

Collection Development Policy

Mission:

The Germanna Community College Library supports the mission of the college by providing an accessible, comprehensive and balanced collection of resource materials in a variety of formats to the college community. These materials will be selected with the intent of providing quality educational support for the curriculum, while providing literacy opportunities through materials that enhance information, research, listening and reading skills. The library will encourage Faculty participation in Collection Development, by bringing sources to the attention of the Faculty and by honoring appropriate curriculum or professional development purchase requests for the Library.

Vision:

It is the vision of the Germanna Community College Libraries to be an integral partner in education with its students, faculty, staff and community. The library collection, along with appropriate instruction, is at the core of that support.

Selection Responsibility:

Although Faculty, staff and student requests are solicited and often honored, the final responsibility for the development of the library collection lies with the Library Director of each Campus Library.

Selection and Weeding Guidelines:

1. Significance of the publication..
2. Age and currency of the publication.
3. Availability of older and newer editions.
4. Reputation of the Publisher.
5. Recommendations or Interlibrary Loan requests.
6. Book Reviews
7. Comprehensiveness and audience.
8. Accessibility: Index, Table of Contents or Online.
9. Number of copies
10. Comparison with bibliographies or VCCS catalogs.

Reference books:

The Germanna Libraries provide current Reference material campus wide. The Fredericksburg Area Campus library is the most comprehensive and up to date collection of Reference books. The Locust Grove Campus library also has a comprehensive collection with a special emphasis on Medical materials to support the Nursing curriculum. The Daniel Center for Technology Library provides a small collection selected to support the general liberal arts and educational needs of the college. Reference materials are expensive, so new editions of specific titles may be purchased on a case by case basis. Certain subjects are more time sensitive than others, and these subject areas will be kept as up to date as possible.

Circulating Books

The Locust Grove Campus Library will provide a current and relevant circulating book collection that serves the needs of a changing curriculum. The librarian will be sensitive to new programs and select materials, which support these changes. Selections will be balanced in accordance with the values set out in the intellectual freedom statements of the American Library Association, which include the “Library Bill of Rights” and “The Freedom to Read.”

(See: <http://www.ala.org/ala/aboutala/offices/oif/statementspols/statementsif/librarybillrights.cfm>)

The librarian will also examine the collection regularly to see that it is complete and will purchase to fill missing items that are in high demand. Books will be provided in various formats, including print, audio, visual, and electronic.

Nursing materials:

Weeding is particularly important in the scientific fields, such as nursing. Nursing faculty will assist the Librarian at Locust Grove, by examining the materials collection of the library with an eye for classic material and currency. New editions of time sensitive material such as drug information will be acquired as soon as possible, with older editions discarded upon the receipt and processing of the new edition. The librarian and nursing faculty share in the responsibility of keeping the medical collection current and usable. The medical collection will be reviewed at least once a year. Bibliographies from Brandon Hill and Doody Core Title lists will assist in this review.

Textbooks:

In general, textbooks are not purchased for the library book collection. Textbooks are not usually quality support material. An exception to this would be in the medical sciences, where certain textbooks are recommended in Brandon Hill bibliographies or in Doody’s Core Titles for small medical library collections. These textbooks are not the required textbooks for the Germanna nursing courses. Supplemental textbooks may be purchased to support the curriculum, and current required textbooks provided by the departments may be held on Reserve behind the Circulation Desk to be checked out for “in library use” only, overnight, for three days or one week, as designated.

Duplicate books:

Although our print collection is more than doubled by electronic books, the library may occasionally purchase the print format as well as the electronic resource. Print materials are still preferred by many patrons, due to the portability and ease of viewing. The print collection is the core of the collection and electronic book purchases do not diminish the importance of having a well balanced and current print collection.

The Locust Grove Campus Library will occasionally hold duplicate copies of certain titles due to the anticipated demand for the item or a specific request from a Faculty member. For example, an item might be on Reserve and also in the Circulating Collection. However, to prevent the waste of fiscal resources, the usual practice is to purchase only one copy of a title.

AV materials:

The Germanna Libraries will purchase audio-visual materials in the most current formats available and phase out of the library collection any AV materials that have become dated and therefore less likely to be utilized. An exception would be any item that is still currently being utilized in the classroom. Dated AV materials sometimes are used by Faculty for instructional or demonstration reasons. The primary selection criteria other than age for AV are: 1) Reputation of the Publisher, 2) Curriculum or Professional Content. 3) Suitable format for available AV equipment, 4) Recommendations or Reviews and 5) Length of time needed to view the item.

Online Databases:

The Librarians will also, on a continuous basis, examine the online collection, check remote access, and usability. As interface enhancements occur, it may be necessary to reevaluate the source as to its usefulness in the Virtual Library. Some databases are provided to us through the shared fiscal responsibility of VIVA, a consortium of libraries in the state of Virginia. These resources are examined, evaluated and deselected by that consortium. However the Germanna selections from these sources and by individual purchase are continually reviewed for inclusion by the Librarians of the college.

Periodicals:

The Germanna Community College libraries provide current reading materials in the form of general magazines, newspapers and journals. The Locust Grove Campus Library provides the largest collection, keeping only the current five years of most titles. Through Project Muse, Gale and other online sources, it is possible to read many periodicals online. These titles can be accessed through our online catalog, VCCSlinc or directly through the database holdings. Some titles will have only campus access, and others can be accessed remotely from home. Some titles and their access can be found by searching Worldcat only.

Thousands of journal articles can be retrieved in full text through the full text databases listed on the library web page.

Archival or Rare books:

Certain college produced videos, catalogs, and magazines will be kept to provide a history of the activities of the college. These include any literary magazines that Germanna has published, as well as Germanna Legacy lecture programs. There will also be a collection of all the Germanna college catalogs, year books and occasional newsletters. The Locust Grove Campus Library houses scrap books that were created for several of the early years of the college.

There is a small Rare book collection at the Locust Grove Campus Library. For the most part, these books are allowed to circulate upon request.

Microfilm:

Microfilm materials are no longer purchased by the library. However, there is a strong collection of newspaper and magazine holdings. Local newspapers holdings dating back to the Civil War are available for viewing, as well as early Federal census information for surrounding counties.

Donations or Gifts:

Gifts to the libraries of Germanna are accepted with the understanding that such materials will be subject to the same selection criteria as other materials, and that they may or may not be added to the collection. Dollar donations can not be accepted by the library, but can be accepted by the Educational Foundation of the college.

Deletions or Discards:

Deleted or discarded materials which are outdated, in poor condition, or infrequently used by Germanna patrons will be offered to other state library agencies. Items not selected by these agencies, may then be offered to state government surplus. Certain materials may be trashed immediately because of accuracy of content or condition.