuring flexibility in responding to unexpected needs. Florida Legislature allocations through the Florida Virtual Campus (FLVC) may provide additional funding for digital resources, though such allocations are not guaranteed to recur.

5. Selection

Several factors influence the selection of materials (books, serials, audiovisual resources, and digital media). These factors include:

5.1. General considerations for selecting materials:

- Relevance to academic and vocational programs at each campus.
- Faculty recommendations and instructional needs.

- Recommendations from professional reviews and selection tools.
- Suitability for EFSC's undergraduate student body in terms of reading levels.
- Timeliness, lasting value, user-friendliness, and ease of access.
- Current holdings in the subject area.
- Cost, availability in alternative formats, and potential for sharing between campuses.
- Reputation of the author or publisher, and librarian expertise.

5.2. Specific guidelines:

5.2.a. Archives.

Archives: The Library collects EFSC publications and materials of historical significance. For more details, refer to the College Archives Guidelines (Appendix A).

5.2.b. Audiovisual Formats.

- Streaming media is the preferred format. Public performance rights are purchased when required. See Section 5.2.e. Digital Resources.
- DVD in widescreen format* when requested by faculty
- Blu-ray format*, when requested by faculty
- Subtitles*
- Closed captioning*
- Public performance rights (PPR) * when requested by faculty
- *Contingent on availability

EFSC libraries no longer have the resources to bind materials.

5.2.c. Digital resources.

Digital resources, including e-books, e-journals, and databases, are purchased based on their relevance and cost-effectiveness, with an emphasis on ensuring access via remote authentication, FLVC group licensing and providing usage statistics. E-books are usually purchased with access to a single license; however, multi-user e-book licenses may be considered based on usage and available funding. Selection will follow IFLA's [Key Issues for E-Resource Collection Development: A Guide for Libraries](#) (2012) and FLVC Guidelines for eResource License Agreements (2018). Electronic journal subscriptions are licensed for collegewide access when current issues are not in the databases.

Digital resources will be considered for purchase when:

- Remote access is available via student-identification-number authentication
- Interface is user-friendly and compatible with common browsers
- Usage statistics are available, preferably in COUNTER format
- Reliable vendor customer service and technical support is available
- License agreement allows normal rights and privileges accorded libraries under

copyright law

- Trial or preview of product is available prior to purchase
- Approved by the Librarians after discussion
- Content is hosted on vendor's website rather than EFSC's website
- Interface is supported by FLVC
- MARC records are available and loadable into the Integrated Library System (ILS)
- Represented in the Library's online catalog at the item level
- Faculty have expressed a need, especially due to a lack of similar resources

5.2.d. Duplicate copies.

Campus-to-campus resource sharing is encouraged to avoid unnecessary duplication of costly resources. Faculty requests for duplicates are considered based on program needs.

5.2.e. Faculty Publications.

Donations of EFSC faculty-authored materials are accepted for review and potential inclusion in the collection, but budget constraints prevent the purchase of faculty-authored resources.

5.2.f. Microforms.

This format is not supported.

5.2.h. Out-of-print materials.

Due to budget constraints and availability issues, out-of-print materials are typically not purchased.

5.2.i. Print books.

Clothbound or hardbound editions are preferred unless the cost is significantly higher than a paper edition. Books that require frequent updating (nursing/medical texts, computer manuals, test preparation materials, etc.) are purchased in paper formats when available.

5.2.j. Popular fiction.

Popular fiction is not generally purchased, though established literary works and critically acclaimed new works may be considered, particularly those supporting literature courses.

5.2.k. Reference materials.

The Library prioritizes digital formats for reference materials, except where faculty specifically request print versions.

5.2.l. Required and Supplemental Course Materials.

Inquiries for the acquisition of commercial instructional materials should be directed to the campus Library. Faculty and staff may make arrangements for the previewing, reserving, and purchase of audio, visual, print and electronic materials.

5.2.m. Resources for Advanced Degrees.

Materials for baccalaureate degrees are purchased to support current EFSC programs, with interlibrary loan services available for advanced study needs.

5.2.n. Serials / Periodicals.

The Library evaluates serials and periodicals annually, preferring digital formats. Print subscriptions are campus-specific, while electronic serials are acquired via collegewide subscription.

