

Approved By: Faculty and President

Date Approved: October 12, 2017

1. **Summary:** This policy establishes guidelines by which the library develops its print and electronic collection.
2. **Rationale:** This policy is necessary to ensure that the library collection is sufficient and appropriate for the college's academic programs.
3. **Entities Affected:** Library staff
4. **Definitions:**
5. **Policy:** The purpose of the collection development policy is to provide written guidelines for library staff in developing and maintaining Wallace Library's collections, both print and electronic, within the limits of the library's fiscal resources. In addition, the policy serves to inform Criswell College faculty, staff, and students of the library's collection development practices.

Responsibility for Development

Both the librarian(s) and the faculty share in the responsibility of developing the library collection. The library director is ultimately responsible for collection development at Wallace Library. Funding approval for all collection purchases is approved by the Academic Affairs Office.

Primary and Secondary Users

The primary users of Wallace Library resources are students, faculty, and staff of the College. Secondary users are patrons from other institutions that are members of the TexShare cooperative lending consortium.

Collection Development Goals

The collection development goals are as follows:

- a. Acquire materials that best support the curriculum of the institution and the research needs of the college's primary users
- b. Execute the materials budget in an equitable and responsible manner
- c. Acquire materials in formats that will benefit the largest number of students and college programs
- d. Repair or remove items in the collection that hinder the collection's relevance, accessibility, and/or attractiveness.

Collection Development Guidelines

Collection assessment and allocation of the materials budget are generally based on the following:

- a. Available funds
- b. Number of courses taught in each discipline

- c. Number of students and credit hours generated within each college program
- d. Collection deficiencies
- e. Costs of materials
- f. Faculty and student suggestions
- g. Scholarly and professional reviews
- h. Inter-Library Loan requests
- i. Library satisfaction surveys

Collection Weeding and Removal Guidelines

Weeding or removing items from the collection is to be done on a regular basis. The basis for removal may be one or more of the following:

- a. Obsolete information
- b. Physical condition
- c. Space requirements
- d. Insufficient use or value
- e. Duplicate information

Propriety of Collected Materials

The library’s collection development policy is to be in complete alignment with the mission of Criswell College and the ethical values embodied in the college’s standards of conduct. If an issue arises as to the propriety of any collected materials, the library director will consult the library committee. If further guidance is needed, the committee will ask the Academic Affairs Office for additional advice or direction.

Donated Materials

Donations will be assessed based on the collection guidelines in this policy. Materials not selected for addition to the collection will be offered to students or donated elsewhere.

6. Procedure:

- a. **Implementation:** The Library Director is responsible for implementing this policy.
- b. **Responsibility for Compliance:** Vice President of Academic Affairs
- c. **Notification:** This policy will be posted on the college’s website and network drive.
- d. **Policy Review:** This policy will be reviewed regularly according to the college’s policy review procedure.

For the Office of Institutional Effectiveness and Research only:

Policy version: 1.0	Policy number: 3.016
Related policies:	

Policy History

Version 1.0	October 12, 2017
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