

Collection Development Policy

Librarianship requires a dedication to an objective attitude toward the selection of library materials. Librarians seek to maintain a nondiscriminatory policy in materials selection in order to provide a choice of information - and opinions about that information - to further the pursuit of reading.

The selection policy pertains to all library materials, in all formats. Academic libraries are in a constant state of flux due to curricular changes and changes in the interests and needs of users. The following considerations are taken into account in developing the academic library collection:

1. Clientele: the students, faculty and staff of the institution; therefore collection development is mainly curricular driven.
2. Responsibility: selection of materials involves librarians, program directors, deans, and instructors. Because of their special expertise by discipline, faculty recommendations are essential to help maintain the currency of the collection. Staff and student suggestions for new materials are also welcomed. The responsibility for coordinating the selection of library materials and making the recommendation for purchase rests with the professionally trained library personnel.

Each program's materials are considered a segment of the total Library collection (hereinafter all references to "library" include the holdings both at Choate and Transit). All materials are shared; all materials are made available upon request to any library user. Circulation of materials is dependent on user status.

3. Selection of academic library materials is dependent upon the:
 - Conformance to the requirements and limitations of the copyright laws;
 - Educational needs of the college's community (this includes program specific requirements);
 - Electronic resource availability, which forms a significant part of the information network;
 - Financial and physical limitations of the library;
 - Guidelines for University Library Services to Undergraduate Students (<http://www.ala.org/ala/mgrps/divs/acrl/standards/ulsundergraduate.cfm>); approved at ALA Annual Conference, June 2005;
 - Mission and goals of Trocaire College & the Library;
 - N.Y.S. Education Department standards noting that "the institution shall provide libraries that possess and maintain collections sufficient in depth and breadth to support the mission of the institution and each registered curriculum.", and
 - A broad range of general interest reading material for the college population.

If materials cannot be purchased, every effort will be made to provide the same or similar materials through interlibrary loan.

Criteria for Selection

Judgments of experts, professionally educated staff members, and qualified reviewers in the media, provide a balance of opinion as the basis for selection. Though a variety of criteria is used for each subject, final decision is based on the value of the material to the library and its users, regardless of the personal taste of the selectors. Some of these criteria may include:

- Accuracy
- Authority and competence in presentation
- Availability of information elsewhere in the community
- Contemporary significance
- Ease of use
- Factors of publishing industry
- Format
- Language
- Permanent value
- Popular demand

Price
Publishing output
Quality of content and format
Recommendations or requirements of accredited agencies
Relation of work to existing collection (duplication balance)
Scarcity of information in subject area
Subject currency

These factors and criteria apply equally to materials purchased and those accepted as gifts.

Continuous periodic evaluation of the library holdings is an essential part of collection development. The same criteria are used in discarding materials from the collection as are used in their acquisition.

Special Aspects of Resource Selection

- When possible, efforts will be made to participate in mutually beneficial cooperative collection development with other area libraries;
- The collection may include: works of an authentic genius, within the realm of his/her specific contribution; works of potential historical significance, regardless of political or social variance; key materials in fields that represent an aspect or belief or opinion which has not been completely authenticated. Variety of opinion is represented whenever feasible;
- Multiple copies of items much in demand are purchased as needed;
- Worn, or missing standard items are replaced periodically;
- Out-of-date materials or those no longer useful are withdrawn from the collection.

Challenged Materials

Censorship of materials shall be contested in order to maintain the college's responsibility to provide information and the means of enlightenment. Challenges of library materials must be registered in writing before any action can take place. Forms for this purpose will be available in the library and online. Any challenge will be reviewed by a committee with representation from the community, college administration, faculty, students and professional library staff.