COLLECTION DEVELOPMENT POLICY STATEMENT

Introduction

This policy guides the systematic development and management of Elyon College Library collections of print and electronic materials. It is designed and formulated in accordance with the mission of the College and the Library. Given that information dissemination in our times constantly, dramatically and rapidly changes, this policy puts collection development within the dynamic framework of global access to information resources. Thus, it will require regular assessment and adjustment. The quality of library collection depends on the expertise of librarians, input and feedback from the faculty, participation by students and staff and the financial commitment of the college.

The Elyon College Library (ECLL) supports the educational process of Elyon College (ECL) with its services and resources. They constantly evolve along the changes of the informational needs of ECL students, faculty and staff. The ECL community is encouraged to contribute ideas to the process of collection development.

The mission of Elyon College is twofold: to prepare individuals for service as Jewish community workers and leaders, as well as to prepare individuals for careers in the field of business. This is accomplished in an atmosphere that promotes self-development and a commitment to contributing selflessly to others.

Elyon College Library (ECLL) supports Elyon College through academic reinforcement by continuously improving collection development and patron services to meet the curriculum and research needs of the students and faculty. ECL library faculty helps to enable students to be successful in their educational pursuits and to promote the development of quality professionals.

ECLL promotes lifelong learning by anticipating community needs for information, promulgates usefulness and pleasure of reading, and its role in enriching the community's quality of life. The library strives to provide print and electronic materials to meet the needs and rigors of the learning process, thus assisting ECL students in their future endeavors.

Goals of Collection Development

ECLL Collection development policy is intended to meet the following objectives:

- To guide librarians in building and maintaining current, diverse, balanced collections of materials to support the instructional, institutional and individual needs of students, faculty and staff
- To ensure that ECL students, faculty and staff get user-friendly access to materials in appropriate formats, i.e. print and electronic, consistent with the college's fiscal resources
- To ascertain instructional faculty participation in collection development, both in print and electronic formats
- To provide students, faculty and staff with remote access to some of the library materials
- To assist with short-term and long-term budgeting of college library resources
- To support faculty and staff research needs
- To acquire materials in all formats (i.e. books, periodicals, DVDs, CDs, etc.)
- To reflect conflicting points of view on controversial subjects

Primary vs. Secondary Objectives

Though the primary objective of collection development activities at ECLL is to ensure student success in learning by maintaining and accumulating materials in support of the ECL curriculum, ECLL also recognizes that this success is impossible without additional resources outside of curricular areas. To this end, a secondary goal for the library is to develop collections reflecting the extracurricular interests of students (particularly in developing an interest in lifelong learning), faculty and staff.

Scope of Collection

Materials collected and maintained by the ECL library are not limited to books, but include pamphlets, audiotapes, and electronic resources

Print & Electronic Resources (Books)

ECLL collection includes: Reference, Reserve, and Circulating Books

Electronic Journal & Newspaper Databases
ECL students have access to and thousands of full text journals through subscription databases. Our titles include: InfoTrac (Expanded Academic ASAP), and JSTOR (limited access)

Specialized Databases (Reference)
None

Language
The primary language of the collection is English. The library also has some books in Hebrew that support the program of Judaica Studies. This does not preclude the purchase of individual foreign language materials. Faculty input regarding this matter is welcome

Collection Depth

The library collection main focus is on work in Certificate and Associate Degree programs. We house a 1000+ print collection containing curriculum related titles that include: accounting and business, English composition, Hebrew/Jewish studies, world history, social studies. ECL students have

access to approximately 60,000 titles in electronic format. Although independent study and learning needs are supported, the ECL Library collection does not support high nor medium-level original research

Collection Development Responsibility

Library faculty has the primary responsibility in collection development. Librarian works collaboratively with the faculty in setting prioritizations for the purchase of materials. The library utilizes standard reviewing journal (such as *Choice*), as well as *New York Review of Books*, booklists, bibliographies and online resources to select and order materials in print and online formats. The Chief Librarian supports teaching faculty in its effort to choose the best sources available for the students; he provides the initial analysis of the strengths and weaknesses of the collection, and the balancing of the various disciplines and formats associated with the collection. Full-time and part-time faculty are encouraged to recommend materials in their academic disciplines. Notices are sent to faculty via e-mail, written memos, and by telephone requesting faculty suggestions. An online Acquisitions Request form is provided to facilitate faculty participation. At the faculty meetings the issue of new acquisitions for the library is discussed regularly. Requests for purchase of library materials from students, faculty, staff and administrators are considered by the Chief Librarian. If requested materials meet the criteria established in this collection development policy and funds are available, the materials will be purchased. All suggested titles are reviewed and evaluated by the Chief Librarian. He/She has final authority in purchasing the selected materials