Factors to be considered in serials selection and evaluation include:

- Support of academic programs
- Suitability for intended audience
- Strength of existing collections at all campuses
- Usage or projected future use
- Cost, including storage and/or access costs
- Reputation of publication
- Recommendation by faculty
- Indexing and abstracting in sources accessible to library users
- Digital full-text availability and publisher embargo periods
- Site license availability
- Authentication via FLVC

5.2.o. Software.

The Library does not purchase software or software licenses for public access.

5.2.p. Program-specific Collections

The Library does not support or fund program-specific collections that are separately housed.

5.2.q. Used materials.

Used materials are generally not purchased due to quality concerns.

5.2.r. Visuals (maps, posters, charts, graphs, overheads, and transparencies).

The Library does not purchase or accept donations of maps, posters, charts, or similar items.

6. Collection analysis

The Library regularly evaluates the age and relevancy of its collection using reports from the Florida Virtual Campus (FLVC). The collection depth is classified based on the Library of Congress Collecting Levels, ranging from Minimal Level (basic materials) to Instructional Support Level (comprehensive resources for undergraduate and most graduate study).

6.1. Levels of Collection Depth

Collection depth indicators describe a library's collecting activity and goals. Librarians

follow the [Library of Congress Collecting Levels](#). Aspects of collection management to be considered are:

- Current collection level
- Budget availability
- Collection needs

The following categories (as defined by the Library of Congress) best describe EFSC library collections:

1. Minimal Level: a subject area in which few selections are made beyond very basic works.
2. Basic Information Level: a collection of up-to-date general materials that serve to introduce and define a subject and to indicate the varieties of information available elsewhere. A basic information collection is not sufficiently intensive to support courses of independent study in the subject area involved.
3. Instructional Support Level: a collection that is adequate to support undergraduate and most graduate instruction or sustained independent study.

7. Gifts / Donations

Donations are accepted without restrictions on retention, location, or use. Donated materials are reviewed by local librarians and may be added to the collection, offered to other campus libraries, or donated to community organizations. Items in poor condition (moldy, missing pages, heavily used, etc.) or that do not meet established selection criteria may be discarded.

Items may be:

- Added to the collection
- Offered to another campus, to library patrons, or to an academic department
- Given to another local library or community organization
- Sent to Better World Books
- Discarded
- Recycled

7.1. Established selection criteria (see Sections 5.1 and 5.2) will be applied to donated items. Items will not be added to the collection if they are:

- Moldy, mildewed, water stained
- Brittle (cover, binding, or pages)
- Infested
- Missing pages, or torn
- Scratched/damaged
- Heavily used (highlighting, writing, marking on pages)
- Obsolete format

- Additional restrictions may apply

7.3. Donated course materials will be accepted barring publisher restriction.

- Current textbooks in use may be placed on Reserve
- Current annotated instructor-edition textbooks in use may be added to the collection or placed on Reserve only with campus instructor approval (see 5.2.m)

7.4. Periodicals will not be accepted.

7.5. Donors will transport items to the campus library circulation area and are responsible for removing any personal information from the donated material.

7.6. Donors may complete a donation acknowledgment form according to the established procedure (see form in Appendix B). A letter acknowledging the donation will be sent to the donor's home address from the designated College office. Donors are responsible for determining the value of their donation.

8. Collection Maintenance

The Library continuously monitors its collections to ensure they support the academic needs of the institution. Deselection (removal of outdated or unused materials) is essential for maintaining a current and relevant collection. Regular deselection efforts are coordinated with faculty and librarians. Materials are evaluated for withdrawal based on factors such as age, usage, relevance, and condition.

8.1. Deselection / Retention

Deselection (the process of removing items from the collection) of both print and digital library materials is essential for the maintenance of a current, academically useful library collection. Librarians are responsible for conducting regular deselection efforts and are encouraged to coordinate these initiatives with faculty and fellow librarians. The decision to withdraw an item is based on professional guidelines and deselection criteria. Deselection should not bias the collection in favor of one viewpoint or negatively affect the amount of available material in a subject area.

Deselection is considered according to:

- Out-of-date or obsolete information
- Use
 - If the material has not circulated or been accessed in recent years
- Completeness of holdings
 - Partial sets may be withdrawn if vital information is missing
 - Multiple copies
- Availability of replacement or new edition
 - Superseded editions unless the 'next-to-the-last' is deemed useful
- Importance of the item to the collection
 - Materials that do not support the current curriculum
 - Materials that cannot be repaired in-house
 - Materials that cannot be accessed any longer

- Replacements will be considered for missing, lost, damaged items, or items showing heavy use
- Date of publication (see Appendix E Obsolescence Criteria by Subject).
- Obsolete format
- Cost or ability to maintain has changed
- Disposal actions include giveaways to students, faculty, and the community, and repurposing/crafting events. For larger-scale disposal, college administration will determine methods.

