Collection Development Policy

GENERAL POLICY
The Clermont College Library’s primary goal for collection development is to support the educational mission of Clermont College by providing students and faculty with access to information resources. As a secondary goal, the Clermont College Library strives to maintain print and electronic collections that support the college-level study of the arts, sciences, social sciences, and humanities. This policy establishes guidelines for selecting, acquiring, and de-selecting information resources that support the instruction programs at the College.

The majority of the library’s acquisitions are made in response to faculty requests approved by the appropriate discipline’s library liaison. Material costs are charged to each discipline’s collection allocation budget. Library staff assist with selection by bringing new publications to the attention of individual faculty members. In addition, staff choose materials for the collection based on reviews and on lists of academic publications recommended for college libraries.

PROCEDURES
Faculty requests for purchases are channeled through the discipline’s library liaison and submitted for purchase to the Technical Services Manager. Faculty members’ requests should include ordering information and prices for materials and ISBNs when available. Requestors should specify format (print or electronic) and priority level. Lower priority requests will be purchased near the end of the fiscal year if funds allow.

Clermont College Library does not purchase software. Print periodical subscriptions and audio CD purchasing require authorization from the Library Director.

DEPARTMENTAL ALLOCATION
The library materials budget is allocated to the academic programs and disciplines early in the fiscal year. These funds are provided to build the library collections, to license electronic information sources, and to maintain periodical collections in support of academic programs and the educational mission of the college. The library materials budget is not intended for items that will not be added to the library inventory. The library materials budget is also not intended for items that will not be made available to all college library patrons.

Funds are allocated to programs and disciplines based on a number of factors, including number of undergraduates enrolled, obsolescence of library materials in the subject areas, relative cost of materials in the disciplines, usage statistics for materials in the disciplines, and the need to meet departmental accreditation standards. Allocations not spent by March 1st of each academic year will be reallocated.

Updated by Clermont College Library Staff, 2015
REFERENCE COLLECTION
The reference collection supports the research needs of UC Clermont College students, faculty and staff. It contains such materials as encyclopedias, dictionaries, atlases, directories, bibliographies, statistical compilations, and handbooks. The reference collection primarily supports UC Clermont College programs. Reference works that provide basic bibliographic access to or an overview of other academic disciplines are also selected. All library users have open access to reference material in the designated reference area located on the first floor of the library.

GIFTS
The library accepts donations of current UC Clermont course textbooks for the reserve and circulating collections.

Donations of a sizable number of books or items of sizable value must go through the UC Foundation. To make a monetary gift to the UC Clermont College Library, please contact the UC Foundation.

TEXTBOOKS
In support of the college’s teaching focus, the library purchases textbooks for Clermont College classes each semester. The library purchases textbooks that cost more than $100 and core texts for required classes when funding is available. The library actively seeks donation of desk copies of current textbooks from faculty members.

The library purchases single copies of textbooks. If a duplicate copy is gifted, the library will incorporate this gift copy into collection.

WITHDRAWALS AND REPLACEMENTS
Systematic de-selection of materials, also known as weeding, will be undertaken regularly as needed to ensure relevancy and make space for new materials. Librarians will follow established guidelines when choosing materials for de-selection, based on age, condition, use, and availability of similar items in the collection.

INTELLECTUAL FREEDOM
The Clermont College Library collection development activities are carried out in accord with the Freedom to Read Statement of the American Library Association. The library collections are intended for use by adults and may contain materials that some find objectionable and/or inappropriate for use by minors. Parents are urged to monitor their children's activities when they use the library.

Updated by Clermont College Library Staff, 2015
Any user who has a criticism of a particular item in the collection should bring the specific complaint to the Library Director. Requests to remove one or more items from the collection based on information content should be made in writing. The written request must include:

- Full contact information for the person(s) bringing the objection
- Identification of the item(s) by title, author, etc.
- A full description of the reason for requesting that the item be removed from the collection, with reference to page numbers or other location information

In response to a request meeting the above guidelines, the Library Director will convene a meeting of the Library Advisory Committee and a representative from the Office of Academic Affairs to consider whether the material in question fails to meet the standard of relevance to the institutional mission. The Library Advisory Committee will make a recommendation to the Library Director, who will then make a decision and report back to the person submitting the objection and to the Associate Dean for Academic Affairs. The person raising the objection(s) may submit a written appeal to the Dean of the College.