I. INTRODUCTION

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

II. OBJECTIVES IN COLLECTION DEVELOPMENT

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.

A. Support classroom instruction and the achievement of student learning outcomes
B. Support the development and practice of critical reading and thinking skills
C. Support and encourage independent lifelong learning and intellectual growth
D. Cover topics relevant to the diverse racial, ethnic, cultural, social, and economic background of the college and surrounding communities
E. Promote recreational reading

III. CRITERIA

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

A. Relevance to the actual and potential needs of MCC’s educational programs.
B. Scope and content of the material.
C. Currency and timeliness of the material in relation to subject area.
D. Quality of the material and the content.
E. Depth of the existing collection and local availability of the item.
F. Price.
G. Language and country of origin.

IV. SERIALS

The selection of serial publications requires additional selection criteria. When a serial is selected a continuing commitment has been made for the cost of the title for an indefinite period. Online full-text availability will be a factor in serial selection. Faculty may also make

V. ONLINE RESOURCES

Online resources must meet the same criteria as other formats in order to be added to the collection.

VI. GIFT POLICY

Books, serials, media, and other materials donated to the Mott Library are examined and evaluated in accordance with the Mott Library’s collection development policies and procedures. Mott Library reserves the right to refuse gifts that do not fit current collecting goals and use them to benefit the Mott Library through sale to Better World Books. Contact Linda Rutherford for all donations at (810) 762-0402.

- Gift books must have a copyright date of within the past 10 years to be considered for inclusion in the library’s collection.
- Other gift materials may be considered based upon archival importance and/or usefulness to the collection.
- After gift books 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.
- Book plates may be placed in books donated in honor or in memory of any individual if requested by the donor.
- 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 Library cannot make such evaluations.
- The library will issue a letter of acknowledgement if requested to the donor.

VII. LIBRARY LIAISON RESPONSIBILITY

Liaisons will work with assigned divisions to select appropriate materials. Faculty recommendations are actively sought and encouraged. Requests to purchase items are reviewed using collection development guidelines. Faculty is informed when requested materials have been processed and are available for use.

Library Liaison Responsibilities

- Annually meets with the appropriate departmental representatives to inform them about library resources and learn about program needs.
- Contacts new faculty to establish a relationship.
- Effectively publicizes the library’s resources.
- Work with departments for accreditation visits

Timelines

<table>
<thead>
<tr>
<th>Program</th>
<th>Visit</th>
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<tr>
<td>PTA</td>
<td>2020</td>
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<tr>
<td>Nursing</td>
<td>2020</td>
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<tr>
<td>Respiratory Therapy</td>
<td>2021</td>
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<tr>
<td>Dental</td>
<td>2022</td>
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VIII. SELECTOR RESPONSIBILITY

The library collection includes books, serials and non-print materials. Selection responsibilities are assigned to librarians by subject area. Below is a list of the librarians who select materials along with their contact information. See Appendix A for a full listing of selection responsibilities.

Cheryl Burtrum  (810) 762-0411  cheryl.burtrum@mcc.edu  
Diana Hiles   (810) 762-5661  diana.hiles@mcc.edu  
Jessica Himstedt  (810) 762-5649  jessica.himstedt@mcc.edu  
Lohra Nye  (810) 762-0411  lohra.nye@mcc.edu  
Linda Rutherford  (810) 762-0402  linda.rutherford@mcc.edu  
Carla Caretto  (810) 762-0411  carla.caretto@mcc.edu  
Bradley Scott  (810) 762-0405  bradley.scott@mcc.edu  
Jill Sodt   (810) 762-0415  jill.sodt@mcc.edu

Library Materials Selector Responsibilities

- Regularly reviews publisher’s catalogs and other key selection tools.
- Works as needed with other library staff to resolve routine collection development issues.
- Stays within the budget guidelines.
- Performs routine deselection and replacement of items for collection maintenance.

Deselection Criteria and Guidelines

To ensure a vital, active and current collection, the librarians will periodically and actively review subject disciplines for deselection and development. Each discipline should be thoroughly evaluated at least once every five years. Some areas will require more frequent evaluations.

A. Age
   Age refers to how old the work is as measured by date of publication. The latest imprint date will be used to determine age.
   a. Items should not be withdrawn simply on the basis of age.
   b. Consider how quickly information becomes dated in a given discipline.

B. Condition
   Condition refers to the physical condition of the item, such as its pages and binding. Extensive markings should be judged as damaging the text, and replacement should be considered.

C. Multiple Copies
   Typically the library has only one copy of an item. However when deciding which copy to keep, consider condition, gift plates, and use.

D. Use
   There are two ways to check if a book has been used.
   a. Use the ILS
   b. Check the date due slip in the back of the book

E. Miscellaneous Considerations
   a. Scarcity of resources, here and at other libraries
   b. Threshold minimums based on specific disciplines
   c. When in doubt, keep item until next review

IX. CHALLENGES

Despite the quality of the selection process, occasional objections to library materials may be made.

Revised: 3/29/12; 8/13/13; 2/20/15; 6/3/16; 11/10/16; 8/19/19  A-3 / 3 of 4
All complaints to staff members shall be reported to the library director, whether received by telephone, letter, or in personal conversation.

The director shall contact the concerned individual to discuss the complaint and attempt to resolve it informally by explaining the philosophy and goals of the library and the nature of the materials selection process.

If the complaint is not resolved informally, the concerned individual shall be supplied with written information on the library's instructional goals and objectives, on the materials selection policy, and on the procedure for handling objections. This will include a printed form which must be completed and returned before further consideration will be given to the complaint.

If the formal request for reconsideration has not been received by the director within two weeks, it shall be considered closed. If the request is returned, the reasons for selection of the specific work shall be re-established by the appropriate library staff.

Questioned materials shall remain on the shelves pending a final decision.

The library director, having received a completed objection form, may bring the issue before a meeting of the college librarians for their advice.

The library director shall notify the concerned individual of the decision in writing.

X. LIBRARY BILL OF RIGHTS


The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

4. Libraries should cooperate with all persons and groups concerned with resisting abridgement of free expression and free access to ideas.

5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.