During deselection analysis, if an item is identified for withdrawal and is the last copy held by a Florida academic library, then it should be donated to the Florida Academic Repository (FLARE) for inclusion in its collection following [General Procedures for non-SUS Libraries Transitioning a Last Monograph Copy for Inclusion in FLARE Collection](#)

Retention is considered when:

- Classic works in a field have long-term value and may be retained regardless of circulation or date of publication. Historical value will be determined by consulting standard collection development tools such as *Resources for College Libraries*.
- Work is by a local author, faculty member or of local interest
- Work contains subject matter that is unique or out of print
- Work is a prize winner (Pulitzer, NBA, etc.)
- Work is listed in a standard index, or a core bibliography for the field
- Work is source material and supports the curriculum of the college
- Work is part of a series that is still useful
- Work includes an extensive bibliography that is still useful
- Work reflects the mores of a period of time

9. Intellectual Freedom Statement

The EFSC Libraries uphold the principles of intellectual freedom as outlined by the American Library Association's Library Bill of Rights, including the right to explore diverse viewpoints. Current students, staff, and faculty may request reconsideration of library resources.

9.1. Requests for reconsideration of materials.

The EFSC Library encourages the exploration of diverse viewpoints and maintains a collection that supports the academic and educational requirements of the College. The Library provides access in accordance with the [American Library Association's Intellectual Freedom Core Documents](#). While the community is welcome to use library materials, only current EFSC students, staff and faculty may challenge a resource within the Library's collection.

To begin the reconsideration process, the concerned EFSC member should complete [a formal request](#), which will become part of the public record.

10. Review of Collection Development and Management Guidelines

These guidelines will be reviewed and updated as needed by the Library Science Discipline to reflect ongoing changes in global access to information resources and best practices in library collection management.

References

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<https://repository.ifla.org/handle/123456789/52>.

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Purpose and Mission Statement

The purpose of EFSC Archives is to collect, preserve, and document the history and growth of the College and to provide public access to historically valuable items about employees, students, and alumni.

The Archives will collect items that are created by the College and its employees, students, and Board of Trustees members. All accepted items must be relevant to the mission of the Archives. They should have unique, lasting value and document the history of the College.

Curatorial Plan

The EFSC archives tell the story of Brevard Junior College, Brevard Community College, or Eastern Florida State College, depending on the year. The archives predominantly contain information created by the college. There is an emphasis on items that convey the following information:

- Student life and culture, events
- Faculty, staff, administration, and board member information
- Course offerings
- Institutional studies, including accreditation
- Other college-generated information

Content

At least one copy of each print publication created by the College should be housed in the Archives (located at the Cocoa campus library).

The Archives Librarian may accept the following items:

Annual budgets
Award information
Board of Trustees documents

Brochures (college/departmental/program)
Campus planning documents
Catalogs
Class schedules
College newsletters
College planning documents
Committee files
College-generated faculty publications
Fee schedules
Graduation programs
Grant proposals
Handbooks
Meeting minutes
Photographs/images of student activities
Policy manuals
Recordings of meetings and presentations
Reports
Research projects
SACS documents
Student club items
Student newspapers*
Student publications
Trophies
Yearbooks
*state law requires permanent retention

Gifts/Donations

The Archives accepts donations, which then become the property of the Archives; the Archives does not accept conditional transfers. Other restrictions to accepting gifts include, but are not limited to:

- Partial sets
- Photocopies of materials where ownership is unclear
- Collections or items which the Archives cannot preserve or maintain
- Collections or items for which the Archives has insufficient or unsuitable space, employees, or equipment for viewing
- Damaged items
- Infested items
- Fine art
- Routine correspondence
- Items with personal information, such as Social Security numbers, driver license numbers, financial account numbers, etc.
- Items that do not relate to the history of the college

Using the Archives

Librarians may search records, provide information, make copies (within reason), or make items available as part of Reference services.

Materials in the Archives are available during library hours, when Librarians are present. Researchers must provide a minimum of 24 hours' notice for requesting access to archival materials to ensure someone is available for assistance. Use of the Archives is by appointment only.

All archival materials must remain in the room.

