Tallahassee Community College Library

Collection Development Policy

Revised January 2014
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I. Introduction

A. Purpose and Goals
The primary collection development goal of the Tallahassee Community College library is to provide and maintain collections in a variety of formats that support the curriculum and instructional programs of the College, a two-year lower division institution. A secondary priority is to provide resources that support and enrich personal and professional growth and promote the development of an engaged and informed citizenry. This policy outlines the standards and guidelines for the selection and maintenance of the Library’s collection, serves as a consistent framework for those responsible for collection development and communicates library policy to students, faculty, staff and the community.

B. Overview of the College and the Community

1. College Mission Statement
   The mission of the College is to provide a learning environment that prepares students for success in a global economy by offering higher education pathways, workforce opportunities, and civic engagement experiences.

2. Tallahassee Community Profile
   Tallahassee is the center of the 8 county "Big Bend" area of the Florida Panhandle, 20 miles north of the Gulf of Mexico and 14 miles south of the Georgia line. Tallahassee is the county seat of Leon County and the capital and governmental center of the State of Florida. For most of the year, the area is home to 60,000 college students who come from across the county and around the globe to attend Florida State University, Florida A & M University and Tallahassee Community College thus making Tallahassee a dynamic melting pot of cultures and ideas.

3. Tallahassee Community College Profile
   Tallahassee Community College (TCC) is a commuter institution opened in 1966 in Tallahassee, Florida to serve the post-secondary education needs of students from a district comprised of Gadsden, Leon and Wakulla counties. Although most students still come from the district, the college enrolls students from throughout Florida, from most states, and many foreign countries. TCC has grown from an enrollment of 698 students in Fall 1966 to more than 13,000 in Fall 2013 today of which nearly 50% are from racial and ethnic minority groups.

   Tallahassee Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCC) to award the Associate degree; over 70% of students are enrolled in the Associate in Arts (university transfer) program; nearly 20% in one of the over 40 Associate in Science or
Associate in Applied Science programs offered. In addition, TCC offers a wide range of certificate programs and courses for those who have specific training needs or who wish to pursue a special interest. During the 2011-12 academic year *Community College Week* ranked TCC 1st nationally in graduating students with A. A. degrees in the Liberal Arts among 2-year colleges, 5th in awarding Associate degrees to African American students and 11th in awarding Associate degrees to non-minorities students. Classes are offered in the traditional classroom, face-to-face format; completely online or a blend both.

The College is located at 444 Appleyard Drive, Tallahassee, Florida, approximately 3.5 miles west of the State Capitol, 2 miles west of Florida State University and about 4 miles west of Florida A & M University. The College also has service centers in Gadsden and Wakulla counties, as well as in downtown Tallahassee. TCC’s healthcare programs (with the exception of dental health) are housed in the Ghazvini Center for Healthcare Education at 1528 Surgeons Drive, Tallahassee. TCC also operates the Gadsden County-based Florida Public Safety Institute which is home to the Pat Thomas Law Enforcement Academy and the Tallahassee Fire Academy.

Tallahassee Community College works closely with its University Partners: Flagler College, Embry-Riddle Aeronautical University, Barry University, Saint Leo University and Thomas University. These institutions offer students the opportunity to earn a bachelor’s degree without leaving the TCC campus. TCC also partners with the two state universities and numerous area businesses and organizations to meet both the academic and local workforce needs of its constituents.

C. Tallahassee Community College Library Profile

1. **Library Mission Statement**
   In support of the mission of Tallahassee Community College, the Libraries serve as a locus in providing academic and social spaces that promotes educational, cultural, technological and lifelong learning opportunities for students, faculty, staff and members of the community. By facilitating access to services and resources that support current and emerging trends in higher education, the Libraries are responsive to the needs of the College’s learning community.

2. **Description of the Library**
   The Tallahassee Community College Library, which shares a building with the William D. Law, Jr. Learning Commons, provides state-of-the-art resources and services that support the academic mission of the College and the personal enrichment of TCC students, faculty, and staff. The library collection includes books in both print and audio formats, local, regional and national newspapers,
magazines, trade publications and scholarly journals, CDs and DVDs. In addition access is provided electronically to a varied and extensive suite of research databases, e-books and e-videos. The Library also houses the TCC Riley Museum Archive, a noteworthy special collection of items on local African-American history from the Civil War to the Civil Rights eras (1860-1960).

