COLLECTION DEVELOPMENT POLICY
Ivy Tech Community College – Fort Wayne, Wabash, Warsaw

About the Libraries
Ivy Tech Community College – Fort Wayne also provides Collection Development support to Wabash and Warsaw under the direction of the Fort Wayne Library Director. As laid out in the Mission Statement, the libraries' purpose is to support the students, faculty, and staff of the college through access of materials, information, and services. This policy aligns with ASOM 4.9 Information Resource Development Policy.

College Mission
Ivy Tech Community College of Indiana is a statewide, open-access, community college that provides residents of Indiana with professional, technical, transfer, and lifelong education for successful careers, personal development, and citizenship. Through its affordable, quality educational programs and services, the College strengthens Indiana’s economy and enhances its cultural development.

Library Mission
The primary mission of the library at Ivy Tech is to provide access to materials, information, and services that support and supplement the educational mission of the College. The library’s primary users are students, faculty, and staff at Ivy Tech. The library serves as a source of instruction and assistance in the use of its resources and services.

Intellectual Freedom
The Ivy Tech Community College – Fort Wayne policies have been created with the following American Library Association statements and guidelines in mind:

- Library Bill of Rights
- Intellectual Freedom Principles for Academic Libraries
- Freedom to Read
- Freedom to View
The Collection

The Process of Collection Development

Collection development is a continuous process that consists of the selection of new materials and the weeding of materials that no longer raise the value of the collection. The entire collection should be reviewed, and weeded if necessary, once every five years at a minimum.

Levels of Collection

Developed by the Research Libraries Group, the RLG Conspectus describes the depth of each collection level. The Ivy Tech Community College – Fort Wayne collects at the Basic Information Level and the Instruction Support Level, with adjustments made to reflect the associate level degrees Ivy Tech Community College offers.

Basic Information Level:

At the basic information level, a collection’s purpose is to introduce and define a subject. The collection also leads to information available elsewhere. The material is general and up-to-date. Materials included:

- Dictionaries and encyclopedias
- Selected editions of important works
- Historical surveys
- Bibliographies
- Handbooks
- A limited collection of major periodicals

Instructional Support Level:

At the instructional support level, a collection is adequate to support undergraduate instruction. Independent study may also be sustained. The collection is designed for associate degree level research purposes, and provides adequate knowledge of a subject for limited or generalized purposes. Materials included:

- A wide range of basic monographs
- A complete collections of works of more important writers
- A selections from the works of secondary writers
- A selection of representative journals
- Reference tools and fundamental bibliographical materials

Formats Collected

The library strives to provide a diverse collection of materials that offer students support in their studies and offer instructors support in their instruction. Collecting both physical and electronic resources is part of this diversity. The library collects the following formats:

- Books
- Periodicals
- Databases
- Electronic Hardware & Software
- DVDs
- Misc. Curriculum Support Materials (i.e. puppets, posters, etc.)
Selection

Liaisons
Librarians are assigned different areas of the collection. Each librarian is responsible for selecting materials and weeding materials in his or her specific area(s). The Librarians and the subject areas they are responsible for can be found on the Staff page of the Fort Wayne Library website.

While the final selection of information resources will be determined by library staff, the faculty will play a role in the materials selection process. The library staff will work closely with the faculty through:

- Review and evaluation of current library information resources;
- Solicitation of bibliographies, selection aids, lists, and specific titles;
- Regular reviews of curriculum and course syllabi;
- Regular communication with individual faculty concerning individual course needs;
- Participation on College committees and task groups.

Selection Criteria
According to the library’s mission statement, the library’s goal is to provide support and supplemental materials for the courses offered at the college. The library strives to offer as many viewpoints as possible in an unbiased manner.

Relevancy, accuracy, currency, and impartiality all play a large role in the selection of new material.

The following criteria will be used to guide the selection of materials for this collection:

- Connection to the College’s curriculum including demands and enrollment trends affecting the resource’s anticipated use
- Validity, currency, accuracy, authority, and appropriateness of material
- Cost of the item
- High potential user appeal
- Depth of the existing collection in the subject of the item
- Other information resources available
- Format
- Scope of information covered by the material
- Availability of the material within the Ivy Tech system

Other Considerations - First-hand review should be used in selecting materials and, if possible, critical reviews from credible selection tools should be consulted. Information resources will be purchased in the English language, unless otherwise needed.

Textbooks
The library does not purchase textbooks that are required for a course, however faculty may place a copy of a textbook in the reserve collection. The library maintains many textbooks in this Course Reserve Collection for use in the library. Every attempt is made to have as many textbooks available as possible each semester for classes; however, for various reasons, certain titles may not be acquired. Students may request that we contact their instructor regarding this process and faculty may submit a copy at any time.
Periodicals
In addition to the general selection criteria, the following should be taken into consideration when selecting new periodicals:

- Availability in electronic format
- Connection to the curriculum
- High potential user appeal
- Cost

Requests for periodicals are submitted to the Director and are only purchased during annual renewal time each Fall.