Researchers must provide identification when entering the room.

No food, gum, or beverages are allowed.

No pens, markers, or highlighters are allowed.

Researchers may not use the photocopier in the Archives.

All items must be handled carefully to ensure their preservation. It is not permitted to mark, fold, tear, or otherwise alter archival materials.

Unauthorized photography is forbidden.

Archives Digitization Policy

Library staff prioritize digitizing materials in degrading condition or at risk of degrading, such as VHS tapes, compact discs, floppy discs, and newsprint. Items uniquely held by, and originating from, EFSC are candidates for digitization. If a physical item has already been digitized and made available elsewhere, we will not dedicate resources to creating, storing, or maintaining a digital surrogate. To remain manageable during maintenance phases, the digital archive will not exceed 200 GB in content.

Appendix B: Donation Form

Donation form: <https://easternflorida.libwizard.com/f/donation>

Appendix C: Nursing

The EFSC Library collections support the Patient Care Assistant, Practical Nursing, and Associates Degree Nursing, and Bachelor of Science in Nursing programs. The EFSC Library collections also support University of Central Florida's Bachelor of Science in Nursing program.

Selection and deselection of EFSC nursing materials follow the guidelines and criteria outlined in the EFSC Library Collection Development & Management Guidelines. Selection and deselection of UCF's nursing materials follow their [Collection Development Policy, Nursing](#).

In addition to the criteria listed in Section 8.1 Deselection / Retention, the following additional guidelines will apply. Most nursing materials are shelved in the RT section of the libraries. Exceptions are listed below where the letters of the relevant Library of Congress classification area are noted in parentheses.

Level 1: EFSC will retain information no older than 2 years for the following areas:

- study guides
- examination review books
- laboratory guides (RB)
- drug manuals (RM)
- new developments that make recent materials obsolete, ex. COVID-10

Level 2: EFSC will retain information no older than 5 years for the following areas:

- adult health nursing
- cardiology (RC 674)
- clinical procedures
- geriatric nursing (RC 954)
- legal and ethical issues
- maternal child nursing (RG)
- medical-surgical nursing
- mental health concepts
- nursing care plans
- nursing fundamentals
- nutrition
- obstetric nursing (RG)
- pediatric nursing (RJ)
- pharmacology (RM)
- psychiatric nursing (RC 440)
- surgical nursing (RD)
- treatment protocols

Exceptions to the 5-year retention period:

- no newer edition available
- no suitable substitute in a more recent title
- no change to subject area
- if deselection leaves insufficient materials in collection

Level 3: EFSC will retain information of a reasonable age for the following areas:

- psycho/social issues
- general disease information (if the item is not treatment-oriented)
- signs and symptoms

- physical and biological sciences, including:
 - anatomy
 - physiology
 - microbiology
 - chemistry
 - physics
- nursing theory
- nursing trends
- nursing biographies
- historical reviews

Deselection of the nursing collection will take place as needed.

Appendix D: Request for Resource Reconsideration

Eastern Florida State College Request for Reconsideration of Material Form

The faculty at Eastern Florida State College, Cocoa, FL, have established a materials selection policy and a procedure for gathering input about particular items. Completion of this form is the first step in that procedure. If you wish to request reconsideration of a resource, please return the completed form to the library science administrator.

Eastern Florida State College Library

Library Science Administrator
1519 Clearlake Rd
Cocoa, FL 32922

Date _____

Name _____

Address _____

City _____ State/Zip _____

Phone _____ Email _____

Do you represent self? Or an organization? Name of Organization

1. Resource on which you are commenting:

Book (e-book) Movie Magazine Audio Recording

Digital Resource Textbook Newspaper Other

Title

Author/Producer

2. What brought this resource to your attention?

3. Have you examined the entire resource? If not, what sections did you review?

4. What concerns you about the resource? (attach additional pages if needed)

5. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?

6. What action are you requesting the committee consider?

Appendix E: Obsolescence Criteria per Subject

- The Library will generally retain items published within:
 - Five (5) years: computers, medicine, nursing (*See Appendix C for more information*), agriculture, fire services, hospitality, cosmetology, and technology
 - Ten (10) years: general interest, social and political science, business, law, language, science, bibliographies, and library science
 - Fifteen (15) years: psychology, religion, military and naval science, history, geography, anthropology, and education.
 - Indefinitely: anatomy and physiology, music, fine arts, culinary, welding, math, and literature