3. **Location and Access Points**

Most of the TCC's library physical collection is located in the library building on the main campus on Appleyard Drive. Materials for the college's health care programs are located in the Ghazvini Library located at the Ghazvini Center for Healthcare Education at 1528 Surgeons Drive. The CTE collection is located at the Center for Teaching, Learning & Leadership in the Fine & Performing Arts Building on the main campus. The online library catalog and other electronic resources are accessible from both on and off-campus to current students, faculty and staff through the Library's web page.

4. **Library Clientele**

The primary clientele of the Library is the students, faculty and staff of the College. The College community is diverse in terms of age, gender, race and ethnicity. Though most students fall in the 21 and under group, there is also a broad age range from dual-enrolled high school students to senior citizens. Of the nearly 50% from racial and ethnic minority groups, about 34% are African-Americans; Hispanic is the next largest group with about 9%; nearly 27% of faculty are from minority groups. Women comprise over 50% of students and 45% of faculty.

Our clientele also includes the students, faculty and staff of our on-campus University partners as well as current students, faculty and staff of any Florida public college or university who are eligible to use selected resources through our statewide reciprocal borrowing agreement.

As a community college, our clientele also includes members of the local community who can visit our library and browse our physical collection. Community users do not have access to our electronic resources nor can they check out library materials. They can, however, request to borrow items from our book collection through their own library’s interlibrary loan service.

5. **Intellectual Property/Copyright Compliance**

Tallahassee Community College adheres to all applicable intellectual property laws, including but not limited to federal copyright law. The Library supports the application of the 1976 Copyright Act, the Digital Millennium Copyright Act of 1998, and the TEACH Act of 2002 in the provision of all services and promotes copyright compliance among its staff and users.
6. **Intellectual Freedom**  
The Library asserts its responsibility to provide a balanced collection of a variety of materials in support of curricula and reflecting the needs of the broad, socially and culturally diverse community of users.  
No materials will be excluded from the collection because of the race, nationality, religion, gender, sexual orientation, political or social viewpoint or controversial nature of either the author or the material. Selection of materials for the library does not imply endorsement of the contents or views expressed.

7. **Challenged Materials**  
The library does not add or withdraw, at the request of any individual or group, materials which have been chosen or excluded on the basis of the selection criteria contained in this policy. Any individual or group questioning the appropriateness of materials in the collection should direct its question in writing to the Director of Library Services.

II. **Library Collections**

A. **Responsibility Statement**  
The Director of Library Services has the final responsibility for the development and maintenance of all library collections. Academic Division Deans, College Program Chairs and College Faculty are all encouraged to participate in the selection process.

1. **Faculty Librarian Liaison Role**  
Each Faculty Librarian acts as a liaison between the library and the academic divisions and/or campus program centers and, in that role, both coordinates and shares the responsibility for the selection of materials. Liaisons:

- Monitor the review literature in the liaison subject areas for possible purchases
- Distribute reviews, product descriptions, publisher announcements and web site information to the liaison’s faculty
- Meet with the faculty – both individually and at division meetings – to solicit collection suggestions and to remain apprised of curriculum changes and developments; a librarian also serves on the college Academic Planning
Committee and is, therefore, involved when new courses and programs are adopted requiring library materials
- Work with liaison area faculty to evaluate subject area resources
- Work with liaison area faculty during de-selection of subject area resources

2. **Request for New Materials**
The Library welcomes requests for new materials from students and college staff as well as faculty. A New Materials Request Form is available for submission from the Library website; purchases are dependent upon budget availability and adherence to the TCC Library Collection Development Policy.

3. **Patron Driven Acquisition (PDA)**
The Library is currently employing and assessing EBSCOhost’s Collection Manager (ECM) e-book package. This or another PDA model may remain as part of the Library’s collection development strategy to identify and purchase items in response to patron requests at point of need.

**B. Budget Allocation**
The Library has ultimate responsibility for its materials budget. It does not assign allocations to subject areas or academic divisions/departments or campus centers. Therefore, as needs and demands shift, the Library is able to target the budgeted funds in the most efficient manner.

**III. Resource Sharing/Consortia**
Since the Library cannot collect all the material relevant to its users, cooperating with other libraries and groups to provide access to a greater range of resources is vital. The TCC Library participates in a number of consortial arrangements that allow greater purchasing power and access to resources than the Library can alone provide. These include agreements with the Florida College System and State University System Libraries, Florida Virtual Campus (FLVC), OCLC resource sharing groups, Lyrasis, Soline and SO6, Libraries Very Interested in Sharing (LVIS) and The Panhandle Library Access Network (PLAN).

