

# **Eastern Florida State College Library Collection Development & Management Guidelines**

## **1. Purpose**

The Eastern Florida State College (EFSC) Libraries, including the EFSC/University of Central Florida (UCF) Joint Use Libraries, serve a diversified library community consisting of faculty, students and staff of EFSC and UCF, and the community. The guidelines outlined in this document are designed to guide the systematic development and management of library collections of print, audiovisual, and digital materials. Since the nature of information dissemination, networking, and library resource sharing is undergoing revolutionary change, these collection development and management guidelines consider issues within the dynamic framework of global access to information resources and will require regular assessment and adjustment. These guidelines encompass all EFSC campus libraries, hereafter referred to as "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 commitment.

## **3. Selection Responsibility**

Selecting materials is a cooperative process which involves all librarians. Academic departments at each campus are assigned a librarian liaison. Librarian liaisons are responsible for selecting materials in their respective subject areas. The liaisons also gather input regarding additions to the collections. Faculty requests and suggestions generated through academic department-librarian liaison relationships are encouraged and given the highest priority. Requests from staff and other patrons will be honored when they conform to established selection criteria.

Materials in support of UCF programs are selected by the UCF librarian(s). Selection and deselection of UCF materials are governed by their policies and guidelines.

## **4. Fund Allocation**

Funds are allocated to each campus to fulfill that library's collection goals. To allow for flexibility in fulfilling unexpected needs, the Libraries do not generally assign specific annual amounts to subject areas or academic disciplines. Fair and reasonable spending in all disciplines is expected. The collegewide library budget is used to purchase digital resources that are accessible by authorized users from the library's webpage. Florida Legislature allocations dispersed through the Florida Academic Library Services Cooperative (FALSC) may supplement college spending for digital resources. These allocations are not guaranteed to reoccur from year to year. The Budget Custodial Team makes final spending recommendations.

## **5. Selection**

Many factors influence the selection of books, serials, audiovisual and digital resources.

### **5.1. General guidelines:**

- Support current academic and vocational programs at each campus
- Support instructional needs of the faculty
- Based on faculty input, librarian expertise, reviews from a variety of selection tools, including: *Choice*, *Library Journal*, *Booklist*, *Doody's Review Service*, *Resources for College Libraries*, professional journals, standard bibliographies, etc.
- Appropriate undergraduate reading levels
- Timeliness and lasting value
- Ease of access and user-friendliness
- Consider current holdings in the same subject areas
- Cost considerations including budget, availability in alternate formats, and the possibility of sharing resources between campuses
- Reputation of author and/or publisher

### **5.2. Specific guidelines:**

#### **5.2.a. Archives.**

The Library collects EFSC publications and materials that have historical significance to the College or Brevard County. Further details can be found in the College Archives Guidelines (see Appendix A).

#### **5.2.b. Audio Visual Formats.**

- Streaming format is preferred, see Section 5.2.e. Digital Resources.
- DVD in widescreen format
- Blu-ray format will be purchased when requested by faculty
- Subtitles when available
- Closed captioning when available
- Public performance rights will be purchased when requested and if available

#### **5.2.c. Binding.**

Only college archival materials and out of print heavy use materials will be candidates for binding, pending budget availability

#### **5.2.d. CD/CD ROM/DVD ROMs.**

Items which require passwords, registration, installation, or software download will not be ordered. Any discs accompanying a book remain with the book and will not be cataloged separately unless specific instructions indicate otherwise.

#### **5.2.e. Digital resources.**

Digital resources include e-books, e-journals, databases, and digitized audio/visual materials. These resources are purchased when they provide the most current, efficient, and/or cost-effective access for all campus libraries and/or online courses. Purchase

may be by annual subscription or in perpetuity and may include annual access fees. Consideration will be given to ongoing costs. Purchase is preferred via cooperative agreements. 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 embargoed 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 Library Science Department after discussion
- Content is hosted on vendor's web site rather than EFSC's site
- Interface is supported by FALSC
- MARC records are available and loadable into Mango
- Represented in the Library's online catalog at the item level

#### **5.2.f. Duplicate copies.**

Campus-to-campus resource sharing is strongly encouraged and collegewide duplication of costly resources is strongly discouraged. Items may be purchased if heavy and continued use of the title can be shown or if justified by faculty. Duplicate electronic copies may be purchased when already held in print. Multiple-user electronic copies will be considered when budget permits and justified by program needs. The availability of all formats should be considered before purchasing duplicate copies, including leased books, or streamed or digital videos and books.

