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Library-Media Center
Collection Development Policy and Resolution

POLICY STATEMENT

It is the policy of Everett Community College that materials for the John Terrey Library-Media Center collection be selected to foster education, personal development, lifelong learning, and the cultural and recreational enrichment of the college community.

It is the policy of Everett Community College to promote and support the principles of Intellectual Freedom. The College Library-Media Center collection will be developed to reflect diverse ideas and opinions. No material will be excluded because of race, nationality, sex, sexual orientation, or the political, religious, philosophical, or social views of the author.

The presence of material in the College Library-Media Center collection is not an endorsement of the views and opinions expressed in the material. Access to materials in the College Library-Media Center collection, except to protect materials from theft or damage and to ensure equal access, will not be restricted.

The latest edition of the Library Bill of Rights adopted by the American Library Association Council, unless contrary to this resolution shall be followed by this institution.

It shall be the responsibility of the College President to implement this policy.


James Shipman, Chair

Gene Chase, Vice-chair

Thomas Gaffney, Trustee

Betty Cobbs, Trustee

Gigi Burke, Trustee
Mission Statements

Mission of the College
The primary mission of Everett Community College is to provide quality education in an atmosphere that encourages all students to achieve their educational goals. Through effective teaching and supportive student services, the College prepares students to be lifelong learners, responsible community members, and citizens of a rapidly changing world. To accomplish this mission, the College will:

- Provide equal access to educational opportunities for all students
- Maintain high standards of excellence in instructional programs and student services
- Promote a sense of campus community characterized by mutual support and open communication
- Encourage diversity, collegiality, and professionalism
- Collaborate with regional businesses, agencies, schools, and universities to create mutually beneficial partnerships

Mission of the Library-Media Center
The John Terrey Library-Media Center is the central information resource for the college, providing open access to its students and staff as well as citizens in the community. The Library Media Center's mission is to inform and enrich the students of Everett Community College by providing efficient, easy access to sources of information and knowledge important for the successful completion of a course of study at the College. In fulfilling this mission, the LMC fully supports the American Library Association's Library Bill of Rights. (Appendix I) The LMC empowers the students of Everett Community College to become life-long learners by providing instruction in information competency. The LMC informs, educates, and assists the campus community in the use of educational technology. In order to fulfill this mission, the LMC provides collections, services, facilities, and instructional programs. The Library-Media Center strives to be the best community college library in Washington State.
General Collection Development Procedures

This procedure is written for the Library-Media Center (LMC) staff, the college faculty, the administration, the Board of Trustees, and for the users of the Everett Community College Library-Media Center.

Goals of Collection Development
- Select materials that aid students in the pursuit of education, information, and life-long learning
- Provide and make accessible information and knowledge in all appropriate media, within the LMC and from other institutions
- Provide the equipment and technical support needed for access to sources of information that utilize advanced technology
- Provide off-site access to LMC collections and LMC services
- Actively support and defend intellectual freedom and the confidentiality of library users
- Provide efficient, convenient access by integrating services and materials by format
- Participate in cooperative collection development agreements through regional or national interlibrary loan networks

Responsibility for Collection Development
The Administration of the College has delegated the responsibility for development and maintenance of the Library-Media Center collections, facilities and services to the Dean of Library-Media Services. Actual collection development and selection responsibility will in turn be assigned to LMC faculty, who will discharge this obligation consistent with the selection objectives and criteria defined in this procedure. Instructors have responsibility for recommending purchases in their subject specialties, and for arranging for LMC support when planning new programs. Faculty, students, administration, staff, and community members are invited to submit suggestions for purchases in any subject area.

Objectives of Collection Development
We add materials in a variety of formats in order to
- Support the instructional programs of the college
- Develop collections in curriculum-related areas through the two-year college or certificate level
- Maintain a core collection in all LC classifications for independent study needs
- Promote reading and lifelong learning
Criteria for Selection
- Timeliness and historical value
- Accuracy
- Effective expression and quality production
- Awards and professional reviews
- Appropriateness of level of approach
- Patron interest and demand
- Cost
- Current LMC materials on a subject

De-selection
Decisions to withdraw items from the collection will be based on the same objectives and criteria that govern selection as well as the following factors:
- Circulation
- Duplication
- Physical condition

All items withdrawn from the collection will be disposed of according to Washington State law.