A. **Florida College System Libraries**
A reciprocal borrowing agreement exists among the 28 Florida College System Libraries. TCC students may request needed materials from any of the other libraries through the shared online catalog or check them out in person at any FCS library.

B. **Interlibrary Loan**
Interlibrary loan is a service whereby materials from one library are made available to another library for use by their patrons. In addition to the reciprocal borrowing agreement outlined above, the TCC Library participates in a broader based interlibrary system. Materials not available at the TCC Library or through other libraries in the
Florida College System may be requested from other libraries through the interlibrary loan service.

C. Florida Virtual Campus (FLVC)
The TCC Library, along with other libraries in the Florida College System, enjoys access to a number of e-resources funded by the Florida Legislature and administered through the FLVC. Selection of these resources is the responsibility of the Member’s Council on Library Services which includes representatives from all member institutions. In addition, FLVC represents the FCS libraries in brokering consortia pricing on e-resources.

IV. Selection Philosophy and Criteria
Priority is given to acquiring materials written or produced on a level that supports the curriculum and programs of the college and contributes to our role as a learner-centered library. For faculty and other members of the college community whose scholarly or research needs are beyond the scope of the collection, the library will help to identify, locate and borrow such materials through interlibrary loan.

A. General Selection Criteria
- Relevance to the curriculum and instructional programs of the college
- Relevance to instructional needs of the faculty
- Contribution to breadth or depth of the existing collection
- Faculty recommendation
- Favorable reviews by experts in the field or other respected authorities
- Timeliness and permanence of material
- Authoritativeness and accuracy of material
- Reputation of author, director, publisher, producer
- Program accreditation requirements
- Cost relative to budget and other available material
- Demand as indicated by requests from campus constituencies including interlibrary loan requests
- Physical and technical quality

B. Additional Criteria for Specific Types of Resources
1. Books
Hardbound editions are purchased when material is considered to have long-term value or is expected to have heavy use. Paperback editions are purchased if hardbound is unavailable or of a disproportionately high price, or if the subject matter is of a time-limited nature. Paperback editions may be pre-bound by the vendor or reinforced in-house when received to prolong usable life of the title.
2. **Serials/Periodicals**
   - Relevance to the curriculum
   - Core publication in a discipline taught at the college and not available electronically
   - Recommended by faculty
   - Cost
   - Scope
   - Audience level
   - Coverage of a unique subject area
   - Indexed in available resources

3. **Audiovisuals**
   - Format
   - Faculty recommendation
   - Technical quality
   - Cost effectiveness
   - Copyright/licensing
   - Compatibility with available equipment
   - Closed captioning
   - Public performance rights available

4. **Electronic Resources**
   Electronic resources are those that require computer access and include individual electronic books, periodicals and audiovisual items as well as online subscription databases which may contain one or more material type.
   Electronic resources should be selected following the general selection criteria of the overall collection development policy as well as be aligned with the eResources selection guidelines of FLVC. Content is the primary consideration for purchase but criteria unique to eResources should also be taken in account. Not all resources may meet all of these but preference is given to those that meet the majority listed here:
   - Cost
     - in line with projected use
     - one-time purchase with annual fees or a subscription
     - possibility of consortia or group purchase
   - Technical Considerations
     - reputable and reliable vendors
     - demonstration or trial period offered prior to purchase
     - efficient and timely technical support
     - availability of usage statistics
     - ability to be authenticated via FLVC’s linccweb platform
• compatibility across different platforms (PC, Mac, etc.) and browsers
• compatibility with course management software
• mobile compatibility and applications
• full-text availability in PDF and/or HTML
• printing, downloading and e-mail capabilities

➢ Interface
• intuitive with clear layout and design
• user-friendly with user prompts and menus, help screens and/or tutorials
• in compliance with Americans with Disabilities Act regulations

➢ Acceptable License terms
• Access is authorized for all persons affiliated with the college including students and staff, regardless of physical location. Remote access is allowed. People not officially affiliated with the college may use the resource in library.
• non-affiliated libraries may log in to help authorized users via virtual reference (Ask a Librarian)

5. Web Links
➢ Site is authoritative, credible, and non-commercial
➢ Site supports general reference and research needs
➢ Site is freely available and does not require membership fees
➢ Site is intuitive and easy to navigate
➢ Site's purpose is clearly stated
➢ Page is stable and does not move frequently or disappear

V. Formats/Types of Resources

A. Books
Books may be acquired in print, as eBooks or in audio format. The emphasis is on new or current titles and latest available edition. Retrospective titles appropriate to the subject area may be acquired when need is demonstrated. eBooks are increasingly selected when available to allow for multiple users of a title and to serve the needs of the growing distance student population.

