Western Nebraska Community College Library

Selection/Withdrawal Policy

SELECTION OF MATERIALS:

The Selection policies and principles of the Western Nebraska Community College Library are as follows:

1. It shall be the responsibility of the library to provide the following resources, listed in order of priority.
   a. Informational resources to support the college’s instructional program.
   b. Informational resources presenting all points of view concerning the problems and issues of our times.
   c. General materials to strengthen and stimulate intellectual growth, self-understanding, and practical coping skills.
   d. Recreational reading, listening or viewing material to enhance the enjoyment and promote a positive use of leisure.

2. Guidelines for acquisitions:
   a. Purchases of textbooks and multiple copies will be held to a minimum.
   b. High quality paperback books will be purchased if the title is unavailable otherwise or hardcover cost is excessive.
   c. Purchases of fiction will be held to standard works or current fiction of high literary quality that promises to be of enduring value.
   d. Gifts are welcome but must meet the same standards of quality as purchased selections to be added to the collection.
   e. Cost of material will be considered in relation to budget resources and anticipated use.

3. Standards for selection:
   a. Selection of materials shall be guided by recommendations from reputable library sources and critical reviews.
   b. High standards of writing, authenticity and accuracy, attractive format, sturdy bindings, and good quality illustrative material shall be considered in selection.
   c. Selection of audiovisual materials shall be based upon curricular needs, authenticity, suitability for college level work, technical and artistic excellence, ease of use and cost. When possible, material shall be previewed before purchase.
   d. Informational resources selected shall be chosen for values of interest, information and enlightenment, and in no case be excluded because of the race or nationality of the social, political, or religious views of the author.
e. Informational resources will be selected in the most appropriate format, print or non-print, to meet specific instructional needs.
f. The library follows the tenets set forth in the Library Bill of Rights as adopted by the American Library Association.

4. Responsibility for selection:
   a. It shall be the responsibility of the faculty to be cognizant of the Library resources in their academic area, and to make recommendations for purchase as needed to assure the adequacy of the collection in support of the curriculum.
   b. Suggestions and recommendations for building the collection shall be encouraged and will be carefully considered from:
      1. All WNCC personnel
      2. Students
      3. The public
   c. Final responsibility for selection of materials and maintaining the quality of the collection rests with the Library Director. Library staff members are expected to contribute their expertise and recommendations to build the collection.

5. Requests by faculty, staff or students for books not owned by the library which are either unavailable or inappropriate for purchase shall be requested for the user through interlibrary loan.

6. Serious objection to materials owned by the library shall be in writing, using forms provided by the library. The Dean of Instruction, Library Director, and Curriculum Council shall review the complaint and respond.

7. This selection policy shall be reviewed at least every three years to consider possible additions, deletions or changes.

WITHDRAWAL OF MATERIALS:

An essential part of building a vital collection is the concomitant responsibility for removal of materials that have become outdated, misleading or irrelevant in order to maintain a current, active and useful collection. The withdrawal of materials has also been shown to increase circulation of the best material available due to having less-cluttered shelves.

1. Criteria upon which a decision to withdraw is determined include the following:
   a. Literary quality
   b. Physical condition
   c. Number of copies
   d. Availability of items in other formats (e.g. databases)
   e. Circulation history
   f. Inclusion in reputable library lists
   g. Copyright date (considered in relation to topic)
   h. Changes in curriculum
   i. Strength of the collection on this topic
j. Superseded editions
k. Obsolescence
l. Shortage of physical space

2. When possible, faculty shall have the opportunity to review materials in their academic area which are being considered for withdrawal before final action.

3. Due to nursing accreditation requirements, items with a publication date older than five (5) years in the nursing area will be withdrawn, unless they have historical significance.

4. Faculty shall be given priority in use of discarded books in their academic area. Other WNCC staff may then choose items for their course-related use. Items may also be placed on a sale for patrons to purchase. Some items may also be sent to Better World Books or similar companies. Remaining materials may be offered to other municipal or state agencies as appropriate before recycling or final disposal.

5. No library materials shall be removed because of partisan or doctrinal disapproval or because of the race or nationality, or the social, political, or religious views of the authors.

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