

Selection of Instructional and Library Materials Policy

Purpose	To inform the college community of selection process for materials for inclusion in the VCC.
Policy	Materials selected for inclusion in VCC Library collections will support educational and administrative activities at VCC. These materials will be in keeping with the Canadian Library Association's Statement on Intellectual Freedom (Appendix I), providing for the widest diversity of views and expression, including those which are unorthodox or unpopular with the majority (http://www.cla.ca/Content/NavigationMenu/Resources/PositionStatements/Statement_on_Intell.htm)
Applies to	VCC faculty, staff and administrators who select or recommend materials for inclusion in VCC library collections.
Procedures	Librarians, administrators and faculty members exercise professional judgement in selecting and deselecting materials for College collections in accordance with procedures detailed in attached Appendix II, <i>Selection of Instructional and Library Materials Policy – Detailed Selection Procedures</i> . Complaints about library materials must be submitted in writing to the Library Director.
Replaces	Policy 6.1.2.1 Selection and Preservation of Library Materials. Policy 6.1.2.3. Audiovisual Policy

1. Policy Sponsor: Library Director

2. Approvals:

President: _____ **Date:** _____

Education Council Chair: _____ **Date:** _____

Operations Council Chair: _____ **Date:** _____

Board Chair: _____ **Date:** _____

3. Amendments:

President: _____ **Date:** _____

Education Council Chair: _____ **Date:** _____

Operations Council Chair: _____ **Date:** _____

Board Chair: _____ **Date:** _____

4. Review Date:

Appendix I

CANADIAN LIBRARY ASSOCIATION Statement on Intellectual Freedom

SUBJECT: Statement on Intellectual Freedom
APPROVED BY: Executive Council
DATE APPROVED: June 27, 1974; Amended November 17, 1983
and November 18, 1985

All persons in Canada have the fundamental right, as embodied in the nation's Bill of Rights and the Canadian Charter of Rights and Freedoms, to have access to all expressions of knowledge, creativity and intellectual activity, and to express their thoughts publicly. This right to intellectual freedom, under the law, is essential to the health and development of Canadian society.

Libraries have a basic responsibility for the development and maintenance of intellectual freedom.

It is the responsibility of libraries to guarantee and facilitate access to all expressions of knowledge and intellectual activity, including those which some elements of society may consider to be unconventional, unpopular or unacceptable. To this end, libraries shall acquire and make available the widest variety of materials.

It is the responsibility of libraries to guarantee the right of free expression by making available all the library's public facilities and services to all individuals and groups who need them.

Libraries should resist all efforts to limit the exercise of these responsibilities while recognizing the right of criticism by individuals and groups.

Both employees and employers in libraries have a duty, in addition to their institutional responsibilities, to uphold these principles.

Appendix II

Selection of Instructional and Library Materials Policy, Detailed Selection Procedures

1. Background

Vancouver Community College (VCC) offers instruction to adults with the mission of providing “excellent programs and services that prepare learners for ongoing education, direct entry into employment, career advancement and greater participation in the community.” In addition to providing instructional materials for academic, training and vocational programs, the VCC collection supplies specialized resources to students working to overcome barriers such as language, literacy, physical disabilities and financial need. The procedures described here facilitate the development of a collection that supports VCC’s instructional programs and diverse student needs.

2. Organization of Collection Management and Development

There are two library collections, one at the Downtown Campus and one at Broadway Campus. Each collection has unique components that support program offerings at the campus being served. All formats including print, audio visual, electronic and computer software are selected. VCC employees and library patrons may make selection recommendations. A Collections Development Librarian reviews the submission, makes selection decisions and passes on the approved orders to the Coordinator of Technical Services, who reports to the Library Director.

2.1. Criteria for the Selection of Materials

The following selection criteria are used in making the decision to acquire materials:

- Relevance to educational offerings at VCC
- Timeliness and accuracy
- Representative of one of the major fields of knowledge
- Representative of a wide diversity of views and expression
- Appropriateness to the language, reading level, or to the special format needs of the user
- Reputation of the author, issuing body or publisher/vendor
- Intellectual, literary, artistic or social value of the content
- Presentation, including pictorial representations, sound clarity, physical and technical quality
- Depth and breadth of coverage
- Ease of access, including indexing and user interfaces
- Compatibility with the college network, as negotiated with VCC’s Information Technology Department
- Availability of current holdings in the same subject area
- Demand, as indicated by circulation of similar material, and interlibrary loan requests

- Cost
- Request or recommendation from Instructional Faculty

Additional criteria specific to Serials and Media will be discussed in Sections 2.6.1 and 2.6.3.

2.2. Liaison with User Groups

College employees and students are encouraged to make requests for materials to be included in the collection. Requests may be forwarded to the liaison librarian or can be submitted via the request form which is available on the library website (<http://library.vcc.ca>)

2.3. Budget Structure and Allocation

Budget allocation is based on a number of criteria including FTE enrollment of students, core subject requirements, circulation statistics per subject classification and available funds. When there is a high demand for additional materials or a shortage of relevant materials in a given subject area, an adjustment will be made to the ordering formula where budget permits. Materials will be sourced through various agencies to afford the best possible purchasing discount.