Databases
Librarians may make requests for new databases to the Library Director and the Library Director will make the final decision. Library Director may arrange for a trial for librarians to determine if the database will be beneficial addition. The following should be taken into consideration when selecting new databases:

- Connection to curriculum
- Size of program
- Coverage of subject in electronic format

Electronic Hardware & Software
When adding electronic hardware and software, the same general criteria should be considered in addition to the following guidelines:

- Appropriateness for the library’s current population
- Usability for the target audience (students, faculty, or both)
- Initial and recurring costs, such as licensing fees, updates, hardware, and software
- Support and maintenance

All electronic hardware and software should be held to the same quality standards as similar materials in other formats. If electronic hardware or software is being considered, but it will duplicate another material in a different format, the electronic version must add additional value to the collection.

Requests for new hardware or software should be submitted to the Library Director.

DVDs
When considering DVDs, always consider licensing costs. Explore streaming options first. Priority is given to materials needed for coursework or faculty use, but recreational materials may be added as funds allow.

The library will not purchase streaming films that cannot be accessed through a hosted database. A vendor does not exist to purchase these types of videos and the library does not have a server to host these videos on.

Requested Materials
Ivy Tech faculty may make requests for new materials to be purchased by using the request form on our website. Decision to purchase the materials will still be based on the selection criteria above.
Gifts and Donations
Gifts are encouraged with the understanding that the Library will add them to the collection at its discretion in the same manner as purchased information resources. Once donated, it will be at the librarian's discretion when to remove a material from the collection. The Library assumes no responsibility for appraisal of gift items, nor can the Library accept gifts under restricted conditions. Gifts become the property of the Library.

The value of the gift will be weighed against space limitations and the cost of processing the information resources. Gift information resources must be of such a nature that they can be integrated into the collection and not require special locations, facilities, control, or staffing.

Gift periodicals (back issues of journals, whether long runs or scattered issues) will not be accepted unless the issues fill a gap in the collection or represent a title which the Library wishes to add for current and continuing purchase. Exceptions may be made by the Library administrator in cases of rare or costly sets with intrinsic merit.

Newspapers, periodicals, and other ephemeral resources may not be brought to the Library by individuals for the purpose of leaving them in the building for others to read. The Library will not serve as a site for the distribution of materials by the public to support or further their own cause or those of their organization.

Weeding
Review of the Collection
Weeding is a crucial part of the collection development process. Weeding allows for an up-to-date collection and ensures that the library is providing top quality materials for the students and faculty. The collection will be reviewed periodically by the librarian assigned to the specific subject area and the Library Director.

The American Library Association’s Small Libraries Project offers the following reasons for weeding a collection:

- To utilize in the best and most economical way the available space in the library, relying on other sources such as the nearest city library or the county, regional, or state library for those little used materials which would crowd shelves or strain budgets.
- To give the library a reputation for reliability.
- To remove an outward illusion of a well-stocked library in the eyes of those who do not use it and may oppose your appeals for a better book budget.
- To give the library a fresh inviting appearance.
- To have a collection that is up-to-date.
- To find books which need repair, rebinding, or replacing.
- To be able to give the best possible service through a collection of information resources of quality.

An annual weeding of the collection would not be out of order, but a complete weeding every 3 or 4 years is imperative. The persons who do the best job of weeding the collection are those who thoroughly understand the College’s curriculum and the existing collections.

Weeding Criteria
Based on MUSTIE from the CREW manual, the following is criteria for removal from the collection:

- Physical deterioration
- Superseded editions
- Outdated or inaccurate materials
- Excess duplicate copies
• Availability of newer materials
• Low circulation count
• Little relevancy for the current curriculum

Textbooks
Older versions of new textbooks will be moved to the general collection or deleted. The decision of what to do with the older editions will be made by the librarian responsible for that specific subject area or the textbook reserve librarian. Only one previous edition of current textbooks or reserve materials will be kept in the general collection. Previous editions of textbooks that have been moved to the general collection will be deleted.

Periodicals
Periodicals are weeded on an annual basis by a library assistant. Back issues are stored separately from current year’s issues and generally two prior years are retained.

Electronic Hardware & Software
Electronic hardware and software follow the same basic weeding criteria as other materials, but it is important to keep the following four guidelines in mind when weeding:

• Currency (Outdated material in e-book format is just as detrimental to the collection as are outdated physical books)
• Reliability of the resource’s information
• Another source offers more comprehensive coverage
• Budget

Electronic Hardware
Electronic hardware should be evaluated after three years. Circulation stats should be checked every year. If there is a low level of circulation, then an effort should be made by the purchasing librarian to assess why the device(s) are not being used and attempt to find a solution. If, after the three years, the device has a high level of usage then the library should consider replacing the device with an updated version.

Replacement of Materials
Items weeded from the collection should be evaluated for replacement. Materials that are physically damaged or lost are not automatically replaced. Materials that are overdue for 29 days or longer enter lost status. After five months of the item entering lost status, the item will be considered for replacement based on the criteria below.

The following criteria will be considered when determining if an item should be replaced:

• high demand for the item
• high level of importance in relation to the subject or collection
• availability of the replacement
• a superior format is available (a format that would better meet the needs of students and faculty)

Housing Policy
The Library does not purchase books, serials, or other information resources for permanent use outside the library.