COLLECTION MANAGEMENT POLICY
Johnnie Mae Berry Library
Cincinnati State Technical & Community College

PURPOSE
The purpose of this policy is to guide the development and maintenance of the Library’s print, media, and electronic collections. The primary purpose of the Johnnie Mae Berry collection is to supplement, enrich, and support the instructional programs of the college. Within the constraints of available funds, facilities, and staffing, print and non-print library materials are selected, acquired, and deselected to serve this purpose. In order to maximize access and uphold library usage policies, the collection is built with the assumption that physical materials will be housed within the Johnnie Mae Berry Library. The Library is involved in resource sharing agreements with OhioLINK, SearchOhio, and SWON Libraries that expand the range of accessible materials.

This policy is a guide and exceptions shall be made to acquire materials whenever sufficiently justified by the interests of the library staff and community college users.

COLLEGE MISSION
Cincinnati State Technical and Community College provides student-focused, accessible, quality technical and general education, academic transfer, experiential and cooperative education, and workforce development.

LIBRARY MISSION
The Johnnie Mae Berry Library, an essential service of Cincinnati State Technical and Community College, provides students and faculty with easy, rapid access to information resources via up-to-date access tools and delivery systems.

All Library services support the College’s mission of providing student-focused, accessible, quality technical and general education, academic transfer, experiential and cooperative education, and workforce development.

The focus of the Library is on student learning and enrichment. The Library:

- teaches students how to find, evaluate and use information;
- offers opportunities for students and faculty to learn more about how information is organized;
- enables the development of critical research skills;
- provides students and faculty with personalized reference services.

The Library helps instill students with the research skills essential for lifelong learning.

INTELLECTUAL FREEDOM
The Library supports the American Library Association’s Library Bill of Rights and its concept of intellectual freedom. In making selections, the Library attempts to include material representing differing points of view on controversial issues. As long as subjects fit into the
general collection guidelines of the Library, they will be considered without censorship or prejudice when determining the collection’s balance.

COPYRIGHT COMPLIANCE
Library services including electronic resources, reserve materials, and duplication must comply with U.S. Copyright Law of the United States.

BUDGET ALLOCATION
The Library has ultimate responsibility for its materials budget. It does not assign annual allocations to subject areas or academic divisions/departments. The Library maintains the flexibility necessary to meet both anticipated and unanticipated demands for resources and to be able to take advantage of the most economical purchase strategies.

COLLECTION DEVELOPMENT RESPONSIBILITY
The Library accepts recommendations for library materials; however, ultimate responsibility for the overall quality and balance of the Library collection rests with the Coordinator of Information Services. To help insure both the quality and scope of the collection, the Coordinator of Information Services observes the overall use and development of the collection and consults reviews in general and specialized review media, standard bibliographies, user requests, course syllabi, and research assignments when making collection decisions.

The Director of the Library shall assist with development decisions and may take responsibility for certain areas of the overall collection.

AUDIENCE
Cincinnati State Technical & Community College is a public two-year institution that offers courses at its main campus located on Central Parkway in Cincinnati, as well as offering distance education courses online and at varied off-campus locations. It awards associate degrees and certificates from the Business Technologies Division, Center for Innovative Technologies, Health and Public Safety Division, and the Humanities and Sciences Division. The Library is committed to responsible collection development, which makes the most effective use of budget resources for the greatest number of student users and does not attempt to acquire materials that support the research needs of faculty pursuing advanced degrees. Ready access to advanced level materials that support such faculty research efforts are provided by the Library’s participation in resource sharing endeavors with OhioLINK and SWON Libraries, as well as through traditional interlibrary loan services.

COLLECTION OBJECTIVES
Efforts will be made to create and maintain a collection which contains:
1. Standard reference materials related to general areas of knowledge and to the specific curricular areas offered by the college.
2. Materials in a variety of formats including, print, electronic, and audio-visual.
3. Adequate basic, retrospective, and current materials to meet the needs of each curricular area.
4. An adequate collection of materials relevant to the general information needs of students on topics which may not be treated in the college curriculum.
5. A collection which reflects the college’s diverse population including materials of a variety of reading levels.
6. A sufficient selection of children’s literature to support the Early Childhood Education program.
7. An adequate selection of materials for leisure use to encourage the habit of reading and the recognition of books and libraries as sources of information.

SELECTION CRITERIA
Purchase selections will be made using a variety of criteria. In no particular order, these include:

1. Relevance to the educational programs of the campus.
2. Anticipated use by Cincinnati State students, faculty, and staff.
3. Subject content applicable to the undergraduate level.
4. Clarity of presentation and overall readability.
5. Timeliness or permanence of the material.
6. Accuracy and reliability as reflected in review sources.
7. Reputation of the author and/or publisher.
8. Current strengths or weaknesses of present holdings in the subject area.
9. Supports balanced treatment of all sides of current social and political issues.
11. Print materials shall be obtained in the English language.

