

COLLECTION DEVELOPMENT POLICY for The Bankier Library at Brookdale Community College*

This policy was developed in 1986. Its most recent revision occurred in October 2019.

I. PURPOSE

The purpose of this policy is to inform members of the College Community as to the principles that guide librarians' decisions regarding the selecting of resources for incorporation into the Bankier Library's collection.

II. RESPONSIBILITY

Final responsibility for policy implementation rests with the Director of the Bankier Library. Faculty librarians are responsible for developing and managing the collections to support the needs of the college community. Classroom faculty are encouraged to provide input into this process.

III. GENERAL OBJECTIVES

The primary objective is the selection of appropriate educational resources to support Brookdale's Mission as a comprehensive community college. Highest consideration will be given to materials that will enable students to become information literate in relationship to credit-bearing courses. Secondary to their relevance to curriculum, we also consider materials that appeal to varied learning styles and abilities; diverse and multicultural interests; and personal enrichment and lifelong learning. Both print and non-print formats are viewed as viable resources.

The following professional standards serve as guiding principles and undergird the collection development philosophy and policy of the Bankier Library.

A. Affirmation Statements on Intellectual Freedom

1. [Library Bill of Rights](#)
2. [Intellectual Freedom Statement: An Interpretation of the Library Bill of Rights for Academic Libraries](#)
3. [The Freedom to Read Statement](#)

B. Professional Standards

1. [ACRL Guidelines for Information Literacy in Higher Education](#)
2. [Middle States Commission on Higher Education – Standards for Accreditation](#)
3. [NJ State-Wide General Education Guidelines](#)

* Materials that are part of the Brookdale Archive and Special Collections Room are archival in nature and exceptions to this policy.

4. [NJ Administrative Code Guidelines for Academic Libraries](#)
(See 10/16/17 Amendments: section 9A:1-1.2 “Definitions” (pg. 3-4) and section 9A:1-1.9 Library, pg. 11-12)

IV. SELECTION PROCESS

Faculty librarians use the professional literature and other appropriate sources to identify and purchase resources in support of current and anticipated needs. The literature and other sources allow librarians to systematically determine the currency, quality, value and usefulness of those items selected for the collection.

A. General Criteria for Selection

1. Materials shall support curriculum and/or relate to course learning outcomes.
2. Materials shall meet high standards of quality in currency, factual content and presentation.
3. Materials shall be appropriate in scope for the subject area and academic level.
4. Materials shall be appropriate for the emotional development, ability level and social development of the student body for whom the material was selected.
5. Materials shall be chosen to realistically represent and foster respect for our pluralistic society.
6. Materials shall not be cost prohibitive.
7. Electronic resources selected will be intended for optimal freedom of access.
8. Selections will not be based on the anticipated approval or disapproval of controversial works, as one of the essential purposes of an academic library is to provide resources so the free individual can find and examine many points of view and make independent decisions.
9. Textbooks will be purchased only when the work is definitive or other special features make it indispensable to the collection. **Required texts for Brookdale courses are not generally purchased, but will be available on Reserve if the Academic Department or Division can provide copies.**
10. Materials in obsolete formats are not collected.

B. Gifts

Please refer to the [“Book Donations and Gift Acceptance Policy”](#)

C. Reference Collection

The existing print reference collection will be reviewed at least biennially. At the discretion of the faculty librarian, replacements of print materials and new reference materials may be purchased in electronic format for ease of access.

V. DESELECTION/WEEDING PROCESS

Building a viable collection is a dynamic process that includes deselecting obsolete, worn or damaged materials, or items no longer relevant to the curriculum/collection. Weeding is the process of discarding resources in all formats, which are no longer of value.

A. General Criteria for Weeding

1. Materials in poor condition, including but not limited to water damage, insect invasion or evidence of mold/mildew.
2. Duplicates no longer needed.
3. Older editions that have been replaced by newer ones.
4. Materials that contain outdated or inaccurate factual content.
5. Materials that no longer support curriculum.
6. Circulation statistics will also be considered in deselection decisions.

B. Disposal of Materials

1. Materials that are withdrawn will be disposed of in an environmentally friendly way, (e.g. Better World Books) whenever possible, or by another method approved by the Library Director.
2. Materials shall not be deleted from the library and moved to academic departments if they are intended for student use. Although on occasion a deleted item may have value to a faculty member as a historical tool, material that still has value to student learning should remain in the library collection.

VI. CHALLENGED MATERIALS

On occasion, someone may question or challenge the suitability of certain materials found in the library collection.

A library user who approaches a staff member with such a challenge or question will be referred to a librarian.

Such questions will be met appropriately by the librarian with reference to those Collection Development Policy guidelines, including the Library Bill of Rights and/or Freedom to Read statement.

If a library user wishes to challenge formally the library's inclusion of an item, the user will be directed to complete the "Request for Review" form and submit it to the Library Director.

A challenge of any item will be discussed by the Library Director and Librarian faculty, in consultation with the Dean of Online Programs and Learning Resources. The complaint will receive a written response indicating the library's position and action planned or taken.

In the interim, the challenged material will not be removed from its usual place in the

collection.

VII. REVISION OF THIS POLICY

This policy will be formally reviewed every 5 years. Revisions will be made at that time, or as circumstances require.