



## **Barton Library Collection Development Plan**

### **Purpose**

The purpose of Barton Library resources is to support the mission and curricula of Barton Community College, and to promote learning and information literacy. In pursuing this objective, the Library champions the Association of College and Research Libraries' [Standards for Libraries in Higher Education](#). The Collection Development Plan describes the Library's collecting practices and defines the scope and nature of library collections for college administration, faculty, staff, and students. This Plan also guides Library staff in developing and maintaining resources, and states the rationale for the selection and deselection of materials to maintain the quality of the collection.

### **Barton Community College Mission Statement**

Barton offers exceptional and affordable learning opportunities supporting student, community, and employee needs.

### **Barton Library Mission Statement**

The Barton Library's primary mission is to provide a well-balanced collection of resources essential to supporting the learning opportunities offered by Barton Community College. In addition, the Library strives to develop, arrange, and maintain information services that spark curiosity, cultivate critical thinking, and encourage a lifelong love of learning.

### **Barton Library Motto**

"Dare to know."

### **Intellectual Freedom and Diversity of Thought**

Barton Library upholds the principles espoused by the American Library Association's [Library Bill of Rights](#), [Core Values of Librarianship](#), and [Freedom to Read Statement](#). Additionally, the Library supports the values of integrity and ethics expressed in the Higher Learning Commission's [Criterion 2.D](#).

The Library has the responsibility to represent through its resources all sides of curricular issues. Because of this commitment to global awareness, some materials in our collection may be considered unorthodox or unpopular by some. However, our goal is to make available diverse viewpoints and expressions in support of our academic offerings and to suit the varied backgrounds of our students, teaching faculty, and staff. The Library opposes any and all attempts at censorship,

and works to preserve the constitutional right of freedom of expression and the free exchange of ideas.

## **Challenges to Collection Materials**

If a member of the College community challenges the inclusion of an item in the collection, the following procedure will be followed:

- The patron will be referred to the Director of Library and College Archives (“the Director”).
- The Director will attempt to resolve the issue through discussion, an explanation of the selection plan, and the rationale for the item’s inclusion.
- If necessary, the patron will be asked to submit in writing the perceived reasons for the item’s exclusion.
- The challenged materials will remain in the collection during this review.
- If necessary, a faculty member may be consulted as a subject area expert.
- The Director will respond to the patron in writing within five business days.
- The response will include the purposes for the material’s inclusion; why it should remain in the collection or may be removed; and any references to peer reviews, the Library Bill of Rights, or intellectual freedom statements.
- If the patron remains unsatisfied, he or she may appeal to the Vice President of Instruction.

## **Copyright**

The Library recognizes and supports the full enforcement of copyright law for the protection of intellectual property rights. All College faculty, staff, and students are required to comply with [Title 17 of the U.S. Copyright Act, §§ 101 - 810](#) regarding the use of copyright protected materials. The Library also recognizes the “fair use” exemption where copyrighted materials may be legally used and reproduced for the purposes of commentary, criticism, and educational and scholarly activities as set forth by the courts and the U.S. Copyright Office.

For more details, refer to Barton’s [Student Consumer Information](#) page and the [Copyright](#) page on the Barton Library’s website.

## **Budget**

Melvil Dewey recognized a library’s responsibility to provide “the best reading for the largest number at the least cost.” Accordingly, the College provides funds for library resources, both print and electronic, based on priorities and goals identified during the Library’s annual strategic planning process. In addition, funding may be supplemented by the non-profit Barton Community College Foundation, by outside grants, and by gifts. No department allocation formula is used to determine acquisitions. This allows the Director, in conjunction with teaching faculty and student input, to make professional judgements to ensure the collection offers materials that are preeminent in their respective fields and best satisfies the curricular and recreation needs of patrons.

## Responsibility for Collection Development

Francis K. W. Drury's most basic principle for book selection (1930) states a library should endeavor "to provide the right book to the right user at the right time." In harmony with this timeless standard, all Library patrons, regardless of status, are encouraged to make requests for library purchases by completing a Book Recommendation Form. If the item is consistent with the collection plan guidelines, and if funds are available, the material will be acquired.

