Collection Development Policy

GENERAL POLICY
The Clermont College Library’s primary goal for collection development is to support the educational mission of Clermont College by providing students and faculty with access to information resources. As a secondary goal, the Clermont College Library strives to maintain print and electronic collections that support the college-level study of the arts, sciences, social sciences, and humanities. This policy establishes guidelines for selecting, acquiring, and deselecting information resources that support the instruction programs at the College.

Library faculty and staff serve as departmental liaisons. These liaisons purchase library materials in support of departmental courses, choosing materials for the collection based on reviews and academic publications recommended for college libraries. Liaisons also intercept faculty requests for new materials, as well as bring relevant publications to the attention of individual faculty members.

PROCEDURES
Faculty requests for purchases are channeled through the departmental liaison and submitted for purchase to the Technical Services Manager. Faculty requests should include ordering information and prices for materials and ISBNs when available. Requestors should specify format (print or electronic) and priority level. Lower priority requests will be purchased near the end of the fiscal year if funds allow.

Clermont College Library does not purchase software. Print periodical subscriptions and audio CD purchasing require authorization from the Library Director.

DEPARTMENTAL ALLOCATION
The library materials budget is allocated to the academic programs and disciplines early in the fiscal year. These funds are provided to build the library collections, to license electronic information sources, and to maintain periodical collections in support of academic programs and the educational mission of the college. The library materials budget is intended solely for items that will be available to all Clermont College Library users.

Funds are allocated to programs and disciplines based on a number of factors, including number of undergraduates enrolled, obsolescence of library materials in the subject areas, relative cost of materials in the disciplines, usage statistics for materials in the disciplines, publishing activity, and the need to meet departmental accreditation standards. Allocations not spent by March 1st of each academic year will be reallocated.
REFERENCE COLLECTION
The reference collection supports the research needs of UC Clermont College students, faculty and staff. It contains such materials as encyclopedias, dictionaries, atlases, directories, bibliographies, statistical compilations, and handbooks. Reference works are selected that provide basic bibliographic access to or an overview of other academic disciplines. All library users have open access to our reference material. The reference collection is interfiled with the circulating collection located on the library’s second floor.

GIFTS
The library accepts donations of current UC Clermont course textbooks for the reserve and circulating collections.

Donations of a sizable number of books or items of sizable value must go through the UC Foundation. To make a monetary gift to the UC Clermont College Library, please contact the UC Foundation.

TEXTBOOKS
In support of the college’s teaching focus, the library purchases textbooks for Clermont College classes each semester. The library purchases textbooks that cost more than $100 and core texts for required classes when funding is available. The library actively seeks donation of desk copies of current textbooks from faculty members.

The library purchases single copies of textbooks. If a duplicate copy is gifted, the library will incorporate this gift copy into collection.

WITHDRAWALS AND REPLACEMENTS
Systematic de-selection of materials, also known as weeding, occurs regularly to ensure relevancy and make space for new materials. Librarians will follow established guidelines when choosing materials for de-selection, based on age, use, curriculum support, content, mode of access, and condition.

INTELLECTUAL FREEDOM
The Clermont College Library performs collection development activities in accordance with the Freedom to Read Statement of the American Library Association. The library collections are intended for use by college students, faculty, and staff and may contain material that some find objectionable and/or inappropriate for use by minors.

Any user who has a criticism of a particular item in the collection should bring the specific complaint to the Library Director in writing and include the following:
• Full contact information for the person(s) bringing the objection
• Identification of the item(s) by title, author, etc.
• A full description of the rationale for the complaint, with reference to page numbers or other pertinent information

In response to a request meeting the above guidelines, the Library Director will convene a meeting of the Academic Support Committee (ASC) and a representative from the Office of Academic Affairs to consider whether the material in question fails to meet the standard of relevance to the institutional mission. The ASC will make a recommendation to the Library Director, who will then make a decision and report back to the person submitting the objection and to the Associate Dean of Academic Affairs. The person raising the objection(s) may submit a written appeal to the Dean of the College.

Revised and updated, August 2018