

Colorado Mountain College Steamboat Campus Library Collection Development Policy

Version 1.1

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Kevin Williams, Library Director

Introduction

In accordance with its mission, the Steamboat Campus Library is dedicated to providing quality, relevant, timely, and accessible resources in a variety of formats. The Library tries to maximize access to materials through resource-sharing agreements with various Library consortia as well as immediate access to online materials. This policy is designed to maintain a level of relevance, excellence, and currency in the collection in support of the curriculum, lifelong learning and intellectual freedom.

The Library supports the following policy statements:

- [Library Bill of Rights](#)
- [Freedom to Read](#)
- [Freedom to View](#)

Guidelines for Selection of Materials

A. Main selection criteria for the purchase of materials to:

- Support students in classes and the general curriculum.
- Support instructors in classes and the general curriculum.
- Support college staff in professional duties
- Promote lifelong learning and support library users in general intellectual and cultural development.

B. Specific formats selected and guidelines

NONFICTION selection is based on: relationship to curriculum, accuracy of contents, quality of reviews, cost, format, social significance, and timeliness or permanent value.

FICTION selection is based on: similar guidelines as presented for the nonfiction collection plus readability and literary style. Historically significant and contemporary fiction titles are purchased.

REFERENCE MATERIALS selection is based on: authority, reliability, scope, treatment, arrangement, format, cost, existing holdings, and estimated demand for use.

MAGAZINES AND JOURNALS selection is based on: cost, demand, and relevance to the curriculum. Periodicals are provided from the popular to scholarly reading levels. The addition and retention of titles will undergo regular and careful evaluation.

NON-PRINT MATERIAL selection is based on: similar guidelines as presented for the nonfiction and fiction collections, with special emphasis on the suitability of the format to the content and the quality of production. The library accepts collection suggestions for media on a regular basis.

TEXTBOOKS will not be selected for purchase. Complimentary copies of textbooks, including reserve materials, may be added for temporary checkout in support of classes and at the instructor's discretion. On the rare occasion that a textbook meets the direct, nonfiction qualifications set in this policy, it might be considered for addition to the collection.

C. Selection impartiality

No material will be excluded from the collection because of the race, nationality, religion, gender, sexual orientation, political or social viewpoint or controversial nature of either the author or the material. The Library makes no endorsement of the contents or views expressed in its materials.

Guidelines for Withdrawal (“Weeding”) of Materials

To maintain the currency and quality of collections, physical holdings will regularly be examined with titles considered for withdrawal or cancellation (as for serial holdings). The Library Director has the overall responsibility for reviewing and recommending items to withdraw. Instructors are encouraged to regularly review the collections in their discipline and to suggest materials to be withdrawn. When possible, instructors will be consulted about areas of the collection being reviewed for weeding.

Items to be discarded include those in poor physical condition, unwarranted duplicates, titles no longer in demand, obsolete or superseded editions or formats, and materials wherein the contents are no longer accurate. Note that items in poor physical condition but of valuable content will be considered for repair or replacement.

The final decision on withdrawals is made by the Library Director.

Donations

The Library welcomes donations that fall within this policy's guidelines for selection and that are offered without restrictions attached to their disposition. Donations of special collections will be carefully considered and may be accepted if they meet the following criteria: relevant to regional and institutional history, of high quality, in good physical condition, having minimal space allocation needs, having minimal or basic processing requirements, and of value to the college curriculum. Donations that exceed the value limit determined by the Colorado Mountain College Foundation must work directly with the Foundation to have their donation accepted. A valuation must be done and the Foundation handles all tax information. The Library reserves the right to refuse gifts at its discretion and under the authority of the Library Director. The Library assumes no responsibility for appraisal or valuation of gift items.

ACKNOWLEDGEMENT:

With their kind permission, this policy borrows extensively from the CMC Leadville Campus Library's policy.

<http://library.coloradomtn.edu/timberline>