MATERIAL FORMATS
Print Books: Paperback materials shall be selected where titles are quickly replaced with new editions or are subject to frequent change. Hard copy books shall only be purchased to represent core and classic materials, or where availability and/or cost justify the expenditure.

Electronic book collections: Access to a wide variety of electronic books is provided via OhioLINK’s E-Book center.

Reference materials: Print reference materials will be selected that provide access to organized scholarly research. The emphasis of our reference collection will be on frequently used, highly demanded finding aids and scholarly compilations of subject knowledge. Electronic reference materials are provided via the Library’s involvement with OhioLINK and select access points will be provided for those which support access to academic literature in the subject disciplines offered in our curriculum.

Textbooks: Textbooks are not routinely purchased for the Library collection, but titles which have earned a reputation as "classics", or which are exceptional, or are the only available sources on a topic may be added.

Journal Collections: Paper journal collections will only be maintained for news, magazines, and those titles not yet available or affordable in electronic format.

Video Materials: Selection priority will be for videos specifically requested that support student assignments, enhance student learning in the classroom, and that may be utilized in other courses or disciplines. Secondary consideration will be given for anticipated need that supports the general College curriculum. A small percentage of the video budget shall also be allocated towards the purchase of contemporary films that are respected for their artistic, social, political, or cultural value.

All video purchases shall be selected in DVD format to ensure the greatest range of accessibility and technological support. Due to budget and staffing constraints, as well as licensing issues, the

Updated: 10/27/2017
library does not purchase individual titles in streaming format. Instead, the Library subscribes to Films on Demand to provide off-campus students and faculty with access to a wide variety of select streaming videos. Copyright restrictions do not enable the Library to duplicate standing video collections into electronic format.

ACQUISITIONS PROCESS
The Library makes use of a number of specialized vendors in order to acquire library materials with a minimum of paperwork and at the best possible discount price. Books are primarily ordered through YBP Library Services and Amazon, depending upon availability and discounted list-price. Electronic journal subscriptions are primarily acquired through OhioLINK; select databases may be purchased by individual vendors when there is anticipated high demand and justifiable usage. Popular DVD’s are most often purchased through a commercial discount dealer like Amazon; specialty DVD’s and expensive reference items are often purchased directly from the publisher or from a vendor, depending on where the deepest discount in available. Out of print and out of stock items may be purchased through used book vendors, especially those who are able to identify the condition of the ordered item.

The Coordinator of Information Services forwards selections to the Acquisitions staff person, who creates order records that are used throughout the acquisitions and cataloging process.

RESOURCE SHARING
The primary purpose of the Library collection is to have resource materials available for Cincinnati State students, faculty, and staff. If the needed item is not available for circulation from Cincinnati State, library users may request the desired items from either our statewide OhioLINK or SearchOhio systems. Additionally, Cincinnati State affiliates have borrowing privileges at SWON Libraries. Library users of OhioLINK, SearchOhio, and SWON institutions may also borrow materials from the Cincinnati State Library through the same request process.

When an item needed for research or study is not available from these options, then that item may be requested via Interlibrary Loan. The lending library has the authority to decide, on a case by case basis, whether a particular item should be provided and whether the original or a copy will be sent. The lending library also sets the return due dates and establishes whether the item is eligible for renewal.

DESELECTION
Deselection is the process of removing materials from the Library in order to maintain a dynamic and academically sound collection, while creating space for the acquisition of new materials. It maintains the quality of the collection by eliminating outdated, inaccurate, or otherwise undesired materials. Disciplines where the currency of information is of vital importance, such as technologies and health sciences, will be regularly analyzed and materials deselected in order to maintain the integrity of the collection. Materials that are damaged beyond repair are deselected, and if the title is heavily used and still in print, a replacement will be ordered. Materials that have not circulated for a number of years may also be deselected; items considered classics in their field, or whose authors are recognized authorities on the topic, will be kept despite lack of use.
**GIFTS IN KIND**

Because all items added to the collection generate processing and storage costs, materials received as gifts will be evaluated by the same criteria as materials purchased. Gifts are accepted with the understanding that materials not added to the collection will be disposed of in ways most advantageous to the library.

Upon receipt of a gift, the library reserves the right to determine retention, cataloging treatment, and other considerations relating to use of the material. Donated materials must be in good physical condition with no writing or highlighting inside. There should be no stains, mildew, or brittle pages, and bindings should be in good repair. Donations which meet collection development guidelines may be integrated into the main collection. Once a gift is added to the collection, it takes the same status as other library materials, and may be weeded or discarded. The Library is prohibited by law from appraising gifts for tax purposes.

The Library does not accept donations of media formats that are not currently supported, such as VHS tapes or audiocassettes. Mass market paperbacks are generally not accepted, except in circumstances where the title is in high-demand and unavailable in a different format. Periodicals, including journals and magazines, are also not accepted.