Requests by online faculty for duplicate physical materials will be accommodated by placing one copy at a north campus and another copy at a south campus.

#### **5.2.g. Faculty Publications.**

Donations of EFSC faculty published materials will be accepted and reviewed for retention according to Sections 5.2.a Archives and 7 Gifts / Donations.

#### **5.2.h. Microforms.**

This format is not supported.

#### **5.2.i. Out-of-print materials.**

Out-of-print materials will generally not be purchased due to the expense and difficulty of locating these items.

#### **5.2.j. Print books.**

Clothbound or hardbound editions are preferred unless 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.k. Popular fiction.**

Popular fiction has short-term interest among readers and is not generally purchased for the permanent circulating collection. Established literary works and new works receiving critical acclaim in the literary field are considered, especially those works that support literature course content. Literary prize winners are purchased when funds and space permit. A leased book collection (either in print or e-format) consisting of popular fiction and non-fiction may be maintained at each campus / collegewide to support and encourage reading.

#### **5.2.l. Reference materials.**

Digital format is preferred.

#### **5.2.m. Required Course Materials.**

The Library's mission is to complement the curriculum; current EFSC/UCF textbooks are generally not purchased. Textbooks provided by instructors and/or academic departments will be placed on Reserve in the respective campus library. Current annotated instructor edition textbooks will not be added to the collection or placed on Reserve without instructor or department approval.

#### **5.2.n. Resources for Advanced Degrees.**

Materials supporting current programs are purchased. Interlibrary loan service is available to faculty and staff to meet individual advanced study needs.

#### **5.2.o. Serials / Periodicals.**

The selection of serials requires a continuing commitment to the cost of the title, including maintenance and storage space for print titles. The escalating cost of serials demands that requests for new and the continuation of existing titles be carefully reviewed. Digital formats will be given priority consideration; print subscriptions will not be purchased if available digitally. eJournal subscriptions are purchased if current issues are embargoed in aggregator databases.

Print serials are acquired via subscription by each campus library. Electronic serials are acquired via collegewide site license subscription. An annual evaluation of current subscriptions will be conducted, including analysis of digital access and availability of duplicate titles at all EFSC campuses.

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 FALSC

#### **5.2.p. Software.**

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

#### **5.2.q. Special/separately housed collections.**

Special or separately housed Library purchased materials are strongly discouraged and must be justified and approved. A written justification must be submitted and approved by the Library Science Cluster and the Academic Affairs Council's Library Committee.

#### **5.2.r. Used materials.**

Due to the difficulty in assuring quality, used materials will not be purchased.

#### **5.2.s. Visuals (maps, posters, charts, graphs, overheads, and transparencies).**

No individual items in these categories will be purchased or accepted as a gift.

### **6. Collection analysis**

FALSC's reports to assist with collection development or Bowker's Book Analysis System are used periodically to assess the age and relevancy of the collection.

#### **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 goal

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 any 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**

Items may be accepted at any campus library providing there are no restrictions on retention, location, or use placed on the items by the donor. Local librarians will inspect donated items, as time permits, and determine disposition. EFSC and UCF lost items returned to the library will be delivered to the designated campus librarian for disposition according to the institution's current Library guidelines.

Items may be:

- Added to the collection
- Offered to another campus, library patrons, or academic department
- Given to another local library or community organization
- Sold
- 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
- Restrictions apply

**7.3.** Donated course materials will be accepted provided they are not review or not-for-sale copies.

- 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. The College will not assign a value to the donated items.