2.4. Cooperative Agreements with Outside Agencies

VCC is a member of the Electronic Library Network, a resource-sharing cooperative that exists among post-secondary institutions in British Columbia. VCC acquires many electronic resources through the ELN. Decisions to acquire products are made as a group based on selection criteria listed in this document and in consultation with the Library Director. ELN also facilitates reciprocal borrowing and Interlibrary Loans in the Province.

VCC is a member of the Media Exchange Cooperative (MEC). Through this cooperative, media software is borrowed from and loaned to other MEC Members.

Collections are enhanced through reciprocal borrowing agreements between BC post-secondary institutions and through provincial and national interlibrary borrowing and lending services.

2.5. Deselection

The Collection Development Librarian coordinates the process of deselection. Removal is based on an item's current inability to meet the criteria outlined in Section 2.1, circulation as indicated by system-generated weeding reports, and physical condition.

Library employees may review these items and make retention recommendations to the liaison librarians. The remaining materials will be forwarded to the Circulation Department for withdrawal.

2.6. Collection Management and Development Practices for Specific Types of Publications

2.6.1. Serials

Full text, electronic format is the preferred format for all serials. This allows the library to meet the needs of all learners, by providing 24 x 7 access, reduces handling and processing costs, wear and tear on materials

New subscriptions/standing orders and cancellations are based on purchase requests received and on budget allocations. This list is reviewed and approved by all liaison librarians in consultation with faculty and the Library Director.

In addition to the Selection Criteria listed in Section 2.1, the following selection and retention criteria will be applied to Serials:

- Accessibility via electronic sources. Any print serial which becomes available in full text is considered as a candidate for cancellation
- Accessibility through indexing and abstracting sources used by VCC Students and Faculty
- Cost, including rapid rate of price increases, cost of storage, cost of access, and cost proportionate to both the intended number of users and the total serials budget.

2.6.2. Electronic Resources

The librarian responsible for the management of electronic resources solicits selection recommendations from the liaison librarians regarding the purchase, renewal and cancellation of electronic products. All products intended for network access are approved by the liaison librarians.

In addition to the Selection Criteria listed in Section 2.1 – 2.2, the following selection and retention criteria will be applied to electronic resources:

- Quality and range of the product: e.g. value-added links, access to full text, advanced search functionality, thesaurus, graphics and images
- Ease of use and familiarity of interface
- Ability to cancel electronic resources in order to add the new resource
- Ability to customize the interface, generate reports and statistics
- Priority to databases not available through sources outside VCC
- Product use based on statistical reports
- Support of industry and open source standards to facilitate cross-platform linking, access and sharing
- Stability of resource and access to archives
- Ease of maintenance and good customer support
- Ease of accessibility by IP range recognition and EzProxy authentication

2.6.3 Media

Definition

Media refers to videotapes and DVDs, audio CDs etc. Computer software is not included in this policy; neither are media which form parts of learning kits. The library also subscribes to streamed video and this is likely to be the medium of choice in the future.

To ensure effective sharing of College media resources by all departments at VCC, all media software, including free items and those located in departments, will be listed in the College library catalogue. Viewing, copying and lending of these items will be in compliance with Canadian Copyright Law.

Media software will be acquired by the VCC Library in consultation with other departments where required. Costs may be paid by the library, the department or shared between them. When costs are shared between departments, verbal or written approval of the program Department Head is required.

In addition to the selection criteria listed in 2.1, the following criteria may be applied:

- Availability of Public Performance Rights for media software
- Permission to lend media software within MEC
- Closed captioned versions are acquired wherever possible

2.6.4. Government Publications

VCC is a selective depository for federal government publications. The Government Publications librarian reviews, selects, and orders government publications electronically through a federal government website.

2.6.5. Textbooks

Students in most programs are expected to purchase assigned class textbooks. When there is demand and budget permits, the library will acquire a maximum of two (2) copies of a textbook.

If there is insufficient funding to purchase textbooks, the liaison librarian will approach the instructor and/or department head to determine if additional copies are available which can be added to the library collection.

2.6.6. Reference Materials

Reference materials that cost more than \$400 will be purchased in consultation with the liaison librarians. Electronic formats are preferred for reference materials as this format enhances currency and access.

2.6.7. Gifts

VCC Library welcomes donations of books, periodicals, audio and sound recordings and electronic resources to enhance the existing Library collections.

In addition to the Selection Criteria listed in Section 2.1, the following selection and retention criteria will be applied to gifts:

Acceptance Guidelines

1. That the donations fall within the scope of the Library's collection and enhance the learning and teaching at the college
2. Space constraints dictate that the acceptance of items is based on the uniqueness of the material in the context of the existing collection
3. That the physical condition of the materials is acceptable
4. That the donor places no conditions on the disposition and use of the material offered
5. That the library has the equipment to provide access to the format offered

Tax Receipts

At the discretion of the Vancouver Community College Foundation, tax receipts may be issued for gifts over \$25.00 in value in accordance with existing College policies.

Standard values for gifts are calculated in accordance with the guidelines established by the Council of Post Secondary Library Directors (last updated in 1997). Revenue Canada requires evaluation by an independent appraiser of gifts over \$1000.00 in value.

Tax receipts are not issued for publisher's complimentary copies

2.6.8. Archives

The VCC collection includes a limited Archive that contains materials relevant to the history of this institution. Documents are received in cooperation with the College Administration as per the Archive Policy, B.6.1.