General Criteria for Selection of Materials and for Prioritization for Purchase of Materials

The selection and evaluation of materials is based on curricular demands, the recommendations of current professionals' review of media, standard selection devices, and the suggestions and requests of members of the college community. Materials considered for purchase are appraised by factional accuracy and objectivity, authority, excellence of expression, lasting literary, historical or other value, suitability of format and subject matter, and timeliness.

In selecting materials for the collection, the library faculty are guided by the scope and depth of existing collection and by the following (in the order of priorities):

- Relevance to the curriculum

- Positive reviews or other indicators of quality content (i.e. author's and publisher's reputation, accuracy of information, fundamentality of research)

- Cost relative to the budget and other available material

- Depth of current holdings in the same or similar subject

- Student and faculty demand for material on the same or similar subject

- Availability in alternative formats and availability of material in cooperating libraries

- User-friendliness; a style and reading level appropriate for Elyon college users

- Outstanding items in an academic discipline

- Materials for professional growth of faculty and staff

- Timeliness and lasting value of material

- Accurate index; comprehensive bibliography; footnotes; appropriate illustrations

- Physical format and durability for library use

- Aesthetic considerations: literary, artistic, or social value

Other collection development guidelines

- The library is not responsible for purchasing or housing materials that are required for classes (textbooks, software and other supplemental

items). Specific items for specific classes may be purchased only if those items are to enrich the collection and benefit the college population as a whole. If an instructor wishes to place on reserve a copy of materials being used as a text, the instructor is responsible for acquiring said material.

- Materials purchased by the library must be housed in the library.
- The librarians may select outstanding items in fields of knowledge outside the curriculum to increase the effectiveness of the library collection.
- The library does not seek to build a comprehensive research collection in any individual subject area.

Types and Formats of Materials Collected

Circulation
Books are collected in hardback editions unless cost is significantly higher than a paperback edition, or the book is available only in the paperback format. Books that require frequent updates (computer manuals, test preparation materials) are purchased in paperback formats when available. A single copy of a title will be purchased unless the title has been identified as a high use item. Except for reference materials and those with heavy and continued use, materials will not be duplicated. Electronic books are selected for their relevance to the college curriculum and student interests, reading level, quality, and cost. Special features, such as hypertext links, graphics or unique design, easiness of access, user-friendliness of reader interface are also taken into consideration

Reference
Items selected for Reference collection primarily support the academic programs offered at the college, although core academic reference works published are also selected in other subject areas and academic disciplines. The reference collection is reviewed by the librarians annually to insure currency and accuracy. Reference materials are collected in print, electronic, and online formats. Reference materials must be as current as possible, although currency does not always guarantee reliability. Superseded editions that are removed from the reference collection may be added to the circulating collection, if the information in them is not obsolete or likely to be misleading to users.

Textbooks

No attempt will be made either to purchase every textbook that is currently being used for courses at the college, or to keep copies of obsolete textbooks on the library shelves. Textbooks are selected only if recommended by the faculty as exceptional resources, or those that have earned a reputation of "classics" in their fields, or which are the only or best sources of information on a particular topic. High cost, frequent revision, and usually lax bindings make most textbooks a poor investment for the library's collections.

Fiction
Fiction, such as established literary works, literary prizewinners, and new works receiving critical acclaim in the literary field, can be considered for purchase, if budget allows and if hose works support English language or literature course offerings. Popular fiction having short-term interest cannot be purchased, unless upon a direct request from the President of the College.

Periodicals
Periodicals (magazines, journals, and newspapers) are publications issued continuously in successive parts and in numeric or chronological order. They appear in print or electronic formats. The selection of periodicals depends on the projection of the growing cost of the titles, their relevance for curriculum, requirements to maintenance, viewing and reproduction equipment, and storage space. The escalating cost of periodical subscriptions forces careful annual review and evaluation of current subscriptions, including the intensity of their usage by the college population. Most of the times, periodicals are acquired via subscription. Individual issues or reprints will be purchased only in rare circumstances.

