

MOTT COMMUNITY COLLEGE LIBRARY

I. INTRODUCTION

The library is committed to providing material that support the mission, goals, and curriculum of Mott Community College. This policy provides the guidelines used by the Charles Stewart Mott College Library in its acquisition and maintenance of print and non-print resources.

II. OBJECTIVES IN COLLECTION DEVELOPMENT

Primary consideration will be given to acquiring materials that support the instructional programs of Mott Community College.

- A. To provide materials that will enrich and support the curriculum.
- B. To provide materials in various formats.
- C. To provide materials that will stimulate growth of factual knowledge.
- D. To provide materials that are objective and present all reasonable sides of controversial issues.
- E. To provide materials on opposing sides in order to develop the practice of critical reading and thinking.
- F. To provide information that will enable students to make intelligent decisions in their daily lives.

III. GENERAL CRITERIA AND PRIORITY FOR SELECTION OF MATERIALS

Primary consideration is given to the development and maintenance of subject collections to support the instructional programs at Mott Community College. Attention is also given to the changing emphasis of the curriculum and development of new courses and programs.

High priority will be given to maintaining a strong and current reference collection in support of the curriculum and for general information.

The following specific criteria are applied to the selection of individual titles:

- A. Relevance of the subject matter to the above objectives
- B. Appropriateness to a community college collection in terms of academic level
- C. Timeliness of the materials
- D. Reputation of the author or publisher
- E. Availability of material on the subject
- F. Price

IV. SERIALS

Collection of serial publications to support the academic programs is important for providing current research information. Access to current and timely information is best accomplished

with serial publications. The selection of serial publications requires a more specific selection process than for other media. When a serial is selected a continuing commitment has been made for the cost of the title for an indefinite period as well as shelf space. The availability of full-text on-line electronic indexes will be a factor in serial selection. Faculty, staff, and students may also make recommendations that are then approved by library staff.

A. General serial selection criteria

1. To provide curriculum support for academic programs
2. To provide general education and news coverage
3. To provide recreational needs

B. Specific serial selection criteria

1. Does the library own indexes that provide access to the contents of the serial?
2. Is the full-text of the serial available in an electronic format and does the library have access to it?
3. Is this a title that has been requested frequently via interlibrary loan?
4. What is the cost of the subscription?

V. ONLINE RESOURCES

Online resources must meet the same criteria that other formats do in order to be added to the collection. The resource must support a curriculum need of the Mott Community College instructional programs.

VI. GIFT POLICY

- A. Gift books should have a copyright date of within the past 10 years to be considered for inclusion in the library's collection.
- B. From all the gift books that are received by the library, a subject librarian will approve which titles should be cataloged into the library's collection. The criteria followed can be found under Section III. The library will issue a letter of acknowledgement.
- C. Gifts of journals that will complement the college curriculum will be accepted. Where possible, the donor will agree to provide subsequent issues.
- D. Other gift materials will be considered based upon archival importance and/or usefulness to the collection.
- E. Donors who wish to claim gifts, as an income tax deduction should arrange to have an evaluation made by an independent appraiser before making their gifts. The Mott College Library cannot make such evaluations.

VII. SELECTION RESPONSIBILITY

The library collection includes books, periodicals and non-print materials. Selection responsibilities, by subject area, are assigned to librarians. To ensure a vital, active and current collection, the library encourages faculty selection in support of curricular expertise. Book recommendations are reviewed using collection development guidelines. Faculty is informed when requested materials have been processed and are available for use.

Mike Ugorowski, ext. 25662

Business: Accounting, computer information systems, cosmetology, food management, paralegal

*Health sciences: **Allied health, dental hygiene, nursing, occupational therapy/physical therapy, physical education, respiratory therapy***

Technology: Air conditioning/heating/refrigeration, auto body/automotive, building and construction, drafting, electronics, fire protection, fluid power, metallurgy, quality assurance

*Fine arts: **Music***

*Reference: **General reference, careers***

*Social sciences: **Education***

Diana Hiles, ext. 25661

Science and math: Astronomy, biology, chemistry, computer science, engineering, geology, mathematics, photography, physical science, physics

Humanities: Communications/speech, English, film, journalism, languages/literature, manual communications/deaf studies, philosophy

Paperbacks:

Fiction and Non-Fiction

Law reference

Martha Lewis, ext. 20402

Social sciences: Anthropology, child development, corrections, criminal justice, economics, geography, gerontology, history, political science, psychology, social work, sociology

Joan Smalley, ext. 20411

Fine arts: Art, theater

Children's literature

VIII. COLLECTION DEVELOPMENT - DIVISION SUPPORT

A. Faculty/Coordinator Role

Systematic examination of the collection for out-of-date and superceded materials is a regular part of collection development. Biennially, librarians will contact faculty members in each discipline to schedule a review of the books in their area of expertise. During this visit, subject areas that require additional materials may be identified and new items may be selected for purchase. Culling of outdated items may also occur at any time during the year. Librarians will provide usage statistics, inventory lists and other assistance to support this process.

B. Accreditation Visits

Librarians will work with program coordinators and faculty members to ensure that collections in each discipline are current and support the curriculum. In addition to the regular review of discipline specific collections, faculty will be asked to participate in collection development activities prior to each accreditation visit. Books, serials and online resources will be reviewed to ensure that collections are current and adequately support the program under review. A timeline will be distributed prior to each visit. See X.

IX. TIMELINES

A. Communication/Activity Timeline - All Faculty/Program Coordinators (Attachment 1)

B. Accreditation Visits – Health Sciences Faculty/Program Coordinators (Attachment 2)

<u>Program</u>	<u>Visit</u>
Nurse Aide	2002
Nursing	2004
OTA	2007
PTA	2008
Respiratory Therapy	Pending
Dental	Pending