Ivy Tech Community College of Indiana

POLICY TITLE
Information Resource Development

POLICY NUMBER
4.9 (Formerly APPM 12.1)

PRIMARY RESPONSIBILITY
Library Services and Academic Affairs

CREATION / REVISION / EFFECTIVE DATES
Creation October 1996/Revision March 2008; April 2012/Effective April 2012

PURPOSE
The mission of the Ivy Tech library is to provide information services and resources required to meet the needs of the educational programs and concerns of the College. One way in which the library achieves its mission is by selecting and acquiring the print and non-print information resources necessary to support successful educational programs of the College.

To further develop its collection, the library's top priority is to purchase information resources and on-line access that directly support the needs of the students and faculty. The library also recognizes its responsibility to respond to the needs of the College, faculty, administration, and staff, and to provide general information and some recreational reading for all its users.

The library normally accesses and provides information reflecting a wide variety of viewpoints on religious, political, sexual, social, economic, scientific, and moral issues. No censorship will be exercised on the controversial nature or unpopularity of an author's point of view or mode of expression as it relates to the curricular needs of the College. The Ivy Tech library supports and abides by the American Library Association’s Intellectual Freedom Statement and interpretation of the Library Bill of Rights (link referenced below).

The purpose is to clearly state the principles and guidelines along which the process of selecting and acquiring information resources will proceed. It is useful both in providing consistency among those who have responsibility for developing the information resources and in communicating the library's policies to faculty, students, and other members of the College and its communities.

This policy is a statement of the operating guidelines used by the library in its acquisition and maintenance of information resources. Rising costs, increases in publishing output, and increasing demands for information resources necessitate careful material selection, based on an understanding of the immediate and future goals of the library and the
institution and students it serves. Information resources must be systematically shaped and developed in order to make best use of the funds allotted.

ORGANIZATIONAL SCOPE OR AUDIENCE
All College Libraries

DEFINITIONS
*Interlibrary loan (ILL):* A service in which a library borrows material or receives photocopies of articles from another library to fulfill a patron need.

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

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

Major factors to be considered in evaluating resources should include:

A. Role that information resources play in the intellectual life of those using the library;
B. Composition of library-user groups;
C. Library budget;
D. Input from library committees;
E. Technology;
F. Accrediting bodies.

G. Information Resource Levels - The Information Resources Development Policy will attempt to guide the library in development of a collection which supports the College’s programs. Collection levels will fall between Basic and Instructional as defined by the Library of Congress. [http://www.loc.gov/acq/devpol/cpc.html](http://www.loc.gov/acq/devpol/cpc.html).

PROCEDURE
Criteria for Selection

A. Specific Considerations - The quality of content and fulfillment of academic curricular needs are the first criteria against which any potential item is evaluated. Specific considerations in choosing individual items include some or all of the following:

1. Completeness of the level of holdings and any assessed subject-area weaknesses;
2. Relative importance of all formats of information resources for each department or the library;
3. Additional information resources in subject area of strong student interest or
   of a contemporary nature;
4. Use patterns (circulation statistics, etc.);
5. Timeliness and currency;
6. Item’s value to the collection;
7. Curriculum demands and enrollment trends affecting the resource’s
   anticipated use;
8. Need for additional copies in collection;
9. Other information resources available;
10. Format;
11. Literary merit;
12. Status of the author;
13. Scope of information covered by the material;
14. Cost;
15. Accuracy of the item;
16. Appropriateness of the level of treatment;
17. Availability of material within the Ivy Tech system.

B. Other Considerations - First-hand review should be used in selecting materials
   and, if possible, critical reviews from credible selection tools should be consulted.
   If several major texts are available in a single field, an effort will be made to
   select one of those not being used as a textbook to provide additional background
   reading to supplement required texts. Currently used textbooks will not be
   purchased. Information resources will be purchased in the English language,
   unless otherwise needed.

Specific Formats, Categories, and Collections
A. Electronic Resources - Electronic resources should be considered for purchase
   and evaluated in the same manner as print material. Special consideration,
   however, should be given to the following:
   1. Cost;
   2. Need for sophisticated searching;
   3. Availability of other formats;
   4. Need for currency;
   5. Need for broad coverage;
   6. Hardware requirements.

The library web pages are located at http://wwwcc.ivytech.edu/library/

B. Reference Information Resources - The library's reference resources are designed
   to meet basic research, verification, location, and information needs of the
   College community. The information resources in the reference collection will be
   reviewed regularly and outdated resources removed or updated.

Reference information resources of all types are selected in accordance with the
Criteria for Selection of the library's information resources. More specifically,
reference monographs are selected according to the criteria and the large number
of serials, annuals, standing orders, and ongoing multi-volume sets are ordered in accordance with the criteria for selection of serials.

C. Serial Publications, Including Newspapers and Periodicals - Serial subscriptions for the library are selected to cover, as broadly as possible, all fields relating to the curriculum of the College while also supplying specific and deep coverage in fields where the need is indicated. Because serials represent an ongoing commitment, budgeting and selection differ from that involved in purchasing monographs. Because each periodical title does involve a prospective long-standing commitment, and because of increasing periodical subscription rates and limited funds, acquisition of a serial title requires, and receives, substantially more consideration than acquisition of a single monograph. Where possible, access via on-line database should be considered, especially when currency is paramount.

Some or all of the following criteria are used in the evaluation of serial titles for acquisition or cancellation:

1. Stated faculty need (or lack thereof);
2. Budget considerations;
3. Use or use potential;
4. Abstracting and indexing coverage;
5. Subject content;
6. Collection balance;
7. Frequency cited in other publications;
8. Publisher’s reputation;
9. Type of publication;
10. Support of current academic curriculum;
11. Availability in area libraries;
12. Space;
13. Interlibrary loan statistics.

Each title will be examined annually to see if it should be retained. An effort will be made to notify faculty likely to be interested in a possible cancellation; a strong defense will usually return the title. Faculty should be urged to be aware of the subscription titles in their discipline and to recommend cancellation of any title no longer thought to be needed.

D. Audio-Visual - Because the quality of the technical aspects of any audio-visual item directly relates to the effectiveness of its use, wherever possible, audio-visuals will be ordered on a preview basis and evaluated by faculty before purchase.

E. Special Collections - If a need is identified, a special collection may be created by the librarian. Examples include:

1. Best-Sellers and Paperbacks - Some attempt will be made to obtain best-selling works of fiction for the leisure reading of library patrons;
2. Reserve Collections - It is recommended that each site have a secure physical space for a reserve collection.

F. Interlibrary Loan - Interlibrary loan is not a substitute for serious collection development.

G. Faculty Purchase - The library does not purchase books, serials, or other information resources for permanent use outside the library.

H. Gifts - 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.

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.

REFERENCES
Library Bill of Rights - http://www.ala.org/advocacy/intfreedom/librarybill

RESOURCE PERSON
Regional Library Directors, Vice Chancellor for Academic Affairs