> Factors to be considered in the acquisition of periodicals:
> - Full-text availability through electronic formats
> - Support of academic programs
> - Suitability for intended audience
> - Cost, including rate of price increases, cost of storage, and/or access costs
> - Professional reputation
> - Projected usage
> - Accessibility within resource sharing groups, and/or consortia

Print and electronic formats will be considered in the library's purchase and/or access decisions for periodicals. Preference will be given to electronic

access as it provides wider access to a broader array of periodical titles than could be purchased in print materials, and also allows access during the library's closed hours to all the students, faculty, and staff. Remote access to all electronic resources will be made available to all the users. The microform format will not be considered for purchase.

Media resources are purchased to support the curriculum in the following formats: videotapes (VHS), audiotapes, and DVDs. The library does not duplicate titles purchased as videotapes in the DVD format, and vice versa. Audiovisual formats may change or expand as technology changes. Selected media circulates, with certain limitations, to faculty and staff.
The library normally acquires audiovisual materials at the request of faculty members. The following factors will be considered in making decision to purchase:

- potential use
- published reviews
- the quality of the product,
- overlap with material already owned

Pamphlet materials are not purchased or maintained by the library.

Electronic materials will be collected when that format is most economically and in support of teaching and research effective.

Government publications, whether monographs or serials, are selected according to the collection development guidelines and are shelved where appropriate in the library's collections. The library is not a federal or state depository.

The Reserve Collection supports the instructional program by providing library resources, which are directly related to curricular offerings. Reserve materials are provided by the individual instructor to support classroom instruction for a particular class. It is the responsibility of the faculty to obtain any necessary copyright clearance before placing materials on Reserve. The library does not select nor purchase materials for this collection.

Online Resources/Internet-based materials will be selected when they provide cost-effective means of providing resources for the library. These

resources may include electronic books; citation, abstracting and full-text databases covering journals, magazines, newspapers or reference materials; and databases providing information portals for specific subject areas. In addition to general selection criteria, the following factors will be considered:

- The product has appeal to a large number of library users
- It compares favorably with similar products
- It provides multiple user access
- Its interface is user-friendly
- Online help and technical support is available
- The vendor allows a free trial of the product
- The library is not required to subscribe to both print and electronic versions of the product
- The license agreement allows normal rights and privileges accorded libraries under copyright law
- The license agreement gives the library indemnity against third party copyright infringement

The library will attempt to balance print, electronic and online resources without duplication. Selected World Wide Web resources, services and databases will be provided as free links from the library's online page. The sources of selection with current reviews of Internet resources include *Choice*, and several high-quality subject indexes, such as the *Internet Public Library* and the *WWW Virtual Library*. Duplication of print resources is acceptable for free Internet resources since it provides an additional option for users.

The following criteria will be used for selecting general and subject specific Internet resources:

- The resource supports the curriculum, or the reference collection
- The resource enhances the library's collections for community users
- The purpose of the site clearly stated
- Author and title information clearly identified
- The page is stable
- The site is easily reachable and its server is not overloaded
- The files are not too large; the pages do not take long to load
- The site is open to everyone or allows access through free membership

- The site does not require download of software to use its content
- There instructions for use are clear
- All parts of the site work
- The site employ navigation buttons or links, enabling the user to return to an index page or easily locate a particular page
- The users are not stuck between the sites' pages

Language of Library Materials
All library materials will be collected primarily in the English language, with the exception of materials supporting the Judaica program. Duplicates will be purchased only when high demand is anticipated.

Out-of-Print Materials are rarely purchased. The library recognizes the need for some out-of print purchases, primarily for replacement of heavily used items which are lost or withdrawn due to poor physical condition. However, it is most important to spend funds for current publications of long-term worth.

Faculty research in pursuit of advance degrees is not supported in none of the known formats

Interlibrary loan is currently not available in none of the known formats

Donations
The library does accept gifts directly. All gifts are accepted through the office of the President.

Cooperative Collection Development
Limited budgets and diminishing ability to collect physical items, access rather than ownership has become the reality of collection development. The development of electronic information systems and full-text databases has made it possible for the library to provide access to the vast amount of information. This type of access requires that the library engage in cooperative collection development, resource sharing, and document delivery systems. Every possible effort will be made to cooperate with other college and center libraries in the vicinity of Elyon College.