Development of library collections is the scholarly and administrative work of librarians. Barton Library's full-time staff act as subject area specialists according to academic background and research interests when possible. Subject specialists work with their assigned academic disciplines to analyze and evaluate collection subject area resources, and to obtain materials recommendations. Faculty members are encouraged to meet with their Library subject specialist and share curriculum changes and developments. Library staff also utilize standard reviewing resources, such as bibliographies, product descriptions, subject periodicals, library review literature, and publisher's literature and catalogs, to select materials. College staff and students are also urged to make recommendations. Ultimate responsibility for collection development resides with the Director.

### Selection Guidelines

Shiyali Ramamrita Ranganathan's first three laws of library science (1931) provide a foundation for materials selection:

- Books are for use
- Every reader his/her book
- Every book its reader

In addition to these best practices, the Library obtains pertinent materials in accordance with the following priorities:

- Materials that support and align with the College's mission and curriculum, and with student learning in general.
- Materials that assist faculty members in performing their teaching and research activities.
- Materials not directly related to College curricula and programs, but still possessing educational, informational, or recreational interest for an educated and conversant College community.

The selection of materials is based on the following criteria:

- Relevance to the College curriculum.
- Projected or existing demand which cannot be met by resources already within the Library collection.
- Contributes to a balanced collection which promotes intellectual diversity.
- The variety of formats in which information is made available.
- Faculty, staff, and student recommendations.

- The information is accurate and objective.
- The information is authoritative (based on the reputation of the author and/or the publisher).
- Level of difficulty and scope.
- Cost of material is justified in terms of anticipated use.
- Any ongoing maintenance costs.
- Access and licensing restrictions (particularly with regards to electronic resources).
- The condition of the material.

## **Guidelines by Format of Material**

The bulk of the collection is a combination of electronic and print formats. However, audiovisual items form an important portion as well. Format is varied in order to meet curricular demands as well as varied learning styles.

### **Non-Fiction Monographs**

Non-fiction book titles considered for purchase must primarily support the College's curriculum and student activities that include the writing of papers, secondary reading, and the completion of class assignments. Hardbound editions are preferred unless the subject matter is a rapidly changing topic; paperback editions will be purchased in this specific instance. Single copies of books will be acquired unless multiple copies are needed for curricular purposes; departmental funds will be solicited for these additional purchases.

### **Textbooks**

Coursework textbooks are not purchased by the Library. Other texts might be purchased if they provide a broad introduction to a topic. Instructors may donate texts or place their own textbook copies on reserve for students' use, if they wish.

### **Periodicals**

The purpose of the periodicals collection, both print and electronic, is to provide access to current information in support of the College curriculum, produce general interest, and offer recreational reading to the College community. Journal, magazine, and newspaper subscriptions represent a continual and often large expense and, thus, are added judiciously. Priority is given to periodicals indexed in one of the Library's online periodical databases and those which supplement full-text electronic resources. Full-text availability from one of the subscription databases will be another factor in determining whether to subscribe to the print version. Generally, if the periodical is available full-text in a subscribed database, the print version will not be purchased.

### **Electronic Resources**

Electronic resources are generally acquired in subscription packages rather than as individual titles. This type of web-based material is frequently preferred over print versions because of the ease of access from remote locations. In addition, many users choose electronic resources since the search

tools enhance usability and the electronic version is updated more frequently. All electronic resources, including internet website links, will be chosen according to collection development guidelines.

### **Audiovisual Resources**

Audiovisual resources will be purchased on an as-needed basis to support curricular areas. The emphasis in the selection of audiovisual titles is placed on those which will be directly used by the faculty for instruction or in support of instruction. The Library will make a concerted effort to provide access to streamed media (particularly video) through subscription or license from third party vendors. In addition, the faculty is encouraged to place in the library collections any audiovisual resources they purchase with departmental funds.

### **Government Publications**

Government publications are selected according to collection development guidelines for all materials and are cataloged and integrated into the main library collection.

### **Popular Fiction**

The Library does maintain a large collection of popular fiction for leisure reading. The Library allocates a small portion of its budget to keep this assortment current. The collection is supplemented with donated books and funds. The books are subject to the gift and donation policy.

Additionally, the Library purchases selected, high-quality children's literature in support of the Child Development Center. Emphasis is placed on award-winning and well-reviewed titles.