Gifts
Gifts are accepted through the Everett Community College Foundation, pending available space and staff time. They are evaluated for inclusion in the Library-Media Center collection based on the same criteria as purchased materials. (See CRITERIA FOR SELECTION above.) In addition, gift materials are evaluated on physical condition.

The LMC reserves the right to determine the retention, location, cataloging treatment, storage, and display of gifts. Unusable gifts may be sold, exchanged or otherwise disposed of at the discretion of the Dean of Library-Media Services or the Dean’s designee, the Collection Development Librarian. If sold, the funds received will be used for material purchases.

Gifts added to the collection are subject to the same periodic review, deselection process, and procedures as other materials in the collection. The EvCC Foundation is a 501(c)(3) non-profit corporation. Neither the Foundation nor the LMC can legally appraise gifts for tax purposes. (Appendix III)

Replacement and Mending
Lost or damaged materials will not be automatically repaired or replaced. Decisions to replace items will be based on the same criteria that govern de-selection.

Copyright
Copyright regulations, guidelines and licensing permits are observed. Appropriate permissions for duplicating, converting and intended use are required before materials will be added to the collections.
Format-Specific Collection Development Procedures

All LMC materials are subject to the above collection development procedures. The additional procedures outlined below affect items in the specified formats only, because of unique characteristics that influence their acquisition and maintenance.

Periodicals

Objectives of Selection
Periodical subscriptions provide current information. The collection includes both scholarly journals that support the curriculum, as well as popular titles that stimulate reading and library use. New subscriptions are a commitment to future funding, and therefore will be evaluated very closely.

Criteria for Selection
- First consideration will be given to periodicals that are indexed by an online index available in our library, such as ProQuest.
- Nursing journals must be indexed by CINAHL in order to be considered for purchase.

Materials that are not indexed at all will be purchased if use is guaranteed by the instructor through required reading assignments. A limited group of titles may be classified as browsing materials and selected in spite of lack of available indexing. These are materials that are normally used without benefit of an index and can include magazines in foreign languages, art/photography journals, selected local and regional resources, and items useful in providing a balanced point of view on controversial issues.

Periodical back-file purchases will be evaluated on the basis of available indexing and demonstrated curricular need.

De-selection
All titles will be evaluated annually. Titles with low usage may be discontinued.

Back-files of periodicals are kept for predetermined lengths of time, based on an established retention schedule.

Paperbacks

Objectives of Selection
A browsing collection of high interest, fiction and non-fiction paperbacks will be selected to promote reading and library use.

Criteria for Selection
- High interest materials
- Recreational reading
- Media tie-ins
- Demonstrated and anticipated popularity
- Timeliness
- Quality
- Critical review
- Cost

Items selected may or may not be included elsewhere in the LMC collection. As essentially a browsing collection, catalog access will be limited to author and title.

**De-selection**
De-selected items may be considered for addition to the Main Collection prior to discarding.

**Online Resources**

**Objectives of Selection**
The library purchases or subscribes to online resources to provide remote access to materials (i.e. databases, media, e-books and images).

**Criteria for Selection**
- Content
- Scope
- Ease and effectiveness of search interface
- Off-campus availability
- Cost

In most cases, the library will request a trial period.

**De-selection**
The collection is reviewed annually. Usage is the major consideration for de-selection which generally means cancelling the annual subscription.
Media Materials

Responsibility for Collection Development
The Dean of Library-Media Services has delegated the responsibility for selection of media materials to the Media Services Librarian. Suggestions for purchases from faculty in the subject disciplines are encouraged.

Objectives of Selection

Media is selected to meet the instructional needs of EvCC faculty as an integral part of classroom instruction and as supplemental curricular-related material, to serve the general informational and educational needs of EvCC students, and to provide materials in a variety of formats to address diverse learning styles and special needs.

Formats
Type of media selected depends upon the content, demand, popularity, cost, durability, maintenance, and availability of the media and of the supportive equipment and infrastructure, as well as on technological development. The formats of the Media Materials Collection will change as new technologies develop.

Subject Areas and Levels
All subject areas are appropriate. While all subjects may be supported, the collection is not evenly divided; some areas are more available and more suitable for media presentation of different types.

The Film collection encompasses all subjects and types of material including documentaries, performances, shorts, children's films, instructional programs, features, experimental film and genres, and campus productions. General popular and award-winning films will be selected. Audio materials selected will include instructional programs, spoken word, audio-books, sound and music. Music representing various styles, items which support the curriculum and a sampling of popular items will be selected.