B. Serials/Periodicals
Periodicals are acquired by subscription in both print and electronically accessible formats. Electronic subscriptions are pursued when authentication is possible via LINCCWeb and access is available to the whole TCC community. As with other resources, periodicals are selected to provide access to information and research
material in support of the college curriculum. In addition, select periodicals provide general interest and recreational reading for the college community. Periodical subscriptions are evaluated and renewed on an annual basis; faculty input is sought regarding title additions or deletions.

Newspapers, a type of periodical, are acquired on a highly selective basis. Emphasis is placed on local and regional newspapers, then a few major U. S. newspapers. International newspapers are not acquired. A small back file of the newspapers is held; greater emphasis is placed on electronic access to newspapers through our online subscription databases.

C. Microforms
Microform collections are no longer acquired.

D. Audiovisuals
Audiovisual materials are purchased to support the curricular needs of the college and are acquired in both physical form—primarily DVD or CD—and electronically in streaming format. Emphasis is placed on titles that will be used by faculty for instruction or in support of instruction. As funds allow, popular and general interest items may also be acquired.

E. Online Databases
Consideration is given to the availability and accessibility of databases in the Florida Virtual College System, usage, cost, contents (e.g. full text, retrieval software features), printing or downloading capabilities, equipment availability, technical support of the product, networkability, coverage, and impact on public service operations.

F. Web Links
Web resources will be selected and provided as links from the Subject and Course Research Guides accessible from the Library’s web site. Web resources deemed to be stable, including government documents, may also be added to the library online catalog.

VI. Special Considerations

A. Reference
The Reference collection is a non-circulating collection of general and specialized sources which provide quick access to factual information. Subject specific encyclopedias, dictionaries, statistical compendia, almanacs, chronologies, etc. are purchased as resources allow. The Library is acquiring more and more reference material in electronic format to accommodate remote access. Greater emphasis will increasingly be placed on circulating materials to accommodate user preference.
B. Legal Reference
The Legal Reference collection is limited to currently held volumes which are representative of statutes, case law and legal forms relating to both Florida and Federal law.

C. Standing Orders
Standing orders may be placed for annual publications such as almanacs, yearbooks and series needed in the collection.

D. Reserve Materials
The Library holds a small collection of material placed on Reserve by the TCC Faculty; textbooks for this collection are provided by faculty/departmental donations.

E. Textbooks
The Library does not purchase textbooks adopted for classroom use for the collection. Other textbooks are not acquired routinely but may be purchased if the uniqueness of the content or exceptional quality of the work justifies a purchase.

F. Study Guides
Study guides for standardized tests such as the ACT, GED, SAT, TOEFL and ASVAB will be purchased on a limited basis. The library attempts to acquire guides that are appropriate for the students and the curriculum. Recent editions of these guides may be placed in the Reserve collection.

G. Foreign Language Materials
Only those foreign language materials which support the college’s foreign language programs will be purchased for the collection.

H. Government Publications
The Library is not a local, state or federal depository for government publications. Government publications are selected according to the same criteria as other materials and placed in an appropriate location in the collection.

I. Duplicate or Multiple Copies
Multiple copies of heavily used materials may be acquired when needed. When the library acquires a new edition of a previously held title, the older edition is usually withdrawn though may be retained if it contains material deemed important to the collection and not included in the revision.

J. Gifts
Acquisition of gift material is subject to the same criteria for addition to the collection as purchased materials. The Library reserves the right to accept or reject gifts with or without restricting conditions and the right to dispose of unwanted items by sale,
VII. Special Collections

A. Children’s Collection
The Children’s collection exists to serve as a teaching resource and support the curriculum for the children’s literature and education courses. The collection is available to and is used by TCC students, faculty, and staff as well as TCC’s University partner’s students and faculty.

B. Career Collection - Reference and Circulating Collections
The Career Collection consists of print materials relating to careers, colleges, scholarships, the job search and related topics.

C. Florida Collection - Reference and Circulating Collections
Materials in the Florida collection support the TCC courses on Florida history. Also given emphasis are materials relating to the city of Tallahassee, Leon, Wakulla, and Gadsden counties and the Big Bend and Panhandle districts of north Florida. Fiction books either about Florida or written by a Florida author will not be placed in the Florida collection. Magazines on Florida will be housed in the Periodical collection.