### **Reference Books**

In general, the Library relies on electronic reference resources. However, subject specific encyclopedias, dictionaries, foreign language instruction, and statistical compendia are sometimes purchased based on the criteria above. A de-emphasis on the purchasing of printed reference books will occur as web-based resources continue to meet patron needs.

### **Barton Archives**

The Barton Community College Archives serves as official repository for the College's records of enduring value and, as a result, the institutional memory of the College. As such, the Archives collects, preserves, and provides access to records that primarily document the academic and administrative history, the history of student participation, and the development of Barton Community College. Materials of permanent historical value include records; correspondence; photographs; papers; and publications generated by administration, faculty, staff, and student organizations. Materials are described according to national standards established by the Society of American Archivists and the American Library Association. Due to the unique nature of the materials residing within the collection, the Archives require several specific guidelines for

collection development. The examples given below are intended to provide guidance and are not exhaustive.

### **Guidelines for Collecting Areas**

The Barton Archives seeks unique or rare materials in their original format that provide context to the events, activities, and people of Barton Community College. These guidelines establish a recognized college record of significant undertakings and scholarship, while protecting the limited space and budget limitations of the Archives.

The Barton Archives welcomes:

- Inactive documentation that illustrates the structures, priorities, and decision-making of an academic or administrative unit or campus organization (e.g., organizational charts, grant proposals, strategic plans, meeting notes, correspondence, reports, etc.).
- Barton Community College faculty authored/edited works (works authored by a single faculty member or by multiple faculty members where at least 50 percent of the authors are Barton faculty members, works edited by a single faculty member, or works edited where more than 50 percent of the total content is authored by Barton faculty members).
- Personal accounts of campus life, work, or important events at Barton Community College (e.g., diaries, journals, personal correspondence, scrapbooks, etc.).
- Direct evidence of significant events or work in the life of an individual or organization at Barton Community College (e.g., photographs, press releases, speeches and other prepared remarks, etc.).
- Evidence of the social networks that have existed at Barton Community College (e.g., personal correspondence, documentation of work and family life, photographs, etc.).
- Collected ephemera (e.g., buttons, signs, posters, bumper stickers, pamphlets, playbills, etc.).

The Barton Archives will not accept:

- Rare monographs and manuscripts (Interested donors are encouraged to consider contributing to the Cohen Center for Kansas History collection).
- Collected fine artworks (Interested donors are encouraged to consider contributing to the Shafer Art Gallery).
- College records of short-term or transitory value.
- Student, faculty, and alumni papers that are unrelated to the individual's experiences at the College.
- Works authored by multiple faculty members where less than 50 percent of the authors are Barton Community College faculty members.
- Works edited where less than 50 percent of the total content is authored by Barton Community College faculty members.
- Artifacts with onerous permanent restrictions on access or use of the bulk of the materials.
- Widely distributed sound and video recordings.
- Recordings of media broadcasts that do not feature the donor.

- Reproductions of materials from other archives.
- Facsimiles of extant original materials.
- Third-party medical records (e.g., patient records, therapist's notes).
- Third-party educational records of living persons (e.g., teacher's gradebook or graded copies of student work).
- Textbooks or eBooks.

## **Format**

The Barton Archives accepts materials within the collecting scope outlined above, regardless of format. Some formats (particularly depreciated electronic records and at-risk sound and video formats) have specialized needs for ongoing preservation and use. Decisions on accepting these materials may depend on resource constraints.

## **Physical Condition of Acquisitions**

Because the Barton Archives do not possess dedicated preservation and conservation resources, materials in the best possible physical condition receive a higher likelihood of acceptance. Exceptions may be made in instances where the rarity of an object in any condition merits accepting a less-than-perfect donation. In general, the costs associated with repairing and storing damaged materials are beyond the Archives' limited budget, and imperfect copies will be respectfully declined.

## **Privacy**

In accordance with the [Guidelines for Access to Original Research Materials](#) developed by the Society of American Archivists and the American Library Association, the Barton Community College Archives is committed to providing access to its collections while still respecting the bounds of privacy, confidentiality, and preservation. The Archives staff affirm that donors of archival materials share a responsibility to respect the privacy of third parties. Materials may contain personal information about others. Donors are responsible for reviewing materials before offering them to the Barton Archives, and, when possible, discussing the inclusion of third-party information with affected individuals and Barton Archives staff.

## **Special Collections**

The Barton Library has established several special collections into which materials have been assembled to address specific needs.