## **8. Collection Maintenance**

Library collections must be continuously monitored to ensure that holdings support the Library's mission and the research needs of the Libraries' stakeholders. Librarians are encouraged to collaborate with faculty in deselecting items from the collection.

It is recommended that an inventory of the print collections be performed on a four-year cycle. An inventory of the print collection will be conducted for a different campus each year.

### **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 well-established 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. Methods for disposal of deselected print materials are determined by the campus librarians.

Deselection is considered according to:

- Out-of-date or obsolete information
- Use
  - If the material has not circulated or been accessed in the last three to five 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 or maintained
  - Replacements will be considered for missing, lost, damaged items, or items showing heavy use
- Date of publication
  - Five (5) years: computers, medicine, nursing (*See Appendix C for more information*), agriculture, and technology
  - Ten (10) years: general interest, social and political science, business, law, language, science, bibliographies, and library science
  - Fifteen (15) years: philosophy, psychology, religion, military and naval science, history, geography, anthropology, and education.
  - Indefinitely: anatomy and physiology, music, fine arts, and literature
- Obsolete format
- Cost or ability to maintain has changed

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

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**

In its collection development efforts, the EFSC Libraries subscribe to the American Library Association's Library Bill of Rights, the Intellectual Freedom Statement, and the Freedom to Read Statement.

### **9.1. Requests for reconsideration of materials.**

An important role of libraries is to collect and maintain materials that represent a variety of perspectives on a subject. If library materials are challenged by any stakeholder, then information regarding the questioned resource accompanied by the written objection from the stakeholder, will be forwarded to the designated College office. A special meeting of the Library Committee (LC) will be convened. At this meeting, and after careful consideration the LC will report its decision.

## **10. Review of Collection Development and Management Guidelines**

The nature of information dissemination, networking, and library resource sharing is undergoing revolutionary change. These guidelines consider collection development and management issues within the dynamic framework of global access to information resources and will require regular assessment and adjustments. This document and all guidelines should be reviewed as needed by the Library Science Cluster and the Library Committee.

## References

- Association of College and Research Libraries, Guidelines for Media Resources in Academic Libraries Task Force. (2018). *Guidelines for media resources in academic libraries (2018 Revision)*. Retrieved from <http://www.ala.org/acrl/standards/mediaresources>
- Association of College and Research Libraries, Board of Directors. (2018). *Standards for libraries in higher education*. Retrieved from <http://www.ala.org/acrl/standards/standardslibraries>
- ALA, Reference and User Services Association, Collection Development and Evaluation Section, Liaison with Users Committee. (2009). *Guidelines for liaison work in managing collections and services*. Retrieved from <http://www.ala.org/rusa/sites/ala.org.rusa/files/content/resources/guidelines/liaison-guidelines-3.pdf>
- Florida Academic Library Services Cooperative. (2018). *Cataloging guidelines for the Florida State University System and State College System bibliographic database*. Retrieved from <https://libraries.flvc.org/documents/181844/182711/Approved+Cataloging+guidelines+2018.pdf/dfb29c72-031d-a5df-3945-c44be91b53d2>
- Florida Academic Library Services Cooperative. (2018). *Complete Florida Plus guidelines for e-Resource license agreements*. Retrieved from [https://libraries.flvc.org/documents/181844/182711/Complete\\_Florida\\_Licensing\\_Guidelines.pdf/115ce0e8-2fc6-9de5-3e97-e1d7c6c76947](https://libraries.flvc.org/documents/181844/182711/Complete_Florida_Licensing_Guidelines.pdf/115ce0e8-2fc6-9de5-3e97-e1d7c6c76947)
- Florida Academic Repository. (2013). *General procedures for non-SUS libraries*

*transferring a last monograph copy for inclusion in FLARE collection.* Retrieved from [http://guides.uflib.ufl.edu/ld.php?content\\_id=25934218](http://guides.uflib.ufl.edu/ld.php?content_id=25934218)

International Federation of Library Associations and Institutions. (2012). *Key Issues for E-Resource Collection Development: A Guide for Libraries.* Retrieved from <http://www.ifla.org/files/assets/acquisition-collection-development/publications/electronic-resource-guide-en.pdf>

International Federation of Library Associations and Institutions, Section on Acquisition and Collection Development. (2001). *Guidelines for a collection development policy using the conspectus model.* Retrieved from <http://www.ifla.org/VII/s14/nd1/gcdp-e.pdf>.