Criteria for Selection
- Current collection content
- Awards, professional recommendations and critical reviews
- Previews and faculty reviews
- Curricular relevance
- Contribution to a core collection
- Necessary supportive equipment
- Cost
- Historical importance
- Quality
- Significance of creator or performer
- Aesthetic appeal
Additional considerations

- For foreign language films, subtitles are preferred over dubbing.
- For audio books, unabridged versions are selected.
- When available, video will be selected with closed-captioning and descriptive video inscription.
- Films purchased for the collection will include individual, classroom and library viewing rights in accordance with existing copyright regulations.
- Instructional material needed for repeated use in a classroom setting, such as laboratory materials, should be purchased by the department.

De-selection

The Media Materials Collection is examined to determine continued relevance to user needs and to selection criteria. Decisions to withdraw items from the collection are based on the same objectives and criteria that govern selection as well as the following factors:

- Usage
- Timeliness
- Physical condition
- Availability of content material
Fine Art

Objectives of Selection
Works of art are selected to enrich and support the college curriculum, stimulate growth in aesthetic values and creativity, foster respect for diversity, promote the library and the college, and aesthetically enhance the Library-Media Center environments. The primary focus is outstanding, original works by current EvCC students and alumni, current and former EvCC faculty/staff, local artists, Northwest Native art, representative works of significant artists, and art work related to libraries, authors, media, freedom of information, information technology, books and reading.

Responsibility for Selection
The responsibility for selection has been delegated by the administration of the college and the Dean of Library Media Services to the Media Services Librarian.

Criteria for Selection
- Quality
- Reputation of the artist
- Recommendation of faculty/experts in field
- Reviews
- Awards
- Cost
- Requirements for display, storage and maintenance
- Subject matter
- Timeliness or permanence

De-Selection
Art work may be de-selected in consideration of the following:
- Condition
- Availability of exhibit space
- Storage requirements
- Timeliness
Appendix I

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 approval.

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 abridgment 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 the individuals or groups requesting their use.

Adopted June 18, 1948

REFERENCES

Appendix IIA

Procedure for Review

Library-Media Center Materials

If someone objects to a specific item in the Everett Community College Library-Media Center collection and wishes to see it removed, he/she must first meet with a reference librarian or, if a reference librarian is not available, the Dean of the Library-Media Center, to discuss his/her concerns.

If, after discussion, the individual wishes that the material be withdrawn, he/she may request a review of the material by completing the "Request for Review" form (Appendix IIB) and submitting it to the Dean of the Library-Media Center. Forms are available from the Library-Media Center Administrative Office.

- The Dean will log receipt of the form and open a file on the request. No item in question will be withdrawn before the review process is completed and a final decision is reached.
- The Dean of the Library-Media Center will forward to the appropriate Collection Development Librarian the "Request for Review" form.
- The Collection Development Librarian will meet with faculty librarians and the Dean to discuss and gather information before preparing a written response.
- The response will be written by the Collection Development Librarian and will include an explanation for the decision. This explanation may include: how the material relates to the educational goals of the college and the Library-Media Center; criteria used for selection, including published reviews; and/or patron requests for and use of the material.
- Copies of the letter will be sent to the Vice-President of Instruction and the Dean of Library-Media Services.

Within ten days of receipt of the response from the Library-Media Center, the complainant may forward a written appeal to the Dean of the Library-Media Center. Upon receipt of the written appeal, the Dean will establish and call the first meeting of an ad hoc Review Committee, whose members will be:

- Two (2) librarians (selected by the LMC faculty)
- One (1) tenured faculty (selected by the Federation)
- One (1) divisional dean (appointed by the VP of Instruction)
- Dean of the Library-Media Center
- One (1) student (selected by the Student Senate)
- One (1) librarian from the community (appointed by the Dean and faculty of the LMC)

The Chair will be selected by the Committee.
The Committee will review the written request and will read, listen to, and/or view the material in its entirety. The Collection Development Librarian will provide information to the Committee which may include:

- LMC collection objectives that are met by the material
- Reviews from professionally recognized sources
- Statements by instructors whose students use or may use the material
- Any other material that could help define the purpose and usefulness of the material

The Committee may interview any other individuals, including the complainant, as well as seeking counsel and advice from the Office of the Attorney General.