### **College Life Collection**

The College Life Collection is designed to provide Barton students with materials relevant to the college experience. Books on life strategies, soft skills, productive study habits, selecting majors, personal finance, the writing of resumes and cover letters, preparing for interviews, job hunting, and choosing and preparing for a career are contained within this collection.



## **Current Issues Collection**

The Current Issues Collection provides a ready reference for students on the important matters of the day. Multidisciplinary subjects range from business and political science to ethical questions to national security concerns. The short works in the collection offer students an introduction to topics that can be further explored in the Library's wider print and electronic collections.

## **Kansas Collection**

The Kansas Collection is a body of works by 20th and 21st century writers who set Kansas as a central topic or setting. This collection complements the distinctive collecting scope of the Cohen Center for Kansas History by focusing on general works involving Kansas after the Great Depression. Materials published by minor Kansas presses and books chosen for the Kansas Notable Books List are also arranged within the collection. Authors whose writing focuses on Kansas's history and culture are acquired for this collection, while those whose sole association is birth or residence are placed in the main collection.

## **Professional Collections**

The Professional Collections provide materials that support Barton faculty and staff in their academic and administrative roles. The Academia Collection is composed of books that consider the community and culture of institutions and professionals concerned with the pursuits of higher education, research, and scholarship. The Assessment Collection comprises materials that discuss the wide assortment of methods and tools used to collect, analyze, and interpret empirical data in order to refine educational programs and improve student learning and development. The Instruction Collection assembles works on the structured undertaking or practice of planning and teaching academic curricula in higher education.

## **Research and Writing Collection**

The Research and Writing Collection is designed to support the academic endeavors of students. The accumulated materials assist in formulating a well-defined purpose in writing, determining the specific audience, selecting the appropriate use of conventions of format and structure, adopting the voice, tone, and level of formality suitable for the purpose and audience, and developing productive and flexible writing processes, including pre-writing, drafting, revising, and editing and proofreading.

## **Open Access and Open Educational Resources**

Barton Community College strives to make education more affordable and accessible. As such, Barton's OER Initiative, facilitated by The Center of Innovation & Excellence, addresses these student goals while focusing on instructional goals and authentic instructional freedom for faculty regardless of location and mode of delivery. In partnership with the Center, the Library is committed to supporting the expansion of Open Access (OA) and Open Educational Resources (OER) initiatives. Open Access are immediate, online research articles and materials coupled with



the rights to use these articles fully in the digital environment at no cost.<sup>1</sup> Open Educational Resources (OER) are teaching, learning, and research materials that are either (a) in the public domain or (b) [licensed](#) in a manner that provides everyone with free and perpetual permission to engage in the [5R activities](#).<sup>2</sup>

For more information, see the [Barton OER 2021 Guide](#) or contact the [Director of Innovation and Compliance](#).

## **Gift and Donation Policy**

The Library accepts donations of materials provided they add strength to the collection and the donor places no onerous conditions on housing, handling, or disposing of duplicate or surplus items. Library staff reserves the right to decline donated books or dispose of them as the Library sees fit, either through the use of the Free Library program, discard, or donation to non-profit organizations. Shelf space and staff time will be prime factors in accepting gifts. Curricular books are subject to collection development guidelines, and the inclusion of leisure reading materials are dependent on the judgment of the Library staff. Donors for whom a written acknowledgement of receipt is desired will need to coordinate gifts through the non-profit Barton Community College Foundation.

## **Collection Maintenance**

Ranganathan's fifth law of library science (1931) states "the library is a growing organism." Consequently, Library staff, in consultation with the Library Advisory Board, will curate the collection on a regular basis in order to continually align resources with current teaching needs, as well as maintain relevancy, accessibility, cost efficiency, and utility of both print and electronic collections. As such, access to some electronic databases may be reduced or discontinued; deselected print materials will be removed from the shelves; and materials that are outdated, damaged, seldom circulated, or contain inaccurate information will be similarly weeded. Damaged or missing materials are not automatically replaced, but are subject to the Collection Development Plan. Some library materials that are considered classic works in their fields and possess long-term value will be retained despite lack of use.

## **Plan Review**

The Collection Development Plan will be regularly reviewed by Library staff and Library Advisory Board members with revisions being made when appropriate.

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