D. Leisure/Recreational Material Collection
To meet the recreational and leisure needs of the college community, the library subscribes to a service which provides popular fiction, non-fiction and best-sellers. The leisure collection is a separate, rotating collection. If items are heavily used and meet collection guidelines, leisure titles may be added to the permanent collection. Participation in this plan is dependent on the overall funding for materials and priority is given to materials needed to support the curriculum.

VIII. Other Library Locations

A. Center for Teaching, Learning & Leadership (CTLL)
The CTLL collection is designed to support the professional development of TCC faculty and administrators in the areas of teaching pedagogy and higher education leadership. The emphasis of the collection is on research in educational practice and theory relevant to teaching at the community college level. This collection is housed in the Center for Teaching Learning and Leadership. The collection is available to all TCC faculty, staff, and students and is eligible to be loaned through reciprocal borrowing or interlibrary loan. Items may be checked out at the CTLL office or requested via LINCCWeb.
B. Ghazvini Center for Healthcare Education
Materials selected for the Ghazvini Library are chosen for their relevance to the curricular and professional needs of the health care programs housed at the Ghazvini Center. This includes titles on health care education for the faculty, study guides for professional examinations, and other titles relating to health care careers. General titles on health and medicine topics will also be considered for addition. Titles will not be kept longer than five years, unless historical in nature or no newer titles can be found. All items mirror the regular circulation policies at the main campus. Circulating items may be loaned to any TCC faculty, staff or student and is eligible to be loaned through reciprocal borrowing or interlibrary loan. Items may be checked out at the Ghazvini campus or requested via LINCCWeb.

IX. Collection Maintenance
Collection maintenance includes de-selection, replacement and preservation of library materials. Librarians consult with their liaison academic divisions and subject area faculty in the collection maintenance process.

A. De-selection
De-selection of library materials – the process of removing items from the collection – is essential for the maintenance of a current, academically useful and curriculum-responsive college collection. This process allows for the ongoing evaluation of books and other library materials and ensures that obsolete and under-utilized materials are removed from the collection.

1. General De-selection Criteria
   - Availability of updated materials: superseded editions not containing unique information, data, or providing a historical reference not available in the new edition
   - Usage: materials not circulated within a reasonable time period (5-10 years) based on subject and scope of the work, except for items considered “classics” in the field, a title in a standard list or if the author has a reputation for being an authority on the topic
   - Accreditation: materials which no longer meet accreditation requirements (i.e. Nursing requires 5 years and older to be withdrawn)
   - Curriculum/Programs: materials no longer relevant to the curriculum and programs of the college or level of treatment of the subject not appropriate for the college constituency
   - Obsolescence: materials contain outdated or inaccurate information or the media format is obsolete
   - Physical condition: materials worn or damaged beyond repair
2. **Additional Serials De-selection Criteria**
   - Title ceased publication
   - Subscription cost increase
   - Incomplete and short runs may be withdrawn especially if the title is no longer received and/or no longer needed to support the curriculum
   - Titles that contain information that is not useful long-term.
   - Titles currently available in other formats especially full text through licensed commercial, fee-based resources and databases

3. **Electronic Resources De-selection Criteria**
   - The resource no longer supports the curriculum and research needs of the TCC community
   - The resource duplicates or significantly overlaps material in another more comprehensive resource
   - The information is available in a superior or more suitable resource
   - The resource is no longer available or maintained
   - Usage statistics indicate a low level of interest
   - Usage does not justify the cost
   - Budget reductions require cancellation of products

B. **Replacements**

   Materials that are missing, lost or withdrawn are not automatically replaced. Potential replacements are evaluated and the replacement decision is made according to these criteria:

   - Item still meets the Library’s selection criteria
   - Item is still in print and available at reasonable cost
   - Usage statistics justify replacement
   - Item is important to the collection – i.e. a “classic” title, a key author in the subject area and/or on a class reading list

   Consideration should be given to replacing titles, particularly reference titles, with electronic resources to allow for the greatest accessibility by the greatest number of users both on and off campus.

C. **Preservation**

   Preservation is the activity to prevent or retard deterioration of library materials, to improve their condition or, as necessary, to change their format in order to preserve the intellectual content.

   - Book repair is provided for damaged materials when the item is determined to still be relevant to the collection
   - Binding is used to preserve periodicals and other materials as needed
X. Policy Revision

This policy will be reviewed periodically and revised as needed to reflect changes in the curriculum and programs of the college, the needs of the library’s user community and relevant information technology advances.