

Approved By: Faculty and President

Date Approved: October 11, 2023

Effective Date: October 12, 2017

1. **Summary:** This policy establishes guidelines by which the library develops its print and electronic collections.
2. **Rationale:** This policy is necessary to ensure that the library collections are adequate and appropriate for the College's Academic Programs.
3. **Entities Affected:** library staff, students, faculty, staff
4. **Definitions:** not applicable
5. **Policy:**
 - a. **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.
 - b. **Responsibility for Development**

The Director of Library Services is responsible for collection development at Wallace Library, working with the faculty to ensure that collection development is conducted according to the goals and guidelines specified below. The Director of Library Services works with the Vice President of Academic Affairs to ensure that funds are appropriately designated and used for collection development in an equitable and responsible manner.
 - c. **Collection Development Goals**

The collection development goals are as follows:

 - Acquire materials that best support the curriculum of the institution and the research needs of the College's primary users
 - Acquire materials in formats that will benefit the largest number of students and College programs
 - Repair or remove items in the collection that hinder the collection's relevance, accessibility, and/or attractiveness
 - d. **Collection Development Guidelines**

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

 - Available funds
 - Number of courses taught in each discipline
 - Number of students and credit hours generated within each College program
 - Collection deficiencies
 - Costs of materials
 - Faculty and student suggestions

- Scholarly and professional reviews
- Inter-Library Loan requests
- Library satisfaction surveys

e. Collection Culling and Removal Guidelines

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

- Obsolete information
- Physical condition
- Space requirements
- Insufficient use or value
- Duplicate information

f. 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 Director of Library Services will consult the faculty. If further guidance is needed, the faculty will ask the Vice President of Academic Affairs Office for additional advice or direction.

g. 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 Director of Library Services 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.
- d. Policy Review:** This policy will be reviewed regularly according to the College’s policy review procedure.

For the Office of the President only:

Policy version: 2.0	Policy number: 3.016
Related policies:	

Policy History

Version 1.0	October 12, 2017
Version 2.0	October 11, 2023