Within 45 days of receipt of the written appeal, the Committee will reach its decision with 4 or more concurring votes of the 7 Committee members, and will forward its recommendation and all supporting material to the Library-Media Center Dean for implementation. The Dean will notify the complainant in writing of the decision of the Committee.

Material which has undergone a review may not be re-challenged for one (1) calendar year from the date of the Review Committee’s recommendation.

The above review process will apply equally in the case of persons who wish to challenge an LMC decision not to include certain material in the collection. In that case, the form "Request for Addition of Materials to the Library-Media Center Collection" (Appendix IIC) will be submitted.

The review process applies equally to all persons.
Appendix IIB

Library-Media Center
Request for Review of Materials

Materials are added to the Everett Community College Library-Media Center in support of the educational goals of the College.

Please complete the following form so that the material in question can be thoroughly evaluated in light of the Library-Media Center selection objectives and policies. (If necessary, use the back of this sheet for full explanation for any of the questions below.)

AUTHOR: __________________________ CALL NUMBER: __________________________

TITLE: ____________________________________________

1. How much of this item have you read, heard or seen?
   __________________________________________________
   __________________________________________________

2. What do you believe to be the overall theme of the material?
   __________________________________________________
   __________________________________________________

3. Have you read any reviews of this material?
   __________________________________________________
   __________________________________________________

4. To what do you object in the material? (Please be specific.)
   __________________________________________________
   __________________________________________________

(Over please)
5. What do you think might result from the use of this material by others?

_______________________________________________________________________

_______________________________________________________________________

6. Is there anything good about the material as a whole?

_______________________________________________________________________

_______________________________________________________________________

7. For what age-group would you recommend the material?

_______________________________________________________________________

_______________________________________________________________________

8. Is there an alternative you could recommend that would provide information on this subject?

_______________________________________________________________________

_______________________________________________________________________

TODAY'S DATE: _______________________

NAME: _______________________________________ PHONE: _______________________

ADDRESS: ________________________________________________________________

_________________________________________ ___________ ___________
City State Zip

ORGANIZATION: ____________________________________________________________
Appendix IIC

Library-Media Services
Request for Addition of Materials

Materials are added to the Everett Community College Library-Media Center in support of the educational goals of the College.

Please complete the following form so that the material in question can be thoroughly evaluated in light of the Library-Media Center selection objectives and policies. (If necessary, use the back of this sheet for full explanation for any of the questions below.)

AUTHOR: ______________________ CALL NUMBER: ______________________

TITLE: ______________________

1. How much of this item have you read, heard or seen?

________________________________________________________________________

________________________________________________________________________

2. Have you read any reviews of this material?

________________________________________________________________________

________________________________________________________________________

3. Why do you think this is important to be added to the Everett Community College Library-Media Center collection?

________________________________________________________________________

________________________________________________________________________

4. Have you consulted with a librarian about other materials already in the collection on this subject?

________________________________________________________________________

________________________________________________________________________

(Over please)
5. Please describe the materials in this subject or with this opinion that are now in the collection. In your opinion, why is this insufficient?


6. For what age group would you recommend this material?


7. Is there an alternative you could recommend that would provide information on this subject?


TODAY'S DATE: _______________________

NAME: __________________________________ PHONE: ______________________

ADDRESS: __________________________________

Street

City State Zip

ORGANIZATION: __________________________
Appendix III

GIFTS AND DONATIONS

Everett Community College Foundation
2000 Tower Street
Everett, Washington 98201
(425) 388-9434

Gifts are accepted by the Foundation with the provision that they will be evaluated for inclusion in the Library-Media Center collection in the same manner as other materials, and that unusable gifts will be sold, exchanged or otherwise disposed of, according to the discretion of the Dean of Library-Media Services. The Library accepts materials in good condition only.

The EvCC Foundation, a 501(c)(3) non-profit corporation, cannot legally appraise gifts for tax purposes. This form serves as a gift statement and receipt.

Bookplates may be attached upon request.

I have read and understand the above statement.

DONOR NAME __________________________ DATE __________________________

MAILING ADDRESS ______________________________________________________

CITY/ST/ZIP __________________________________________________________

TELEPHONE NUMBER (________) _________________________________________

Description of the donation (amount & type of materials)

_______________________________________________________________________

_______________________________________________________________________

_______________________________________________________________________