Ivy Tech Community College of Indiana. (2018). *Currency of Print Resources for the School of Nursing and School of Health Sciences.* Retrieved from <https://www.ivytech.edu/files/4.11-Currency-Print-Resources-Health-Sciences-Nursing.pdf>

Library of Congress Cataloging and Acquisitions. (2015). *Collecting Levels.* Retrieved from: <https://www.loc.gov/acq/devpol/cpc.html>

Slote, S. J. (1997). *Weeding Library Collections: Library Weeding Methods.* Englewood, CO: Libraries Unlimited.

Submitted by Librarians:

Ms. Joanne Connell

Ms. Carrie Johnson

Ms. Michelle Rezeau

Ms. Marian Smith

## **Appendix A College Archives Guidelines**

### **Purpose**

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

### **Mission Statement**

The Archives will collect items that are created by the College, College employees, College students, and the Board of Trustees, as well as items that provide contextual information regarding the College. Items from the community may also be considered. All accepted items must be relevant to the purpose of the Archives. They should have unique, lasting value and document the history of the College.

### **Content**

At least one copy of each print publication created by the College should be housed in the Archives which is currently located at the Cocoa campus.

The archives may accept the following items:

- Alumni publications
- Annual budgets
- Annual reports
- Award information
- Board of Trustees documents
- Brochures (college/departmental/program)
- Campus planning documents
- Catalogs
- Class schedules
- College newsletters
- College planning documents
- Committee files
- Faculty publications
- Fee schedules
- Graduation programs
- Grant proposals
- Handbooks
- Meeting minutes
- Newspaper clippings
- Photographs/images of student activities
- Policy manuals
- Recordings of meetings
- Recordings of presentations

Reports  
Research projects  
SACS documents  
Student club items  
Student newspapers\*  
Student publications  
Yearbooks  
\*state law requires permanent retention

### **Gifts/Donations**

The Archives accepts gifts or donations to the College. All gifts 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
- Damaged items
- Infested items
- Fine art
- Routine correspondence
- Items with personal information, such as Social Security numbers, driver license numbers, financial account numbers, etc.

### **Using the Archives**

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

The Archives is only available when Librarians are present. Researchers should provide a minimum of 24 hours' notice for requesting access to materials to ensure someone is available for assistance. Use of the Archives is by appointment only for non-employees. Employees are strongly encouraged to make appointments before arrival.

All items from the Archives 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; pencils will be provided.

Bags, briefcases, and backpacks are not allowed into the Archives.

Researchers may not use the photocopier in the Archives.

All items must be handled carefully to ensure their preservation. Do not write or mark any materials or fold or tear pages.

No unauthorized cell phone photography is allowed.

### **Review of Procedures**

This guideline will be reviewed every five years to ensure the provisions are still appropriate.

Appendix B



Eastern Florida  
STATE COLLEGE

Libraries

Donation Acknowledgement

Name:  Mr.  Mrs.  Ms. \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Date: \_\_\_\_\_

Type of Donation:

DVDs Count \_\_\_\_\_

Books Count \_\_\_\_\_

Other \_\_\_\_\_

If single item list title \_\_\_\_\_

We sincerely appreciate your donation; please realize we reserve the right to share the materials with our other libraries, the public libraries, or otherwise dispose of, as deemed necessary.

FORM IS TO BE FILLED OUT (PRINTED) BY STAFF

Staff Signature: \_\_\_\_\_ Donor Signature: \_\_\_\_\_

## 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/UCF Joint Use Libraries 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 Library. 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. AIDS

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 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 (as long as 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.